



Northern Circle Indian Housing Authority

694 Pinoleville Drive, Ukiah CA 95482

Telephone: 707-468-1336 E-mail: ncihatrb@pacific.net

SOLICITATION FOR AUDIT SERVICES

TO: Interested Auditors, Accounting Firms, Certified Public Accountants

FROM: Christine De Los Santos, Executive Director

DATE: August 18, 2025

SUBJECT: Request for Proposals – Audit 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 audit services as described below.

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

Submittals shall include a copy of firm's statement of qualifications, background and experience, resumes, at least three (3) professional or business references, and results of the auditor's most recent annual peer review. Information included must be sufficient to evaluate firm's knowledge of Native American Housing and Self Determination Act (NAHASDA): 24 CFR 1000, Indian Housing program financial system requirements.

Experience in providing audit services to Tribes, Tribally Designated Housing Entities and Indian Housing Authorities should be demonstrated. Audits must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: 2 CFR 200.

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.

All proposals must contain a plan to implement Indian Preference in employment and/or training opportunities.

Proposals will be evaluated not only on basis of cost, but on qualifications, experience and other considerations that NCIHA determines to be in the best interest of the organization.

NCIHA may contract with a firm for three years based upon this submittal.

NCIHA reserves the right to reject any and all proposals received.

Additional information may be obtained by contacting Elizabeth Elliott, Executive Director or Christy Silva, Fiscal Officer at 707-468-1336.

A copy of the form of contract to be used and regulations governing the Indian Housing Program - 24 CFR Part 1000 will be provided upon request.

NCIHA's information sheet is attached for your information.

AUDIT 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 audit and related reporting requirements.	25
2. Experience providing audit 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 Audit 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

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 182 homes located on seven reservations; 131 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

Audit Due Date to NCIHA: March 1, 2023

Fiscal Year: 10/1/2021 – 09/30/2022

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, BFH & HSP Grants - \$2,380,529 |
| - Dept of Treasury HAF - \$3,335,990 | - 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