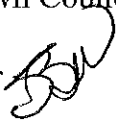


## Town of Windsor

### Memorandum

August 11, 2020

**TO:** The Honorable Mayor and Members of Town Council

**FROM:** Sanford B. Wanner, Interim Town Manager 

**SUBJECT:** Certification for Receipt of Second Round Coronavirus Relief Fund Payments By The Town of Windsor

The CARES Act requires Certification for Receipt of Second Round Coronavirus Relief Fund (CRF) Payments By The Town of Windsor. The Certification requires authorization for the Mayor, Interim Town Manager, and Treasurer to request direct payments and to follow all other requirements for such payments.

I recommend the Town Council approve the Certification for Receipt of Second Round Coronavirus Relief Act Fund Payments for the Town of Windsor.

**Certification for Receipt of  
Coronavirus Relief Fund Payments  
By  
The Town of Windsor**

We the undersigned represent the Town of Windsor, (the Town), and we certify that:

1. We have the authority to request direct payment on behalf of the Town from Isle of Wight County of revenues from the Coronavirus Relief Fund (CRF) pursuant to Section 601 (b) of the Social Security Act, as added by Section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (March 27, 2020).
2. We understand that the Commonwealth of Virginia holds Isle of Wight County responsible for ensuring compliance with the documentation requirements required by this certification and that the Town's use of the funds meets the requirements set forth in this certification.
3. We understand that Isle of Wight County will rely on this certification as a material representation in making a direct payment to the locality.
4. The Town's proposed uses of the funds received as direct payment from Isle of Wight County under Section 601 (b) of the Social Security Act will be used only to cover those costs that:
  - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
  - b. were not accounted for in the budget most recently approved as of March 27, 2020, for the locality; and
  - c. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
5. Any funds that are not expended or that will not be expended on necessary expenditures on or before December 30, 2020, by the Town, must be returned to Isle of Wight County no later than December 30, 2020.
6. We understand that the Town will not receive continued funding beyond December 30, 2020, from any source to continue paying expenses or providing services that were initiated or previously supported from CRF funds prior to December 30, 2020.
7. Funds received as a direct payment from Isle of Wight County pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.

8. Any CRF funds expended by the Town in any manner that does not adhere to official federal guidance shall be returned to Isle of Wight County within 30 days of a finding that the expenditure is disallowed, and that Isle of Wight County is entitled to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.
9. As a condition of receiving the CRF funds, pursuant to this certification, the Town shall retain documentation of all uses of the funds, including but not limiting to payroll time records, invoices, and/or sales receipts. Such documentation shall be produced to the Commonwealth of Virginia and/or Isle of Wight County upon request.
10. The Town must maintain proper accounting records to segregate these expenditures from those supported by other fund sources and that all such records will be subject to audit.
11. Any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected revenue collections from taxes, fees, or any revenue source.
12. Any CRF funds received pursuant to this certification will not be used for expenditures for which the Town has received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor may CRF funds be used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guideline.

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

\_\_\_\_\_  
Mayor, Town of Windsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager, Town of Windsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer, Town of Windsor

\_\_\_\_\_  
Date