

	THE HOPI TRIBE STATE AND LOCAL FISCAL RECOVERY FUND PROGRAM FOR TRIBAL MEMBER GENERAL WELFARE ASSISTANCE POLICIES AND PROCEDURES	Hopi State and Local Fiscal Recovery Fund Program for General Welfare Assistance Amended 11/15/2023
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I. STATEMENT OF PURPOSE

To provide a general welfare program that will provide financial support awards to enrolled individual tribal members over 18 years of age and families directly affected by the COVID-19 public health emergency and its after-effects. Assistance provided under this program shall not be considered compensation for services or earned income.

In continuing the program that was established on September 16, 2020, the Hopi Tribe recognizes that individual members and families of the Tribe were disproportionately impacted by the pandemic, including, without limitation: social distancing requirements; reduced employment opportunities; reduced business income opportunities; increased cost of food and supplies; increased household costs and utilities; additional education and child care costs; burdens due to business and government service closures; the additional reliance on technology, phone and internet services; and the need for additional cleaning supplies and activities to meet CDC and other recommended guidelines. The Tribe further recognizes the direct impact and hardship on tribal culture, traditions and ceremonial gatherings.

This program is intended to promote the general welfare of the Tribe and its members by alleviating hardships endured due to COVID-19 through providing, without limitation:

- (1) Financial stabilization for tribal members and tribal families who are impacted by COVID-19 and have experienced or continue to experience a loss of income and/or additional household expenses due to COVID-19;
- (2) Food security;
- (3) Continued education;
- (4) Assistance with childcare services;
- (5) Assistance with medical and health services; and
- (6) Assistance with unreimbursed, reasonable and necessary personal, living, family and other unplanned expenses incurred due to the COVID-19 disaster and its ongoing effects on the community.

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II. STANDARDS

Enrolled Tribal Members seeking assistance under the State and Local Fiscal Recovery Fund (SLFRF) General Welfare Assistance Program (GWEAP) entitled: HOPI Pandemic Recovery shall apply on a form specified by the Tribal Administration that is designed to demonstrate the unique COVID-19-related needs of each applicant.

III. QUALIFICATIONS

To be eligible for a GWEAP award, the person must:

- (1) Be an enrolled Hopi Tribal Member as of July 31, 2023;
- (2) Be at least 18 years of age as of July 31, 2023;
- (3) Live in the United States of America; and
- (4) Apply for assistance based on need specifically related to COVID-19, with the burden of proof to establish need warranting participation in the SLFRF General Welfare Assistance Program resting on the applicant.

IV. APPLICATION PROCESS

Each applicant shall provide the following information:

1. * Date of Application;
2. * Name of Applicant;
3. * Primary Phone Number(s);
4. Message Phone Number;
5. * Mailing Address;
6. Email Address;
7. * Tribal Enrollment Number;
8. * Attestation of economic impact due to COVID-19.

* Asterisk indicates a required field.

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V. **COVID-19-RELATED ASSISTANCE PROGRAMS**

- (1) **Tribal Families Support.** Provides assistance to eligible tribal members to offset childcare, medical and health care costs related to the COVID-19 pandemic. Also provides assistance to any eligible adult tribal member who has been impacted by the COVID-19 pandemic for utility payments, food/groceries, and cleaning and disinfecting supplies.
- (a) **Amount of Award** - each adult member of a household will receive \$2,000.00 for necessary household expenses as defined above that are incurred due to COVID-19.

VI. **APPLICATIONS FOR SLFRF GWEAP**

Participation Applications: To participate in GWEAP, an Applicant shall first submit an Application using the electronic portal or forms provided by the Tribe.

- The Tribe strongly encourages Applicants to submit such Applications through a secure portal at portal.hopi-nsn.gov.
- Applications for the SLFRF Program may also be submitted to the Tribe by mailing or dropping off the Applications to the following address:

Mail: P.O. Box 123 c/o GWEAP, Kykotsmovi, AZ 86039

Drop-off: Hopi Tribal Administration Building, One Main Street c/o GWEAP, Kykotsmovi, AZ 86039

Applications must be submitted to the HTPRC Administration no later than March 1, 2024 or until funding has been exhausted, whichever comes first.

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VII. **NOTIFICATION**

Applicants will be notified within three (3) business days if their application is administratively incomplete. Applicants who apply electronically using the secure portal will have online visibility to the review and approval status of their applications.

VIII. **REPORTING**

Applicants will be required to sign the application to certify the accuracy of the information provided. If a particular assistance award is structured as a reimbursement program, applicants must provide documentation of expenses prior to the receipt of any funds.

IX. **RELEASE OF INFORMATION**

Except as needed to facilitate application processing, Tribal employees are not authorized to provide other individuals the status of an application for a member unless a signed release of information has been provided with authorized individuals.

X. **FORFEITURE OF AWARD**

The Tribe will make its best efforts to ensure awardees receive any award made.

- (1) All awards processed will be sent via a check to the awardee at the address listed on the W-9 form.
- (2) If the check is returned to the Tribe, the Tribe will attempt to contact the awardee to reissue the check.
- (3) If the Tribe is unable to contact the awardee, or awardee does not respond after 90 days after the check has been issued the award is considered forfeited, and no further action is necessary.
- (4) After contact has been made with the awardee, the Tribe will reissue the check **one** additional time.
- (5) If the check is returned to the Tribe for the second time, the award is considered forfeited, and no further action is necessary.
- (6) If an awardee fails to redeem the check within 90 days of the date issued on the check, the award is considered forfeited.