

KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT OPERATIONS BOARD OF DIRECTORS (OB) MEETING
MINUTES
July 9, 2020
Via ZOOM Video Conference

Present: Rollie Boll, Les Heitke Kerry Johnson and Kelly TerWisscha

Excused: Art Benson and Donna Boonstra

Absent: Jesse Gislason

Ex Officio: Julie Asmus and Dave Ramstad

Staff: Aaron Backman, Executive Director and Connie Schmoll, Business Development Manager

Secretarial: Nancy Birkeland, Legal & Administrative Assistants, Inc. (LAA)

Media: Shelby Lindrud, West Central Tribune

President Kelly TerWisscha called the meeting to order at approximately 11:02 a.m. and declared a quorum was present.

AGENDA—Aaron Backman asked to add the Preparedness Plan as the first item under New Business.

IT WAS MOVED BY Rollie Boll, SECONDED BY Kerry Johnson, to approve the revised Agenda and the following Consent Agenda. MOTION CARRIED.

CONSENT AGENDA

- Approve: 1. Minutes of June 11, 2020 meeting; and
2. Financial reports as of June 30, 2020.

UNFINISHED BUSINESS

Update on COVID-19 Response. Backman reported EDC staff has responded to requests for information from 62 businesses and received 34 applications for the EDC's COVID-19 Business Assistance Loan (COBAL) Program of which 25 were approved for a total of \$117,500 having been disbursed. Ten of the 25 businesses approved were diverse. There is \$32,000 remaining in the COBAL Program. Backman requested a two-month extension of the program that is to end July 1st as requests are still being received and businesses are still considering whether or not to apply. Connie Schmoll stated many local businesses that applied for the Minnesota Small Business Relief Grant are awaiting a response from the computer-generated selection process.

IT WAS MOVED BY Rollie Boll, SECONDED BY Kerry Johnson, to extend the COVID-19 Business Assistance Loan Program for two months until September 1, 2020. MOTION CARRIED.

Immigrant Business Disaster Relief Grant Program. Backman reported \$10,050 of the \$25,000 received from Southwest Minnesota Initiative Foundation (SWIF) has been disbursed. Schmoll reported she has visited with eight Asian-owned (Vietnamese and Chinese) businesses using an interpreter and has gotten to know two of the business owners quite well. They have been mostly massage or nail salons. This grant program goes through October 2020.

2020 Census Education Program. Backman reported the EDC is participating in the 2020 Census Education Program. Two communities being reached are Somali and Karen. Salaam Hirsi was the coordinator working with four Somali and two Karen volunteers. Backman introduced Zack Mahboub on behalf of the United Somali Community of Willmar, LLC (USCW) that has been conducting the census education. Mahboub thanked the EDC for its COBAL Program and the Immigrant Business Disaster Relief Grant Program. Mahboub provided information on how the educators have been reaching out to the Somali and Karen communities and reviewed USCW's final report (see attached). USCW has exceeded the outreach committed through the program and will continue its education until October 2020.

IT WAS MOVED BY Kerry Johnson, SECONDED BY Rollie Boll, to approve the final payment of \$5,000 to United Somali Community of Willmar, LLC for the 2020 Census Education Program. MOTION CARRIED.

NEW BUSINESS

Preparedness Plan. Backman informed the board that Governor Walz's Executive Orders requires that businesses that are in operation during the peacetime emergency must establish a COVID-19 Preparedness Plan. Backman reviewed the highlighted sections of the proposed Plan (see attached). Chair TerWisscha recommended that language be added that a negative retest be done prior to staff returning to work. Schmoll stated she and Nancy Birkeland reviewed the proposed Plan and offered suggested changes that Backman accepted. Johnson noted United Prairie Bank installed plexiglass at the teller line and made marks on the floor for distancing; however, no masks are required and business loan closings are held in person. Dave Ramstad stated Willmar City Hall remains closed to the public; there is a drop box for public use with one staff person being designated to retrieve the information; Willmar continues to work on exact procedures; they have ramped up notifications around the office, wipe down equipment after use and do not share pens, etc. Backman stated the Willmar Lakes Area Convention & Visitors Bureau (CVB) has drop off and pick up at the main door; visitors must ring a doorbell, sign in and wear a mask; visitors have their temperature taken and meetings are held in the Earl B. Olson Board Room. Chair TerWisscha stated his company is following state guidelines and not holding large meetings. TerWisscha Construction had a positive case within its office.

