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## ROUND-UP ASSISTANCE PROGRAM

### **PURPOSE.**

Under the program, participating customers' monthly utility bills would be rounded up to the next highest dollar. Enrollment would not be mandatory and participation would be up to each residential and commercial Lawrenceburg Municipal Utility ("LMU") customer individually. Pursuant to the program, the amounts collected would be distributed to the eligible residential customers only as determined by the City of Lawrenceburg Utility Service Board ("Board").

### **GUIDELINES AND BOARD CONSIDERATION.**

(A) Criteria for those wishing to benefit from the Program:

- (1) Must be a residential customer of all three water, sewer and electric utilities.
- (2) Must be in good standing at the time of applying for assistance.
- (3) Those customers who have been on the cut off list for non-payment at any time within 6 months prior to applying will not be eligible.
- (4) Customers can only apply once per calendar year (Calendar year is from January 1 - December 31)

(B) All applications must be reviewed by the Board prior to being selected. The Board has the right to request that any applicant being considered be present for additional input if deemed necessary for the selection process.

(C) Max Amount Per Customer: No one household may receive more than \$500 per application year. Monetary awards are at the discretion of the Board. The Board reserves the right to lower the \$500 cap in order to make multiple awards within the same application month.

### **OVERSIGHT**

(I) LMU Staff Responsibilities: Once the program is approved and ready for implementation, LMU staff will begin mailing out enrollment forms to each of its customers. When customers come into the utility office to conduct regular utility business, our staff will be prepared to explain the Round Up Program, how it works, what can be expected by the customer, who it will benefit and offer to assist in enrollment at that time.

(II) Applications & Initial Vetting: Applications will be available on-line and at the utility office. All applications must be delivered in person to the utility office to ensure that they are received. LMU Staff will conduct the initial review of each application received to determine whether or not the applicant(s) are eligible under the established criteria found in Section (A).

(III) Selection & Priority: Applications will be taken on a monthly basis. Applications not selected in a given month will be added to the following month's meeting for consideration. All applications being considered in the same month will have equal consideration. All applications that meet the requirements set forth in Section (A) Subsection 1-4, shall be presented to the Board at the next scheduled regular or special meeting. All decisions of the Board will be considered final.