



## Special Service Area (SSA) Health & Sanitation Rebate Program Guidelines

Created April 20, 2020

### 1. Description

In the wake of the global spread of COVID-19, businesses have been confronted with an increased need to quickly, frequently, and thoroughly clean their location and all equipment, and food establishments have been forced to suspend dine-in operations and pivot entirely to carryout and delivery service. The Health & Sanitation Rebate Program (the “Program”) was created as an emergency response to the COVID-19 emergency, with a goal of supporting local businesses facing increased costs for sanitation supplies and takeout packaging by providing a rebate. The Program is funded by SSAs 19, 24, and 54 and administered by the Rogers Park Business Alliance. Eligible expenses include purchase of gloves, masks, takeout containers, bags, antibacterial hand soap, hand sanitizer, isopropyl alcohol, disinfectant wipes, disinfectant spray, bleach, and janitorial supplies.

Applicants meeting all Program requirements outlined in this document may receive a rebate of up to 50% of eligible costs, not to exceed a total of \$400 per business. Due to the evolving nature of COVID-19 and its impacts on businesses, the SSA Commissioners reserve the right to implement additional Eligibility Requirements as it deems reasonable, and change or end the Program at any time. These measures are meant to support Rogers Park and West Ridge businesses during this transitional period so that locally-owned businesses can continue to function and promote themselves, keep local dollars local, and stimulate economic activity.

### 2. Eligible Applicants & Expenses

- Applicants must be locally-owned brick-and-mortar businesses located in one of the special service areas serviced by RPBA, including:
  - Howard Street SSA 19
  - Clark/Morse/Glenwood SSA 24
  - Sheridan Road SSA 54
- Applicants may only seek a rebate for the items that are used to support delivery and carryout operations or to clean and sanitize work spaces and equipment such as:
  - Antibacterial hand soap and/or hand sanitizer

- Isopropyl alcohol
- Disinfectant wipes
- Disinfectant spray or bleach
- Food handling gloves
- Non-medical masks
- Takeout containers or packaging
- Applicants must be the entity paying for the project and must submit receipts for reimbursement.
- Receipts must be dated on or after March 15, 2020
- Applicants must comply with all requirements and deadlines set forth in these Guidelines and Application and respond to any questions in a timely manner.
- To the extent that the owner or tenant is supplying his or her own materials or labor for the project, profits and overhead are not eligible expenditures for rebate.

### **3. Application Process**

Applications are subject to review and approval by the SSA Commissioners and a business shall only be awarded a rebate once, subject to funding availability.

Applications must be submitted no later than 5pm on Friday, June 19, 2020. In case applications exceed current funding, a lottery will be held for each of the four SSA's.

NOTE: The Rogers Park Business Alliance and SSA Commissioners are aware that time is of the essence, and processing all rebate applications will remain a priority during this crucial period. To apply for a rebate through the Health & Sanitation Rebate Program, apply online at [tinyurl.com/sanitationrebate](http://tinyurl.com/sanitationrebate) or email [cplante@rpba.org](mailto:cplante@rpba.org).