

**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: FEE ACCOUNTING SERVICES**

The Housing Authority of the City of Fountain is requesting proposals from qualified Independent Public Accounting (IPA) firms or individuals to provide IPA Fee Accounting 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 **Fee Accounting 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, 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:

| <b>Program/Audit</b>           | <b>Property Type</b>       | <b>Unit Count</b> |
|--------------------------------|----------------------------|-------------------|
| 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 fiscal year of the Authority ends December 31 annually. The Authority MRI Lindsey Software for financial management and recordkeeping.

### **III. SCOPE OF SERVICES**

The selected firm shall provide monthly, quarterly, and annual accounting services, including but not limited to:

#### **Monthly Services**

- Maintain general ledgers for all programs in accordance with HUD and GAAP.
- Prepare monthly financial reports for each program.
- Reconcile bank statements and trial balances.
- Process monthly journal entries and accruals as needed.
- Maintain and monitor asset and depreciation schedules.

#### **Quarterly Services**

- Provide financial reports to assist with Board reporting.
- Review and assist with budget-to-actual comparisons.
- Prepare quarterly financial statements.

#### **Annual Services**

- Assist with preparation of:
  - FDS (Financial Data Schedule) for HUD REAC submission via HUD's EPIC system.
  - Year-end adjusting journal entries.
  - Supporting documentation for audit.
  - Annual budgets in HUD-prescribed formats (Forms HUD-52574, 52564, etc.)
- Prepare/assist with CHFA (Colorado Housing and Finance Authority) or State-required reports as applicable.
- Support Authority staff during independent audits.

#### **Compliance Support**

- Ensure compliance with:
  - HUD Handbook 7475.1 REV.
  - HUD PIH Notices and directives.
  - 2 CFR Part 200 (Uniform Administrative Requirements).
  - GASB and GAAP standards.
- Advise on financial management best practices.
- Assist with grant accounting, ARPA/CARES tracking if applicable.

#### IV. TERM OF CONTRACT

The initial contract shall be for a period of **one (1) year**, with the option to renew annually for up to **two (2) additional years**, contingent upon performance and funding availability.

#### V. PROPOSAL REQUIREMENTS

Each proposal must include the following:

1. **Cover Letter** – Brief introduction and interest in the contract.
2. **Company Profile** – Including size, office location(s), and years in operation.
3. **Qualifications and Experience** – Demonstrated experience in providing fee accounting services to public housing authorities.
4. **Staffing Plan** – Key personnel assigned to the project and their credentials.
5. **Work Plan and Methodology** – Description of services provided, how the firm will interact with staff, and typical turnaround timelines.
6. **References** – Minimum of three (3) references from housing authorities of similar size and scope.
7. **Pricing** – Provide a fixed monthly fee and hourly rates for additional services.
8. **Proof of Insurance** – Including professional liability and general liability coverage.
9. **Certifications** – Include signed forms:
  - HUD Form 5369-C (Certifications and Representations of Offerors – Non-Construction Contract)
  - HUD Form 5370-C Section II (General Conditions)
  - Non-Collusion Affidavit

#### VI. EVALUATION CRITERIA

Proposals will be evaluated on the following:

| Criteria                                     | Points     |
|----------------------------------------------|------------|
| Relevant Experience with Housing Authorities | 30         |
| Staff Qualifications                         | 20         |
| Work Plan and Responsiveness                 | 15         |
| Cost Proposal                                | 20         |
| References                                   | 10         |
| HUD/GAAP/2 CFR Part 200 Knowledge            | 5          |
| <b>Total Possible</b>                        | <b>100</b> |

## **VII. SUBMISSION DEADLINE**

All proposals must be submitted by **December 1, 2025**. Proposals received after this deadline will not be considered.

Submit proposals via email or sealed hard copy to:

**Ashlei Reeder**

Fountain Housing Authority

501 E Iowa Ave

Fountain, CO 80817

Email: c/o Angela Johnson [ajohnson@fountaincohousing.org](mailto:ajohnson@fountaincohousing.org)

Subject: RFP– Fee Accounting Services

## **VIII. RESERVATION OF RIGHTS**

The Authority reserves the right to:

- Reject any or all proposals.
- Waive any informalities or minor irregularities in the proposals.
- Request additional information from respondents.
- Award a contract to the firm that offers the best value based on the evaluation criteria.

## **IX. QUESTIONS**

All questions regarding this RFP must be submitted in writing to [ajohnson@fountaincohousing.org](mailto:ajohnson@fountaincohousing.org) by **November 10, 2025**. A summary of all questions and responses will be provided to all prospective proposers.

**REQUEST FOR PROPOSALS (RFP) RESPONSE PACKET**  
**FOR PROFESSIONAL FEE ACCOUNTING SERVICES**  
**FOUNTAIN HOUSING AUTHORITY**

**RFP No. FA**  
**DUE DATE: December 1, 2025**

**1. RFP COVER SHEET**

**Firm Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Federal Tax ID #:** \_\_\_\_\_

**DUNS #:** \_\_\_\_\_

**Primary Contact Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

☐ We acknowledge receipt of Addendum(s): \_\_\_\_\_

☐ We certify our proposal complies with all requirements of the RFP.

**2. HUD FORM 5369-C**

**Certifications and Representations of Offerors – Non-Construction Contract**

**3. HUD FORM 5370-C, SECTION II**

**General Conditions for Non-Construction Contracts**

(U.S. Department of Housing and Urban Development – Office of Public and Indian Housing)

**4. NON-COLLUSION AFFIDAVIT (attached below)**

**NON-COLLUSION AFFIDAVIT**

State of \_\_\_\_\_

County of \_\_\_\_\_

I, \_\_\_\_\_, being first duly sworn, depose and say:

1. I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing proposal.
2. Such proposal is genuine and not collusive or a sham.
3. Neither the proposer nor any of its officers, partners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other proposer, firm, or person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted.
4. No person or persons acting on behalf of the proposer has entered into any agreement, understanding, or arrangement with any other proposer, firm, or person to refrain from submitting a proposal or to induce another to withdraw their proposal.
5. The proposer has not directly or indirectly sought by agreement or collusion or communication or conference with any person to fix the proposal price of the proposer or of any other proposer or to fix any overhead, profit, or cost element of such proposal price.

I certify under penalty of perjury that the foregoing is true and correct.

Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Notary Public**

Signature: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**Attachment: HUD Form 5370-C Section II – General Conditions**

**Attachment: Non Collusion Affidavit**

# 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) 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

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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.