



Ketchikan INDIAN COMMUNITY

COVID Office 306 Main St., 1st Floor | Ketchikan, AK | 99901 | 228-9555

For Staff Only	
Staff Initials	_____
Complete:	_____ Yes _____ No
Date Stamp Below:	

2021 Treasury ARPA Assistance

The Treasury Coronavirus Relief fund application is designed to provide economic assistance to enrolled Tribal members who reside on Revillagiedo, or Pennock and or Gravina Island (including Saxman Residents) that have experienced financial hardships due to the COVID-19 pandemic.

To Apply: Submit completed forms and documentation in person at the **COVID Office at 306 Main St., 1st Fl., by Oct. 29, 2021.** **COVID Office Hours: Mon-Thurs. 10AM-5:30PM & Saturdays 11AM-4PM**

No Income Limit or Income Documentation Required – Only one (1) award per household	
Rent	Up to \$1,500 per month per household for 3 months paid and mailed to Landlord
Mortgage	Up to \$1,500 per month per household for 3 months paid and mailed to Banking Institution
Or Property Tax	Up to \$4,500 for a 1 time property tax payment (in lieu of 3 residential mortgage payments) paid and mailed to Ketchikan Gateway Borough Finance Department or Reimbursement paid to Tribal Member Homeowner with receipt of tax payment
Utilities or Cell	Up to \$300 for 3 months (\$900) utility, OR cell phone per household paid to vendor
Food	\$500 for 3 months per household with 1 time payment of \$1,500 paid to Applicant

Documentation needed for Assistance: *If you need help completing application let us know.*

- Completed and Signed Application (10-29-21)
- Proof of KIC Enrollment of all Tribal Members in household
- State Picture ID, KIC Enrollment ID, Passport
- W-9 for Vendor (landlord)
- Copy of Mortgage Statement indicating payment amount & banking institution or KGB paid receipt
- Proof of Residency—utility bill w/residence address, or current printed rental agreement required (must have start & end date or proof of residency within last 6 months, rental amount per month; or mortgage/property tax statement w/homeowners residence address.

Tribal Member Name: _____ Maiden Name/Other Names used: _____

Street Address: _____ (include apt #, City, State, Zip Code)

Mailing Address: _____ (include apt #, City, State, Zip Code)

Email: _____ Cell/Home Phone: _____

Landlord Mailing Address & Phone Number: _____

**If phone number not current or working we may not be able to reach you to verify information*

Best Contact: Home Cell Email or Msg.Ph# _____

Household Members Name <small>(add additional family members on back if needed)</small>	Relationship	DOB	Tribal Enrollment Number
	Self		

I have incurred expenditures due to the public health emergency COVID-19 since March 1, 2020 and it has affected my income by:
(Please Check any below that apply – we must report this to the U.S. Treasury – no income verification required)

- Unemployment Reduced employment Increased food costs Increased energy/fuel costs Annual Income \$ _____
 Other (Please Specify): _____

Fill in which 3 months assistance: Month 1: _____ Month 2: _____ Month 3: _____

READ AND CHECKMARK BELOW TO INDICATE YOUR ACKNOWLEDGMENT BEFORE SIGNING:

- I am a KIC Tribal Member and have been enrolled in KIC by April 9, 2021.
- Or I am a legal guardian or court appointed caregiver to an enrolled KIC Tribal member and have been authorized by the court to manage the Tribal Member's financial matters for their direct benefit. (Documentation indicating legal authority or court order is required with the application).
- Or I am a parent/guardian to an enrolled KIC member under the age of 18 who lives full-time in my household (I will provide documentation of the custody agreement if not 100%) **PLEASE NOTE:** payments for children in State's custody will only be provided to parents or guardians who are Alaska Native/American Indian to directly benefit Alaska Native/American children that are KIC Tribal Members by April 9, 2021.
- I understand that funds (one per household) for rent, mortgage, property tax or utility/cell will be paid directly to the vendors and not individuals.
- I certify that I meet the Tribal member COVID-19 requirements and to the best of my knowledge that the information and documentation contained in this application is accurate and true. I also understand that additional information may be requested and I agree to an inspection of my residence if necessary to verify information that has been submitted in this application.
- I reside on Revillagigedo, or Pennock or Gravina Island (includes Saxman residents). Does not include any Tribal Member living anywhere outside of Ketchikan, Alaska.
- I give my consent and authorization for any federal, state or local agency (including current landlord, banking institution) or property tax office to release to the KIC Emergency Treasury ARPA Fund any information needed to complete and verify my application for assistance.
- I have not received other ARPA COVID funding for these expenses whether it is the State of Alaska, City, Borough or any other tribal programs for the requested rental assistance month(s).**
- I understand that my application is subject to verification, and that falsification of information shall be grounds for immediate termination from the program and will subject me to Federal prosecution under 18 U.S.C. §1001, which carries a fine of not more than \$10,000 or federal imprisonment for not more than 5 years, or both. I (we) also understand that if I (we) receive services as a result of falsified information, I (we) will have to repay the Tribe for those services.

Applicant Signature

Date

Supervising Staff Member Signature

Date

IMPORTANT INFORMATION:

- This ARPA Assistance Program is for rental, mortgage or property tax assistance only and payment will only be mailed to the vendor. Property Tax paid by the Homeowner will be reimbursed by check and mailed directly to the Homeowner if proof of payment is provided with application.
- Applications submitted in person will expedite the processing of your approval for payments. Applications may be turned in Mon.–Thurs. 10AM- 5:30PM & Saturdays 11AM-4PM to the COVID Office at 306 Main St., 1st floor (Old Wells Fargo Building). We also have a drop off box, but processing may be delayed if application is not complete with all required documentation and additional follow up is required by phone or in-person appointment. **Please wear your mask & socially distance.**
- You must have a completed and signed application with all required documents or we will not accept your application. We will date stamp it to track when we receive your application.
- Once you have been approved for rent/mortgage/property tax, you will receive a notice with your award amount within 5 days of approval. If you have been denied, you will receive a denial letter within 7 business days with an explanation of why you were not approved. If denied, the Complaint Form and Appeal Procedures will be provided to you and are posted on the KIC website as well.
- Once approved, your payments will be mailed to your Landlord, Banking Institution/Lender, or KGB within 10 days of approval.
- Mortgage payments or property tax only paid on residential property (commercial or business property taxes will not be paid).
- If you call and we do not answer, please leave a message and we will return your call within 3 business days. **(907) 228-9555 or email covidrelief@kictribe.org.**
- To appeal the decision on your application, you may file a complaint available at the KIC Website — www.kictribe.org & you will receive a response within 7 business days. Turn in your complaint at KIC, 2960 Tongass, 5th floor desk or email to covidrelief@kictribe.org
- If you are homeless and don't have documentation, or if you need special accommodation with your application for any reason, please let us know and we will assign a KIC staff person to assist you. Elders will receive assistance from KIC Elders' Program.

Return application to KIC COVID Office @ 306 Main St., 1st Fl. | M-Th. 10AM-5:30PM | Saturdays 11AM-4PM