



**CITY OF LOCKPORT
DEPARTMENT OF COMMUNITY
DEVELOPMENT**
Heather Peck, Director of Planning & Development
Tammy Kam, Program Administrator
1 Locks Plaza
Lockport, NY 14094
716-439-6686

**REQUEST FOR PROPOSALS (RFP)
2024 FIRST TIME HOMEBUYER ASSISTANCE PROGRAM –
Assistance with administration of program**

RFP Issue Date: Monday, July 8th, 2024.

City of Lockport Community Development Department is seeking proposals for qualified organizations interested in assisting city staff in the administration of Lockport's First-Time Homebuyer Program. Minority and/or Women-owned businesses are encouraged to apply.

Questions & Inquiries Due Date: Friday, July 19th, 2024.

Notice of Intent to Respond Due Date: Wednesday, July 31st, 2024 by 4:00 pm.

Interested applicants can find a copy of the RFP with submission requirements at:
lockportny.gov/departments/city-clerk

Response Submission Date: Mailed, delivered or emailed no later than Wednesday, July 31st, 2024, 4:00pm.

Mailed proposals should be sent U.S.P.S mail or hand delivered, be clearly labeled, and submitted to:

**City of Lockport
Department of Community Development
Lockport City Hall, 2nd Floor
Attention: Heather Peck, Director
hpeck@lockportny.gov
One Locks Plaza
Lockport, NY 14094**

Anticipated Contract Start-Up Date: Monday, August 12th, 2024.