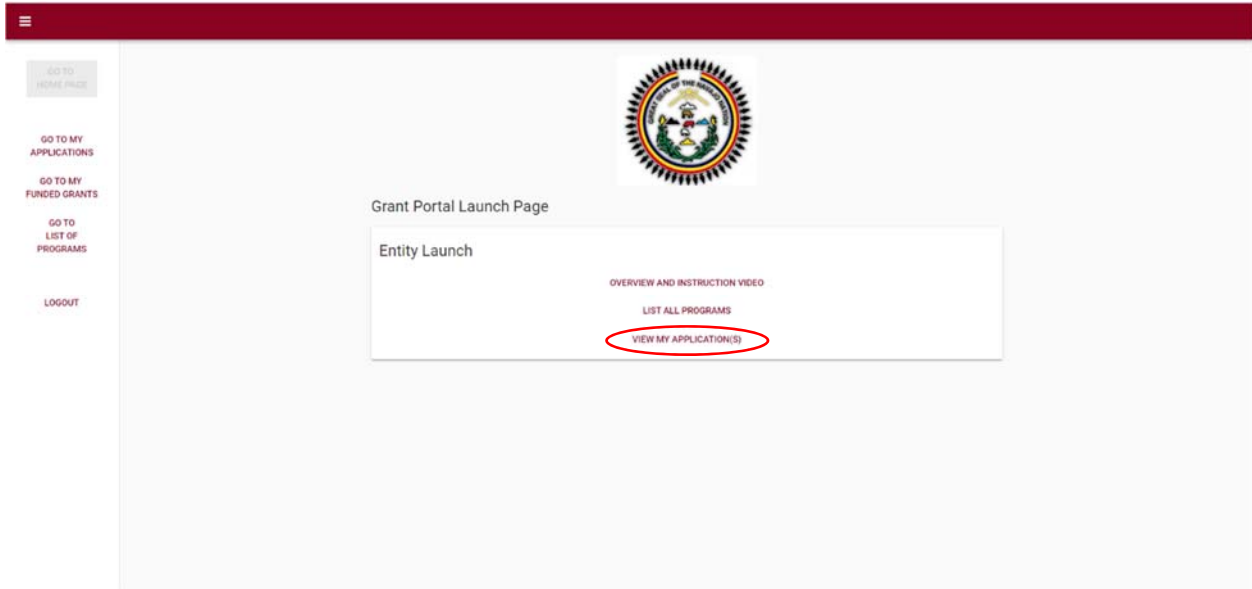
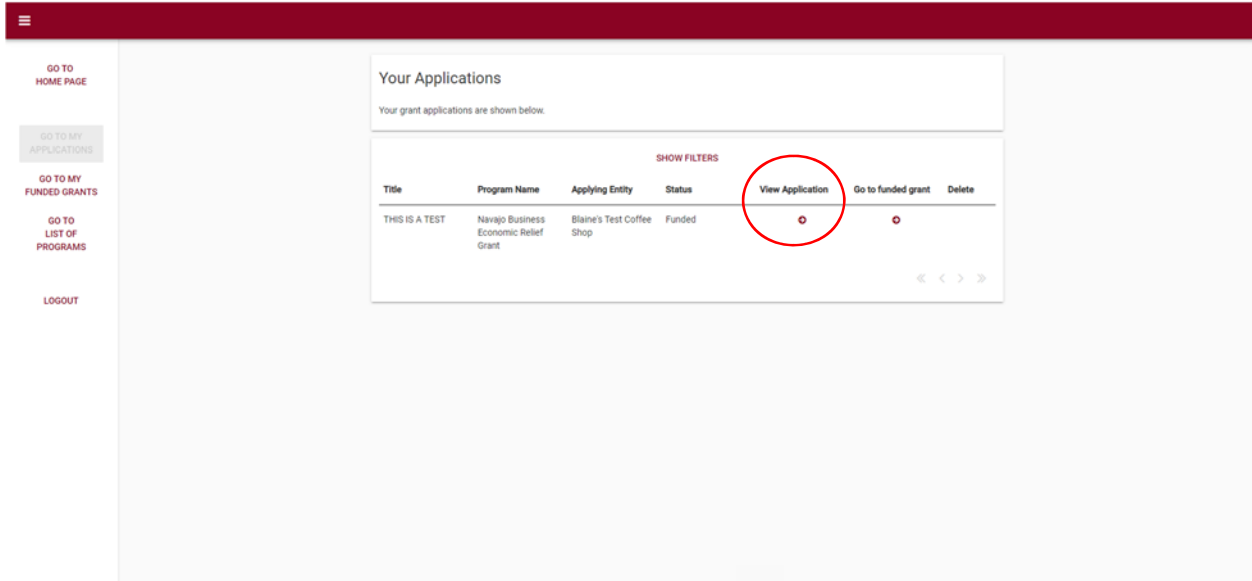


Navajo Nation Small Business and Artisan Grant Relief Program Reporting and Close Out Instructions

Step 1: Log into the portal and click on "View My Application(s)"



Step 2: Click on "View Application"



Step 3: Click on "View Program Details"

The screenshot shows a web interface for a grant application. On the left is a navigation menu with options: GO TO HOME PAGE, GO TO MY APPLICATIONS, GO TO MY FUNDED GRANTS, GO TO LIST OF PROGRAMS, and LOGOUT. The main content area is titled "Grant Application" and displays the following information:

- Program Name: Navajo Business Economic Relief Grant
- Program Identifier: P001
- Program Award Ceiling: \$ 60,000.00
- Requests for funds in excess of the Award Ceiling may or may not be considered by the Awarding Committee.
- Entity Name: Blaine's Test Coffee Shop
- Project Name: THIS IS A TEST
- Amount Requested: \$ 1,000.00
- Application Status: Funded

A red circle highlights the "VIEW PROGRAM DETAILS" button located below the program information and above the entity details.

