Original Sheet 303

 **WASHINGTON ENERGY ASSISTANCE FUND (WEAF) PROGRAM** (N)

**SCHEDULE 303**

**APPLICABLE**

To residential customers served on Schedule 503, household members of a dwelling served on Schedule 503, and applicants for residential service who will use a WEAF grant to establish service within no more than five business days. An applicant for service under this Schedule, must demonstrate his/her household income is less than or equal to 150% of federal poverty guidelines.

**PROGRAM YEAR**

The program year is October 1 through September 30.

**PROGRAM ADMINISTRATION**

The program will be administered and delivered through designated agencies (Agencies) that meet the following criteria:

1. The Agency meets the criteria for a “Qualifying Organization” as defined in RCW 82.16.0497. As of the effective date of this tariff, Qualifying Organizations in Cascade’s service territory are as listed below :

|  |
| --- |
| **Qualifying Organization** |
| Community Action Connections |
| Blue Mountain Action Council |
| Community Action Council of Lewis, Mason & Thurston Counties |
| Coastal Community Action Council |
| Chelan-Douglas Community Action Council |
| Kitsap Community Resources |
| Lower Columbia Community Action Program |
| Northwest Community Action Program |
| Opportunities Industrialization Center of WA |
| Opportunities Industrialization Center of WA |
| Opportunity Council |
| Community Action of Skagit County |
| Snohomish County Human Services Department |

1. The Company has determined the Agency is capable of meeting performance obligations under this program. The Company may evaluate this annually based on various factors including past performance; and

 (continued) (N)

Original Sheet 303-A

 **WASHINGTON ENERGY ASSISTANCE FUND (WEAF) PROGRAM** (N)

**SCHEDULE 303**

**PROGRAM ADMINISTRATION (continued)**

1. The Agency has executed a contract with the Company establishing roles and responsibilities consistent with this Schedule. Failure to comply with requirements in the contract may result in termination from the role of program administrator.

**WEAF FUNDING**

Eligible WEAF customers may receive a WEAF grant or grants totaling no more than $500 WEAF per household per program year.

In no instance will the Company accept a WEAF grant or grants when the customer’s account has an existing credit equal to or greater than $300 where that credit is solely from a charitable grant or grants such as WEAF, LIHEAP, and Winter Help.

A qualifying customer who has received a WEAF grant who moves and re-establishes service within the Company’s Washington service territory within ten business days may have the credit balance from the grant(s) transferred to the account for the new service address.

In no instance shall WEAF grants or credits on an account attributed to a WEAF grant be paid in cash to a customer or any other household member.

**ADMINISTRATION FEES**

The Company will pay Agencies an administrative fee of $75 per household qualified for a WEAF grant. One fee per household will be paid per program year.

**PROGRAM COSTS**

Program costs will be collected through Schedule 593. The Schedule 593 rate will be set annually to ensure collections for the program year budget plus any unspent funding from the prior year are no more than the amount listed below:

|  |  |
| --- | --- |
| **Program Year** | **Max. Budget** |
| 2016 – 2017 | $1,047,000 |
| 2017 – 2018 | $1,100,000 |
| 2018 – 2019 | $1,156,000 |
| 2019 – 2020 | $1,215,000 |
| 2020 – 2021 | $1,276,000 |

 (continued) (N)

Original Sheet 303-B

 **WASHINGTON ENERGY ASSISTANCE FUND (WEAF) PROGRAM** (N)

**SCHEDULE 303**

**ANNUAL REPORTING**

By January 15, the Company will file with the Commission an annual report on WEAF program performance that will detail total dollars spent, dollars awarded to customers, dollars spent on delivery Agencies’ administrative costs, number of households served per Agency, average award per household per Agency, and program dollars spent on marketing that is done by the Company or the Agencies. The report will also include a discussion on how the program’s performance compares to prior years.

**ADVISORY GROUP**

An Advisory Group comprised of key stakeholders including Public Counsel, Commission Staff, the Energy Project, Cascade Staff, and representatives from the Community Action Agencies shall discus and advise the Company on program related matters such as the evaluation of the program’s performance, ongoing administrative concerns, the annual program budget and potential alternative program designs. The advisory group will meet via teleconference or in person no less than twice yearly. The advisory group may provide guidance and suggestions but their input does not preclude the Company from submitting proposals or tariff changes to the Commission that do not have the support of the advisory group or a majority of its participants.

**GENERAL TERMS**

Service under this schedule is governed by the terms of this schedule, the Rules contained in this Tariff, any other schedules that by their terms or by the terms of this schedule apply to service under this schedule, and by all rules and regulations prescribed by regulatory authorities, as amended from time to time. (N)