



Homeless Prevention & Rapid Re-Housing (HPRP) Rental and Utility Program



If you are applying for assistance, the items listed below are needed to determine your eligibility:

1. Photo Identification of applicant
2. Social security cards for everyone in the household
3. Original U.S. birth certificate or legible copy; U.S. passport or permanent resident card if you are not a U.S. citizen (PRIMARY APPLICANT ONLY)
4. Birthdate information for all other household members
5. Past Due SRP/APS/SWG bills to show 30 day usage for both electric & gas
(SRP)M-Power- you must bring *M-Power* printout to show purchases made in the past 30 days
Deposit Printout- to show name, account number and service address
6. Government Housing-Tenant worksheet is **mandatory** if you are under Sec. 8 , public housing or HUD housing
7. Proof of any money your household received from any source in the last 30 days
Examples: (30 days from the date of application)
 - *Employment:* Check stubs for last 30 days from date of application
 - *DES-* Des case profile to show the following: family composition/FOOD STAMPS/CASH benefits
 - *Child Support-*current child support print-out from Superior court or Child Support Enforcement (ATLAS); if not court ordered a notarized statement from the parent providing the support
 - *Social Security benefits-* current award letters for present year
 - *VA/Pension benefits-* current award letter for present year
 - *Unemployment benefits-* If you applied for unemployment benefits- you must bring printout for past 30 days
 - *Self employed-* Proof of ledgers/ notarized statements for the past 30 days
 - *School Pell Grants/Scholarships-* award letter showing total pell grant/ proof of books and tuition paid
8. If household is **zero income** and **not receiving any benefits** you must provide proof of last day worked, last day paid and amount of final paycheck on company letterhead for the last working adult in the household.
In addition, you must provide proof of how the household has survived. (Example: Foodstamp printout/notarized statements from friends or family, statements from local churches or food pantries.

If you are requesting RENT ASSISTANCE* the FOLLOWING ARE ALSO REQUIRED:

1. Current Lease Agreement
2. Proof of past due /eviction notice
3. Landlord’s name, and phone number
4. **Crisis:** What happened within the **last 60 days** that prevented you from paying your rent?

CDBG/HOME Programs **HPRP Income Limits:**

Household Size	1 Person	2 Persons	3 Person	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10 Persons
50% of Median Income (\$)	23,050	26,350	29,650	32,950	35,600	38,200	40,850	43,500	46,150	48,750

- Household Income Limits/Annual Gross Wages

NOTE: If you must return for multiple visits to our office, it is your responsibility to update all income verification for all household members including the date of application.

***HPRP funds MAY NOT BE USED FOR MORTGAGE PAYMENTS AND IS ONLY AVAILABLE FOR RENT ASSISTANCE.**

♿ For special accommodations, please contact the Community Action Program at 623-930-2854. TDD 623-930-2197.

This program is funded by HUD/HPRP