

**TO: HONORABLE COUNCIL MEMBERS**

**FROM: ED SHIKADA, CITY MANAGER**

**DATE: CITY COUNCIL – AUGUST 15, 2022**

**SUBJECT: AGENDA ITEM NUMBER 9 – PROJECT HOMEKEY STANDARD AGREEMENT**

The Homekey staff report (CMR #14590) did not include an example of the Standard Agreement with the State. Staff is providing exhibit templates of key elements of the Standard Agreement within this At-Places memo for City Council to review as an example of the documents the City will be asked to execute in the event of a Homekey Award. There is also an example of a full Standard Agreement with another agency.

Overview of the Standard Agreement Key Elements:

- Funds may only be used for approved purposes (construction and operation of interim housing).
- Construction must be complete within 12 months.
- Annual reports provided to the Housing and Community Development Department.
- The City must record a covenant restricting use of the land to interim housing for 15 years.

Links to Template of the Standard Agreement Exhibits and One Example Agreement:

- Exhibit A: <https://homekey.hcd.ca.gov/sites/default/files/2022-07/Exhibit-A.pdf>  
(Authority, purpose, and scope of work exhibit)
- Exhibit B: (Budget Detail and Payment Provisions exhibit)
- Exhibit D: <https://homekey.hcd.ca.gov/sites/default/files/2022-07/Exhibit-D.pdf>  
(Homekey General Terms and Conditions exhibit)
- Exhibit E: <https://homekey.hcd.ca.gov/sites/default/files/2022-07/Exhibit-E-Option-Interim-Housing.pdf> (Project-specific provisions and special terms and conditions-Interim housing)
- Sample of a full Standard Agreement in Marin County:  
[https://marin.granicus.com/MetaViewer.php?view\\_id=36&clip\\_id=7589&meta\\_id=792506](https://marin.granicus.com/MetaViewer.php?view_id=36&clip_id=7589&meta_id=792506)