Household Assistance Program

Kiowa Tribe COVID-19 Response Program

Document Revision Control

Document Author(s): Sophie Tiger

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Revision History

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</tbody>
</table>
**Table of Contents**

Section I – Statement of Purpose .................................................................................................... 1

Section II – Eligibility ..................................................................................................................... 1

Section III – Request Process ......................................................................................................... 1
  A. Request Form ........................................................................................................................... 1
  B. Evaluation Criteria .................................................................................................................. 2
  C. Award Amount ....................................................................................................................... 2

Section IV – Document Approval ................................................................................................... 3
Section I – Statement of Purpose

The Household Assistance Program (the “program”) was established to stabilize Kiowa households by providing financial support to Tribal members who have been negatively impacted by the pandemic in their time of need and emergency. This program assists with payments for utilities and groceries when income has been reduced or diminished due to COVID-19 and its mandates.

The Coronavirus State and Local Fiscal Recovery Fund provided substantial resources to reverse the effects of the COVID-19 public health emergency, and this program adheres to the guidelines to address negative economic impacts. The program is administered by the Kiowa Tribe COVID-19 Response Program, and the program will assist households until the allocated funds have been exhausted. Applicants may receive assistance once every month for six months unless applicant’s eligibility has changed.

Section II – Eligibility

The following qualifications are necessary to be eligible to apply:

• Be an enrolled Kiowa Tribal member, and;
• Be over the age of eighteen (18)

Section III – Request Process

A. Request Form

Request forms must be complete to be considered. It is the applicant’s responsibility to ensure all components of the request form are submitted. To request assistance, the applicant must submit a request form, providing the following information when applying:

1. A request form including the following information:

   • What assistance is required
   • Description of circumstances
   • Household members regardless of age and Tribal enrollment
   • Income for every member of the household over the age of eighteen (18)

2. Required documentation includes the following:

   • Kiowa Tribal I.D – verifying Kiowa enrollment
   • Utility Bill(s) – copy of utility’s bills
   • Income Verification – proving income for all household members over the age of eighteen (18)
     - Acceptable forms of proof include: last two pay stubs, unemployment documents if unemployed, social security statements, retirement benefits letter, VA benefits statement, or Social Security award letter.
     - Adult household members who have no income must complete the Zero Income Certification form and include it with the application.
B. Evaluation Criteria
The Kiowa Tribe COVID-19 Response Program in conjunction with the Navigators will review all applications in the order they are received and determine whether the applicant meets the Program’s eligibility requirements and has submitted all necessary documentation.

If an applicant fails to meet the Program’s eligibility and documentation requirements, then the Navigators will deny the request and provide reasoning for the denial in writing. All determinations are final unless the applicant can provide all required documentation within the duration of the program.

The eligible assistance through this program is as detailed below:
- Utility bills – electric, water, gas, sewer, trash removal, and Wi-Fi.
- Groceries – items of food sold in stores or businesses.

The ineligible assistance through this program is listed below:
- Car payments
- Auto insurance
- Cable
- Phone payments
- Child support payments
- Mortgage/rent payments

The Kiowa Tribe COVID-19 Response Program may exercise its right to modify and revise to best accommodate Tribal members and to adhere to federal guidelines and restrictions. Cost is determined based on extenuating circumstances.

C. Award Amount
Upon the receipt of the completed request form and verification of Tribal membership, the Kiowa Tribe COVID-19 Response Program will disburse funds directly to the company. The total amount of assistance for the following items per household is as listed below:

- Utility bill funds shall not exceed: $400.00
- Groceries funds shall not exceed: $500.00

The following chart will be utilized to determined amount of funds allocated based on number of household members:

<table>
<thead>
<tr>
<th>People in Household</th>
<th>Maximum Monthly Allotment</th>
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<tbody>
<tr>
<td>1</td>
<td>$200</td>
</tr>
<tr>
<td>2</td>
<td>$300</td>
</tr>
<tr>
<td>3</td>
<td>$400</td>
</tr>
<tr>
<td>4 or more</td>
<td>$500</td>
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Reimbursements are not allowed, and the Kiowa Tribe COVID-19 Response Program is not responsible for late charges that may incur once the requests are being reviewed. Receipts are required to be documented and returned to the Kiowa Tribe COVID-19 Response Program.
Section IV – Document Approval

As determined by the inherent sovereignty to authorize and administer programs to benefit the Tribal community, the Kiowa Tribe COVID-19 Response Program reserves the right to revise, modify, delete, or add to any of the Household Assistance Program depending on funds available.

Approved by:

_______________________________________________

Date: __________________

Matthew M. Komalty, Chairman of the Kiowa Tribe