



PHASE TWO GRANT APPLICATION GUIDE

The City, Village and Township Grant Program to Support Dine-In Restaurants, Bars and Cafés During COVID-19

Program Overview

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.

The County will work directly with the CVTs to provide resources in two areas:

- Creating and expanding outdoor dining opportunities by adapting operations, facilities, sites and public areas for outdoor service
- Providing products, supplies and services to assist dine-in restaurants, bars and cafes in operating safely and in re-opening, when allowed

For successful implementation of the program, the local governments will need to work cooperatively with chambers of commerce, downtown development authorities and other downtown and corridor management organizations to identify local needs, allocate and utilize the grant purchased items and funds to support impacted dine-in restaurants, bars and cafés.

This grant program has two phases:

- **Phase One:** CVT Rapid Response (now closed)
- **Phase Two:** Grant Application & Interlocal Agreement
Custom Online Application will be sent to eligible CVTs: January 27, 2021
Application is due: 5:00 p.m. | February 4, 2021
Reimbursement will be allowed for eligible costs of products, labor, services and fees incurred from July 1, 2020 through June 30, 2021.
NOTE: Salary or wages for employees of CVT, Chambers of Commerce, restaurants, bars, cafes, downtown development authorities and other downtown and corridor management organizations are not eligible for reimbursement.

Phase One: CVT Rapid Response

Phase One opened and closed in December 2020 to provide the county's Cities, Villages and Townships (CVTs) with immediate resources to create and expand outdoor dining opportunities as quickly as possible.

Thirty-seven CVTs received quantities of the following products:

- Outdoor propane heaters
- Propane tank refills and delivery
- Snap & Grow brand greenhouses
- Igloos/Domes
- Electrostatic sprayers
- Disinfectant solution

The County actively worked with the participating CVTs to schedule delivery of these products. CVTs may maintain ownership of the products and/or provide the products to restaurants, bars, cafes, downtown development authorities and other downtown and corridor management organizations.

CVTs may apply for either, or both, Phases of the Oakland Together Restaurant Relief Grant Program.

If a CVT is awarded grant funding or products (from Phase One and/or Phase Two), an Interlocal Agreement is required.



Phase Two: Grant Application & Interlocal Agreement

Phase Two of the Restaurant Relief Grant Program will provide Cities, Villages and Townships (CVTs) with products and funding that can be used for a broader range of support for dine-in restaurants, bars and cafes.

CVTs receiving Phase Two awards will be required to enter into an Interlocal Agreement with Oakland County.

Through the Phase Two grant application, CVTs may request two types of support:

- County-Coordinated Products (e.g., fixed-location sanitation stations, Propane refills). See Application for full list.
- Acquisition & Reimbursement Funds for Eligible Products & Services

Note: CVTs are not required to have participated in Phase One in order to be eligible to apply now for Phase Two.

County-Coordinated Products

Some high-demand products from Phase One will continue to be available, along with some additional products. As the availability may change, a full list of these products will be on the custom application and website:

OakGov.com/RestaurantRelief

Acquisition & Reimbursement Funds for Eligible Products & Services

CVTs may request an allocation of funds to purchase products to create and expand outdoor dining opportunities and to assist dine-in restaurants, bars and cafes in operating safely.

Also, CVTs may request funds to reimburse themselves; dine-in restaurants, bars, cafes; downtown development authorities; and other downtown and corridor management organizations.

Salary or wages for employees of CVT, Chambers of Commerce, restaurants, bars, cafes, downtown development authorities and other downtown and corridor management organizations are not eligible for reimbursement.

The CVTs may maintain ownership of the purchased products and/or provide the products to restaurants, bars, cafes, downtown development authorities and other downtown and corridor management organizations.

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

Note: For this program, the maximum total reimbursement for a single business is \$10,000.

Custom Online Application will be sent to CVTs:

January 27, 2021

Online Application is due:

February 4, 2021

at 5:00 p.m.

Reimbursement will be allowed for eligible costs of products, labor, services and fees incurred from July 1, 2020 - June 30, 2021.

NOTE: Salary or wages for employees of CVT, Chambers of Commerce, restaurants, bars, cafes, downtown development authorities and other downtown and corridor management organizations are not eligible for reimbursement.

