



Coronavirus Emergency Financial Assistance Grant Program APPLICATION INSTRUCTIONS – PLEASE READ CAREFULLY!

What is NEC's Coronavirus Emergency Financial Assistance Grant Program?

- ✓ This is a one-time financial assistance grant program for enrolled Nome Eskimo Community (NEC) tribal members who have been impacted by the coronavirus pandemic.

What is the deadline to apply?

- ✓ 5pm Monday, August 31, 2020.

Who can apply?

- ✓ All NEC tribal member households, no matter where located, can apply.
- ✓ Only one application per household will be accepted. *Attempting to submit multiple applications for the same household may disqualify the household from future financial assistance.*
- ✓ Each household's application is to be completed by a "main applicant," who must be at least 18 years old by August 31, 2020.
- ✓ Non-NEC tribal member parents or legal guardians can apply on behalf of tribal member dependents under 18 years old.

What expenses can be covered by this grant?

- ✓ Grant funds must be used for these added or increased expenses or economic losses related to COVID-19: Cleaning supplies, personal protective equipment (PPE), medical care, food, shelter, increased internet costs due to teleworking or long-distance education, health, subsistence, elder and disabled care, propane/gas/fuel, emergencies and disaster relief.

What identification information is required?

- ✓ Social security numbers, dates of birth, and NEC enrollment numbers for all household members are required. The NEC enrollment number can be found on the tribal ID or on the verification of tribal enrollment certificate. *Call 907-443-2246 if assistance is required.*

How do I qualify for funding?

- ✓ If you received a payment from the IRS under the CARES Act, you qualify for the NEC grant. If you did not qualify for the IRS payment, please tell us why you qualify for NEC's grant program.
- ✓ You must certify that you suffered an economic impact due to the coronavirus pandemic.
- ✓ You must provide details regarding expenses or economic losses beginning on March 1, 2020, for which you are requesting assistance.
- ✓ You must provide a signature on the form, in the Applicant Certification section. Unsigned applications cannot be accepted.
- ✓ You must attach a copy of the main applicant's tribal, state or federal photo ID.

If I'm found eligible, how will NEC determine the size of my household's grant?

- ✓ Financial assistance will be determined based on financial need and household size.
- ✓ Assistance is available until the budget approved by the Tribal Council is expended.

What are two ways I can receive the grant funds?

- ✓ **Checks** can be mailed to the address you provide.
- ✓ To set up **direct deposit**, please include a copy of a voided blank check or a document from the banking institution that confirms the account and routing number.

Where do I submit my completed application?

- ✓ **Mail to:** Nome Eskimo Community, PO Box 1090, Nome, AK 99762
- ✓ **Email to:** covid.relief@necalaska.org
- ✓ **Fax to:** (907) 443-9144
- ✓ **Drop off at:** the locked mailbox outside our building

NEC is expecting a high volume of applications. We appreciate your patience! Applications will be processed in the order received. Please allow staff enough time to properly process all applications.

FREQUENTLY ASKED QUESTIONS ABOUT THE PROGRAM

1. Do I need to read the instructions before applying?

Yes, ensuring your application is complete before submission will help speed up the review process.

2. Are individual applications required for each household member?

No, a main applicant should apply on behalf of the entire household. Please include all personal information and certify that the individuals reside in the same household.

3. Do all of our household members need to be tribally enrolled at NEC?

No, but at least one member of the household has to be tribally enrolled with NEC. NEC's Tribal Council and Coronavirus Relief Planning Committee felt strongly that we should offer financial relief as a result of C-19 to the household and not restrict support to tribal members only.

4. Can tribal members who do not reside in Nome apply?

Yes, this program is available to all tribal members regardless of residence.

5. What if I live alone and do not have additional household members?

You can apply for assistance, just list yourself and leave the household member section blank or list n/a.

6. Why do I have to provide tribal enrollment numbers and identification?

Confirming identity and tribal enrollment is a very important step to confirm eligibility and will help speed up internal processing.

7. How do I fill out the table in question #7? Do we need to list all of our household expenses?

Grant funds must be used for added or increased expenses or economic losses related to COVID-19 (C-19)—so, not necessarily all of your household expenses. If you did not experience an economic loss (i.e. job loss), list any additional or increased costs as a result of C-19. If you experienced economic loss, list the expenses you could not afford.

8. What does the period beginning March 1, 2020, mean?

If you experienced added or increased expenses or economic losses related to C-19, your request can include expenses going back to March 1 but not before. If you only experienced a loss since May 1, just include that information, etc.

9. What if our financial needs are in the future, beyond the deadline of August 31, 2020?

The C-19 pandemic is expected to continue into the future. You can include reasonable anticipated needs through December 30, 2020, but not after. NEC does not recommend purchasing eligible items or

committing eligible expenses related to C-19 until your funding request is approved and received.

10. Can we purchase a freezer (or similar example) or order salmon from NSSP (or store/similar vendor) and include the receipt for subsistence supplies or food and get reimbursed?

NEC's Coronavirus Emergency Financial Assistance Grant Program is a grant program; no receipts are required.

