

**CITY OF HIGHLAND PARK  
BUSINESS RECOVERY GRANT PROGRAM  
FOR RESTAURANTS, RETAILERS, AND SERVICE BUSINESSES**

### **Purpose**

The City recognizes the importance of retailers, restaurants, and service businesses to the City's vitality. The July 4<sup>th</sup> parade incident ("incident") created unprecedented hardship for these businesses. The purpose of the Business Recovery Grant (BRG) program is to provide funding to offset a portion of lost revenue due to directly impacted business closure from the incident during the dates July 4 through July 10.

### **Eligibility**

1. The business must be either (a) a retail store, for which the primary or secondary use is the retail sale of goods or merchandise, (b) a dine-in or carry-out restaurant, or (c) a service business.
2. The business must have been closed during the period July 4-10, must be located within the City Central Business District (CBD) perimeter which was closed July 4-10 due to the July 4th parade incident, and be included on the City's list of businesses in the July 4-10 closed perimeter. Eligible businesses will be contacted by the City's Business Development Office.
3. The business must certify that they agree to pay or have paid wages to their employees for scheduled work hours during the dates of July 4 through July 10 up to the value of the grant.
4. The business must certify that it was 100% closed for business both physically and virtually, and did not conduct potential or actual revenue-generating business during the period July 4-10 by any means such as at an alternative physical location or by a virtual workplace via a private network; the internet; by phone; a telecommunications application; a video communications platform for meetings, chat, phone, webinars, and online events; cloud computing programs; or other virtual options.
5. The business must certify that BRG program funds cannot be duplicated by other sources such as insurance, donations, or other grants and that the business did not or will not receive recovery funds from other sources:
  - a. greater than 25% of lost revenue, estimated by the City using the most recently available last three months of sales data for restaurants; or
  - b. greater than 50% of lost revenue, estimated by the City using the most recently available last three months of sales data for retailers; or
  - c. greater than 50% of lost revenue, estimated by the City using the most recently available last three months of sales data for services businesses.
6. The business must be current in the payment of all City business-related taxes and fees.

## Grant Description

The City's contribution is a direct grant for the City's estimate of a business's revenue loss, given the following City requirements, conditions, and provisions:

1. Restaurants located within the CBD perimeter which was closed due to the incident may request reimbursement of up to 75% of estimated revenue loss for closed business dates during the dates of July 4 through July 10, estimated based on a daily average from the average of the last three months of sales, and supported by submission of the restaurant's last three months of ST1 tax forms filed with the State, with an indication of how much of the total reported sales are from its Highland Park location, for each of the three months of documentation submitted.
2. Retailers located within the CBD perimeter which was closed due to the incident may request reimbursement of up to 50% of estimated revenue loss for closed business dates during the dates of July 4 through July 10, estimated based on a daily average from the average of the last three months of sales, and supported by submission of the retailer's last three months of ST1 tax forms filed with the State, with an indication of how much of the total reported sales are from its Highland Park location, for each of the three months of documentation submitted.
3. Service businesses located within the CBD perimeter which was closed due to the incident may request reimbursement of up to 50% of estimated revenue loss for closed business dates during the dates of July 4 through July 10, estimated based on a daily average from the average of the last three months of sales, and supported by submission of the business's last three months of accountant-certified sales registers, with an indication of how much of the total sales are from its Highland Park location, for each of the three months of documentation submitted.
4. If an applicant receives recovery funds as defined in Application Eligibility Section Paragraph 4, after certifying that the recovery funds would not be received and after receiving a City BRG, the applicant must pay the entire grant back to the City.
5. The following payback schedule applies, if a business is the recipient of a City BRG and moves out of the City to another location:

<b>Term of Grant Expired</b>	<b>Less than 1 Year</b>	<b>1 – 2 Years</b>	<b>More than 2 Years</b>
\$ Repaid to City	100%	50%	0%

6. Determinations of qualifying eligible revenue submitted as part of the BRG application will be made solely at the discretion of the City of Highland Park, and without obligation, when possible after the BRG application deadline of August 19, 2022. Grant eligibility is available on a first come first serve application basis, although priority will be given to restaurants and retailers, through the depletion of BRG program budgeted funds. Grants will be distributed after the August 19, 2022 application deadline, as soon as feasible.
7. Grants are subject to 1099-G reporting.
8. The business shall have the duty to maintain complete and accurate books, records, and accounts supporting sections 1-5, above. The Director of Finance, or his or her designee, shall have full access to the business books, records, and accounts for the following audit procedures:

- a. The City shall notify a business in writing of a proposed City audit of the business books and records.
- b. Such notice shall specify the period to be audited and shall detail the minimum documentation or books and records that the business must make available to the City auditor.
- c. Audits shall be held only during reasonable times of the day and, unless impracticable, at times agreed to by the business.
- d. A City auditor who determines that there has been a BRG overpayment during the course of the audit shall identify the overpayment to the business so that the business can take the necessary steps to return the overpayment to the City.

### **Application Review and Approval Process**

Submit the completed application form, W9 form (attached), and documentation required per Application Grant Description Sections 1-3 by **August 19, 2022**. There are three ways to submit the application materials.

1. Drop Box: 24 Hours a day, 7 days a week; box is located on Hazel Avenue, adjacent to City Hall. Documents will be collected the next business day.

2. Mail to:

City of Highland Park  
Office of Business Development  
1707 St. Johns Avenue  
Highland Park IL 60035

3. Email the completed Application form and attachments to [cityhp@cityhpil.com](mailto:cityhp@cityhpil.com) with "BRG Application" in the subject line of the email.

Questions: [cityhp@cityhpil.com](mailto:cityhp@cityhpil.com) or 847.926.1000

Staff will review applications expeditiously, on a first-come, first-served basis, and will notify the applicant via email if the grant is approved or denied.

### **Payment**

Payment will be made to the grantee after approval by the City Manager and processing through the City's accounts payable process.

**CITY OF HIGHLAND PARK  
BUSINESS RECOVERY GRANT (BRG) PROGRAM APPLICATION FORM  
FOR RESTAURANTS, RETAILERS, AND SERVICE BUSINESSES**

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

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

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

Applicant's Mobile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Grant Amount Requested: \$ \_\_\_\_\_

# Days Operating: April \_\_\_\_\_ May \_\_\_\_\_ June \_\_\_\_\_

Is the Applicant's sales documentation as defined in Application Grant Description Sections 1-3, attached to this application form? Yes \_\_\_\_\_ No \_\_\_\_\_. Partial applications will not be accepted. Alternative documentation will not be accepted.

The Applicant (business name) \_\_\_\_\_ asserts that the preceding information is true, correct, and will comply with all City requirements, conditions, provisions, and certifications applicable to the BRG Program. The applicant fully understands that the City Manager's Office can make no variances to the requirements, conditions, provisions, and certifications except as authorized in writing. The applicant agrees that in the event of their breach of any requirement, condition, provision, or certification as described in the BRG Program description and eligibility, the City of Highland Park has the right to reject the application and/or deny payment and/or recover payment, without prejudice to any other rights or remedies of the City.

Business Owner Name	Business Owner Signature	Date
_____	_____	_____

Submit the completed Application form and attachments via:

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