

Charity Water Rates and Charges Program

APPLICATION CHECKLIST

The City offers a 25% discount on water charges to qualified non-profit organizations, including charities, churches, non-profit hospitals, schools, and universities. This discount only applies to properties used **directly** to serve or further the mission of the organization.

Here's what you'll need in order to fill out the discount application:

1. Application information

We'll ask for the name of the organization (or school, or religious institution), including the contact information and the property address. We'll also ask you to provide contact information, like a phone number and email address, for a person at your organization so we can get in touch with you directly.

- Don't forget you'll need to certify that your organization is either the owner or an authorized tenant of the property.

2. Property Information

Be prepared to provide information about any tenants living or using the property, and whether they pay rent. We'll also ask whether your property has a water meter. It may not be required—for example, if your property is a field or parking lot—but if you are unsure, then you should contact the Meter Shop for more information.

- Don't forget you'll need to certify that the property has no violations from the Water Department or the Department of Licenses & Inspections.

3. About the Organization

We will ask for information about the purpose of your organization and how the property you're applying for directly advances that purpose. Note that a mission statement alone will not be enough to answer this question.

You'll need to submit some documentation, as outlined below. **Please do not send us originals—only copies—of the documentation.**

Proof of Charitable Purpose

For each type of organization, you will only need one of the following types of documentation:

- **Institutions of Purely Public Charity:**
 - o A copy of the registration on file with the Pennsylvania Department of State. Please see the state's website for more information: <https://www.pa.gov/agencies/dos/resources/charities-resources/registration-forms-and-documents>
- **Schools:**
 - o Accreditation by the City of Philadelphia as a public school serving kindergarten through 12th grade (or some combination).
 - o Registration or licensure from the State as a nonpublic or private school serving kindergarten through 12th grade (or some combination).
- **Places of Religious Worship:**
 - o Documentation that might include a website, schedule of services, etc.

The discount does not apply to parish houses, secondary buildings, parking lots, or other properties that are not directly used for religious worship.

- **Other Organizations:**
 - State or federal tax documentation indicating charitable status; or
 - Corporate formation documents; or
 - Certification of charitable status by another state.

These organizations will also need to answer questions in Section 4 of the application.

Do not send us originals—please only send us a copy.

4. Additional information

Only required if your organization is not recognized by the Commonwealth of Pennsylvania as a purely public charity, a school, or a place of religious worship.

Even if the Commonwealth of Pennsylvania does not recognize your organization as a “purely public charity,” you may still qualify for the Charity Water Rates and Charges Discount. We’ll ask you questions about how your organization uses the property for a charitable purpose. For more information, see the following:

<https://www.pa.gov/content/dam/copapwp-pagov/en/dos/programs/charities/Institutions-of-Purely-Public-Charity-Act.pdf>

5. Prevailing Wage Requirements

You’ll also be asked to certify that your organization meets the prevailing wage requirements outlined under [Section 17-107\(12\) of The Philadelphia Code](#). A prevailing wage is at or above 150% of the current Pennsylvania minimum wage.

If you do not meet the prevailing wage requirements, you will not be eligible for the Charity Water Rates and Charges Discount Program.