

Housing Authority of the City of Fountain
501 E. Iowa Avenue Fountain, CO 80817
719-382-5639 Phone 719-382-4113 Fax

REQUEST FOR PROPOSALS: AUDIT SERVICES

The Housing Authority of the City of Fountain is requesting proposals from qualified Independent Public Accounting (IPA) firms or individuals to provide IPA Audit Services for the Housing Authority for the fiscal year ending December 31, 2026 with an option to extend the contract for two additional years.

Proposals will be received until **3:00 PM on February 27, 2026**. Proposals which do not fully address the Request For Proposal (RFP) requirements will be rejected.

RFP Information at a Glance

FHA Contact Person: Executive Director
501 E. Iowa Avenue
Fountain, CO 80817
[c/o ajohnson@fountaincohousing.org](mailto:c/o_ajohnson@fountaincohousing.org)
Phone: 719-382-5639
Fax: 719-382-4113

How to Fully Respond to this RFP by Submitting a Proposal: Submit one (1) original copy to:
Fountain Housing Authority
RFP for Fee Accounting Services
Attn: Executive Director
501 E. Iowa Avenue
Fountain, CO 80817

Date Issued: October 15, 2025

Proposal Deadline: February 27, 2026 at 3:00 P.M.

Anticipated Approval: March 1, 2025

I. INTRODUCTION

The Housing Authority of the City of Fountain, CO (“the Authority” or “FHA”) is seeking proposals from qualified accounting firms to provide **Audit Services** for its Public Housing, Housing Choice Voucher (HCV), and other HUD-assisted programs. The successful firm will demonstrate knowledge of HUD regulations, financial reporting, CHFA reporting, Uniform Guidance 2 CFR Part 200, REAC submissions, and compliance with Generally Accepted Accounting Principles (GAAP).

II. ABOUT THE HOUSING AUTHORITY

The Housing Authority of the City of Fountain is a public housing agency with administrative offices located at 501 E. Iowa Avenue, Fountain, CO 80817. The FHA provides quality, affordable housing and housing assistance programs to low-income families residing in its service area. The FHA operates the following programs:

Program/Audit	Property Type	Unit Count
Grinde Manor	Public Housing	40
Capital Fund Program	2019, 2020 and 2021	
Housing Choice Voucher Program	Section 8	244
Fountain Townhomes	Section 8 New Construction	14
Fountain Mesa Court Townhomes	RTC Affordable Housing	64

Tax Credit Projects: The FHA is a special member in a Colorado limited liability company, Archway Fountain Ridge South Apartment, LLC, a Tax Credit Project of 111 units in Fountain. The FHA has several surplus cash loans outstanding to the company on this project. The FHA is also a Limited Partner in a Missouri Limited partnership, Villas at Mesa Ridge, LP, a Tax Credit Project of 60 units in Fountain.

The Authority is governed by a Board of Commissioners and adheres to all applicable regulations of the U.S. Department of Housing and Urban Development (HUD), including those related to financial management and reporting. The Authority's fiscal year ends on December 31 annually.

III. MINIMUM QUALIFICATIONS

Proposing firms must meet the following criteria:

- Demonstrated experience providing audit services to public housing authorities
- Familiarity with HUD regulations, REAC reporting, and FDS submissions
- Licensed CPA firm in good standing
- At least three (3) current or recent clients that are housing authorities of similar size
- Knowledge of PHAs' financial operations (MRI Lindsey operating system, HUD systems (e.g., REAC, EPIC), and 2 CFR Part 200 (Uniform Guidance))
- Is approvable by HUD

IV. PROPOSAL REQUIREMENTS

Proposals must include the following components:

1. **Cover Letter**
 - Firm's name, address, contact person, and proposal summary
2. **Firm Profile and Experience**
 - Brief history, size, and capabilities of the firm
 - Specific experience with housing authorities and HUD programs
 - Sample list of similar engagements
3. **Staff Qualifications**
 - Bios or resumes of key personnel assigned
 - Roles and responsibilities
4. **Scope of Services Response**
 - Description of how the firm will fulfill the tasks in Section III
 - Approach to HUD reporting and audit readiness
5. **References**
 - Minimum of three (3) references from housing authorities, including contact information
6. **Fee Proposal** (sealed or submitted separately if required)
 - Itemized fee schedule: monthly services, REAC submission, audit prep, etc.
 - Hourly rates for additional services
7. **Certifications and Required Forms**
 - Proof of insurance (E&O, General Liability)
 - W-9
 - Any applicable HUD forms (e.g., HUD-5369-C, HUD-5370-C)

Scope of Audit Services:

The Scope of Audit Services being requested will pertain to all of the programs owned and/or operated by the Housing Authority and will be conducted in accordance with generally accepted governmental fee accounting standards. Official books of account are maintained by a fee accountant and should be available by March 15, 2026. Previous audit information is available upon request. The successful respondent shall provide all necessary professional services to complete the following:

A. Annual Audit Services

- Conduct a full financial and compliance audit for all FHA activities including the three primary properties listed above.
- Evaluate internal controls and test for compliance with HUD, CHFA, and Uniform Guidance Requirements.
- Audit must result in a set of financial statements prepared in accordance with GAAP and GASB standards

B. HUD Financial Submissions

- Completion and submission of Financial Data Schedule (FDS) to HUD's REAC system in accordance with current HUD deadlines
- Assistance with REAC submissions, responses to HUD inquiries, and corrections
- Preparation of Management's Discussion and Analysis (MD&A) as required
- Single Audit required under 2 CFR Part 200 (Subpart F).

