

# REQUEST FOR PROPOSALS FOR PROFESSIONAL ACCOUNTING AND MANAGEMENT CONSULTING SERVICES

The New Jersey Department of Community Affairs Division of Housing and Community Resources (DCA-DHCR) requests proposals from qualified firms to provide professional accounting and management services. The selected respondent must have a demonstrated track record of providing accounting and financial management services for Federal and State rental assistance programs, experience with US Department of Housing and Urban Development (HUD) policies and fiscal procedures, and New Jersey State Fiscal policies, procedures and accounting systems.

## **Introduction**

The New Jersey Department of Community Affairs is the state public housing authority (PHA) and is operational throughout the twenty-one (21) counties in New Jersey. The administrative office is responsible for program management, applicant services and fiscal operations. The Section 8 Housing Choice Voucher Program is the largest program in the unit with a baseline allocation in excess of 20,000 vouchers and an annual budget over \$200 million (including project based and enhanced vouchers). Additional housing assistance programs administered by DCA-DHCR include the following: Moderate Rehabilitation (including Singles Room Occupancy units), HCV Homeownership, HOME Tenant-Based Rental Assistance, Housing Opportunities for Person with AIDs (HOPWA), HOP 2 (for formerly incarcerated), Shelter Plus Care, Homelessness Prevention Program, and the State Rental Assistance Program (SRAP). Each program has detailed accounting and reporting requirements to federal and state agencies. Failure to complete these reports timely and accurately may incur sanctions and the loss of administrative and program funding for the DCA-DHCR.

## **Intent and Scope of Service**

**Intent** – The New Jersey Department of Community Affairs seeks the service of a qualified and experienced firm to perform accounting and financial management services in accordance with Federal Regulations and financial procedures, HUD financial reporting requirements, New Jersey State law, financial procedures and the state accounting system. The objective of this commission is to ensure the following: 1) all required reports are complete, correct and timely, 2) DCA-DHCR receives critical monthly fiscal reports, 3) all program allocations and accounting transactions and other financial reports are maintained to provide a clear and supported audit trail, and 4) staff receives training and guidance in fiscal and financial management systems and processes.

## **Scope of Service –**

1. Maintain and modify the cost allocation systems for all of the DCA-DHCR voucher and tenant program using NJCFS, Housing Pro software and Microsoft Excel. This includes monthly allocations and Fiscal Year end close out reports of all voucher programs, preparing allocation transactions for NJ Comprehensive

- Financial System (NJCFSS), maintaining year end close out reports of all voucher programs, maintaining supporting documentation for Federal and State auditors and monthly meetings with DHCR management and consultants.
2. Provide DHCR management with monthly Choice Voucher Program administrative costs for the timely submission (monthly) of the Voucher Management System (VMS) report.
  3. Provide fiscal data and information to HUD financial consultant and assist in preparing the annual FDS submission (in compliance with GAAP) due August 21, 2009 to HUD for all voucher and tenant programs. All supporting documentation must be properly maintained for future audit and review.
  4. Provide DHCR management with critical monthly financial reports for the Homelessness Prevention Program (HPP), Emergency Shelter Grant program (ESG), State Rental Assistance Program (SRAP) and HOME program.
  5. Provide DHCR management special project reports concerning Division voucher programs when required from HUD or needed to support issues of concern to management.
  6. Provide training and guidance to staff on NJCFSS, HAPPY software, HUD fiscal requirements, state OMB requirements, and DHCR fiscal processes and policies as these relate to the DHCR's voucher and tenant programs.
  7. Provide DHCR management with a monthly progress report that reflects the status of issues and the areas of concern.
  8. Attend relevant meeting as requested by DHCR management.

### **Skill Set Requirements:**

This engagement requires a detailed working knowledge of Federal Auditing and Financial Pronouncements, HUD financial reporting requirements, the State Accounting System (NJCFSS), Housing Pro Software, State and Department Fiscal procedures and Microsoft Excel software.

### **Proposal Instructions:**

The proposal must include a letter of introduction describing the firm, its work including similar engagements with other Public Housing Authorities and specifically identify the members of the firm who would be assigned to provide the requested services and their qualifications to perform accounting and management services. The proposal must include the time frame for performing services, the cost per hour and when the firm would be ready to begin work. Also included are the following mandatory forms that must be submitted with the proposal: Agency Request for Proposal (PB120) (<http://www.state.nj.us/treasury/purchase/forms/pb-120.pdf>) , Ownership Disclosure, Affirmative Action, Signed Standard Terms and Conditions for DPP procurements, MacBride Principals, Source Disclosure, Pay to Play Disclosure Cert and a copy of NJ Business Registration. The link for the forms is as follows:  
<http://www.state.nj.us/treasury/purchase/forms/StandardRFPForms.pdf>.

Please submit the proposal by mail or fax by the end of business day May 19, 2009 to:

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Div. of Housing and Community  
Resources  
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