ADDENDUM NO. 3 SUPPLEMENTAL DOCUMENT to RFP #2020-03
REQUEST FOR PROPOSALS CORONAVIRUS RELIEF FUND GRANTS FOR COMMUNITY ASSISTANCE AND HAWAI‘I ISLAND RECOVERY INITIATIVES FOR MARCH 1, 2020 TO DECEMBER 30, 2020

REQUIRED DOCUMENTS
for the County of Hawai‘i Coronavirus Relief Fund Grants
Individual Grants to Prevent Housing Displacement

1. Government-issued ID (Photo or scanned)

2. Proof of Residency: ONE of the following:
   a. Hawai‘i driver’s license or state ID; or
   b. Other official documents showing proof of Hawai‘i Island residency; or
   c. Bank or medical statements showing Hawai‘i Island address.

3. Documents to show COVID-19 nexus for need (close of business, increased expenses, layoff/furlough letter, loss of hours, unemployment, etc.).

4. Most recent bank statements for all accounts.

5. Verify current income:
   a. Last two tax income returns (may be waived based on availability to substantiate income loss or affidavit certifying).
   b. Public benefits statements and/or pension/retirement benefits statements (if applicable).
   c. If employed, last two consecutive pay stubs.
   d. If unemployed, unemployment certification with weekly amount.
   e. If self-employed, please ensure you have uploaded your last two income returns and all attached schedules, including W-2s.

6. Invoices for Reimbursement
   a. For rent, copy of rental lease or screenshot of rental management agency’s payment portal with rent amount.
   b. For Mortgage, copy of most recent mortgage statement.
   c. For Non-government utilities, copy of most recent utilities bills (electric, gas and/or private water only).