

RFQ for Audit Services

Chester Housing Authority (CHA) located in the City of Chester, Pennsylvania seeks a qualified firm or individual(s) to certify compliance of approximately 1575 Housing Choice Voucher Program participant files.

Scope

The audit will test compliance with 24 CFR 5, 24 CFR 982, 24 CFR 983, 24 CFR 985 and applicable HUD notices and CHA administrative policies and procedures.

The review shall test compliance in the determination of adjusted income, utility allowances, rent reasonableness, and application of payment standards.

The goal is to complete the audit over several months to mitigate a significant disruption to current service delivery and ensure CHA has the staff capacity to complete any required corrective actions. The review and required corrective actions must be completed by October 31, 2025.

The auditor (s) role is to confirm and certify the corrective actions have been completed.

CHA anticipates approximately 175 files will need to be tested from January 2025 to September 2025.

Utilizing the CHA provided participant file checklist, the auditor(s) will assess the complete and accurate preparation of participant files with required program documents.

Deliverables

The qualified firm will provide the CHA a monthly Microsoft Excel spreadsheet confirming approval of the participant file or identifying the required corrective action. CHA staff or other designees will address the errors and return to the file to the auditor within 30 days for confirmation of corrective actions. The Microsoft Excel spreadsheet will be updated with the certified compliance date.

Proposal packages shall include qualifications of key personnel, references for similar work performed, a project schedule, and cost proposal based on a fee schedule for reviewing initial, annual, interim, and change of unit certifications. Interested parties shall submit their proposals by October 30, 2024.

Proposal packages shall be directed to the attention of:

Quineice Harris

Chester Housing Authority

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Chester, PA 19013

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