IT WAS MOVED BY Kerry Johnson, SECONDED BY Rollie Boll, to approve the Preparedness Plan for the Kandiyohi County and City of Willmar Economic Development

Commission with the addition that any employee or contracted staff must present a negative COVID-19 retest before coming back to work. MOTION CARRIED.

Small Business Relief Grant Program. Backman stated the Minnesota Legislature approved a Small Business Relief Grant Program making available \$10,000 grants to Minnesota-owned and operated businesses that can demonstrate financial hardship as a result of COVID-19. A total of 29,000 applications was received and will be selected on a computer-generated lottery basis. Businesses selected have started to receive electronic notice. Businesses that are selected are referred to a local Initiative Foundation, which in this area is SWIF. The EDC had grant program information translated into Spanish, Somali and Karen and communicated with at least 97 businesses relative to this program.

CARES Act Disbursement to Cities, Counties and Townships. Backman reported the total allocation from the federal CARES Act to Kandiyohi County's 32 eligible units of government is \$7,716,000. Any unit of government that has a population less than 200 is ineligible. At least 10% of the allocations are to be spent on economic support of businesses impacted by the pandemic. Larry Kleindl, Kandiyohi County Administrator, has requested the EDC disburse these funds to local businesses. Cities and townships can retain these funds and use them to defray eligible expenses. The grant has reporting requirements. Backman received input from the EDC's Finance Committee on the grant program. The board reviewed the proposed Grant Application for Small Businesses (see attached) and grant program criteria. A separate application form and criteria will be developed for nonprofit organizations. Kleindl is proposing to create the following five teams to oversee its funds: health and human services, public safety, business and nonprofit, IT and county employees, which the County Board of Commissioners will consider on July 21st. Kleindl has requested Backman be the captain of the business and nonprofit team and has recommended 20% of the allocation go to the business and nonprofit team, which would be transferred to the EDC to manage and disburse. The funds must be spent by November 15, 2020 or be returned to the county, which in turn, must return them to the federal government. There is no match requirement. Guidance is by the U.S. Treasury and the EDC is still trying to get answers to some questions. The county is also recommending that certain nonprofit organizations that are eligible be included. Backman requested a proposal from Cheryl Glaeser of Achieve TFC to assist with coordination and marketing of the program at 10-15 hours a week. It is proposed that the EDC's Finance Committee review the applications and make recommendations to the County Board for final approval. It is not known if all units of government will agree to transfer their funds to the EDC for disbursement. The grant application templates will be presented to the EDC's Finance Committee next Tuesday. Backman believes some costs could be reimbursable to the EDC, including contracted services. The EDC will need to track what each unit of government is awarding so there is no duplication of funding. Schmoll has spoken with a number of townships that are appreciative of the EDC's willingness to undertake the program.

IT WAS MOVED BY Kerry Johnson, SECONDED BY Rollie Boll, to recommend to the Kandiyohi County and City of Willmar Economic Development Commission's (EDC) Joint Powers Board that it accept CARES Act funding from Kandiyohi County and its units of government to create and administer a CARES Pandemic Relief Grant Program, that income and expenses for the program be added to the EDC's 2020 budget, that the EDC's Finance Committee be authorized to administratively

approve the grant applications and engage the services of Achieve TFC (Cheryl Glaeser) to assist with the program. MOTION CARRIED.

Executive Director Annual Review. Chair TerWisscha reported the Review Committee consisting of Rollie Nissen, Julie Asmus, Kerry Johnson and he met and considered a compilation of the reviews by both boards. Chair TerWisscha stated it was a very positive review overall by both boards. Backman noted Rollie Nissen met with him and provided him with a copy of the compilation. Johnson noted Backman did not include a wage increase in the 2021 budget, but the Review Committee is recommending he be given a bonus. Discussion was held on a bonus.

IT WAS MOVED BY Kerry Johnson, SECONDED BY Rollie Boll, to recommend to the Kandiyohi County and City of Willmar Economic Development Commission Joint Powers Board that it accept the positive annual review of Executive Director Aaron Backman and that he be given a bonus of three percent of his 2020 salary. MOTION CARRIED.

