

## Community Assistance Program APPLICATION For SFPUC Power Low Income Housing<sup>1</sup> Customers



Thank you for your interest in enrolling in the Community Assistance Program (CAP). Upon approval of your application, qualifying applicants are eligible to receive SFPUC's Low-Income Residential Service Schedule R-2. Please review the Eligibility Guidelines prior to completing this form.

**Applicant Information:**  **New**  **Renewal**

SFPUC Customer Electric Account Number \_\_\_\_\_ SFPUC Customer Name (as shown on the electric bill) \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Other Telephone or Email: \_\_\_\_\_

Total Number of Persons Living in Household: \_\_\_\_\_ Total Annual Household Income: \$ \_\_\_\_\_

#	Eligibility Criteria	Check if Yes
1	The electric bill is under the applicant's name.	
2	The applicant is a full-time resident at the address listed above.	
3	The applicant only has one electric service account.	
4	The applicant is not claimed as a dependent on another person's tax return.	
5	The applicant agrees to pay his/her bills by the due date.	
6	The applicant's total combined annual household gross income does NOT exceed SFPUC's income guidelines.	
7	The applicant's total annual electric bill does NOT exceed 5% of the combined annual household gross income.	
8	The applicant must notify SFPUC immediately if the household no longer qualifies for the discount.	
9	The applicant must provide proof of income for everyone living in the household and proof of occupancy for all household residents if requested by SFPUC.	
10	The applicant must renew the application every three years.	

**Declaration by Applicant:** *By signing below, I certify that I meet all criteria listed above including the CAP Income Eligibility criteria, and that the information I have provided in this application is true and correct. I agree to notify SFPUC immediately of any change in my household that affects eligibility for the discount. I understand that following enrollment, my account may be selected for random review and I agree to provide any information requested. If I fail to provide the information requested or received the discount when my household was not eligible, I may be required to repay the discount received and will be removed from the discount program.*

X \_\_\_\_\_  
Applicant Signature Date

**Declaration by Property Management Company:** *By signing below, I certify that the tenant indicated above is a recipient of low-income housing, and that the household income and household size indicated above is true and correct.*

X \_\_\_\_\_  
Signature (Property Manager/Authorized Representative) Date

\_\_\_\_\_  
Name (Property Manager/Authorized Representative) Email

\_\_\_\_\_  
Company Name Telephone

\_\_\_\_\_  
Company Address

Mail completed application to: **San Francisco Water, Power and Sewer  
Attention: Customer Services – Retail Services  
525 Golden Gate Avenue, Third Floor, San Francisco, CA 94102**

Please allow 4-6 weeks for processing. It may take up to **two (2) full 30-day billing cycles** for applicants to start receiving the discounted rate. For more information, call (415) 551-4720.

<sup>1</sup> Low-Income Housing includes HUD apartments, public housing apartments, and low income tax credit housing apartments.

## ELIGIBILITY GUIDELINES

The Community Assistance Program (CAP) for a reduced electric rate per schedule R-2 has been extended to qualifying customers living in residential multi-unit low income housing programs with individually metered power services. In lieu of federal tax return documents, customers need to submit an application signed by the authorized representative of the property management company certifying that the CAP applicant meets the income guidelines as stated below. For applicants to continue to receive the discount, a renewal application must be completed and resubmitted by the Applicant every three years. Anyone receiving the CAP discount and found to be in violation of program rules will be removed from the program and may be liable for repayment of the discount from the time that the discount was received.

### **Residential Multi-Unit Low Income Housing with Individual Meters**

Residential multi-unit low income housing program tenants in San Francisco who pay their own electric bills are eligible for participation in the CAP provided they meet ALL eligibility criteria established by SFPUC. Each residential unit must have its own electric meter.

### **Program Rules**

- The electric bill must be in the CAP applicant's name.
- The applicant must only have one electric service account.
- The applicant must be a full-time resident at the address where the discount will be received.
- The applicant may not be claimed as a dependent on another person's tax return.
- The applicant's account is current and not more than 90 days in arrears.
- The applicant's total household income must not exceed income guidelines.
- The applicant's total annual electric bills must not exceed 5% of the combined annual household gross income.
- The applicant must notify SFPUC immediately if the household no longer qualifies for the discount.
- The applicant must provide proof of income for everyone living in the household and proof of occupancy for all household residents if requested by SFPUC.
- The applicant must renew the application every three years.

### **Income Eligibility Criteria**

Eligibility for the CAP is based on the applicant's annual total household income. The income guideline is based on the U.S. Department of Health and Human Services (HHS) Poverty Guidelines for the 48 Contiguous States and the District of Columbia. SFPUC establishes income eligibility criteria annually based on HHS publication and becomes effective July 1<sup>st</sup> of each year.

Income eligibility criteria for the fiscal year beginning July 1, 2020 – June 30, 2021 is as follows:

Number of Persons in Household	Total Combined Gross Annual Income
1 or 2	\$34,480
3	\$43,440
4	\$52,400
5	\$61,360
Each additional person, add	\$8,960

### **Income Verification**

Household income is defined as the combined gross income of **ALL** persons who live in the household, whether taxable or non-taxable. Gross income includes, but is not limited to the total income from: wages, salaries, pensions, unemployment benefits, disability payments, workers' compensation, gross income from self-employment (IRS Form 1040 Schedule C), child or spousal support, proceeds – sales price (IRS form 1040 Schedule D), interest or dividends from savings accounts, stocks, bonds, retirement accounts, rent or royalty income, cash income or gifts, scholarships, grants, insurance or legal settlements, Social Security, SSI, SSP, food stamps, or TANF (AFDC), or other aid used for living expenses.

### **Occupant Verification**

Although SFPUC is not requiring multi-unit low income housing applicants to submit income details and supporting documentations of each household member, SFPUC reserves the right to request additional details such as proof of residency and/or copy of income tax returns for each household member.

### **CAP Eligibility Renewal**

Customers who are accepted and enrolled in the program are required to have their application renewed for eligibility every three years. To continue receiving the discount, applicants must meet the income requirements based on the number of occupants and all the other requirements as stated in the program rules. CAP recipients found ineligible or in violation of program rules while receiving the discount will be removed from the program immediately and will be liable for repayment of the discount received for the previous years in which they were not eligible.

***SFPUC reserves the right to request for additional documentation at any time to ensure that applicants meet the eligibility requirements for CAP discounts.***

<sup>1</sup> Low-Income Housing includes HUD apartments, public housing apartments, and low income tax credit housing apartments.