



OPERATION ROUND UP

Operation Round Up allows Ohop Mutual Light Company (Ohop) customers the opportunity to volunteer to have their electric bills “rounded up” to the next highest whole dollar, with the extra change dedicated to charitable causes. Donations are only a few cents a month and average about \$6 to \$12 a year per customer.

17.1 Purpose

17.1.1 Operation Round Up is a voluntary program funded by contributions from customers of Ohop Mutual Light Company and from other sources of funds available to the program. The program will seek to disperse Operation Round Up contributions to individuals located in the geographic area served by Ohop Mutual Light Company - for charitable and educational purposes, including emergency energy assistance.

17.2 General Guidelines

17.2.1 Fifty percent (50%) of Operation Round Up funds will be designated for low-income seniors (62 years or over) and disabled persons. If this group doesn't use their allotment, the remaining funds will become available to other qualifying applicants.

17.2.2 Operation Round Up funds will be granted to residential customers only.

17.2.3 Operation Round Up is run on an annual year period beginning January 1st and ending December 31st.

17.2.4 All grant awards are made on a fair, impartial, and non-discriminatory basis.

17.3 Employee Committee

17.3.1 The Operation Round Up Committee shall consist of three Ohop Mutual Light Company employees appointed by the General Manager.

17.3.2 The Committee shall periodically meet to review the program, including the adoption of new guidelines with which to govern Operation Round Up when appropriate.

17.3.3 It shall be the responsibility of committee members to evaluate funding requests and allocate contributions to accomplish the purposes and intent of these guidelines. It shall take a consensus of at least two committee members to award grants.

17.3.4 Committee members will review applications and determine awards according to the criteria set forth herein.



17.4 Grant Requirements

- 17.4.1 Applicants may apply once annually OR until they have received the maximum amount allowable.
- 17.4.2 Ohop customers with an active account who receive a power bill in their name may receive up to a maximum grant (as set by the Board of Directors) in Operation Round Up funds annually.
- 17.4.3 Eligibility is based on a family income level of up to 300% of the Federal Poverty Income Guidelines for the year of application. Income Verification is based on the month prior to application.
- 17.4.4 Additional Eligibility may occur based on a life event that recently occurred which contributed to the inability to pay a utility bill (medical emergency/diagnosis, death or another unavoidable situation that may cause financial hardship).
- 17.4.5 To qualify for Operation Round Up funds, the customer must have their **primary** residence located in Ohop Mutual Light Company service territory and have been an active customer for the 6 months immediately prior to application.
- 17.4.6 All household income (for all members of the household) is used to determine Operation Round Up income guidelines and qualification for the program.
- 17.4.7 All customers must complete an Operation Round Up application. Incomplete applications will NOT be processed.
- 17.4.8 The General Manager can override any “grant requirement” due to special circumstances if at least one other member of the committee agrees to the override. Any such instances must be documented and recorded.

17.5 Funding Restrictions

- 17.5.1 NO funds of Operation Round Up may be used for private business, political or religious purposes.
- 17.5.2 Grant funds may not be used to create a credit balance on an account.

17.6 Accounting of Funds

- 17.6.1 Operation Round Up shall establish and maintain a complete accounting system such that is in keeping with sound financial management and furthermore the Committee of Operation Roundup shall make reports to the Board of Directors of Ohop Mutual Light Company on the operation and expenditures of the fund as may be necessary and prudent, but in no case less than annually.