



## Office of Temporary and Disability Assistance

ANDREW M. CUOMO  
Governor

MICHAEL P. HEIN  
Commissioner

BARBARA C. GUINN  
Executive Deputy Commissioner

May 6, 2021

Michele McClave  
Commissioner  
Albany County  
162 Washington Ave  
Albany, NY 12210

Dear Commissioner McClave:

Consistent with the recently executed Intergovernmental Agreement between Albany County and the State Office of Temporary and Disability Assistance (OTDA) regarding the Emergency Rental Assistance Program (ERAP), a sum of \$906,175.32, representing 10% of the amount that was directly allocated to Albany County from the U.S. Treasury under Section 501 of the Consolidated Appropriations Act, 2021, has been reserved by OTDA to reimburse Albany County for costs it incurs in implementing ERAP, providing outreach to eligible households, and in assisting them in applying for rental and utility arrears payments. This allocation will be provided through a direct contract with OTDA. It is anticipated that this contract will be amended in the future to add a second allocation in the amount of 10% of the municipality's direct allocation from the U.S Treasury for ERAP as outlined in Section 3201 of the American Rescue Plan. Please be advised that the contract term will be January 1, 2021 to September 30, 2022.

Our office is committed to making this a straightforward and efficient process. All contracts will be developed using the NYS Grants Gateway portal. For your reference, the Grants Gateway Vendor User Guide can be found at <https://grantsmanagement.ny.gov/system/files/documents/2020/05/vendor-user-manual-3.2-5.7.20.pdf>. Please see instructions on pages 79-88 on finding and developing your contract.

Budget screens will need to be completed line-by-line in Grants Gateway and an associated workplan will need to be developed. The workplan should include a description of how outreach efforts to communities will occur and by whom. Also include information about where application assistance will be offered and by whom.

Proof of current Workers' Compensation and Disability Insurances must also be uploaded to the Grantee Document Folder with OTDA listed as the Certificate Holder. This proof must also be supplied for any and all subcontractors.

Your municipality will play a critical role in serving those most in need in New York State. We will be contacting you shortly to assist you in the contracting process. Should you have questions in the meantime, please contact Ms. Linda Camoin in OTDA's Bureau of Housing and Support Services at 518.473.6661 or by e-mail at [linda.camoin@otda.ny.gov](mailto:linda.camoin@otda.ny.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "M. Hein", written over a horizontal line.

Michael P. Hein  
Commissioner