

CITY OF WILLMAR

**FINANCE COMMITTEE MEETING
5:00 PM, THURSDAY AUGUST 6, 2020
TELECONFERENCE GO TO MEETING**

AGENDA

1. Meeting Called to Order
2. Roll Call
3. Action Items
 - a. First and Second Quarter Donations – Resolution
 - b. CARES Act Grants - Resolution
4. Discussion Items
 - a. Sales Tax Status Report
 - b. State Financial Information Update
5. Future Agendas
 - a. Council Information requests
 - i. Filing Fee
 - b. Federal Path Local Financing
 - c. Sales Tax Project Financing
 - d. Possible Carris Health Debt Refinancing

Adjourn



Committee Action Request

| | | | |
|--------------------------------|--|--------------------------------|------------------------------------|
| Committee Meeting Date: | August 6, 2020 | Agenda Item Number: | 3.a. |
| Agenda Section: | | Originating Department: | Finance |
| Resolution | Yes | Prepared by: | Steve Okins, Finance Director |
| Ordinance | No | Reviewed By: | Brian Gramentz, City Administrator |
| No. of Attachments | 1 | Presented By: | Steve Okins, Finance Director |
| Item: | Resolution to Acknowledge Donations for the First and Second Quarter of 2020 | | |

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to adopt a resolution to formally approve the donations for January 1, 2020 through June 30, 2020

OVERVIEW:

The City regularly receives donations and pursuant to former Council action on March 7, 2016, a donation protocol which allows staff to promptly send a thank you letter and formally approve the donations was passed. It is at this time the Council shall receive the resolution accepting the following donations:

- \$ 100.00 – Marcus Construction – Movies in the Park 2020
- \$ 200.00 – Iron Warriors MC – Fire Explorers Program
- \$ 200.00 – Iron Warriors MC – Police Explorers Program`
- \$ 1,083.67 – WBFBA Tournament Account – Portable Pitching Mounds
- \$ 600.00 – AgCountry Farm Credit Services – Fire Department Equipment
- \$ 50.00 – Marv Calvin – 100 Miles in 100 Days Program
- \$16,000.00 – Healthy Together Willmar BC/BS – Willmar Main Street

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:

Delay Council action if further information is needed.

BUDGETARY/FISCAL ISSUES:

None

ATTACHMENTS:

Resolution

RESOLUTION NO.

ACKNOWLEDGEMENT OF DONATIONS

Motion By: _____

Second By: _____

WHEREAS, the City of Willmar has received donations which have been acknowledged by the City Administrator expressing the community's appreciation for the time period of January 1, 2020 through June 30, 2020.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota that the City formally accept the donations as listed below:

- \$ 100.00 - Marcus Construction - Movies in the Park 2020
- \$ 200.00 - Iron Warriors MC - Fire Explorers Program
- \$ 200.00 - Iron Warriors MC - Police Explorers Program`
- \$ 1,083.67 - WBFBA Tournament Account - Portable Pitching Mounds
- \$ 600.00 - AgCountry Farm Credit Services - Fire Department Equipment
- \$ 50.00 - Marv Calvin - 100 Miles in 100 Days Program
- \$16,000.00 - Healthy Together Willmar BC/BS - Willmar Main Street

Dated this 17th day of August, 2020

MAYOR

Attest:

CITY CLERK



Committee Action Request

| | | | |
|--------------------------------|--|--------------------------------|---|
| Committee Meeting Date: | 08/06/2020 | Agenda Item Number: | 1 3.b. |
| Agenda Section: | NA | Originating Department: | Finance Department |
| Resolution | Yes | Prepared by: | David Ramstad Director, Planning and Development |
| Ordinance | No | Reviewed By: | Brian Gramentz, City Administrator |
| No. of Attachments | 1 | Presented By: | David Ramstad Director, Planning and Development |
| Item: | City Finance Department is recommending adoption of the resolution to have the Economic Development Commission represent the City of Willmar to distribute CARES Act relief grants to small businesses and nonprofits. | | |

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to recommend to the Council to adopt the resolution to have the Economic Development Commission represent the City of Willmar in distributing CARES Act funds to Willmar small businesses and nonprofits.

