

**CITY OF RICHMOND DEPARTMENT OF PUBLIC UTILITIES**  
**COVID-19 Municipal Utility Relief Program**  
**NON-RESIDENTIAL APPLICATION for Utility Arrearage Assistance**



The City of Richmond has received COVID-19 Municipal Utility Relief Program funding provided by the federal CARES Act via the Virginia Department of Housing and Community Development. This funding is in support of municipal utility relief efforts during the pandemic, and will directly assist customers that have fallen behind on their utility bills as a result of an economic hardship due to COVID-19. Funding is designed to be a one-time opportunity, with only one payment per non-residential account. To be eligible for funding under this Relief Program, the applicant must meet the following criteria:

- Be a non-residential customer of the City of Richmond Department of Public Utilities with active utility service;
- Have experienced/been impacted by an economic hardship due to COVID-19 (see below);
- Have fallen behind on their City water, wastewater or natural gas utility bill for services during the period of March 1, 2020 through December 30, 2020;
- Have not received financial assistance for City utility services from Rebuild Virginia Grant Fund or any local CARES Act Relief; **AND**
- **Submit a completed application where all information is valid and legible. Please read instructions carefully. Your application must be received by midnight Sunday, January 17, 2021.**

**Section 1 –Eligible Property (where utility service is provided)**

Account Name \_\_\_\_\_  
Street Address \_\_\_\_\_ Account Number \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_

**Section 2 – Customer Contact Information (responsible party)**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Daytime Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Mailing Address (if different from above) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Section 3 – COVID-19 Economic Hardship Attestation**

I certify that the utility fee arrearage is due to economic hardship experienced by the customer as a result of the COVID-19 pandemic.

Has your entity received Rebuild Virginia Grant Fund or local CARES Act relief?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Provide an explanation of the COVID-19 related economic hardship:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Application continues on back*

**Section 4 – Applicant’s Certification**

In applying for participation in the Relief Program, I understand and agree to the following:

- I desire to receive any assistance to which I am legally entitled under this program and its specifications.
- I certify that the reason I am eligible for this CARES Act assistance is correct to the best of my knowledge and belief.
- I declare that to the best of my knowledge I am the only person who has applied for/on behalf of the non-residential account holder, including their successors, at the address shown on this form and that I am not a government account holder.
- I certify that this non-residential customer has not received assistance from the Rebuild Virginia Grant Fund or any local CARES Act relief.
- I understand that if I give false information or withhold information in order to make myself eligible for benefits I can be prosecuted for fraud and/or denied assistance in the future.
- I understand that the agencies involved in this program may verify all of the information which I have provided.
- I understand and my signature on this form gives permission to City of Richmond Department of Public Utilities to verify information concerning my need for assistance.

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Application Submission/Contact Information**

Email, fax or deliver the completed application to:

Email	DPUCares@richmondgov.com
Fax	(804) 646-0737
Drop off locations	- City Hall   900 E. Broad Street, Room 115 - East District Initiative   701 N. 25 <sup>th</sup> Street - Southside Community Services Center   4100 Hull Street

Questions can be directed to DPU Customer Service (804-646-4646)

**All applications MUST be RECEIVED by midnight Sunday, January 17, 2021.** Any relief funds applied to your account will be reflected on your February 2021 utility bill.

**For Internal Use Only**

Date Received	Date Processed	Application	Arrearage Amount	Relief Amount	Account Credited
		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	\$	\$	\$