

<b>Napa Sanitation District Board of Directors</b>		
<b>Title</b>  <b>Low Income Property Owner Sewer Service Charge Program</b>	<b>Page 1 of 3</b>	<b>Effective Date:</b> <b>July 1, 2021</b>
	<b>Approved by:</b> Res. No. 21-XXX	<b>Procedure</b> <b>XX-X</b>

1. PURPOSE

- 1.1 The purpose of this statement is to document the Board's Policies and Procedures for the Low Income Property Owner Rebate Program.

2. GENERAL

- 2.1 This is a program for low-income owner-occupied homeowners and 501(c)(3) non-profit organizations providing housing to low-income renters which meet certain criteria.
- 2.2 The Board shall amend these policies and procedures as outlined in Resolution 06-022 and make any future extensions of the program by resolution as necessary.

3. Policy

- 3.1 Continuation of the program after 2009/10: The Low Income Property Owner Rebate Program shall continue annually without further action by the Board of Directors of the Napa Sanitation District.

4. Reference

- 4.1 Ordinance No. 83
- 4.2 Ordinance No. 84
- 4.3 Resolution No. 06-022
- 4.4 Resolution No. 16-003
- 4.5 Resolution No. 19-007
- [4.6 Resolution No. 21-xxx](#)

## 5. Definitions

5.1 Eligibility Low-income owner-occupied homeowners and 501(c)(3) non-profit organizations that provide housing to low-income renters on subject property(ies) (“subject property(ies)” defined in 4.3.2 below), which meet the criteria outlined in this resolution will be eligible to participate in the District’s Low Income Property Owner Rebate Program.

5.2 Rebate: Ratepayers eligible to participate in the Low Income Property Owner Rebate Program shall receive a reduction in their annual sewer service charge equal to 28% of the then current sewer service charge.

5.2.1 *Verification*. Participating low-income property owners shall be required to verify their Eligibility annually, by July 1, in order to maintain their continued participation in the District’s Low Income Property Owner Rebate Program.

### 5.3 Criteria for Participation

5.3.1 Low-Income Owner-Occupied Homeowners: There are two ways for owner-occupied homeowners to qualify for participation: a) Household earns 60% or less of area median family income, which will be determined by the current Napa Housing Authority income limits at the time an applicant applies for participation in the Low Income Property Owner Rebate Program, or b) Households enrolled in the PG&E CARE program.

5.3.2 Non-Profit 501(c)(3) Organizations: The Organization must rent 85% or more of each property applying to tenants that have household earnings of 60% or less of the area median family income, which will be determined by the current Napa Housing Authority income limits at the time the potential organization participant applies for the Low Income Property Owner Rebate Program. The eligible non-profit 501(c)(3) organization will only receive the Low Income Rebate for property(ies) where 85% or more of the tenants earn 60% or less of the area median family income (“subject property(ies)”).

## 6. Procedures

### 6.1 Proof of Eligibility

#### 6.1.1 Low-Income Owner-Occupied Homeowners

Low-income owner-occupied homeowners who wish to apply for participation in the Low Income Property Owner Rebate Program must submit evidence of household income. This evidence can be either providing proof of enrollment in the PG&E CARE program by submitting a recent copy of the utility bill or using District forms to include Federal and/or State Income Tax Returns, for the household and must certify that income evidence for all occupants of the household have been submitted. If Federal and/or State Income Tax Returns are not available for some or all members of the household, District staff may use their discretion as to what other means of documenting income will be acceptable for proof of eligibility.

#### 6.1.2 Non-Profit 501 (c)(3) Organizations

Non-Profit 501(c)(3) Organizations that wish to apply for the Low Income Property Owner Rebate Program must submit evidence, using District forms, showing that they rent 85% or more of the subject property(ies) to tenants that have household earnings of 60% or less of the area median family income via 501(c)(3) certificates and program materials. District staff shall use their discretion in evaluating materials submitted by Non-Profit 501(c)(3) Organizations.

### 6.2 Notice of Program

The District staff shall issue press releases regarding the Low Income Property Owner Rebate Program to various newspapers and radio stations, at the discretion of staff. The purpose of the press releases is to inform potential participants of the program and encourage program enrollment.