OVERVIEW:

The Federal Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”) was signed into law on March 27, 2020, and made funds available to qualifying local, state, and federal agencies to cover expenses related to unbudgeted expenditures incurred between March 1, 2020 and December 30, 2020, due to COVID-19. On June 26, 2020, the Minnesota Legislative Advisory Commission approved Governor Walz’s request to formally allocate state received CARES Act funds to counties, cities, and townships in the State of Minnesota. The City and EDC mutually understand (MOU) that the EDC, based on its nature as an economic development organization, and its regular practice of disbursing funds and loan proceeds to businesses within the City consistent with its authority, is best positioned to ensure CARES Act funds are appropriately, effectively, and efficiently disbursed to aid eligible businesses and non-profit corporations.

Kandiyohi County approved the transfer of \$1,308,900 in CARES Act to the EDC on July 21st. That funding was wired to the EDC the week of July 27th. The EDC formally launched the CARES Pandemic Relief (CPR) Program on July 28th. Over the past week the EDC has received 33 applications for assistance (24 from Willmar). Of the 33 apps, 27 are from businesses and 6 from nonprofits.

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:

Option A: City desires to transfer \$1,000,000 in CARES Act funds to the EDC for the purpose of aiding eligible small businesses and non-profit corporations located within the City, in compliance with the requirements imposed by the CARES Act and the regulatory guidance and record keeping requirements issued by the Treasury Department and State of Minnesota.

Option B: City creates and administers it’s our own grant program.

BUDGETARY/FISCAL ISSUES:

None

ATTACHMENTS: Resolution, MOU and Applications

CITY OF WILLMAR
RESOLUTION NO. _____

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR,
MINNESOTA APPROVING THE CITY'S TRANSFER OF CARES ACT FUNDING TO THE
KANDIYOHI COUNTY & CITY OF WILLMAR ECONOMIC DEVELOPMENT
COMMISSION FOR PURPOSES OF AIDING QUALIFYING SMALL BUSINESSES AND
NONPROFIT CORPORATIONS

WHEREAS, the Coronavirus Disease 2019 (“COVID-19”) is a respiratory disease that was declared a global pandemic by the World Health Organization on March 11, 2020; and

WHEREAS, the Federal Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”) was signed into law on March 27, 2020, and made funds available to qualifying local, state, and federal agencies to cover expenses related to unbudgeted expenditures incurred between March 1, 2020 and December 30, 2020, due to COVID-19; and

WHEREAS, on June 26, 2020, the Minnesota Legislative Advisory Commission approved Governor Walz’s request to formally allocate state received CARES Act funds to counties, cities, and townships in the State of Minnesota; and

WHEREAS, the City of Willmar (the “City”) applied for, was awarded \$1,514,038.00, and formally accepted CARES Act funding in such amount on _____, 2020; and

WHEREAS, numerous small businesses and non-profit entities within the City have experienced business interruption and economic hardship due to COVID-19 and required closures under various executive orders issued by Governor Walz, including but not limited to Executive Orders 20-04, 20-20 and relevant extensions; and

WHEREAS, the guidance issued by the United States Department of the Treasury (the “Treasury Department”) provides that a local government may use CARES Act funds to pay for expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as, but not limited to, expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures; and

WHEREAS, the guidance issued by the Treasury Department provides that local governments may transfer CARES Act funds to other local government entities for the purpose of making eligible expenditures; and

WHEREAS, the Kandiyohi County & City of Willmar Economic Development Commission (the “EDC”) is the designated economic development organization for the City and Kandiyohi County, and the EDC has been providing emergency loans and grants to businesses [and non-profit corporations?] affected by COVID-19 since March 26, 2020; and

WHEREAS, the City and EDC mutually understand and agree that the EDC, based on its nature as an economic development organization, and its regular practice of disbursing funds and

loan proceeds to businesses within the City consistent with its authority, is best positioned to ensure CARES Act funds are appropriately, effectively, and efficiently disbursed to aid eligible businesses and non-profit corporations; and

WHEREAS, the City desires to transfer \$ _____ in CARES Act funds to the EDC for the purpose of aiding eligible small businesses and non-profit corporations located within the City, in compliance with the requirements imposed by the CARES Act and the guidance issued by the Treasury Department the State of Minnesota; and

