



# **CITY OF INDUSTRY OUTDOOR BUSINESS OPERATIONS REIMBURSEMENT PROGRAM GUIDELINES**

## **A. PROGRAM DESCRIPTION**

1. The City of Industry (“City”) intends to support local businesses and the local workforce by assisting with the cost of purchase and/or rental of portable canopies, barriers, chairs, tables, umbrellas, hand washing and sanitizing stations (“resources”) for temporary outdoor operations during the public health emergency.
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 the resources has/have been purchased or rented.
6. All grant payments shall be made directly to the business owner.
7. The maximum grant amount shall be the total cost of the purchase or rental of the resources, or \$5,000.00, whichever is less.

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

1. The business must be located in the City.
2. The business must have filed its City of Industry business license, not later than August 27, 2020
3. The business has not received any other grants, reimbursements, or other funding, for the resources for which the business is seeking reimbursement from the City.

## **C. ELIGIBLE EXPENDITURES**

1. The grant shall be used for reimbursement of the purchase and rental of resources, and for no other purpose.
2. Reimbursement is eligible only for purchase and rental of resources, sales tax, and shipping costs and may not be obtained for costs related to installation of the resources, labor, supplies, or other equipment.
3. Purchase and rental of the resources 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 or IBC publications.

## **E. HOW TO APPLY**

1. Application shall be posted on the City’s website and may be completed online or printed, then submitted via email to City of Industry at [outdoorbusinessassistance@cityofindustry.org](mailto:outdoorbusinessassistance@cityofindustry.org)
2. Applicant shall sign a liability waiver included with the application.
3. A copy of the receipt for the purchase and rental of resources 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 and state, county and local requirements.
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 next-day 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.