



Agenda Date: 5/1/2019
Agenda Placement: 8C

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors
FROM: Jeff Tucker - Director of Administrative Services/CFO
NS-Administration
REPORT BY: Jeff Tucker, Director of Administrative Services/CFO - 707-258-6000
SUBJECT: Approve Modification to Sewer Service Charge Low Income Assistance Program

RECOMMENDATION

Approve the attached policy changes by resolution, modifying the Sewer Service Charge Low Income Assistance Program to allow enrollment in the PG&E CARE program to qualify under NapaSan's program.

EXECUTIVE SUMMARY

NapaSan has offered a Low Income Assistance Program for sewer service charges since 2006.

Program Criteria

To be eligible for the Low Income Assistance Program, applicants must own their own home, live in the home, and have a household income below a certain threshold, or be residents in an eligible affordable housing facility. The income threshold depends on the number of people living in the house and is set to equal the city of Napa's income thresholds for their affordable housing program, which is 60% of the area's median household income.

Participation Rate

There are currently 121 individual residential units in the Low Income Assistance Program, and over 1,000 multi-family units (627.2 sewer service units) through the city of Napa's Affordable Housing program. In total, this represents about 2.3% of all of the residential service units in NapaSan's service territory.

Income Verification Procedural for Individual Home Owners

NapaSan staff verifies the income of every individual home owner applicant by requiring the submission of income tax documents. This practice exposes sensitive tax information (e.g., address, social security number, annual income data) to staff, which creates the risk of potential misuse. This practice also requires staff to interpret which revenues are counted and not counted to calculate income, making the determination subjective.

Alternative Method of Income Eligibility Verification

At the April 3, 2019 Board of Director's meeting, staff presented an alternative method of income eligibility verification for this program: using the PG&E CARE program. CARE program requirements are similar, but not the same as NapaSan's requirements, but using CARE program enrollment as a criteria for NapaSan's Low Income Assistance Program has the advantages of increased ease for the customer (applying for only one income verification process instead of two) while reducing NapaSan staff time and reducing the risks associated with handling personal tax information.

The Board directed staff to incorporate enrollment in the PG&E CARE program as an alternative method for owner occupied homeowners to qualify for the NapaSan Low Income Assistance Program. The attached Resolution and policy modifications accomplish this directive.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION**SUPPORTING DOCUMENTS**

- A . Resolution
- B . Policy Modifications

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker