



# City and County of Honolulu COVID-19 Household Hardship Relief Fund (HHRF) Program

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*Welina mai kākou!* Mayor Kirk Caldwell and the City and County of Honolulu launches the **COVID-19 Household Hardship Relief Program** designed to help households most economically impacted by the COVID-19 pandemic. Administered directly by community partners, the program started on May 18, 2020. Please reach out directly to one of these non-profit partners to apply:

- Aloha United Way (2-1-1 or 808-275-2000)
- [Council for Native Hawaiian Advancement](http://www.councilfornativehawaiianadvancement.org) (808-596-8155)

<b>Start Date:</b>	May 18, 2020
<b>Timeline:</b>	Up to 6 months, but each month has to demonstrate ongoing hardship Payments made directly from agency to vendor
<b>Criteria:</b>	Applicants must demonstrate economic hardship due to COVID or business closures related to COVID Applicants should have no more than \$10,000 in liquid assets and income should be 100% AMI or below Applicants should be prepared to provide copies of tax returns, bank statements, and pay stubs to the extent available
<b>Maximum per Household:</b>	Up to \$2,000 per month Up to \$500 additional per month for childcare services Payments will be made directly to the vendor
<b>Eligible Expenses:</b>	Eligible payments may include rent or mortgage, certain utilities, licensed elderly care, and license childcare services

For additional information on the Economic Support Program with CARES Act funds, visit [www.honolulu.gov/dcs](http://www.honolulu.gov/dcs) or [www.oneoahu.org](http://www.oneoahu.org).

# **GUIDELINES AND DOCUMENTATION REQUIRED FOR THE APPLICATION**

## **GENERAL INFORMATION**

- Name of applicant
- Last four-digits of Social Security Number
- Date of Birth
- Valid ID Number
- Physical Address
- Mailing Address
- Home Phone Number
- Mobile Phone Number
- E-mail Address
- Household members and relationship

## **REQUIRED DOCUMENTS**

- All 2019 W-2's
- Two most recent bank statements
- Two most recent Leave and Earning Statements/Paystubs
- Unemployment Insurance (UI) Certification/Verification Letter
- Mortgage Payee: Copy of current mortgage statement (Applicant's name must be listed on mortgage statement)
- Rent Payee: Copy of current lease agreement (Applicant's name must be listed on lease agreement)
- Childcare Expense: Copy of invoice (Must be licensed childcare provider)
- Eldercare Expense: Copy of invoice (Must be licensed eldercare provider)
- Electric/Gas Bill Payee: Copy of bill (Utility bill needs to be in applicant's name)

## **FREQUENTLY ASKED QUESTIONS (FAQs)**

**Q: Does childcare under city hardship relief program include tuition at preschool?**

**A:** Yes, preschool tuition will be counted under the program. The applicant must show an invoice and the preschool must be a licensed provider.

**Q: Is the awarded grant considered taxable income and subject to Misc. 1099?**

**A:** The award grant is not considered taxable income.

**Q: What if the applicant has a new childcare expense due to COVID-19 that they didn't have before, but their income didn't change?**

**A:** The new childcare expense is covered by the program as long as the applicant has an invoice and the facility is a licensed provider.

**Q: Can mortgage payments be made with awarded grant?**

**A:** Mortgage payments are covered under the program up to \$1,000 per household per month. Payment is made directly to vendor.

**Q: What is the list of household expenses that are covered?**

**A:** Mortgage payments, rent payments, utilities bills (electric and/or gas), and licensed childcare and/or eldercare services.

**Q: Can municipal utilities be paid under the CARES guidance?**

**A:** Electric and/or gas bills are covered by the program. Sewer and water are not covered currently.

**Q: Are there any further requirements?**

**A:** Besides the required documentation mentioned, there are no further requirements. However, in order to receive the funds for additional months, there is a mandatory recertification requirement.

**Q: If I received the funds, what is expected of me?**

**A:** There are no expectations; however, you may be asked to do a survey for reporting purposes.

**Q: Is there an Area Median Income (AMI) requirement?**

**A:** Yes, eligibility limits have been set at 100% AMI and below (\$120,500 for a household of 4).