

HOUSING CATALYST

RFP #2026-002 | Professional Auditing & Tax Preparation Services

Consolidated Vendor Questions & Answers

Issued: June 26, 2026

This document consolidates all questions received from prospective proposers in response to RFP #2026-002. Questions have been organized by topic and deduplicated. All prospective proposers will receive this consolidated Q&A.

1. Proposal Submission & Process

Q1. Several dates in the Proposal Calendar (Section V.A) fall on weekends — including the Questions Due date (June 20), Responses to Questions (June 27), and the Proposals Due date (July 11). Are these dates intentional, or should firms plan to submit on the preceding Friday or the following Monday?

ANSWER: The proposal calendar dates are intentional. Saturday deadlines allow firms the option to submit over the weekend. Firms not working weekends should treat the preceding Friday as the effective deadline — no extension to the following Monday should be assumed. Confirmed deadlines: Questions Due — Saturday, June 20 (preceding Friday: June 19); Responses to Questions — Saturday, June 27 (this Q&A is being issued Friday, June 26); Proposals Due — Saturday, July 11 (preceding Friday: July 10).

Q2. Does Housing Catalyst have a prescribed contract template that must be used, or will a contract based on the selected firm's template suffice (assuming mutual agreement on terms)? If a Housing Catalyst template exists, please provide it.

ANSWER: Housing Catalyst does not have a prescribed contract template for this engagement. However, the agreement executed must satisfy Housing Catalyst's Procurement Policy and applicable federal regulations, including HUD requirements under 24 CFR 85.36. The selected firm's standard engagement letter or contract may be used as a starting point, subject to mutual agreement on terms.

Q3. Appendix A (Proposer Guarantees) appears on the same page as the evaluation criteria. Should firms submit that full page, or include only the Proposer Guarantees signature block within their proposals?

ANSWER: Appendix A (Proposer Guarantees) and Appendix B (Proposer Warranties) should each be treated as standalone sections. Firms should complete and include the signed signature block for each appendix as separate attachments within their proposals. The evaluation criteria included on the same page does not need to be reproduced.

2. Reference Materials & Financial Statements

Q4. Can Housing Catalyst provide the most recent audited financial statements for the PHA (Housing Catalyst) and individual LIHTC partnership entities? This will assist firms in accurately scoping the engagement.

ANSWER: Yes. Upon receipt of an executed Confidentiality Agreement (attached), Housing Catalyst will issue a link to a secure Dropbox folder where the reference materials may be accessed for a limited time.

Q5. Can Housing Catalyst provide copies of the most recent audits for all ten LIHTC partnership entities (two post-Year 15 entities in Section 2 and eight active partnerships in Section 4)?

ANSWER: Yes. Upon receipt of an executed Confidentiality Agreement (attached), Housing Catalyst will issue a link to a secure Dropbox folder where the reference materials may be accessed for a limited time.

Q6. Can Housing Catalyst provide copies of the most recently filed federal tax returns (Form 1065) for the LIHTC partnership entities?

ANSWER: Yes. Upon receipt of an executed Confidentiality Agreement (attached), Housing Catalyst will issue a link to a secure Dropbox folder where the reference materials may be accessed for a limited time.

Q7. Can Housing Catalyst share the current fee breakdown for the existing audit and tax services contract?

ANSWER: Pricing information for the current engagement is not available for disclosure. Housing Catalyst's goal is to receive competitive proposals based on each firm's independent assessment of the scope. Reference financial statements and prior audit reports are provided to assist with scoping; see Q4–Q6 above.

3. Housing Catalyst Operations & Structure

Q8. Are all properties managed by Housing Catalyst directly, or is a third-party management company involved?

ANSWER: All properties within the Housing Catalyst portfolio are managed by Housing Catalyst directly. Housing Catalyst serves as both the general partner and property manager for each of the LIHTC partnership entities in scope. There are no third-party management companies involved.

Q9. Are any of the properties subject to HUD compliance requirements, such as those receiving Section 8 Housing Choice Vouchers?

ANSWER: Housing Catalyst operates under a global procurement policy that follows HUD requirements applicable to public housing authorities. Housing Catalyst completed the disposition of all remaining public housing units in 2024 under HUD's RAD and Section 18 programs and no longer operates any public housing. The LIHTC partnership entities are each subject to the requirements of their respective funding sources, which may include HOME, CDBG, CHFA, and other lender or investor compliance requirements. Housing Choice Vouchers administered by Housing Catalyst are tenant-based; any landlord participation requirements applicable to properties where voucher holders reside are the same as those applicable to any participating private landlord in the HCV program.

Q10. Have there been, or are there anticipated to be, any changes in management or organizational structure during 2026?

ANSWER: There are no material changes in management or organizational structure anticipated for 2026 beyond normal development activity. Housing Catalyst closed financing for Village on Eastbrook in early 2026, which will be added to the engagement scope by written amendment as described in the RFP.

