

To our CA COVID-19 Rent Relief Program Partners,

The following is guidance to process your Option A Standard Agreement

Step 1. Submit your local jurisdiction resolution indicating who will be authorized to execute your standard agreement. Please send the resolution to the ERAP@hcd.ca.gov email inbox.

Step 2. Once staff have your resolution, the HCD team will prepare a Standard Agreement for your jurisdiction. Generally, the Standard Agreements takes about 5 to 10 business days to prepare, review, route and approve. Once the agreement is ready it will be sent to you via email.

Step 3. If your legal has any issues or questions about the standard agreement terms, please indicate your concerns on the document and send it back to HCD for review. Please reply to the email you received from the Contracts team at HCD. HCD legal staff will review the changes and incorporate what they can and re-route the agreement to you for review.

If there are no issues have the authorized signatory execute the STD 213 form, and submit it back to HCD via email. Please reply to the email you received from the Contracts team at HCD.

IMPORTANT STEP! When you send your executed STD 213 back to HCD, please include the following information in your contract:

1. The amount of funding that you intend to wire to HCD for administration.
2. The expected date that the wire will be received by HCD.
3. The FEIN number of the award (as provided by the U.S. Treasury for your direct award).

Step 4. Once HCD receives the signed STD 213, staff will countersign and send you a fully executed agreement. This should take two business days

Step 5. Complete your wire transfer of funds.