



## **Emergency Assistance & Economic Stimulus Grant Program**

**DEADLINE EXTENDED - APPLICATIONS WILL BE ACCEPTED UNTIL  
DECEMBER 4<sup>th</sup>, 2020**

### **Program Description**

Economic assistance to residents of the Aleutians East Borough (Borough) due to the impacts of COVID-19 is an authorized use of Coronavirus Aid, Relief, and Economic Security (CARES) Act funding under the Federal Treasury guidelines. The Borough has received \$3,723,853.74 in CARES Act Funds and has appropriated \$2,300,000 to the Emergency Assistance & Economic Stimulus Grant Program. In an effort to offset impacts to the Borough residents and economy due to COVID-19, the Borough is providing Emergency Assistance & Economic Stimulus Grant funds in an amount not to exceed \$750.00 to current Borough residents who are 18 years of age or older, as of March 1, 2020 who demonstrate need. This program is dependent on funding availability and will be in place until grant funding is depleted or the expiration of the program, whichever comes first.

The purpose of this program is to assist Borough residents financially and filter funds back into all six of the Borough communities. Please understand that this is a grant stimulus and while the amount of each check will be based off the amount of cost proven by each applicant, up to \$750.00 maximum per person, the program is not an actual reimbursement for all of the impacts individuals have had due to the COVID-19 pandemic.

The Economic Assistance & Economic Stimulus Grant Program requires that applicants document that their primary place of residency is the Aleutians East Borough and that they have been impacted by COVID-19. The applicant must submit records, such as receipts, utility bills, bank ledgers and the like, for necessary living expenses expended between March 1, 2020 to **December 4, 2020** to qualify. Only one application is allowed per resident.

### **Part 1 – Applicant Contact Information**

Checks will be issued to the applicant. Please provide current information for the applicant, including full name; mailing address (must be an Aleutians East Borough Post Office box); physical Aleutians East Borough address (if available); email address and phone number.

### **Part 2 – COVID-19 Impacts**

Check all boxes that apply to the applicant and provide a brief description in the comment section.

- **Layoff or Furlough** – Check this box if the applicant was laid off from a job or put on furlough due to impacts of COVID-19 related mandates or restrictions.

- **Lack of Unemployment Benefits** – Check this box if any household member is unable to collect unemployment or has run out of benefits due to unemployment caused by impacts of COVID-19 related mandates or restrictions.
- **Lack of Seasonal or Supplemental Employment** – Check this box if the applicant was unable to find a seasonal or usual supplemental job due to impacts of COVID-19 related mandates or restrictions. Seasonal employment is temporary employment that recurs around the same time every year (i.e. tourism, guiding, or construction). Supplemental employment is any other employment in addition to an employee’s regular employment (i.e. part-time job for additional income).
- **Reduced Hours or Pay** – Check this box if the applicant has had his/her hours or pay reduced by his/her employer or as a small business due to impacts of COVID-19 related mandates or restrictions.
- **Reduced Income Due to a Decrease in Fish Prices** – Check this box if the applicant has experienced a reduction of income due to a decrease in fish prices due COVID-19 impacts.
- **Job Offer Rescinded/Start Date Delayed** – Check this box if the applicant has had a job offer rescinded or a job start date delayed due to COVID-19 impacts.
- **NEW - Cost of Living Increase** – Check this box if the applicant has been impacted by an increase in cost of living expenses due to COVID-19. For example, grocery or utility prices have increased due to COVID-19.
- **Other** – Check this box if the applicant was impacted in any way not listed above. Please include the impact on the line provided. This will be subject to review, confirmation and approval by the Borough Attorney.

**Part 3 – Use of Funding and Proof of Payment**

Enter the dollar amount expended per category. The total amount of money that may be requested for reimbursement is \$750.00.

Necessary Living Expenses are defined as expenses that are necessary to provide for an individual’s health and welfare and/or production of income. The qualifying categories include:

- **Housing** – This includes rental/lease or mortgage payments for the applicant’s primary residence. The applicant’s primary residence is defined as the primary location you live in for the majority of the year.
- **Utilities** – This includes gasoline, heating oil, electricity, water/wastewater, moorage fees, telephone, and internet.
- **Food Purchases or Household Needs** – This includes any purchase for food and other household necessities including personal protection equipment from a retailer/vendor.