WHEREAS, the City and the EDC's respective staff have developed a draft memorandum of understanding regarding the transfer of the CARES Act funds from the City to the EDC, and the manner in which the EDC's subsequent expenditure of the funds shall be made so as to comply with the CARES Act and guidance issued by the Treasury Department and/or the State of Minnesota (the "MOU"), which is attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that Marvin Calvin, in his capacity of Mayor of the City of Willmar, is hereby authorized to transfer \$ _____ in CARES Act funds from the City to the EDC, subject to the condition that such funds shall only be used by the EDC for the purpose of aiding eligible small businesses and non-profit corporations located within the City, which have experienced economic harm attributable to the COVID-19 pandemic and resulting restrictions on business activities, in compliance with the CARES Act and guidance issued by the Treasury Department and/or the State of Minnesota.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Willmar, Minnesota, that the MOU attached hereto as Exhibit A is hereby approved, and the Mayor and City Administrator are authorized to sign a final version thereof that is in substantial conformity with the draft attached as Exhibit A.

Dated this ____ day of _____, 2020

MAYOR

Attest:

CITY CLERK

EXHIBIT A
Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made by and between the City of Willmar (the “City”) and the Kandiyohi County & City of Willmar Economic Development Commission (the “EDC”).

Recitals

WHEREAS, the Coronavirus Disease 2019 (“COVID-19”) is a respiratory disease that was declared a global pandemic by the World Health Organization on March 11, 2020; and

WHEREAS, the Federal Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”) was signed into law on March 27, 2020, which made funds available to qualifying local, state, and federal agencies to cover expenses related to unbudgeted expenditures incurred between March 1, 2020 and December 30, 2020, due to COVID-19; and

WHEREAS, on June 26, 2020, the Minnesota Legislative Advisory Commission approved Governor Walz’s request to formally allocate state received CARES Act funds to counties, cities, and townships in the State of Minnesota; and

WHEREAS, the City applied for, was awarded \$1,514,038.00, and formally accepted CARES Act funding in such amount on July ___, 2020; and

WHEREAS, numerous small businesses and non-profit entities within the City have experienced business interruption and economic hardship due to COVID-19 and required closures under various executive orders issued by Governor Walz, including but not limited to Executive Orders 20-04, 20-20 and relevant extensions; and

WHEREAS, the guidance issued by the United States Department of the Treasury (the “Treasury Department”) provides that a local government may use CARES Act funds to pay for expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as, but not limited to, expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures; and

WHEREAS, the guidance issued by the Treasury Department provides that local governments may transfer CARES Act funds to other local government entities for the purpose of making eligible expenditures; and

WHEREAS, the EDC is the designated economic development organization for the City and Kandiyohi County, and the EDC has been providing emergency loans and grants to businesses affected by COVID-19 since March 26, 2020; and

WHEREAS, the City and EDC mutually understand and agree that the EDC, based on its nature as an economic development organization, and its regular practice of disbursing funds and loan proceeds to businesses within the City consistent with its authority, is best positioned to ensure CARES Act funds are appropriately, effectively, and efficiently spent to aid eligible small businesses and non-profit corporations; and

WHEREAS, the City desires to transfer \$1,000,000 in CARES Act funds to the EDC (the “funds”) for the purpose of aiding eligible small business and non-profit corporations located within the City, in compliance with the requirements imposed by the CARES Act and the guidance issued by the Treasury Department and the State of Minnesota; and

WHEREAS, as a condition of the City’s transfer of CARES Act funds from the City to the EDC, the City and the EDC desire to enter into this memorandum of understanding regarding the City’s transfer of the funds to the EDC and the EDC’s subsequent expenditure of the funds so as to comply with the CARES Act and guidance issued by the Treasury Department and/or the State of Minnesota (the “MOU”).

Agreement

NOW, THEREFORE, in consideration of the mutual covenants and agreements to be performed, as hereinafter set forth, the City and EDC agree as follows:

Article 1. Use of Funds

- Section 1.1. The funds will be used by the EDC only to cover those costs that:
- a. Provide economic aid to small businesses and/or non-profit entities consistent with the EDC’s authority; and
 - b. Are necessary expenditures incurred due to the public health emergency with respect to COVID-19, as described and defined by official Federal guidance on section 601(d) of the Social Security Act, as added by section 5001 of Public Law 116-136; and
 - c. Were not accounted for in the budget most recently approved as of March 27, 2020, for the EDC; and
 - d. Were or will be incurred during the period that begins on March 1, 2020, and ends on December 1, 2020. A cost is incurred when the EDC has expended funds to cover the cost.

