

The COVID-19 Hope Fund is available to eligible full- and part-time employees, as well as employees who have retired within the last 12 months. Eligibility is determined through an application process and committee review. Interested employees must [submit an application](#) clearly explaining why they are requesting emergency funding and how they've been impacted by COVID-19. Along with the application, employees must submit the bill(s) they are requesting assistance for as well as documentation of the hardship, such as the following:

termination letter

unemployment application

proof of reduction in hours or wages

proof of increased childcare expenses

documentation of funeral expenses

Applications for HOPE funding can also be submitted by an employee's approved representative, if the employee is incapacitated. Incomplete applications will not be considered.

All eligible applications will be reviewed by the COVID-19 Hope Fund Committee to determine full or partial funding of the request. Funding will only be considered for documented expenses. A committee member will contact the applicant with the committee's decision.

Employees who meet the criteria for HOPE funding will not receive a cash payment due to tax restrictions. All payments for assistance will be made directly to the landlord, mortgage/utility company, and/or vendor. Funding is limited and will be available until exhausted.

To download an application, please visit the [Employee Assistance & Resources webpage](#) on the Employee Health Updates website. Applications and supporting documentation must be submitted to covidhopefund@phoenix.gov or mailed to Marie Rabusa, City of Phoenix, City Manager's Office, 200 W. Washington St., 12th floor, Phoenix, AZ 85003. Please contact your HR liaison with any questions.