



**City of Bellevue
Utility Rate Relief Program**

450 – 110th Ave NE
P.O. Box 90012 - Bellevue, WA 98009-9012
Phone: 425-452-5285 Fax: 425-452-7669

February 1, 2016

Dear Applicant:

The City of Bellevue is now accepting applications from low-income seniors and low-income permanently disabled persons for the **2016 Utility Rate Relief Program**. Applications must be submitted every year, even if you have been in the program in the past.

Enclosed are application materials for Bellevue's 2016 Utility Rate Relief Reduction (discount) for residents that pay utility bills for water, wastewater, and drainage services directly to the City. If, however, your utility charges are included in your rent, or are paid through a third party, please contact Bellevue Utilities for a 2016 Utility Rate Relief Rebate Application.

This application packet includes:

- **2016 Utility Rate Relief Reduction Program Guidelines.** It provides a program description, eligibility information, instructions on how to apply and submittal requirements.
- **2016 Utility Rate Relief Reduction Application Form.** Please complete each section of the application with required details. Use the checklist on the back side to collect all necessary documentation. Remember to sign and date the form before turning the paperwork in.

There are two ways to apply for the program -

1. **In Person** – If you are applying for the first time, or it has been more than a year since you last qualified for the program (2014 or before), you must apply in person. Please call 425-452-5285 to schedule an appointment.
2. **By Mail** – If you were qualified for the program in 2015, you may re-apply by mail. Be sure to fully complete and sign the application before returning it with photocopies (no originals) of required documentation for your identification, residency, household income and disability (if applicable). An incomplete application, or one missing required documentation, cannot be processed. Return your completed paperwork in the return envelope provided with this packet.

Whether you apply in person (by appointment) or by mail, all applications and required documentation must be received at downtown Bellevue City Hall prior to the program deadline of 4:00 p.m., PST, on Monday, October 31, 2016. Late applications will not be accepted.

Note: It can take 8 weeks to process an application but longer for incomplete applications and during peak application periods. Please review your application for completeness to avoid a slowdown and submit your application early in the year to ensure timely processing before the deadline noted above.

If you have any questions, please call 425-452-5285.

Sincerely,

Patricia Burgess

Patricia Burgess, Program Administrator
Utility Rate Relief Program
City of Bellevue Utilities

Page intentionally left blank.

Guidelines and application follow below.



City of Bellevue
 P.O. Box 90012
 Bellevue, WA 98009-9012

2016 Utility Rate Relief Program – RATE REDUCTION

Phone: 425-452-5285
 Fax: 425-452-7669

www.bellevuewa.gov/utilityrelief.htm

GUIDELINES FOR UTILITY RATE REDUCTION

NOTE: These guidelines only apply to residents currently paying a utility bill directly to the City of Bellevue for water, wastewater and drainage services. If you are indirectly billed for your utility services (e.g., the costs are included in your rent or paid to a third party), visit the website noted above or call the Bellevue Utilities contact phone number to get a 2016 Rate Relief Rebate Application Packet.

PROGRAM DESCRIPTION

The City of Bellevue offers rate relief assistance to seniors and permanently disabled residents living within the service area of Bellevue Utilities that meet specific low-income guidelines. Residents that pay their bills directly to the City of Bellevue can get a reduction of up to 75% off the cost of 2016 water, wastewater and drainage services by qualifying for this program. Residents **MUST** apply for this program annually. Approved residents also qualify (without additional paperwork) for a rebate on utility occupation taxes paid to the City. Tax rebate checks are based on an applicant's continued participation in the Rate Relief Program. Rebate checks will be mailed by the City in late December 2016. In addition, approved residents living within Bellevue city limits also qualify for a rate reduction on garbage service. Garbage bill reductions are implemented by Republic Services, Inc.

NOTE: Programs are based on available funding and subject to change without notice.

APPLICATION DEADLINE

The deadline for applying for a utility rate reduction is Monday, October 31, 2016, at 4:00 pm., PST. To be considered for approval, your application and all required documentation must be received at downtown Bellevue City Hall before this deadline.

