



City of Seattle Utility Discount Program

Housing Partnership Program Frequently Asked Questions



What is the Housing Partnership Program?

Seattle City Light partners with local nonprofit affordable Housing Providers to help tenants register for the Utility Discount Program (UDP) using a simplified application called the Express Rate Application (ERA). The income and identification information collected by the Housing Provider is used to verify eligibility. Using the ERA, the resident isn't required to submit their income documentation to UDP because it is on file with the participating Housing Provider. Going through an income-qualification process can be daunting. This arrangement simplifies that process.

How does a Housing Provider qualify as a Partner in the Housing Partnership Program?

There is a contract or Memorandum of Agreement (MoA) that is signed by the Housing Provider and City Light to enter into this arrangement. The Housing Provider must be a nonprofit organization that has housing facilities in the City Light service territory. The MoA is renewed every two years.

What is the process?

The agent for the Housing Provider uses the ERA in the following situations:

- A new resident that needs to open a City Light account.
- For a current resident that is qualified, but not on UDP.
- If a resident who is on UDP and is transferring from one unit to another: using the ERA will ensure that their enrollment on UDP follow them to their new home.
- When closing out a City Light account for your resident.

Can the ERA can be filled out by anyone?

No, the ERA application is used exclusively by Housing Providers who have a formal MoA with City Light.

There were two forms that we used in the past, one for new residents and one for current residents, what about the new ERA?

There is only one form now, so please use the new version with the 2020 Eligibility Guidelines. It provides options for new, current, transfer and closed accounts.

How do I get more information on this program?

If you have additional questions or would like to become a UDP Housing Partner, please contact **Wendy Johnson at (206) 684-3606 or email at wendy.johnson@seattle.gov.**