

[DATE]

[LOCAL GOVERNMENT OFFICIAL NAME]

[ADDRESS]

[ADDRESS]

[NAME]:

On behalf of [MUNICIPAL AUTHORITY NAME], I am contacting you to respectfully request financial aid from [LOCAL GOVERNMENT NAME]'s Coronavirus Local Fiscal Recovery Fund monies as allocated under the American Rescue Plan (ARP) Act for authority expenditures and losses resulting from the pandemic as well as investment in critical infrastructure for our community.

[MUNICIPAL AUTHORITY NAME] provides [GENERAL POPULATION ESTIMATE] [LOCAL GOVERNMENT NAME] residents with [PROJECT TYPES] that local governments do not otherwise provide. Many municipal authorities have been impacted by the pandemic, yet most have not been able to access local government funding sources. As a result of the pandemic, [SHARE YOUR STORY – REDUCTION TO SERVICES/STAFF, COMMUNITY/OPERATIONAL IMPACTS.]

[CONSIDER INCLUDING:

- TOTAL COVID-19-RELATED EXPENDITURES TO DATE
- REVENUE LOSS AND/OR ARREARAGES
- ESTIMATED COSTS FOR PREMIUM PAY
- INFRASTRUCTURE DOLLAR IMPACTS]

Due to an oversight in the CARES Act outlining local government eligibility for Coronavirus Relief Funds, and subsequent ambiguous Treasury guidelines, many municipal authorities, like ours, did not receive the same access to funds as other units of government. This, despite being technically eligible under Treasury guidelines.

The ARP Act fixes this problem, granting local governments with the authority to transfer relief funds to municipal authorities for pandemic response and revenue loss, premium pay for works essential to the continuity of critical infrastructure services as well as investment in the water, sewer, and broadband infrastructure of our shared community.

The [MUNICIPAL AUTHORITY NAME] would appreciate the opportunity to discuss this matter with you and/or your staff as we work together to prevent further reductions to the essential services we provide to our community as well as mitigate staffing reductions. Thank you for your consideration, and we look forward to working with you on this critical matter.

Thank you,

[MUNICIPAL AUTHORITY NAME]