

CITY OF SOUTHFIELD

RESTAURANT TECHNOLOGY & PPE REIMBURSEMENT PROGRAM

STATEMENT OF PURPOSE

The Restaurant Technology & PPE Reimbursement Program is a grant based initiative available to qualifying restaurants, bars & cafes within the City of Southfield. The purpose of this program is to reimburse eligible businesses for: 1) products purchased to support dine-in restaurants, bars & cafes impacted by COVID-19 and related public health orders and 2) Provide products, supplies and services to assist in operating safely and in re-opening, when allowed. This is a companion grant with the Restaurant Weatherization Program. The maximum total reimbursement for both the Weatherization and Technology & PPE for a single business is \$10,000.

PROGRAM FUNDING & ELIGIBILITY

This program is administered through the department of Business & Economic Development Department. Complete the Technology & PPE application to seek reimbursement for eligible items.

Source: Coronavirus Aid, Relief, and Economic Security (CARES) Act, Public Law 116-136, passed through Oakland County and the City of Southfield Business & Economic Development Department.

Application Period: March 1, 2021 through March 31, 2021

Funding available: \$100,000 limited to \$10,000 per eligible applicant

Award Type: Reimbursing Grant

CFDA#: 21.019

Eligibility:

- Eligibility will be limited to full-service and limited service restaurants, breweries and cafes. The following establishments are not eligible, based on Oakland County requirements:
 - Establishments with drive-thru availability
 - Establishments with zero or limited dine-in presences and/or whose primary operation appears to be take-out and delivery
 - Establishments that were determined as being permanently closed

Items eligible for reimbursement include:

Technology related items, such as, but not limited to:

- Upgrade websites/install apps for online ordering or delivery
- Install point-of-sales systems to minimize employee-customer contact

General Personal Protective Equipment (PPE) and Supplies, such as, but not limited to:

- Electrostatic sprayers and disinfectant solution
- Sanitation Stations
- Refill wipes and liquid hand sanitizer
- Foot operated door pulls
- Design and Permit Fees related to reopening

The conditions dictating eligibility are outlined as follows:

1. The property owner must present proof of ownership of the building in question or a notarized letter of consent from the property owner confirming agreement regarding the proposed outdoor dining, if applicable.
2. The applicant must submit documentation of outside dining approval by the City of Southfield Planning Department. In accordance with City Resolution C-04-2021 or prior approval with Southfield Planning Department.
3. The applicant must provide receipts/proof of payment for the work completed within designated timeframe July 1, 2020 through June 30, 2021.
4. Eligibility will be limited to restaurants open or planned to open for outdoor dining within the period of availability. If the business is not currently open for outdoor dining the application should state the estimated open date, if applicable.
5. Application must include detail of eligible expenses already incurred or a detailed description of planned eligible expenses.
6. Proof of expenses incurred (receipts/invoices and proof of payment) along with a picture of the items to be reimbursed shall be submitted before any request for reimbursement will be approved.

STEPS AND PROCEDURE

1. Property owner or tenant completes application and submits all necessary documentation as stipulated above.
2. Restaurant Technology & PPE Reimbursement Program Review Board reviews the application to verify that the property in question is good standing regarding all applicable property taxes and zoning ordinances. This review will also include a verification that the outdoor dining area meets current Planning, Building and Fire Codes.
3. Upon approval, the applicant will be contacted by the Business & Economic Development Director and instructed of next steps.

CONDITIONS

- Any non-compliance regarding planning, building and fire codes and zoning violations must be rectified prior to the applicant's submission of paid receipts for reimbursement review.

- All items must be used for outdoor dining at the specific location as designated on the application. If items are not used as described in the application, the City reserves the right to deny reimbursement and seek repayment.
- All applications must be substantially complete, with necessary document.
- Funding is strictly for reimbursement for items identified in eligibility criteria.
- All City of Southfield taxes and fees are paid or current.
- Failure to respond in a timely fashion to requests for information or completion of requests may disqualify your application.
- Any non-compliance regarding planning, building and fire codes and zoning violations must be rectified prior to the applicant's submission of paid receipts for reimbursement review.
- Salary or wages of employees of restaurants, bars and cafes are **not** eligible for reimbursement.
- Applications will be ranked based on first come first serve basis of applications received during the open application timeframe of March 1 – March 31, 2021.

CITY OF SOUTHFIELD RESTAURANT TECHNOLOGY & PPE PROGRAM		
APPLICANT INFORMATION		
Name of Applicant:		
Address:		
City:	State:	ZIP Code:
Phone:	Email:	
FOR TENANTS		
Name of Building Owner:		
Address of Building Owner:		
City:	State:	Zip Code:
Phone:	Email:	
BUSINESS INFORMATION		
Name of Business:		
Address:		Phone:
City:	State:	ZIP Code:
Type of Business:		Tax ID #:
Outdoor Dining will begin:		Outdoor dining hours of operation:
Short description of proposed request (describe items for reimbursement):		

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ACKNOWLEDGEMENTS

By signing this Application, I affirm that I am the property owner of the above Property or as the tenant, have received permission from the property owner via the accompanying notarized letter to perform these activities. I further affirm that all the statements made on this application are true, and I understand that any falsification or willful omission will be sufficient cause to void my Application and any reimbursement awarded. In such a case that any reimbursement awarded by the city is voided due to any falsification or willful omission, I agree to repay the reimbursement amount to the City of Southfield within sixty (60) days, plus all the costs and attorney fees incurred by the City of Southfield to collect the reimbursement proceeds if I fail to repay the City of Southfield within the sixty (60) days. I have read and understand and agree to comply with all requirements of the Southfield Restaurant Weatherization Program (hereinafter the "Program"). I hereby acknowledge that I may be required to submit additional documentation or information that was not required on this application if requested by the City of Southfield. I further hereby acknowledge that the City of Southfield reserves the right to reject any or all applications received pursuant to the Program.

Also, I understand, acknowledge and agree to the following:

1. It is expressly understood that the Applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building costs, ordinances and other applicable regulations.
2. It is expressly understood that the Applicant will not seek to hold the City of Southfield and or any of its employees, officers/directors liable for any property damage and/or personal injury, or other loss related in any way to the Southfield Restaurant Technology & PPE Program.
3. The Applicant shall be responsible for maintaining sufficient insurance coverage for property damage and personal injury liability relating to the Southfield Restaurant Technology and PPE Program. Applicant should ask for contractor's proof of liability insurance.
4. Applicant will review and abide by the Southfield all planning, building and fire codes.
5. Applicant will pull permits, if required.
6. Applicant agrees to allow the City to promote the program including but not limited to displaying signage at the site and using photographs in promotional materials and press releases.

SIGNATURES		
Signature of applicant:	Date:	
Printed name of applicant:		
Signature of Property Owner <i>(if applicable)</i> :	Date:	
Printed name of Property Owner <i>(if applicable)</i> :		
FOR BUSINESS & ECONOMIC DEVELOPMENT OFFICE USE ONLY		
Is the application above complete along with all additional necessary documentation (i.e. notarized letter from property owner)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is the building in compliance with all city ordinances and current on all property taxes?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are the proposed reimbursements eligible under the requirements of the program?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has the applicant included an outdoor dining application or been approved for outdoor dining, if applicable?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has the applicant included paid receipts of all items for reimbursement?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Date submitted Business & Economic Development Department for approval _____		
Amount approved _____		