



November 12, 2020

**RE: Opportunities for COVID-19 Pandemic Relief Programs**

Dear Lindenhurst Restaurant Owner/Manager:

We are all too painfully aware of the widespread toll that the COVID-19 pandemic has taken on our lives and livelihoods throughout the country. We also know that our community has not been spared from the effects of this terrible disease. COVID-19 has touched every aspect of our lives and, in many cases, the results have been devastating. The Village believes that this isn't how the story has to end.

The Village of Lindenhurst remains committed to the support of its small businesses and has taken steps to help meet the challenges that this crisis poses. The Village wishes to support our restaurants, who have been disproportionately hit by the effects of the pandemic, with a grant program which will offer some funding to help through the coming months. The Village has committed a total of \$85,000 to the Restaurant Expense Reimbursement Grant Program to assist with certain eligible costs. The Village will reimburse eligible COVID-19 related expenses up to \$5,000 per restaurant. Grant applications of \$5,000 or less will be accepted until this amount is fully exhausted.

**Lindenhurst Restaurant Expense Reimbursement Grant Program**

*Eligible Applicants:*

Owners of restaurants or liquor license holders with a physical presence within the corporate boundaries of Lindenhurst who remain in operation as of November 9, 2020.

*Eligible Expenses:*

1. Seasonal partitions or barriers for spacing (e.g. plexiglass);
2. Outdoor cover (e.g. tents, awnings);
3. Outdoor heating/cooling equipment (e.g. fans, heaters);
4. Outdoor lighting and/or furniture;
5. Costs for protecting customers and staff (including PPE, cleaning products, or sanitization services);
6. Other tangible items that may be directly attributed to accommodations to public health in response to the COVID-19 pandemic;
7. Rent and/or lease expenses.



*How to Apply:*

Please complete the Restaurant Expense Reimbursement Grant Application. A copy of the application is included with this letter or can be found on our website ([www.lindenhurstil.org](http://www.lindenhurstil.org)) under the "COVID-19 Resources" tab. Submit the completed application to the Village Hall (2301 E. Sand Lake Road), or email to [mail@lindenhurstil.org](mailto:mail@lindenhurstil.org). Documentation of expenses is required to receive reimbursement.

*Approval Process:*

Applications will be reviewed by Village administration to ensure all appropriate information has been supplied. Applications which are deemed to be complete will be submitted to bill payment. Payments can be expected within 30 days of approval. Applicants will be notified if an application is incomplete or incorrect, and will be given an opportunity to correct identified defects.

**0% Inflationary Increase to Property Tax Levy**

To provide further relief to our business community and residents, the Village of Lindenhurst Mayor and Board of Trustees have committed to not increasing the Village's property tax levy for the upcoming year. Any increase in cost may be due to an increased assessment of your property, and not an increase instituted by the Village. While the Village only represents approximately 3% of your total tax bill, we know that every little bit helps.

**Other Resources**

*Illinois Business Interruption Grant (BIG) Program*

Funded through the CARES Act, the Illinois Department of Commerce and Economic Opportunity (DCEO) created the BIG Program to help small businesses hardest hit with COVID-19 related losses. Funding for this program can be used toward working capital including payroll, rent, and utilities. The second round of funding is open now. An online form for the program can be found at: <https://accionilin.formstack.com/forms/big>.

We understand that this is an unprecedented time throughout the world and that there are extraordinary pressures placed on all businesses and organizations to survive. The Village will continue to examine other opportunities to provide further assistance as the pandemic's effects linger and make a greater impact throughout our community.

Sincerely,

Clay Johnson  
Village Administrator



# Restaurant Expense Reimbursement Grant Program

Due to the COVID-19 pandemic's impact on many of our businesses, we would like to establish a grant program which will help cover the cost of many of our restaurants' unexpected expenses. It is our hope that these funds will help these small businesses through the difficult economy and meet public health requirements. At this time, the Village has committed \$85,000 to the grant program. The Village will reimburse 50% of eligible expenses up to \$5,000 until the funding has been exhausted.

The guidelines of the program is as follows:

## *Eligible Expenses*

1. Seasonal partitions or barriers for spacing (e.g. plexiglass)
2. Outdoor cover (e.g. tents, awnings)
3. Outdoor heating/cooling equipment (e.g. fans, heaters)
4. Outdoor lighting and/or furniture
5. Costs for protecting customers and staff (including PPE, cleaning products, or sanitization services)
6. Other tangible items that may be directly attributed to accommodations to public health in response to the COVID-19 pandemic
7. Rent and/or lease expenses

## *Eligible Applicants*

1. Owners of restaurants or liquor license holders with a physical presence still operating within the corporate boundaries of Lindenhurst who remain in operation as of November 9, 2020.

An application has been prepared that will need to be completed by any eligible applicant for consideration for reimbursement. A copy of the draft application is included with this memo. The application will need to be supported by receipts or copies of checks associated with the items purchased. Expenses must be incurred beginning March 20, 2020 and the program may continue until the allotted funds are committed. Reimbursement may take up to 30 days after an application is approved.

### *Will I need to report my expenditures?*

Yes. This grant program will fund reimbursements for actual costs incurred by the applicant in the eligible expense categories. Quotations and cost estimates will not be considered sufficient proofs of purchase or rental.

### *When will the funds be released?*

Approved applicants will receive reimbursement once receipts for the qualifying expenses have been submitted to the Village, and they have been reviewed and approved by Village Administration.

### *What must be included with my application?*

Documentation of your expenses.

### *Who can I contact if I have questions?*

Clay Johnson, Village Administrator  
Village of Lindenhurst  
2301 E Sand Lake Road  
Lindenhurst, IL 60046  
(847) 356-8252  
[cjohnson@lindenhurstil.org](mailto:cjohnson@lindenhurstil.org)

### *How do I submit the application?*

*Hard copy:* Clay Johnson, Village of Lindenhurst, 2301 E Sand Lake Road, Lindenhurst, IL 60046;  
OR,

*Email:* [mail@lindenhurstil.org](mailto:mail@lindenhurstil.org)



## Restaurant Expense Reimbursement Grant Program Application

**Applicant Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Business Email:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_

**Number of Employees:** \_\_\_\_\_

**Funding Amount Requested:** \_\_\_\_\_

**Description of COVID-19 Impacts on your Business:** \_\_\_\_\_

\_\_\_\_\_

**Desired Use of Funding (Please be specific):** \_\_\_\_\_

\_\_\_\_\_

*Applicant must certify that the information provided in this application and the supporting information is true and accurate. Applicant understands and agrees that:*

- (1) The Village may require additional information or documentation before the application is accepted or processed;*
- (2) The application may be rejected or denied;*
- (3) Even if the application is approved, the amount of funds approved for reimbursement may differ from the total grant funds requested.*

*In processing grant applications, Village staff will have discretion to determine the degree to which requested expenditures are necessary to support the intent of the program, and will be authorized to approve, deny, or limit grant funding made available to applicant. All grant applicants will be required to retain proof of expenditures and provide receipts to the Village in order to receive reimbursement.*

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_

*(If not the applicant)*

**Date:** \_\_\_\_\_