

CITY OF ROCKFORD

ROCKFORD OUTDOOR REFRESHMENT AREA (RORA) WINTERIZATION ASSISTANCE PROGRAM GUIDELINES

Program Purpose

To provide a one-time reimbursement program for restaurants, bars, and other retail establishments located within the social district established in the City of Rockford for cold weather activation. Program funds are intended to be used for winterization purposes and to maintain outdoor commercial operations during the winter months (December 2020 – April 2021) as the COVID-19 pandemic continues.

Available Funding

Approved projects are eligible for reimbursement of up to 50 percent of project costs for eligible winterization elements and enhancements within the social district established in the City of Rockford. Reimbursement is capped at \$2,500 per business.

Project Evaluation

Any project located within the social district established in the City of Rockford will be considered for the RORA Winterization Assistance Program. Submitted applications will be evaluated by the City Manager and City Finance Director to determine their eligibility. The City of Rockford will consider funding winterization elements, enhancements, or installations that extend outdoor dining, outdoor seating, or other outdoor commercial activity into the winter season, including, but not limited to, the items outlined below:

- Outdoor heaters (e.g. electric and propane warmers, fireplaces, etc.)
- Tables and chairs
- Lighting
- Enclosures (e.g. tents, canopies, etc.)
- Other outdoor commercial activity operational costs at the City's discretion subject to legal review

The approval of a particular project will be at the sole discretion of the City of Rockford. The winterization infrastructure items shall be the property of the City of Rockford.

Requirements and Eligibility

1. Projects shall be located in the RORA social district established in the City of Rockford.
2. All elements, enhancements, and installations shall have the approval of the City of Rockford prior to implementation.
3. Program funding may only be used to reimburse eligible activities.
4. Program funding may only be used for winterization elements, enhancements, or installations that extend outdoor dining, outdoor seating, or other outdoor commercial activity into the winter season (December 2020 – April 2021).
5. Projects shall be temporary installations that may be removed after the winter season.

6. Nonprofits and higher learning institutions are generally not eligible; provided, however, the City of Rockford may choose to support a project at their sole discretion.
7. Applicants must be up to date on City of Rockford taxes, fees, and charges prior to receiving reimbursement.
8. Successful applicants must enter into a RORA Winterization Assistance Program Agreement with the City of Rockford.
9. The City of Rockford shall own the items funded pursuant to this program.

Approval Process

1. Submit application and budget of planned expenses to the City of Rockford.
2. The City Manager, the City Finance Director, and related personnel review application and budget of planned expenses to confirm project eligibility subject to legal review by the City Attorney.
3. Notification to applicant of project eligibility.
4. Winterization Infrastructure Agreement executed by the City of Rockford and applicant setting forth terms of use.
5. Applicant obtains City of Rockford permit approvals.
6. Itemized receipts and proof of payment provided by applicant to the City of Rockford.
7. Reimbursement issued.

Applications and questions can be directed to Thad Beard (City Manager) or Linda Lehman (City Finance Director).

Thad Beard, City Manager
tbeard@rockford.mi.us
616-866-1537

Linda Lehman, Finance Director
llehman@rockford.mi.us
616-866-1537

ROCKFORD OUTDOOR REFRESHMENT AREA (RORA) WINTERIZATION APPLICATION

Business Name: _____

Owner Name: _____

Address: _____

Phone: _____ Email: _____

Enhancement Element: _____

Proposed Use: _____

Cost: \$ _____ Reimbursement Request: \$ _____

Number of City owned items: _____ Total number of items purchased: _____

Enhancement Element: _____

Proposed Use: _____

Cost: \$ _____ Reimbursement Request: \$ _____

Number of City owned items: _____ Total number of items purchased: _____

Enhancement Element: _____

Proposed Use: _____

Cost: \$ _____ Reimbursement Request: \$ _____

Number of City owned items: _____ Total number of items purchased: _____

Enhancement Element: _____

Proposed Use: _____

Cost: \$ _____ Reimbursement Request: \$ _____

Number of City owned items: _____ Total number of items purchased: _____

Total Investment to your business: \$ _____

Total Reimbursement Requested: \$ _____

Signature of Applicant: _____

Date: _____

W9 Form Completed: _____

All enhancement items the city reimburses for will become property of the City of Rockford and will be stored at our facility for future use. For example: If you buy 4 heaters for \$1,000 each, we will reimburse you for 2 of those heaters, which at the end of the season will become City property and we will store until they are needed again.

Approved by: _____ Date: _____
Thad Bead, City Manager

Approved by: _____ Date: _____
Linda Lehman, Finance Director