

Cohoes Housing Authority

Administrative Building
100 Manor Sites
Cohoes, New York 12047

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Date: March 6, 2020

Request for Proposals Accounting Services Cohoes Housing Authority

The Cohoes Housing Authority requests proposals to provide accounting services for a three year period through December 31, 2022. The Authority reserves the right to renew this contract upon the same terms and conditions for two (2) additional one-year periods.

Compliance with Housing Account procedures set forth by HUD.

Proposals will be accepted until 3:00 PM on April 13, 2020 and must be submitted to Katherine Oliver, Executive Director, Cohoes Housing Authority, 100 Manor Sites, Cohoes, NY 12047.

**Proposal and Contract Agreement
For
Accounting Services**

This Agreement entered into as of the _____ day of _____, **2020** by and between the **Cohoes Housing Authority**, hereinafter referred to as the “**Authority**” and _____, Certified Public Accountant(s), hereinafter referred to as the “**Contractor**” of _____, for a three year period of **through December 31, 2022**. The Authority reserves the right to renew this contract upon the same terms and conditions for two (2) additional one-year periods.

Witness That:

Whereas, the Authority has entered into an Annual Contributions Contract with the United States of America Department of Housing and Urban Development (HUD) providing for assistance in the construction and management of Public Housing Units, known as NY022-1,2,3; Section 8 Programs; Capital Fund Grant Programs, ROSS Grant Programs and any grants or programs that may be acquired during this contract.

Whereas, the Authority desires to engage the Contractor to render certain technical advice and assistance in connection with such undertakings to the Authority.

Now therefore, the parties hereto do mutually agree as follows:

I. Scope of Services

The Contractor shall perform all the necessary services provided under this contract agreement.

The Contractor shall do, perform, and carry out, in a satisfactory and proper manner as determined by the Authority and by any other HUD requirements, the following:

- A. Review the books of account and records on a monthly basis for the Authority in accordance with the procedures outlined by the U.S. Department of Housing and Urban Development and the Generally Accepted Accounting Principles (GAAP).
- B. Post books or original entry to the General Ledger;
- C. Prepare such fiscal reports, balance sheets, income statements, cash flow statements or any other statements financial statements required by HUD on a regular monthly, quarterly or annual basis as shall be required by Federal, State and/or Local Laws, Statutes or Regulations, more specifically:
 - 1. Spot-check entries in books of original entry;
 - 2. Check bank statement reconciliation;
 - 3. Test trial balance monthly;

4. Post the general ledger or review entries to general ledger made by the bookkeeper;
 5. Prepare journal vouchers;
 6. Close the books semi-annually, prepare and submit required Financial reports at prescribed intervals;
 7. Assist the Executive Director in technical aspects of the Operating Budget preparation and other budgets as necessary;
 8. Submit for Operating Subsidy;
 9. Assist Section 8 Director in the preparation of budgets and revisions;
 10. Prepare budget and present to Board of Commissioners.
 11. Prepare revisions.
 12. Continuously review work of the bookkeeping staff; provide training as necessary so that routine bookkeeping operations are performed consistent with HUD requirements, GAAP, changes and professional accounting practices.
 13. It will be the responsibility of the accountant to keep informed of all changes required by HUD. Changes are not to be considered additional work, except as provided in paragraph III.
 14. Must comply with Project Based Budgeting and Project Based Accounting as required by HUD.
 15. All electronic submissions required by HUD, including year end and audit submissions, to be done in a timely manner
 16. Advise and inform the Authority of any state and local requirements regarding payroll and accounting practices.
- D. Be available and serve as a consultant on accounting fiscal matters;
- E. Perform any monthly services required by the U.S. Department of Housing and Urban Development relating to accounting and fiscal matters; and
- F. Submit monthly statements for the Board showing expenses increased against budget allocations.

II. Time of Performance

The services of the Contractor are to commence upon written notice from the Authority and shall be undertaken and complete in such sequence as to assure their expeditious completion in the light of the purpose of this contract.

III. Compensation and Method of Payment

For the Contract term through 12/31/20

The Authority will pay to the Contractor the amount of \$_____ per month on the Conventional Program. The Authority will pay to the Contractor the amount of \$_____ per month for the Section 8 Program. The monthly fee is to include all electronic submissions and all Project Based Accounting.

The rate of \$_____ per day will be paid for any additional services, of a special nature, not to include HUD Project Based Accounting requirements, that are required in writing.

For the Contract term of 1/1/21 – 12/31/21

The Authority will pay to the Contractor the amount of \$_____ per month on the Conventional Program. The Authority will pay to the Contractor the amount of \$_____ per month for the Section 8 Program. The monthly fee is to include all electronic submissions and all Project Based Accounting.

The rate of \$_____ per day will be paid for any additional services, of a special nature, not to include HUD Project Based Accounting requirements, that are required in writing.

For the Contract term of 1/1/22 – 12/31/22

The Authority will pay to the Contractor the amount of \$_____ per month on the Conventional Program. The Authority will pay to the Contractor the amount of \$_____ per month for the Section 8 Program. The monthly fee is to include all electronic submissions and all Project Based Accounting.

The rate of \$_____ per day will be paid for any additional services, of a special nature, not to include HUD Project Based Accounting requirements, that are required in writing.

IV. Terms and Conditions

This agreement is subject to and incorporates the provisions of part II, Terms and Conditions Form PHA (3001). It is further agreed either party may terminate this contract by the giving of at least sixty- (60) days written notice.

In Witness Whereof, the Authority and the Contractor have executed this Agreement as of the _____ day of _____, 2020.

Cohoes Housing Authority

Contractor

Katherine Oliver
Executive Director

Certified Public Accountant