



HAYFIELD ECONOMIC DEVELOPMENT AUTHORITY

P.O. Box 53 • 18 West Main Street • Hayfield, MN 55940

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HEALTHY HAYFIELD SUPPLY REIMBURSEMENT GRANT PROGRAM GUIDELINES

The primary objective to be considered in administering the *Healthy Hayfield Supply Reimbursement Grant* is to provide the resources necessary to make doing business in the midst of the COVID-19 Pandemic safe for all Hayfield area businesses. This will include all business located in the 55940 zip code. Businesses meeting project guidelines will be reimbursed for approved purchases.

Qualifying Businesses: All existing businesses in the city of Hayfield, MN and other businesses located within the 55940 zip code. “Existing businesses” include both non-profit and for-profit businesses and organizations.

Grant Provision: Up to \$1,000 Mini-Grants

The establishment of this grant allows the Hayfield Economic Development Authority (EDA) the ability to assist businesses with savings on procedures and supplies required to safely conduct business in the midst of a global/national/state/local pandemic.

Goals and Objectives

- To ensure all businesses have access to the PPE necessary to safely operate business.
- Provide funding for area businesses to offset the costs of required PPE, cleaning supplies and equipment.
- Stimulate the local economy by spending funds locally whenever possible.
- Ensure program visibility.

Service Area

The Healthy Hayfield Supply Reimbursement Grant will be overseen by the Hayfield EDA who will service and administer grants made to businesses located within Hayfield and the 55940 zip code.

Eligible Businesses

The program will be open to any current legitimate business whose primary place of business is within the 55940 zip code in or around Hayfield, Minnesota.

Use of Grant Proceeds

Eligible Uses:

- Face Masks (reusable or disposable)
- Hand Sanitizer
- Cleaning Supplies
- Cleaning Equipment
- Signage related to COVID-19 notices for safety requirements or procedures
- Above purchases must be made on or after May 18th 2020

Ineligible Uses:

- Purchase of any PPE or other supplies and/or equipment which will then be sold for profit of any kind.
- Refinancing Debt
- Interior or Exterior building enhancements
- Salaries or Professional Fees
- Operating Expenses

Application Process

- I. Interested applicant obtains program documents and completes grant application.
 - a. Applications may be obtained on the city website at hayfieldmn.com or by requesting via email at Rebecca.Charles@cedausa.com
 - b. Applications may be submitted in the drop box at the Hayfield City Hall at 18 W. Main Street or by email at Rebecca.Charles@cedausa.com
- II. A completed application, along with any supporting documents, must be submitted before review and consideration by the board.
- III. All proposals will be reviewed by City of Hayfield EDA Board. Decisions will be made at the EDA's monthly meeting on the first Wednesday of each month. A final decision may be made at that time, or, if additional information is requested, may be postponed to a later date. Applications will be reviewed monthly until all funds have been allocated.
 - a. When a completed application is received, EDA staff will conduct a thorough review of the application. Items to be considered include, but are not limited to:
 - i. Applicability of the project to the goals of business grant policy
 - ii. Compliance with all City ordinances, policies, and restrictions.
- IV. Grant funds will be paid in one lump sum to grantees within 15 days after receipts for applicable purchases have been received by City Hall. The city will require a copy of original receipts and/or invoices to qualify purchases for reimbursement.
- V. A certificate of award will be provided to participating businesses for display at their discretion.
- VI. All grant recipients will be notified via email upon approval. Awards will also be announced in the Dodge County Independent via press release once all funding is allocated.

Conflict of Interest

A grant application must stand on its own merits. A voting member of the EDA or City Council may not vote or otherwise influence other voting members on measures regarding a grant request where they or their immediate family stand to benefit either personally or financially.

Business Subsidy Law

The project must conform to the Hayfield Business Subsidies Criteria and Minnesota Business Subsidy Law, MS § 116J.994.

Government Data Practices

Some information contained in the application for assistance will become a matter of public record with the exception of those items protected under the Minnesota Government Data Practices Act, MS § 13.

Right of Ultimate Review

The Hayfield EDA reserves the right of ultimate review and will determine approval of submitted applications. To receive funds from this program, businesses must be current on all obligations to the city.

For any questions regarding this program, please contact the Hayfield EDA Director, Rebecca Charles at rebecca.charles@cedausa.com or call (507) 477-3535.