SEMMCHRA
Southeastern Minnesota Multi-County Housing and Redevelopment Authority

REQUEST FOR PROPOSAL (RFP): Audit SERVICES

The Southeastern Minnesota Multi-County Housing and Redevelopment Authority invites you to submit a proposal for Audit services.

Additional information about our organization, project and scope of services, and proposal requirements are provided in subsequent pages.

Questions Regarding RFP
Inquiries concerning this RFP should be submitted to pheraty@semmchra.org using the subject line: "*Audit Services RFP Inquiry.*"

Submission of Proposals
Proposal and supporting documents must be submitted in PDF format via e-mail to admin@semmchra.org or arrive by mail at our office located at 134 2nd St. E. Wabasha, MN by 4:30pm on September 11, 2026. Subject line should clearly state: ***Proposal Attached-RFP for Audit Services***. Late proposals will not be considered.

Award of Contract
SEMMCHRA intends to award a contract by September 30, 2026, with the goal of full account functionality by March 1, 2027. All candidates will be informed of a decision after the contract has been awarded.

Note
All costs related to the submission of this RFP must be assumed by the submitting contractor/firm. No expenses will be reimbursed.

134 East Second Street • Wabasha MN 55981 • Phone (651)565-2638 • Fax (651)565-3836 • www.semmchra.org

REQUEST FOR PROPOSAL

SECTION I. Organizational Overview and Introduction

For over four decades, the Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA) has been a trusted leader in advocating for safe, affordable, and quality housing. SEMMCHRA and its affiliated entities serve Dodge, Fillmore, Goodhue, Houston, Wabasha, and Winona Counties. The HRA is operated legislatively by a nine-member Board of Commissioners selected by the respective counties for five-year terms.

SECTION II. Scope of Work/Services Required

The A-133 audit for SEMMCHRA will be for the twelve-month period ending 12/31 of each year. The IPA will be expected to audit all the HRA's activities for this period in accordance with the Single Audit Act of 1984 and OMB Circular A-128 (24 CFR 44 et.al.). The HUD Submission is due in September, however due to our funding requirements we request to have the final audit report completed by May 30th.

- HUD Low Rent Public Housing - #MN46-P197-003, #MN46-P197-005 and #MN46-P197-006, #MN46-P197-004. Maple Grove Apartments which total 85 units and scattered sites which total 25 units
- HUD Capital Fund Program Annually
- HUD Section 8 Voucher Program - #MN46-V197-006-012 which totals 387 vouchers
    - HUD FSS program
- SCDP Grants – 5
- HRA Discretionary Programs
- USDA – Rural Development 515 Projects – five properties with total of 88 units
- Winona County Projects – two properties with total of 28 units
- Goodhue County Projects – five properties with total of 53 units
- Heritage Hills – 16 Units
- Skyview – 7 units
- 4 TIF Districts
    - Goodhue County – Kenyon District
    - Kenyon – Countryside Meadow TIF revenue
    - St. Charles – South Fork addition TIF revenue
    - Wabasha-Eagles Basin TIF revenue

- The following are housing projects SEMMCHRA manages and includes in their audit as well. Their **legal entity is a 501(C)(3), Multi-County Builders**, Inc. but structured as SEMMCHRA owned and governed.

    - Pepin Apartments - #MN46-1007-107 – 48 units
    - Fuller Estates – 16 units
    - The Corner's – 12 units this is a partnership that is 51% owned by Multi- County Builders and 49% by SEMMCHRA. The partnership's legal name is Lewiston Housing Partnership.
    - O.B. Partnership is a partnership that is 51% owned by Multi- County Builders and 49% by SEMMCHRA. This partnership's legal name is O.B. Partnership.
- The Partnership and 990 Return will also need to be completed by the IPA – There are two partnership returns and two 990's (MCB and RCIL see below).
- The IPA must complete the unaudited REAC FDS submission in HUD system.
- Preliminary financial statements, all audit schedules (audit book prepared annually) and commentary are prepared by SEMMCHRA.
- Yardi software is used for all subsidiary and general ledgers.
- Several separate bank accounts are maintained for legal entities and funder requirements.
- For efficiency and cash management purposes, SEMMCHRA pays all payroll through one checking account and accounts payable through another checking account. All individual properties, programs and legal entities reimburse SEMMCHRA.
- We are requesting that the audit firm finalize and submit the audited version to HUD along with any other state or federal required submissions not listed above.

Lake Pepin Plaza, LLC requires a separate Multi-Family HUD audit.

The audit for Lake Pepin Plaza will be for the twelve-month period ending 12/31 of each year. The HUD audit submission is due 90 days after the year end.

