



Emergency Utility Water Program (Water Program)

Santa Rosa County CARES Act Funding Strategy

Topic	Emergency Utility Water Program Process
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Approved Date	Date

Program Overview

- Maximum Allocation: \$150,000
- Funding will be utilized to address immediate sanitation and utility needs of Santa Rosa County Residents impacted by the COVID-19 pandemic.
- Funding to pay delinquent water and/or sewer utility bills for eligible residents who have been negatively impacted by the COVID-19 public health emergency.
- Upon validation of eligibility, funding to reinstate water service will be made directly to the water service provider to aid in sanitation and insure availability of water to county residents.

Emergency Utility Water Program Process

The Emergency Utility Water Program is an emergency program that is designed to assist county residents negatively impacted by COVID-19 in Santa Rosa County to disburse the CARES Act Coronavirus Relief Fund ("CRF") to protect and restore water and/or sewer services to residences. This program will be awarded to residents meeting minimum program requirements within the county and will be used to restore or maintain water and/or sewer utilities to residences that have been impacted by COVID-19. Outstanding balances will be verified by the water and/or sewer service utility provider, and upon approval, payment will be made directly to the utility for the account of the county resident. The steps in the program are as follows:

- **Step 1:** Manual applications will be completed by the county resident and submitted to utility water company for verification of the outstanding balance. These applications will be summarized by the utility service provider and will require the attachment of all billings to support the unpaid utility costs incurred since March 1, 2020.

- **Step 2:** The Santa Rosa Grants Management Team logs the summary and attached applications into the systems and ensures that the application along with all documentation are stored into Microsoft Teams, and notifies the VisionFirst Advisors Team that an application is waiting.
- **Step 3:** A member of the VisionFirst Advisors Team will review the water and/or sewer payment request, ensure that all applicants are Santa Rosa County residents, have been directly impacted by COVID-19 thereby causing the delinquent account, and that the expenditures have not been reimbursed under any other grant program. A memorandum will be added to the summary file submitted by the utility that affirms the amount eligible for payment. A notice of any rejected items will also be prepared, if necessary, and forwarded on to the applicant. The packet is then routed to the Santa Rosa Grant Department for final approval.
- **Step 5:** The Santa Rosa County Clerk will generate payment to the water and/or sewer utility service provider from the CRF, and will provide the water and/or sewer utility service provider a detailed listing of each resident and account for which payment is being made.
- **Step 6:** The VisionFirst Advisors Team will maintain a summary of all applications and awards to meet all future reporting and compliance requirements of the CARES Act funding awarded through this program.

Emergency Utility Water Program Eligible Uses

- Funding for this program can only be used to provide water and/or sewer utility payment assistance to Santa Rosa County residents who have been directly impacted by COVID-19 and, as a result, have been unable to pay their water and/or sewer utility bill. To qualify the applicant must meet the following requirements:
 - Currently earn less than 185% of the County Area Median Income (see table below.)
 - Certify that the applicant has been directly impacted by the COVID-19 pandemic (job loss, reduction of hours, quarantined due to exposure or illness of applicant or family) and, as result, has been unable to pay their water and/or sewer utility bill.
 - Be a minimum of 30 days delinquent on water utility payments to a water and/or sewer utility service provider.

Emergency Utility Water Notes and Tasks

- All records will be maintained within Microsoft Teams within Santa Rosa County's Secured Account..
- The Emergency Utility Water Program application can be submitted via paper to the resident's water and/or sewer utility provider for outstanding balance validation. The utility will verify and forward on to the Santa Rosa County Grants Department.
- The initial guidelines are based only on the Department of Treasury Requirements for usage of the CRF. These guidelines may need to be updated upon further guidance from Treasury or the Florida Division of Emergency Management.
- A weekly utilization report will be generated for county administration and provided at the weekly status meeting.
- Any rejected claim notifications will include the cause of rejection. Only the County Administrator can make a determination to override the rejection, which must be done in writing and included in the payment memo.
- Reimbursement approvals cannot exceed the first allocation funding for this category, which is currently \$150,000. If funding in excess of \$150,000 is needed for the program, budget increases will be approved by the Board. No second allocation funding can be approved until final breakdowns by category have been approved.

HH size

Santa Rosa County HUD AMI

<i>1 Person</i>	\$ 23,100	\$ 46,200	\$ 55,440	\$ 85,470	\$ 92,400
<i>2 People</i>	\$ 26,400	\$ 52,800	\$ 63,360	\$ 97,680	\$ 105,600
<i>3 People</i>	\$ 29,700	\$ 59,400	\$ 71,280	\$ 109,890	\$ 118,800
<i>4 People</i>	\$ 32,950	\$ 65,900	\$ 79,080	\$ 121,915	\$ 131,800
<i>5 People</i>	\$ 35,600	\$ 71,200	\$ 85,440	\$ 131,720	\$ 142,400
<i>6 People</i>	\$ 38,250	\$ 76,500	\$ 91,800	\$ 141,525	\$ 153,000
<i>7 People</i>	\$ 40,900	\$ 81,800	\$ 98,160	\$ 151,330	\$ 163,600
<i>8 People</i>	\$ 43,500	\$ 87,000	\$ 104,400	\$ 160,950	\$ 174,000
	50%	100%	120%	185%	200%