Section 1.2. The EDC will only disburse funds to an eligible small business or non-profit entity after the entity has completed a CPR – CARES Pandemic Relief Grant Application (the respective versions of which are attached hereto for reference), and the grant application has been reviewed and approved by the EDC or a duly authorized committee of the EDC.

- Section 1.3 The funds will not be used by the EDC in any manner contrary to federal or state guidance. This includes, but is not limited to:
- a. As a revenue replacement for lower than expected tax or other revenue collections; and
 - b. For expenditures for which the EDC has received other emergency COVID-19 supplemental funding for that same expense, regardless of the funding source.

Section 1.4 The EDC will comply with all State and Federal laws, regulations, and guidance regarding the return of unspent funds to the State and/or Federal

government, and will make all efforts to assist the City in any obligation the City may have to ensure that funds disbursed to the EDC but otherwise unspent are returned to the State and/or Federal government in compliance with all State and Federal laws, regulations, and guidance.

Article 2. Compliance and Auditing

- Section 2.1 The EDC will retain all documents related to disbursement of the funds, including approved and rejected grant applications, and make such documents available to the City upon request, as necessary for the City to meet its obligations under State and Federal law, regulations, and guidance regarding the disbursement of CARES Act funds.
- Section 2.2 The EDC will permit the City and the City's auditors to have access to the EDC's records and financial statements as necessary for the City to meet its obligations under State and Federal law, regulations, and guidance regarding the disbursement of CARES Act funds.
- Section 2.3 The EDC will periodically report expenditures of the funds to the City, and to the State if the City or State so requires.
- Section 2.4 The EDC will make all efforts to assist the City in the City's efforts to comply with State and Federal law, regulations, and guidance regarding the disbursement of CARES Act funds.
- Section 2.5 The EDC will make all efforts to assist the City, including by providing documents and records, in the event any government agency conducts an audit or investigation of, or otherwise inquiries into, the City's disbursement or expenditure of CARES Act funds.
- Section 2.6 The EDC understands the CARES Act funds it receives from the City are subject to the provisions of the Uniform Grant Guidance, including 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

Article 3. Indemnification

The EDC will indemnify, defend, and hold harmless the City, its officers, employees, agents, and staff, against any claim or suit regarding the propriety of any disbursement of CARES Act funds made by the EDC.

Article 4. Effective Date

This MOU is effective on the latest date affixed to the signatures below.

IN WITNESS HEREOF, the parties hereto have executed this MOU on the latest date affixed to the signatures below.

FOR THE CITY OF WILLMAR

FOR THE KANDIYOHI COUNTY &
CITY OF WILLMAR ECONOMIC
DEVELOPMENT COMMISSION:

DATE: _____

DATE: _____

DATE: _____

DATE: _____



Kandiyohi County & City of Willmar
ECONOMIC DEVELOPMENT COMMISSION

CARES Pandemic Relief (CPR) Grant Application for Small Businesses

Approved 7/24/2020

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 Tax ID # |
| Mailing Address | | City | Zip |
| Location Address | | City | Township |
| Business Phone | () | Cell Phone | () |
| E-Mail Address | | Web Address | |
| Contact Name | | Title | |
| Amount of Funding Requested | \$ _____ | FTE number of employees including owner(s): | |
| How has the COVID-19 pandemic financially affected your business? | | | |
| For what purpose will these funds be used (eligible expenses include PPE, rent/mortgage, utilities, insurance and other regular expenses that are difficult to pay because of COVID-19 related loss of revenue)? | | | |

Please check all funding sources applied for: ___ Federal PPP ___ Federal EIDL ___ MN SBEL ___ MN SBRG
Please check all funding sources received: ___ Federal PPP ___ Federal EIDL ___ MN SBEL ___ MN SBRG

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 \$15,000 in CPR Grant assistance based upon need. Actual grant award will be based on number of employees impacted, gross revenue loss and available funding (see attached scoring criteria). The grant funds do not need to be paid back.

- Completed applications must be received by the EDC by 5:00 p.m. on October 29, 2020 to be considered.
- Applications will be considered and acted on by the EDC's Finance Committee/County Board.
- The status of the data supplied for CARES Act funding will be governed by MN Statute 13.591.

