



2024 Navajo Nation ARPA - Small Business Relief Grant Application

To be eligible for the potential relief grant, this application must be submitted to HN4 Solutions, no later than August 31, 2024, or until the total funding providing for the program is exhausted, whichever comes first. The application must be submitted through one of the methods described in the Navajo Small Business Relief Grant Overview and Eligibility documents. All items must be completed.

PLEASE PRINT OR TYPE CLEARLY

Application Date: _____

Applicant Name: _____
(First Name) (Last Name) (Middle Initial)

Business Legal Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Census Number: _____ Chapter: _____

Phone: _____ Email: _____

Date of Birth: _____ **Applicant must be 18 years of age or older to apply*

ELIGIBILITY QUESTIONS:

1. Did your business experience financial hardship due to the COVID-19 public health emergency between March 1st, 2020, and April 10, 2023? Yes: No:

Please provide a description of the financial hardship you faced due to the COVID-19 Pandemic:

2. Did you receive funding from the previous 2020 Navajo Business Economic Relief Grant Program? Yes: No:

3. Was your business previously reimbursed by another Federal program and/or any disaster relief programs under the CARES Act (such as Paycheck Protection Program)?

SBA Economic Injury Disaster Loan Program (EIDL)? Yes: No: If yes, amount? _____

SBA Paycheck Protection Loan Program (PPP)? Yes: No: If yes, amount? _____

4. Was your 2019 Gross Sales (revenue) less than \$3,000,000? Yes: No:

5. Is your business organized as a "for profit" business? Yes: No:

6. Is your business at least 51% owned by an enrolled member of the Navajo Nation? Yes: No:

7. Was your business in operation prior to January 1, 2020? Yes: No:

8. Is your business independently owned and operated? Yes: No:

9. What was the total number of employees as of March 1, 2020? (For the purpose of this question, include owners in your total employee calculation).

_____ Employee(s)

10. Please provide your Navajo Nation Business Registration Number/Navajo Business Regulatory Certification Number or attach your Certificate of Good Standing under the Corporations Code (if you do not have a Certification Number, visit www.navajoeconomy.org to obtain one).

Business Registration Number: _____ Business Regulatory Cert Number: _____

11. Will you be requesting \$50,000 or more? Yes: No:

(If yes, please provide your Unique Entity ID created in SAM.gov) Unique Entity ID: _____

12. To your knowledge, are you presently suspended, debarred, proposed for disbarment, declared ineligible, voluntarily excluded from participation in this program by any Federal department or agency, or presently involved in any bankruptcy? Yes: No:

If yes, please provide explanation:

13. Do you owe any delinquent debts to the Navajo Nation for taxes, non-rental related debts, rental related debts, and/or loan obligations predating March 2020? Yes: No:

If yes, please provide explanation:

Checklist of Required Documents for all Applicants:

The following checklist provides the documentation you will need to submit if you are eligible for assistance under this Economic Relief Fund. We reserve the right to request additional documentation (e.g. past or future invoices for expenditures incurred) as deemed necessary based on specific details of your application. Maximum of two (2) per household per grant. Proof of mailing address and other documentation may be required to substantiate the grant request.

- Proof of submitted application for registration to be included on the Navajo Nation Business Registration List as published by the Navajo Business Regulatory Department if not previously registered OR Certification of Good Standing under the Corporation Code, as applicable.
- 2021 Business and Artisan Grant Expenditure/Revenue Worksheet (Page 4 of this application)

Required Documents for all Applicants Requesting \$10,000 or Greater:

The following checklist provides the documentation you will need to submit if you are determined to be eligible for assistance under this Program if you are requesting more than \$10,000:

- Certification of incorporation, other similar business formation documents, or other legal documentation with the official business address.
- 2019, 2020, 2021, 2022 or 2023 Business Tax Return (All pages, no redactions).
- Disclosure of full-time and part-time employees as of March 1, 2020 (e.g., Payroll register for closet period to this date).

