

Document Checklist for Conforming Option B localities

If your jurisdiction is an Option B locality and is choosing to conform your program in accordance with SB 91 to receive a State Block Grant, your jurisdiction must submit the following to HCD:

1. Workplan

The workplan is your program guidelines. The following information should reside in your guidelines. Please indicate on the lines below on what pages the following information can be located in your guidelines. Please attach your guidelines as a PDF document. Please submit your guidelines and this completed form to HCD.

- **The program's rollout schedule, which should include critical programmatic dates _____**
- **The program's fund deployment schedule _____**
- **A list of the community partners the program utilizes and when, and a brief statement of how partners are being deployed _____**
- **Information regarding how the program meets the requirements outlined in the Consolidated Appropriations Act, SB 91, and the interpretive guidance and guidelines issued by the U.S. Treasury and HCD. This includes:**

- ***The page number(s) in the program's guidelines that confirm the jurisdiction is complying with the eligibility criteria and priorities identified in SB 91 and the pages of the program's guidelines that explain the jurisdictions additional prioritization, if applicable.***

- Jurisdictions may elect to include deeper targeting in eligibility priorities in an effort to better assist the most vulnerable and impacted households in their communities

- ***The page number(s) in the program's guidelines that confirm that the jurisdiction is prioritizing rental arrears first.*** _____

- Jurisdictions may commit to prioritizing utility arrears along with rental arrears, and current and prospective rent and utility payments after rental arrears have been cleared. Jurisdictions are encouraged to explore alternative funding sources, such as Community Development Block Grant (CDBG) and CDBG-Corona Virus (CV) funds, to address utilities arrears.

- ***The page number(s) in the program's guidelines that confirm that the program conforms to the compensation standards for both rental arrears and prospective payments established in SB 91.*** _____

- Jurisdictions may not pay less than the stated compensation, nor may they pay more. Jurisdictions may not administer rental

assistance in a way that cuts inequitably against the administration of direct rental assistance by the Department or other stand-alone Jurisdictions.

- ***The page number(s) in the program’s guidelines that confirm that the program does not add requirements that deter or prevent access.***

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- Such requirements include, without limitation, the following: Requirements that intentionally or unintentionally result in discrimination against protected classes; Requirements relative to legal resident status; Requirements that condition access on driver’s licenses, formal leases, or citizenship documentation; Requirements of unnecessary information, such as personally identifying information from the tenant household other than the minimal information required to validate the application and prevent fraud; Required accounts with a specific financial institution or other financial partners to receive funds; Other related documentation requirements that the Department deems could inhibit landlord or household participation in the program

- ***The page number(s) in the program’s guidelines that confirm that the program is utilizing State block grant funds only for eligible activities as outlined in SB 91 and the Consolidated Appropriations Act, 2021.***

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- Both the Act and SB 91 identify the following as eligible uses of rental assistance funds: rental arrears; prospective rent payments; utilities, including arrears and prospective payments for utilities; and other expenses, as defined by the U.S. Treasury Secretary, related to housing as provided in Section 501(c) of Division N of the Act, and as clarified in subsequent Frequently Asked Question guidance.

- ***The page number(s) in the program’s guidelines that confirm that the program utilizes no more than 10 percent of the rental assistance funds in the program administrative set-aside to provide housing stabilization services. _____***

- Such services can include but are not limited to: Case management; Legal support to prevent eviction; Tenant-landlord mediation services; Housing counseling; and Housing placement.

- ***The page number(s) in the program’s guidelines that confirm that the program utilizes no more than 8.5 percent of the block grant award for administrative costs, _____***
 - Administrative costs include Program marketing and outreach, program administration (both Jurisdiction staff time and third-party service provider costs), acquisition and/or subscription costs for technology equipment and/or services to support required reporting and activity tracking, and housing stabilization services.

- ***The page number(s) in the program’s guidelines that confirm that the program provides notification to eligible households, eligible landlords, and utility providers in accordance with the Consolidated Appropriations Act, SB-91, and HCD guidelines. _____***

- ***The page number(s) in the program’s guidelines that confirm that the program requires utility providers participating in the program to provide information to households regarding low-income assistance. _____***

- ***The page number(s) in the program’s guidelines that confirm that the program complies with the reporting requirements set forth in the Act, in SB 91, and in the interpretive guidance and guidelines issued by the U.S. Treasury and the Department, respectively. _____***

- ***The page number(s) in the program’s guidelines that demonstrate the key documents the program is requiring applicants to produce to provide, including Income documentation requirements and standards, occupancy documentation requirements and standards, and requirements and standards for documentation of rental arrears. _____***
 - Examples of accepted and suggested documentation can be found at <https://www.hcd.ca.gov/grants-funding/active-funding/erap/docs/state-rental-assistance-program-general-info-and-guidance-to-web.pdf>

- ***The page number(s) in the program’s guidelines that demonstrate the program’s non-discrimination policies and procedures. _____***

- ***The page number(s) in the program’s guidelines that demonstrate the program’s duplication of benefits tracking and reporting plan.***

- ***The page number(s) in the program’s guidelines that demonstrate the program’s payment procedures and documentation standards.***

- ***The page number(s) in the program’s guidelines that demonstrate the program’s fraud prevention and misinformation policies and procedures.*** _____

- ***The page number(s) in the program’s guidelines that demonstrate the program’s policies and procedures for the recapture of illegitimate payments.*** _____

HCD Programmatic staff must approve the workplan before the standard agreement process can continue. For more information on conforming programs, please visit <https://www.hcd.ca.gov/grants-funding/active-funding/erap/docs/state-rental-assistance-program-general-info-and-guidance-to-web.pdf>.

2. Authorizing Resolution (Sample Below)

- <https://www.hcd.ca.gov/grants-funding/active-funding/erap.shtml>

3. Government Agency Taxpayer ID Form

- https://fiscal.ca.gov/wp-content/uploads/2019/08/GovtTINForm_000.pdf

4. STD 213 (Sample below)

- This document will be prepared by HCD and sent to your jurisdiction for completion.
- A sample form can be found at <https://www.hcd.ca.gov/grants-funding/active-funding/erap/docs/standard-agreement-std-213.pdf>

5. Exhibit A

- This document will be prepared by HCD and sent to your jurisdiction for review.

CA Department of Housing and Community Development
CA COVID-19 Rent Relief Program

- A sample form can be found at <https://www.hcd.ca.gov/grants-funding/active-funding/erap.shtml>

6. Exhibit B

- This document will be prepared by HCD and sent to your jurisdiction for review.
- A sample form can be found at <https://www.hcd.ca.gov/grants-funding/active-funding/erap.shtml>

7. Exhibit C

- This document contains the terms and conditions of the agreement. Your jurisdiction does not need to sign this form or return it to HCD.
- A sample form can be found at <https://www.hcd.ca.gov/grants-funding/active-funding/erap.shtml>

8. Exhibit D

- This document will be prepared by HCD and sent to your jurisdiction for review.
- A sample form can be found at <https://www.hcd.ca.gov/grants-funding/active-funding/erap.shtml>