



## **EMERGENCY AGRICULTURAL ASSISTANCE COVID-19 RELIEF PROGRAM Information & Instructions**

### **Program Summary**

The Little Shell Tribal Council has established an Emergency Agricultural Assistance Program to provide necessary financial relief to enrolled Little Shell tribal farmers or ranchers whose operations have been directly or indirectly impacted by the COVID-19 pandemic. Eligible Little Shell farmers and ranchers may receive a single agricultural assistance grant payment of up to \$10,000 – *in no case may the grant amount exceed actual losses sustained or costs incurred*. Eligible Little Shell tribal members are required to complete, certify, and submit the Emergency Agricultural Assistance COVID-19 Relief Program Application and other materials in order to participate.

### **Emergency Agricultural Assistance COVID-19 Relief Program Information**

On March 21, 2020, the Little Shell Tribe (“LST” or “Tribe”) declared a state of emergency due to the COVID-19 pandemic. The Tribe recognizes that many of its tribal members engaged in farming and ranching have been impacted by this pandemic and have suffered hardships as a result. Since the Tribe’s federal recognition was restored only a few months before the pandemic hit, the Tribe has had limited time and funding to develop necessary tribal programming to aid its tribal members. Thus, the Tribe has created this program to provide essential agricultural assistance in a manner that is administratively feasible given the current lack of internal governmental programs and employees.

The Emergency Agricultural Assistance COVID-19 Relief Program (“Program”) will provide critical relief to eligible Little Shell farmers and ranchers that have suffered directly or indirectly from the COVID-19 pandemic. The Program is intended to assist farmers or ranchers who suffered/are suffering COVID-19 hardships including, but not limited to, the disruption of the market supply chain, increased marketing costs, decline in sales due to decreased demand, the need to make necessary safety upgrades at their operations, and the purchase of personal protective equipment for employees.

### **Applicant Eligibility**

The Tribe has established strict parameters on eligibility to ensure the Program complies with all applicable legal and federal requirements. Eligible applicants must be an enrolled LST tribal member and have attained eighteen (18) years of age. In addition, eligible applicants must be a farmer or rancher. For the purposes of the Program, farmers and ranchers are those: (1) that receive a substantial portion of their household income from agricultural production and (2) are actively engaged in day-to-day farm/ranch management and labor. Eligible applicants may reside outside of the Tribe’s service area and the State of Montana (*there are no residency restrictions*). Applicants must be able to verify and provide details of their farming or ranching operation in their application.

### **Certification of Application**

Each applicant must certify that the information submitted on the application is accurate. An applicant that provides false information will face penalties including the complete denial of the submitted application, potential exclusion from other LST programs, and/or reimbursing the Little Shell Tribe for receiving federal funds through deception. The Tribal Administrator shall provide the Tribal Council with any information regarding alleged falsification of application statements. The Tribal Council will review and issue a decision on the penalty. All decisions shall be final.



## **EMERGENCY AGRICULTURAL ASSISTANCE COVID-19 RELIEF PROGRAM Information & Instructions**

### **Materials Required for Submission**

All applicants are required to submit the following:

- (1) Emergency Agricultural Assistance COVID-19 Relief Program Application. The applicant must provide details regarding the farm/ranch and certify how the individual farmer or rancher has suffered directly or indirectly from the COVID-19 pandemic.
- (2) Supporting documents to verify loss sustained or cost incurred due to COVID-19. The applicant must provide documents to support their showing of harm. Such documents may include a Farm operating plan (CCC-902), production records, inventory records, sales receipts, income statements, and breeding records.
- (3) A copy of the farm or ranch's 2019 FSA Summary or equivalent document.
- (4) A photocopy of the applicant's government issued photo ID (LST enrollment card, driver's license, passport, etc.).

### **Review of Application and Disbursement of Grant Payments**

The LST Tribal Administrator will manage the collection of all applications. The Tribal Administrator shall conduct a review of each application to ensure it is complete and then submit it to a Subcommittee of Tribal Council for approval or denial. If the application is approved, the Tribal Administrator will oversee the funding of the application. All grant payments disbursed under the Emergency Agricultural Assistance COVID-19 Relief Program must be used to alleviate the impacts suffered directly or indirectly by the COVID-19 pandemic and may not be duplicative of federal or state awards that have already been received. The applicant is required to keep records of how funding was spent for a minimum of five years. If an application is denied there will be an opportunity to submit an appeal to the full Tribal Council.

### **Application Deadline and Submission**

All applications must be received by **September 11, 2020**. It is the responsibility of the applicant to meet this deadline and verify receipt of their submission.

