

Request for Proposals For Internal Auditing Services

A Consortium of non-profits in the Miami-Dade area approved for a grant from HUD is seeking proposals from qualified individuals or firms, to provide internal auditing services in relation to the Neighborhood Stabilization Program 2 (“NSP2”). In compliance with Federal Regulations, proposals are being requested in an open and competitive process.

Background: A consortium of 6 non-profits and the City of North Miami **was awarded \$89,375,000** from U.S. Housing And Urban Development for the Miami-Dade NSP Consortium under the Neighborhood Stabilization Program (NSP2), funded through the American Recovery and Reinvestment Act of 2009 (Recovery Act). The Consortium Members include the City of North Miami, Carrfour Supportive Housing, Little Haiti Housing Association, Opa-locka Community Development Corporation, St. John Community Development Corporation and the Urban League of Greater Miami. Neighborhood Housing Services of South Florida

Acceptable proposals from qualified individuals and accounting firms interested should include a general knowledge and experience of:

- Neighborhood Stabilization Program (NSP2)
- HUD regulations applicable to the Community Development Block Grant Program at 24 CFR Part 570 (as modified by NOFA)
- Knowledge of Generally Accepted Accounting Procedures
- Experience in performing internal control audits
- HUD’s Fiscal Year 2009 Notice of Funding Availability (NOFA); Policy requirements and General Section to HUD’s FY 2009 NOFA’s for Discretionary Programs as well as the three NSP2 NOFA Correction Notices

The objectives of this engagement are:

- Development of a risk assessment of the Consortium’s financial operations, including but not limited to; review of financial policies procedures and practices:
- Determine whether controls over compliance with HUD, CDBG, NOFA-NSP2 policies, procedures, plans, laws and regulations that provide NHSSF with reasonable assurance that proper compliance actually occurs (i.e., that compliance activities have been properly planned, organized and directed);
- Testing and evaluation of one or more areas of the Consortium’s Members internal controls, taking into account risk, control weaknesses, size, and complexity of operations;
- Test the design and operating effectiveness of the Organizations internal controls to detect deficiencies;
- Preparation of reports which analyze significant risk assessment findings, recommend changes for strengthening internal controls and reducing identified risks, and specify timeframes for implementation of such recommendations.

Areas that may be addressed include but not necessarily limited to):

- Certification of Payroll
- Review of bank reconciliations
- Process and procedures for documentation to be submitted for NSP2 draws
- Process and procedures for property acquisitions
- Procurement Process and Procedures

This RFP is limited and will expire on April 22, 2001 at 5:00 PM

1. Information about the person or entity responding:.

Name: _____

Address: _____

Telephone No, _____

Email address: _____

Please send all information to:

Neighborhood Housing Services of South Florida
300 N.W. 12 Avenue
Miami, Florida 33128
(305)751-5511 x1151
(305)751-2228 – fax
Email: antoinettep@nhssf.org

Please do not stop by the office to deliver your proposals