C. Annual Audit Support

- Preparation of work papers and schedules as required by external auditors
- Assistance in responding to auditor inquiries
- Attendance at audit meetings, if requested
- Management letters-provide a management letter outlining internal control issues, compliance findings, and recommendations.
- Board Letters-present the completed audit information in a letter to the Board of Commissioners related to findings and management responses.

D. Compliance and Advisory Services

- Ensure compliance with HUD regulations, GAAP, GASB, and Uniform Guidance (2 CFR 200)
- Provide updates and guidance on HUD financial policies and changes
- Advise on budget preparation and HUD operating subsidy calculations

E. Training and Consultation

- Provide staff training on financial procedures, REAC reporting, and HUD changes
- Ongoing consultation and support for finance staff

F. Optional Services (If applicable)

- Support for RAD conversions
- LIHTC and mixed-finance reporting
- Capital Fund Program financial reporting

VI. PROPOSAL SUBMISSION

Deadline: Proposals must be received no later than **3:00 PM on February 27, 2026.**

Delivery Options:

Email: address to the Executive Director

c/o Angela Johnson ajohnson@fountaincohousing.org

(PDF format only, subject: "RFP – Fee Accountant Services")

Mail/Delivery:

Housing Authority of the City of Fountain

Attn: Ashlei Reeder, Executive Director

501 E Iowa Ave

Fountain, CO 80817

Late submissions will not be considered.

Due Diligence: All procurement transactions will be conducted only with responsible contractors, i.e., those who have the technical and financial competence to perform and who have a satisfactory record of integrity. Where warranted and before awarding a contract, FHA will review the proposed Respondent's ability to perform the contract successfully.

Compliance with Law: The respondent will comply with all applicable Federal, State and local laws, regulations, ordinances, and requirements applicable to the work described herein including, but not limited to, those applicable laws, regulations and requirements governing equal opportunity programs, subcontracting with small and minority firms, women's business enterprises, and Section 3 of the Housing and Urban Development Act of 1968.

VII. SELECTION CRITERIA

The following criteria will be used to evaluate proposals:

A. Technical Approach.

The evaluation of the proposals for this factor will be based on the Respondent's understanding and awareness of the various functions required to perform the activities and requirements of the RFP. The evaluation of the Respondent's proposal will be based upon the degree to which the Respondent has presented a quality approach to the specific dynamics of the RFP. The quality of the approach will be evaluated in terms of the Respondent's areas of staffing, proposed procedures and methodologies, the proposed work plan and schedule and the expected outcomes and deliverables as follows:

1. **Responsiveness:** Proposal clearly states the respondent understands the work to be performed including a complete understanding of all state and federal guidelines applicable to public housing agencies and has the capabilities and staff to perform such services. **(25 points)**
2. **Respondent's Experience:** This includes not only the firm's technical experiences in representing other housing authorities and similarly situated clients, but the individual experience of key personnel who will be conducting the services. **(35 points)**
3. **Work Plan:** Respondents will be evaluated on their overall work plan including proposed schedule, availability of key personnel, and quality and effectiveness of proposal. **(15 points)**

B. Fee Proposal.

1. All respondents will submit a price proposal which will include a proposed fixed-fee for all services to be performed under the terms and conditions of this RFP. Any such proposals will also indicate the rates at which such fees have been calculated. The respondents will include a proposed fixed-fee for performing audit services for each of the next two fiscal years of the Housing Authority. **(25 points)**

Total Possible Points = 100 Points

All responses should directly address each specific selection criteria under specific headings. For additional information, contact the Executive Director of the Fountain Housing Authority. The Authority reserves the right to conduct interviews with finalists, request additional information, and negotiate terms prior to contract award.

VIII. GENERAL CONDITIONS

- The Authority reserves the right to reject any or all proposals.
- All costs incurred in responding to this RFP shall be the responsibility of the proposer.
- Any contract awarded as a result of this RFP shall be subject to HUD rules and regulations.
- Approach and work plan including a narrative describing audit methodology, timing, internal control testing, compliance review, timeline with major milestones, etc.

IX. QUESTIONS AND CONTACT INFORMATION

All questions regarding this RFP must be submitted in writing to:

Ashlei Reeder

Executive Director

areeder@fountaincohousing.org

719-382-5639

Questions must be submitted no later than **February 1, 2026**. Answers will be posted publicly (if applicable).