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## **TUNICA-BILOXI COVID-19 ECONOMIC RELIEF ASSISTANCE PROGRAM FOR TRIBAL BUSINESSES**

Reimbursement of costs for economic support in connection with the COVID-19 public health emergency is available for Tribal entities and Tribal member-owned businesses through CARES Act relief funds. Under the Tunica-Biloxi COVID-19 Economic Relief Assistance Program for Tribal Businesses, Tribal entities and Tribal member-owned businesses can apply for reimbursement of business costs related to the COVID-19 health emergency. Assistance from this program may be limited depending on availability of funds and the level of business losses Tribal businesses have suffered.

Qualifying Tribal Entities must complete the COVID-19 Economic Relief Assistance Program for Tribal Businesses application. Tribal member-owned businesses must (1) have a Certificate of Preference Eligibility from the Tunica-Biloxi TERO Office, and (2) complete the COVID-19 Economic Relief Assistance Program for Tribal Businesses application. Applicants requesting assistance greater than \$10,000 will be asked to provide additional information to comply with U.S. Treasury reporting requirements.

Tribal businesses may request reimbursement of for the following expenses:

- Personal protective equipment (PPE), establishing necessary reserves of PPE, and sanitizing products;
- Business interruptions due to COVID-19, including: decreased market demand, reduction in volume of business, or customer traffic;
- COVID-19 testing for employees;
- Telework capabilities for employees;
- Portions of personnel costs;
- Rent or business loans;
- Establishing public safety measures;
- Any other COVID-19 related expenditure including, utilities, unplanned maintenance, deep cleaning, and other needs reasonably necessary to ensure the function of the entity in response to the public health emergency to enable compliance with public health precautions.

## **Eligibility for Tribal Member-Owned Businesses**

- Businesses must be majority-owned (at least 51%) and operated by one or more Tunica-Biloxi citizens;
- Registered (Certificate of Preference Eligibility) and in good standing with the Tunica-Biloxi TERO office;
- Must have less than 100 part or full-time employees prior to March 1, 2020 and in operation prior to March 1, 2020;
- Must be able to demonstrate they have faced financial hardship due to the COVID-19 public health emergency.

### **Required Documents**

- Tunica-Biloxi COVID-19 Economic Relief Assistance Program for Tribal Businesses Application;
- Certificate of Preference Eligibility (TERO Office);
- Proof of business interruptions costs due to COVID-19;
- Copies of invoices and checks issued pertaining to reimbursement requests associated with qualified expenses due to COVID-19;
- Detail of salary and compensation expenditures, including, but not limited to; timesheets, paystub vouchers, and paid leave;
- W-9;
- Most recent tax filing (if applicable).

### **Application Conditions & Information**

Applications will be received by Tribe until 4:00 p.m. on Monday, December 7, 2020. Application submissions may be either emailed, hand-delivered, or mailed. For email submissions, please send the application to [AMPierite@tunica.org](mailto:AMPierite@tunica.org). For hand-delivery, please submit the application to Amanda Pierite. For mail submissions, please submit the application to the following address:

Tunica-Biloxi Tribe of Louisiana  
Attn: Amanda Pierite, COVID Business Assistance  
150 Melacon Road  
PO Box 1589  
Marksville, LA 71351

Questions regarding this application may be submitted in writing to Amanda Pierite at the above address or by email [AMPierite@tunica.org](mailto:AMPierite@tunica.org).

**Applications must be submitted by Dec. 7, 2020.**

## Examples of Proof of Ownership Documents Required for Certificate of Preference Eligibility with TERO Office

Proof of Ownership documents must clearly define majority ownership by Tunica-Biloxi Tribal members. For business entities, such documents include:

- C Corporation: Stock certificates if issued (Form 1120 for corp., Form 1040 for Minority Type-Owner) stock certificates would show how many shares each person owns S Corporation:
- S Corporation: Election Form (Form 2553 filed with IRS) form 2553 provides a breakdown of shareholders and their percentage of ownership
- LLC:
  - Operating agreement – it must outline each owner’s percentage LLP;
  - Partnership agreement – it must outline each owner’s percentage, “profits and losses will be shared in the following proportions...”
- General Partnership: Partnership agreement- it must outline owner’s percentage, “profits and losses will be shared in the following proportions...”
- Sole Proprietorship: Tax Form (1040 schedule C)
- Other documents that may be accepted if they clearly define majority ownership by Tunica-Biloxi Tribal member(s):
  - Certificate/articles of incorporation
  - Bylaws
  - Articles of organization

# Tunica-Biloxi COVID-19 Economic Relief Assistance Program for Tribal Businesses

150 Melacon Road  
Marksville, LA 71351

Date: \_\_\_\_\_

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## Applicant Information

***Approved requests will be made payable to the legal name of the organization and mailed to the organization address provided.***

Legal name of organization: \_\_\_\_\_

- Tunica-Biloxi Tribal Entity
- Tunica-Biloxi Citizen-Owned Business (Must have Certificate of Preference Eligibility)

Roll Number: \_\_\_\_\_ Birth date: \_\_\_\_\_

Applicant Business Organization:

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> C. Corp             | <input type="checkbox"/> S. Corp     |
| <input type="checkbox"/> LLC                 | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Other _____ |

Organization address: \_\_\_\_\_

Street City State ZIP

Primary principal contact/title: \_\_\_\_\_

Business address:  Same as organization address

Street City State ZIP

Phone: (\_\_\_\_) \_\_\_\_\_ Ext.: \_\_\_\_\_

Email address: \_\_\_\_\_

Funding request amount: \_\_\_\_\_

Begin date: March 1, 2020 End date: December 30, 2020

### COVID-19 Business Interruption Costs

Provide COVID-19 Business Interruption Costs in the space below for the period of March 1, 2020 through December 30, 2020 (Proof of business interruptions costs due to COVID-19 is required).

Salary Detail/Personnel Costs	\$ _____
PPE and sanitization costs	\$ _____
COVID-19 testing/tracing costs	\$ _____
Telework costs	\$ _____
Contactless and/or touchless retrofitting costs	\$ _____
Other COVID-19 costs	\$ _____

**Attachments:** *(To complete this application, you must supply copies of the following)*

- Certificate of Preference Eligibility (TERO Office).
- Proof of business interruptions costs due to COVID-19.
  - Copies of invoices and checks issued pertaining to reimbursement requests associated with qualified expenses due to COVID-19.
  - Detail of salary and compensation expenditures, including, but not limited to; timesheets, paystub vouchers, etc...
- W-9.
- Most recent tax filing (if applicable).

#### **Certification:**

By signing this application, the recipient certifies that, if awarded funds under Tunica-Biloxi COVID-19 Economic Relief Assistance Program for Small Businesses, the expenditure of such funds must adhere to applicable federal law and official federal guidance issued or to be issued on what constitutes a necessary expenditure.

To the best of my knowledge, this application and the enclosed supplemental documents represents a true, complete, and accurate representation of the business cost interruptions derived from the COVID-19 public health emergency.

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date