NOTE: It can take 8 weeks to process applications, longer for incomplete applications and during peak application periods. Applicants are encouraged to turn their applications in early in the program year to ensure timely processing.

EXPIRATION OF 2015 DISCOUNTS

Applicants currently receiving discounted utility bills are encouraged to re-apply as early as possible. The 2015 discount applies to utility services through 2/29/16. If your existing discount expires before receiving 2016 program approval, payment will be due in full. Once your new application has been processed and approved, your account will be credited back to the March 1, 2016 program start date or alternative date as necessary. Please note that application processing at the onset of the program may take longer than 8 weeks due to incomplete applications and extremely high application intake volume. Providing a complete application with all required documentation helps expedite processing.

ELIGIBILITY CRITERIA

Applicants must be:

- Low-income seniors, 62 years of age or older in 2016, (OR)
- Low-income permanently disabled persons receiving disability benefits from Soc. Sec. and/or Veteran's Admin. in 2016; AND
- Living at the address receiving services in 2016. Applicant's primary residence must be within the service area of City of Bellevue Utilities.
- Must meet the household income* guideline below:

Household Size in <u>2015</u>	Total Household Income* for <u>2015</u>
1 person	\$30,860
2 persons	\$35,280
3 persons	\$39,700
4 persons	\$44,100
5 persons	\$47,610
6 persons	\$51,190

* Income means "disposable income," as defined in RCW 84.36.383, plus any and all gifts. Total household income is the total income for everyone living in the household during 2015. Examples of income and required documentation are described in the "How to Apply" section that follows.

(see reverse side)

HOW TO APPLY

You must fill out and return a *2016 Utility Rate Relief Reduction Application* with required identification, residency, income and disability (if applicable) documentation. Applications are available online at www.bellevuewa.gov/utilityrelief.htm or call Bellevue Utilities at 425-452-5285 to request an application. Applications may also be picked-up at the Bellevue City Hall Service First Desk, Crossroads Mini-City Hall and Factoria Police Station. **Once you have the application package, the next steps are:**

1. Collect the necessary documents from the required document list below.
2. Complete the application. Read the "Important Information" statement, sign and date the application.
NOTE: If you are signing on behalf of an applicant, you must provide a copy of the Power of Attorney authorizing you to do so.
3. Turn in the completed and signed application with all documentation. Application packages **MUST** be received by City of Bellevue Utilities at downtown Bellevue City Hall, no later than 4:00 p.m., PST, on Monday, October 31, 2016. Late or incomplete applications cannot be processed. Applicants are encouraged to turn their applications in early in the program year to ensure timely processing.
 - If you are applying for the first time, or if it has been more than a year since you last qualified for the program (2014 or before), you **MUST** schedule an application appointment by calling 425-452-5285 and apply in person.
 - If you qualified for this program in 2015, you may return your application by mail to:
City of Bellevue/Utilities Customer Service, P.O. Box 90012, Bellevue, WA 98009-9012.

Submitting an application does not guarantee eligibility. Applications submitted without complete documentation cannot be processed.

REQUIRED DOCUMENTS Photocopies of the following must be provided with your signed application form:

- A. Proof of 2015 Income for each Member of Household. Please bring or mail photocopies of completed and signed 2015 Tax Returns and other 2015 statements/documentation* for EVERY person living with you in 2015 and for ALL income sources that apply to your situation during 2015. Some examples of household income include, but are not limited to:
- | | | |
|---|---------------------|---|
| • Salary/Wages/Tips, etc. | (W-2) | • Railroad Retirement Benefits |
| • Interest/Dividends | (1099-INT/1099-DIV) | • Unemployment/Labor and Industries (1099-G) |
| • Alimony/Spousal Maintenance | (State/DSHS Stmts) | • Social Security Statement, (SSA, SSI, or SSDI-1099) |
| • Business Income, include rental property income and/or rental pymts co-tenant | (1040 + Sch. C) | • Housing Assistance (Section 8, HUD, Other Cert's) |
| • Capital Gains/Losses | (1040 + Sch. D) | • Gifts/Cash |
| • IRA withdrawal | (1099-R) | • Work Study Earnings |
| • Pension/Veteran's/Annuities | (1099-R) | • Military pay/benefits |
| | | • Other |

* If unable to provide income documentation from the original source, provide all 2015 bank stmts. to evidence deposits for the same.

