

## **RESOLUTION NO. 2025-005**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF ROHNERT PARK FOUNDATION APPROVING A VICTIM RELIEF FUND POLICY AND ADOPTING CERTAIN BUDGET AND ACCOUNTING AUTHORITIES IN THE ADMINISTRATION OF THE VICTIM RELIEF FUNDS**

**WHEREAS;** on May 2, 2017, the Foundation Board authorized a Memorandum of Understanding (MOU) to accept on-going “Community Investment” contribution from the Federated Indians of Graton Rancheria (FIGR); and;

**WHEREAS,** the Rohnert Park Foundation, dedicated to serving the local community, recognizes the critical need for immediate and effective support during times of crisis, whether stemming from natural calamities or man-made incidents; and

**WHEREAS,** establishing a Victim Relief Funds (VRFs) Policy allows the Foundation to quickly mobilize resources and channel direct financial support to Rohnert Park residents impacted by disasters, ensuring that relief efforts are both responsible and aligned with the specific challenges faced by the community, thereby strengthening local resilience and recovery; and,

**WHEREAS,** once the Declared Emergency is issued, the Executive Director is authorized to establish a VRF account for the specific Declared Emergency into which the Foundation Treasurer will deposit all Donations dedicated for the support of that specific VRF; and,

**WHEREAS,** upon acceptance of each donation, the Foundation Treasurer shall record the Donation on a “Donation Acceptance Form” and shall provide a receipt of the transaction, compliant with State and federal regulations, including address and tax identification number to the donor; and,

**WHEREAS,** once an Applicant has completed and submitted an Application for Relief Funds and the Executive Director has determined that the Applicant meets the Qualifications, the Foundation Treasurer may cause the maximum amount of Relief Funds for which the Qualified Applicant is eligible to be distributed; and,

**WHEREAS,** the Executive Director, subject to ratification of the Board, may also transfer funds from a previously established General Relief Account to the specific VRF for the purpose of establishing the VRF more quickly.

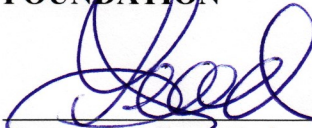
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the City of Rohnert Park Foundation that it does hereby determine, authorize, and approve the following:

1. The establishment of a Victim Relief Policy, attached hereto and incorporated herein as Exhibit A, to mobilize resources and channel direct financial support to Rohnert Park residents impacted by disasters.
2. Once an Applicant has completed and submitted an Application for Relief Funds and the Executive Director has determined that the Applicant meets the Qualifications, the Foundation Treasurer may cause the maximum amount of Relief Funds for which the Qualified Applicant is eligible to be distributed.


3. The Foundation Treasurer is hereby authorized and directed to set up new VRF Funds, make any budgetary adjustments to the budget in order to distribute funds, transfer funds to and from the General Relief Account, and record donations in accordance with GAAP.

**DULY AND REGULARLY ADOPTED** this 9<sup>th</sup> day of September, 2025.

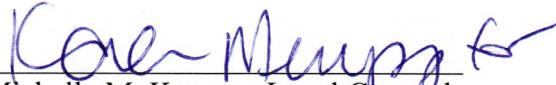
**CITY OF ROHNERT PARK  
FOUNDATION**

  
\_\_\_\_\_  
Gerard Giudice, Chair

**ATTEST:**

  
\_\_\_\_\_  
Sylvia Lopez Cuevas, Secretary

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Michelle M. Kenyon, Legal Counsel

Attachments: Exhibit A

ADAMS: Aye ELWARD: Aye RODRIGUEZ: Aye SANBORN: Aye GIUDICE: Aye  
AYES: ( 5 ) NOES: ( 0 ) ABSENT: ( 0 ) ABSTAIN: ( 0 )

# BOARD POLICY

SUBJECT/TITLE:	POLICY NO:	APPROVED BY:	APPROVAL DATE:
Victim Relief Funds (VRFs)	3	<input checked="" type="checkbox"/> RESO NO: 2025-005 <input type="checkbox"/> MINUTE ORDER	September 9, 2025

## 1. PURPOSE

The purpose of this policy is to provide a framework for the rapid establishment of VRFs in response to natural and man-made disasters in the Rohnert Park community. This policy shall be revised as necessary by the Foundation Board

## 2. SCOPE

This policy is applicable to the City of Rohnert Park and those who need support during and after natural and man-made disasters.

