

# Emergency Solutions Grant (ESG) STAFF AFFIDAVIT



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**Instructions:** This Staff Affidavit serves as documentation that the ESG household named below meets all eligibility criteria for ESG assistance, certifies that true and complete information was used to determine eligibility, and certifies that no conflict of interest exists related to the provision of ESG assistance. Each staff person determining ESG eligibility for a household must complete this Staff Affidavit for every household, once the household is determined eligible for ESG assistance. The completed Staff Affidavit remains valid until or unless a different staff person re-determines ESG eligibility. ESG Staff Affidavits must be signed and dated by ESG staff and supervisors for each household approved for ESG assistance on or after July 1, 2012 and kept in the participant case file.

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Head of Household Name: \_\_\_\_\_

Names of Household Members :

Each person signing below certifies that the person/household named above meets all requirements to receive assistance under the Emergency Solutions Grant (ESG) and that all of the information provided above is true and complete, to the best of my knowledge. I further certify that the provision of ESG assistance to the person(s)/household named above has not resulted, nor will result, in a personal or financial interest or benefit, either for myself or for anyone with whom I have family or business ties. Fraud is investigated by the Department of Housing and Urban Development, Office of Inspector General, and may be punished under Federal laws to include, but not limited to, 18 U.S.C. 1001 and 18 U.S.C. 641. I am aware that if either of these certifications is found to be false, I will be subject to criminal, civil and administrative penalties and sanctions.

ESG Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ESG Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_