Eligible Products for Acquisition and Reimbursement include:

- Tents
- Igloos/domes and greenhouses
- Outdoor propane heaters
- Propane refill programs
- Plastic A-Frame sidewalk signs (24" x 36")
- Picnic tables, outdoor tables and seating
- Materials to construct platforms, railings and ramps
- Materials to construct outdoor seating areas
- Electrostatic sprayers and disinfectant solution
- Sanitation stations (fixed and portable)
- Refill wipes and liquid hand sanitizer for sanitation stations
- Foot operated door pulls
- General Personal Protective Equipment (PPE) and supplies
- Other requested items as determined appropriate by Oakland County. CVTs can email inquiries to RestaurantRelief@OakGov.com | Businesses can contact their municipality about this grant program.

Labor, Services and Fees Eligible for Reimbursement include:

- Installation/setup of Igloos/domes and greenhouses
- Labor to construct platforms, railings and ramps
- Labor to construct outdoor seating areas
- Labor to install fixed location sanitation stations
- Technology related services or fees to upgrade websites and install apps for online ordering or delivery
- Technology related services or fees to install point of sale systems to minimize employee-customer contact
- \$250 Social District Permit Fee paid by business to the State in cities, villages and townships that have established a Social District under MCL 436.1551
- Other requested items as determined appropriate by Oakland County. CVTs can email inquiries to RestaurantRelief@OakGov.com | Businesses can contact their municipality about this grant program.



Eligible Cities Villages and Townships (CVTs)

Fifty-three (53) Oakland County CVTs having one or more full-service restaurant, limited service restaurant, and/or bar, AND having the primary commercial district located in Oakland County are eligible to apply for this grant.

This determination was made using ESRI Business Analyst data (vintage 2018) and included NAICS codes 772511 (Full-Service Restaurants), 772513 (Limited-Service Restaurants) and 722410 (Bars).

The data was further refined to remove/exclude the following types of businesses:

- Establishments with drive-thru availability
- Establishments with zero or limited dine-in presence and/or whose primary operation appears to be take-out and delivery
- Establishments that were determined as being permanently closed

Note: The data refinement process did not include a comprehensive review of each record of the dataset. It consisted of identifying and removing these types of businesses through various key word searches.

Based on the above criteria, the following CVTs are NOT eligible to apply:

- Cities of Fenton, Huntington Woods, Lake Angelus and Northville
- Village of Leonard
- Holly and Rose Townships

NOTE: Novi Township is included with the City of Novi and Southfield Township is included with the City of Southfield.

CVTs receiving a Phase One and/or Phase Two grant award determine what dine-in restaurants, bars and cafes receive products, services and/or reimbursement funds.

Fund Allocation for Eligible Cities, Villages and Townships

To establish the program fund, it was forecasted that all fifty-three (53) eligible CVTs will apply for a Phase One and/or Phase Two grant.

The allocation calculations began with a base of \$2,850,000 (95% of the total program budget of \$3,000,000).

The 95% is allocated based on three factors:

- 10% based on all eligible CVTs participating in the grant program
- 70% percent based on number of establishments (Data Source: ESRI Business Analyst)
- 15% percent based on the CVT having an established DDA, CIA, TIFA and/or PSD

See the fund's Allocation Table with the combined Phase One and Two base amount* available for each eligible CVT.

**It is anticipated that not all CVTs will request the full base award amount and that not all 53 eligible CVTs will apply for the grant. For this reason, CVTs may wish to request additional grant funds beyond the Base Phase Two Grant Award.*

