

# APPLICATION INSTRUCTIONS

PLEASE READ CAREFULLY

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

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

## What is the deadline to apply?

- ✓ 5pm Friday, November 12, 2021. Funds are limited and when funding is expended, NEC will announce closure of the program.

## Who can apply?

- ✓ All NEC tribal members, no matter where located, can apply.
- ✓ The main applicant must be at least 18 years old and can apply on behalf of legal dependents who reside in their household. The main applicant will receive payments for dependents who are also tribal members listed on the grant application.
- ✓ Household members who are 18 years and older, who are not legal dependents, can apply on their own behalf.
- ✓ Non-NEC tribal member parents or legal guardians can apply on behalf of tribal member dependents under 18 years old.
- ✓ If you have a custody situation with the child living in more than one household, legal guardians can share the grant amount. Please list the other parent or guardian where appropriate on the application.
- ✓ *Attempting to submit multiple applications for the same household may disqualify the household from future financial assistance.*

## 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 and experienced between January 1, 2021, and December 31, 2021: Rent/mortgage; utilities; cleaning supplies; personal protective equipment (PPE); food; medical care; elder and disabled care; propane/gas/fuel; subsistence supplies; internet for telework, telehealth, and long-distance learning; distance learning supplies; and other necessary expenses related to COVID-19.

## What identification information is required?

- ✓ To ensure that NEC can verify your identity, please provide dates and birth or the last four digits of social security numbers for all household members.

## How do I qualify for funding?

- ✓ 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 January 1, 2021, through December 31, 2021, for which you are requesting assistance.
- ✓ You must provide a signature on the form, in the Applicant Certification section. Unsigned applications cannot be accepted.

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

- ✓ Assistance of up to \$500 per eligible tribal member is available until the budget approved by the Tribal Council is expended.
- ✓ Applicants must provide information on their financial need between January 1 – December 30, 2021. For example, if you require \$1,000 in financial assistance, you must provide details on financial need for at least \$1,000.

## How are grant payments made?

- ✓ Payments will be made by check or direct deposit. All checks will be mailed to the applicant's mailing address. Applicants who applied for direct deposit for financial assistance in 2020 can apply for direct deposit again if banking information has not changed. However, NEC is unable to process new direct deposit requests if banking information has changed or for new requests.
- ✓ Grant payments require up to 2 weeks for processing after a completed application is received. Incomplete applications may cause delays in processing.

## 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



# FREQUENTLY ASKED QUESTIONS ABOUT THE PROGRAM

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**1. Are individual applications required for each household member?**

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

**2. Can the main applicant apply on behalf of dependents?**

Absolutely.

**3. 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.

**4. What is the definition of “dependent”?**

A dependent is a person who relies on the main applicant for financial support.

**5. If other household members are over 18, can they apply on their own?**

Yes. However, the main applicant can apply for anyone who relies on them for financial support.

**6. I share custody of my children with another parent/guardian. Who applies on behalf of our children?**

If there is a shared custody situation and the child lives in more than one household, parent or legal guardians can share the grant amount. The applicant must list the name of the other parent or guardian on the application. If the parent fails to list the co-parent/guardian and receives the full amount, NEC is not responsible.

**7. How do I fill out the table? 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 —so, not necessarily all of your household expenses. If you did not experience economic loss (i.e. job loss), list any additional or increased costs as a result of COVID-19. If you did experience economic loss, list the expenses you could not afford. If you received relief funds from another source, please do not include the expenses for which you received financial relief. If you require \$1,000 in financial assistance, you must provide details on financial need for at least \$1,000.

**8. What does the period January 1 - December 31, 2021, mean?**

If you experienced added or increased expenses or economic losses related to COVID-19, your request

can include expenses going back to January 1, 2021, 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 November 12, 2021?**

The COVID-19 pandemic is expected to continue into the future. You can include reasonable anticipated needs through December 31, 2021, but not after. NEC does not recommend purchasing eligible items or committing eligible expenses related to COVID-19 until your funding request is approved and received.

**10. Can we purchase food or subsistence supplies and include receipts for reimbursement?**

This is a grant program; no receipts are required.

**11. 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.

**12. Am I eligible to apply for the grant program even if I already receive 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.

**13. What if I received emergency financial assistance from another entity such as a native corporation or another tribe?**

Applicants who have already received assistance from any other tribal, local, state, federal, or any other assistance program for the same costs during the same period must provide detail on what assistance was received. Applicants can apply for financial assistance needed that was not covered by another entity.

