

Wilsonville Community Sharing Guidelines for City Funded Assistance Program Starting July 1, 2023

Proposed new guidelines:

The Wilsonville City Council will designate City funds to be used by Wilsonville Community Sharing (WCS) for bill-paying assistance via Resolution. WCS may augment these funds from other sources. However, the use of City funds for utility bill-paying assistance shall be in accordance with the following guidelines:

APPLICATION:

- Each client shall submit an online application and upload requested documents.
- The client must live within the City limits of Wilsonville.
- The reason for bill-paying assistance must be stated by the client to WCS staff.
- Upload to WCS the current invoices that need assistance to pay
 - Invoices must be in the applicants name
 - Documents will be used to verify the client lives in the City limits of Wilsonville
 - WCS will verify with the vendor the amount owed by the client

QUALIFYING EXPENSES:

- Maximum assistance of \$500 per fiscal year (July 1- June 30)
- Utilities that provide heat, electricity, water, or sewer
 - Client must pay 25% unless there are extenuating circumstances determined by WCS
 - Funds can pay current or past due charges but cannot pre-pay utility services
- Rent/Mortgage
- Other (Examples: food, prescriptions, phone, or internet)
 - WCS has discretion to pay for other essential items as they see fit

ELIGIBILITY GUIDELINES:

- No prior financial assistance received from WCS in the last 12 months
- WCS will follow Clackamas County's Social Services income guidelines
- The household total gross income will be used to determine eligibility
 - All adults age 18 and over living at home at the time of the application
 - Based on verified income for the 30 days prior to the application
 - Clients can provide proof of extenuating circumstances that are creating a financial crisis to be reviewed by WCS on a case-by-case basis to determine eligibility.

ADMINISTRATION:

- WCS will pay the vendors directly. Funds will not be disbursed to the client.
- WCS staff will recuse themselves from determining eligibility and award amount for their family members, friends, other WCS staff, or City employees. A panel of the WCS Board Chair and City Finance Director, or their designees, may convene to determine eligibility and bill-paying assistance amount, following the above guidelines.
- The City will provide funds Quarterly
 - WCS can determine if they want to spend 30% to utilities and 60% to rent and other expenses.

- They can set monthly caps to ensure they will have funds each month to help clients on a first come first serve basis
- They can use other funding sources to help clients beyond what the City provides
- Reporting
 - Quarterly
 - Q1: due October 15 for July – September
 - Q2: due January 15 for October – December
 - Q3: due April 15 for January – March
 - Q4: due July 15 for April - Junes
 - Annual Report
 - Report will be from January 1 through December 30
 - It will be submitted to the City by February 15 of each year
 - Copy of the completed annual IRS Form 990 within 10 days of filing it with the IRS
- Attend City Council meeting once a year
 - Provide a recap of services provided
 - Share how the money was allocated