Eligible City, Village and Townships | Restaurant Relief Grant Program

ALLOCATION OF FUNDS TABLE

	Total Program Budget:	\$3,000,000	10%	70%	15%	
	95 Percent Allocation:	\$2,850,000	\$300,000	\$2,100,000	\$450,000	
			Allocation based on all eligible CVTs participating	Allocation based on the number of Bars, Full Service Restaurants & Limited Service Restaurants	Allocation based on the CVT having a DDA, CIA, TIFA and/or PSD	Total Base Fund Allocation per CVT
No.	Community	Type	\$ Per CVT	\$ Per CVT	\$ Per CVT	
1	Addison	Township	\$5,660	\$3,488	\$0	\$9,149
2	Auburn Hills	City	\$5,660	\$80,233	\$13,636	\$99,529
3	Berkley	City	\$5,660	\$30,233	\$13,636	\$49,529
4	Beverly Hills	Village	\$5,660	\$3,488	\$0	\$9,149
5	Bingham Farms	Village	\$5,660	\$9,302	\$0	\$14,963
6	Birmingham	City	\$5,660	\$66,279	\$13,636	\$85,576
7	Bloomfield	Charter Township	\$5,660	\$55,814	\$0	\$61,474
8	Bloomfield Hills	City	\$5,660	\$5,814	\$0	\$11,474
9	Brandon	Charter Township	\$5,660	\$8,140	\$0	\$13,800
10	Clawson	City	\$5,660	\$41,860	\$13,636	\$61,157
11	Commerce	Charter Township	\$5,660	\$44,186	\$13,636	\$63,483
12	Farmington	City	\$5,660	\$30,233	\$13,636	\$49,529
13	Farmington Hills	City	\$5,660	\$103,488	\$13,636	\$122,785
14	Ferndale	City	\$5,660	\$63,953	\$13,636	\$83,250
15	Franklin	Village	\$5,660	\$1,163	\$0	\$6,823
16	Groveland	Township	\$5,660	\$8,140	\$0	\$13,800
17	Hazel Park	City	\$5,660	\$23,256	\$13,636	\$42,553
18	Highland	Charter Township	\$5,660	\$17,442	\$13,636	\$36,739
19	Holly	Village	\$5,660	\$11,628	\$13,636	\$30,925
20	Independence	Charter Township	\$5,660	\$41,860	\$13,636	\$61,157
21	Keego Harbor	City	\$5,660	\$15,116	\$13,636	\$34,413
22	Lake Orion	Village	\$5,660	\$11,628	\$13,636	\$30,925
23	Lathrup Village	City	\$5,660	\$8,140	\$13,636	\$27,436
24	Lyon	Charter Township	\$5,660	\$15,116	\$13,636	\$34,413
25	Madison Heights	City	\$5,660	\$80,233	\$13,636	\$99,529
26	Milford	Village	\$5,660	\$23,256	\$13,636	\$42,553
27	Milford	Charter Township	\$5,660	\$1,163	\$0	\$6,823
28	Novi	City (and Township)	\$5,660	\$140,698	\$13,636	\$159,994
29	Oakland	Charter Township	\$5,660	\$4,651	\$0	\$10,312
30	Oak Park	City	\$5,660	\$36,047	\$13,636	\$55,343
31	Orchard Lake Village	City	\$5,660	\$6,977	\$0	\$12,637
32	Orion	Charter Township	\$5,660	\$37,209	\$13,636	\$56,506
33	Ortonville	Village	\$5,660	\$5,814	\$13,636	\$25,111
34	Oxford	Village	\$5,660	\$13,953	\$13,636	\$33,250
35	Oxford	Charter Township	\$5,660	\$8,140	\$0	\$13,800
36	Pleasant Ridge	City	\$5,660	\$3,488	\$13,636	\$22,785
37	Pontiac	City	\$5,660	\$79,070	\$13,636	\$98,367
38	Rochester	City	\$5,660	\$36,047	\$13,636	\$55,343
39	Rochester Hills	City	\$5,660	\$104,651	\$0	\$110,312
40	Royal Oak	City	\$5,660	\$145,349	\$13,636	\$164,646
41	Royal Oak	Charter Township	\$5,660	\$2,326	\$13,636	\$21,622
42	Southfield	City (and Township)	\$5,660	\$174,419	\$13,636	\$193,715
43	South Lyon	City	\$5,660	\$15,116	\$13,636	\$34,413
44	Springfield	Charter Township	\$5,660	\$5,814	\$0	\$11,474
45	Sylvan Lake	City	\$5,660	\$4,651	\$0	\$10,312
46	Troy	City	\$5,660	\$220,930	\$13,636	\$240,227
47	Village of Clarkston	City	\$5,660	\$5,814	\$0	\$11,474
48	Walled Lake	City	\$5,660	\$18,605	\$13,636	\$37,901
49	Waterford	Charter Township	\$5,660	\$95,349	\$0	\$101,009
50	West Bloomfield	Charter Township	\$5,660	\$81,395	\$0	\$87,056
51	White Lake	Charter Township	\$5,660	\$17,442	\$0	\$23,102
52	Wixom	City	\$5,660	\$25,581	\$13,636	\$44,878
53	Wolverine Lake	Village	\$5,660	\$5,814	\$0.0	\$11,474
		Sub-totals:	\$300,000	\$2,100,000	\$450,000	\$2,850,000
	Total Establishments:	1,806				
	Total \$ (All Factors):	\$2,850,000				

