

City of Rialto Disaster Relief Fund

Program Outline and Requirements

The City's Disaster Relief Fund Program Outline and Requirements ("Program") is intended solely for the provision of short-term relief funds ("Relief Funds") in the event of a disaster, as defined herein, to residents of the City who are either the named individual on the lease of a dwelling, or the record owner of a dwelling, within the official boundaries of the City of Rialto. Decisions to award Relief Funds are solely at the discretion of the City Manager, or their designee, without right of review or appeal.

For the purpose of the Program, a "Disaster" is any of the following as declared by the City Council: (1) an emergency as defined in Government Code section 8558(1)(1); (2) an emergency as defined in the City's Emergency Operations Program; or (3) any other conditions of extreme peril immediately endangering the health and safety of City residents.

1. Eligibility Requirements

1.1 Residency

- Applicant must be a legal resident of the City at the time of the Disaster.
- The resident must be the named lessor on the lease, or the record owner, of the dwelling which is located within the official boundaries of the City of Rialto and was affected by the Disaster.
- Additional proof of residency is required (utility bill, lease, mortgage statement).

1.2 Impact from a Disaster

- The event must have been declared a Disaster by a majority vote of the membership of the City Council.
- Damage must have occurred within the specified Disaster period and location or zone.
- The aid recipient must have incurred loss of, or damage to, person and/or property as a direct result of the Disaster

1.3 Type of Losses Covered

- Replacement of essential household items (appliances, furniture, clothing).
- Temporary lodging or relocation expenses.
- Emergency medical supplies or prescription replacement.

- Loss of food or daily food costs while temporarily lodged or unhoused due to the disaster.

1.4 Income or Need-Based Criteria

- Provision of Relief Funds will be prioritized on the basis of financial need, with priority given to households qualifying as low- or moderate-income under California law.
- Proof of financial hardship is required (inability to pay for immediate needs)
- Proof of income is required.

2. Documentation Requirements

2.1 Proof of Loss

- Photos or videos of damage. Time and date stamped photos and videos are preferred.
- Proof of dislocation, or loss of residence.
- Written descriptions of destroyed or damaged personal property

2.2 Receipts or Cost Estimates

- Original receipts for purchases or repairs.
- Hotel invoices for temporary lodging.
- Invoices or estimates of relocation costs.
- Invoices or estimates for repair of structural or property damage, clean-up or remediation costs. All estimates and work must be from licensed contractors.
- Pharmacy receipts for medical needs.

2.3 Insurance Documentation

- Homeowner, renter, or auto insurance claim documents.
- Explanation of benefits (EOB) or denial letter.
- Proof of insurance deductible (if seeking deductible reimbursement).
- Applicants must show that expenses are not and have not been already fully covered by insurance. Applicant must identify any losses that were partially covered and the amount received or to be received.

2.4 Identification & Forms

- Government-issued ID.
- Completed reimbursement application.
- Signed attestation of accuracy and fraud acknowledgement.

3. Eligible Expense Rules

3.1 Allowable Expenses

- Must be reasonable and necessary.
- Must have been purchased or incurred within the approved timeframe after the Disaster.
- Must directly relate to restoring safe living conditions.

3.2 Ineligible Expenses

- Pre-existing damages not caused by the disaster.
- Luxury items or upgrades beyond pre-disaster condition.
- Any cost for which the applicant has already received payment or reimbursement from another source.
- Reimbursement of organizations, businesses or other entities that may have provided the applicant with relief payments.

4. Reimbursement Limits & Caps

4.1 Maximum Allowable Amount

- The maximum payment of Relief Funds to each qualifying applicant shall not exceed \$5,000. Only one applicant per household may qualify for Relief Funds.

4.2 Duplication-of-Benefits Rules

- Residents cannot receive reimbursement for costs already covered by insurance, FEMA, Red Cross, or other aid.
- All external benefits must be disclosed.

5. Application & Review Process

5.1 Application Submission

- Mailed or emailed form, or in-person submission.
- Deadline: As established by the City Manager or their designee and posted on City website. The deadline is typically 30–90 days post-Disaster.

5.2 Review & Verification

- Staff review of documents for completeness and eligibility.
- Follow-up requests for missing information.

5.3 Approval & Payment

- Approval notification with reimbursement amount.
- Payment by check.
- Expected processing time (e.g., 7-14 days after eligibility confirmation).

5.4 No Appeals

- All decisions of the City Manager are final and not subject to appeal or review.

6. Compliance & Audit Requirements

6.1 Record Retention

- Residents must keep receipts and documentation for a period of one year.
- City retains the right to request additional proof during audits.

6.2 Fraud Prevention

- Applicants must certify under penalty of perjury that all claims are truthful.
- Penalties for fraud may include repayment, fines, or disqualification from future aid.

6.3 Random Audits

- Periodic auditing of a percentage of claims.
- Verification of purchases.