

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 November 15, 2025**. 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
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: September 15, 2025

Proposal Deadline: November 15, 2025 at 3:00 P.M.

Anticipated Approval: December 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 December 1, 2025.**

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 **November 10, 2025**. Answers will be posted publicly (if applicable).

General Conditions for Non-Construction Contracts

Section II – (With Maintenance Work)

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Office of Labor Relations

OMB Approval No. 2577-0157 (exp. 1/31/2027)

Public Reporting Burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB number. This form includes those clauses required by OMB's common rule on grantee procurement, implemented at HUD in 2 CFR 200, and those requirements set forth in Section 3 of the Housing and Urban Development Act of 1968 and its amendment by the Housing and Community Development Act of 1992, implemented by HUD at 24 CFR Part 75. The form is required for maintenance contracts awarded by Public Housing Agencies (PHAs). The form is used by PHAs in solicitations to provide necessary contract clauses and allows PHAs to enforce their contracts. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157. Do not send this completed form to either of these addressees. The information collected will not be held confidential.

Applicability. This form HUD-5370C has 2 Sections. These Sections must be inserted into non-construction contracts as described below:

in the classification under this Contract from the first day on which work is performed in the classification.

- 1) Non-construction contracts (*without* maintenance) greater than \$250,000 - use Section I;
- 2) Maintenance contracts (including nonroutine maintenance as defined at 24 CFR 905.200) greater than \$2,000 but not more than \$250,000 - use Section II; and
- 3) Maintenance contracts (including nonroutine maintenance), greater than \$250,000 – use Sections I and II.

Section II – Labor Standard Provisions for all Maintenance Contracts greater than \$2,000

1. Minimum Wages

- (a) All maintenance laborers and mechanics employed under this Contract in the operation of the project(s) shall be paid unconditionally and not less often than semi-monthly, and without subsequent deduction (except as otherwise provided by law or regulations), the full amount of wages due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Housing and Urban Development which is attached hereto and made a part hereof. Such laborers and mechanics shall be paid the appropriate wage rate on the wage determination for the classification of work actually performed, without regard to skill. Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein; provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination, including any additional classifications and wage rates approved by HUD under subparagraph 1(b), shall be posted at all times by the Contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.
- (b) (i) Any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the Contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate only when the following criteria have been met:
 - (1) The work to be performed by the classification required is not performed by a classification in the wage determination;
 - (2) The classification is utilized in the area by the industry; and
 - (3) The proposed wage rate bears a reasonable relationship to the wage rates contained in the wage determination.
- (ii) The wage rate determined pursuant to this paragraph shall be paid to all workers performing work

2. Withholding of funds

The Contracting Officer, upon his/her own action or upon request of HUD, shall withhold or cause to be withheld from the Contractor under this Contract or any other contract subject to HUD-determined wage rates, with the same prime Contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics employed by the Contractor or any subcontractor the full amount of wages required by this clause. In the event of failure to pay any laborer or mechanic employed under this Contract all or part of the wages required under this Contract, the Contracting Officer or HUD may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment or advance until such violations have ceased. The Public Housing Agency or HUD may, after written notice to the Contractor, disburse such amounts withheld for and on account of the Contractor or subcontractor to the respective employees to whom they are due.

3. Records

- (a) The Contractor and each subcontractor shall make and maintain for three (3) years from the completion of the work records containing the following for each laborer and mechanic:
 - (i) Name, address and Social Security Number;
 - (ii) Correct work classification or classifications;
 - (iii) Hourly rate or rates of monetary wages paid;
 - (iv) Rate or rates of any fringe benefits provided;
 - (v) Number of daily and weekly hours worked;
 - (vi) Gross wages earned;
 - (vii) Any deductions made; and
 - (viii) Actual wages paid.
- (b) The Contractor and each subcontractor shall make the records required under paragraph 3(a) available for inspection, copying, or transcription by authorized representatives of HUD or the HA and shall permit such representatives to interview employees during working hours on the job. If the Contractor or any subcontractor fails to make the required records available, HUD or its designee may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment, advance or guarantee of funds.

4. Apprentices and Trainees

- (a) Apprentices and trainees will be permitted to work at less than the predetermined rate for the work they perform when they are employed pursuant to and individually registered in:
 - (i) A bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration (ETA), Office of

