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**Heartland Lakes Development Commission Announces  
Phase Four Grant Availability of  
COVID – 19 Business Assistance Program**

**Applications Now Being Accepted**

Heartland Lakes Development Commission has created the Hubbard County COVID – 19 Business Assistance Program to provide emergency financial assistance for businesses and certain non-profits that are experiencing financial hardships due to COVID – 19 related restrictions. The program is funded through participation agreements with local governments within the County that have received Coronavirus Relief Fund (CRF) resources provided to State, Territorial, Local and Tribal Governments under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief and Economic Security Act (“CARES Act”).

The goals and objectives of this program are:

- To provide emergency financial assistance for businesses that are experiencing financial hardships due to the COVID – 19 related restrictions.
- Allocate CARES Act resources to this program from governmental units that have received excess funding.
- Ensure that this assistance will be beneficial to the business and in compliance with the Federal appropriation.
- Facilitate business survival, especially for small businesses during this pandemic.
- Enhance, to the greatest extent possible the retention of jobs throughout the County.

In order to be eligible for the funding, a business must be able to demonstrate that they were directly and adversely affected by COVID – 19 by documenting at least a 20% reduction in revenues as calculated by monthly sales from any 3 consecutive months between March and September compared to the prior year sales for the same time period. In addition, the business must have a physical commercial location in Hubbard County, be registered with the Minnesota Secretary of State, be able to demonstrate financial viability and be current on all financial obligations as of March 1, 2020. Certain nonprofits with retail or service functions may be eligible at the discretion of the review committee. Religious and political organizations are ineligible for this program.

The maximum amount of assistance available is \$20,000 which will be determined by the actual economic injury to the business, financial need and availability of grant funds. The deadline for submitting applications is Wednesday, November 4<sup>th</sup>, 2020. Applications are available at several locations throughout the County, including all local banks, or by contacting [Julie Kjenaas](mailto:Julie.Kjenaas@hrdc.org), Heartland Lakes Development Commission at [jkjenaas@hrdc.org](mailto:jkjenaas@hrdc.org) or calling (218) 732-2259. Please drop off completed applications at Citizen’s Bank, attention Kathy Henry, or submit on-line to Julie at [jkjenaas@hrdc.org](mailto:jkjenaas@hrdc.org).

**HUBBARD COUNTY**  
**COVID - 19 Business Assistance Program**

Required Documentation Checklist

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

- Certificate of Good Standing from Minnesota Secretary of State  
(confirmed by review team upon receipt of application)

**Financial Information**

- Prepared Financial Statements for 2 years  
or
- Last two years completed tax returns
- Balance Sheet
- Schedule of Liabilities (attached form)
- Documentation of Revenues 2019 & 2020
- Documentation of funding received to support COVID – 19 expenses (for example PPP loans or Minnesota SBEL funding)

**Post – Award Documentation**

- Final Financial Disclosure Form

\*\*\*\*For Internal Use\*\*\*\*

**Grant Round**

- Phase 1
- Phase 2
- Phase 3

**HUBBARD COUNTY  
COVID – 19 Business Assistance Program**

Business Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Business Address \_\_\_\_\_

Contact Phone \_\_\_\_\_ Email \_\_\_\_\_

Township \_\_\_\_\_ Amount of Request \$ \_\_\_\_\_

Brief Description of How the Business has been Impacted by COVID – 19:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other COVID – 19 Funding Awards Received**

Paycheck Protection Program (PPP) \_\_\_\_\_

Minnesota Small Business Emergency Loan (SBEL) \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Total \_\_\_\_\_

Briefly explain how you used the above funding and why you still need assistance:

\_\_\_\_\_  
\_\_\_\_\_

**Expected Use of Funds**

Lease or Mortgage Payments \_\_\_\_\_

Inventory \_\_\_\_\_

Working Capital \_\_\_\_\_

Other: \_\_\_\_\_

Total \_\_\_\_\_



# HUBBARD COUNTY COVID - 19 Business Assistance Program

Schedule of Liabilities  
(Notes, Mortgages and Accounts Payable)

Applicant's Name: \_\_\_\_\_

Date of Schedule: \_\_\_\_\_

Name of Creditor	Original Amount	Original Date	Current Balance	Current or Delinquent?	Maturity Date	Payment Amount (Month - Year)	Security

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

You may use your own form to provide this information

**HUBBARD COUNTY  
COVID - 19 Business Assistance Program**

**Final Financial Disclosure Form**

Business Name/Applicant: \_\_\_\_\_

**Amount of Award**

Total \_\_\_\_\_

I certify that I have received funding from the Hubbard County COVID - 19 Business Assistance Program in the amount listed above and will use the funds eligible uses. I further certify that I have reported all other funding that I have received from other sources that are required to be reported. I acknowledge that the funds received may be subject to Federal, State and Local income taxes as determined by my tax professional. I understand that I may be required to provide additional documentation for ongoing reporting and will provide all information requested by Heartland Lakes Development Commission within 10 days of the request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return this form to:  
Julie Kjenaas, Heartland Lakes Development Commission  
[jkjenaas@hrdc.org](mailto:jkjenaas@hrdc.org)  
(218) 732-2259