

# *Housing Authority of the City of Ansonia*

230 Beaver Street, Ansonia, CT 06401-2062

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## **Request for Proposals:**

### **SSHIP Application Preparation and Program Administration**

The Ansonia Housing Authority (AHA) requests proposals from qualified firms or individuals for professional and technical services required to prepare an SSHIP Funding Application for the James O'Donnell Apartments, 63 Woodlawn Ave, Ansonia CT 06401.

#### **General Services Requested:**

- Provide administrative and technical support to implement activities, including program income, during the contract period **if grant(s) are awarded**.
- Selection for other Federal/State funding programs such as STEAP, Section 108, USDA, etc. that may be used to meet local community development and housing needs.
- Responsible for all phases of general program administration and compliance, under the housing authority's direct supervision for approved projects.
- All application development and submission and citizen participation activities necessary for the specific project submission must be included in the proposal.
- Specific architectural and engineering services required for project activities are not being requested as part of this proposal.

#### **Submission Contents Required:**

- Proposed scope of work and project approach.
- Detailed information of the firm's background and experience in Federal/State funding.
- Key staff assigned with resumes, specify the primary contact, and provide contact info.
- Proposed fee approach; including a list of per diem rates by job category.
- Each proposer must provide certification of insurance in the types and amounts specified by DECD Bulletin #94-003 within ten days of selection.

#### **Submission Requirements & Selection Criteria:**

- Questions will be received via email **only** to [director@ansoniahousing.gov](mailto:director@ansoniahousing.gov) by noon on Friday, September 26<sup>th</sup>, 2025.
- **One original and three (3) hard copies of the proposal, placed in a sealed envelope** will be received by Jared Heon, Executive Director, (the contact person) located at 230 Beaver St, Ansonia CT 06401 until Thursday, October 2nd, 2025, by noon.
- Proposals that do not include the required information or are received after noon on October 2<sup>nd</sup>, 2025, will be automatically considered rejected.
- Selection **criteria** will be based on the number of projects awarded and completed, **number of successful consolidated applications for the SSHIP program, working knowledge of federal and state regulations for DOH Grants**, experience of staff assigned, cost, and any other factors deemed in the Authority's best interest.

*Equal Opportunity Employer, WBE/MBE/SBE & Section 3 businesses encouraged to apply.*

**Dated: September 15<sup>th</sup>, 2025**



[www.ansoniahousing.gov](http://www.ansoniahousing.gov)