

## **CITY OF WHEELING**

### ***Outdoor Dining Program (ODP)***

#### **Program Guidelines (October, 2021)**

#### **PURPOSE:**

The City of Wheeling's Outdoor Dining Program (ODP) provides financial assistance for qualified improvements to privately owned eateries/hospitality establishments within the Wheeling city limits. The purpose of the ODP is to support establishments that have been impacted by the COVID-19 Pandemic and to support their endeavors to provide outdoor space for their establishment.

#### **ELIGIBILITY:**

*Eligible applicants include owners of the property as well as lease holders with the permission of the owners. Business owners who are leasing a building must present an Owner Consent Form with their completed application. The City of Wheeling will reimburse 90% of eligible expenditures up to \$20,000.00. This will be a one-time reimbursement.*

*Eligible Expenditures:* For purposes of this program, eligible expenditures shall include expenses related solely to their outdoor space. Expenditures must have occurred after March 15, 2020 in order to be eligible. Costs must also be directly associated with the COVID-19 Pandemic.

Eligible expenditures include awnings, construction materials, lighting, signage and labor costs. Fees for architects, engineers or other design consultants are also eligible expenditures.

- Structures – (tents, pavillons, pole buildings, etc.)
- Awnings (canvas or construction materials)
- Cost of labor
- Signage
- Expenses must have occurred after March 15, 2020 and be directly related to the business's response to COVID-19.
- If labor is included in costs submitted, the work must have been completed by a licensed contractor, legally operating in the City of Wheeling. The applicant is responsible for obtaining necessary building/site permits for all work. Applicants should contact the City's Building and Planning Department for assistance with permitting.
- All design and specification work in creating construction documents, when necessary, shall be prepared by a licensed design professional of the architectural or engineering discipline as defined by West Virginia Code. These expenses can also be included in the total cost of the project.

### **CONDITIONS:**

Awards under the ODP shall be considered on a first come first serve basis. Once the application and all necessary documentation is received, your submission will be reviewed for compliance. If found to be compliant a resolution will be presented to Wheeling City Council for reimbursement.

### **APPLICATION PROCESS:**

APPLICANTS ARE ENCOURAGED TO CONTACT THE CITY'S ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT TO REVIEW THE PROJECT PRIOR TO SUBMITTING A COMPLETED APPLICATION.

- All applicants must submit the following information:
  - Completed application
  - Photographs of existing business
  - Plans and/or elevations of completed improvements or work to be completed.
  - List and/or description of materials used.
  - Detailed cost estimates/bids received for completed improvements
  - IRS W-9 Form: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
  - If applicant is property owner- Proof of Property Ownership OR if applicant is not property owner- Owner Consent Form

The City of Wheeling reserves the right to request further information from the applicant or visit the applicant's property in an effort to evaluate the work completed.

### **REIMBURSEMENT PROCESS:**

Applicants who qualify for funding must document all expenditures and provide the City of Wheeling with proof of payment (receipts, paid invoices, etc.) for all eligible improvements. A Resolution will then be presented to Wheeling City Council for 90% of up to \$20,000.00 of the eligible costs submitted. Once approved by City Council the applicant will then be provided with a one-time reimbursement for the approved amount. Reimbursement checks will be issued by the City of Wheeling.

***\*These program guidelines are established in accordance with U.S. Department of Treasury rules as they currently exist for ARPA funds. Please note that these guidelines are subject to change if ARPA rules are modified in a manner that may affect this program.***

