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COMMONWEALTH of VIRGINIA

Erik C. Johnston
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Memorandum

To: Municipal Utility Directors; and City, County, and Town Chief Administrative Officers
From: Erik Johnston, Director, Virginia Department of Housing and Community Development
David Von Moll, Comptroller, Virginia Department of Accounts
Date: January 11, 2021
Re: Deadline extension for (1) return of CRF to DOA and (2) submission of required certification and certification addendum

This memo is to inform you that **the previously established deadline of February 19, 2021, for returning any unspent funds as part of the COVID-19 Municipal Utility Relief Program has been extended to December 31, 2021.**

Additional deadlines related to the administration of this program are contained in this memo, so please carefully read through this memo in its entirety. We also encourage all participating municipal utilities and their partner city or partner county (where applicable) to print and retain a copy of this memo for their records.

Item 5 of the original certification contained the following language:

Any funds that are not expended or that will not be expended on necessary expenditures incurred before December 30, 2020, by the municipal utility or its grantee(s), must be returned to Commonwealth of Virginia no later than January 29, 2021, and that the Commonwealth of Virginia is entitled to invoke State Aid Intercept to recover any such unexpended funds.

The Virginia Department of Housing and Community Development (DHCD) and the Virginia Department of Accounts (DOA) hereby affirm and attest that any existing or future certification containing the previous language referenced above shall be interpreted and enforced as if the new due date of December 31, 2021, was in the certification language. Accordingly, Item 5 for any existing and future certification that is reviewed and approved by DHCD with subsequent distribution by DOA, shall now read and/or be interpreted as follows:

Any funds that are not expended or that will not be expended on necessary expenditures incurred before December 31, 2021, by the municipal utility or its grantee(s), must be returned to Commonwealth of Virginia no later than December 31, 2021, and that the Commonwealth of Virginia is entitled to invoke State Aid Intercept to recover any such unexpended funds.

We encourage any municipal utility and partner city or county that has not yet submitted their certification through the certification portal to update the language in item 5 to reflect the December 31,

2021, date; however, submissions that contain the old date are still sufficient and shall be interpreted and enforced in accordance with this new date.

Please note that the December 31, 2021, deadline for returning unspent funds shall also function as the end of the “covered period” for which eligible arrearages may be addressed. **Accordingly, for purposes of the COVID-19 Municipal Utility Relief Program, the “covered period” will now cover the period of March 1, 2020, to December 31, 2021.**

Finally, as it relates to receiving your utility’s award amount that was reflected in the December 7, 2020, award letter, **you are required to submit your complete, signed certification and certification addendum to DHCD through the certification portal no later than 5:00 p.m. on Tuesday February 16, 2021, in order to receive your funds.** The certification portal can be accessed at the following link:

<https://survey.alchemer.com/s3/6053803/COVID-19-Municipal-Utility-Relief>