

APPLICATION FOR RELIEF GRANT

MAIL DIRECTLY, along with supporting required documentation to:

APWU Local 390 * P.O. Box 13265 * Albany NY 12212

Email: union@apwulocal390.org * Website: www.apwulocal390.org * Phone: (518) 818.1423

PERSONAL INFORMATION (PLEASE PRINT):

DATE OF LOSS: _____ DISASTER TYPE OR HOUSE FIRE: _____

FULL NAME: _____ EIN: _____

Retirees, who no longer have an EIN, may use the last four digits of their Social Security Number

CONTACT TELEPHONE: _____ EMAIL: _____

CURRENT MAILING ADDRESS: _____

It is the applicant’s responsibility to ensure APWU Local 390 is advised of any change in your mailing address or other listed contact information

ADDRESS OF “PRIMARY” RESIDENCE SUSTAINING DAMAGE:

HOMEOWNER RENTER

PRIMARY RESIDENCE IS: _____

VERIFICATION OF DAMAGES AND DISPLACEMENT. See “Eligibility Criteria” to ensure required documentation is submitted. All applicants having been temporarily displaced from their primary residence under “uninhabitable” MUST submit a signed, personal narrative detailing the specific reasons for the anticipated duration of the displacement.

Totally destroyed/no expectation to return

Uninhabitable for extended period of time

Expected return home date is: _____

(If return date changes, please notify APWU Local 390 accordingly)

ACTIVE CAREER EMPLOYEE RETIRED—*Must provide copy of PS Form 50 or other documentation substantiating applicant is a postal retiree with application.*

NAME/ADDRESS USPS FACILITY ASSIGNED: _____

Yes, I would like to be contacted by an EAP counselor for assistance and additional resources

APPLICANT MUST SIGN AND DATE THE FOLLOWING STATEMENT:

I hereby certify that the information provided herein is true and accurate. I am also aware that any statements made herein which are willfully false are subject to penalty, including fines and imprisonment under applicable state and federal laws. Such statements will require me to making full restitution to APWU Local 390 for any APWU Local 390 relief grant received under this application and render me ineligible to any future APWU Local 390 grant. I understand that submission of this application does not entitle me to a claim against the American Postal Workers Union Local 390 – it merely constitutes a request for assistance.

SIGNATURE OF APPLICANT: _____ DATE: _____

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THIS APPLICATION HAS BEEN SIGNED BY UNION OFFICER:

I hereby confirm, to the best of my knowledge, that the applicant has been impacted by a natural disaster or house fire.

SIGNATURE OF OFFICER: _____ DATE: _____

PRINT NAME AND TITLE: _____ PHONE: _____

Primary Residence Uninhabitable Applicant Personal Narrative

Submit with application and other required documentation to:

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In the space provided below, applicant must legibly detail the specific reasons for the anticipated duration of their displacement from their primary residence. Attach additional pages if necessary.

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Lined area for writing the personal narrative.

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APPLICANT MUST ALSO SIGN AND DATE THE FOLLOWING STATEMENT:

I hereby certify that the information stated within my personal narrative describing in detail the specific reasons for the displacement from my primary residence is true and accurate. I am aware that any statements made herein which are willfully false are subject to penalty, including fines and imprisonment under applicable state and federal law. Such statements will require me to making full restitution to APWU Local 390 for any APWU Local 390 relief grant received under this application and render me ineligible to any future APWU Local 390 grant.

SIGNATURE OF APPLICANT: _____ DATE: _____

Relief Fund Eligibility Criteria

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Relief grants are only considered for property damage sustained to a “primary residence” due to a natural disaster, such as but not limited to, a hurricane, flood, tornado, wildfire, earthquake, or severe storm; or as the result of a house fire (applicant must include copy of the official fire report).

All relief grants are considered based on one of two categories:

A. Primary residence is totally destroyed (never able to return) or,
B. Primary residence is significantly damaged (left temporarily uninhabitable for an extended period, with an expectation that the applicant will be able to eventually return home; anticipated displacement must be at least 90 days).

1. Applicant must provide documentation that they are (1) a current dues-paying member of APWU Local 390, or (2) a retired dues-paying member of APWU Local 390, at the time of the disaster or house fire.

2. Only one request for relief will be considered per family residing in the same principal place of residence, regardless of the number of eligible persons residing in the household. Applicants and qualifying spouses/partners are limited to receiving a maximum of two grants per lifetime.

3. For verification of eligibility all “homeowner” applicants must submit copies of a report or estimate from first responders, city/government officials, other relief agencies or insurance adjusters that substantiate the degree of damages and the extent of displacement from primary residence. The document must list the applicant or spouse/partner’s name and address as declaration of ownership.

All “renter” applicants must submit copies of a report from first responders, city/government officials, other relief agencies or insurance adjusters, or provide a signed letter from the landlord that substantiates the degree of damages and expected duration of the applicant’s displacement from their primary residence. The document or copy of the lease agreement must list the applicant or spouse/partner’s name and address as declaration of occupancy.

Applicants do NOT have to wait for emergency relief or insurance claims to be settled for documents to be considered proper in order to apply.

4. All applicants must have their application signed by their union officer prior to submission to APWU Local 390 as confirmation.
5. All applicants having been temporarily displaced from their primary residence under “uninhabitable” MUST submit a signed, personal narrative detailing the specific reasons for the anticipated duration of the displacement.
6. Applications for grants from APWU Local 390 must be received no later than 6 months from the date that the natural disaster or house fire occurred, unless the applicant can provide sufficient reason(s) why they were unable to complete and submit their application prior to this deadline. Requests for exceptions will be ruled on by the APWU Local 390 Executive Committee on a case-by-case basis.