NAVAJO BUSINESS ECONOMIC RELIEF GRANT
Summary & Frequently Asked Questions

**Purpose:** To assist Navajo businesses facing financial hardship and/or business interruption due to the COVID-19 pandemic with financial assistance for necessary expenditures. This grant is designed to provide a direct incentive for small businesses to keep their employees on the payroll, provide for economic assistance with operating expenses and promote overall economic stability to those businesses facing the impacts of closure due to the COVID-19 pandemic.

**General Eligibility Requirements:** The following general eligibility requirements apply to all businesses applying for financial assistance under this Navajo Business Economic Relief Grant.

- Business is facing a financial hardship due to the COVID-19 public health emergency
- Business is organized for profit and at least 51% owned by an enrolled member of the Navajo Nation
- Business was in operation prior to January 1, 2020
- Business has less than 300 employees as of March 1, 2020 (for the purpose of this requirement, each individual employee, regardless of typical number of hours worked, and each owner, is considered one employee)
- Business is certified or to be certified or re-certified under the Navajo Nation Business Source List as published by the Navajo Business Regulatory Department (BRD).
  - Website: www.navajoeconomy.org/certified-navajo-businesses/

**Amount Applicants Eligible for:** To be determined based upon eligible business interruption expenses and business characteristics. Maximum award amount is subject to availability and can range from up to $10,000 to $60,000 per business with demonstrated need. Individuals applying for grant funding greater than $10,000 will be asked to provide additional verification documentation.

**Application Process:** This grant is comprised of two components, (1) Navajo Business Certification and (2) Navajo Business Economic Relief Grant Application.

Applicants must first begin with business registration/certification with the Navajo Business Regulatory Department prior to completing the Navajo Business Economic Relief Grant - Application and submit required documentation (i.e. documentation verifying the number of employees on payroll, most recent federal tax return, certificate of incorporation or other legal documentation displaying the address of the business, as listed in the application checklist provided in the Navajo Business Economic Relief Grant - Application) to Navajo Nation Division of Economic Development by October 30, 2020.

Application and supporting documentation may be submitted online via the Navajo Nation Division of Economic Development Website or at an in-person application location. Additional information on application sites and hours of operation are available from the Navajo Nation Division of Economic Development. Please note that additional requests for documentation may be needed if information provided is not completed correctly or your business circumstances require additional verification. All applicants requesting a grant distribution greater than $50,000 will be asked to provide additional information to comply with reporting requirements required by the United States Treasury.
Navajo Nation Business Regulatory Certification Process:

1. Business Certification Application – (Parts A-H)
   a. Available at www.navajoeconomy.org
2. Proof of Employer Identification Number (EIN) OR Social Security Number – (Part B)
3. Past Projects Documentation/Statement – (Part G)
4. Duties and Responsibilities Statement – (Part G)
5. Certificate of Indian Blood – (Part B)
6. Navajo Nation Tax Form 100 – (Separate Form)
   a. Available at www.navajoeconomy.org
7. Organizational Information – (Part G)
8. Business Certification Number issued
   a. Required for Part 2: Navajo Artisan Relief Grant Application.
NAVAJO BUSINESS ECONOMIC RELIEF GRANT
Part 2: Navajo Business Economic Relief Grant Application

Navajo Nation Economic Relief Grant Application Process:
1. Navajo Business Certification Application
   a. Available at www.navajoeconomy.org
2. Navajo Nation Office of Tax Commission (OTC)-Procurement
   a. Navajo Nation Tax Form 100
      i. Any person or organization engaging in any business activity whatsoever within the Navajo Nation, must register with the Office of the Navajo Tax Commission by filing this form.
   b. Available at www.navajoeconomy.org
3. Navajo Business Certification No. Issued
   a. Certification must be complete or in-progress prior to moving onto step 4
4. Navajo Nation Economic Relief Grant Application
   a. Available at www.navajoeconomy.org
5. Application review process
6. Award decision is made
NAVAJO BUSINESS ECONOMIC RELIEF GRANT
Frequently Asked Questions

- **What is the Navajo Economic Relief Program?**
  - In response to the Coronavirus (COVID-19) pandemic, the Navajo Nation is providing financial assistance to eligible Navajo businesses facing hardship during this public health emergency.

- **Who qualifies to participate within the Navajo Economic Relief Program?**
  - Business is organized for profit and at least 51% owned by an enrolled member of the Navajo Nation.
  - Business is facing a financial hardship due to the COVID-19 public health emergency.
  - Business is organized for profit and at least 51% owned by an enrolled member of the Navajo Nation.
  - Business was in operation prior to January 1, 2020.
  - Business has less than 300 employees as of March 1, 2020 (for the purpose of this requirement, each individual employee, regardless of typical number of hours worked, and each owner, is considered one employee).
  - Business is certified or to be certified or re-certified under the Navajo Nation Business Source List as published by the Navajo Business Regulatory Department (BRD).
    - Website: www.navajoeconomy.org/certified-navajo-businesses/

- **What is a qualified participant in the Navajo Economic Relief Program eligible to receive?**
  - To be determined based upon eligible business interruption expenses and business characteristics. Maximum award amount is subject to availability and can range from up to $10,000 to $60,000 per business with demonstrated need.

- **How long is the process to receive funds from the Navajo Economic Relief Program?**
  - Applicants must submit application and all required documentation by October 30, 2020.
  - The deadline to expend funds to eligible recipients is December 31, 2020.

- **What do I need to submit to receive funds from the Navajo Economic Relief Program?**
  - Part 1: Complete Business Certification Application
  - Part 2: Complete Navajo Economic Relief Program Application

- **Who do I contact with questions regarding the Navajo Economic Relief Program?**
  - Navajo Nation Division of Economic Development
    - Phone: 928-871-6544
    - Email: navajoeconomy@navajo-nsn.gov
    - Online: www.navajoeconomy.org

- **I am a registered business under the Navajo Business Regulatory Department, do I need to register again?**
  - Applicant certification must be up to date at the submission of Navajo Economic Relief Program application. Please provide all necessary documentation for recertification to Navajo Nation.