PROGRESS REPORTS

Willmar/Willmar Industrial Park. Ramstad reported there has been interest in the Industrial Park Third Addition by West Central Shredding; negotiations are in process. The Renaissance Zone for downtown Willmar was adopted and his office is working on the second phase of incentives, such as an abatement policy, storefront renovations and voluntary heritage designations. A Heritage Zone from Litchfield Avenue is being considered with loose architectural standards. His office has established a rubric to evaluate projects and determine if they are recommended for incentives. His office also continues to work on a comprehensive plan with Mid-Minnesota Development Commission. Plans are to establish a website for the plan. They are also working on a discovery process for tiny homes that were recently added to the zoning ordinance. Herzog Apartments is almost done with its Phase One construction and it is pre-leased; the second phase of construction is in process. Ziegler will be opening any day and the new downtown Kwik Trip is expected to open in August. Backman reported Unique Opportunities will hold a public open house the morning of August 1st; 66 of 72 units are already leased. Johnson reported she was able to tour the various units. The property will include a dog park and playground.

Simply Shrimp. Schmoll reported she continues to work with Simply Shrimp, but believes it will be a year before the project moves ahead. The county approved the application for state funding.

Agricultural Innovation. Schmoll reported the Partners in Ag Innovation conference will be held virtually on July 30th. There are 170 registrations to date. Schmoll provided the schedule of speakers and topics, including the keynote speaker, Jason Broadwater, who will speak on the new economy, economic development and growing a community's vibrancy. There is no cost to attend the event.

Broadband. Schmoll reported federal economic development funds have come available for broadband. She has spoken with Meeker Cooperative Light and Power Association and Federated Telephone Cooperative about a broadband project. The federal Economic Development Association informed her the county would not be eligible, however, Federated is interested in a

project and would cover more of a percentage than would Arvig. The broadband survey results have been informative and will help with any funding applications. Schmoll stated a satellite network has limits on use and latency issues, but any resource is good during these times; however, fiber is still the best method and the ultimate goal for the county.

What's Up? Backman noted a "What's Up" at the end of each board meeting was a suggestion from his annual review. Johnson stated United Prairie Bank is offering its customers three months of deferred loan payments that would be added to the end of the loan. At the end of the three months, the bank would look at another three-month deferral, however, no one has asked for another deferral. United Prairie Bank is working with DI Labs, which purchased and moved to the former Pioneer Hi-Bred building near Willmar. It will hold an open house in August. Chair TerWisscha reported his company is working with Bargains and Blessings to renovate the former Molenaar Plastics building and they are working on the Spicer Castle luxury condominium project. Les Heitke reported group homes have been struggling with having adequate staffing. Heitke volunteers for the League of Minnesota Cities noting Willmar continues to be a leader as a regional city. Rollie Boll reported at a recent board meeting of Heritage Bank the main discussion centered on what is happening with people working from home; they feel they could have 60-70% continue to work remotely. Heritage Bank just recently opened its lobby to the public.

NEXT MEETING—The next regular board meeting is **11:00 a.m., Thursday, August 13, 2020** via ZOOM video conference.

ADJOURNMENT—

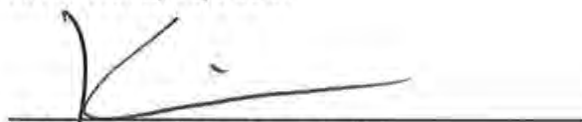
IT WAS MOVED BY Kerry Johnson, SECONDED BY Rollie Boll, to adjourn the meeting.

The meeting was adjourned at approximately 1:04 p.m.



Art Benson, Secretary

APPROVED: 8/13/2020:



Kelly TerWisscha, President

Final Progress Report
USCW – Census 2020 Educational Program
June 29, 2020

Progress on Outcomes

Daily Activity	Program Implementation
<p>* Establish office at Midtown Plaza. Educational center is open daily from 12:00 a.m. to 6:00 p.m. to accommodate folks that work 1st shift & 2nd shift.</p> <p>At the office we helped 16 families to file census online.</p>	<p>* Due to COVID-19 door knocking was suspended.</p> <p>Utilized Mosque Friday prayer and held a couple of meetings at Midtown Event Center: June 19th thru June 21st – we informed 186 East-African families on Census 2020.</p>
<p>* Recruit volunteers from Somali & Karen communities in Willmar. Hired four Somali volunteers and two Karen volunteers.</p>	<p>* Two Karen Census educators. Karen educators have outreached to 78 families. They have helped 13 families file census online.</p>
<p>* Developed residential map to target hard-to-count individuals:</p> <ol style="list-style-type: none">1. Downtown, including Highway 12.2. Lakeland Drive all the way to 19th Avenue, including Dana Heights & 15th Street Flats3. Willow Run, including Willmar Street SW4. College apartments, including 30th Street NE apartments	<p>* Number of hard-to-count families educated on census 2020.</p> <p>Karen: Outreach – 78 families/individuals Filing online – 13 families</p> <p>East African: Outreach – 456 families/individuals Filing online – 53 families</p> <p>Combined families educated on census: 534 families/individuals</p>

