



Hastings Economic Assistance for Recovery Together Grant Program Description

Hastings Economic Development and Redevelopment Authority

Applications Must Be Submitted By 5:00 PM, May 12, 2020

The Need for Assistance

The Hastings City Council has determined that the encouragement and the financial support of economic development and redevelopment in the City is vital to the orderly development and financing of the City and in the best interests of the health, safety, prosperity and general welfare of the citizens of the City. The City Council established the Hastings Economic Development and Redevelopment Authority (HEDRA) to address economic development and redevelopment issues facing the community. In 2020, the critical economic development issue is the impacts of the Coronavirus.

In March 2020, the World Health Organization declared the worldwide outbreak of Coronavirus to be a pandemic (the “Pandemic” or “COVID-19”). The Governor of Minnesota has issued a series of executive orders to help limit the spread of the Pandemic, including declaring a peacetime public emergency, directing the closure of all schools, and ordering the closure of bars, restaurants and other places of public accommodation (the “Executive Orders”). The U.S. Center for Disease Control and Prevention (the “CDC”) has issued a series of directives to limit personal interaction to slow the spread of the Pandemic. These actions have had significant adverse effects on local businesses, including closure, significant reduction in revenues, and loss of employees. The continuation of these events will have devastating short-term and long-term effects on the well-being of the community.

After evaluating alternative means of assistance, HEDRA has established the Hastings Economic Assistance for Recovery Together (HEART) Program. The objective of HEART is to help local businesses adapt business practices to protect the health of customers and employees and thereby establishing the means for successful operation. This assistance conforms with City policies on Financial Assistance and Business Subsidy and with state law governing business subsidies.

Program Description

Qualifying businesses are eligible to receive a grant in an amount not to exceed \$4,000 to pay for changes in business practices for customer and employee safety due to COVID-19. The total amount of HEART grants is \$200,000.

Eligible Activities

The grant may only be used for costs directly related to activities needed to adapt the business to operations related to COVID-19. Eligible activities include:

- Building improvements, equipment and furnishings
- Personal protective equipment
- Sanitizing supplies
- Signage
- Employee training
- Transition to online sales
- Printing
- Advertising
- Supplies needed to restart operations
- Other extraordinary costs directly related to COVID-19.

Grant funds may be used to reimburse for expenditures made for the activities after March 25, 2020 (Governor's Stay at Home Order) and prior to the receipt of the grant.

Grant funds may not be used to pay for regular business expense including payroll, rent, utilities, and taxes.

The grant application will include a description of the plan for operating under the restrictions of COVID-19, the proposed use of grant funds and the relationship to COVID-19.

Documentation of expenses requested for reimbursement must accompany the application.

In submitting the application, the business will commit to using the grant funds only for these uses.

HEDRA will make the final determination of eligibility and the amount of the requested grant to approve.

Eligible Businesses

Businesses that meet the following criteria are eligible to submit grant applications:

1. The business must be in operation at the current location within the City of Hastings at the time of application.
2. The business must be registered with the Minnesota Secretary of State unless it is a sole proprietorship or partnership that is not required to file with the Secretary of State's Office to do business in Minnesota.

3. The business cannot be delinquent on any fees or charges with the City of Hastings.
4. The business must have employed the equivalent of 20 or fewer full-time employees (FTE) on March 1, 2020. (A full-time employee = 1 FTE. Each part-time employee = 0.5 FTE.)
5. The grant application must be signed by the business owner.

Reporting

Grant recipients must agree to complete and submit the Grant Report Form provided by HEDRA. The report will include documentation of activities paid for with grant funds and a description of how these activities affected operations and the response to COVID-19.

Application Process

The application form for the HEART grant will be available on the City of Hastings website (www.hastingsmn.gov) beginning on May 6. **Completed applications must be submitted via email to HEART@hastingsmn.gov no later than 5:00 PM CDT on May 12, 2020. Only complete grant applications will be considered for funding.**

The applications will be reviewed and evaluated by a Grant Review Committee established by HEDRA. The Committee will decide the recipients and amounts of the HEART grants. Businesses receiving grants will be contacted via email on May 14, 2020. Grant funds will be available for disbursement on May 15.

The Grant Review Committee will assign a score to each application based on the following factors:

- Overall completeness of grant application (maximum 15 points).
- Explanation of impact of COVID-19 on business practices (maximum 25 points).
- Description of plan to address these impacts (maximum 25 points).
- Effectiveness of proposed activities to be undertaken with grant funds (maximum 25 points).
- Lack of other financial assistance from Federal, State and City sources (maximum 10 points).

This score will be used to allocate grant funds in the event that the total amount of applications exceeds the \$200,000 limit.