



City of Buffalo Urban Renewal Agency

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



REQUEST FOR PROPOSALS (RFP) 2026 COMMUNITY PARTNERSHIPS INITIATIVE

Request For Proposals – 2026 Community Partnerships Initiative

City of Buffalo Urban Renewal Agency
Attention: Hope Young-Watkins, Sr. Dir. of Programs

Room 901 City Hall, 65 Niagara Square, Buffalo, N.Y. 14202-3376

Key Dates

- **RFP Release:** February 11, 2026
- **Questions Due:** February 20, 2026 (email only)
- **Notice of Intent to Respond:** February 25, 2026
- **Virtual Technical Assistance Workshop:** TBD
- **Proposals Due: March 13, 2026, by 12:00 PM** (sealed, delivered)
- **BURA Board Approval: March 26, 2026**
- **Anticipated Contract Start: April 1, 2026**

Purpose

BURA seeks qualified **Community-Based Organizations (CBOs)** to deliver neighborhood-based housing, rehabilitation, homeownership, and quality-of-life services under the **Community Partnerships Initiative**.

We are looking to cover all neighborhoods within the City of Buffalo.

HIGH Activity areas: East Buffalo neighborhoods where we would ENCOURAGE more than one Community Based partner — Fillmore Leroy, Hamlin Park, Masten Park, Broadway Fillmore, Genesee-Moselle, and Schiller Park.



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BURA expects to select **2–6 organizations** and will negotiate scopes, benchmarks, and fees. Contracts run April 1, 2026 – March 31, 2027, with up to **two 1-year extensions**.

Minimum Eligibility Requirements

CBOs must document:

- At least **1 year** of housing-related experience.
 - Staff capacity (experience & quantity) and organizational readiness.
 - Must identify staff titles and role in the housing program
 - Ability to deliver eligible housing programs (e.g., rehab loans).
 - Community partnerships and neighborhood knowledge.
 - Representative board of directors.
 - Ability to secure additional funding.
 - Evidence of public outreach.
-

Core Required Activities (Non-Negotiable)

Intake and Liaison for BURA Housing Programs

- Owner-Occupied Rehab Loan Programs (50/50)
- Emergency/Weatherization Assistance
- Down Payment Closing Cost Program
- Community engagement and intake of all active programs (subject to change)

Required Partner Participation Activities

- Participation in planning meetings
- Attend required meetings/trainings



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- Participate in city clean-ups
- Seek supplemental funding opportunities
- Fair housing/legal/human service referrals

Required Outreach & Awareness Activities

- Maintain website, social media, and resource directory
- Workshops for homeowners; promote homeownership
- Develop neighborhood events/activities and partnerships
- General promotion of the organization and services

General Requirements

- Comply with federal regulations: **CDBG (24 CFR 570), HOME (24 CFR 92), Lead-Safe (24 CFR 35).**
- Participate in mandatory technical assistance sessions.
- Follow NYS Lobbying Act communication restrictions.
- Take affirmative steps to recruit minority- and women-owned subcontractors.
- Meet residency goals (25% of Buffalo residents for contracting workforce).
- Follow the City's Living Wage Ordinance (if applicable).
- Maintain required insurance coverage.

Evaluation Criteria (100 points)

1. **Experience, Capacity, Readiness – 35**
2. **Neighborhood Conditions & Needs Understanding – 20**
3. **Board Leadership – 5**
4. **Budget & Resources – 20**



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5. Citizen Engagement & Neighborhood Input – 20

Selected finalists may be interviewed before final award.

Proposal Submission Requirements

Maximum 12 pages (excluding attachments). Must include:

- CPI 2026 Submission Coversheet
 - Table of Contents + footer on all pages
 - Required narrative responses (five categories) in provided order
 - Signed forms:
 - Technical Assistance Agreement
 - Conflict of Interest Disclosure
 - NYS Lobbying Act Affirmation
 - Living Wage Application
-

Rights Reserved by BURA

BURA may accept, reject, or partially award proposals; waive minor irregularities; request clarifications; and negotiate final terms.



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CBO RESPONSE TEMPLATE (7 Pages)

(Use 11+ pt font, single spaced, bullet format where possible. Max 20 pages allowed by RFP; this template is designed for concise 7-10 page responses prior to attachments.)

PAGE 1 – COVER & ORGANIZATIONAL INFORMATION

A. Organization Information

Legal Organization Name: _____

Address: _____

Website: _____

Telephone: _____

Executive Director: _____

Email: _____

Board Chair/President: _____

Date Established & Type of Organization: _____

Federal EIN: _____

NYS Charitable Registration #: _____

B. Corporate Boundaries (if applicable):

Please attach map if available.

