



City of
HYATTSVILLE

Small Business Emergency Relief Application

The American Rescue Plan Act (ARPA) Small Business Emergency Relief Program was approved by the Hyattsville City Council to provide economic relief to small business owners in Hyattsville. The fund includes \$900,000 to support Hyattsville-based small businesses. Eligible applicants who are suffering financial hardships due to COVID-19 are encouraged to apply. Funds will be awarded on a first-come, first-served basis. Applicants must be able to provide proof of eligibility for the grant program. There are no restrictions on the use of grant funds, if awarded. Applicants will need to submit a W-9 form for payment.

For assistance with this application, please review the Frequently Asked Questions at: www.hyattsville.orgs/rescueplan

Please allow up to 30 calendar days to process grant applications. Preferred submission of Small Business Emergency Relief Program applications is online via www.hyattsville.orgs/rescueplan. Applications can also be delivered to:

City of Hyattsville
Small Business Emergency Relief Program
ATTN: Krissi Humbard
4310 Gallatin Street
Hyattsville, Maryland 20781

Please contact Small Business Recovery Coordinator Krissi Humbard at khumbard@hyattsville.org or (301) 789-7680 for questions.

SECTION 1: Small Business or Independent Contractor – General Information

Business Name (if applicable):	
Contact Person:	
Street Address:	Suite Number:
City, State, Zip:	
Phone #:	Alternate Phone #:
Email:	
Number of Employees:	

Description of your business:	
Do you have a business license issued by the City of Hyattsville:	<input type="checkbox"/> I Have a License <input type="checkbox"/> Do Not Have a License
Select the type of assistance you are requesting. “Small business” means that you operate a separate business entity and have fewer than 250 employees. “Independent Contractor in Personal Care Services” means that you are self-employed (e.g., not employed by a business) in a barber shop, beauty salon, nail salon, tattoo shops, or other personal care services.	<input type="checkbox"/> Small Business <input type="checkbox"/> Independent Contractor in Personal Care Services Industry (NAICS 8121) CHECK ONLY ONE BOX.
In February 2020, was the business fully operational or were you, as an Independent Contractor in the personal care services industry, providing services within the City of Hyattsville?	<input type="checkbox"/> Yes <input type="checkbox"/> No
As of the date of the application, is your business fully operational or are you, as an Independent Contractor in the personal care services industry, providing services within the City of Hyattsville?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you checked “Small Business”, please proceed to SECTION 2 and complete all applicable sections.	
If you checked “Independent Contractor”, please proceed to SECTION 3 and complete all applicable sections.	

SECTION 2: Small Businesses Only - Negative Economic Impact Due to COVID-19 Pandemic

Please select the appropriate industry in which your small business operates. CHECK ONLY ONE BOX.	<input type="checkbox"/> Arts, Entertainment, and Recreation Industry (NAICS 71) <input type="checkbox"/> Accommodation and Food Services Industry (NAICS 72) <input type="checkbox"/> Personal Care Services Industry (NAICS 8121) <input type="checkbox"/> Other Industry*
Please indicate the type of financial harm your business experienced due to COVID-19.	<input type="checkbox"/> Decrease in Revenues <input type="checkbox"/> Decrease in Net Profits <input type="checkbox"/> Experienced a Net Operating Loss <input type="checkbox"/> Did not experience financial harm
*If you selected “Other Industry,” please provide complete Federal tax returns for your business for 2019, 2020, and 2021, including all schedules.	
Please proceed to the “City of Hyattsville Small Business Relief Program Self-Certification Form” .	

SECTION 3: Independent Contractors Only – Negative Economic Impact Due to COVID-19 Pandemic

Please provide evidence that you were providing services within the City of Hyattsville in February 2020 and at the date of the application. Documentation may include any one of the following:

- Signed letter from the owner(s) of the City business(es) that affirms you were providing the services in February 2020 and as of the date of the application. The letter must contain their business address and contact information.
- Copy of an executed lease for property within the City with a lease term that includes February 2020 and the date of the application.
- Other evidence that proves you were providing the services within the City in February 2020 and the date of the application.

Was 50% or more of your gross income in 2020 or 2021 from Independent Contractor personal care services provided within the City of Hyattsville?

- Yes
- No

****Individuals with less than 50% of income derived from personal care services are not eligible for this program.**

Please provide clear evidence of the certification of “Yes” above by providing the following documents:

- Federal tax returns for 2020 and 2021, including all schedules.
- Copies of any Form 1099s from businesses within the City of Hyattsville for 2020 and 2021.
- Other evidence of Independent Contractor income derived from work within the City of Hyattsville.