Eligible Applicants

- For-profit businesses that can demonstrate business losses. Businesses need to show a gross revenue reduction of at least 25% between March 1, 2020 and May 30, 2020 compared to the previous year.
- Small businesses with up to 50 employees (Full Time Equivalents, FTEs). 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.
- Businesses are eligible to apply for CPR funding from only one local unit of government.

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.

Application Requirements

- The CPR 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 by October 29, 2020, in order to be considered.
- A copy of the most recent federal tax return filed by the business.
- A copy of the business's current filing with the Minnesota Secretary of State Office.
- Income/expense statements for the second quarter of 2019 and the second quarter of 2020 (see attached form). If the financials fail to show loss/impact of loss, please explain with additional documentation.
- Other items as may be requested by the review committee.
- Grant recipients agree to provide documentation of how funds were spent within 60 days following grant disbursement (see attached form).

AUTHORIZATION FOR RELEASE OF INFORMATION & ACKNOWLEDGEMENTS

I declare that the information provided in this application and on the accompanying exhibits is true and complete to the best of my knowledge. I understand that 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 agencies involved and that the EDC reserves the right to make modifications to the program in response to community need and available funds.

Signature/Title of Applicant: _____ Date: _____

Signature/Title of Applicant: _____ Date: _____

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

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



CARES Act Payments to the County, Cities and Townships in Kandiyohi County

Distribution of funds for small businesses and nonprofits in Kandiyohi County

Governmental entities within Kandiyohi County have received CARES Act funding from the federal government through allocations made by Governor Walz. In Kandiyohi County, 9 cities and 22 townships, in addition to the County, have received funds to disburse. A portion of the funds may be utilized to support small businesses and nonprofits that have experienced challenges due to COVID-19 and the Governor's orders to reduce or close businesses.

Several local government entities have formed a coordinated program utilizing the Kandiyohi County and City of Willmar Economic Development Commission (EDC) as the application and disbursement entity for all businesses and nonprofits. The EDC has created application forms and a process for reviewing and disbursing the funds.

Criteria has been established for grant award amounts as follows:

Small Businesses

A. First measure of award amount: Number of employees

| | |
|-------------------|---------|
| 1 - 4 employees | \$2,000 |
| 5 - 19 employees | \$5,000 |
| 20 - 50 employees | \$7,500 |

B. Second measure of award amount: Loss of gross revenue

| | |
|------------|---------|
| 25% - 34% | \$5,000 |
| 35% - 49% | \$6,000 |
| 50% - 100% | \$7,500 |



Kandiyohi County & City of Willmar
ECONOMIC DEVELOPMENT COMMISSION

CARES Pandemic Relief (CPR) Grant Application for Nonprofit Organizations

Approved 7/24/2020

APPLICANT INFORMATION

Legal Name of the Nonprofit Organization, including assumed name, if any: _____

| | | | |
|--|------------------------------------|--|-------------|
| <input type="checkbox"/> 501(c)(3) | <input type="checkbox"/> 501(c)(6) | <input type="checkbox"/> Other: | |
| Length of Time in Operation | Years Months | Fed EIN # | MN Tax ID # |
| Mailing Address | | City | Zip |
| Location Address | | City | Township |
| Business Phone | () | Cell Phone | () |
| E-Mail Address | | Web Address | |
| Contact Name | | Title | |
| Amount of Funding Requested | \$ _____ | FTE number (#) of employees: FTE # of employees in Kandiyohi County: # of volunteers: Annual average # of people served: # of Kandiyohi Co. residents served annually: | |
| <p>1. What is the purpose/mission of this nonprofit organization?</p> | | | |
| <p>2. What is the impact that the COVID-19 pandemic and stay-at-home orders have had on your nonprofit organization (i.e., loss of revenue, inability to serve clients, increase in demand for services, etc.)?</p> | | | |
| <p>3. What additional need(s), if any, has this nonprofit addressed for individuals and/or for the community as a result of COVID-19 and related orders?</p> | | | |
| <p>4. How will the funds be used and what would be the long-term impact of these funds (eligible expenses include, but are not limited to, PPE, technology changes incurred for remote employees, lost revenue or fundraising events, programmatic costs for additional services, retraining staff)?</p> | | | |

Funding Information

- Eligible applicants may request up to \$50,000 in CPR Grant assistance based upon need. Actual grant award will be based on number of employees, number of people served, urgency of needs addressed, COVID-19 organizational response and available funding (see attached scoring criteria).
- Completed applications must be received by the EDC by 5:00 p.m. on October 23, 2020 to be considered.
- Applications will be considered and acted on by the EDC's Finance Committee/County Board.

