ICDBG CARES Assistance Program (ICAP) Information

What is ICAP?
The ICDBG CARES Assistance Program (ICAP) is a program that assists participants that are affected by the COVID Pandemic. Funds must be used to provide assistance to prepare, prevent and respond to COVID-19. Assistance can include rent, mortgage, internet for school age children, child care, utilities, food, emergency housing, transportation and PPE.

Where can I apply?
Due to the COVID-19, we request applications and documents to be faxed to 907-793-3394 or emailed to elg@citci.org. Applications can also be accepted at CITC at 3600 San Jeronimo Drive, Anchorage AK 99508 if you do not have access to email or fax. There is a drop box outside of the building, or it can be dropped off in person inside the building on the 1st floor.

What is the Eligibility?
Eligibility is not solely based on income. Each family is affected by COVID-19 differently so amount of assistance may vary depending on impact during the pandemic.

General Eligibility:
1. Reside within the Cook Inlet Region
2. Alaska Native/American Indian or non-native caretaker of a AK Native or American Indian child
3. Impacted by COVID-19- funds must be used to prepare, prevent or respond to the COVID-19 pandemic.
4. Below 80% of Alaska Median Income according to HH size and residence area according to HUD’s income limits. Most recent limits published will be used.

You must notify us if you have already received COVID OR CARES grant from another agency or tribe.
It is not allowable to receive duplicate assistance.

What are the income limits?
80% of HUD Median income

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Gross Monthly Income</th>
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</thead>
<tbody>
<tr>
<td>Anchorage</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>$4,867</td>
</tr>
<tr>
<td>2</td>
<td>$5,562</td>
</tr>
<tr>
<td>3</td>
<td>$6,258</td>
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<tr>
<td>4</td>
<td>$6,953</td>
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<tr>
<td>5</td>
<td>$7,509</td>
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<tr>
<td>6</td>
<td>$8,065</td>
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<tr>
<td>Matanuska Valley</td>
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<tr>
<td>1</td>
<td>$4,279</td>
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<tr>
<td>2</td>
<td>$4,887</td>
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<tr>
<td>3</td>
<td>$5,500</td>
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<td>$6,108</td>
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<td>5</td>
<td>$6,600</td>
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<tr>
<td>6</td>
<td>$7,087</td>
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How long will it take?
It may take up to 30 days to process your application. You will not be required to meet with a staff person, but they may call you with questions. Continue to pay your bills while waiting for a decision on your application.

What if I disagree with the decision on my application?
Any person whose application is denied or not acted upon with reasonable promptness, or whose benefits are reduced or terminated, has a right to file a grievance. Grievances must be filed in writing within 30 days of the decision. Grievances may be submitted to the CITC office via email, mailed or faxed. You may request a copy of the CITC Client Grievance Policy at the CITC office or call 793-3300.
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Checklist of documents required:

- Completed Application (attached) with all household (HH) members listed, all adults must sign application. Household is considered the financial unit.
- Certificate of Indian Blood, Tribal Enrollment, or Proof of IHS Eligibility. Required for head of household or for child if non-native head of household.
- Proof of how COVID-19 impacted HH, i.e. lay-off letter, loss of income, any other documentation that can verify situation/need. Below can be used to provide this information.
- Proof of all income in the household for last 30 days from date stamp of application received by CITC. This includes all gross unearned and earned income.
- Copies of all bills/expenses that are requesting to be paid.
- If requesting internet assistance for school children, must provide school registration. Please note this is only allowed if school is done online.
- Statement signed that Applicant verifies household has not received any assistance to pay for the same expense that is requested (Applicant required to sign below form)
- W-9 (required for rent assistance and some other vendors- ask CITC staff for more information)

Print Name: ____________________________________________

Please provide a description of the impact of COVID-19 that is resulting in the request for assistance. Please describe the situation for the entire timeframe of assistance being requested (attach proof if able to):

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

List any other assistance provided to household in the form of rental, emergency housing, utilities, food, internet or any other assistance during the COVID-19 Pandemic starting in March 2020 (list who and amounts received). If you leave blank you are certifying no assistance has been received:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

I certify that I am over the age of 18 and the information provided is true and accurate and by signing the form, I am under penalty of criminal prosecution if false information results in assistance for which I am not eligible.

Signature ___________________________ Date ________________

Applications can be emailed to elg@citci.org or faxed to 907.793.3394
**Proof of Income**

To determine your eligibility we need proof of your income. The information we are requesting can be done by you providing your caseworker with your paystubs, payroll records, and statement from your employer. Your employer can also contact us directly.

You can use this form to provide the proof of your income we need. To use this form, you will need to complete the Employee Section, you will then need to give this form to your employer and have them complete the Employer Section. Once this form is completed, you can return this form to your local CITC office.

### Employee Section

<table>
<thead>
<tr>
<th>Employee’s Name</th>
<th>Employee’s Signature</th>
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Place of Employment

Social Security Number

### Employer Section

<table>
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<tr>
<th>Employer’s Name</th>
<th>Employer’s Signature</th>
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Employer’s Phone #

Payroll’s Contact #

Employee’s Gross Monthly Wage

Hourly Rate

Hours Per Week

Days Per Week

Is the Job:

- [ ] Full Time
- [ ] Part Time
- [ ] Temporary
- [ ] On-Call
- [ ] Seasonal

How Often Paid:

- [ ] Weekly
- [ ] Every 2 Weeks
- [ ] Twice A Month
- [ ] Monthly

Other Compensation:

- [ ] Tips
- [ ] Room and Board
- [ ] Commissions
- [ ] Bonus

Monthly Amount of Other Compensation

### List the Employee’s Most Recent Paychecks:

<table>
<thead>
<tr>
<th>Pay Period End Date</th>
<th>Date Pay Received</th>
<th>Regular Hours</th>
<th>Overtime Hours</th>
<th>Gross Pay</th>
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If New Employment: Employment Start Date

First Pay Date

If No Longer Employed: Termination Date

Date of Last Paycheck

Gross Amount of Final Paycheck

Reason for Termination:

- [ ] Fired
- [ ] Quit
- [ ] Laid Off
- [ ] No Call/No Show
- [ ] Season Ended

Please Explain

**Health Insurance:**

- [ ] Yes
- [ ] No

Who Is Covered?

Policy #

Name and Address of Insurance Company

Date Coverage Began

Date Coverage Ends

Coverage Ended Due To

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**Employment and Training Services Department**

**Caseworker:**  ICAP  
**Phone Number:** 907.793.3300  
**Fax:** 907.793.3394  
**Email:**  elg@citci.org