

Town of Windsor

Memorandum

April 13, 2021

TO: The Honorable Mayor and Town Council
FROM: William G. Saunders, IV, Town Manager WGS IV
SUBJECT: Cares Act Municipal Utility Relief 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 Cares Act funds. These funds would come directly from the Commonwealth, and are not a part of those Cares Act 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 30+ and/or 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 \$4,674.10 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 \$4,674.10 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

Cares Act Municipal Utility Relief Program Award Letter

Recommended Motion

Move that Council adopt a resolution entitled:

A Resolution Accepting a Cares Act Award from the Department of Housing and Community Development for Municipal Water Utility Relief and Appropriating the Funds to the Water Fund Water Sales Line Item for Fiscal Year 2020/21.

Resolution

A Resolution Accepting a Cares Act Award from the Department of Housing and Community Development for Municipal Water Utility Relief and Appropriating the Funds to the Water Fund Water Sales Line Item for Fiscal Year 2020/21.

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 \$4,674.10 for the crediting of certain past due water utility bills due to hardships from the COVID-19 pandemic.

Section 2. That the sum of \$4,674.10 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 2020/21 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: April 13, 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

December 7, 2020

VIA EMAIL

William Saunders
Windsor Town Manager
Town of Windsor, VA Drinking Water Utility

Re: Award Letter, Guidance, and Required Certification for COVID-19 Municipal Utility Relief Program to Assist Customers

Dear William Saunders:

On behalf of Governor Northam, it gives me great pleasure to inform you that Town of Windsor, VA Drinking Water Utility has been awarded federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds pursuant to the Appropriation Act mandated State Corporation Commission application process in the amount of \$4,674.10 to assist with municipal utility customer relief for all eligible customers of Town of Windsor, VA Drinking Water Utility. This funding is being provided under CFDA 21.019 – Coronavirus Relief Funds (CRF). Additional details concerning this program including guidance, requirements, and several model forms are included in the following pages.

Additional guidance concerning this program has been included with this letter, including a model customer intake form. Please read this carefully before proceeding with additional steps. Given the tight timeline for utilization of these funds and to ensure each utility directly receives these funds in an expedited manner you must return the attached certification in partnership with a city or county that will act as the fiscal agent to receive the funds from the Department of Accounts (DOA) and the city or county will then forward funds to the municipal utility to implement the program for the utility's customers. Once the project is complete, DOA will follow up regarding project outcomes and compliance. I want to reiterate that it is incumbent on Town of Windsor, VA Drinking Water Utility 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 Municipal Utility Relief Program Guidance, Certification Form and Addendum, and Model Customer Intake Form