- The HUD audit submission is required due to the HUD 223f debt structure.
- This entity includes the operation of 2 buildings, 61 Market Rate Units, Elderly -$662,000
- All audit schedules and commentary are prepared by SEMMCHRA as well.
- Yardi software is used for all subsidiary and general ledgers.
- Separate bank accounts are maintained for this property.
- We are requesting that the audit firm finalize and submit the audited version to HUD along with any other state or federal required submissions.

RCIL-Southeastern Minnesota Barrier Free Housing Corporation requires a separate Multi-Family HUD audit.

The audit for RCIL will be for the twelve-month period ending 9/30 of each year. The HUD audited submission is due 90 days after the year end. **Note the 9/30/2026 is being completed by the current audit firm.**

- The HUD submission is required due to the Use Agreement of prior HUD Section 202 loan
- SEMMCHRA manages the two properties, totaling 28 units of HUD Project Based elderly & disabled housing.
- Yardi software is used for all subsidiary and general ledgers.
- Separate bank accounts are maintained for this entity.
- IPA will also complete the 990 and MN State returns as mentioned above.
- We are requesting that the audit firm finalize and submit the audited version to HUD along with the Federal Audit Clearing House submission SF-FAC.

We expect to receive the final audit report on or before **May 30th for SEMMCHRA**, **March 30th for Lake Pepin Plaza** and **December 30th for RCIL** of the following year to meet our reporting and funding requirements and have the audit presented to our Boards upon request for all three audits.

Audit Services Proposal Requirements

Proposal Title: Audit Services
Agency: Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA)

I. Bidder Profile & Contact Information

Please provide the primary contact details for your firm below.

- **Firm Name:** ____
- **Authorized Representative / Contact Person:** _______________________________
- **Corporate Address:** ____
- **Telephone Number:** ____
- **Email Address:** ____

II. Fee Structure & Labor Allocation

Please detail the estimated staff hours and comprehensive costs for each audit component listed below.

Audit Component / Scope of Work	Estimated Staff Hours	Total Cost ($)
1. SEMMCHRA A-133 HUD Audit & HUD PHA Auditor Submission		
a. Low Rent Public Housing (110 units) & Capital Fund Program	________	$________
b. Section 8 Vouchers (552)	________	$________
c. SCDP Grant Projects (8)	________	$________
d. Discretionary Accounts	________	$________
e. USDA Farmer’s Home Admin. (100 Units) 2 Returns	________	$________

f. Winona Count Projects (28 Units)	________	$________
g. Goodhue County Projects (53 Units)	________	$________
h. Heritage Hills (16 Units)	________	$________
i. June Kjome Place (7 Units)	________	$________
j. Tax Increment Financing (TIF) Districts (4 Districts)	________	$________
k. Multi-County Builders 501(c)(3) *(Included in SEMMCHRA Audit; 77 units)* *Note: Requires completion and filing of Form 990.*	________	$________
l. Office of the State Auditor (OSA) Report for SEMMCHRA-SD	________	$________
m. Federal Audit Clearinghouse Submission (SF-FAC)	________	$________
2. Lake Pepin Plazas, LLC HUD Multi-Family Audit & Auditor Submission		
a. Lake Pepin Plaza, LLC (61 Units)	________	$________
3. RCIL Barrier Free Housing, HUD Multi-Family Audit & Auditor Submission RCIL Barrier Free Housing, 501c3 (28 Units) *Requires a 990 to be completed* Federal Audit Clearing House Submission (SF-FAC)	________	$________
4. Cost to Present SEMMCHRA/LLP/RCIL to Boards	________	$________
TOTAL	________	$________

III. Firm Experience & Capabilities

1. **Years of Practice:** How many years of professional municipal/governmental audit experience does your firm possess?
   Answer: _________ Years
2. **HUD Specialization:** Has your firm previously performed audits governed by HUD accounting regulations and guidelines?
   Answer (Yes / No): _________
3. **Client Volume:** If you answered "Yes" above, how many unique HUD-regulated entities or housing authorities have your firm serviced?
   Answer: _________ Entities

IV. Professional References

Provide a minimum of three (3) professional references, preferably from public housing authorities or entities utilizing HUD accounting standards.

Reference 1

- **Agency Name:** ____
- **Street Address:** ____
- **Contact Name & Title:** ______________________________________
- **Phone Number:** ____
- **Was this a HUD-regulated audit?** [ ] Yes [ ] No

Reference 2

- **Agency Name:** ____
- **Street Address:** ____
- **Contact Name & Title:** ______________________________________
- **Phone Number:** ____
- **Was this a HUD-regulated audit?** [ ] Yes [ ] No

Reference 3

- **Agency Name:** ____
- **Street Address:** ____
- **Contact Name & Title:** ______________________________________
- **Phone Number:** ____
- **Was this a HUD-regulated audit?** [ ] Yes [ ] No

Note: If additional space is required to fully detail your firm's qualifications, methodology, or references, please attach supplementary sheets to this proposal.