11. Can our application qualify if we declare we have experienced genuine financial need as a result of COVID-19 (question #10) but did not receive the IRS stimulus funds (question #5)?

Please provide additional information under question #6, describing how you should be eligible for NEC's program. Staff will follow up if more information is required.

12. Do we need to provide copies of receipts as backup for our request?

Receipts are not required unless requested. Please include a realistic funding request based on your actual or perceived expenses.

13. Am I eligible to apply for the grant program if I am already receiving services from NEC?

Yes, but our staff need to evaluate all funding requests very carefully to ensure we are not "double counting" assistance. Please work with a staff member on all requests.

14. Is the program income-based, or can anyone apply?

All completed applications will be evaluated based on financial need and household size. All tribal members who feel they have experienced a genuine financial need as a result of C-19 are encouraged to apply. Staff will get in touch with individual applicants if additional information is needed.

15. Are these grant funds taxable income?

No, this grant is provided to tribal members on a nontaxable basis in accordance with the requirements of the Tribal General Welfare Exclusion Act of 2014

16. I'd really like to receive my grant funds by direct deposit. How do I set it up?

Applicants will need to provide additional backup to qualify for direct deposit. Applicants must attach a voided check from a checking account or proof of your account with your legal name, bank routing number and account number. If this is not received, you will receive a check for payment.

17. I am a foster parent of an NEC Tribally enrolled member, am I able to apply?

Yes but we encourage you to please call our office for assistance.

Coronavirus Emergency Financial Assistance Grant Program Application

1. Personal Information (Main Applicant for household):

Legal First, Middle, Last Name:	Maiden Name (if applicable):
Residence Address:	Mailing Address:
Phone Number:	Email Address:

If the contact information NEC has on file does not match the above, it will be updated automatically.

2. I am applying on behalf of my household members and certify the below individuals reside in my household.

Yes No

Legal Names of Household Members	Relationship	SSN	DOB	Tribe/ Enrollment Number (if applicable)
	Self			

3. Legal dependents are in the custody of: Both Parents Mother Father Other: _____ N/A (None)

4. NEC Tribal Enrollment Numbers are required for this application. Did you provide all applicable tribal enrollment numbers above? Tribal enrollment numbers can be found on the Tribal ID or verification of tribal enrollment certificate. If you do not have your tribal enrollment number please call 907-443-2246.

5. Did you qualify and receive the recent CARES Act Economic Impact Payment from the IRS? Yes No

6. If you answer is no, please explain: _____

7. Grant funds must be used for added or increased expenses or economic losses related to COVID-19. What type of financial assistance are you applying for? This is for the period beginning March 1, 2020.

Expense	Total Amount	Expense	Total Amount
Rent/Mortgage	\$	Cleaning Supplies	\$
Utilities	\$	PPE	\$
Food	\$	Medical Care	\$
Internet Overages	\$	Elder/Disabled Care	\$
Subsistence Supplies	\$	Emergencies	\$
Gas/Fuel	\$	Total	\$

8. Are you receiving financial assistance from any of NEC's other financial assistance programs? Yes No
9. **The main applicant must attach a copy of the tribal, state or federal photo ID for this application to be complete in order to verify identity of the applicant. Did you attach a copy?** Yes No

10. I am experiencing genuine financial need as a result of the COVID-19 pandemic as follows (check all that apply):
- I, (or someone in my household), became unemployed, had hours cut back, been furloughed, put on unpaid leave, unable to find work due to lack of seasonal employment such as fisheries, tourism, canceled summer youth programs, hiring freezes due to COVID-19.
 - I, (or someone in my household), is unable to work or experiencing financial hardship due to no child care/school due to COVID-19
 - I, (or someone in my household), am experiencing significantly increased medical costs or lost health insurance due to COVID-19.
 - I, (or someone in my household), experienced financial hardship due to shelter in place orders, required health mandates or closures due to COVID-19.
 - I, (or someone in my household), am unable to work because my medical issues prevent me from returning to the office due to COVID-19 or needing to care for a person with COVID-19.
 - I, (or someone in my household), experienced other financial hardship due to COVID-19. Please explain: _____

11. Emergency Assistance Grant Payment: If my application is approved, I wish for my assistance to be available by:
- Check mailed to the above mailing address.
 - Direct deposit account type: Checking Savings
- Bank Name and Address: _____
 Routing #: _____ Account #: _____

You must attach a voided check for a checking account or proof of your account with your legal name, bank routing number and account number. If this is not received, you will receive a check for payment.

12. APPLICANT CERTIFICATION:
- I, _____, hereby certify that I or someone in my household, have suffered economic impacts due to the coronavirus pandemic.
- _____
 Signature _____
Date

Please return application to covid.relief@necalaska.org or fax (907) 443-9144 or mail to Nome Eskimo Community PO Box 1090 Nome, AK 9976 or the locked mailbox outside NEC's office building at 200 West 5th Ave, Nome, AK

Internal Use Only
 Amount of financial assistance applicant qualifies for approved by Administration \$ _____

Enrollment verified by Enrollment Officer _____ Approved by Administration _____ Processed by Accounting _____
Code to: 19.20.19.6050 Initial Initial Initial