

EXHIBIT A

**AUTHORITY, PURPOSE AND SCOPE OF WORK**

1. **Authority**

On December 27, 2020, the Consolidated Appropriations Act, 2021 (Pub.L. No. 116-260) (the “**Act**”) was signed into law. Section 501 of Division N of the Act established the federal Emergency Rental Assistance Program (“**ERAP**”), and authorized the direct allocation of emergency rental assistance funds to states, units of local governments, tribal communities, and territories. The ERAP funds are intended to assist households that are unable to pay rent and utilities due to the novel coronavirus disease (COVID-19) pandemic.

California Senate Bill No. 91 (2021-2022 Reg. Sess.) (“**SB 91**”) established the State of California’s program for administering its share of ERAP funds (the “**State Rental Assistance Program**,” “**SRAP**,” or “**State Rental Assistance Funds**”). SB 91 added Chapter 17 (commencing with Section 50897) to Part 2 of Division 31 of the Health and Safety Code. Health and Safety Code section 50897.1, subdivision (a)(1) authorizes the Department of Housing and Community Development (the “**Department**”) to administer the State Rental Assistance Funds in accordance with state and federal law.

The Department and the [Insert Full Legal Name of Locality] (“**Locality**”) enter into this STD 213, Standard Agreement (“**Agreement**”) under the authority and in furtherance of the State Rental Assistance Program. Such Agreement shall include the Work Plan (as defined below), and that document, upon its approval by the Department, shall be incorporated hereto as if set forth in full herein.

This Agreement is governed by the following laws (collectively, the “**Program Requirements**”), and each of the following laws is hereby incorporated by reference and made a part hereof:

- A. SB 91, as enacted on January 29, 2021, and as such law may be subsequently amended;
- B. The Act and related federal guidance, and as such laws may be subsequently amended; and
- C. All other applicable law.

2. **Purpose**

The State Rental Assistance Program is an extension of the ERAP and, as such, it is intended to provide Rental Assistance (as defined below) to eligible households.

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Locality received an allocation of ERAP funds from the U.S. Department of the Treasury (“**Treasury**”), pursuant to Section 501 of Division N of the Act, in the amount of \$ [redacted] (this amount, the Locality’s “**Direct Federal Allocation**”).

Locality plans to administer its Direct Federal Allocation and acknowledges that the Direct Federal Allocation is subject to the requirements of the Act and Treasury interpretive guidance and to all such requirements as may be subsequently amended.

Locality desires to receive an allocation of State Rental Assistance Funds pursuant to Health and Safety Code section 50897.2, subdivision (a)(1) or (2) (this amount, the Locality’s “**Block Grant Award**”). Locality submitted its request for a Block Grant Award to the Department, on an Expression of Intent Form, on or before February 12, 2021.

Locality acknowledges that every Block Grant Award is subject to the requirements of SB 91, to the relevant requirements of the Act and Treasury interpretive guidance, and to all such requirements as may be subsequently amended (collectively, the “**Block Grant Award Requirements**”).

Locality further acknowledges that the Department issued interpretive guidance relative to the State Rental Assistance Program on February 9, 2021 (the “**State Rental Assistance Program General Information and Guidance**” or “**SB 91 Guidance**”), and that the Department may amend or clarify such SB 91 Guidance as necessary.

By entering into this Agreement, the Locality agrees to comply with the Program Requirements and the terms and conditions of this Agreement. Locality further agrees that it will distribute the Block Grant Award equitably and consistent with demonstrated need within its jurisdiction. Locality further agrees that it will not institute additional programmatic requirements that may delay, prevent, or deter access to Rental Assistance (as defined below).

### 3. Definitions

Any terms that are not defined below shall have the definitions set forth in SB 91 or the Act. In the event of any conflict, the definitions set forth in the Act shall be controlling.

**A. “Department”** means the Department of Housing and Community Development.

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**B. “Rental Assistance”** means Block Grant Award payments of rent; rental arrears; lessees’ utilities and home energy costs; lessees’ utilities and home energy costs arrears; and other lessee expenses related to housing incurred, directly or indirectly, due to the COVID-19 pandemic.

**4. Block Grant Award**

The Department shall, in consideration of the Locality’s duties, obligations, and promises set forth herein, disburse to the Locality a Block Grant Award in the amount of \$ \_\_\_\_\_.

Locality represents and warrants that it is hereby authorized to enter into, execute, and deliver this Agreement in connection with its receipt of the Block Grant Award.

**5. Scope of Work**

- A.** Locality shall administer its Block Grant Award in accordance with the Program Requirements.
- B.** Locality shall be solely responsible for compliance with all applicable management, implementation, and reporting requirements established under state and federal law.
- C.** Locality shall use its best efforts to prevent incidents of fraud and duplication of benefits during its administration of the Block Grant Award.
- D.** Locality shall provide the Department with its proposed work plan, which shall specify the agreed-upon deliverables, timelines, and performance metrics relative to the Locality’s administration of the Block Grant Award pursuant to this Agreement (the “**Work Plan**”).
  - a. Locality shall consider the SB 91 Guidance when developing its Work Plan.
  - b. Locality shall submit its Work Plan to the Department for review and approval prior to the execution date of this agreement.
  - c. Upon its approval by the Department, the Work Plan shall be attached to this Agreement as Exhibit E.

