


Town of Windsor

Memorandum

November 9, 2021

TO: The Honorable Mayor and Town Council

FROM: Cheryl McClanahan, Treasurer 

SUBJECT: American Recovery Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF) Municipal Utility Assistance Program Budget Appropriation

A program for the relief of customers of municipal utilities during the COVID-19 pandemic.

Background

The Virginia Department of Housing and Community Development (DHCD) has initiated a program for the relief of customers of municipal utilities using ARPA SLFRF funds. These funds would come directly from the Commonwealth, and are not a part of those ARPA funds already earmarked for the Town of Windsor. The primary focus of these funds is the assistance of customers who have outstanding utility bills which are 60+ days in arrears due to economic hardships related to the COVID-19 pandemic.

Specifics

The total amount granted to the Town of Windsor is \$8,129.51 and town staff have identified this amount of water bills in arrears to which these funds can be applied.

Therefore, a budget appropriation in the amount of \$8,129.51 is required to accept and implement the funding. Attached is a resolution to accept the funds and appropriate them to the Water Fund Operating Budget.

Enclosures

ARPA SLFRF Municipal Utility Relief Program Award Letter

Recommended Motion

Move that Council adopt a resolution entitled:

A Resolution Accepting a Covid-19 ARPA SLFRF from the Department of Housing and Community Development for Municipal Utility Assistance Program Award and Appropriating the Funds to the Water Fund Water Sales Line Item for Fiscal Year 2021/22.

Resolution

A Resolution Accepting a Covid-19 ARPA SLFRF from the Department of Housing and Community Development for Municipal Utility Assistance Program Award and Appropriating the Funds to the Water Fund Water Sales Line Item for Fiscal Year 2021/22.

BE IT RESOLVED by the Council of the Town of Windsor Virginia as follows:

Section 1. That the Town hereby accepts the award from the Virginia Department of Housing and Community Development (DHCD) in the amount of \$8,129.51 for the crediting of certain past due water utility bills due to hardships from the COVID-19 pandemic.

Section 2. That the sum of \$8,129.51 from the Virginia Department of Housing and Community Development (DHCD) is hereby appropriated into the Water Sales Line Item of the Town's Water Fund Operating Budget for Fiscal Year 2021/22 for implementation of this award.

Section 3. That the Town Manager and the Town Treasurer are hereby authorized and directed to do all things necessary to implement this award.

Section 4. This resolution shall be in effect on and after its adoption.

Adopted: November 9, 2021

TESTE:

Town Clerk



Ralph S. Northam
Governor

R. Brian Ball
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

Erik C. Johnston
Director

DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT

October 29, 2021

VIA EMAIL

William Saunders
Town Manager
Town of Windsor, VA Water System

Re: Award Letter, Guidance, and Required Certification and Comparison Analysis for COVID-19 ARPA SLFRF Municipal Utility Assistance Program

Dear William Saunders:

On behalf of Governor Northam, it gives me great pleasure to inform you that Town of Windsor, VA Water System has been awarded \$8,129.51 in federal State and Local Fiscal Recovery Funds (SLFRF) through the American Recovery Plan Act (ARPA) for the COVID-19 ARPA SLFRF Municipal Utility Assistance Program. Your award shall be used to directly assist residential municipal utility customers of Town of Windsor, VA Water System with arrearages greater than 60 days for the time period between March 12, 2020, and August 31, 2021. This funding is being provided under CFDA 21.027 – Coronavirus State and Local Fiscal Recovery Funds (SLFRF).

Please read the additional program guidance included with this letter carefully before proceeding with additional steps. Given the tight timeline for utilization of these funds and to receiving funds in an expedited manner, you must return the attached forms through a web portal. You are required to partner with a city or county to act as the fiscal agent to receive the funds from the Department of Accounts (DOA). The city or county will then forward funds to the municipal utility to apply to eligible residential utility customer accounts. In order to pre-qualify your eligible residential utility customer accounts and apply relief automatically, you will need to complete the Utility Arrearage Analysis in Appendix A. Once the project is complete, DOA will follow up regarding project outcomes and compliance. It is incumbent on Town of Windsor, VA Water System and the partnering city or county to ensure project expenses are properly documented and verified in case of audit.

For questions contact DHCD staff member David Conmy at utility@dhcd.virginia.gov.

Sincerely,

Handwritten signature of Erik C. Johnston in black ink.

Erik Johnston
Director, Virginia Department of Housing and Community Development

CC: David Von Moll, Comptroller, Department of Accounts
Encl: COVID-19 ARPA SLFRF Municipal Utility Assistance Program: Guidance and Required Certification; Appendix A: Utility Arrearage Analysis to Substantiate Residential Customer Pre- Qualification; and Frequently Asked Questions