- Apprenticeship Training, Employer and Labor Services (OATELS), or with a state apprenticeship agency recognized by OATELS, or if a person is employed in his/her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by OATELS or a state apprenticeship agency (where appropriate) to be eligible for probationary employment as an apprentice; A
- (ii) a trainee program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, ETA; or
 - (iii) A training/trainee program that has received prior approval by HUD.
- (b) Each apprentice or trainee must be paid at not less than the rate specified in the registered or approved program for the apprentice's/trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Apprentices and trainees shall be paid fringe benefits in accordance with the provisions of the registered or approved program. If the program does not specify fringe benefits, apprentices/trainees must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification.
 - (c) The allowable ratio of apprentices or trainees to journeyman on the job site in any craft classification shall not be greater than the ratio permitted to the employer as to the entire work force under the approved program.
 - (d) Any worker employed at an apprentice or trainee wage rate who is not registered in an approved program, and any apprentice or trainee performing work on the job site in excess of the ratio permitted under the approved program, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed.
 - (e) In the event OATELS, a state apprenticeship agency recognized by OATELS or ETA, or HUD, withdraws approval of an apprenticeship or trainee program, the employer will no longer be permitted to utilize apprentices/trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

5. Disputes concerning labor standards

- (a) Disputes arising out of the labor standards provisions contained in Section II of this form HUD-5370-C, other than those in Paragraph 6, shall be subject to the following procedures. Disputes within the meaning of this paragraph include disputes between the Contractor (or any of its subcontractors) and the HA, or HUD, or the employees or their representatives, concerning payment of prevailing wage rates or proper classification. The procedures in this section may be initiated upon HUD's own motion, upon referral of the HA, or upon request of the Contractor or subcontractor(s).
 - (i) A Contractor and/or subcontractor or other interested party desiring reconsideration of findings of violation by the HA or HUD relating to the payment of straight-time prevailing wages or classification of work shall request such reconsideration by letter postmarked within 30 calendar days of the date of notice of findings issued by the HA or HUD. The request shall set

forth those findings that are in dispute and the reasons, including any affirmative defenses, with respect to the violations. The request shall be directed to the appropriate HA or HUD official in accordance with instructions contained in the notice of findings or, if the notice does not specify to whom a request should be made, to the Regional Labor Relations Officer (HUD). The HA or HUD official shall, within 60 days (unless otherwise indicated in the notice of findings) after receipt of a timely request for reconsideration, issue a written decision on the findings of violation. The written decision on reconsideration shall contain instructions that any appeal of the decision shall be addressed to the Regional Labor Relations Officer by letter postmarked within 30 calendar days after the date of the decision. In the event that the Regional Labor Relations Officer was the deciding official on reconsideration, the appeal shall be directed to the Director, Office of Labor Relations (HUD). Any appeal must set forth the aspects of the decision that are in dispute and the reasons, including any affirmative defenses, with respect to the violations. The Regional Labor Relations Officer shall, within 60 days (unless otherwise indicated in the decision on reconsideration) after receipt of a timely appeal, issue a written decision on the findings. A decision of the Regional Labor Relations Officer may be appealed to the Director, Office of Labor Relations, by letter postmarked within 30 days of the Regional Labor Relations Officer's decision. Any appeal to the Director must set forth the aspects of the prior decision(s) that are in dispute and the reasons. The decision of the Director, Office of Labor Relations, shall be final.

- (b) Disputes arising out of the labor standards provisions of paragraph 6 shall not be subject to paragraph 5(a) of this form HUD-5370C. Such disputes shall be resolved in accordance with the procedures of the U.S. Department of Labor set forth in 29 CFR Parts 5, 6 and 7. Disputes within the meaning of this paragraph 5(b) include disputes between the Contractor (or any of its subcontractors) and the HA, HUD, the U.S. Department of Labor, or the employees or their representatives.

6. Contract Work Hours and Safety Standards Act

The provisions of this paragraph 6 are applicable only where the amount of the prime contract exceeds \$100,000. As used in this paragraph, the terms "laborers" and "mechanics" includes watchmen and guards.

- (a) **Overtime requirements.** No Contractor or subcontractor contracting for any part of the Contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.
- (b) **Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the provisions set forth in paragraph 6(a), the Contractor and any

subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to the District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the provisions set forth in paragraph (a) of this clause, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by provisions set forth in paragraph (a) of this clause.

(c) **Withholding for unpaid wages and liquidated damages.**

HUD or its designee shall upon its own action or upon written request of an authorized representative of the U.S. Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such Contract or any federal contract with the same prime Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Contractor such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the provisions set forth in paragraph (b) of this clause.

7. Subcontracts

The Contractor or subcontractor shall insert in any subcontracts all the provisions contained in this Section II and also a clause requiring the subcontractors to include these provisions in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the provisions contained in these clauses.

8. Non-Federal Prevailing Wage Rates

Any prevailing wage rate (including basic hourly rate and any fringe benefits), determined under state law to be prevailing, with respect to any employee in any trade or position employed under the Contract, is inapplicable to the contract and shall not be enforced against the Contractor or any subcontractor, with respect to employees engaged under the contract whenever such non-Federal prevailing wage rate, exclusive of any fringe benefits, exceeds the applicable wage rate determined by the Secretary of HUD to be prevailing in the locality with respect to such trade or position.