## 3. BACKGROUND

The Rohnert Park Foundation, dedicated to serving the local community, recognizes the critical need for immediate and effective support during times of crisis, whether stemming from natural calamities or man-made incidents. While governmental agencies provide essential aid during declared emergencies, local nonprofits like the Foundation play a vital role in complementing these efforts by offering targeted and flexible assistance that can address the unique and immediate needs of residents. Establishing Victim Relief Funds (VRFs) allows the Foundation to quickly mobilize resources and channel direct financial support to Rohnert Park citizens impacted by disasters, ensuring that relief efforts are both responsive and aligned with the specific challenges faced by the community, thereby strengthening local resilience and recovery.

## 4. PROVISIONS

- A. Process for Establishing VRFs
  - 1. Establishment of the VRF. Once the Declared Emergency issues, the Executive Director is authorized to establish a VRF account for the specific Declared Emergency into which the Foundation will deposit all Donations dedicated for the support of that specific VRF. The Executive Director, subject to ratification of the Board, may also transfer funds from a previously established General Relief Account to the specific VRF for the purpose of establishing the VRF more quickly.
  - 2. Administration Fees. The Foundation is committed to disbursing the maximum amount of Relief Funds from each VRF and will retain 10% percent of the monetary donations to cover the costs of administering the VRF program.
- B. Donation Handling Procedures
  - 1. Receiving Donations. Upon acceptance of each Donation, the Foundation shall record the Donation on a “Donation Acceptance Form” and shall provide a receipt of the transaction, compliant with State and federal regulations, including address and tax identification number, to the Donor.

# BOARD POLICY

SUBJECT/TITLE:	POLICY NO:	APPROVED BY:	APPROVAL DATE:
Victim Relief Funds (VRFs)	3	<input checked="" type="checkbox"/> RESO NO: 2025-005 <input type="checkbox"/> MINUTE ORDER	September 9, 2025

2. Recordkeeping.

- a. The Foundation shall retain the Donation Acceptance Forms to ensure (1) deposit of all approved Donations of cash, checks, or other negotiable items into the VRFs; (2) proper bookkeeping of cash Donations; and (3) the Donations are disbursed from the appropriate revenue and/or expenditure accounts.
- b. A letter shall be sent to the Donor acknowledging and expressing receipt of the Donation.
- c. The Foundation Treasurer shall keep an up-to-date and accurate record of all Donations received, including name, type, contact name, amount, and disposition of Donations.

3. Reporting. The Foundation staff shall report all accepted Donations to the Board in an annual report issued to the Board consistent with requirements of Article VIII, Section 8.3 of the Foundation’s Bylaws.

C. VRF Disbursements

1. Qualifications. The Board shall establish by Resolution a set of Qualifications for victims affected by the Declared Emergency to receive funds from the applicable VRF. Those Qualifications shall reflect the general types of impacts or losses resulting from the Declared Emergency (*e.g.*, loss of lodging, loss of belongings, lack of food or clean water, *etc.*), and an estimated cost of addressing those impacts or losses for each Applicant or victim.
2. Application for Relief. Foundation staff will develop a written Application for Relief Funds that requires information from each Applicant related to their Qualifications to receive such funds. Each Application shall require that the Applicant sign the form under penalty of perjury under the laws of the State of California.
3. Determination of Qualifications. The Executive Director, in their sole discretion, shall determine whether the Applicant meets the Qualifications ,
4. Disbursement of Funds. Once an Applicant has completed and submitted an Application for Relief Funds and the Executive Director has determined that the Applicant meets the Qualifications, Foundation staff may cause the maximum amount of Relief Funds for which the Qualified Applicant is eligible to be distributed.

# BOARD POLICY

SUBJECT/TITLE:	POLICY NO:	APPROVED BY:	APPROVAL DATE:
Victim Relief Funds (VRFs)	3	<input checked="" type="checkbox"/> RESO NO: 2025-005 <input type="checkbox"/> MINUTE ORDER	September 9, 2025

**D. VRF Termination**

1. Termination. Once the Declared Emergency is rescinded or withdrawn, the VRF established pursuant to that Declared Emergency will terminate immediately, if it has not already been terminated.
2. Remaining Funds. Any Relief Funds remaining in the VRF at the time of its termination shall be transferred to the General Relief Account to be maintained until a new Declared Emergency issues, another VRF is established, or until further Board action.

**B. Report on Termination**

1. Board Report. Following the termination of a VRF, Foundation staff will report to the Board the following:
  - a. The amount of all Donations contributed to the VRF, including but not limited to all Relief Funds transferred into the VRF from the Foundation’s General Relief Account, if any;
  - b. The total amount of Relief Funds distributed from the VRF to assist Applicants and their families;
  - c. The total number of Applicants who applied for Relief Funds and how many of their Applications were granted or denied;
  - d. The average amount of Relief Funds that were provided to Applicants overall; and
  - e. The total amount of Relief Funds that remained in the VRF account at the time of termination, if any, and to which fund accounts those were transferred upon termination.
2. Board Action. Following receipt of the Board Report, the Board may take further action regarding any disbursement or transfer of any funds remaining in the VRF.
3. Audits. An audit of the terminated VRF will not be required unless ordered by the Board.