**WHAT EMPLOYEES NEED TO KNOW ABOUT COVID-19 AND WORKING FOR THE
KANDIYOHI COUNTY AND CITY OF WILLMAR EDC**

The Kandiyohi County and City of Willmar Economic Development Commission (EDC) values all of its employees and contracted staff. The EDC is serious about making sure all employees have a safe and healthy work environment. We encourage employees to let us know if they have any concerns about their safety or health at work. We will work together to address and find reasonable solutions.

Employees/contracted staff need to stay home from work if they are sick, to protect themselves and others. When an employee is going to be absent from work, they must call their supervisor to let them know they will not be into work and the reason why.

All employees/contracted staff need to self-monitor for signs and symptoms of the coronavirus or COVID-19. The following are common symptoms of COVID-19, which are listed on the CDC's website: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat or a new loss of taste or smell. If the employee is experiencing any of these symptoms, he or she needs to stay home and call a doctor. An employee can call CentraCare Connect at 320-200-3200, 24 hours a day, to speak with a nurse who can assist with a symptom check and help set up the appropriate test.

The EDC has a vacation and sick leave policy that allows the carryover of up to 160 hours of sick leave annually or greater if permitted by contract. An employee is entitled to take sick leave related to any COVID-19 infection. **If the employee tests positive for COVID-19, the employee is required to stay home for 14 days and to be fever free for at least three days without the aid of fever reducing medications.** The employee is entitled to take sick leave related to COVID-19, if the employee is unable to work because of the following:

1. Is subject to a Federal, State or local quarantine or isolation order related to COVID-19;
2. Has been advised by a healthcare provider to self-quarantine related to COVID-19;
3. **Is experiencing COVID-19 symptoms, or substantially-similar condition, and is seeking a medical diagnosis;**
4. **Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); or**
5. Is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons.

The EDC has a process in place to wipe down and disinfect common areas in our building. At all times, and especially now, with COVID-19, all employees need to make sure they are washing their hands for at least 20 seconds with soap and water frequently. Employees should wash their hands at the beginning and end of their work day, prior to mealtimes and after using the toilet.

Employees need to make sure that they cover their cough and sneeze. The employee should cover their mouth and nose with a tissue when they cough or sneeze. After use, put the tissue in the wastebasket and wash one's hands. If the employee does not have a tissue, cough or sneeze into the upper sleeve or elbow, not the hands.

Due to COVID-19, employees need to practice social distancing. The CDC recommends that people stay six feet apart and not gather in groups. At the EDC, we have made changes to the way we meet with people and conduct meetings. **When possible, the EDC is holding conference calls and Zoom conferences instead of in-person meetings.** The EDC is trying to keep everyone safe by keeping people six feet apart and not having people gather in close proximity.

The EDC is endeavoring to create a safe work environment for staff, board members, volunteers and clients. We are concerned for everyone's safety. We ask that employees let us know if they have any safety or health concerns that we need to address in order to help everyone stay safe.

Employee Signature

Date

Supervisor Signature

Date

**KANDIYOHI COUNTY AND CITY OF WILLMAR EDC
WORKPLACE PROTECTION FOLLOWING PANDEMIC OUTBREAK
PERSONAL PROTECTION AND FACILITIES CLEANING, SANITIZING**

The EDC is committed to providing a safe and healthy workplace for all employees, contracted staff, board members, volunteers, clients and visitors. To ensure that, we have developed the following Preparedness Plan (PP) in response to the COVID-19 pandemic. All employees and contracted staff are responsible for implementing this plan. The EDC's goal is to mitigate the potential for transmission of COVID-19 in our workplace, and that requires the full cooperation of everyone. Only through this cooperative effort can we establish and maintain the safety and health of our employees and contracted staff. The EDC staff and board members are responsible for implementing and complying with all aspects of the EDC's PP.

Our employees are our most important assets. We are serious about safety and keeping our employees working at the EDC. Employee involvement is essential in developing and implementing a successful COVID-19 PP. We want our employees to know that we are committed to their safety and asking for their input that they may continue to have in making their jobs even safer.

