**CERTIFICATION for RECEIPT of CORONAVIRUS RELIEF FUND PAYMENTS**

by

(UTILITY NAME)

We, the undersigned, certify that:

1. We have the authority to request direct payment, on behalf of the utility from the Commonwealth of Virginia, of revenues from the Coronavirus Relief Fund (CRF) pursuant to section 601(d) of the Social Security Act[[1]](#footnote-1), as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).[[2]](#footnote-2)

2. We understand that the Commonwealth of Virginia will rely on this certification as a material representation in making a direct payment to the utility pursuant to the Chapter 56 of the 2020 Virginia Acts of Assembly, Special Session I (House Bill 5005).

3. Any use of CRF will comply with the following:

a. CRF will be used to provide direct assistance to customers with accounts over 30 days in arrears

b. CRF will be distributed to all customer arrearages incurred between March 1, 2020 and October 31, 2020. After pre-March 1 arrearages are excluded, (Utility) will use CRF to reduce individual customer arrearage balances: (1) as of October 31, 2020; and (2) included in the utility's application for CRF, as follows:

* utility will determine allocation amounts for individual customer reduction of arrearages if CRF is insufficient to: (i) offset such utility's 60-Day Arrearages as of October 31, 2020; and if applicable, (ii) offset such utility's 30-Day Arrearages as of October 31, 2020
* utility will use the following allocation methodology: (i) establishing each customer's percentage of arrearages to total utility arrearages as of October 31, 2020, and (ii) applying that percentage to total CRF dollars received by the utility.  As shown below, this formula will yield each customer's allotment of CRF:

"Customer A" 60-Day Arrearage (10/31/20)   x Utility CRF Received= Individual Customer Arrearage Reduction

60-Day Arrearages of all customers (10/31/20)

Any remaining CRF would be allocated as follows:

"Customer A" 30-Day Arrearage (10/31/20)   x Utility CRF Received = Individual Customer Arrearage Reduction

30-Day Arrearages of all customers (10/31/20)

c. The utility will be subject to the utility disconnection moratorium established in Item 4-14, clause 7.a. of House Bill 5005 in order to receive CRF.

d. CRF will not be applied to new deposits, down payments, fees, late fees, interest charges, or penalties.

4. Any CRF that is not applied to customer arrearage balances must be returned to Commonwealth of Virginia no later than January 15, 2021.

5. (Utility) will obtain customer attestations that their arrearages were incurred between March 1, 2020 and October 31, 2020 and were due to the COVID-19 pandemic. A copy of the customer attestation form is included as an appendix. A customer's attestation must be received prior to the application of CRF to any customer's individual arrearage balance.[[3]](#footnote-3)

6. CRF received as a direct payment from the State Corporation Commission pursuant to this certification must adhere to official federal or state guidance issued or to be issued regarding use of such funds.

7. The utility shall maintain proper accounting records to support the distribution of CRF to reduce individual customer arrearage balances until further advised by the Commission. (Utility's) distribution of CRF will be subject to compliance review, and all records supporting the distribution will be subject to audit. Upon receipt of CFR, the utility shall create a separate COVID-19 Utility Assistance Fund and record direct assistance payments to customers on their books in accordance with applicable accounting standards. Documentation should include journal entry(ies) recording the initial receipt of CRF as well as individual customer reductions in arrearage balances.

8. After January 29, 2021, the SCC will send a request for certification that (Utility) used the CRF in accordance with item 479.10 of House Bill 5005.[[4]](#footnote-4) (Utility) will complete and return such certification.

9. The utility certifies that it will adhere to all state and federal law applicable to the distribution of CRF to the utility, together with all pertinent regulations and guidance.

10. (Utility) acknowledges that it will be subject to future reporting requirements.

11.We certify that we have read the above certification and our statements contained herein are true and correct to the best of our knowledge.

12. The certification form must be submitted to [kim.pate@scc.virginia.gov](mailto:kim.pate@scc.virginia.gov) by December 15, 2020, in order to receive CRF.

Utility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Official Representing Utility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Utility Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide Utility DUNS number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. [Section 601] (d) USE OF FUNDS.—A State, Tribal government, and unit of local government shall use the funds provided under a payment made under this section to cover only those costs of the State, Tribal government, or unit of local government that— (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19); (2) were not accounted for in the budget most recently approved as of the date of enactment of this section for the State or government; and (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. [↑](#footnote-ref-1)
2. The most recent information on this guidance and the frequently asked questions can be obtained at:

   [Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf (treasury.gov)](https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf)

   and

   [Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf (treasury.gov)](https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf) [↑](#footnote-ref-2)
3. The attestation requirement together with the exclusion of pre-March 1, 2020 arrearages reflect guidance received from the Secretary of Finance on December 4, 2020. [↑](#footnote-ref-3)
4. [479.10#2c (CA) Allocation of Federal Coronavirus Relief Funds. HB5005 - Conference Report (virginia.gov)](https://budget.lis.virginia.gov/amendment/2020/2/HB5005/Introduced/CR/479.10/2c/) [↑](#footnote-ref-4)