



City of Hyattsville Non-Profit Emergency Relief Program Frequently Asked Questions

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

The American Rescue Plan Act (ARPA) Non-Profit Emergency Relief Fund was approved by the Hyattsville City Council to provide economic relief to non-profit organizations that provide all or a primary portion of its programs and services in the City of Hyattsville, and for the benefit of the City of Hyattsville. The fund includes \$900,000 to support eligible non-profits, with awards up to \$25,000 per organization.

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?

Non-profit organizations organized under Sections 501(c)(3) or 501(c)(19) of the Internal Revenue Code are eligible to apply. Organizations must provide all or a primary portion of its programs and services in the City of Hyattsville and for the benefit of the City.

Final determination letters are required from the Internal Revenue Service.

2. My non-profit is organized under a different section of the IRS Code. Is it eligible?

No. This program is to assist non-profit organizations, which are defined under federal regulations for the American Rescue Plan Act to include only 501(c)(3) and 501(c)(19) non-profit organizations.

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

Organizations will be asked to indicate which type of economic harm they experienced and will be required to submit their IRS tax filings to substantiate the type of harm experienced. The City of Hyattsville's ARPA compliance consulting firm will review financials to verify negative economic impact.

4. How is the Non-Profit Emergency Relief funding allocated?

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

5. How much emergency relief funding may be awarded to my organization?

Eligible nonprofit organizations may receive the lesser of \$25,000 or their total established Negative Economic Impact. Nonprofits must provide data to indicate the

proportion of its overall budget that serves the City of Hyattsville and its residents. Award amounts are limited to the actual loss indicated by financial records and the proportion of programming provided to the City of Hyattsville and its residents.

6. What documentation is required for each application?

Each applicant will be required to submit a Form W-9, a copy of their IRS non-profit status letter, and IRS Form 990 for the years 2019, 2020, and 2021. Applicants will also be required provide a narrative and any relevant supporting documentation to establish that all or a primary portion of the organization's programs are provided within and for the benefit of the City of Hyattsville.

7. I started my non-profit during the pandemic. Am I eligible for this grant program?

No, non-profits must have been operational in February 2020, per Treasury Department rules.

8. 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.

9. What can grant funds be used for?

There are no restrictions on what grant funds can be used for.

10. 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.

11. 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 ppaschall@hyattsville.org or delivered to 4310 Gallatin St., Hyattsville, MD 20781 ATTN: Patrick Paschall.

12. 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.

13. How will funds be delivered?

Payments will be made by check and mailed to the business listed on the application.

14. Where can I direct further questions?

Please contact Patrick Paschall at ppaschall@hyattsville.org or 301-485-6924.