A summary of the necessary living expenses is outlined below:

| <b>Qualifying Necessary Living Expenses</b> |  |                  |
|---|--|------------------|
| Rental/Lease Payment for Primary Residence  | Mortgage Payment for Primary Residence                         | Gasoline         |
| Heating Oil                                 | Electricity  | Water/Wastewater |
| Moorage Fee                                 | Telephone  | Internet         |
| Food Purchases                              | Household Necessities, including personal protection equipment |                  |

Proof of Payment: Proof of payment for necessary living expenses must be provided to receive reimbursement. Proof of payment can include itemized receipts, utility bills, bank ledgers or other items showing the item purchased, amount and transaction date of purchases. The Applicant may not submit duplicate proof of payment documentation for the same necessary living expenses claimed by another applicant.

Any qualified expense from March 1, 2020 to December 4, 2020 is eligible for this grant program.  
Excluded expenses: The following expenses will not qualify for assistance coverage:

|                  |         |                    |
|------------------|---------|--------------------|
| Tobacco Products | Alcohol | Marijuana Products |
|------------------|---------|--------------------|

#### **Part 4 – Proof of Residency**

Please check yes or no for the following question: Is the Aleutians East Borough your primary place of residency? If the applicant marks “no” then the applicant will not be eligible for funding.

If you marked “yes”, the applicant must be a resident of the Borough on or before March 1, 2020 and must provide two (2) forms of proof of residency. Examples of proof of residency include:

- State of Alaska driver’s license or identification card with a Borough address
- Tribal identification card with a Borough address
- State of Alaska voter registration card with a Borough address
- Rental or lease agreement showing a Borough address with tenant and landlord signatures
- Utility bill issued up to three months prior of application submission from local utility showing Borough resident address. Utilities may include heating oil, electricity, telephone, internet and water/sewer.
- Mortgage document showing a Borough address
- 2020 Resident Crewmember License with a Borough address
- Vehicle registration with Borough address
- Documents, such as a pay stub or letter with a Borough address, from the applicant’s employer showing employment within the Borough on or before March 1, 2020.
- Other - Another form of proof may be submitted. Please describe and attach the form proving residency. This will be subject to review, confirmation and approval by the Borough Attorney.

#### **Part 5 – Acknowledgement**

By signing this application, I certify under penalty of perjury and false swearing that my answers are correct and complete to the best of my knowledge.

I also certify that:

- The Aleutians East Borough is my primary place of residency.
- I confirm that I am 18 years of age or older as of March 1, 2020.
- I have not received CARES Act financial assistance from another state, local or tribal government for the same expenses reported on this application.
- I understand that it is the sole responsibility of the applicant to determine or seek independent advice as to the tax implications of receiving CARES grant funds.

- I understand that receiving this grant may affect my eligibility to receive other COVID-19 related financial assistance.
- I have read and understand the questions and statements on this application.
- I understand that I may be required to assist in the verification of information provided in this application and to provide additional information to the Borough, if requested.
- I understand that in the event that the funds are not used for the purposes specified above, or any information is found to be fraudulent, I am responsible for the full repayment of funds.
- I certify that the information provided in this application is true and accurate and understand the penalties for giving false information.
- I understand that knowingly making a false statement to obtain this grant is punishable under the law, including under 18 USC 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000 or under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000 and State Law penalties.
- I understand that the Borough retains the right to deny any application in the best interest of the Borough.
- I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature.

### **Application Submission and Deadlines**

**The application deadline has been extended to December 4, 2020.** Applications **MUST** be submitted by 5:00 p.m. on **December 4, 2020**.

PLEASE NOTE: AEB staff may contact you for any additional information needed for your application. You MUST submit the requested documentation by December 18<sup>th</sup> or your application may be denied.

Applications can be submitted as follows:

- **Mail:** 3380 C Street, Suite 205 Anchorage, AK 99503
- **Email:** [covid19@aeboro.org](mailto:covid19@aeboro.org)
- **Fax:** (907) 276-7569

Please contact Mary Tesche, Assistant Borough Administrator, with any questions regarding the application process at (907) 274-7559 or [covid19@aeboro.org](mailto:covid19@aeboro.org).

### **Appeal Process**

If an application is denied, the Applicant has 5 business days after the receipt of the denial letter received by certified mail to file an appeal via fax or email. To make an appeal, please provide Espelin & Associates, llc with a letter stating the reason for the appeal and include any necessary documentation to back the appeal. Espelin & Associates, llc will respond within 5 business days with a decision or to set up a meeting if more information is required. The decision of Espelin & Associates, llc is final. Letters can be submitted via fax at 1-866-779-0840 or email at [cpa@espelinllc.com](mailto:cpa@espelinllc.com).