

TOWN OF COTTAGE CITY
RESOLUTION – 2022-01

A RESOLUTION concerning the Cottage City ARPA Family Relief Program and the Cottage City ARPA Small Business Relief Program.

WHEREAS, many of our Town residents and the small business within our Town, have been financially affected by the COVID-19 pandemic; and

WHEREAS, emergency declarations issued by the Federal, State and County level remain in effect; and

WHEREAS, COVID-19 continues to present economic challenges for the Town residents and their families; and

WHEREAS, the Acting Town Manager has recommended that the Town Commission implement two relief programs (Cottage City ARPA Family Relief Program and the Cottage City ARPA Small Business Relief Program), to assist individuals, families, and small businesses, residing within the Town of Cottage City, with their financial hardships, which has been caused by the COVID-19 pandemic.

NOW, THEREFORE, BE IT RESOLVED, as we continue to address the COVID-19 pandemic, Cottage City residents and small businesses, meeting the following eligibility criteria and requirements, may apply for emergency funding through these programs:

a) Cottage City ARPA Family Relief Program

Purpose

- The purpose of this program is to provide financial assistance to eligible Town of Cottage City individuals and families who have been directly impacted by the COVID-19 pandemic. Payments will be sent directly to the related vendor.

Eligibility

- Must be a Cottage City resident
- Must show proof of hardship
- The applicant must provide bill statements, that they would like to be paid.
 - o Acceptable Bills: Rent/Mortgage/Water/Electric/Natural Gas
- No Funds will be given to the applicant. All bills will be paid directly to the outstanding account.
- Town of Cottage City property taxes and other Town bills/obligations are not eligible

Requirements

- Completed application form with required documentation
- Proof of residency may be established through any two* of the following:
 - o Sign copy of a deed, mortgage, or lease agreement

- Utility bill with applicant's name and address, issued within the last 60 days
- Bank statement issued within the last 60 days
- Current, valid insurance policy
- Recent voter registration card
- Government benefits statement
- Government ID Card/Drivers License with address
- Proof of hardship (include any of the following documentation):
 - Confirmation of rent, mortgage, or utility delinquencies on letterhead from interested party (a copy of the bill will suffice if it shows the delinquencies)
 - Letter or documentation from former employer
 - Signed statement pertaining to COVID-19 impact or non-essential status for 1099 (contract) workers or self-employed individuals
 - 2019 and/or 2020 tax return(s) as filed with the IRS
 - Documentation of acceptance under other Government financial aid programs
 - Proof of unemployment benefits or application
 - Letter of furlough or layoff from employer
 - Receipt of SNAP/TANF benefits
 - Receipt of Social Security Income
 - Medicaid
 - Residing in subsidized housing
 - Family eligible for free/reduced lunch at schools

b) Cottage City ARPA Small Business Program

Purpose

- The goal of this program is to provide financial assistance for all eligible Town of Cottage City based businesses and non-profits as allowed by the American Rescue Plan Act (ARPA) to address the negative economic impacts caused by the COVID-19 public health emergency.

Eligibility

- Commercial businesses and non-profits with a physical presence in the Town of Cottage City
- Operating business and has a Town of Cottage City business permit as of November 1, 2021
- 75 or fewer full-time employees
- The applicant must provide bill statements, that they would like to be paid.
 - Acceptable Bills: Rent/Mortgage/Water/Electric/Natural Gas
- National franchises and chains will be considered on a case-by-case basis.
- Town of Cottage City property taxes, and other Town bills/obligations are not eligible
- Vape, liquor, and tobacco businesses, or age-restricted businesses ineligible, if applicable per law

Requirements

- Completed Application – Include need for funding, evidence of business disruption
- Current/valid Town of Cottage City Business Permit as of November 1, 2021

- Provide Documentation to prove eligibility, must include any of the following:
 - o Two most recent tax returns
 - o Most recent income statement
 - o Current Employee Roster
 - o Articles of Incorporation/Organization/Formation
 - o Current lease or last two mortgage statements

AND BE IT FURTHER ORDAINED, that this Resolution shall further amend the FY21/22 Budget to reflect the following changes:

Increase: ARPA Family Relief Program \$20,000

Decrease: ARPA Fund Grant \$20,000

Increase: ARPA Business Relief Program \$100,000

Decrease: ARPA Fund Grant \$100,000

AND BE IT FURTHER RESOLVED, that this Resolution shall take effect on the day it is adopted.

TOWN OF COTTAGE CITY, MARYLAND

By: Wanda Wheatley
Wanda Wheatley, Commission-Chair

CERTIFICATION

I, HERBY CERTIFY, as the duly appointed Acting Town Manager of the Town of Cottage City, Maryland, that on 21st day January 2022 with 4 Aye votes 0 Nay votes, 1 Absent the aforesaid Resolution 2022-01 Passed.

Anthony L. Ayers, Sr.
Anthony L. Ayers, Sr.
Acting Town Manager