
THE CITY OF ALBANY: EMERGENCY SOLUTIONS GRANT (ESG) REQUEST FOR PROPOSALS (RFP) PROCESS

The Emergency Solutions Grant (ESG) program is authorized by the McKinney-Vento Homeless Assistance Act funded through the U.S. Department of Housing and Urban Development (HUD) as amended by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). This federally funded program is administered through HUD by a formula allocation to ESG entitlement localities and states. The City of Albany is responsible for administering the City’s ESG allocation. The allocation includes funds (7.5 percent of the annual allocation) for administrative costs, which may go to non-profits. Each year, the Albany County Coalition on Homelessness (ACCH) makes a recommendation on percentage allocations for Emergency Shelter, Street Outreach, Homelessness Prevention, Rapid Rehousing Programs and HMIS.

The goal of ESG program is to assist at-risk and homeless households to obtain and maintain appropriate permanent housing. The City of Albany will meet this objective by supporting homeless shelters, and effective rapid rehousing and prevention programs.

Eligible Program Type	Purpose	Eligible Costs
Emergency Shelter	Essential Services	Case management, childcare, education services, employment assistance and job training, outpatient health services, substance abuse treatment services, transportation, and services for special populations.
Emergency Shelter	Shelter Operations	Maintenance, rent, repair, security, fuel, equipment, insurance, utilities, relocation, and furnishings.
Homeless Prevention	Housing relocation and stabilization services, and short and/or medium-term rental assistance as necessary to prevent the individual or family from becoming homeless if: 1) Annual family income is below 30% of median family income. 2) Assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing to achieve stability.	Utilities, rental application fees, security deposits, last month’s rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, emergency financial assistance to avoid eviction and repair credit.
Rapid Re-Housing	Housing relocation and stabilization services, and short and/or medium-term rental assistance as necessary to help individuals or	Utilities, rental application fees, security deposits, last month’s rent, utility deposits and

	families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.	payments, moving costs, housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair.
HMIS	The ESG recipients are required to report program participant-level data, such as the number of persons served and their demographic information, in a Homeless Management Information System (HMIS) database. HMIS is an electronic data collection system that facilitates the collection of information on persons who are homeless or at risk of becoming homeless that is managed and operated locally.	Technical Staffing and software

Allocation of Funds

The City of Albany collaborates with the Albany City and County Continuum of Care, NY-503, Albany County Coalition on Homelessness (ACCH) to determine funding allocations. Each year, the ACCH provides the City with a proposed breakdown of funding which the City uses to determine the percentage of funds to be allocated towards each eligible activity.

Application Review

Each applicant must complete and submit the ESG RFP to KJones@caresny.org by the posted deadline, which can be found on the City's website: www.albanyny.org. The City of Albany collaborates with CARES of NY, Inc. (CARES), the CoC's Collaborative Applicant, to facilitate application review. Reviewers must be objective individuals from non-Albany-ESG-funded agencies. CARES will work with the Continuum (ACCH) to invite reviewers to review and score each ESG proposal. The projects are then ranked in order of score (highest to lowest). After all applications are scored and ranked, CARES sends each applicant their scores and the Continuum approves the scoring/ranking. CARES then sends final approved scores to the City of Albany.

City of Albany Responsibilities

The City of Albany is responsible for the following each year:

- Finalizing the Annual ESG RFP
- Releasing the Annual ESG RFP to the Community
- Considering the CoC's Proposed Funding Allocations
- Overseeing the Review Process
- Accepting the CoC Proposed Project Ranking
- Making all final funding decisions
- Creating and disbursing ESG contracts
- In collaboration with the CoC, monitoring sub-recipients

Continuum of Care Responsibilities

The Continuum of Care is responsible for the following each year:

- Sending a Proposed Funding Allocation to the City of Albany

- Selecting local reviewers from the Continuum of Care to assist in reviewing the ESG applications
- Providing the CoC-approved ranking to the City of Albany

RFP Appeals Process

If an applicant questions their score and would like to appeal, they may do so in writing (email acceptable) to both CARES, Inc. **and** The City of Albany within one week of notification of their score.

Organizations wishing to appeal a funding decision, may do so through the City Council at any of the Public Hearings held to obtain citizen comment. Written appeals regarding funding decisions may be submitted to the City of Albany Community Development Department prior to the adoption of the final budget for the Operating Year. Public Hearings will be announced in local newspapers in the Legal Notice section.

Project Funding

The City of Albany will determine the amount of funds allocated to each sub recipient based on their score and past performance. The City of Albany will send an award letter to each sub recipient.

RFP Process

This RFP Process will be reviewed annually by the City of Albany and the Albany Continuum of Care to make any changes deemed necessary. All final decisions remain with the City of Albany. Both the CoC and ESG Program Interim rules require coordination and collaboration between CoC and ESG recipients to ensure the recipients effectively strategize the types of assistance needed to address homelessness and how their respective funding streams can support provision of that assistance. This RFP Process embraces the regulations set forth by HUD in the Program Interim Rules which require collaboration between the City and the Albany CoC. Collaboration between CoC and ESG recipients is ongoing (beyond this RFP Process) and includes Coordinated Entry System implementation, Written Standards review, ESG reporting and Collaboration on System and Discharge Planning.