Please proceed to the ***“City of Hyattsville Small Business Emergency Relief Application Self-Certification Form”***.



City of Hyattsville Small Business Emergency Relief Self-Certification Form

The information provided in the application and this self-certification form are collected to determine if my business or myself as an Independent Contractor is eligible to receive assistance provided through the Federally-funded **City of Hyattsville Small Business Emergency Relief Program**.

Business Owner/Independent Contractor, please initial next to each of the following statements:

_____ **ACCURACY**

I certify that all the information provided in this application is correct and complete to the best of my knowledge, including all information regarding my business or myself as an Independent Contractor.

I understand that providing false statements constitutes an act of fraud and is grounds for termination of assistance and is punishable under Federal and State of Maryland laws.

_____ **INFORMATION SHARING**

I understand the information provided in my application may be shared with the United States Department of Treasury and other appropriate Federal agencies responsible for oversight of Federal funds.

I consent to the program contacting other businesses who may have provided letters as additional documentation to verify the information provided in my application.

_____ **W-9 FORM**

I have submitted the required W-9 form for grant payment.

Small Business/Independent Contractor Certification

Business Name _____

Owner's Name (PRINT) _____ Date _____

Signature _____

Note: Digital or typed signatures are acceptable.

Exhibit A

Types of Business by Selected NAICS Codes

Arts, Entertainment, and Recreation (NAICS 71)

- Performing Arts, Spectator Sports, and Related Industries (NAICS 711)
 - Performing arts companies, spectator sports, promoters of performing arts/sports/similar events, agents and managers of artists/athletes/entertainers/other
 - Independent Artists, Writers, and Performers (NAICS 7115)
- Museums, Historical Sites, and Similar Institutions (NAICS 712)
- Amusement, Gambling, and Recreation Industries (NAICS 713)
 - Amusement parks, arcades, gambling industries, other amusement and recreation industries (tours, sports teams, etc.)

Accommodation and Food Services (NAICS 72)

- Accommodations (NAICS 721)
 - Traveler accommodations, RV parks and recreational camps, rooming and boarding houses
- Food Services and Drinking Places (NAICS 722)
 - Full-service restaurants, limited-service eating places, special food services (caterers, food service contractors, mobile food services), drinking places (alcoholic beverages)

Personal Care Services (NAICS 8121)

- Barber Shops (NAICS 812111)
- Beauty Salons (NAICS 812112)
- Nail Salons (NAICS 812113)
- Diet and Weight Reducing Centers (NAICS 812191)
- Other Personal Care Services (NAICS 812199)
 - Day spas, saunas, ear piercing services, steam or Turkish baths, hair replacement or weaving services, tanning salons, massage parlors, tattoo parlors, permanent makeup salons, depilatory or electrolysis salons (e.g. hair removal salons)



CITY OF HYATTSVILLE

Small Business Emergency Relief Program

Apply at: [Hyattsville.org/rescueplan](https://hyattsville.org/rescueplan)

Frequently Asked Questions

The American Rescue Plan Act (ARPA) Small Business Emergency Relief Program was approved by the Hyattsville City Council to provide economic relief to Hyattsville business owners. The fund includes \$900,000 to support Hyattsville-based small businesses.

This document is intended to serve as a resource for frequently asked questions and may be subject to revision. Visit [Hyattsville.org/rescueplan](https://hyattsville.org/rescueplan) for the most up-to-date information.

1. Who is eligible to apply?

Small businesses located in the City of Hyattsville that: 1.) hold a Class 1, Class 2, or Class 3 business license from the City of Hyattsville; 2.) were operational in 2020 and are currently operational; and 3.) suffered negative economic consequences are eligible to apply. Visit www.hyattsville.org/isithyattsville to verify that your business address is located within City jurisdiction.

2. Are Independent Contractors eligible to apply?

Individuals who are self-employed in the Personal Care Services Industry may be eligible to apply for the grant if they live or work in the City of Hyattsville and if 50% or more of their gross income in 2020 or 2021 came from Independent Contractor personal care services provided within the City of Hyattsville.

3. What is considered a small business?

A small business is a business with fewer than 250 employees, is independently owned and operated and is not dominant in its field of operation.

4. How do we establish pandemic-related negative economic impact?

Business must have experienced a negative economic impact from the COVID-19 pandemic by meeting **one** of the criteria below:

1. Business is identified as part of the Arts, Entertainment, and Recreation Industry (NAICS 71) or the Accommodation and Food Services Industry (NAICS 72);

2. Business is identified as part of the Personal Care Services Industry (NAICS 8121); or
3. Business experienced financial harm due to the COVID-19 pandemic, including evidence of a reduction in revenues, decrease in net profits, or experienced a net operating loss.

