



Financial Aid Request: COVID Health, Safety & Sanitization Expense Reimbursement Application for Businesses

Has one of your employees, clients or customers been in contact with or tested positive for COVID-19?

***Do you need to disinfect your business to keep your employees and customers safe
and help prevent the spread of COVID-19?***

Have you incurred added expense to due to mandated health & safety COVID-related protocols?

The structure of the CARES Act allows the City of Rockdale to utilize the funds which have been allocated to our city for health, safety and sanitation expenses related to COVID-19.

Under the CARES Act regulations, the City of Rockdale can file for reimbursement of cleaning expenses, PPE and other expenses related to health and safety which are directly attributable to COVID-19.

To request reimbursement, please complete this form and include copies of invoices, detailed receipts, proof of payment (cancelled checks and/or credit card statements matching receipts), etc.

Submit all documents on one email to Roxanne Proudley, City of Rockdale Finance Director, at rproudley@rockdalecityhall.com with your company name and "COVID Expense" in the subject line.

Contact Name: _____

Name of Business: _____

*Direct Phone of Contact: *(cell preferred)* _____

*Direct Email Address: _____

Address of location to be cleaned: *(must be inside Rockdale city limits)*

Type of Business: _____

Nature of Expense: _____

Additional Notes or Comments: _____

I hereby attest that the information and documentation provided is accurate and directly attributable to COVID.

Signature

Date

****Direct contact information is required for follow-up communications***

Depending on the nature of the expense claim, additional documentation may be required by the State for reimbursement approval. The City of Rockdale does not guarantee reimbursement of claims, as decisions are made at the State level and at their discretion. No reimbursements can be made to the applicant until the State approves and disburses the requested funds to the City of Rockdale.