

## **CITY OF REDONDO BEACH CITYWIDE COVID-19 REIMBURSEMENT GRANT GUIDELINES**

The City of Redondo Beach is offering a reimbursement grant that provides up to \$2,000 to small businesses located in the City of Redondo Beach 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 \$40,000 of its CARES Act funding for grants to the small businesses located in the City of Redondo Beach. These grants will reimburse necessary expenditures incurred due to the COVID-19 public health emergency in an amount not to exceed \$2,000. Fully completed applications emailed to [FinanceMail@redondo.org](mailto:FinanceMail@redondo.org) will be considered on a “first-come, first-served” basis in the event the total amount of reimbursement requests exceeds \$40,000.

### **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 March 1, 2020 and November 15, 2020. Types of expenditures include but are not limited to the following costs of complying with public health orders.

- Social Distancing Accommodations
- Indoor Restriction Accommodations
- Personal Protective Equipment (PPE)
- Disinfection Supplies

#### **B. Applicant**

Because reimbursements will be made to the ultimate purchaser of the item or service, the applicant should be the business or individual who made the purchase (without reimbursement) or who reimbursed the purchaser.

### **III. APPLICATION PROCESS**

See the reimbursement application for a step-by-step summary of the application process and a detailed checklist of required attachments. Reimbursement applications are available online at <https://www.redondo.org/depts/financial/covid19reimb.asp>.

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

Fully completed applications emailed to [FinanceMail@redondo.org](mailto:FinanceMail@redondo.org) will be considered on a “first-come, first-served” basis in the event the total amount of reimbursement requests exceeds \$40,000.

#### **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**

All grant agreements 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.