We will post the PP on the EDC's website to let our board members and volunteers know that we are addressing COVID-19 safety issues and what we have in place to make sure our employee's place of work is safe. The EDC's PP follows the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

SCREENING AND POLICIES FOR EMPLOYEES EXHIBITING SIGNS AND SYMPTOMS OF COVID-19

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. The EDC asks them to seek medical advice if they think they have COVID-19.

The EDC has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a healthcare provider to isolate or quarantine themselves or a member of their household.

We offer paid sick leave to all of our employees. We require our employees to call their supervisor or the EDC office when they are sick and that they will not be going to work. An employee will need to formally request sick leave to get paid leave from the EDC.

The EDC will make every effort to make office accommodations safe for all workers. Please contact the EDC Executive Director or office staff if an employee or a family member needs special accommodations because of underlying medical conditions. The EDC's goal is to develop a safe environment for employees, family members and visitors.

The EDC has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace requiring them to quarantine for the required amount of time.

EMPLOYEE POLICIES AND GUIDELINES

- All staff will read and sign off on training for new safe-at-work requirements and guidelines on the first day they return to work following quarantine.
- Safe-at-work protocols will include making sure necessary Personal Protective Equipment (PPE) and disinfecting supplies are available to employees, even if they provide for themselves.
- Posted information will include recommended protocols for hand washing, properly covering coughs and sneezes; avoiding touching the face, social distancing, on-site health screening, self-quarantining and return-to-work policies, visitor screenings, signage, and all other COVID-19-related safe workplace changes, and symptoms of COVID-19.
- Clean and sanitize surfaces frequently.
- Make wipes, sanitizer and cleaning products widely accessible throughout workplaces. Clean the common touch areas (doorknobs, etc.) frequently, including shared surfaces throughout the facility at least once every 24 hours. This includes shared spaces like copier and mail area, break/storage room, EDC boardroom, etc.
- Each employee should only use the phone at their own desk and not allow others to use it.
- If microwave/refrigerator are used, they should be wiped down after each use.

FACE COVERINGS

Masks or cloth face coverings can help with preventing your germs from infecting others—especially in situations where you may spread the virus without symptoms and vice versa. All employees are strongly encouraged to wear their face covering when leaving their work space or conversing with visitors while maintaining social distancing. All clients and visitors who visit the EDC will be required to wear a face covering and limit their movement within the office while in turn practicing safe social distancing. If meetings consist of two or three people, meeting attendees may remove their masks when they are situated six feet apart; larger groups must keep their masks on.

SOCIAL DISTANCING

- Where practical, the EDC will facilitate employees and contracted staff to work from home.
- To the greatest extent possible, EDC committee meetings will be conducted via phone or virtually instead of in-person.
- In-person meetings will be limited to no more than seven individuals with appropriate spacing in our boardroom.
- EDC board meetings will be held in locations to allow for social distancing; and individual board members and other attendees will be encouraged to participate remotely during the pandemic.
- Clients with appointments will enter the office once they have a mask on.
- There is a table by the main entrance door for drop-off and pickup.

MONITORING EMPLOYEE HEALTH

- Each employee will conduct a self-evaluation prior to reporting to work daily. Evaluation includes, but is not limited to, COVID-19 symptoms such as fever at or above 100.4 F, cough, shortness of breath/difficulty breathing.
- Each employee will keep a record of people with whom they come into personal contact each day. This will be used for contact tracing in the event of a confirmed or suspected COVID-19 exposure.
- If an employee demonstrates COVID-19 symptoms, tested positive or has been in contact with a confirmed COVID-19 case they will be required to self-quarantine for at least 14 days and to submit to a COVID-19 test if one is available.

- Before returning to work after the self-quarantine, they will need a note from a healthcare professional of their ability to safely return to work.
- Employees may work remotely during their self-quarantine, if they feel well enough to perform their job duties. If employees do not feel well, they may use their existing sick leave for as much time as needed. No employee will be terminated while under self-quarantine.

EMPLOYEE AND VISITOR COMMUNICATIONS/INSTRUCTION/SIGNAGE

- An internal notice in the EDC's boardroom will be used to alert and remind employees and visitors about guidelines, expectations and responsibilities.
- An external notice on the EDC's main entrance door will be used to alert visitors to restrictions for movement in and around the facility as well as any applicable guidelines and expectations.

