



# COVID-19 YDSP TRIBAL BUSINESS INTERRUPTION & EMPLOYEE ASSISTANCE GRANT

The Ysleta del Sur Pueblo (YDSP) has established the “COVID-19 YDSP Tribal Business Interruption & Employee Assistance Grant” program to help YDSP Tribal business owners (18 years of age and older and living anywhere in the United States or U.S. Territories) and any Tribal business owner from another federally recognized Indian tribe (18 years of age and older and living in the El Paso or Hudspeth counties, Texas) who has experienced business interruption due to the COVID-19 pandemic. YDSP can financially assist qualified American Indian and Alaskan Native businesses who are directly affected by the COVID-19 mandatory closures and associated safety measures. In other words, YDSP can grant financial relief to businesses to help pay rent, utilities, payroll, and other essential items between March 2020 and December 2020.

**Please note that any incomplete information can delay the application process and subsequent payments.**

**1) Are you 18 years of age or older *and* an enrolled member of the Ysleta del Sur Pueblo (YDSP)?**

- Yes (skip questions 2 & 3 and go to question 4)  
 No

**2) Are you 18 years of age or older *and* a member of another federally recognized Indian tribe living in the El Paso or Hudspeth Counties, Texas?**

- Yes  
 No

**3) If you belong to another federally recognized Indian tribe, please specify which one:**

\_\_\_\_\_  
\_\_\_\_\_

**4) Has your company received any COVID-19 financial assistance (such as the Small Business Administration Paycheck Protection Program) from local, state, tribal, and/or federal agencies?**

Please note that if you have received such assistance that it does not necessarily disqualify this application.

- Yes  
 No

**5) Please provide the contact information of your tribal business:**

Tribal Business Name: \_\_\_\_\_

Address Line 1: \_\_\_\_\_  
\_\_\_\_\_

Address Line 2: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

State / Province / Region: \_\_\_\_\_

Zip / Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

**PLEASE CONTINUE TO NEXT PAGE...**

**6) Please provide us with your contact information:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

\_\_\_\_\_

Address Line 2: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State / Province / Region: \_\_\_\_\_

Zip / Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

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

**7) What is your Enrollment number?** \_\_\_\_\_

**8) Please provide a brief description of the type of services and/or products provided by your business:**

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**9) Which one of the following best describes your business structure?**

- Sole Proprietorships
  - Partnerships
  - Corporations
  - S Corporations
  - Limited Liability Company (LLC)
  - Independent contractors
  - Online platform workers (such as Uber, Amazon Mechanical Turk, DoorDash, GrubHub, etc.)
  - Contract firm workers
  - On-call workers
  - Temporary workers
  - Other—Write In: \_\_\_\_\_
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**PLEASE CONTINUE TO NEXT PAGE...**

**10) Please complete the following for each owner/partner:**

(In terms of percentage owned, please list the top five owners.)

NAME OF OWNER / PARTNER	PERCENTAGE OF OWNERSHIP	TRIBAL STATUS	
		TRIBAL	NON-TRIBAL
1.		<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>
4.		<input type="checkbox"/>	<input type="checkbox"/>
5.		<input type="checkbox"/>	<input type="checkbox"/>
Others		<input type="checkbox"/>	<input type="checkbox"/>

**BUSINESS REVENUE AND COSTS**

As mentioned earlier, YDSP can financially assist qualified American Indian and Alaska Native businesses who are directly affected by the COVID-19 mandatory closures and associated safety measures. You can receive relief for your typical businesses cost such as rent, utilities, payroll, and other expenditures between March 2020 and December 2020.

Please go to <https://bit.ly/YdspWorksheet> and download the Business Revenue and Cost Worksheet.

Please complete the worksheet and submit it with this application. You can provide a print-out or email it to your business specialist at: [DEDbusinessgrant@ydsp-nsn.gov](mailto:DEDbusinessgrant@ydsp-nsn.gov)

**SAFETY EQUIPMENT AND SUPPLIES ASSISTANCE**

Your business may also qualify for benefits for reasonable and necessary expenses to implement public safety measures in response to COVID-19. These expenses could be for facility alterations to promote social distancing, physical barriers/separations, safety training, personal protective equipment (e.g., face masks, gloves, etc.), and other related costs. That said, business owners can prevent and slow the spread of COVID-19 at their place of work by creating social distancing policies and practices. To maintain a healthy work environment, business owners need to do one or more of the following:

- Improve the building ventilation system
- Give employees, customers, and visitors what they need to clean their hands, and cover their coughs and sneezes
- Perform routine cleaning
- Perform enhanced cleaning and disinfection after person suspected/confirmed to have COVID-19 have been in the building
- Provide employee training on policies to reduce the spread of COVID-19, general hygiene, social distancing, use of personal protective equipment (PPE)

The COVID-19 YDSP Tribal Business Interruption & Employee Assistance Grant can assist qualified Tribal business owners and employers with the costs to create an environment to slow the spread of COVID-19.

