Thank you for your interest in the Empire Pandemic Response Reimbursement Fund. Please read the Statement of Grant Opportunity in full before applying.

To submit an online application, all attachments must be PDF or word documents. Please read the instructions on how to do this on your mobile phone or computer.

If you are not able to file your application online, please call the Empire Pandemic Response Reimbursement Fund Hotline at (844) 679-3396, Monday – Friday 8:30 a.m. – 4:30 p.m. to request a paper application in English or Spanish.

Funds will be awarded on a first come, first served basis to eligible applicants who submit a correctly completed application until funds are exhausted. Below are the steps you can take now so that you are ready to apply as soon as the application becomes available:

Preparing for Application Submission:

1. Review the Statement of Grant Opportunity definitions section to make sure your job meets the definition of a First Responder or Essential Worker in NYS. A detailed list of qualifying jobs can also be found here.

2. Make sure you meet the household income requirement. You must have documented 2019 or 2020 household Adjusted Gross Income at or below 500% of the poverty level for the number of family members residing in the household.

   “Household” - Defined to include the applicant and/or one or more people living in the same household who are related to the applicant by birth, marriage, or adoption during the period March 1, 2020 through date of application submission. Relatives who are not dependents (such as aunts, uncles, parents, grandparents, children that are not dependents and applicant siblings) are not to be included. For your calculation of income eligibility, the number of people in your applicant household should match the number of people, including dependents and spouse filing jointly, listed on your uploaded income tax form(s).

   For spouses filing separately: If the applicant lives with their spouse who files a separate tax return, both tax filers and all the dependents listed on both returns are considered the “household.”

   **Applicant Household Adjusted Gross Income Eligibility Chart** – You are eligible if your annual household Adjusted Gross Income (see definition of household above) is at or below the amount indicated for the number of people residing in the household as defined in the chart below. **Do not include income of household members reported as dependents on your income tax form. Make sure to include the income of a spouse who lived with you that tax year, whether filing a tax return jointly or separately.**

<table>
<thead>
<tr>
<th>Number of Household Members (minors and adults)</th>
<th>Adjusted Gross Income Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$62,240</td>
</tr>
<tr>
<td>2</td>
<td>$79,385</td>
</tr>
<tr>
<td>3</td>
<td>$95,575</td>
</tr>
<tr>
<td>4</td>
<td>$125,470</td>
</tr>
<tr>
<td>5</td>
<td>$148,570</td>
</tr>
<tr>
<td>6</td>
<td>$168,090</td>
</tr>
<tr>
<td>7</td>
<td>$190,865</td>
</tr>
</tbody>
</table>
3. Ensure that you have eligible expenses related to your COVID-19 work. Each household may request up to $1,000 in reimbursement for out-of-pocket costs incurred and paid during the period of March 1, 2020 through date of application submission. Eligible expenses include temporary housing or hotel stays, transportation, unreimbursed childcare/dependent care, personal protective equipment, COVID-19-related medical costs and burial costs for family members who died from COVID-19. Expenses are eligible for the Empire Pandemic Response Reimbursement Fund only if they were paid out of household funds. Exclude all expenses other than medical that were, or could be, reimbursed by another funding source, including childcare and burial expenses that were partially reimbursed by other Federal, State or Local fund sources. There is only one application allowed per household, as defined above.

4. Review the list of required documentation, as explained in the Statement of Grant Opportunity.

5. Gather all required documentation, including proof of income eligibility. You must include the first two pages of your 2019 or 2020 1040 Tax Form – OR – your official 2019 or 2020 IRS tax return transcript available at https://www.irs.gov/individuals/get-transcript. This is required to confirm your Adjusted Gross Income. If you and your spouse lived in the same household but filed taxes separately, you must submit both of your 1040 tax forms. Applicant and Spouse tax forms must be for the same tax year.

6. Documentation, when available, is also required to show the unreimbursed, out of pocket expenses you incurred from March 1, 2020 through the date of application submission. All documentation available must be submitted with your application.

7. If your application is declined due to ineligibility, inaccurate, conflicting, and/or missing information or documentation, you will be notified by email (for online applicants). Please note, you will not be allowed to submit new information, so make sure you follow the application submission instructions.

8. In the rare situation where clarification is needed on your tax forms, you will be notified via email (for online applicants) and you will be allowed to provide updated information. However, this delay may reduce your opportunity to receive reimbursement as funds are awarded on a first come, first served basis to applicants submitting a correctly completed application until all funds are exhausted.

9. If you file a paper application, you will receive all notifications regarding your application by postal mail.

IMPORTANT NOTES:
• When completing your online application, please make sure all information is correct and that your document(s) are clearly legible after upload.

• Households with more than one First Responder or Essential Worker must submit one combined application.

• Regardless of your expense amounts, your total award cannot exceed $1,000 per household.

For additional questions, or if you need to request a paper application in Spanish or English, please call the Empire Pandemic Response Reimbursement Fund at (844) 679-3396, Monday – Friday 8:30 a.m. – 4:30 p.m.