

**CITY OF REDONDO BEACH  
RIVIERA VILLAGE ASSOCIATION  
COVID-19 REIMBURSEMENT GRANT GUIDELINES**

The City of Redondo Beach is offering a reimbursement grant that provides up to \$50,000 to the Riviera Village Association for necessary expenditures incurred due to the COVID-19 public health emergency. This document contains information regarding the grant funding, eligibility, evaluation criteria, and other program guidelines. Please contact the Financial Services Department at (310) 318-0683 or [FinanceMail@redondo.org](mailto:FinanceMail@redondo.org) with any questions.

**I. AVAILABLE FUNDING**

The Redondo Beach City Council has allocated \$50,000 of its CARES Act funding for a grant to the Riviera Village Association. This grant will reimburse necessary expenditures incurred due to the COVID-19 public health emergency related to City-permitted outdoor dining/business operations.

**II. ELIGIBILITY**

**A. Eligible Expenditures**

Expenditures eligible for reimbursement must be necessary due to the COVID-19 public health emergency and have been incurred between August 18, 2020 and October 1, 2020. If by October 2, 2020, these expenditures have not totaled \$50,000, necessary expenditures incurred between March 1, 2020 and August 17, 2020 will be considered. Types of expenditures include but are not limited to the following costs of City-permitted outdoor dining/business operations.

- Social Distancing Accommodations
- Indoor Restriction Accommodations

**B. Applicant**

Because reimbursements will be made only to the Riviera Village Association, it will be the Association's responsibility to disburse funds to its individual small business members if necessary.

**III. APPLICATION PROCESS**

See the reimbursement application for a step-by-step summary of the application process and a detailed checklist of required attachments.

An electronic version of the completed form and required attachments are to be emailed to [FinanceMail@redondo.org](mailto:FinanceMail@redondo.org) with a hard copy mailed to the following address.

City of Redondo Beach  
Attention: Financial Services  
415 Diamond Street  
Redondo Beach, California 90277

#### **IV. REIMBURSEMENT PROCESS**

Upon approval of the reimbursement application and verification of the required attachments, the next steps will include the following.

**A. Grant Agreement**

A grant agreement which details the Terms and Conditions associated with the grant must be signed. The City currently uses DocuSign for the signatures.

**B. City Council Approval**

The grant agreement will be forwarded to the City Council for review and consideration of final approval.

**C. Reimbursement**

Grant reimbursements are processed through the normal City accounts payable cycle of net 60 days.