INTERNAL USE ONLY	Approved/Disapproved: APPROVED: <input type="checkbox"/> DISAPPROVED: <input type="checkbox"/>
Received by date: _____	Notes/Comments:
Received by name: _____	
Approver/Date: _____	
Approve Amount: _____	

ELIGIBILITY DISCLOSURE

By signing this application, you acknowledge that you understand the program's terms, guidelines, and requirements; and agree to abide by the following terms:

1. Consent to share information

- a. I request assistance ("Grant") under the Navajo Business Economic Relief Fund or the Navajo Artist Relief Fund, each referred to as "Program," as applicable. I authorize representatives from HN4 Solutions to supply and receive information that I provide related to this Program. I understand and consent to the disclosure of public and non-public and personal information by and between the issuing agency representing the Navajo Nation in connection with this grant Program, including, but not limited to data and documentation, verification, review, Program and assistance evaluation, and monitoring and oversight.

All information provided is truthful and accurate

- a. I certify that the information and statements I have provided herein are truthful and accurate. I understand that the information and documentation I submit will be provided to the Navajo Nation government and its auditors, might be subject to further review and audit by the U.S. Department of Treasury Office of the Inspector General, and that my participation in this assistance program is subject to legal restrictions of the Federal CARES Act and corresponding U.S. Treasury guidance, the Navajo Nation and federal laws, and the requirements of the Navajo Business Economic Relief Fund or the Navajo Artist Relief Fund, as applicable. I agree to comply with the guidelines of the Program as determined and presented by the Navajo Nation. Failure to provide truthful and accurate information may cause this application to be rejected, or for the Navajo Nation to compel me to repay the awarded funds to the Nation.

2. Certification of eligibility and authorization to submit application.

- a. I certify that I, or my business entity, meet the eligibility requirements to apply for assistance under the Navajo Business Economic Relief Fund or the Navajo Artist Relief Fund, as applicable, and that if the applicant is a business entity, I am legally authorized to submit this application on behalf of and to legally bind the applicant entity.

3. No "double dipping"

- a. I certify that the amount requested has not been previously reimbursed by another Federal program, any disaster relief programs under the CARES Act (such as Paycheck Protection Program) or any other Navajo assistance program.

4. Required Reporting

- a. Applicants will be required to submit a final report providing a final accounting of the uses of funds, which should be supported by documentation such as receipts, invoices, etc. This must be submitted within 90 days after the end of the grant period or August 31, 2024, whichever comes first. Applicants that do not submit a final report will be out of compliance with this grant program and will be asked to return the funding.

5. IRS Form W-9

- a. All applicants must submit a complete and signed IRS W-9 form. A W-9 form is an Internal Revenue Service (IRS) tax form that is used to confirm a person's name, address, and taxpayer identification number (TIN) for employment or other income generating purposes. When an individual or business entity receives \$600.00 or more during a tax year, that income must be reported to the IRS. Approved applicants will receive an IRS form 1099 upon tax season.

Printed Name: _____ Signature: _____

Date: _____

2024 Navajo Business and Artisan Economic Relief Grant Expenditure Worksheet

Applicant Name: _____
(First Name)
(Last Name)
(Middle Initial)

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Registration Number: _____

	Year
Gross Revenue	\$
Cost of Goods Sold (COGS) & Operating Expenses	\$
Supplies/Materials	\$
Advertising	\$
Mileage	\$
Fees	\$
Employee Expenses (Wages)	\$
Office Expenses	\$
Rent & Maintenance	\$
Tax & License	\$
Utilities (Electricity/Water)	\$
Total COGS & Operating Expenses	\$

Previous Awards:

Economic Injury Disaster Loan Program (EIDL)	\$
Paycheck Protection Loan Program (PPP)	\$
Total Previous Award Amount	\$
 Estimated Award Amount	 \$