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- E. Locality shall apply the Block Grant Award funds towards the eligible uses specified at Health and Safety Code section 50897.1. Locality shall ensure that only eligible applicants receive Rental Assistance under this Agreement. Locality shall prioritize payments of Rental Assistance in accordance with the Program Requirements.
- F. Locality may use up to 10 percent of the Block Grant Award for housing stabilization services provided that such use complies with the Block Grant Award Requirements.
- G. Locality shall track its separate expenditures of its Direct Federal Allocation and its Block Grant Award, and it shall maintain a clear accounting of same.
- H. Locality shall make its best efforts to obligate at least 65 percent of its Block Grant Award by **June 1, 2021** to avoid the Department's reallocation of unused funds pursuant to Health and Safety Code section 50897.2.
- I. The deadline for expenditure (liquidation) of the Block Grant Award is **August 1, 2021**. By **August 31, 2021**, Locality shall complete the expenditure (liquidation) of any funds that were obligated as of August 1, 2021. All Block Grant Award funds that are not fully expended within the relevant timeframes may be recaptured by the Department and reallocated to other jurisdictions as authorized by SB 91.
- J. Locality shall provide the Department with regular progress reports regarding its administration of its Direct Federal Allocation and its Block Grant Award. Such progress reports shall be in reasonably satisfactory form and substance to the Department. Locality shall promptly and satisfactorily satisfy all other reporting requirements set forth in the Work Plan.

### 6. **State Rental Assistance Program – Contract Management**

- A. **Department's Contract Coordinator.** The Department's Contract Coordinator for this Agreement is the Program Manager of the State Rental Assistance Program in the Department's Division of Federal Financial Assistance, or that person's designee. Locality shall mail any notice, report, or other communication required under this Agreement by First-Class Mail, or through a commercial courier, to the Department's Contract Coordinator at the mailing address specified below. All other communication regarding this Agreement shall be directed to the Department's Contract Coordinator as appropriate.

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State Rental Assistance Program  
Attention: Contract Coordinator  
Division of Federal Financial Assistance  
Department of Housing and Community Development  
2020 W. El Camino Avenue, 95833  
P.O. Box 952054  
Sacramento, CA 94252-2054  
Tel: (916) 271-1035  
E-Mail: [steven.pieri@hcd.ca.gov](mailto:steven.pieri@hcd.ca.gov)  
or  
[erap@hcd.ca.gov](mailto:erap@hcd.ca.gov)

**B. Locality's Contract Coordinator.** Locality's Contract Coordinator for this Agreement is identified below. Unless otherwise informed, the Department shall mail any notice, report, or other communication required under this Agreement by First-Class Mail, or through a commercial courier, to the Locality's Contract Coordinator at the mailing address specified below. The Department will direct all other communication regarding this Agreement to the Locality's Contract Coordinator as appropriate.

[Insert Name and Title of the Locality's Contract Coordinator]

[Insert Business Mailing Address, Telephone Number, and E-Mail Address of the Locality's Contract Coordinator]

EXHIBIT B

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. Budget Detail**

Locality has been awarded a Direct Federal Allocation in the amount of \$ \_\_\_\_\_, and a Block Grant Award in the amount of \$ \_\_\_\_\_. Upon satisfaction of the below Conditions of Performance, the Department shall make the Block Grant Award to the Locality by issuing a warrant payable to the Locality on or before \_\_\_\_ (insert date) \_\_\_\_\_. The parties may agree in writing that, in lieu of a warrant, the Locality may receive the Block Grant Award through an electronic funds transfer.

**2. Conditions of Performance**

The Department will make the Block Grant Award to the Locality after this Agreement has been fully executed, and after the Department receives an authorizing resolution from the Locality that, in the Department's reasonable determination, materially comports with the Program Requirements.

**3. Reallocation of Unexpended Funds**

The Locality shall provide the Department a written accounting of all Block Grant Award funds that are not obligated by **June 1, 2021** or expended by **August 1, 2021**. The form, substance, and timing of this written accounting shall be determined by the Department at its reasonable discretion. The Locality shall thereafter cooperate with the Department's recapture and reallocation of those unused funds pursuant to Health and Safety Code section 50897.2.

# General Terms and Conditions (GTC 04/2017)

## EXHIBIT C

1. APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. AMENDMENT: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. ASSIGNMENT: This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. AUDIT: Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. INDEMNIFICATION: Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. DISPUTES: Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. TERMINATION FOR CAUSE: The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.

8. INDEPENDENT CONTRACTOR: Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
9. RECYCLING CERTIFICATION: The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).
10. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

11. CERTIFICATION CLAUSES: The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 04/2017 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.
12. TIMELINESS: Time is of the essence in this Agreement.