**11) Does your business need safety equipment and/or supplies to keep its environment safe from spreading COVID-19?**

- Yes
- No (skip questions 12 & 13 and go to question 14)

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**12) Please provide a short justification for why your business needs safety equipment and/or supplies to slow the spread of COVID-19:**

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**13) Please provide a budget for safety equipment.**

Safety items include, but not limited to, the following: Facility alterations to promote social distancing; Physical barriers/separations; Training; Personal protective equipment (PPE); Cleaning services; and, Cleaning supplies.

Please provide an estimate for each category. When adding other costs, please group individual items into categories. For example, disinfectant sprays, disinfectant wipes, paper towels, and bleach should be group in the “cleaning supplies” category.

SAFETY ITEM	ESTIMATED COST
1.	
2.	
3.	
4.	
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11.	
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14.	
15.	

**TECHNOLOGY ASSISTANCE**

Your business can also apply for funding to pay for new technology equipment to maintain social distancing to prevent the spread of COVID-19. Imagine you have a restaurant, and your local or state government has imposed a “stay-at-home” order. Your customers cannot come to your restaurant, so you want to focus on take-out to generate revenue. You can apply for technology funding to set-up a website to take online orders as well as any advertising costs to promote your new site and services. Funding can also help pay for computers (for employees to work from home) to mitigate the spread of COVID-19 at your place of business. In order words, your business can qualify for technology funding to keep your doors open while reducing the threat of COVID-19.

Technology equipment and services might include the following:

- Laptop computers to allow employees to work remotely
- Web and graphic designers
- Web-based services
- Smartphone app development
- Technology training

**14) Does your business need technology equipment and/or services to slow the spread of COVID-19?**

- Yes
- No (skip questions 15 & 16 and go to question 17)

**15) Please provide a short justification for why your business needs technology equipment and/or software in response to the COVID-19 pandemic:**

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**PLEASE CONTINUE TO NEXT PAGE...**

**16) Please provide a budget for technology equipment**

Technology items include, but not limited to, the following: computers and software to allow employees to work remotely; Software and related services to transition to create/improve your online presence; Training; Web and graphic designers; and, other related technology and services.

TECHNOLOGY ITEM	ESTIMATED COST
1.	
2.	
3.	
4.	
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6.	
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**You need to submit documentation with your application. As part of the application, you need to upload documentation to show that your business have been affected by the pandemic.**

These documents may include, but not be limited to, the following:

- Bank statements
- Payroll registers
- Form 941 for the impacted quarter(s) of 2020
- Form 1099 for independent contractors
- 2019 business tax return. If you have not filed for 2019, you may submit you 2018 business tax return
- For sole proprietors, you may provide your 2018 or 2019 individual tax return
- Photos, if appropriate
- Other documents, as requested by your assigned business specialist

**17) Have you included copies of the following documents with this application?**

Please check all that apply.

- Tribal Enrollment ID card
- Tribal Enrollment ID cards of your business partners, if any
- Business Revenues and Cost worksheet (Download the worksheet from <https://bit.ly/YdspWorksheet>)
- Business Bank Statements (starting from January 2020)
- Payroll documentation (i.e., Payroll registers, 941s)
- Contract labor documentation (i.e., 1099s, Checks, Invoices)
- Business Tax Return (2018 or 2019, whichever is the latest)
- Rent/mortgage documentation
- Utilities documentation
- Telephone/internet documentation
- Insurance documentation
- Advertising documentation
- Debt liabilities documentation
- Other expenses documentation
- Safety equipment and supplies documentation\*
- Technology equipment and services documentation\*

\*Please note that this documentation can also include quotes and/or a proposal from your vendors.

Under penalty of perjury, I hereby certify that all information provided in this application and in any accompanying documents is true, accurate, and correct. I also agree that any grant funds awarded hereunder will be used for approved costs as described in this application. I further understand that any violation of this certification will result in a penalty which will include, but is not limited to, being declared a member not in good standing with the Ysleta del Sur Pueblo.

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

**Thank you for completing the COVID-19 YDSP Tribal Business Interruption & Employee Assistance Grant Application. A Business Specialist will be assigned to your case and will be contacting you soon. If you have any questions about the status of your application, please contact the YDSP Department of Economic Development at 915-859-8151.**