

ENGLEWOOD HOUSING AUTHORITY
111 West Street
Englewood, New Jersey 07631
Tel.: (201) 871-3451
Fax: (201) 871-5908

LEGAL ADVERTISEMENT

REQUEST FOR PROPOSAL - AUDIT: ENGLEWOOD HOUSING AUTHORITY:
INCLUDING
ENGLEWOOD HOUSING MANAGEMENT SERVICES, INC.
PUBLIC HOUSING/SECTION 8
WESTMOOR GARDENS, INC.

The Housing Authority of the City of Englewood, New Jersey will accept proposals for its Annual Financial Audit for the fiscal year ending 12/31/2021. It is the Housing Authority's desire to retain and employ a duly qualified independent Public Auditor (I.P.A.) in order to audit the books and accounts with the existing rules, orders, directives, regulations and handbooks promulgated by the United States Department of Housing and Urban Development and requirements of the State of New Jersey to encompass each of the Housing Authority's programs separately (including, but not limited to: Public Housing converted to RAD, (152 units), Section 8 Vouchers plus Mod. Rehab (575 units + 13 units), the Comprehensive Grant Program, Westmoor Gardens, Inc. (64 units of Multi-Family Housing), Englewood Housing Management Services, Inc. 4 units and John Foti Property (9 units owned by the Housing Authority). Public Housing/Section 8; Westmoor Gardens and Englewood Housing Management Services should be separate proposals. The successful qualified independent Public Auditor (I.P.A.) shall sign a contract for a year with the option of an additional one-year extension.

Proposals can be obtained by calling Englewood Housing Authority (201) 871-3451. Proposals are due back Tuesday, April 19, 2022 by 11:00 A.M.

E.O.E.

ENGLEWOOD HOUSING AUTHORITY
111 West Street
Englewood, New Jersey 07631
Tel.: (201) 871-3451
Fax: (201) 871-5908

PART I
REQUEST FOR PROPOSALS
ENGLEWOOD HOUSING MANAGEMENT SERVICES, INC.

The Housing Authority of the City of Englewood, New Jersey will accept proposals for its Annual Financial Audit for Englewood Housing Management Services, Inc. for the fiscal year ending December 31, 2021.

It is the Housing Authority's desire to retain and employ a duly qualified Independent Public Auditor (I.P.A.) in order to audit the books and accounts of the non-for-profit.

Services will include the following:

1) Audit the accounts and records of E.H.M.S., Inc. for the 12 month period ending 12/31/21 in accordance with generally accepted auditing standards and GAAP regulations. The one-year audit performed should be sufficient in scope to enable the auditor to express an opinion on whether the financial statements fairly represent the financial position of the corporation.

2) Upon completion of the reports sufficient copies should be made in order to provide each PHA Commissioner, E.H.M.S. Commissioners and Staff with a copy.

3) Must attend meetings, as requested, with the

Executive Director, Housing Authority's Accountant and Housing Authority Commissioners and must make work papers available.

- 4) * Must complete and deliver form 990 for the year ending 12/31/21 in a timely fashion, by no later than May 31, 2022 in order to allow for timely submission. Any costs incurred for late submission shall be payable by the auditor.

QUALIFICATIONS:

- 1) Must be licensed in the State of New Jersey as Certified Public Account. (C.P.A.)
- 2) The selected Auditor must meet the standards specified in accordance with generally accepted and GAAP accounting principles and generally accepted auditing standards.
- 3) Should have previous experience in auditing not-for-profit corporations.
- 4) Must not appear on any list of debarred contractors.
- 5) Must be able to meet HUD deadline requirements for submission.

PROPOSAL SUBMISSION:

All persons interested in submitting a proposal should include a statement of intention, audit qualifications and state a lump sum fee.

Proposals should be delivered to the Housing Authority
of the City of Englewood 111 West Street, Englewood, New Jersey
07631 on or before Tuesday, April 19, 2022 by 11:00 A.M.

Domingo Senande
Executive Director

Date: March 23, 2022

PART II
REQUEST FOR PROPOSAL - AUDIT:
PUBLIC HOUSING/SECTION 8

The Housing Authority of the City of Englewood, New Jersey will accept proposals for its Annual Financial Audit for the fiscal year ending 12/31/21. It is the Housing Authority's desire to retain and employ a duly qualified independent Public Auditor (I.P.A.) in order to audit the books and accounts of the Authority. All services must be in accordance with the existing rules, orders, directives, regulations and handbooks promulgated by the United States Department of Housing and Urban Development and requirements of the state of New Jersey and general GAAP requirements.

The services that are requested will be as follows and will encompass all of the Housing Authority's programs (including, but not limited to: Public Housing, (152 units), Section 8 Vouchers (575 units), and the Comprehensive Improvement Assistance Program (Capital Grant), as well as the John J. Foti Humphrey Street property and Demarest Avenue/James Street units of rental rehab./Section 8 existing certificates.

1) Audit the accounts and records of the Authority for the 12 month period ending 12/31/21 in accordance with generally accepted government auditing standards (as defined in Standards for Audit Government Organizations, Programs, Activities and Functions) and the auditing and reporting provisions in OMB circular A-128 and GAAP procedures. The one-year audit performed should be

sufficient in scope to enable the auditor to express an opinion on whether the financial statements fairly present the financial position of the Authority.