- The status of the data supplied for CARES Act funding will be governed by MN Statute 13.591.

Eligible Applicants

- Nonprofit organizations that can demonstrate a loss of income or increase in demand for services due to COVID-19 or can make an impact for individuals or the community in response to COVID-19.
- Nonprofits with up to 100 employees (Full Time Equivalents, FTEs).
- All eligible applicants must have a physical location in Kandiyohi County and serve the residents of Kandiyohi County. Nonprofits may have a larger service area, but the resources awarded in this program are intended for services in Kandiyohi County.
- All eligible applicants must be registered with the Minnesota Secretary of State and have been operating since March 1, 2019.
- Nonprofits are eligible to apply for CPR funding from only one local unit of government.

Ineligible Applicants

- Religious organizations for religious purposes are not eligible.
- Lobbying groups and political organizations.
- Organizations that restrict activity based on ethnicity, gender, orientation or ability.

Application Requirements

- The CPR 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 by October 23, 2020, in order to be considered.
- A copy of the IRS nonprofit determination letter.
- The most recent federal 990 tax return filed by the business (first six pages are sufficient).
- Income/expense statements for the first six months of 2019 and the first six months of 2020 (see attached template). If the financials fail to show loss/impact of loss, please explain with additional documentation.
- Grant recipients agree to provide documentation of how funds were spent within 60 days following grant disbursement (see attached form).
- A copy of the nonprofit’s current filing with the Minnesota Secretary of State Office.
- Other items as requested by the review committee.

AUTHORIZATION FOR RELEASE OF INFORMATION & ACKNOWLEDGEMENTS

I declare that the information provided in this application and on the accompanying exhibits is true and complete to the best of my knowledge. I understand that 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 agencies involved and that the EDC reserves the right to make modifications to the program in response to community need and available funds.

Signature/Title of Applicant: _____ Date: _____

Signature/Title of Applicant: _____ Date: _____

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

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



CARES Act Payments to the County, Cities and Townships in Kandiyohi County Distribution of funds for small businesses and nonprofits in Kandiyohi County

Governmental entities within Kandiyohi County have received CARES Act funding from the federal government through allocations made by Governor Walz. In Kandiyohi County, 9 cities and 22 townships, in addition to the County, have received funds to disburse. A portion of the funds may be utilized to support small businesses and nonprofits that have experienced challenges due to COVID-19 and the Governor's orders to reduce or close businesses.

Several local government entities have formed a coordinated program utilizing the Kandiyohi County and City of Willmar Economic Development Commission (EDC) as the application and disbursement entity for all businesses and nonprofits. The EDC has created application forms and a process for reviewing and disbursing the funds.

Cumulative criteria have been established for grant award amounts as follows:

Nonprofit Organizations

A. First measure of award amount: Number of employees

| | |
|--------------------|---|
| 0 employees | \$ 0 (other criteria may still qualify) |
| 1 - 4 employees | \$2,000 |
| 5 - 19 employees | \$5,000 |
| 20 – 100 employees | \$7,500 |

B. Second measure of award amount: Loss of gross revenue

| | |
|------------|---------|
| 25% - 34% | \$5,000 |
| 35% - 49% | \$6,000 |
| 50% - 100% | \$7,500 |

C. Third measure of award amount: Number of residents directly served

| | |
|------------|---------|
| 1 - 25 | \$ 750 |
| 26 - 100 | \$2,500 |
| 101 - 300 | \$5,000 |
| 301 – 500+ | \$7,500 |

D. Fourth measure of award amount: Organizational Mission

| | |
|-------------------------|----------|
| Arts & Recreation/Other | \$5,000 |
| Health Care | \$7,500 |
| Social Assistance* | \$12,500 |

E. Fifth measure of award amount: Organizational COVID-19 Response (essential services and community-based efforts)

| | |
|-------------------|----------|
| Minimal Response | \$1,500 |
| Moderate Response | \$7,500 |
| Major Response | \$15,000 |

*Social Assistance nonprofit organizations include: Individual and family services; community food services; housing services; emergency and relief services; vocational rehabilitation services.