REQUEST FOR PROPOSALS

Financial Auditing Services

Due: Wednesday, December 2nd, 2026, by 10:00 AM



Newton Housing Authority
32 Liberty Street
Newton, New Jersey 07860

REQUEST FOR PROPOSALS

The Housing Authority of the Town of Newton, New Jersey will accept proposals for its Annual Financial Audit for the fiscal year ending 12/31/2026. It is the Housing Authority's desire to retain and employ a duly qualified Independent Public Auditor (I.P.A.) to audit the books and accounts of the Authority. All services must be in accordance with the existing rules, orders, directives, regulations handbooks and laws as promulgated by the United States Department of Housing and Urban Development and the State of New Jersey under the Local Authorities Fiscal Control Act and the Fiscal Affairs Law (including N.J.A.C. 5:31-7). The services that are requested will be as follows and will encompass all the Housing Authority's programs (including, but not limited to-Public Housing Program, Capital Fund Program, etc.):

1) Audit the accounts and records of the Authority for the 12-month periods 1/1/2026 to 12/31/2026 in accordance with generally accepted government auditing standards (GAAS), Government Auditing Standards, the auditing and reporting

provisions in OMB audit circular, and those auditing standards having been adopted by the Local Finance Board and the Division of Local Government Services, Dept. of Community Affairs, State of New Jersey. The audit performed should be sufficient in scope to enable the auditor to express an opinion on whether the financial statements fairly present the financial position of the Authority and are free of material misstatements. It must be acceptable by the U.S. Department of Housing & Urban Development and the State of New Jersey. The report must include all statements necessary to present the audit in conformity with Generally Accepted Accounting Principles (GAAP).

2) The audit report must be in a format which is approvable by the United States Department of Housing and Urban Development as detailed in the HUD Audit Guide (7476.1 REV-1), the Single Audit Act of 1984 and the State of New Jersey under the Local Authorities Fiscal Control Act, N.J.A.C. 5:31-7 and GASBY.

3) The report must be completed and submitted to the Housing Authority and the State of New Jersey (Division of Local Government Services) within four (4) months of the end of the Authority's fiscal year.

4) The auditor will be required to utilize the state prescribed "Audit Questionnaire" as part of the auditor's working papers.

5) Upon completion of the report, sufficient certified copies should be made to provide each PHA Commissioner and Staff with a copy and other copies for the HUD

office, State of New Jersey, Local Governing Body, and other applicable agencies as required by all applicable rules and regulations.

6) Must attend meetings, as requested, with Housing Authority Commissioners/staff, HUD Auditors/staff and must make work papers available for a period of time dictated by the government.

7) The auditor will be required to prepare and submit the state-required "Synopsis of Audit" in a format that is acceptable for publication in a newspaper of general circulation.

8) The auditor must work with the fee accountant to prepare the necessary schedules and forms to ensure compliance with GAAP, per instructions of the U.S. Dept. of HUD.

9) The FYE 12/31/2026 audit report shall commence immediately upon notification from the Housing Authority that the Financial Data Schedule (FDS) has been completed and submitted to HUD.

Qualifications:

1) Must be a Registered Municipal Accountant of New Jersey (RMA) or a Certified Public Accountant of New Jersey (CPA) as required by Title 40A:5A-15 of the Fiscal Control Law.

2) The selected Auditor must meet the standards specified in the Standards for Audit of Government Organizations, Programs, Activities and Functions.

3) Must have previous experience auditing Public Housing Authorities.

4) Must be approvable by the U.S. Department of Housing & Urban Development

Proposal Submission:

All persons interested in submitting a proposal for the Annual Audit should submit a proposal based upon a lump-sum fee. Proposals should be delivered to the Housing Authority of the Town

of Newton, New Jersey on or before Wednesday, December 2nd, 2026, by 10:00 AM. All proposals will be reviewed in accordance with the Housing Authority's rating system. The proposal rating system and the standard form of contract are attached to this Request for Proposals.

The following must be submitted with the proposal:

1) Listing of similar work that the firm has previously completed.
2) Listing of references.
3) New Jersey Business registration Form
4) Affirmative Action Compliance Notice
5) Stockholder Disclosure Certification
6) Non-Collusive Affidavit

This solicitation is being made as "Fair and Open" in accordance with N.J.S.A. 40A:19A-20.4 et seq.

WILLIAM F. SNYDER
Executive Director

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Prepared by:

Type of Service: Auditing

Name/Address of Respondent:

1) Demonstrated experience and competence in this type of work (20 Points).

2) Familiarity with the Housing Authority's Programs in specific and HUD rules and regulations in general (25 Points).

3) Capability and capacity to accomplish work within the required time (15 Points).

4) Geographic location of the firm relative to the proximity to the Housing Authority (5 Points).

5) Specialized experience of key personnel in Housing Authority Programs (20 Points).

6) Firm's Equal Opportunity Policy. Each bidder must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex, or national original (5 Points).

7) Price (10 Points)

Total Point Score (100):

Narrative Review of Proposal:

PROPOSAL FOR AUDITING SERVICES

Newton Housing Authority
32 Liberty Street
Hackensack, New Jersey 07960
(973 383-5191)

Firm Name:

Address:

Telephone #

Contact Person:

1/1/2026-12/31/2026 Fee: $

Hourly Rate for additional services: $

Legal Advertisement

Request for Proposal

The Housing Authority of the Town of Newton will receive Proposals for Audit Services of an Independent Public

Accountant to audit the financial records of the Authority

for the period ending December 31st, 2026, in accordance with general accepted and government auditing standards, the auditing and reporting provisions of OMB Circular A-133 and HUD notice PIH 97-30 and in conformance with the State of New Jersey Statutes and Regulations, New Jersey Administrative Code 5:31.7. The authority reserves the right to reject any and all proposals submitted and to waive

any information thereto, and to request additional information from all auditors. The proposal package can be obtained at the Newton Housing Authority office, 32 Liberty Street, Newton, New Jersey and returned there on or before Wednesday, December 2nd, 2026, by 10:00 AM. This solicitation is being undertaken in accordance with NJSA 19:44A-29.4 et seq. as a "fair and open" competitive process and in compliance with the rules & restrictions set forth by the State's Local Unit Pay-to-Play law.

William F. Snyder
Executive Director