Q11. What is the reason for issuing this RFP?

ANSWER: This is a routine competitive procurement. Housing Catalyst's Procurement Policy and best practice require that all major professional services contracts be competitively evaluated on a periodic basis, generally every five years. The current engagement term is nearing completion, and this RFP reflects Housing Catalyst's commitment to sound stewardship and competitive procurement practices.

4. Audit Scope & Approach

Q12. Does Housing Catalyst prefer in-person, remote, or a hybrid approach for audit fieldwork? The RFP references providing physical workspace — is on-site fieldwork required?

ANSWER: Housing Catalyst currently utilizes a hybrid approach. Substantially all fieldwork is performed remotely, with approximately one week of on-site wrap-up fieldwork at Housing Catalyst's offices in Fort Collins, Colorado. On-site presence is not a strict requirement, but Housing Catalyst does offer and maintain physical workspace for the engagement team during that on-site period. Firms should reflect their proposed approach in the technical proposal.

Q13. Will remote (read-only) access to the Yardi Voyager system be available to the audit team?

ANSWER: Yes. Housing Catalyst will provide remote read-only access to Yardi Voyager for the engagement team. In addition, access to FileVision — Housing Catalyst's document management system, where voucher-related compliance documentation is currently maintained — will also be provided.

Q14. For the Single Audit pricing in Appendix D, should firms assume one major program, two major programs, or more? What major programs were identified in the most recent Single Audit?

ANSWER: For pricing purposes, firms should assume one major program cluster. In the FY2025 Single Audit, the Housing Choice Voucher Cluster (CFDA 14.871 and 14.879, which includes Section 8 HCV, Mainstream Vouchers, and Emergency Housing Vouchers) was identified as the sole major program, with total federal expenditures of approximately \$22.2 million out of \$24.7 million in total federal expenditures. The Larimer County Housing Authority voucher activity is tested separately as a blended component unit and was not included in the major program determination for Housing Catalyst.

Q15. What are Housing Catalyst's preferred dates for interim and year-end fieldwork for each engagement group: (a) Housing Catalyst / Single Audit / ACFR; (b) Village on Stanford, Village on Elizabeth, and Wellington entities; (c) LIHTC partnerships?

ANSWER: Housing Catalyst's preferred fieldwork windows are as follows:

- (a) Housing Catalyst / Single Audit / ACFR: Interim fieldwork is targeted for late November / early December. Year-end / final fieldwork is typically performed in late April / early May, with the ACFR completed for GFOA submission and Board adoption by June 30.
- (b) Village on Stanford, Village on Elizabeth: These entities follow the LIHTC partnership schedule noted in (c) below.
- (b) Wellington Entities (if exercised): Wellington would follow the Housing Catalyst / Single Audit timeline, with a goal of completion for the June Board of Commissioners meeting.
- (c) LIHTC Partnerships: Due to the aggressive investor-driven deadlines (February 28 for both audits and tax returns), Housing Catalyst strongly prefers a fully virtual / remote approach for all LIHTC partnership engagements.

Q16. Does the current auditor typically propose adjusting journal entries? If so, approximately how many and of what nature?

ANSWER: Adjusting journal entries are proposed when necessary. To Housing Catalyst's knowledge, there has not been a substantial need to record correcting or adjusting entries in

recent audit cycles. The FY2025 audit resulted in an unmodified opinion with no material weaknesses, significant deficiencies, or findings.

5. Financial Statement Preparation

Q17. Can Housing Catalyst confirm that it prepares the financial statements for all entities listed in Section VI.B of the RFP, or does the auditor prepare financial statements for any entities in scope?

ANSWER: Confirmed. Housing Catalyst is the preparer of all financial statements and footnotes for all entities within the scope of this engagement. The auditor does not prepare financial statements or footnotes for any entity in scope.

6. REAC / FDS

Q18. For the REAC Financial Data Schedule (FDS): does Housing Catalyst staff prepare and input the FDS into the REAC system with the auditor performing a review/verification only — or is the auditor expected to prepare and input the FDS submission?

ANSWER: Housing Catalyst staff prepare and input the Financial Data Schedule (FDS) into the REAC system. The auditor's role is limited to reviewing and verifying that the submitted financial data is consistent with the audited financial statements, as described in Section III.E of the RFP. The auditor does not prepare or input the FDS submission.

7. HUD Forms

Q19. The RFP references HUD forms in Appendix C (HUD-5369-C, HUD-5369-B, and HUD-5370-C). Please provide these forms or confirm how they may be obtained.

ANSWER: Yes. Upon receipt of an executed Confidentiality Agreement (attached), Housing Catalyst will issue a link to a secure Dropbox folder where the reference materials, including the required HUD forms, may be accessed for a limited time.