



City of Buffalo Urban Renewal Agency

Sean M. Ryan, Chairman
901 City Hall, 65 Niagara Square
Buffalo, New York 14202-3376
716-851-2872



EMERGENCY SOLUTIONS GRANTS (ESG) GRANT FUNDING APPLICATION – PART 1 FOR THE CONTRACT YEAR OF 2026-2027

Agency: _____

Please select one:

- **Renewal of existing program(s)** – Select this option if you are requesting funding for a previously funded program with no changes.
- **Expansion of existing program(s)** – Select this option if you are requesting funding for a previously funded program with proposed changes.
- **New applicant/New proposed activity** – Select this option if you have not applied for funding in a prior year OR if you are requesting funding for a new activity.

Please enter the proposed # served and funding requests for each program included in your application:

ESG Activity Component	Proposed # Served	Requested Amount
Emergency Shelter		
Emergency Shelter (Code Blue/Red)		
Homeless Management Information System (HMIS)		
Homelessness Prevention		
Rapid Re-housing		
Street Outreach		
Street Outreach (Coordinated Entry)		
Total		

APPLICATIONS ARE DUE BY EMAIL NO LATER THAN MAY 8th, 2026 AT 4PM. EMAIL ALL FILES TO CONTRACTADMINISTRATION@BUFFALONY.GOV.

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

THIS IS PART 1 OF THE ESG APPLICATION WHICH INCLUDES GENERAL INFORMATION ABOUT YOUR AGENCY. PART 2 OF THE APPLICATION WILL FOCUS ON PROGRAM SPECIFICS.



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- ❖ For additional information about ESG (Emergency Solutions Grants), please go to: <https://www.hudexchange.info/programs/esg/>
- ❖ It is highly recommended that you use Adobe Acrobat Reader to complete this application.
- ❖ There are components of this application that only function properly while using Adobe software.
- ❖ Adobe software can be found here: <https://get.adobe.com/reader/>
- ❖ If you are having technical issues while completing the application, please reach out to The Office of Contract Administration at contractadministration@buffalony.gov
- ❖ The Office of Contract Administration staff and contact information can be found at the end of this application.

I. AGENCY INFORMATION

Agency Legal Entity:	
Main Site Address:	City, State, Zip:
Main Phone:	Fax:
Agency Website:	
DUNS or UEI #	
Tax ID #	
City of Buffalo Vendor ID #	

1. What is the primary mission of your organization?

2. What Common Council District is your main site located in? _____



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3. Please indicate below the amount of ESG and/or ESG-CV and/or CoC funding your agency received in the **following** program years.

Program Year	ESG Funding Awarded (if any)	ESG-CV Funding Awarded (if any)	CoC funding Awarded (if any)
2023-2024			
2024-2025			
2025-2026			

4. Please provide all contact information for this program below.

CEO/Executive Director: Email: Phone:
Board President: Email: Phone:
Program Contact: Title: Email: Phone:
Finance Contact: Title: Email: Phone:



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II. BOARD INFORMATION

1. What is your agency's minimum required number for Board Members according to your bylaws?

2. How many members currently serve on your Board of Directors?

3. How often is your Board required to meet according to your bylaws?

4. How often did your board meet in the year 2025

STOP



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THE FOLLOWING SECTIONS ARE THE FINAL STEPS FOR THIS APPLICATION. YOU WILL ALSO NEED TO COMPLETE THE ESG APPLICATION – PART 2 WHICH IS A SEPARATE ATTACHMENT.

III. ATTACHMENTS

All attachments must be submitted digitally to contractadministration@buffalony.gov. Please check each box and include copies of all applicable items. There is a 10 MB limit on emails. If it fails to deliver, please re-send attachments in batches to stay within limit.

Please label your submission as: “ESG Grant Application for the Contract Year of 2026-2027”

Provide one copy of each:

- ESG Contract Year 2026-2027 Grant Application Parts 1 & 2
- ESG Budget for 2026-2027 (separate attachment)
- ESG Workbook for 2026-2027 (separate attachment)
- Organizational Chart: Highlight Staff who will be funded through ESG
- List of Board Members: include names, positions, organization or business affiliation, and years on the board
- Board Meeting Attendance and Minutes: list of Board’s attendance for the past 12 months with affiliated minutes
- Board Authorization to request funds
- Organization Bylaws
- Copy of adopted Internal Controls Policy
- Copy of adopted Conflict of Interest Policy
- Audited financial statements or most recent audit and management letter, if applicable
- Most recent 990, CHAR 500 (no earlier than 2023, or copy of extension request) and NYS 45 or corporate tax return
- 501(c)(3) determination letter, if applicable

If selected for funding, please note there may be additional documentation requested.



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IV. SIGNATURES

To the best of my knowledge and belief, the information in this application is true and correct, and its submission has been duly authorized by the governing body of the applicant. With this submission, we agree to follow all rules and regulations that govern federal entitlement funding. I acknowledge that I may be required to provide additional policy, financial and other documentation if I am funded.

We also agree to participate in any technical assistance training or seminars for staff and board members that the City of Buffalo and the Buffalo Urban Renewal Agency offer during the program year; and understand that failure to attend this training may result in the loss of eligibility for future funding.

Finally, the person signing below has been authorized by the governing body of the applicant to negotiate on behalf of the organization.

Applicant Signature (Must be Executive Director or another Authorized Signee).

Signature

Print Name and Title

Date