2) The audit reports must be in a format which is approvable by the United States Department of Housing and Urban Development as detailed in the HUD Audit Guide (7476.1, REV.1), the Single Audit Act of 1984 the New Jersey state regulations as they may pertain to Housing Authority audits and any relevant government regulations, as well as any new regulations and/or notices established.

3) The 2021 report must be completed no later than May 31, 2022 and must meet HUD and IRS timeline submission).

4) Upon completion of the reports sufficient copies should be made in order to provide each PHA Commissioners (7) and Staff with a copy and 12 copies of each audit for the HUD Regional Inspector General for Audit (RIGA) and 1 copy of each audit to the National Clearinghouse, and copies to the State of New Jersey as required.

5) Must attend meetings, as requested, with the Executive Director, Housing Authority Commissioners, HUD Auditors and HUD staff and must make work papers available for a period of time dictated by the government.

6) Audits completed for E.H.M.A. Inc. And Westmoor Gardens, Inc. Must include completed I.R.S. reports sent in

timely fashion.

QUALIFICATIONS:

- 1) Must be licensed in the State of New Jersey as Certified Public Accountant (CPA).
- 2) The selected Auditor must meet the standards specified in the Standards for Audit of Government Organizations, Programs, Activities and Functions, including all State of New Jersey requirements.
- 3) Should have previous experience specifically auditing Public Housing Authorities (include in your proposal).
- 4) Must not appear on HUD's list of debarred contractors.
- 5) Must be totally familiar with New Jersey state regulatory changes as they pertain to public housing authorities.

PROPOSAL SUBMISSION:

All persons interested in submitting a proposal should include statement of intention, audit qualifications and state a lump sum fee.

Proposals should be delivered to the Housing Authority of the City of Englewood 111 West Street, Englewood, New Jersey 07631 on or before Tuesday, April 19, 2022 by 11:00 A.M.

DOMINGO SENANDE, EXECUTIVE DIRECTOR

DATE: March 23, 2022

PART III
REQUEST FOR PROPOSALS - AUDIT:
WESTMOOR GARDENS

The Housing Authority of the City of Englewood, New Jersey will accept proposals for its Annual Financial Audit for the Westmoor Gardens, Inc. for the fiscal year ending 12/31/21. It is the Housing Authority's desire to retain and employ a duly qualified Independent Public Auditor (I.P.A.) in order to audit the books and accounts of the Authority. All services must be in accordance with the existing rules, order, directives, regulations and handbooks promulgated by the United States Department of Housing and Urban Development and GAAP accounting procedures.

The services that are requested will be as follows and will encompass all of Westmoor Gardens, Inc. 64 units of Section 8 Multifamily subsidized family units.

1) Audit the accounts and records of the Authority pertaining to Westmoor Gardens, Inc. for the 12 month period ending 12/31/21 in accordance with generally accepted government auditing standards (as defined in Standards for Audit Government Organizations, Programs, Activities and Functions and GAAP standards as applicable) and the auditing

and reporting provisions in OMB circular A-128. The one-year audit performed should be sufficient in scope to enable the auditor to express an opinion on whether the financial statements fairly present the financial position of the Authority.

2) The audit reports must be in a format which is approvable by the United States Department of Housing and Urban Development as detailed in the HUD Audit Guide for insured projects, the Single Audit Act of 1984 and any relevant updated government regulations, as well as any New Jersey state regulations if they are applicable and any all new HUD notices or regulations promulgated.

3) The 2021 report must be completed by no later than 15 days before the HUD prescribed deadline for Section 8 New Construction (Multifamily) projects.

4) Upon completion of the reports sufficient copies should be made in order to provide each PHA Commissioner (7) and each Westmoor Gardens Director (5) and Staff (2) with copy - a copy of the audit for the HUD Central Review Center (Cherry Hill, N.J.) and 1 copy of each audit to the National Clearinghouse, and copies to the State of

New Jersey if required.

5) Must attend meetings, as requested, with the Executive Director, Housing Authority Commissioner, HUD Auditors and HUD staff and must make work papers available for a period of time dictated by the government.

6) Must complete all form 990's for the year ending 12/31/21 in a timely fashion in compliance within both HUD and IRS deadlines. *Any 990 forms not provided in a timely fashion for submission which incur late charges shall be paid by the auditor.

QUALIFICATIONS:

- 1) Must be licensed in the State of New Jersey as Certified Public Accountant (CPA).
- 2) The selected Auditor must meet the standards specified in the Standards for Audit of Government Organizations, Programs, Activities and Functions.
- 3) Should have previous specific not-for-profit experience and subsidized housing experience.
- 4) Must not appear on HUD's list of debarred contractors.

PROPOSAL SUBMISSION:

All persons interested in submitting a proposal should include a statement of intention, audit qualifications and state a lump sum fee.

Proposals should be delivered to the Housing Authority of the City of Englewood 111 West Street, Englewood, New Jersey 07631 on or before Tuesday, April 19, 2022 by 11:00 A.M.

DOMINGO SENANDE
EXECUTIVE DIRECTOR

DATE: March 23, 2022

**** Please note: All audits requiring 990's must be completed and given to the Executive Director for signing by no later than May 31, 2022 to allow for proper IRS submission.**

All HUD date deadlines must be met in accordance with regulations for all proposals included. **