



Memo

To: Mayor and Council
From: Jim Chandler, Assistant City Administrator, Director, Community & Econ. Dev.
CC: Tracey Nicholson, City Administrator; Ron Brooks, Treasurer
Date: May 18, 2020
Re: Implementation of Business, Working Artist and Child Caregiver COVID Relief Fund

PURPOSE: The Staff is to provide the City Council with a summary of the implementation of the Hyattsville COVID-19 Relief Fund to be administered by the City of Hyattsville.

COUNCIL APPROVED MOTION: On May 4th, 2020, the Council approved motion #HCC-344-F20, to allocate \$500,000 to develop an application and ancillary communications materials to support the administration of a grant program for businesses impacted by the COVID-19 pandemic

ELIGIBILITY: Eligible entities must have a current and valid permit in the City of Hyattsville or have filings (prior to March 13, 2020) indicating a location in the incorporated City of Hyattsville as the principal place of business. The program shall provide grants of up to \$2,500 (\$1,000 for artist grants) for working capital to support payroll expenses, rent, mortgage payments, utility expenses, or other similar expenses that occur in the ordinary course of operations.

Applicants may apply once per quarter and receive up to \$10,000 in total funding, based on funding availability. Businesses may apply to multiple programs but may only receive support from one program per cycle.

Funds shall be specifically designated to support businesses as follows:

- \$175,000 for businesses with fewer than 100 employees at a single (Hyattsville) location;
- \$175,000 for minority-, women-, veteran-owned, and single-employee businesses;
- \$100,000 allocated for childcare centers (including family childcare centers); and
- \$50,000 allocated for working artists. A working artist is one who receives more than 50% of their income from their artistic enterprise. This includes, but is not limited to, film and theater professionals whose work supports production, independent artists for hire, curators whose practice is contractual and not supported by a full-time employees.

DISTRIBUTION OF FUNDS: The City intends on distributing awarded grant funds within 30-calendar days from the date the application is accepted.

CRITERIA: The applications will be posted at 10:00 AM on June 1, 2020 and will be accepted on a rolling schedule. Completed applications will be reviewed on a first-come, first-serve basis until all allocated funds have been exhausted.

APPLICANT SELECTION PROCESS: The City intends on routing the applications internally through staff approval in the following sequence:

- Lillian Lampsey, Community Planner
- Christine Redman, Licensing (as applicable)
- Jim Chandler, Asst. City Admin, Director CED
- Ron Brooks, Treasurer
- Tracey Douglas, City Administrator (Final Approval)

Applications will be referred to the members of the Planning Committee and Race & Equity Task Force after confirmation that the application is complete and applicable licenses have been provided.

REPORTING: The City will post information on award recipients in a map to be posted on the City's website and will make the award details available on a 30-calendar day interval.

APPLICATION PROCESS: The City is completing the application materials and Frequently Asked Questions (FAQ) with these materials being made available through the City's website as well as printed materials available at the 3rd Floor Front window. The City intends on limiting the submission of applications by email only. A copy of all application materials will be maintained on file for auditing purposes.

RECORDS: A copy of all application materials will be maintained on file for auditing purposes.

ADDRESS VERIFICATION: City will verify that all recipients of Hyattsville COVID Relief Grant Funding are eligible per the requirements approved by the City Council.

COMMUNICATION & OUTREACH: The program and application availability will be communicated through City channels, and various other forms of outreach, including social media, email and printed materials in both English and Spanish. Outreach will include information on the program and details on where and how to apply.

ELIGIBILITY: The eligibility requirements are limited to criteria for (1) locally owned and operated small for-profit businesses, including those owned and operated by minority, women and veterans, (2) working artists and (3) licensed child care providers, as established by the City Council.

NONDISCRIMINATION: The City will require to affirm its policy of nondiscrimination. State and Federal laws and regulations relating to non-discrimination on the basis of race, color, national origin, gender, age, disability, or any other class deemed protected from discrimination under the law.

APPLICABLE LAW: The City of Hyattsville COVID Relief Fund shall be construed in accordance with the laws of the City, the State of Maryland and applicable Federal law and regulations. The failure to enforce any provision of this agreement shall not be deemed a waiver thereof.