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## **Santa Rosa Band of Cahuilla Indians COVID - 19 Tribal Emergency Relief Program Policy and Procedures**

### **BACKGROUND**

The Santa Rosa Band of Cahuilla Indians received Coronavirus State and Local Fiscal Recovery Funding under the American Rescue Plan Act of 2021. In response to the ongoing public health emergency, the Tribe has developed the COVID-19 Tribal Emergency Relief Program. The relief program will assist Tribal Member's households who have experienced negative public health and or economic impacts due to the COVID – 19 pandemic.

### **ELIGIBILITY REQUIREMENTS**

To be eligible, applicant must be able to demonstrate the following:

1. An Enrolled Tribal Member of the Santa Rosa Band of Cahuilla Indians;
2. Attest to being negatively impacted by the COVID-19 pandemic;

### **TYPES OF ASSISTANCE**

#### **A. Rental/Mortgage Assistance Program**

Enrolled adult Tribal Members on and off the reservation may request up to \$500.00 allowance for a rent per month. Mortgage requests will be reimbursable up to \$500.00 and check made out to applicant. Receipts for mortgage payment must be submitted with application. Payments will be made directly to landlord/mortgage company. A signed rental/mortgage agreement must be submitted with your initial application, no exceptions. Agreement must identify tribal member named as a tenant or co-signer, lessor/mortgage company, and amount of monthly payments. If utilities are included with your rent, then rental statements will be required as additional supporting documentation at the time of application submittal.

Additional proof of residency will be required if the Tribal Member is not named within the rental/mortgage agreement. No handwritten statements from a friend/relative will be accepted as a lease agreement. A completed SRBCI COVID-19 Tribal Emergency Relief application must be submitted per month to receive assistance.



## **B. Utility Assistance Program**

Enrolled adult Tribal Members on and off the reservation may request a combined total of up to \$500.00 allowance for utility expenses. Allowable utility expenses include:

- \* Electricity
- \* Gas/Propane
- \* Water
- \* Trash
- \* Sewer
- \* Landline Telephone
- \* Internet Service

A completed SRBCI COVID-19 Tribal Emergency Relief application must be submitted per month to receive assistance. Clearly identify on application each specific utility company and amount in which payment will be made out to. Utility bills matching application requests amounts will be required unless utilities are included in payments as identified in your rental statement. Additional proof of residency will be required if the Tribal Member is not named on utility bill. Payments will be made directly to utility company on behalf of tribal member or utility bill holder identified on rent/mortgage agreement.

## **C. Parental Assistance Program**

Parents of Enrolled Tribal Member Minors 17 years and under are eligible to request \$100.00 allowance per eligible Enrolled Minor per month. Funds can be used towards minors needs such as but not limited to:

- Clothing/Shoes
- Child Care Services
- Hygiene Products
- PPE
- Back to School Supplies
- Health and Wellness
- Diapers/Wipes

The Tribe must be able to verify that minors are Enrolled Minors of Santa Rosa Band of Cahuilla Indians. Legal Guardians and Non-Tribal Member parents of Enrolled Tribal



Member Minors are eligible to submit for parental assistance program. Legal Guardians who have custody of Enrolled Tribal Member Minors must submit legal documentation affirming custodial rights with initial SRBCI COVID-19 Tribal Emergency Relief application. Parental Assistance will be issued to eligible requestor via checks, receipts are not required.

#### **D. Food Gift Cards Program**

Enrolled adult Tribal Members will automatically receive a \$300.00 grocery gift card to either Stater Bros., Kroger, or Albertsons (depending on location) once per month. Receipts are not required.

#### **SUBMITTAL OF SUPPORTING DOCUMENTATION:**

- Finance has 10 working days to process checks.
- Any incomplete or missing documentation will delay process of assistance.
- Submittal of application and supporting documentation will **ONLY** be accepted via email, mail, fax, and or in person.
- Submittal of application or supporting documentation via photocopy taken by mobile cell phone are **NOT ACCEPTABLE**. Administration staff will send paperwork back to requestor which will delay processing of assistance.
- Acceptable documents for proof of residency include, but are not limited to valid state issued or Tribal IDs with current physical address, pay stubs, other utility bills in requestor's name, voided check with physical address, lease agreement, etc.

#### **AVAILABILITY OF FINANCIAL ASSISTANCE**

Financial Assistance for the COVID-19 Tribal Emergency Relief Program will be available for a period of an additional two (2) months (November and December 2021) or until funds have been expended for each individual program, which ever comes first. Requests must be within allowance amount per program and shall not exceed existing amount limits.

#### **ADMINISTRATION RESPONSIBILITIES**

Tribal Administration staff will administer funding to implement assistance to eligible Tribal Members. Funds will be expended in an efficient and fiscally responsible manner until exhausted. Staff will be responsible for disbursing, receiving, approving, and processing completed applications.



### **MISUSE OF FUNDING:**

During this time, the Tribe has received recovery monies to assist applicants with health, safety, and financial stability. At no time shall participant attempt to defraud the program by dishonestly taking payments for their own use other than what monies were intended for. Should the Tribe be made aware of such actions, Tribal Council will be forced to deliver sanctions upon applicants which may include discontinuation of future assistance from the Tribe and may implement the offset debt policy.

### **HOW TO SUBMIT**

Applications can be submitted via mail, fax, in person, or email to:

**Mail:** Santa Rosa Band of Cahuilla Indians

P.O. Box 391820 Anza, CA 92539

**Email:** Melinda Flaxbeard (CFO): [mflaxbeard@santarosa-nsn.gov](mailto:mflaxbeard@santarosa-nsn.gov)

Vanessa Minott: (Tribal Administrator) [vminott@santarosa-nsn.gov](mailto:vminott@santarosa-nsn.gov)

**Fax:** (951) 659-2228

**In Person:** Santa Rosa Tribal Office 65199 State Hwy. 74 Mountain Center, CA 92561

If you have any questions email the contact above or call the Tribal Office at (951) 659-2700.