

	THE HOPI TRIBE CORONAVIRUS RELIEF FUND PROGRAM FOR TRIBAL MEMBER GENERAL WELFARE ASSISTANCE POLICIES AND PROCEDURES	Hopi Coronavirus Relief Fund Program for General Welfare Assistance September 11, 2020
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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. Assistance provided under this program shall not be considered compensation for services or earned income.

In establishing this program, the Hopi Tribe recognizes that many of the COVID-19 response efforts have a direct impact on individual members and families of the Tribe, 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 during the COVID-19 pandemic;
- (3) Continued education during the COVID-19 pandemic;
- (4) Assistance with childcare services that are necessary due to COVID-19; and
- (5) Assistance with medical and health services that are necessary due to COVID-19; and
- (6) Assistance with unreimbursed, reasonable and necessary personal, living, family and other unplanned expenses incurred due to the COVID-19 disaster and public health emergency situation.

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II. STANDARDS

Enrolled Tribal Members seeking assistance under the Coronavirus Relief Fund General Welfare Assistance Program entitled: HOPI CARES 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 general welfare assistance award, the person must:

- (1) Be an enrolled Hopi Tribal Member as of March 23, 2020;
- (2) Be at least 18 years of age as of the application date;
- (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 Coronavirus Relief Fund 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;
4. Work Phone Number;
5. * Mailing Address;
6. Email Address;
7. * Tribal Enrollment Number;
8. If medical and/or healthcare-related expenses, proof of health coverage denial of payment;
9. * Documented proof 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.
 - (b) **Amount of Award** - each family will receive \$200.00 per child (under eighteen years of age) and \$200.00 per court-ordered ward (regardless of age).

- (2) **Disaster Stabilization.** Provides assistance to eligible tribal members who have been laid off or furloughed, suffered loss of self-employment income or have reduced work hours and reduced wages due to the COVID-19 pandemic. Disaster stabilization assistance shall not be construed as payroll support. Disaster stabilization assistance will not be available if a tribal member's loss of income has been fully reimbursed by unemployment compensation.
 - (a) **Amount of Award** - each tribal member will receive \$2,000.00 for disaster stabilization.
 - (b) Total amount of award to a single household under this section (2) shall not exceed \$3,000.00.

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VI. **APPLICATION DEADLINE**

Applications must be submitted to the Tribal Administration no later than November 13, 2020 or until funding has been exhausted, whichever comes first.

VII. **REPORTING**

Applicants will be required to sign the application to certify the accuracy of the information provided. In the event that an applicant's COVID-19 related needs are less than the assistance received, applicants must return any excess funds to the Tribe. Applicants must retain all receipts related to expenditures as the Hopi Tribe reserves the right to audit and review program compliance. If a particular assistance award is structured as a reimbursement program, applicants must provide documentation of expenses prior to the receipt of any funds.