Step 4: In the "Program Documents" section, download the Final Reporting Template (see below for grant reporting frequently asked questions)

The screenshot shows the "Program Documents" section of the application. It contains a table with the following columns: Document Name, Description, and Download. The "Final Reporting Template" row is circled in red.

Document Name	Description	Download
Overview and Eligibility	This document provides a general overview of the terms and eligibility requirements of the Navajo Business Economic Relief Grant program. Please review this document before beginning your application for this program.	Download
Application Form	This document is meant to serve as a visual aid for application requirements. The program is not accepting paper applications but the applicant may print this form for reference as they are gathering the	Download
Final Reporting Template	Awardees will be required to complete and submit this reporting template at the end of the period of performance. This is not required for the application process but can be downloaded for future reference.	Download
IRS Form W-9	Please upload a copy of your completed W-9. If you do not have one, you may obtain one by downloading a fillable PDF in the program documents section of this application. You may also visit: https://www.irs.gov/pub/irs-pdf/fw9.pdf . Please see the Program Guidelines for information on taxability of proceeds. Note, this grant should not increase your tax liability as it will have offsetting expenditures in the exact amount of your grant award. Please contact your tax advisor for advice on your specific circumstances.	Download

Step 5: Once the Final Reporting Template is complete, return to your application and click on "Go To Funded Grant"

This screenshot is identical to the one in Step 3, showing the "Grant Application" page. However, a red circle now highlights the "GO TO FUNDED GRANT" button located at the bottom of the application details.

Step 6: Scroll down to the "Grant Documents" section to upload the Final Reporting Template by first entering the name of the document, such as "Final Grant Report" and then clicking "Upload"

Grant Documents

Document Description	File Name	Date Uploaded	Download	Delete
Signed Funding Agreement	Signed agreement.pdf	Feb 05, 2021, 02:46 PM		
Funding Approval Agreement	NOTICE OF AWARD OF NAVAJO BUSINESS ECONOMIC RELIEF FUND GRANT_FINAL.pdf	Feb 05, 2021, 02:46 PM		

Or, add a new document:



Describe the file

Upload a file first

 ENTER A DESCRIPTION FIRST



Grant Documents

Document Description	File Name	Date Uploaded	Download	Delete
Signed Funding Agreement	Signed agreement.pdf	Feb 05, 2021, 02:46 PM		
Funding Approval Agreement	NOTICE OF AWARD OF NAVAJO BUSINESS ECONOMIC RELIEF FUND GRANT_FINAL.pdf	Feb 05, 2021, 02:46 PM		

Or, add a new document:

Final Grant Report

Upload a file first


 **UPLOAD**



Step 7: After the Final Grant Report is uploaded, report the grant for close out by clicking "Report Grant for Close Out" on the bottom of the "Detailed Grant View" section of the "Funded Grant" screen

Detailed Grant View

CANCEL/GO BACK

Grant Title	THIS IS A TEST
Receiving Entity:	Blaine's Test Coffee Shop
Entity Type:	Small Business
Grant Status:	Funded
Disbursement Date:	02/05/2021 
Total Allocation:	1000

Grant Description:

REPORT GRANT FOR CLOSE OUT

Frequently Asked Questions for Small Business and Artisan Grant Award Reporting

1. Are receipts required for grant expenditures?
 - a. No, receipts are not required for grant expenditures.
2. Can I move funds between budget categories (e.g., from “Rent and utility payments” to “Payroll”)?
 - a. Yes, but a variance between a budgeted amount and actual spend greater than 10% must be justified in the “Comments” section within the reporting template.
3. If our business is run out of our home, can we use grant funds to pay for our home’s rent and utility payments?
 - a. Yes, grant funds can be used for rent and utility payments for work space, including a personal home, where the business operated.
 - b. The reporting of these items under this grant does not have any correlation to the treatment you mean take on your individual or business tax return. Please consult your tax professional for information on how to report these types of expenses based on your individual circumstances.
4. What is the time period in which we can expend grant funds?
 - a. March 1, 2020 through December 30, 2020.
5. When is the deadline to report funds?
 - a. Per the grant terms and conditions, *Section 7: Reporting*, signed at the time of grant acceptance, the grantee must provide the reporting no later than (90) days after the end of the Period of Performance. As such, reporting would be due by March 31, 2021.
6. Will I receive confirmation that my grant is closed out?
 - a. You will not receive confirmation, but if there are questions on your documentation, you will be contacted via the contact information you provided in your application.
7. If I cannot access the portal, how should I submit my reporting?
 - a. Please email the Final Reporting Template to NNCARESHelp@nnooc.org along with your entity name and the email address used to apply for the award.
8. What do we do if we have left over grant funds?
 - a. As stated in Section 4, unspent grant funds are required to be returned back to the Navajo Nation. Grantees are encouraged to discuss any unspent proceeds with the Division of Economic Development or by submitting questions to NNCARESHelp@nnooc.org prior to attempting to return any unspent funding.