



Northern Circle Indian Housing Authority

694 Pinoleville Drive, Ukiah CA 95482

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SOLICITATION FOR FEE ACCOUNTANT SERVICES

TO: Interested Accounting Firms, and Individuals

FROM: Christine De Los Santos, Executive Director

DATE: August 18, 2025

SUBJECT: Request for Proposals – Fee Accounting Services
October 1, 2024 through September 30, 2025
NCIHA may contract for up to three years under this solicitation

Northern Circle Indian Housing Authority (NCIHA), a Tribally Designated Housing Entity (TDHE) as defined in the Native American Housing Assistance and Self Determination Act (NAHASDA), is soliciting proposals for fee accounting services as described below.

NCIHA will accept proposals for provision of fee accounting services until 5:00 p.m., on September 30, 2025 at 694 Pinoleville Drive, Ukiah, CA 95482.

1. Annual General Ledger Review and Account Analysis
2. Annual review and reconciliation of interest income distribution and interfund account
3. Analysis of NCIHA annual operating budget and cost allocation method
4. Assist NCIHA Fiscal Officer in preparing year-end closing entries
5. Preparation of Annual Financial Statements, including Schedule of Expenditures of Federal Awards (SEFA), for audit purposes
6. Review and reconcile depreciation of assets
7. Prepare Annual Financial Statements in required format
8. Review property ledger annually and update
9. Review Insurance Coverage Annually - recommend coverage adjustments

10. Prepare a detailed schedule of fee accountant activities to be accomplished on an annual basis.

Indian Preference

Proposals will be accepted and preference will be given in the award of this contract to Indian owned economic enterprises. Indian certification and proof of ownership of at least 51% of the firm is required to be submitted with proposal. 10% of the points available will be awarded to firms who qualify as Indian owned.

Firms claiming Indian Preference must provide the following:

1. Evidence showing fully the extent of Indian Ownership and interest.
2. Evidence of structure, management and financing affecting the Indian character of the enterprise, including major subcontracts and purchase agreements.
3. Evidence sufficient to demonstrate that the firm has the technical, administrative and financial capability to perform the work anticipated under this contract.

All responses must include a statement addressing the following:

1. Details of your firms employment and training opportunities for Indians.
2. A plan to provide preference to Indians in implementing the contract.
3. The number and percentage of Indians to be employed and trained by your firm in providing services under the contract.

Please provide a statement of qualifications, experience and professional references and include information pertinent to the attached evaluation criteria. A fee schedule must be provided. Information regarding your firm's in-house capabilities to provide services for the necessary disciplines and/or plan to obtain consultants should also be included.

Northern Circle Indian Housing Authority

Vision Statement

NCIHA strives to be the catalyst in creating security and ending homelessness for all native people through hope, healing, and housing.

Purpose Statement

The purpose of NCIHA is to help tribal governments with the development of their communities, to do so in a way that is consistent with the tribe's social, cultural, and economic values. To alleviate some of the effects of poverty by providing quality housing to native americans in Northern California.

Organizational Objectives:

To plan, construct and manage housing financed and developed under the Native American Housing Assistance and Self Determination Act, per 24 CFR 1000, for eligible Indian families.

To assist Tribe's in developing their communities. To do so in a way that is consistent with their social, cultural and economic values.

NCIHA operates and maintains 177 homes located on seven reservations; 129 Low Rent Units, 12 Mutual Help & 36 Lease Purchase homes. NCIHA also operates multiple housing programs, including an off reservation tenant based rental assistance program that serves approximately 200 families; a first time homebuyers down payment assistant program that has worked with over 150 families to purchase homes since 1998; a rehab/replacement program for both on and off reservation homes; a Residential Opportunities and Self-Sufficiency Program; and multiple grants as listed below.

Additional Information

Year-End Financials Due to NCIHA: December 31, 2025

Fiscal Year: 10/01 – 09/30

Operating Budgets and Programs:

- | | |
|--------------------------------------|--|
| - IHBG Operating - \$3,678,000 | - IHBG NEEDS – \$6,400,000 |
| - HUD ICDBG - \$4,400,000 | - HUD IHBG Comp - \$10,000,000 |
| - HCD Homekey - \$8,000,000 | - HCD HOME - \$920,000 |
| - HUD ROSS Grant - \$196,000 | - CDSS HDAP & PRK Grants - \$816,763 |
| - Dept of Treasury HAF - \$2,842,000 | - CDHCS Beh Hlth Bridge Hsng - \$5,000,000 |
| - CDSS Comm Care Exp - \$11,600,000 | - Multiple Small Grants |

Payroll: Outsourced to ADP, 42 employees

Number of checks issued per fiscal year: approximately 4,000

FEE ACCOUNTANT SELECTION CRITERIA

Total: 100 Points

NCIHA reserves the right to assign points within total for each criterion based upon its evaluation of the proposal submitted.

	Points
1. Knowledge of NAHASDA financial system, 2 CFR 200 & 24 CFR 1000 accounting, audit and related reporting requirements.	25
2. Experience providing accounting services to Tribal Housing Programs, Tribally Designated Housing Entities and Indian Housing Authorities.	20
3. Availability of firm personnel to provide services in a timely manner.	20
4. Cost of Fee Accounting Services to NCIHA.	15
5. Indian Ownership – Firms claiming Indian preference must provide the following:	10
a. Evidence showing fully the extent of Indian ownership and interest.	
b. Evidence of structure, management, and financing affecting the Indian character of the enterprise, including major subcontracts and purchase agreements.	
6. Firm's plan to implement Indian preference in employment and training	10