



Angela D. Alsobrooks  
County Executive

# PRINCE GEORGE'S COUNTY GOVERNMENT

## OFFICE OF THE COUNTY EXECUTIVE

May 6, 2020

The Honorable Candace Hollingsworth  
Mayor  
City of Hyattsville  
4310 Gallatin Street  
Hyattsville, Maryland 20781

Dear Mayor Hollingsworth:

Under the United States Department of Treasury, Coronavirus Aid, Relief, and Economic Security (CARES) Act, Prince George's County, Maryland, received a direct allocation from the Coronavirus Relief Fund (CRF) to cover necessary expenditures directly related to the Coronavirus Disease 2019 (COVID-19). The County will allocate \$15 million of its CRF funding to its 27 municipalities. The funds will be allocated to each municipality on a per capita basis. Your municipality's share is \$1,113,000.

Each municipality will be required to submit a plan by May 22, 2020 of expenditures for which the municipality will be seeking reimbursement, up to the maximum allotted share above. Expenditures eligible for reimbursement (Attachment 1), must be directly related to COVID-19; must be incurred between March 1, 2020 through December 15, 2020; and not previously budgeted. Please see the frequently asked questions (Attachment 2) for further guidance on this matter. The County must approve the plan before the municipality commences new spending. There will be a required agreement between the County and the municipality that outlines the conditions and obligation of each party (e.g., audit requirements, reimbursement basis, reporting, spending deadline, etc.). The request shall be submitted in the format as shown on Attachments 3 and 4. All submissions must be emailed to [OMBCOVID19@co.pg.md.us](mailto:OMBCOVID19@co.pg.md.us).

I want to express my sincere appreciation for the commitment and dedication your municipality has made to the citizens, residents, and businesses in Prince George's County during the COVID-19 crisis. We are so proud of your response to this unprecedented challenge.

Sincerely,

Angela D. Alsobrooks  
County Executive

Enclosures

Attachment 1 – CRF Guidance for State, Territorial, Local and Tribal Governments  
Attachment 2 – CRF Frequently Asked Questions  
Attachment 3 – CRF Request Summary  
Attachment 4 – CRF Municipal Request Template