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

All completed applications will be evaluated based on financial need. All tribal members who feel they have experienced a genuine financial need as a result of COVID-19 are encouraged to apply. Staff will contact individual applicants if more 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.

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**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.**



## Third Coronavirus Emergency Financial Assistance Grant

In order to meet the needs of enrolled NEC tribal members who require emergency financial assistance due to the COVID-19 pandemic, NEC is offering a third round of emergency financial aid in the form of a grant depending on financial need. Grants are available at **\$500 per tribal member** to help with eligible expenses that were incurred **January 1 - December 30, 2021**, as a result of the COVID-19 pandemic. Funding for this program is in accordance with the federal CARES Act and is non-taxable as a tribal general welfare assistance program. Main applicants can apply on behalf of their legal dependent household members who are also NEC tribal members. Household members who are 18 years and older, who are not legal dependents, can apply on their own behalf.

Deadline to apply is **November 12, 2021 at 5:00PM**. Applicants are encouraged to apply as soon as possible. Funding is limited and when funding is expended, NEC will announce closure of the program. Grant payments require up to 2 weeks for processing after a completed application is received. Incomplete applications will cause delays in processing.

**1. Personal Information** (Main Applicant for household):

Full Legal Name: \_\_\_\_\_  
*Last*
*First*
*Middle*
*Maiden/Other*

\_\_\_\_\_  
*Mailing Address*
*City*
*State*
*Zip*

\_\_\_\_\_  
*Physical Address (if different)*
*City*
*State*
*Zip*

\_\_\_\_\_  
*Phone Number*
*Email Address*

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

**2. Household Information.** I am applying on behalf of my household members who are NEC members.

Legal Names of all Household Members who are NEC members	Relationship	Last 4 SSN	DOB MM/YY
	Self		

**3. Child Custody.** Do you have shared custody of child(ren) living in more than one household?  Yes  No  
 Should your one or more grant payments be shared?  Yes  No If so, please list the name of the other parent or guardian as well as the child(ren):

\_\_\_\_\_  
 If a parent fails to list the other parent/guardian, NEC is not responsible.

4. **Other NEC Emergency Funding.** Did you receive funding from NEC’s Emergency Rental Assistance Program?

Yes  No

5. **Other Financial Relief.** Applicants can apply for financial assistance needed that was not covered by another entity. Did you receive any other financial assistance that might duplicate the assistance requested on this application?

Yes  No If yes, please provide a description:

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6. **Financial Need.** Assistance must be used for added or increased expenses or economic losses related to the COVID-19 Pandemic. Did you experience a loss of income; reduced income; loss of employment; inability to find childcare, elder care and/or care for other dependents; increased costs; or other financial hardship as a result of the COVID-19 Pandemic?  Yes  No

If yes, NEC Tribal Members are eligible for up to \$500 per tribal member. Please provide information on your financial need in the table below. For example, if you require \$1,000 in financial assistance, you must provide details on financial need for at least \$1,000 below.

Eligible expenses January 1 - December 30, 2021			
Expense	Total Amount	Expense	Total Amount
Rent/Mortgage	\$	Cleaning Supplies/PPE	\$
Utilities	\$	Distance Learning Supplies	\$
Food	\$	Medical Care	\$
Internet	\$	Elder/Disabled Care	\$
Gas/Fuel	\$	Other	\$
Subsistence Supplies	\$	<b>Total Requested</b> (add all expenses together)	\$

7. **Direct Deposit.** If this grant application is approved and you applied for direct deposit for financial assistance in 2020, do you prefer direct deposit again?  Yes  No

If yes, has your banking information changed since you received your first grant payment?  Yes  No

With regret, NEC is unable to process new direct deposit requests if your banking information has changed or for new requests.

8. **APPLICANT CERTIFICATION:** By signing below, I hereby swear and affirm that the information provided in this application is true and correct to the best of my knowledge and belief. I do hereby certify that the applicants listed on this application suffered an economic impact due to the COVID-19 pandemic and have incurred increased expenses or economic loss, and require financial assistance in order to meet our basic needs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return application to [covid.relief@necalaska.org](mailto:covid.relief@necalaska.org); or fax it to (907) 443-9144 or (907) 443-3539; or mail it to Nome Eskimo Community at PO Box 1090, Nome, AK 99762; or drop off in the locked mailbox outside NEC’s office building at 200 West 5<sup>th</sup> Ave, Nome, AK

**Internal Use Only**

\$ \_\_\_\_\_ Code to: 19.20.19.6050  Enrollment verified \_\_\_\_\_  Administration \_\_\_\_\_  Accounting \_\_\_\_\_