

**To our CA COVID-19 Rent Relief Program Partners,**

**The following is guidance to process your Option B Standard Agreement**

Step 1. Submit your local jurisdiction information to HCD to complete your agreement.

1. Submit a resolution indicating who will be authorized to execute your standard agreement. Please use the HCD template if possible. Your resolution should use [the most current allocation tables](#).
2. Submit a completed FISCAL TIN [https://fiscal.ca.gov/wp-content/uploads/2019/08/GovtTINForm\\_000.pdf](https://fiscal.ca.gov/wp-content/uploads/2019/08/GovtTINForm_000.pdf) Please make sure that the payee address is correct in the Remit-To Address box. Please complete the applicable fields.
3. Submit your program guidelines.
4. Submit the Work Plan template that indicates where in your guidelines the required work plan items are located. (see Document Checklist for Conforming Option B Localities for Workplan Checklist)

Please send the documents to the [ERAP@hcd.ca.gov](mailto:ERAP@hcd.ca.gov) email inbox.

Step 2. Once staff have your documents, the HCD team will prepare a Standard Agreement for your jurisdiction. If HCD staff have any questions, they will reach out for clarification. 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.

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. HCD will complete the pay process and issue you a payment.