

CITY OF ALHAMBRA
RESIDENTIAL UTILITY ASSISTANCE GRANT PROGRAM GUIDELINES

I. INTRODUCTION

The City of Alhambra's Residential Utility Assistance Grant Program provides financial assistance to low - moderate income residents with an emphasis on those negatively impacted by COVID-19. This program offers a one-time grant up to \$500 to pay delinquent water bills on a first come first served basis. Grant awards will only cover water charges for accounts that are 60 days or more past due. Payments will be applied to the applicant's outstanding balance. Applicants are not expected to pay back this assistance. Awards will be based on the availability of funding. Residents will need to submit an application and documentation proving eligibility.

The program is funded through a San Gabriel Valley Municipal Water District Grant. In response to the economic hardship that many residents of the Water District's member cities have suffered due to the COVID-19 pandemic, the Water District will provide the City of Alhambra with grant funds for the purposes of providing assistance to low to moderate income residents of the City who experienced hardships due to the COVID-19 pandemic through the payment of delinquent water bill account balances.

II. PROGRAM ADMINISTRATION

The City's Utilities Department staff will serve as the primary contact for implementation of the program guidelines. The City will:

- Market the Program;
- Accept and process applications;
- Ensure applicants meet eligibility requirements;
- Recommend approval of grants;
- Ensure disbursement of grant funds;
- Maintain grant files and fiscal records;

III. PROGRAM ASSISTANCE

A. Amount and Payment of Assistance

Assistance is limited not to exceed \$500 per applicant with a past due bill of 60 days or more. Payments will be applied directly to the account holder's outstanding water balance.

B. Calculation of Assistance

The City may, at its discretion, provide assistance with water utilities that are 60 days or more in arrears as of May 1, 2021. The City shall pay the water utility portion only that is past due not to exceed \$500.

C. Definition and Calculation of Household Need

Household need is defined as the financial need for assistance to pay water utilities due to insufficient current monthly income. Household need is determined by calculating the total gross monthly income of all household members 18 years of age and older. The total monthly household income shall not exceed the Low-Moderate income levels listed in Section IV.B.

The City, at its discretion may use an alternate method of calculating assistance in the event the above method is determined to be cumbersome in expediting program assistance.

IV. PROGRAM ELIGIBILITY

A. Eligible Applicants

For the purpose of this Program, the applicant must meet the following minimum requirements:

1. Applicant's household income has been drastically reduced as a direct result of a loss or reduction in wages due COVID-19.
2. Applicant's household current COVID-affected gross annual income must be at or below 80% of the Los Angeles median income, adjusted for household size;
3. Applicant's primary residence is in the City of Alhambra's jurisdictional limits; and
4. Applicant submits a completed, signed application and all required support documentation by the due date and time.

B. Low- And Moderate-Income Definition

Low- moderate income households for the purpose of this program must have a gross annual household income at or below that shown in the table below, as adjusted for household size.

HUD LOW-MODERATE INCOME (LMI) LIMITS			
Household Size	Maximum Income	Household Size	Maximum Income
1	\$66,250	5	\$102,200
2	\$75,700	6	\$109,750
3	\$85,150	7	\$117,350
4	\$94,600	8	\$124,900

Source: U.S. Department of Housing and Urban Development. These income figures are subject to change annually (last Updated: 4/01/21).

The projected annual gross income of the applicant’s household will be used to determine whether it is within the income limits above. Income to be included are salaries and wages, disability and State and Federal unemployment benefits.

C. Eligible Use of Funds

Grant funds must be used to cover past due balance of water utilities usage period before May 1, 2021. The amount of assistance will be based on the actual bills presented for payment. Payment will be applied directly to the applicant’s account.

D. Conflict of Interest

Applicants shall not be an employee, agent, consultant, officer or elected official or appointed official of the City who exercises or have exercised any function or responsibilities with respect to activities relating to this Program or who are in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest or financial benefit from this Program, or the proceeds from such activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

V. APPLICATION PROCESSING

A. Program Marketing and Outreach

The City will conduct program marketing. Examples of marketing include media coverage with ads in local papers, distribution of marketing materials to local chamber of commerce, business networking, social media marketing and the City’s website.

B. Application Documentation

The application will include information to document eligibility and assess need including but not limited to:

1. Valid California driver's license or identification card.
2. Documentation showing proof of reduction of income due to COVID-19 such as but not limited to furlough notice, layoff notice, reduction in hour's letter, Employment Development Department (EDD) Award Letter.
3. Proof of current monthly income for:
 - i. Working adults
 - ii. Adults with other income such as unemployment (state and federal), social security, disability, pension, other income, etc.
 - iii. Self-employed persons
4. Federal income tax return for all persons filing tax returns.
5. Most recent utility bills.

C. Application Process

Residents may download an application from the City of Alhambra's website cityofalhambra.org, or pick up an application at the drop off location listed below beginning **June 3, 2021**. Applications received or postmarked after **5:00 p.m. on May 31, 2022** will not be processed. All applications submitted by the due date must include all required supporting documentation listed in Section V.B. Incomplete applications will not be processed. Applications will be reviewed for eligibility and grant funding on a first come first served basis until grant funds are exhausted. If grant funds are not exhausted, the City has the option to keep the application period open until all funds are exhausted.

Application Submittal - Submit the application and a copy of all required supporting documentation to:

- **Drop Off Application in Person:**

City of Alhambra Utilities Department
Customer Service Center
68 S. First Street
Alhambra, CA 91801
(626) 570-5061

(Do not submit application in payment drop box)

- **By mail:** Applications must be postmarked on or before **May 31, 2022, 5:00pm**

Mail to:

City of Alhambra
Attn: Xiomara Contreras
68 S. First Street
Alhambra, CA 91801

TIMELINE

Application Available

June 3, 2021 – May 31, 2022

D. Applicant Confidentiality

All personal financial information will be kept confidential. Program participant files with confidential information will be kept in secured storage areas.

F. Exceptions / Special Circumstances

Exceptions are defined as any action which would depart from policy and procedures stated in the guidelines. The City reserves the right to make exceptions with requirements for household assistance.

G. Approval and Disbursement of Funds

Once applicants are determined eligible, the Program Administrator will contact the household for execution of paperwork and subsequent disbursement of funds. Funds will be applied directly to the account holder's water utility outstanding balance.