Phase Two Grant Awards

The base Phase Two grant award for each CVT will be established as follows:

$$\begin{array}{r} \text{TOTAL BASE FUND} \\ \text{ALLOCATION*} \end{array} \quad \ominus \quad \begin{array}{r} \$ \text{ VALUE OF PHASE ONE} \\ \text{PRODUCTS} \end{array} \\ \hline \begin{array}{r} \text{=} \\ \text{=} \end{array} \quad \begin{array}{r} \text{BASE AMOUNT AVAILABLE FOR PHASE TWO} \\ \text{FUNDING AND/OR PRODUCTS} \end{array}$$

**Note:*

- CVTs are not required to request their full Base Phase Two Grant Award allocation.
- It is anticipated that not all eligible CVTs will submit an application or request the full allocation amount. For this reason, CVTs may request additional grant funds/products beyond the Base Amount Available for Phase Two Funding and/or Products.

Determinations on grant awards greater than the Base Award will be made after all applications have been received and reviewed.

Payment of the grant award will be executed in two disbursements:

- The first disbursement will be 70% of the total acquisition and reimbursement award amount. This disbursement will be processed and sent after the Interlocal Agreement is fully executed.
- The second disbursement of the remaining grant funds will be executed after the CVT provides, and the County accepts, the first report. This report is due no later than forty-five (45) days after the Effective Date of the Agreement.

Phase Two Grant Application

Eligible Cities, Villages and Townships (CVTs) will receive a custom application on January 27, 2021.

Applying CVTs will be required to submit the following information:

- Local official or staff person that will be authorized to execute the final Interlocal Agreement after it has been approved by the Oakland County Board of Commissioners on February 4, 2021. This individual would be the recipient of the final Interlocal Agreement for electronic signature.
- Contact information for the point person administering the program for the CVT.
- Acknowledgment that, if awarded a Phase One and/or Phase Two grant, the CVT will be required to enter into an Interlocal Agreement with Oakland County.
- Acknowledgment that the CVT will comply with all applicable zoning, building codes, ADA requirements, public safety and fire safety codes and ordinances, and current and future State and County Public Health Orders.
- Acknowledgment that the CVT will provide reports and documentation to the county as requested that demonstrate how the grant products and funds were used. The County will provide a report template or an online form for submitting the report.
- A requested list of products the CVT wishes to be provided from Oakland County, if available, and where and how those products will be placed and utilized.

- A requested amount of funds for purchases and a list of the types of products the CVT intends to purchase. Also, a description of how and where the purchased products will be used.
- A requested amount of funds for reimbursement and the types of products, labor, services and fees the CVT intends to reimburse themselves, restaurants, bars, cafes, downtown development authorities and other downtown and corridor management organizations for. Also, a description of how the CVT will identify local needs for reimbursement.
- Identification of partner organizations that will assist the CVT with the grant program, supported by a description of that assistance.
- Information on whether the CVT has established a Social District under MCL 436.1551 and a listing of the businesses that have been approved for a Social District Permit.
- An estimate of the total number of dine-in restaurants, bars and cafes that will benefit from the grant award along with an estimate of the total number of full-time and part-time employees of those establishments.
- A description of the services, support and/or funding that the CVT and partner organizations have provided to the restaurants, bars and cafes located within the CVT since October 1, 2020.

If you are an Oakland County City, Village or Township and have a question about this program, contact: RestaurantRelief@OakGov.com

Dine-in restaurants, bars and cafes that want to learn more about what is available to them, can contact their local municipality.

Phase Two Application Review Criteria

Phase Two applications will be reviewed based on the following criteria:

- Clarity and completeness of the application
- Appropriateness of the requested products, acquisition funds and reimbursement funds in:
 - ◊ Creating and expanding outdoor dining opportunities by adapting operations, facilities, sites and public areas for outdoor service
 - ◊ Providing products, supplies and services to assist dine-in restaurants, bars and cafes in operating safely and in re-opening, when allowed
- Degree of partnership with other organizations
- Establishment of a Social District under MCL 436.1551 and business participation
- Estimated number of dine-in restaurants, bars and cafes and employees that will benefit from the grant award
- Level of support that CVT and partner organizations have provided to the restaurants, bars and cafes

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