



## COAST GUARD MUTUAL ASSISTANCE

1005 N. Glebe Road • Suite 220 • Arlington VA 22201

30 September 2019

To all Coast Guard Families relocating due to environmental concerns:

Coast Guard Mutual Assistance (CGMA) is prepared to assist you with some of the financial impact caused by your mandatory relocation. You have available to you both a grant and loans, as well as additional access to the PCS Child Care program.

For the grant, please go to our website ([www.cgmahq.org](http://www.cgmahq.org)) and complete CGMA Form 14. Provide that completed form, a copy of your authorization for relocation, and a copy of this letter to your local CGMA Representative. They will then issue you a \$1000 grant to supplement the partial DLA you are receiving from the Coast Guard.

For loan(s), you need to contact your local CGMA Representative. In conjunction with this move, you are authorized to use our Housing Assistance program to receive up to \$6000 for your first and last month's rent as well as a security deposit. Your representative can assist you with applying for this.

For access to the PCS Child Care program, go to our website ([www.cgmahq.org](http://www.cgmahq.org)) and complete CGMA Form 9 and take it to your local CGMA Representative. You can be reimbursed up to \$150 per child, for up to three children for a maximum of \$450. This reimbursement is intended to pay for child care obtained on the days that your HHG are being picked up or unpacked.

And finally, when you see your local CGMA Representative, please provide him or her a copy of this letter. This program is limited to those impacted by the environmental relocations and not all 500 of our representatives may be aware of your entitlements, or how to process them.

Thank you, and best wishes for an uneventful relocation. CGMA is glad we were able to provide some measure of relief in this matter.

**INSTRUCTIONS FOR CGMA REPRESENTATIVE:** For the grant, please use the 'DLASupplement' program in netFORUM. This grant is available only to members who had to perform a local relocation due to environmental reasons. For the loans, simply process as normal. For the PCS Child Care, process as normal. If they have already received it for a previous PCS move in the same calendar year, please contact me. They have a waiver to receive it twice in one year. Thank you for your diligence in assisting these members of the CG family.

Sincerely,

Sean P. Fennell  
Chief Operating Officer  
Coast Guard Mutual Assistance