



BOROUGH OF CARLISLE

HOMEOWNER PUBLIC UTILITY ASSISTANCE PROGRAM GUIDELINES

PROGRAM OVERVIEW:

The Borough of Carlisle Homeowner Public Utility Assistance Program is designed to provide up to three months of public utility assistance (water, sewer, and stormwater) to low-to-moderate income homeowners earning 80% of less of Area Median Income (AMI) within the Borough of Carlisle who have been financially impacted by COVID 19. The program is subject to funding availability. Utilities such as gas, electric, telephone, internet or cable are not included.

Only homeowners within the Borough of Carlisle are eligible. The program does not make payments directly to applicants, but directly to the utility provider.

All applicants must meet income guidelines established by the U.S. Department of Housing and Urban Development (HUD). Income eligibility is based on gross income from all sources. Payments will not be made to cover arrears for utilities accrued prior to March 31, 2020.

Submission of an application for the program does not constitute acceptance, meeting minimum qualification criteria, nor is it a guarantee of program award. All information submitted will be individually verified and households who provide misleading or false information will be disqualified.

ELIGIBILITY:

You must meet all of the below criteria in order to qualify for the program:

1. Must be own a residential home within the Borough of Carlisle.
2. Must not be able to pay for utilities due to loss of income directly related to COVID-19. You must be able to demonstrate this loss of income.
3. Current annual gross household income limits:

Household Size	1	2	3	4	5	6	7	8
80% AMI	\$47,550	\$54,350	\$61,150	\$67,900	\$73,350	\$78,800	\$84,200	\$89,650

4. Applicant must not be receiving household subsidies from any other federal, state, and/or local program for the utilities noted in the application.

REQUIRED DOCUMENTATION:

Applicants must provide the following:

- Photo ID
- Proof of Income (Paystubs, W-2s, tax filings, bank statements demonstrating regular income, attestation from an employer, job termination letter, unemployment verification letter)
- Copy of the Utility Bill(s)
- Application

VERIFICATION:

The program will utilize tax records to confirm property ownership and confirm arrears with the listed utility provider. Applicants that are not listed as the owner of record by the County's Property Assessment office will not be eligible.

APPEALS:

Anyone wishing to appeal a decision, must provide a letter explaining why they qualify for the program and provide additional documentation to support their qualifications to Mary Kuna by email at mkuna@cchra.com or by mail Attn: Mary Kuna, Executive Director, Cumberland County Housing & Redevelopment 114 N Hanover St. Carlisle, PA 17013.

NOTE: Guidelines, forms, and other documents utilized for this program are subject to change from time to time to ensure property utilization of public funding.

