



**RFP 2024-01
Fee Accounting Services
Addendum 2 - Q & A
April 8, 2024**

Below are the questions and answers received for RFP 2024-01 as of April 8, 2024.

Q: What is your year end?

A: September 30th

Q: Who currently does your audit?

A: Henderson & Pelleteri, LLC. from Birmingham, AL

Q: Does PCHA (or its fee accountant) have all the balance sheet reconciliations for the prior fiscal year?

A: Yes

Q: Can PCHA send its last audited Financial Data Schedule (FDS) submitted to REAC?

A: Yes, upon award.

Q: Are PCHA's 55 project-based vouchers part of one or more of your LIHTC properties?

A: They are divided between two LIHTC developments.

Q: Has PCHA done a RAD conversion on any of its public housing?

A: No

Q: The RFP states that there are 272 Public Housing units and 64 conventional units. Are the 272 regular public housing (section 9) units? What are the 64 conventional units and are they non-subsidized?

A: Yes, the 272 public housing units are standard section 9. The 64 conventional units belong to a non-subsidized property but 22 of the units are FDIC designated for ELI.

Q: How many AMPs does PCHA have? If more than one, are they reported as a single AMP on the FDS?

A: There are two AMPs reported separately on the FDS

Q: Besides the programs listed in the RFP what other programs or grants does the Authority Administer.

A: None, all are listed.

Q: Does PCHA use a payroll service?

A: Yes, ADP.

Q: How many bank investment accounts does PCHA have?

A: PCHA has 15 CDs with varying expirations and 4 bank accounts for the various entities, PH, HCV, HCV Admin, Northgate Terrace, and PCHFC 501c3.

Q: For each bank/investment account please provide the average number of deposits and the average number of disbursements for each month.

A: PH-50 deposits, 80 disbursed; NG-25 deposits, 30 disbursement; HAP-10 deposits, 18 disbursed; HCV Admin-2 deposits, 14 disbursed.

Q: Is PCHA using ACH for all HAP tenant UAP?

A: Yes, HAP payments are ACH. UAs are paid directly to the utility provider via check.

Q: Is PCHA using ACH for all vendor payments?

A: No, but we would be happy to do so.

Q: Please provide a listing of all monthly financial reports; is YARDI producing them?

A: PCHA has been producing financial reports using YARDI that include Operating vs Budget for the monthly board meeting package.

Q: The RFP is asking for the vendor to do a SEMAP certification, is this accurate?

A: The SEMAP is done in house and will not need to be provided. Our apologies for the confusion.