

## **RFQ for Tenant File 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 a minimum of approximately 315 per month files will need to be tested from April 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.

CHA is also seeking written recommendations for training, updates to internal forms and standard operating procedures as a result of information observed during the review.

### **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 April 5, 2025. Responders MUST have the capacity and experience to complete the subject review in the timeframe outlined in this RFP to be considered. Please ensure this is evident in the submission.

Proposal packages shall be directed to the attention of:

Quineice Harris, Executive Assistant/Director of Public Affairs  
Chester Housing Authority  
1111 Avenue of the States  
Chester, PA 19013  
[qharris@chesterha.org](mailto:qharris@chesterha.org)