

## Department of Neighborhood Relations Proposal

Reserve for water and/or sewer assistance - \$9,698

Housing Services feels the administration of the water and/or sewer assistance should be completed within the department. Currently, the department is providing utility and rent assistance and adding water/sewer would not be difficult to add. Additionally, with this small amount of money it could be more labor intensive if we had to do another RFP.

The procedure to apply would be as follows:

- Applicant could be homeowner or renter; with low income at 30% of the HUD median income
- Applicants would be required to have an intake assessment and fill out application
- Provide income verification, utility disconnect, final bill, or restoring charges with application
- Provide personal information to be checked on Client Track to avoid duplication of services

Once applicant has qualified, and all needed documentation has been received, then DNR will send a request to finance to apply the money directly to the applicants account.