Required Documents
for the City and County of Honolulu Household Hardship Relief Fund (HHRF)

a.) ID (Photo or scanned)
b.) Proof of Residency: ONE of the following:
   i.) Hawaiʻi driver’s license or state ID
   ii.) Other official documents showing proof of Oahu residency
   iii.) Two months utility
   iv.) Bank or medical statements showing Hawaiʻi address
c.) Documents to show COVID-19 Nexus for need (close of business, increased expenses, layoff/furlough letter, loss of hours, unemployment, etc.)
d.) Two months of most recent bank statements for all accounts
e.) Verify current income
   i.) 2019 tax income return (may be waived based on availability to substantiate income loss or affidavit certifying)
   ii.) As applicable: Public benefits statements and/or pension/retirement benefits statements
   iii.) EMPLOYED ONLY: last two paystubs
   iv.) UNEMPLOYED ONLY: unemployment certification with weekly amount
   v.) For those SELF-EMPLOYED, please ensure you have uploaded your 2019 tax return and all attached schedules, including W-2s.
f.) Invoices for Reimbursement
   i.) RENT ONLY: Copy of rental lease or screenshot of rental management agency’s payment portal with rent amount
   ii.) MORTGAGE ONLY: Copy of most recent mortgage statement
   iii.) UTILITIES ONLY: Copy of Most recent utilities bills (electric and/or gas only)
   iv.) CHILDCARE ONLY: Copy of most recent childcare invoice AND proof of licensed childcare provider (W-9 or Fed. EIN)
   v.) ELDERCARE ONLY: Copy of most recent eldercare invoice AND proof of licensed eldercare provider (W-9 or Fed. EIN)