



# **CITY OF INDUSTRY COVID-19 TEST REIMBURSEMENT PROGRAM GUIDELINES**

## **A. PROGRAM DESCRIPTION**

1. The City of Industry (“City”) intends to support local businesses and their local workforces by subsidizing the cost of COVID-19 viral and antibody testing for employees.
2. The City shall distribute grants on a first come, first served basis, and the program shall terminate when funding has been exhausted.
3. Assistance shall be offered in the form of a grant, with no repayment required.
4. A maximum of one (1) grant may be provided to each business.
5. The grant shall be provided on a reimbursement basis, after COVID-19 testing is completed.
6. All grant payments shall be made directly to the business owner.
7. The maximum grant amount shall be the total cost of testing or \$15,000.00, whichever is less.

## **B. BUSINESS ELIGIBILITY CRITERIA FOR PARTICIPATION**

1. The business must be in the City.
2. The business shall not have more than 200 City based employees.
3. The business must have filed its City of Industry business license, not later than June 11, 2020
4. The business has not received any other grants, reimbursements, or other funding, including health insurance coverage, for the COVID-19 tests for which the business is seeking reimbursement from the City.

## **C. ELIGIBLE EXPENDITURES**

1. The grant shall be used for reimbursement of Coronavirus (COVID-19) Viral Testing or Antibody Testing for employees, and for no other purpose.
2. The laboratory that provided the testing must hold Clinical Laboratory Improvement Amendments (CLIA) certification and California licensure or registration from California Department of Public Health (CDPH).
3. Testing must have occurred on or after March 1, 2020.

## **D. PROMOTION / PUBLIC NOTICE**

1. City will post on website.
2. City shall work with Industry Business Council to promote program and notify businesses via email.

## **E. HOW TO APPLY**

1. Application shall be posted on the City’s website and may be completed online then submitted to City.
2. Applicant shall sign a liability waiver included with the application.
3. The invoice and receipt from the laboratory that conducted the testing must be submitted with the application.

## **F. APPLICATION REVIEW AND APPROVAL**

1. Each application shall be reviewed by City staff to verify compliance with all provisions of these program guidelines.
2. Upon determination of compliance by City staff, applicant will be notified via email of approval, denial, or incompleteness.
3. Upon notification of incompleteness, the applicant must submit any missing information demonstrating compliance within ten (10) days of notification or the application will be denied. If program funding has been exhausted prior to submittal of missing information or review of updated application, then the application shall be denied, due to lack of funding.
4. Checks will be issued via mail service, only. No in-person pick-up will be permitted.

## **G. RECORDKEEPING REQUIREMENTS**

1. City shall maintain documentation for each applicant: copies of all emails and correspondence, application, invoices, receipts, and check payment to applicant.