



## **CRF Utility Customer Relief Grant Program**

**Summary:** The City of West Columbia received CARES Act Relief Fund (CRF) funding to assist residents negatively impacted by COVID-19 Pandemic. The City will assist residents with a grant for one month's rent/mortgage payment and/or one month utilities (water, natural gas and electric) during the period of negative economic impact per household. Funds may only be issued to the company to pay for utility bills, delinquent mortgage or rental payments for the address at which the applicant resides. Applicants must meet the necessary qualifications, complete the form below and include the information required as listed. Qualifying applications and awards will be made on a first come, first serve basis, and must be submitted no later than December 15, 2020. Only one application may be made per household and the applicant must reside at that address.

**Program Qualifications:** To qualify for award under this program the applicant(s) must:

- Own, rent or maintain their primary household within the City Limits of the City of West Columbia, Texas and provide proof thereof in the form of a current Lease, Tax Statement, or other official document (voter registration, Driver's License or City Utility Bill in the applicants name listing residence).
- Be able to show negative economic impact resulting from layoff, furlough or loss of work hours beginning March 19, 2020 because of the COVID-19 Pandemic. The city will accept letters from employers, documentation from the Texas Workforce Commission or Sworn, Notarized Affidavits from the applicant.
- Provide a copy of their most recent Utility Billing statement, mortgage notice or rental notification. If applicant's account is delinquent or in arrears on their account, they must agree in writing to enter into a repayment program and provide proof thereof.

**Program Provisions:** In addition to the Qualifications listed above, the following provisions shall apply:

- Funds received under this program may only be used to pay for an existing and active accounts.
- Funds MAY NOT be used to pay for telecommunications connection of any kind.
- On award, the City shall disburse funds via check to the utility company, bank, or landlord.
- Further, Applicants shall agree to cooperate and provide requested documentation in the event of programmatic audit.

**DEADLINE TO APPLY: December 15<sup>th</sup>, 2020 – Return to West Columbia City Hall  
Funds will be distributed no later than December 31<sup>st</sup>, 2020**



City of West Columbia  
CRF Utility Customer Relief Grant Application

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Number of individuals in household: \_\_\_\_\_ age 18+; \_\_\_\_\_ under age 18

Type of Residence/ Proof of Household Location:  
(one of the following)

- Tax Statement from Brazoria County                       Lease/ Rental Agreement  
 Driver's License     Voter Registration Card

Type of Proof of Negative Economic Impact as a result of the COVID-19 Pandemic:  
(one of the following)

- Letter from Employer     Affidavit  
 TWC Documentation

Amount of Grant Funds requested: \_\_\_\_\_

Account(s) for which these funds will be utilized:

- Utility Bill – Account No.: \_\_\_\_\_  
Amount Owed: \_\_\_\_\_ Is account delinquent? **Yes** or **No**  
Payment Agreement in Place: \_\_\_\_\_
- Natural Gas Bill – Account No.: \_\_\_\_\_  
Amount Owed: \_\_\_\_\_ Is account delinquent? **Yes** or **No**  
Payment Agreement in Place: \_\_\_\_\_
- Electrical – Account No.: \_\_\_\_\_  
Amount Owed: \_\_\_\_\_ Is account delinquent? **Yes** or **No**  
Payment Agreement in Place: \_\_\_\_\_
- Mortgage Co/Landlord Name: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Address: \_\_\_\_\_  
Account No.: \_\_\_\_\_ Amount Owed: \_\_\_\_\_  
Is account delinquent? **Yes** or **No**  
Payment Agreement in Place: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Role: \_\_\_\_\_

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

*By signing above, I do hereby affirm and attest that the information included on these forms is true to the best of my knowledge and I will submit documentation as required.*

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