- B. Identification of All 2015 Household Members Is Required. Valid photo identification is required for each person living in your household in 2015. Acceptable forms of ID include: Driver's License, WA State ID card, Passport, or other government issued photo ID. For household members under the age of 18, submit a copy of their certified birth certificate. Please **DO NOT** SEND ORIGINALS as we cannot return or guarantee their safety. NOTE: Expired ID will not be accepted.
- C. Proof of 2016 Primary Residence Within Bellevue Service Area Is Required. Provide a copy of your most recent 2016 City of Bellevue utility bill or Puget Sound Energy bill with graph to evidence that your address is within Bellevue Utilities service area.
- D. If Permanently Disabled, Proof of Disability 2016 Award and Earnings Is Required. If you and/or any other member of your household are permanently disabled, you **MUST** provide a benefit verification letter from Social Security and/or Veterans' Administration specifically stating that recipient is entitled to and is receiving "disability" benefits in 2016. If applicable, documentation of disability income payments received during 2015 is also required.

FOLLOWING APPLICATION SUBMITTAL

Your application and income documentation will be reviewed for eligibility. Please note that application processing at the onset of the program may take longer than 8 weeks due to extremely high application intake volume. Providing a complete application with all required documentation helps expedite processing. You may receive a phone call or letter from Bellevue Utilities if clarification or additional information is required. Qualified applicants will see a utility rate reduction applied to their utility bill once the application has been processed and approved. Republic Services, Inc. will be notified to implement the garbage service rate reduction, if applicable. If applicant remains in the Utility Rate Relief Program throughout the year, a tax relief rebate will be automatically processed without additional paperwork. Tax rebate checks will be mailed in late December, 2016. If your application is denied, you will be notified.

NOTE: Applicants must promptly notify Bellevue Utilities if there is a change of address.

(see reverse side)



BELLEVUE UTILITY RATE RELIEF REDUCTION APPLICATION 2016

450 110TH Ave NE
P.O. Box 90012, Bellevue, WA 98009-9012
P: 425-452-5285 – F: 425-452-7669 – TTY: dial 711

www.bellevuewa.gov/utilityrelief.htm

OFFICE: _____
Date: _____
Location: _____
Signature: _____

- Applicant's Legal Name (print): _____
FIRST NAME LAST NAME
- Are you 62 years old or older? Yes No Birthdate: _____ Last 4 digits of Social Security # _____
- Complete address for your Primary Residence _____
- Current mailing address (if different): _____
- Name of apartment/condo complex (if applicable): _____
- Phone (with area code): _____ Email address: _____
- Do you: Own house/condo Rent house/condo/apartment
- Do you pay a utility bill for water to the City of Bellevue? Yes No. If Yes, account #: _____
If No, STOP. You do not have the correct application. Contact Bellevue Utilities for a Rate Relief Rebate Application.
- Have you qualified for this program before? Yes. Year _____ No. If no, call for applicant appointment.
- Are you permanently disabled and receiving disability benefits in 2016? Yes No
If applying on behalf of a permanently disabled child, do disability benefits pay a portion of utility costs? Yes No
- Did you get a housing subsidy in 2015? Yes No. If Yes, which applies: Section 8 HUD Other _____
- How many people lived in your household in 2015? _____ Print the names of each person below:

FIRST NAME (Use legal names. No Nicknames.)	LAST NAME	Date of Birth (mm/dd/yy)	Relationship to Applicant
A.			
B.			
C.			
D.			
E.			
F.			

- Did you or anyone living in your household in 2015 have income from any of the sources below during 2015?
You **MUST** check the Yes or No box for each item below and provide documentation* to verify the same.

