

Safe at Retail Cost-Share Program

The Safe at Retail Cost-Share program provides financial support to retail food handlers for the purchase of supplies and equipment to conduct sales safely at their locations during the COVID-19 pandemic. Retail food handlers may receive up to \$500 per license (\$2,000 max. per entity/parent company with multiple locations) for actual expenses incurred.

Applications will be accepted starting August 12 and close August 31, 2020 or until all funds are depleted, whichever comes first. Funds will be awarded on a first-come, first-served basis. Completed applications must be emailed to SafeAtRetail.mda@state.mn.us or mailed to: MDA-FFSD, Attn: Safe at Retail, 625 Robert St. N, Saint Paul MN 55155. Incomplete applications will not be considered. Applications received prior to August 12, 2020 will be rejected.

Contact First Name:		Contact Last Name:	
Email Address:		Phone Number:	
Food Handler License #:		Licensing Agency:	
Business Name:			
Parent Company, if applicable:			
Mailing Address:			
City:	State:	Zip:	

List eligible purchases below. Please list one receipt/invoice per line, or attach a clear, itemized, list with this information.

Summary of Receipts		
Store	Item(s) Purchased	Total Cost

The following items must be submitted to the MDA for your application to be considered complete:

- Completed application form with your signature.
- Copy of receipts/paid invoices/proof of purchase for the items you are submitting for reimbursement. We recommend only including eligible items on the receipt.
- IRS Form W-9, signed and dated (available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>).

By signing here, I acknowledge that I have read and agreed to the Privacy Notice on page 3, I hereby attest that the information I am submitting is true, complete, and accurate, and I am attesting that I have the authority to apply on behalf of this firm.

Applicant's Signature: _____ Date _____

What is the Safe at Retail Cost-Share Program?

The Safe at Retail Cost-Share program provides licensed retail food handlers with financial support to purchase supplies and equipment to help prepare for safe sales at their locations during the COVID-19 pandemic. Funding for this program is made available through the coronavirus relief federal fund.

Who may apply?

Businesses in Minnesota who hold a current, active Retail Food Handler, including Retail Mobile Food Handler, license with one of the following agencies:

- Minnesota Department of Agriculture
- City of Bloomington
- City of Brooklyn Park
- City of Minneapolis
- City of Minnetonka
- City of Saint Cloud
- Hennepin County
- Ramsey County

Eligibility is limited to those who specifically have a current Retail Food Handler license issued by the MDA or an MDA delegated retail food handling license issued by one of the seven local agencies that have a delegation of authority agreement with the MDA (listed above).

The following are NOT eligible for this program:

- MDA licensed food handlers with a non-retail food license
- Food handlers licensed by the Minnesota Department of Health (MDH)
- Food handlers licensed through an MDH delegation of authority
- Retail businesses not licensed to sell food

What types of purchases qualify for this program?

Equipment or supplies purchased after March 1, 2020 that help businesses follow best practices for safe operation during the COVID-19 pandemic. These include but are not limited to:

- Facemasks or face shields provided to employees or general public
- Signs or stickers to communicate proper handwashing and social distancing
- Equipment, such as plexiglass, cones, ropes, fencing, tape, chalk, etc. To assist the business to create walkways, safe barriers, modify or direct traffic flow, or help encourage 6 feet of separation from others
- Hand sanitizer or wipes provided to the public
- Sanitation supplies to clean all surfaces that people touch — tables, handwashing stations, door handles, card machines, shopping carts/baskets, etc.
- Additional seating options for outdoors
- Disposable prepackaged utensils
- Supplies or equipment to implement workplace controls to reduce transmission among employees such as pre-screening and other measures described in Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.

Other purchases may be submitted to the MDA for review.

How much am I eligible to receive?

Payments will be based on eligible purchases, up to \$500 per license (\$2,000 max. Per licensed business entity). In no case, will an applicant receive more money than was submitted in eligible receipts.

When can I expect payment?

Applications are processed on a continual basis. You will receive your payment approximately 2-4 weeks after your application is approved.

How do I submit an application?

Application materials can be emailed SafeAtRetail.mda@state.mn.us or mailed to:

MDA-FFSD
Attn: Safe at Retail 625
Robert St. N St. Paul,
MN 55155

Applications will be accepted until August 31, 2020 or until all funds are depleted, whichever is first. Applications will not be added to the list for funding until all parts of the application are received. The MDA is not responsible for any technical or logistical problems resulting in the MDA not receiving the application on time. It is the responsibility of the applicant to ensure that submission is postmarked and sent to the MDA before the deadline.

Where do I get more information?

More information about the Safe at Retail Cost-Share program is available on the program's website:

<https://www.mda.state.mn.us/safeatretail> or by contacting SafeAtRetail.mda@state.mn.us.

Privacy Notice

The information provided as part of the Safe at Retail Cost-Share program application will be used to assess the applicant's eligibility to receive payment under the coronavirus relief federal fund, and to fulfill applicable financial reporting requirements. Completing this application is voluntary; applicants are not legally required to provide MDA with the information requested, but only completed applications will be considered. While much of the information applicants provide is classified by Minnesota law as public, some of the information may be classified by law as private or nonpublic at MDA. Data classified as private or nonpublic will be accessible only to MDA employees and contractors that have a work assignment that requires access to the data, and to other entities authorized by law to receive the data. MDA may be obligated to provide the data to law enforcement, the Minnesota Department of Administration, Minnesota Management and Budget, the Office of the State Auditor, or the Office of the Legislative Auditor. Finally, private data about you may be released to third parties through your informed consent, or pursuant to a valid court order. Internal Revenue Service code Section 6109 requires applicants to provide their correct taxpayer identification number to payers who must file information returns with the IRS. MDA will use the information provided on the applicant's W-9 form in order to report payments received as part of the coronavirus relief federal fund to the IRS. The IRS uses the numbers for identification purposes and to help verify the accuracy of the applicant's tax return. For more information on how the information provided on a W-9 may be used, refer to the Privacy Act Notice on page 6 of the W-9 form.