

Issue Analysis Form

Date: April 12, 2022
Item: Appropriation – State DHCD
Industrial Revitalization Grant
Interim Director of Economic
Development & County
Lead Department(s): Finance
Contact Person(s): Stacey English; Betsy Drewry



Description and Current Status

The Interim Director of Economic Development was granted authority to apply for and received a Department of Housing and Community Development state Industrial Revitalization grant in the amount of \$10,450. These grant funds will be used to conduct a market and environmental study on the recently County-purchased Continental Motel property.

The market demand studies will be conducted by Retail Strategies and will include a market and retail GAP analysis for the trade area, a peer market analysis, a customized marketing flyer for the property, and a prospect list for the property. The environmental study will be conducted by ONE Environmental and include an asbestos inspection, lead TCLP sampling and analysis, and a study of other hazardous materials.

Please see attached Memorandum of Understanding provided by the Interim Director of Economic Development.

Board Action Requested:

Approve appropriation of DHCD Industrial Revitalization Fund Grant - \$10,450.00

A draft resolution for budget amendment / appropriation is attached for Board consideration.

Appropriation Increase and Transfer Entry for FY2021-22 is:

Economic Development Fund

Revenues:

Increase:

0215-20-601-8205-323105 – DHCD Industrial Revitalization Fund Grant - \$10,450.00

Expenditures:

Increase:

0215-08-301-2151-43111 – DHCD IRF Grant Services - \$10,450.00

Government Path

Does this require IDA action?

☐ Yes ☒ No

Does this require BZA action?

☐ Yes ☒ 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

Increases in appropriation of state grant \$10,450.00; there is no local match or fiscal impact.

Total Increase in FY2021-22 Appropriation = \$10,450.00

County Impact

These grant funds will allow for the completion of a market and environmental study for the recently county-purchased Continental Motel.

Notes



Glenn A. Youngkin
Governor

Caren Merrick
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT

Bryan W. Horn
Director

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding, entered into as of this **18th day of March, 2022**, by and between the Virginia Department of Housing and Community Development hereinafter referred to as "DHCD" and the **County of Prince George**, hereinafter referred to as "GRANTEE."

WITNESSETH

WHEREAS, DHCD has been authorized by the Governor of the Commonwealth of Virginia to distribute and administer grants of the Industrial Revitalization Fund (IRF) according to 36-152 of the Code of Virginia, and

WHEREAS, the Continental Motel Project, as described in the Industrial Revitalization Fund (IRF) Planning Grant proposal submitted by GRANTEE, has qualified for funding on the basis of the IRF Planning Grant Guidelines,

Now THEREFORE, the above-mentioned parties hereto do mutually agree as follows:

1. DHCD agrees to award the GRANTEE an Industrial Revitalization Fund Planning Grant in an amount of the total allowable, eligible costs through the Coronavirus State and Local Fiscal Recovery Fund within the American Rescue Plan Act of 2021 (CFDA 21.027) in carrying out the activities included in the scope of the work herein described not to exceed **\$10,450 (ten thousand four hundred and fifty dollar)**.
2. DHCD agrees to provide the GRANTEE with technical assistance in setting up and carrying out the administration of its Continental Motel project.
3. The GRANTEE will commence, carry out and complete the scope of work, beginning on **March 18, 2022**, as described in the GRANTEE's IRF Planning Grant proposal, and any subsequent, approved, written amendments to the proposal, which are made a part of this MOU.

PROJECT TITLE: Continental Motel redevelopment

PROJECT ADDRESS: 11815 S Crater Rd, Prince George, VA

PRODUCTS: Market and environmental studies



Virginia Department of Housing and Community Development | Partners for Better Communities
Main Street Centre | 600 East Main Street, Suite 300 Richmond, VA 23219
www.dhcd.virginia.gov | Phone (804) 371-7000 | Fax (804) 371-7090 | Virginia Relay 7-1-1

