

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

REQUEST FOR PROPOSALS - ACCOUNTING

The Englewood Housing Authority will accept proposals for accounting services for the fiscal year 5/1/2024 through 4/30/2025 with the option of an additional one-year extension. It is the Housing Authority's desire to retain and employ a duly qualified Accountant to act as advisory for the Authority in all matters connected to the establishment and ongoing functions of the accounting books and records. All services must be in accordance with the existing rules, orders directives and regulations promulgated by the United States Department of Housing and Urban Development including the HUD Accounting handbook, the Financial Management Handbook and the Annual Contributions Contract and general GAAP accounting principles.

The services that are requested will be as follows and will relate to all of the Housing Authority's programs including, but not limited to, Section 8 RAD Housing (130 units); Section 8 Housing Choice Voucher (575) units including Foti 115 Humphrey Street property (9 units) and Multifamily housing units (64); Englewood Housing Management Services, Inc. (4 units); Section 8 rental rehab units (13) and Section 8 Project Based Vouchers (205).

- 1) Maintenance and establishment of the accounting books and records, including monthly postings to the general ledger. The books must be maintained in accordance with the principles and standards and the classification and description of accounts as prescribed by HUD and GAAP regulations.
- 2) Preparation of budgets, financial statements and forms as required by law and the policies of the United States Department of Housing and Urban Development and the Commissioners of the Housing Authority and the Executive Director.
- 3) Preparation of all requisitions and financial reports.

- 4) Review of all state and federal payroll forms and reports (including a yearly reconciliation of all payroll deductions).
- 5) Attendance of meetings with HUD staff, HUD Auditors, Independent Auditors and Commissioners as requested by the Executive Director. A minimum of 7 to 11 Board meetings per year will be required.
- 6) A copy of the income and expense ledgers showing the amounts budgeted and the actual amounts for the fiscal year to date shall be provided at the end of each month.
- 7) Prepare monthly reconciliations of bank accounts shall be prepared promptly upon receipt of the bank statements.
- 8) Preparation of a reconciliation of balances of tenants accounts whenever the summary of transaction with tenants (as furnished by the Authority) does not agree with the accountant's control records.
- 9) Preparation of audit work papers for independent audit.
- 10) Preparation of monthly financial reports for Board meeting.
- 11) Interested persons must be prepared to spend an average of at least 20 hours minimum per month per program.
- 12) Follow up with auditor on preparation of Income Tax Return for Englewood Housing Management Services, Inc. and Westmoor Gardens, Inc., and responsibility for filing if auditor fails to do so.
- 13) Supervision and training of bookkeeper's report keeping and filing.
- 14) Supervision of spreadsheet to be created by bookkeeper of quarterly expenses per contractor, per project.
- 15) Full knowledge of willingness to set up and monitor HUD's new asset management procedures as dictated by HUD's scheduling and guidelines and to assist and

train bookkeeper and Executive Director in all compliance issues.

- 16) Assistance in maintaining PHA-Web accounting program to generate quarterly reports to Commissioner's satisfaction.
- 17) Serve as the Qualified Purchasing Agent (QPA) as defined under the New Jersey Public Contracts Law.

QUALIFICATIONS:

- 1) Must be a Certified Public Accountant (C.P.A.), and Qualified Purchasing Agent (Q.P.A.), licensed by the State of New Jersey.
- 2) Should have experience and an understanding of HUD funded programs, especially those listed. (Please include experience in your proposal) and general GAAP accounting procedures.
- 3) Must be approvable by the United States Department of Housing and Urban Development.

PROPOSAL SUBMISSION:

All persons interested in submitting a proposal for accounting services should submit a proposal based upon a lump-sum fee (broken-down by month, lump-sum fee/12). Proposals should be delivered to the office of Englewood Housing Authority, 111 West Street, Englewood, New Jersey on or before Thursday, February 29, 2024, at 11:00 A.M. All persons submitting a proposal are encouraged to contact the Housing Authority in an effort to personally review the financial operations of the Authority. You may contact the Authority at the above address or by calling (201) 871-3451 to obtain all necessary information for submitting a proposal.

PROPOSAL REVIEW:

All proposals will be reviewed according to the "Competitive Proposal" process outlined in the Authority's

Procurement Policy as well as any and all other updated related HUD notices. Attached is the proposal rating system which will be used to evaluate all proposals reviewed in response to this R.F.P.

Domingo Senande
Executive Director

DATE: 01/19/2024