



# 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)
- [Council for Native Hawaiian Advancement](#) (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 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 \$2,000 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).