North: _____

South: _____

East: _____

West: _____

C. Planning Areas Currently Assigned (if any):

Please attach map if available.

Not applicable (new respondent)

If applicable, list: _____



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PAGE 2 – ORGANIZATION EXPERIENCE, CAPACITY & READINESS

1. Organizational Background (brief history)

- _____
- _____
- _____

2. Experience with CDBG, HOME, or other funding

- Programs administered: _____
- Compliance systems: _____
- Participant feedback methods: _____

3. Emergency Operations, Staffing Roles, Experience and Responsibilities

Staffing for this contract (names/roles/schedules):

- _____

Technology/records security:

- _____

Special accommodations (elderly, disabled, LEP, COVID-impacted):

- _____

4. Community Partnerships

- Key partners/collaborations and benefits:
 - _____
 - _____

5. Interaction With Other Agencies

(List housing groups, City departments, nonprofits, block clubs, etc.)

- _____



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PAGE 3 – NEIGHBORHOOD CONDITIONS & BOARD LEADERSHIP

2. Neighborhood Conditions & Needs

A. Service Area Description

(Include East Buffalo priority areas if applicable.)

- Demographics summary: _____
- Key neighborhood conditions/issues: _____
- Changes or trends: _____

B. Plans or Studies Conducted

(Neighborhood plans, surveys, strategic documents, etc.)

- _____

3. Board Leadership

A. Board Composition

- Size: _____
- Community representation: _____
- Are bylaws requirements met? Yes No (explain if no)

B. Recruitment

- Recruitment approach: _____
- Challenges and how addressed: _____

C. Board Meetings

- Annual meeting schedule: _____
- Attendance policy: _____
- Have required meetings been held? Yes No (if no, explain)



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PAGE 4 – D. Board Role in Organizational Planning

- Short- and long-term planning contributions:
- _____

FINANCIAL SYSTEMS, ADMINISTRATION & ENGAGEMENT

4. Financial Systems, Budgets & Fundraising

A. Financial Oversight

- Reporting to board (monthly/quarterly): _____

B. Audit Committee

- Exists? Yes No
- Responsibilities: _____

C. Independent Audit Process

- Selection method: _____

D. Regulatory Compliance

- Who ensures filings (NYS, IRS, City) are completed? _____

E. Fundraising Activities (past 2 years)

- Board role: _____
- ED role: _____

F. Administrative Systems- How does your organization handle the following (check all that apply)

(Indicate W = written, E = electronic)

- Client eligibility / demographic tracking W E
- Procurement procedures W E
- Bookkeeping/accounting records W E



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PAGE 5 –

- Cash receipts/disbursements journals W E
- Accrual accounting system W E
- Computerized accounting W E
- Monthly financial statements W E
- Internal financial review W E

CITIZEN ENGAGEMENT & NEIGHBORHOOD INPUT

5. Citizen Engagement & Neighborhood Input

A. Annual Meeting & Report

- Held annually? Yes No
- Distribution method: _____

B. Faith-Based & Community Partnerships

(Describe partnerships and shared activities.)

- _____

C. Community Meetings

- Types of meetings: _____
- Locations/timeframes: _____
- Who coordinates? _____

D. Marketing & Outreach Plan

- Advertising channels: _____
- Tracking & evaluation: _____



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PAGE 6-

- Adjustments made: _____

E. Website & Social Media

- Website: _____
- Social media platforms: _____

F. Public Feedback & Referrals

- How feedback is received/used: _____

SIGNATURES *(Optional for template; formal signatures appear on required forms.)*

Executive Director Name/Signature: _____ **Date:** _____

Board Chair Name/Signature: _____ **Date:** _____

ATTACHMENTS CHECKLIST (to be submitted separately)

(Include this page or integrate into your final package.)

- Submission Coversheet
- Board authorization
- Required RFP narrative responses (this template)
- Technical Assistance Agreement
- Conflict of Interest Forms
- NYS Lobbying Act Affirmation
- Living Wage Application
- Confidential Background Forms (sealed)
- Financial statements/audit



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PAGE 7-

- Organizational policies (list provided in RFP)
 - Board lists & attendance records
 - Org chart & succession plan
 - Staff resumes
 - Current budget
 - Maps of service areas
 - Program history 2023–2025 (if applicable)
-