

**Emergency Solutions Grant
Client Qualifications Handout**

To qualify, you must meet the following criteria:

1. Head of household must be at least 18 years of age.
2. All household members must be U.S. citizens.
3. Have a credible and **verifiable** plan for remaining stably housed within three (3) months, if you receive help.
4. **Not** receiving assistance from another federal, state, or local housing subsidy program (e.g. Section 8, HOME, HOPWA).
5. Have a gross income (for **entire** household) that is at or below 30% of Area Median Income (AMI), as shown below:

Persons in Household	Gross Annual Household Income
1	\$11,950
2	\$13,650
3	\$15,350
4	\$17,050
5	\$18,450
6	\$19,800
7	\$21,150
8+	\$22,550

In addition, you must be included in one of these two categories:

- **Homeless**, defined as one of the following:
 1. Sleeping in an emergency shelter
 2. Sleeping in a place not meant for human habitation
 3. Staying in a hospital or institution for up to 180 days, but literally homeless immediately prior to entry
 4. Graduating from (or timing out of) transitional housing, or
 5. Fleeing a domestic violence situation
- **At-Risk of homelessness** for one of the following reasons:
 - You must move because you:
 1. Are aging out of foster care
 2. Live in condemned housing or are facing pending foreclosure of rental housing
 3. Have a severe housing cost burden (greater than 50% of income for housing costs)
 4. Lack reliable transportation, and you need to be closer to job
 5. Are doubled up with another family, couch homeless or high overcrowding
 6. You are facing a recent reduction/loss of income.
 - You must be able to prove that you are at risk of homelessness.
 7. You are faced with recent, unforeseen and legitimate paid expenses.

Note: All rental units must be in compliance with the HUD standard of “rent reasonableness”. All units are also required to undergo and pass habitability standards inspection. If children under six (6) reside in the home, unit must pass visual lead-based paint inspection.

▶ What paperwork do I need?

Take a careful look at the documents you must bring for **every member of your household** on your first trip to our office.

- Birth certificates for all minor children in the household
- Social Security cards
- Proof that you are a St. Petersburg resident.
Any one of the following may be accepted, as long as it includes the city of your current residence:
 - ✓ Voter registration card
 - ✓ Current driver's license or Florida I.D. card
 - ✓ Bank statement with current address
 - ✓ Employment record or pay stub
 - ✓ Rent receipt or lease agreement
 - ✓ Motor vehicle registration or title with current address
 - ✓ School record
 - ✓ Utility bill – examples: landline telephone, electric, water, or gas
- Proof of income that should be received in the next 12-months – Examples:
 - ✓ Award letters from the Social Security Administration or Veterans Administration
 - ✓ Child support/alimony (must provide court order)
 - ✓ Pay stubs or letter from employer about future income
 - ✓ Unemployment insurance benefits
 - ✓ Worker's compensation
 - ✓ Welfare assistance
 - ✓ Regular contributions or gifts (monetary or other) received from persons outside of your household
- Proof of assets – Examples:
 - ✓ Past 6 months of checking account statements
 - ✓ Most recent savings account statement
 - ✓ Non-homestead property
 - ✓ Retirement/401 K funds
 - ✓ Stocks, bonds, trusts
- Lease agreement and copy of eviction notice
- Copy of utility shut-off notice
- Proof of a credible plan for remaining housed within 3 months, if you receive assistance
- Proof of homelessness or risk of homelessness