COMMUNICATIONS/EDUCATION/RESPONSIBILITIES

- Communicate and educate EDC employees, contracted staff, board members, volunteers and clients with best practices about how to carry out the plan and protocols.
- Encourage all workers, board members, volunteers and clients to access resources about remote work, how to stay healthy and active at home.
- Resources will be maintained on the EDC's shared computer network so all employees have access to all COVID-19 documents and resources.

CUSTOMER AND VENDOR ENGAGEMENT

- Customers and vendors will utilize the main entrance door only to enter the EDC offices.
- Deliveries will enter from the EDC's front door and be left by the entrance table.
- No visitors are allowed to enter from the back entrance.

CUSTOMER ENGAGEMENT

- The doors to the office will be locked and customers with appointments should knock on the front door to announce to staff they are present. Prior to entering all visitors will be required to wear a mask. A supply of disposable masks will be placed on the table by the office entrance each day.
- Clients and visitors may enter the building up to the table by the EDC entrance to drop off and pick up items and conduct business that cannot be done virtually.

TRAVEL POLICIES

- During the pandemic, EDC employees are discouraged from travel on behalf of the EDC to any in-person conference or large gathering where social distancing is not possible.
- The EDC is requiring a 14-day quarantine for employees who return from personal travel outside of the county or a domestic COVID-19 hotspot.



CPR - CARES Pandemic Relief Grant Application For Small Businesses

APPLICANT INFORMATION

Legal Name of the Business, including assumed name, if any:

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC
Length of Time in Business	Years Months	Fed Tax Id#	MN State ID
Mailing Address		City	Zip
Location Address		City	Zip
Business Phone	()	Business Fax	()
E-Mail Address		Web Address	
Contact Name		Title	
Amount of Funding Requested	\$ _____	The number of your employees who have been impacted by the COVID-19 pandemic?	
How has the COVID-19 pandemic financially affected your business?			
For what purpose will these funds be used?			

Principal #1

Name	DOB	SS#
Address	City	ZIP
Percentage of Ownership _____%		

Principal #2

Name	DOB	SS#
Address	City	ZIP
Percentage of Ownership _____%		

Funding Information

- Eligible applicants may request up to \$10,000 in CPR Grant assistance based upon need.
- Applications will be considered and acted on by the EDC's Finance Committee/County Board.
- The grant application will be considered public information for auditing purposes only. The attachments will be considered private data.

Eligible Applicants

- For-profit businesses that can demonstrate business losses. Businesses need to show a revenue reduction of at least 25% between March 1, 2020 and May 30, 2020 compared to the previous year.
- Small businesses with 50 or less employees. Employees for this grant program may be either W-2 employees or independent contractors.
- All eligible applicants must have a physical, commercial location, whether owned or leased, that is located in Kandiyohi County.
- All eligible applicants must be registered with the Minnesota Secretary of State and have been operating since March 1, 2019.

Ineligible Applicants

- Lending institutions, law firms, accounting firms, utility companies, chain convenience stores, residential rental properties, production agriculture, insurance agencies, financial advisors, passive investments, and religious organizations.
- A separate application process will be applicable to non-profit organizations.

Application Requirements

- The CPR – CARES Pandemic Relief Grant application must be completed in its entirety by the applicant and submitted to the EDC Office located at 222 20th Street SE, P.O. Box 1783, Willmar, MN 56201; or submitted electronically to edc@kandiyohi.com in order to be considered.
- The most recent federal tax return filed by the business.
- Income statements for at least the second quarter of 2019 and the second quarter of 2020.
- Grant recipients agree to provide documentation of how funds are spent within 60 days following grant dispersal.

GRANT PROGRAM POLICY AUTHORIZATION FOR RELEASE OF INFORMATION

I declare that the information provided in this application and on the accompanying exhibits is true and complete to the best of my knowledge. The Kandiyohi County and City of Willmar Economic Development Commission (EDC) has the right to verify any information contained in this application and may contact any individuals and institutions involved with the proposed project.

Signature/Title of Applicant: _____ Date: _____

Signature/Title of Applicant: _____ Date: _____

The EDC along with the Kandiyohi County Board of Commissioners retains final authority to determine if a business is eligible or not, and whether to approve a grant or not.

For questions, call 320-235-7370 or toll free 866-665-4556 or email edc@kandiyohi.com

Approved by EDC Finance Committee
Adopted by EDC Joint Operations Board