



REQUEST FOR PROPOSALS (RFP)

Fee Accountant Services

The **Crookston Housing and Economic Development Authority (CHEDA)** is seeking qualifications from experienced and qualified firms or individuals to provide computerized fee accounting services for the following programs:

- 215 Housing Choice Vouchers (HCV)
- 6 Project-Based Vouchers (PBV)
- 10–13 Bring Home Minnesota State Vouchers
- 66 Public Housing Units

The successful applicant will enter into a **five (5) year contract**, with the option for **two additional five-year renewals**.

Scope of Services

The selected Fee Accountant shall provide accounting services in accordance with monthly and annual accounting cycles, including but not limited to the following:

1. REAC Financial Submissions

- Prepare and submit all required REAC financial reports.
- Reports may include up to one revision, if necessary.

2. General Ledger and Financial Oversight

Perform all operations necessary to maintain the Housing Authority's general and subsidiary ledgers, including:

- a. Review general ledgers on a monthly basis.
- b. Monitor and provide recommendations regarding reconciliation of Tenant Accounts Receivable (TAR).
- c. Monitor and provide recommendations regarding all check coding.

d. Monitor and provide recommendations regarding debt service and maintenance reserve entries.

e. Review monthly financial statements, including:

- Income and expense statements
- Cash flow analysis
- Budget-to-actual comparisons

f. Review investment and insurance registers.

g. Review property ledgers and capital expenditures.

h. Review Capital Fund subsidiary ledgers as required by HUD and subsidiary ledgers for any development funds or grant monies awarded.

3. Fiscal Year-End Closeout

Assist with fiscal year-end closeout (December 31), including but not limited to:

- Final trial balances
- Balance sheets
- Reconciliation of inter-fund accounts
- Reconciliation of cash accounts

4. Voucher Management System (VMS)

- Review and assist with VMS reconciliations.

5. Financial Data Schedule (FDS)

- Prepare and transmit the Financial Data Schedule (FDS) to REAC.

6. Audit Assistance

- Be available, as needed, to answer questions from independent auditors regarding the financial records of the Housing Authority.

Accounting Standards

All accounting services must be performed in accordance with:

- Generally Accepted Accounting Principles (GAAP)
- Governmental Accounting Standards Board (GASB) requirements
- Applicable HUD regulations and reporting requirements

- The Single Audit Act

Evaluation Criteria

Qualifications will be evaluated using the following point system:

Criteria	Points
Professional qualifications and demonstrated ability of firm and staff to perform required services	40
Demonstrated knowledge of Housing Authority operations, HUD requirements, and experience with similar agencies	35
Capability to provide professional services in a timely manner	25
Total Possible Points	100

Proposal Requirements

Offerors shall provide:

- Qualifications and experience of the firm
 - Qualifications and experience of the individuals responsible for performing the services
 - Professional references
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General Conditions

The Crookston Housing and Economic Development Authority reserves the right to:

- Waive minor informalities in any proposal when deemed in the Authority's best interest;
 - Cancel this RFP;
 - Reject any or all proposals;
 - Negotiate with one or more offerors;
 - Reject proposals from firms or individuals who have previously failed to perform satisfactorily or complete similar contracts in a timely manner;
 - Select the proposal that provides the greatest overall benefit to the Authority;
 - Request additional information, interview offerors, and negotiate scope of services and compensation.
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Conflict of Interest Certification

All offerors shall provide a signed statement certifying that no Member of Congress, employee of the United States Government, employee of the Crookston Housing and Economic Development Authority, or relative thereof has any direct or indirect financial interest in the proposed contract.

Equal Opportunity

Contract awards will be made without regard to race, color, religion, sex, age, disability, marital or family status, national origin, or other protected status.

Submission Instructions

One (1) original signed proposal must be received no later than:

4:00 PM (Central Time)
Friday, July 24, 2026

Email submissions will be accepted if received by the deadline.

Submit proposals to:

Theresa Tahrn
Crookston Housing and Economic Development Authority
110 Sargent Street
Crookston, MN 56716

Email: ttahrn@crookstonheda.com

CHEDA appreciates your interest and looks forward to reviewing your qualifications.