

**POLICY FOR DISBURSEMENT OF CITY FUNDS TO LOW- AND MODERATE-
INCOME PERSONS IMPACTED BY CATASTROPHIC EVENTS WHERE
EVACUATION HAS BEEN STRONGLY ENCOURAGED OR MANDATED BY THE
CITY**

Purpose:

The purpose of this policy is to establish the circumstances and the eligibility criteria pursuant to which city residents impacted by a catastrophic event that necessitated a strong suggestion or a mandate by the mayor (via a ‘State of Emergency’) or a request by Public Safety Officials (i.e., only the Police Chief, Fire Chief, or Emergency Management Director) to evacuate an area.

Funding:

The funding for this policy must be approved with each qualifying event. Funding for one event does not guarantee funding for a future event.

The City will seek reimbursement of funding from a private company, or other established entity, if deemed the catalyst of a catastrophic event (e.g., a major fire with potential explosives) necessitating an evacuation order issued by the mayor (via a ‘State of Emergency’) or a request by Public Safety Officials (i.e., only the Police Chief, Fire Chief, or Emergency Management Director) that strongly encourages evacuation and that prompts the need to create and provide relief funds to those impacted.

Eligibility Criteria:

In circumstances where the City has strongly encouraged or mandated city residents to evacuate their homes, due to a catastrophic event, the City, if funds are available as determined in the City’s sole and absolute discretion, may provide financial assistance to city residents, who are low to moderate income, either directly or indirectly through a city selected non-profit entity, on a reimbursement bases consistent with the following criteria:

1. The applicant for assistance on a reimbursement bases must be a city resident who is low to moderate income based upon guidelines issued by the United States Department of Housing and Urban Development (“HUD”) and must live within the evacuation area or work for a business, located within the evacuation area, that closed as a result of the voluntary evacuation request or mandatory evacuation order.
2. The reimbursable expenses may include, but are not limited to, hotel expenses, food, loss wages, and other verifiable expenses related to the voluntary evacuation request or mandatory evacuation order.
3. The applicant seeking reimbursement must provide documentation of the expenses for which reimbursement is sought. In the event documentation is not readily available, a self-certification (affidavit) may be accepted (up to a maximum of \$300) in a form approved by the City.

Cap on covered expenses:

Reimbursement of expenses shall not exceed \$1,000 per household and per catastrophic event.

Disqualifying circumstances/expenses:

City residents that have been reimbursed through other resources, public or private, will not qualify for reimbursement under the City's program. The City reserves the right to disapprove any request for reimbursement or any item(s) for which reimbursement has been requested.

Reports to City Council:

Staff shall provide periodic reports regarding reimbursements made for each event to City Council.

Policy review:

This policy shall be subject to periodic review by staff and City Council.

Repayment of expenses/falsification of records:

If it is determined that any document, provided to the City or the non-profit agency responsible for disbursement of the funds pursuant to this policy, has been altered or falsified or that the recipient was not eligible for the funds provided, the recipient of City funds shall be required to reimburse the City for the funds provided within sixty (60) days of notification. Said recipient shall be subject also to any and all criminal penalties provided by state law.

Tax consequences:

The recipient of city funds under this policy shall be solely responsible for any tax consequences or any other any consequences associated with said payment.

Administrative fee:

The administrative fee for the non-profit entity selected to disburse the subject funds shall not exceed 18% percent of the funding approved for the catastrophic event. The non-profit entity selected must be a local entity as determined by the City.

Effective date:

This policy shall remain in effect from the date of adoption until rescinded.