CITY OF BATTLE GROUND, WASHINGTON

RESOLUTION NO. 20-07

A RESOLUTION OF THE CITY OF BATTLE GROUND, WASHINGTON, DECLARING THE NEED FOR A COVID-19 UTILITY RELIEF PROGRAM

WHEREAS, in light of a recent outbreak of the novel coronavirus (COVID-19), the Governor of the State of Washington proclaimed a State of Emergency in Washington on February 29, 2020. On March 13, 2020, the President of the United States declared the ongoing Coronavirus Disease 2019 (COVID-19) pandemic of sufficient severity and magnitude to warrant an emergency declaration for all states, tribes, territories, and the District of Columbia pursuant to section 501 (b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the "Stafford Act); and

WHEREAS, on March 19, 2020, the Governor of the State of Washington called on public utilities in Washington state to ensure the health and safety of their employees and the public by suspending disconnection tariffs for nonpayment during the COVID-19 pandemic; waiving late fees for customers who are out of work or offering customer payment plans; and expanding bill assistance programs for customers who are economically impacted by this emergency; and

WHEREAS, the citizens of the City of Battle Ground are experiencing this disaster, which creates a threat to life and property; and,

WHEREAS, the City Council of the City of Battle Ground, Washington, finds that it is appropriate for the city of Battle Ground to establish a COVID-19 utility relief program for residential and small business utility customers; and,

NOW THEREFORE, be it resolved by the City Council of the City of Battle Ground, Washington as follows:

Section 1. Definitions.

A. "Eligible Residential Customer" means a person who:
    a. Receives utility services from the city of Battle Ground for water, sewer, and/or storm drainage; and
    b. Who has an annual gross income that, when combined with the annual gross income of all household members, meet the eligibility standards as outlined in Section 2 herein.
B. "Eligible Small Business" means a business who:
    a. Receives utility services from the city of Battle Ground for water, sewer, and/or storm drainage; and
    b. Is a small business with fifty (50) or fewer employees; and
    c. Can show a decrease in net income over the past 6 months.
C. "Past Due" means a utility account that has a balance due longer than 30 days.

Section 2. Utility Relief Program. Upon verification of eligibility as provided herein, the Eligible Residential Customer or Eligible Small Business will have their past due amounts absolved.

This amount will not need to be paid back. The Utility Relief Program is funded by CARES funds and shall be implemented on a first come first serve bases while funds are available. The program shall automatically terminate once available funds have been exhausted. Applications are due by November 15th, 2020.

A. To qualify as an Eligible Residential Customer, the following must be provided:
   a. An accepted form of identification to verify that he/she/they are a current utility customer with the City of Battle Ground; and
   b. Proof that the total household income for he/she/they does not exceed the limits set annually by the Federal Department of Housing and Urban Development listed below for "very low" income as now existing or as hereafter amended (see table provided below).
   c. The required documentation for Sections (a) and (b) herein shall be as outlined on Appendix A, the COVID-19 Utility Relief Program for Single Family Residents and Small Businesses.

If the number of people in the household is:	Then the total income of everyone living in the household must be equal to or less than:*
1	$30,800
2	$35,200
3	$39,600
4	$43,950
5	$47,500
6	$51,000
7	$54,500
8	$58,050

*Total income includes, but is not limited to: Wages, salaries, social security or pension benefits, bank interest, capital gains from investments, rental or business income, and IRA distributions for ALL household members.

B. To qualify as an Eligible Small Business, the following must be provided:
   a. Documentation showing business size and proving the business has fifty (50) or fewer employees; and
   b. Income statement showing a decrease in income over the past six months.
   c. The required documentation for Sections (a) and (b) herein shall be as outlined on Appendix A, the COVID-19 Utility Relief Program for Single Family Residents and Small Businesses.

C. Application Process:
   a. Applications for the Utility Relief Program shall be obtained from and filed with the City of Battle Ground utility/finance department. The application shall be on a form prescribed by the Finance Director, and shall contain the information necessary to

evaluate the applicant's qualification for the program. (see Appendix A, the COVID-19 Utility Relief Program for Single Family Residents and Small Businesses)

b. Submission of an application for the program shall constitute a verification by the applicant that all information provided in such application is true and correct to the best of the applicant's knowledge.
c. Applicants will complete the application and return to utility billing at the Battle Ground City Hall. In addition to the completed application, the applicant will need to bring a picture ID, and provide income verification materials and any other necessary documentation as requested in the application.
d. Once the application is received, the final approval will be conducted the Finance Director. The applicant will be notified by the City whether they are approved and or denied and, if applicable, the reason for the denial.

Section 3. Administrative Rules and Procedures. Pursuant to this section, the Finance Director shall promulgate administrative rules and procedures not inconsistent with this section to implement the utility rate reduction program.

Section 4. Effective Date. This resolution shall be in full force and effect September 30, 2020

DONE IN OPEN MEETING OF THE CITY COUNCIL OF THE CITY OF BATTLE GROUND, WASHINGTON HELD THIS 21st DAY OF SEPTEMBER 2020.

Approved:

Adrian Cortes, Mayor

Attest:

Kay Kammer, City Clerk

Approved as to Form:

Christine Hayes, City Attorney

COVID-19 Utility Relief Program for Single Family Residents and Small Businesses Application (Appendix A)

This is a temporary program that has been established to provide financial relief by absorbing utility customers past due amounts (greater than 30 days) for recipients impacted by the COVID-19 outbreak. Applications can be submitted by an Eligible Residential Customer or Eligible Small Business (50 or fewer employees) impacted financially by this national, state and local emergency.

Section 1

Name or Name of Business:_____

Phone Number:_____

Service Address:_____

1. Please be ready to provide the following information: Driver's license, passport, or other photo ID

Section 2 – Complete only if you are applying as a Single-Family Resident

1. Do you work or have a job? _____

   If so, pay: $ _____/month

2. Do you have other household members with income who live with you? _____

   Do they work?_____ If so, their take-home pay $ _____/month

3. Do you and/or other household members receive unemployment, Social Security, or workers' compensation

   Yes_____ No_____

   If so, which one?_____ Amount: $_____/month

4. Do you or other household members receive money from any other source, including but not limited to rental income, dividends, veterans benefits, pensions/retirement income, etc.?

   Yes_____ No_____
   If so, how much? Include total from all sources: $_____

Please be ready to provide the following information:

1. Pay stubs for the past three months for both you and your spouse (if applicable)
2. Other documentation showing income from numbers 3 & 4 above

Section 3 – Complete only if you are a small business owner (with 50 or fewer employees)

What is your average monthly income – Prior to COVID-19: $_____

What is your current monthly income – During COVID-19: $_____

Please be ready to provide the following information:

1. Documentation showing you employee 50 or fewer employees
2. Income statements for the past 6 months
3. Washington Department of Revenue tax filings to validate income statement and income noted above

AFFIDAVIT: I swear under the penalty of perjury of the laws of the State of Washington, that I understand the questions of this application and that all of the statements on this application are true. Any false statement, including omission, of information on this form is subject to a gross misdemeanor.

Signature: _____ Date: _____

OFFICE USE ONLY BELOW THIS LINE

- ☐ **Copy of photo ID**
- ☐ **Copies of all income from residential applicant**
- ☐ **Copy of documentation showing 50 or fewer employees for small business applicant**
- ☐ **Copies of past 6 months income statements from small business applicant**

Approved?

- ☐ **Yes**
- ☐ **No**

Reason: _____

Signature: _____ **Date:** _____

Accounting Manager: _____ **Date:** _____

Finance Director: _____ **Date:** _____