4. GRANTEE agrees to provide a final report to DHCD by **July 29, 2022**. The GRANTEE shall use the IRF Planning Grant Report template in CAMS to submit the final report. The Report shall include a summary of the approved Industrial Revitalization Fund Planning Grant project and its outcomes. Studies, reports, pictures, and other documentation should be submitted along with the written report. DHCD may share copies of the report with other interested parties identified by the State. DHCD, at its discretion, may require additional reports. If reports are not submitted in a timely manner, DHCD reserves the right to withhold payment requests until such reports are submitted.
5. DHCD shall monitor the project during the period covered by this Grant Agreement. At any time during the Grant period, DHCD may request and shall be provided copies of any documents pertaining to the use of Program funds.
6. The GRANTEE will use the lesser of (1) the amount specified above, or (2) if, at total PROGRAM completion, there are cost under-runs or project savings, these costs shall revert to DHCD.
7. The GRANTEE shall complete the work as described in this MOU, on or before **July 29, 2022**. Final requests for the funds must be made no later than **July 29, 2022**. Funds not expended by **July 29, 2022** are subject to re-appropriation. If the project is not completed by that date, all Grant funding and this MOU shall be terminated and the GRANTEE shall return all unexpended funds, unless an amendment to the MOU provides otherwise.
8. Grant funds will be disbursed on a reimbursement basis only. Request for funds will be completed through the CAMS (Centralized Application and Management System). Along with the reimbursement request, the Grantee will also upload and include documentation and proof of reimbursable expenditures (such as invoices, cancelled checks, source documents, etc).
9. DHCD agrees to make payment to the GRANTEE upon receipt of a properly completed and signed invoice(s) submitted to CAMS. Requests for Payment may be on a reimbursable basis upon received documentation of the required expenditure, and made to allow approximately thirty (30) days to receive funds. Funds are to be immediately disbursed by the GRANTEE.
10. To expedite receipt of payment, it is recommended that Grantees contact the Virginia Department of Accounts (DOA) to arrange for electronic transfer of IRF funds. The forms to establish electronic payment with DOA are available at www.doa.virginia.gov. At the home page, click on the Electronic Data Interchange (EDI) link button on the right. Scroll down to the *Trading Partner Agreement and Enrollment* form for Localities and Grantees. Print the form, fill it out and submit it. Instructions on filling out the form are on the third page of the document.
11. The GRANTEE must submit one of the following financial documents: Financial Statement**, Reviewed Financial Statement prepared by an independent Certified Public Accountant (CPA), Audited Financial Statement prepared by an independent CPA or an



OMB A-133 Audit (Single Audit) prepared by an independent CPA. Please see the table below to determine which document your organization is required to submit.

The threshold requirements outlined below are the *minimal* standards required by DHCD. We strongly encourage all organizations receiving funds from DHCD to undertake the highest level of financial management review to ensure practices and procedures are fully examined and evaluated.

| Threshold Requirement | Document |
|---|---|
| Total annual expenditures \leq \$100,000 – regardless of source | Financial Statement prepared by organizations** |
| Total annual expenditure between \$100,001 and \$300,000 – regardless of source | Reviewed Financial Statement prepared by an Independent Certified Public Accountant (CPA) |
| Total annual expenditures $>$ \$300,000 – regardless of source | Audited Financial Statement prepared by an Independent CPA |
| Federal expenditures \geq \$750,000 | OMB A-133 Audit (Single Audit) prepared by an Independent CPA |

The full DHCD Audit Policy, including an explanation of the specific document requirements, can be found online at:

http://www.dhcd.virginia.gov/images/DHCD/DHCD_Audit_Policy.pdf.

12. DHCD reserves the right to end funding at any point should the project prove nonviable. This includes, but may not be limited to, lack of progress in conformance with the approved project proposal.



EXECUTION

In witness whereof, the parties have executed or caused to be executed by their duly authorized official this MOU to be bound thereby.

Department of Housing and Community Development (DHCD)

BY: _____ DATE: _____

TITLE: Deputy Director, Economic Development and Community Vitality

~~Prince George County~~

BY: Jeffrey D. Stake DATE: 3/30/2022
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TITLE: Interim County Administrator



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 12th day of April, 2022:

Present:

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

Vote:

A-16

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

RESOLUTION; APPROPRIATION (\$10,450.00 STATE DEPARTMENT
OF HOUSING AND COMMUNITY DEVELOPMENT INDUSTRIAL
REVITALIZATION FUND GRANT)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of April, 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> |
|---|---------------|
| ECONOMIC DEVELOPMENT FUND | |
| <u>Expenditure:</u> | |
| 0215-08-301-2151-43111 Economic Development DHCD IRF Grant Services | \$10,450.00 |
| <u>Revenue:</u> | |
| 0215-20-601-8205-323105 State DHCD IRF Grant | \$10,450.00 |

A Copy Teste:

Jeffrey D. Stoke
Interim County Administrator