Submission by E-Mail (preferred) to [Care20@lstribe.org](mailto:Care20@lstribe.org).

Submission by Mail or Hand Delivered to:

LST Tribal Government Building  
615 Central Avenue West  
Great Falls, MT 59404

Submission by Fax to (406) 315-2401.

### **Questions**

For all questions, please email [Care20@lstribe.org](mailto:Care20@lstribe.org) or call (406) 315-2400.



## EMERGENCY AGRICULTURAL ASSISTANCE COVID-19 RELIEF PROGRAM

### Application

September 11, 2020 Deadline

#### **Checklist of Required Documents for Submission:**

- Emergency Agricultural Assistance COVID-19 Relief Program Application.
- Supporting documents to verify loss sustained or cost incurred.
- A copy of the farm's or ranch's 2019 FSA Summary or equivalent document.
- A photocopy of the applicant's government issued photo ID (LST enrollment card, driver's license, passport, etc.).

#### **Information Required to Determine Eligibility**

Please complete the sections below. Incomplete applications will be denied. Applicants must be Little Shell farmers or ranchers that have experienced a COVID-19-related impact(s) to be eligible for this program. The list of eligible COVID-19 impacts are found below. All responses are confidential.

Check all that apply to you as it relates directly or indirectly to the COVID-19 pandemic:

- Your farm or ranch has suffered from market supply chain disruptions such as the closure of farmers markets, restaurants, and schools;
- Your farm or ranch product(s) have suffered a price decline or had losses due to market supply chain disruptions;
- Your farm or ranch has experienced a decline in sales due to the decreased demand for your product(s);
- Your farm or ranch is experiencing financial losses related to livestock that otherwise would have been sold but now remain in inventory;
- Your mature crop remained unharvested due to lack of marketing channels;
- Your farm or ranch's agricultural product spoiled due to a loss of marketing channels;
- Your crop was donated because of no available marketing channel;
- Your farm or ranch is experiencing increased marketing costs;
- You are unable to pay or having difficulties paying farm/ranch overhead costs including, but not limited to, utilities, farm insurance, machinery leases, equipment purchases, repairs and maintenance to equipment, machinery, and infrastructure;
- You had to decrease worker salaries and/or hours;
- You had to purchase personal protective equipment and cleaning and sanitation supplies;
- You implemented workplace modifications to accommodate social distancing between workers;
- Your farm or ranch has experienced increased costs due to safety measures in transporting/packaging agriculture product;
- Other needs or impacts suffered – Please Specify (attach additional pages if necessary)::

---

---

---



**EMERGENCY AGRICULTURAL ASSISTANCE  
COVID-19 RELIEF PROGRAM  
Application**

<b>Applicant Name</b>	<b>Name of Farm or Ranch</b>
<b>Address of Farm or Ranch</b>	<b>Phone Number of Farm or Ranch</b>
<b>Acreage of Operation</b>	<b>Owned, Leased, or Mixed</b>
<b>Years of Operation</b>	<b>Number of Employees</b>
<b>Type of Livestock</b>	<b>Numbers Per Type of Livestock</b>
<b>Acres Farmed</b>	<b>Type of Crop Per Acre</b>
<b>Applicant's Annual Gross Income</b>	<b>Applicant's Gross Income Amount Received from Farm/Ranch Revenue</b>
<b>Estimated Loss/Cost (\$) due to COVID-19</b>	<b>Amount of State/Federal Direct Assistance Received for COVID Relief</b>
<b>Description of Loss Sustained or Cost Occurred Associated with Operation</b>	

**Attach Additional Pages as Necessary**



**EMERGENCY AGRICULTURAL ASSISTANCE  
COVID-19 RELIEF PROGRAM  
Application**

**Applicant Information:**

The applicant is responsible for providing their correct mailing address on the application form.

Full Name:	Tribal Enrollment Number:
Mailing Address:	Date of Birth:
	Phone Number:
	E-Mail Address:

**Certification of Information**

I, \_\_\_\_\_ (Print Name), certify that I am a Little Shell Tribal farmer or rancher who has been directly and/or indirectly impacted by the COVID-19 pandemic. I confirm that I will use the grant payment for qualified expenditures related to the COVID-19 pandemic. Further, I certify all the above information is accurate and complete. I acknowledge that giving false information is grounds for penalties including the denial of my application and the reimbursement of any funds obtained through deception. I agree to keep all records of how funding was spent for a minimum of five years.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

FOR LST TRIBAL ADMINISTRATOR ONLY

APPROVED? \_\_\_\_ YES \_\_\_\_ NO

APPROVED BY: \_\_\_\_\_