13. COMPENSATION: The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.
14. GOVERNING LAW: This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
15. ANTITRUST CLAIMS: The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.
  - a. The Government Code Chapter on Antitrust claims contains the following definitions:
    - 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
    - 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
  - b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.
  - c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
  - d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

16. CHILD SUPPORT COMPLIANCE ACT: For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:
  - a. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
  - b. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.
17. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.
18. PRIORITY HIRING CONSIDERATIONS: If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.
19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:
  - a. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)
  - b. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

20. LOSS LEADER: If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

EXHIBIT D

**STATE RENTAL ASSISTANCE PROGRAM**  
**GENERAL TERMS AND CONDITIONS**

**1. Effective Date, Term of Agreement, Timing, and Deadlines**

- A. This Agreement is effective upon the date of the Department representative's signature on the STD 213, Standard Agreement (such date, the "**Effective Date**").
- B. This Agreement shall terminate **eighteen (18) months** after the Effective Date, as stated in Paragraph 2 of the STD 213, Standard Agreement (such date, the "**Expiration Date**").
- C. Locality shall make its best efforts to obligate at least 65 percent of its Block Grant Award by **June 1, 2021** to avoid the Department's reallocation of unused funds pursuant to Health and Safety Code section 50897.2.
- D. Locality shall make its best efforts to expend the full amount of its Block Grant Award by **August 1, 2021** to avoid the Department's reallocation of unused funds pursuant to Health and Safety Code section 50897.2.

**2. Termination for Cause**

The Department or the Locality may terminate this Agreement for cause at any time by giving at least fourteen (14) calendar days' advance written notice to the other party. The Locality shall return any unexpended Block Grant Award funds to the Department within fourteen (14) calendar days of the date on the written notice of termination, unless **(i)** the parties have agreed upon an alternate arrangement in advance and in writing; or **(ii)** an alternate arrangement is necessary for one or both parties to remain in compliance with the ERAP or other applicable law.

Cause shall consist of either party's violation of the Program Requirements, material breach of the Agreement, or failure to satisfy any of the terms or conditions of this Agreement.

**3. Cancellation**

- A. It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds to avoid program and fiscal delays that would occur if this Agreement were executed after that determination was made.

## EXHIBIT D

- B. This Agreement is valid and enforceable only if sufficient funds are made available to the State of California by the United States Government for the fiscal year 2021-2022 for the purpose of emergency rental assistance. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this Agreement in any manner.
- C. The parties mutually agree that if the Congress does not appropriate sufficient funds for the ERAP, this Agreement shall be amended to reflect any subsequent reduction in SRAP funds.
- D. The Department may cancel this Agreement, in whole or in part, if **(i)** sufficient funds are not made available by the United States Government; **(ii)** Congress enacts any restrictions, limitations, or conditions that impact this Agreement or the funding of this Agreement; or **(iii)** cancellation is otherwise permitted under state contracting law.
- E. To cancel this Agreement pursuant to this paragraph, the Department shall give thirty (30) calendar days' advance written notice to the Locality. The Locality shall return any undisbursed portion of its Block Grant Award to the Department within thirty (30) calendar days from the date on the Department's written notice of termination, unless **(i)** the parties have agreed upon an alternate arrangement in advance and in writing; or **(ii)** an alternate arrangement is necessary for one or both parties to remain in compliance with the ERAP, the SRAP, or other applicable law.

#### 4. **Entire Agreement; Severability**

This Agreement constitutes the entire agreement between the Department and the Locality. All prior representations, statements, negotiations and undertakings with regard to the subject matter hereof are superseded hereby. In the event any term or provision of this Agreement is deemed to be in violation of law, null and void, or otherwise of no force or effect, the remaining terms and provisions of this Agreement shall remain in full force and effect.

#### 5. **Waivers**

No waiver of any breach, violation of, or default under this Agreement shall be deemed to be a waiver of any other or subsequent breach or violation thereof or default thereunder.

EXHIBIT D

6. **Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards**

This Agreement is subject to the administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities, which are set forth at 2 Code of Federal Regulations part 200.

7. **Compliance with State and Federal Law**

The Department, the Locality, and their respective appointees, employees, contractors, and agents shall comply with all state and federal laws, statutes, regulations, guidelines, and guidance in their performance under this Agreement.

8. **Defense and Indemnification**

Locality acknowledges that it is an essential term of this Agreement that the Locality use its best efforts to prevent incidents of fraud and duplication of benefits during its administration of the Block Grant Award.

Locality agrees to indemnify, defend and save harmless the State of California, the Department, and their respective appointees, officers, agents, and employees from any and all claims and losses accruing or resulting from illegitimate or duplicative payments of Rental Assistance, whether resulting from the negligence, willful misconduct, intentional misrepresentation, negligent misrepresentation, or deceit of the applicants for the Rental Assistance, the Locality (or any of its appointees, officers, agents, and employees), or any other third party. The foregoing obligations shall not apply to any instance where the State of California, the Department, or their respective appointees, officers, agents or employees commit the negligence, willful misconduct, intentional misrepresentation, negligent misrepresentation, or deceit.