

# Issue Analysis Form



**Date:** February 22, 2022  
Budget Amendment /  
Appropriation of ARPA  
Municipal Utility Program  
**Item:** Funds - \$76,552.52

**Lead Department(s):** County Finance / Utilities

**Contact Person(s):** Betsy Drewry / Frank Haltom

## Description and Current Status

On January 25, 2022 staff briefed the Prince George County Board of Supervisors about availability and pending receipt of ARPA Municipal Relief Funds through DHCD. The funds were received on February 4 and totaled \$76,552.52.

These funds must be applied to accounts with arrearages by February 28, 2022, and any unexpended funds must be returned to the Commonwealth of Virginia by March 31, 2022. There is no application process or customer attestation required for applying these funds. Staff is working on distributing the funds now.

See **Attachment A** for copy of the Commonwealth of Virginia EDI (deposit notice) and other related documentation.

### Board Action Requested:

Approve funding appropriation as outlined in the enclosed draft resolution.

Does this require IDA action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this require BZA action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does This require Planning Commission Action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this require Board of Supervisors action?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does this require a public hearing?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, before what date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Fiscal Impact Statement

There is no added local fiscal impact for receipt of these funds. Use of these funds to provide assistance to Utility customers who have account arrearages will assist the Utility and the customer.

## County Impact

Approval of the appropriation of federal ARPA COVID-19 Municipal Relief funds will allow the County to provide relief to municipal customers who have arrearages.

Additionally, this funding will provide Utility collections that we might not otherwise receive.

Separate accounts have been created within the fund previously established to track CARES Municipal relief funds and provide appropriate accountability (Fund 0640).

### **Notes**

## Commonwealth of Virginia

## EDI Remittance Detail

Total Amount: 76,552.52

Deposit Date: 02/04/2022

Trace Number 81752680

Agy No	Amount	Offset Amount	Invoice Number	Invoice Date	Customer Number	Voucher Number	Description
161	76,552.52	<del>330400</del> 0.00	MunicUtilARP	10/29/2021		00012546	Municipal Utility Assi
Tot 162	76,552.52						

## Melissa Sears

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**From:** Betsy Drewry  
**Sent:** Monday, January 24, 2022 12:54 PM  
**To:** Susan Vargo; Melissa Sears  
**Cc:** Frank Haltom; Deenie Anderson; Lori Robertson; Monica A. Thompson; Jeff Stoke  
**Subject:** ARPA Municipal Utility Relief Funds - \$76,552.52  
**Importance:** High

Good afternoon Susan and Melissa,

I hope you all had a good weekend.

The Prince George Utility Department is expecting to receive **\$76,552.52 in state ARPA Municipal Utility Relief Funding.**

The AR Charge Code is **33040U** for these funds (maps to GL 0640-30-601-8305-330400). Please be sure to use the code with the "U" at the end.

Lori and Deenie, the expenditure code to use when posting the funds to the residential accounts is 0640-04-104-7000-45778 (I set up a new account code to track these separately from the CARES funding).

Thank you and please let me know if you have questions.

Betsy

*Betsy Drewry*

Deputy County Administrator, Finance  
Prince George County  
P O Box 68  
Prince George, VA 23875  
804-722-8710

**From:** DoNotReply@REDIVirginia.doa.virginia.gov  
**Sent:** Thursday, February 3, 2022 3:08 AM  
**To:** pgtreas@princegeorgedcountyva.gov; Susan Vargo  
**Cc:** Melissa Sears; Cherokee Crutchfield  
**Subject:** Commonwealth of Virginia EDI deposit on 02/04/2022

\*\*\* Please do not respond directly to this e-mail. The originating e-mail account is not monitored. \*\*\*

The Commonwealth of Virginia will deposit \$76,552.52 in your bank account on 02/04/2022.

The Trace Number is 81752680.

The name on the EDI account is prince george county.

The REDI Virginia website can be accessed at  
<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fredivirginia.doa.virginia.gov%2F&data=04%7C01%7Cmsears%40princegeorgedcountyva.gov%7C407581f76ee04828e45808d9e6ec426c%7C9adff96cd9eb45f3a90f53145764e2ac%7C1%7C0%7C637794724696137570%7CUnknown%7CTWFpbGZsb3d8eyJWlloiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCi6Mn0%3D%7C3000&data=DloRc6Gcb1rX%2FzC6hIhqsuNx%2FtW3PYZBBt65sHe%2FR9Q%3D&reserved=0>

If you receive several email alerts from REDI Virginia because you have multiple EDI accounts and would like to easily distinguish to which EDI account the email alerts refer, modify the data you entered in the Company Name field when setting up your REDI Virginia security record to include descriptive/identifying information.

To do this:

- 1) Click the Personal Options button while in the REDI Virginia Main Menu.
- 2) Click the Edit button in the View Personal Options screen.
- 3) Add to or modify Company Name to include information (e.g., petty cash, local funds, and community development block grant) that will assist you in identifying the specific EDI account. The data in the Company Name field will print in the sentence of the email alert that refers to the name on your EDI account.
- 4) Click the Accept button in the Edit Personal Options screen.

This email was sent to: pgtreas@princegeorgedcountyva.gov;svargo@princegeorgedcountyva.gov;  
mmclaughlin@princegeorgedcountyva.gov;ccrutchfield@princegeorgedcountyva.gov

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 22<sup>nd</sup> day of February, 2022:

Present:

Marlene J. Waymack, Chair  
Donald R. Hunter, Vice-Chair  
Floyd M. Brown, Jr  
Alan R. Carmichael,  
T. J. Webb

Vote:

A-7

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

**RESOLUTION; APPROPRIATION (\$76,552.52 ARPA COVID-19 MUNICIPAL RELIEF FUNDS)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 22<sup>nd</sup> day of February, 2022, does hereby authorize the following increase of funds within the 2021-2022 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<b>Special Revenue Fund 0640</b>	
<u>Revenue:</u>	
0640-30-601-8305-330400 COVID-19 Municipal Relief Funds	\$76,552.52
<u>Expenditures:</u>	
0640-04-104-7000-45778 COVID-19 Municipal Relief Assistance	\$76,552.52

A Copy Teste:

\_\_\_\_\_  
Jeffrey D. Stoke  
Interim County Administrator