



Lovin' Lathrup Village/Oakland Together Restaurant Relief Reimbursement Program Guidelines

Program Goals

The Oakland Together Restaurant Relief Grant Program for Cities, Villages and Townships (CVTs) is using \$3 million from the county's General Fund—as approved by Oakland County Executive David Coulter and the Oakland County Board of Commissioners—to support dine-in restaurants, bars and cafes impacted by COVID-19 and the related public health orders. Through the support of Oakland County, the goal is to provide reimbursement funding to restaurants for eligible products and services that aid Lathrup Village restaurants in safely operating through COVID-19.

Program Guidelines and Eligibility

A variety of products, services and fees may be reimbursed through this program. **Salary or wages for employees are not eligible for reimbursement.** Restaurants may submit a request for an initial amount of reimbursement at the time of the application. Following application approval, businesses may request reimbursement on a rolling basis for eligible products, services and fees through June 30, 2021.

Eligible reimbursement costs must be incurred between July 1, 2020 through June 30, 2021.

Participating businesses must agree to:

- As is feasible, participate in DDA sponsored trainings, programs and events such as. LV Business Bingo!, Southfield Corridor Cleanups, Live in LV interviews, webinars, Fireside Fridays, Winter Market etc.
- Submit a paid invoice copy of each eligible expense to be reimbursed
- All businesses will be strongly encouraged to participate in the small business counselling available through the county.

Eligibility Requirements:

- Full-service, sit-down restaurant or limited-service, sit-down restaurant
- Operate in a commercial building located in the downtown district



Eligible Products, Services, and Fees for Reimbursement include:

- General personal protective equipment and supplies
- Cleaning and sanitation supplies
- Supplies or fees incurred developing or enhancing curbside pick up
- Technology-related services or fees towards building an online platform, such as:
 - Creating a website or app
 - Establishing a delivery system
 - Upgrading point of sale systems
 - Fees incurred through using third party pick-up and delivery systems
- Other requested items as determined appropriate by Lathrup Village DDA and Oakland County. Businesses can contact cdahl@lathrupvillage.org with inquiries.

Additional Considerations:

- The DDA may exclude businesses whose uses and/or location are not consistent with the DDA's current adopted plan and the City of Lathrup Village's Zoning Ordinance.
- The DDA may also exclude business who have outstanding code violations.
- The business owner shall remain in continuous operation within the DDA district for three (3) years from the date opening.
- The DDA reserves the right to require repayment of any or all grant funds paid to any business that fails or goes out of business prior to the completion of the three (3) year program requirement.

Application Process

1. Business Owner/Operator applies for the Lovin' Lathrup Village/Oakland Together Restaurant Relief Reimbursement Program and submits completed application and **all attachments** to:

Lathrup Village DDA
cdahl@lathrupvillage.org
27400 Southfield Rd
Lathrup Village, MI 48076

A complete application includes the following:

- Completed application
 - Copy of paid invoice for each eligible expense to be reimbursed
2. Once the complete application packet is submitted, the DDA Director & DDA Economic Vitality Committee will review the application and make an award determination.



3. Following approval by the DDA Economic Vitality Committee, DDA Director will authorize the City Treasurer to process grant funds for the initial amount.
4. Businesses may submit additional invoices for eligible expenses on a rolling basis until June 30, 2021 to be reimbursed. Following the review of the expenses, the City Treasurer will process grant funds for the additional amounts.

The intention of the Lovin' Lathrup Village Lovin' Lathrup Village/Oakland Together Restaurant Relief Reimbursement Guidelines is to fund all businesses that apply and who meet the criteria; however, we cannot guarantee that every business will receive grant funds. All applications will be verified for accuracy by staff. Applications that are found to contain inaccurate information will be disqualified.

Award Amounts & Deadlines

The maximum award total reimbursement amount is \$5,000 per business. ***The initial grant deadline is March 12, 2021*** Late applications will not be accepted.



Frequently Asked Questions

The DDA Board of Directors realizes that applicants will have questions which is why we've compiled a list of anticipated questions to further streamline the process. If your question isn't included on this list, please contact Cori Dahl at cdahl@lathrupvillage.org.

What if I don't have copies of invoices for eligible expenses?

For expenses to be reimbursed an invoice or receipt must be included in the application.

What if I'm not sure if a product, service, or fee can be reimbursed?

If you are unsure if a product, service, or fee can be reimbursed please contact Cori Dahl at cdahl@lathrupvillage.org to determine if is an eligible reimbursement expense. We encourage you to submit as many invoices that you may want to be reimbursed, the Economic Vitality Committee will review whether the expenses to determine if they fall within the guidelines. We will work with you to help you maximize your reimbursement amount so please reach out if you are unsure of what expenses may be covered.

What are the approval steps?

Once a completed application packet is submitted, the DDA Director and Economic Vitality Committee will conduct a review of all the applications received. The Economic Vitality Committee will make a determination regarding which businesses will receive funding and the funding amount. The business will be notified of their total available reimbursement amount and will receive an initial amount to cover eligible costs outlined. The amount remaining after initial reimbursement will be available to cover eligible expenses to be reimbursed through June 30, 2021.

How can I request reimbursement for products after my initial application?

The business will be notified of their total award amount and will receive funds to reimburse eligible costs outlined in the initial application. If there is remaining funds in their total awarded amount after initial reimbursement, restaurants will be available to cover eligible expenses to be reimbursed through June 30, 2021.

You may submit multiple requests for products, services, and fees to be reimbursed on a rolling monthly basis through June 30, 2021. To submit the request, fill out the form attached and send it to Cori Dahl cdahl@lathrupvillage.org with proof of invoice and/or receipt.