**DEFINITIONS**

- A. “Applicant” shall mean any resident of the City of Rohnert Park affected by impacts of a declared emergency who seeks a disbursement of funds from a VRF.

## BOARD POLICY

SUBJECT/TITLE:	POLICY NO:	APPROVED BY:	APPROVAL DATE:
Victim Relief Funds (VRFs)	3	<input checked="" type="checkbox"/> RESO NO: 2025-005 <input type="checkbox"/> MINUTE ORDER	September 9, 2025

- B. “Application” shall mean a document prepared by the Foundation staff in consultation with the Executive Director that seeks information from an Applicant addressing their Qualifications to receive Relief Funds from a VRF.
- C. “Board” shall mean the Board of Directors of the City of Rohnert Park Foundation.
- D. “Bylaws” shall mean the Bylaws of the City of Rohnert Park Foundation as amended and adopted on September 10, 2019.
- E. “City” shall mean the City of Rohnert Park.
- F. “City Council” shall mean the City Council of the City of Rohnert Park.
- G. “Declared Emergency” shall mean the City Council’s proclamation pursuant to Rohnert Park Municipal Code Sections 2.52.020 and 2.52.060(A) that actual, or the threatened existence of, conditions of disaster or of external peril to the safety of persons and property within the City caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City, requiring the combined forces of other political subdivisions to combat.
- H. “Donation” shall mean a contribution to the Foundation which may consist of monetary (e.g., cash or financial securities), real property, personal property, works of art, in-kind goods or services, endowments, or any other valuable asset, that is contributed to the Foundation for the purpose of supporting victims of a Declared Emergency. Donations may be rejected if the Executive Director determines in their sole discretion that the Donation contains unreasonable pre-conditions for acceptance of the Donation.
- I. “Donation Acceptance Forms” shall mean the forms the Foundation uses to document the receipt of Donations to the Foundation, including but not limited to, Donations made to support the Foundation’s efforts to provide victims of a Declared Emergency financial relief.
- J. “Donor” shall mean an individual or legal entity making a Donation to the Foundation. Donors shall not expect, nor shall the Foundation grant, any extra consideration to the contributing party in relation to procurement or any other business, services and operations of the Foundation. The Foundation does not provide legal, accounting, tax or other such advice to Donors, especially regarding tax deductibility or benefits of donating to the Foundation.
- K. “Executive Director” shall mean the City of Rohnert Park City Manager as defined in Article VI, Section 6.2 of the Bylaws.
- L. “Foundation” shall mean the City of Rohnert Park Foundation.

## BOARD POLICY

SUBJECT/TITLE:	POLICY NO:	APPROVED BY:	APPROVAL DATE:
Victim Relief Funds (VRFs)	3	<input checked="" type="checkbox"/> RESO NO: 2025-005 <input type="checkbox"/> MINUTE ORDER	September 9, 2025

- M. “Foundation Treasurer” shall mean the Director of Finance who is appointed to manage the financial assets and liabilities of the Rohnert Park Foundation.
- N. “General Relief Account” shall mean a fund account used solely for the purpose of holding Relief Funds remaining after a VRF has been terminated and Donations that have been received for the purpose of providing community financial relief in the event of an emergency during a time when no Declared Emergency is in effect. Funds held in a General Relief Account may be transferred to another existing VRF or used to establish a new VRF.
- O. “Qualifications” shall mean a set of standards by which victims affected by the Declared Emergency may receive funds from the applicable VRF, which Qualifications shall be established by the Board by Resolution.
- P. “Qualified Applicants” shall mean Applicants whom the Executive Director has determined in his or her sole discretion have met the Qualifications and are eligible to receive Relief Funds.
- Q. “Relief Funds” shall mean the monies distributed or available to be distributed to Qualified Applicants for direct reimbursement of their losses resulting from a declared emergency.
- R. “Victim Relief Funds” or “VRFs” shall mean a financial assistance program established in response to a Declared Emergency that receives Donations for the purpose of providing victims of the emergency events relief and provides direct reimbursement for expenses or losses incurred as a result of the Declared Emergency.

REVISION HISTORY:
ADOPTED BY FOUNDATION BOARD RESOLUTION 2025-005 ON 9/9/2025