For a detailed list of the types of business in the NAICS codes listed above, please see Exhibit A.

5. How do I know which business license I have or if my business license is up to date?

Information about business licenses can be found in the City of Hyattsville [Business License Guide](#). Questions about business licenses can be directed to Christine Redman at permits@hyattsville.org.

6. What if I do not have a City of Hyattsville Business License, but meet all the other eligibility requirements?

If you meet the other eligibility criteria, including that your business was fully operational in February 2020, City staff will be able to assist you in applying for and quickly processing a Business License Application, and we can process your Small Business Emergency Relief Program application after a Business License is issued. Please contact Krissi Humbard for more information at khumbard@hyattsville.org.

7. How is the small business emergency funding allocated?

Funding will be available on a first-come, first-served basis to small businesses that meet the criteria while funding is available.

8. How much emergency relief funding may be awarded to my business?

Businesses who meet all eligibility requirements will be awarded up to the following amounts:

- Businesses with a Class 1 license: \$5,000*
- Businesses with a Class 2 license: \$15,000*
- Businesses with a Class 3 license: \$25,000*

*Businesses that select “Other Industry” under Section 2 must show Internal Revenue Service (IRS) tax records to establish that the business experienced pandemic-related negative economic consequences. Grant awards for businesses in the “Other Industry” category are eligible for their total amount of established losses or the amount listed above for their business class, whichever is lesser.

9. What documentation is required for each application?

If your business is classified as a Small Business (not an Independent Contractor) and falls into one of the following industries, the application is the only documentation required:

- Arts, Entertainment, and Recreation Industry (NAICS 71)
- Accommodation and Food Services Industry (NAICS 72)
- Personal Care Services Industry (NAICS 8121)

If you have a small business that does not fall into one of the above categories, you will need to submit 2019, 2020, and 2021 federal tax returns indicating an operating loss, reduction in revenue, or decrease in net profits.

If you are applying as an Independent Contractor in the personal care services industry, you will need to submit 2020 and 2021 federal tax returns.

A supplemental narrative describing your pandemic-related economic consequences may be submitted, but is not required.

10. I started my business during the pandemic. Am I eligible for this grant program?

No, businesses must have been operational before February 2020, per Treasury Department rules.

11. I own a franchise in the City of Hyattsville. Am I eligible for this grant program?

No, national chains and franchises are excluded from applying. The grant program is only open to small businesses that are independently owned and operated.

12. Are there any businesses that are ineligible for grant funds?

Yes, the following small businesses are ineligible for the program:

- Professional offices, including medical, property management, attorneys, and other offices;
- Motor vehicle repair, paint/body shops, new/used car, boat, recreational vehicle sales (including trailers), boat sales, new/used auto parts sales, gas stations, banks, trust companies, savings and loan, loan companies (payday loans), industrial establishments, manufacturing or rebuilding plants, warehouses, contractor yards, machine/welding shops, recreational establishments including movie theaters, bowling alleys, arcades, and billiards (except as an accessory to a restaurant); and
- Big box, department, clothing, retail, furniture, fitness gym, heating/AC service contractors, warehouses, manufacturing plants, laundromats, grocery, hardware stores, and any other general merchandise store with an interior area of 10,000 square feet or more.

- Independent contractors outside the Personal Care Services Industry or individuals who have separate full-time employment are not eligible for the program.

13. If I applied for a previous grant from the City of Hyattsville, do I have to apply again?

Yes. This is a new grant program. Applications do not roll over to later programs. You must submit a new application to be considered for funding.

14. What can grant funds be used for?

There are no restrictions on the usage of grant funds.

15. Where can I get an application?

Visit www.hyattsville.org/rescueplan to apply online. You may also pick up a printed copy by request at the Hyattsville City Building, 4310 Gallatin Street, during normal business hours. Please call (301) 985-5000 to request a copy. The application is available in English and Spanish.

16. How do I submit my completed application?

Applications will be submitted via the website at www.hyattsville.org/rescueplan. Printed applications can be emailed to ARPA@hyattsville.org or delivered to 4310 Gallatin St., Hyattsville, MD 20781 ATTN: Krissi Humbard.

17. When can I expect to hear back about my application?

Please allow up to 30 calendar days in processing time. Applicants will be notified of their status by the email address provided on the application form.

18. How will funds be delivered?

Payments will be made by check and mailed to the business or Independent Contractor listed on the application. Applicants will need to submit a W-9 form for payment.

19. Where can I direct further questions?

Please contact Krissi Humbard at khumbard@hyattsville.org or (301) 789-7680.