Y	N	
		Salary/Wages/Tips, etc. (W-2)
		Interest & Dividends (1099-INT/1099-DIV)
		Alimony/Spousal Maintenance (State/DSHS Stmts)
		Capital Gains/Losses (1040 + Sch. D)
		Business Income, include rental income and/or rental payments from co-tenant (1040 + Sch. C)
		IRA withdrawal (1099-R)
		Pension/Veteran's Benefits/Annuities (1099-R)
		Railroad Retirement Benefits

Y	N	
		Unemployment / Labor and Industries (1099-G)
		Social Security (SSA, SSI, SSDI, 1099 Stmts)
		Housing Assistance Section 8, HUD, other Stmts)
		Work Study Earnings (School Stmts)
		Gifts/Cash – Explain:
		Military pay/benefits
		Other income for 2015:
		Did you/member(s) of household file a 2015 Tax Return? Provide copy of signed 1040 with all attachments.

* If unable to provide income documentation from an original source, provide 2015 bank statements reflecting all deposits for the above.

Provide **COPIES** (no originals) of the following documents with your application.
Applications cannot be processed without them.

- Identification** – Valid picture identification for all persons 18 years and older who lived in the household during 2015. For those under the age of 18, submit a certified birth certificate. Expired ID will not be accepted.
- Proof of 2016 Residency** – Most recent City of Bellevue utility bill or Puget Sound Energy bill showing your name, address, and usage graph for 2016.
- Income documentation for 2015** (*i.e.*, 2015 tax returns, statements, etc.) Evidence of all income for EACH household member living with you during 2015. Includes EVERY income source that was marked “yes” in Question 13.
- Proof of Permanent Disability** - If applicable, provide benefit verification letter from Social Security and/or VA, stating specifically that recipient is entitled to and is receiving “disability” benefits in 2016. If applicable, documentation of 2015 disability income is also required.

IMPORTANT INFORMATION – PLEASE READ BEFORE SIGNING

I, the undersigned, under penalty of perjury of the laws of the state of Washington do hereby declare and certify:

- *That I have read and understood all of the 2016 Utility Rate Relief Program Guidelines for Utility Rate Reduction (2/01/2016) provided with this application, and that all of the information provided by me on this application is accurate, complete, and true to the best of my knowledge.*
- *That I understand that submitting the required documentation does not guarantee eligibility to the program. Such information will, however, be used to determine if I qualify for benefits under the program.*
- *That I understand that the income documents I provided will be used by the City to create an income worksheet that will be used to determine income qualification.*
- *That I have read the definition of “disposable income” for the program and to the best of my knowledge, I and my household are eligible for the program.*
- *That I have provided a true and accurate list of “disposable income” to the City for 2015.*
- *That I understand the rate reduction is for 2016 only and it is my responsibility to re-apply for this or any other rate relief program during application periods for those programs.*
- *That I understand that any attempt to falsify my information will result in my disqualification from the program for this year and may subject me to further civil or criminal penalties.*
- *That I understand that if I receive utility relief and do not disclose all sources of disposable income for household members for 2015, the City may recover the actual cost of my utility bills for the period that I was not eligible.*

Signed this _____ day of _____, 2016 in _____
Day Month Insert Place of Signing

Applicant Signature* _____

Applicant Signature* _____

* If signing for an applicant, MUST provide a copy of the Power of Attorney authorizing you to do so.

How to Apply

1. Collect the required identification, residency, income, and disability (if applicable) documents. Applications submitted without complete documentation cannot be processed.
2. Fill out the application, read the “Important Information” statement. Sign and date the application.
3. Turn in completed and signed application with required documentation to City of Bellevue Utilities at downtown Bellevue City Hall no later than 4:00 p.m., PST, on Monday, October 31, 2016. Late or incomplete applications cannot be processed. Applicants are encouraged to turn their applications in early in the program year to ensure timely processing.
 - If you are applying for the first time, or it has been more than a year since you last qualified for the program (2014 or before), you MUST schedule an application appointment by calling 425-452-5285 and apply in person.
 - If you qualified for this program in 2015, you may return your application by mail to:
City of Bellevue/Utilities Customer Service * P.O. Box 90012 * Bellevue, WA 98009-9012