

# **Borough of Highland Park Housing Authority**

**242 South 6<sup>th</sup> Avenue Highland Park, NJ 08904**

Phone: (732) 572-4420

Fax: (732) 985-6485

**Donna Brightman, Executive Director**

## **Request for Proposals**

**For:**

**Professional Fee Accountant Services  
From May 1, 2021 – April 30, 2023**

for the

**HIGHLAND PARK  
HOUSING AUTHORITY**

 April 2021 

<b>Sealed Proposals due no later than 2:00 PM on Tuesday, April 27, 2021</b>
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# **Welcome to the Highland Park Housing Authority**

*In 1937 Congress passed the US Housing Act to “alleviate unemployment and to remedy unsafe and unsanitary housing conditions and the acute shortage of decent, safe and sanitary dwelling for families of low income.” The legislation was designed to encourage construction, create employment opportunities, and provide shelter for low-income families and clear sub-standard housing. Emphasizing local control of its programs, the Housing Act provided for housing in which rents would relate to the tenant’s ability to pay.*

*The Highland Park Housing, New Jersey, was created on May 15, 1956.*

*The Authority is composed of 124 units of Project Based Vouchers and 145 units of Section 8 housing.*

*The purpose of the Highland Park Housing Authority is to create and maintain safe, decent and sanitary housing for those individuals of low to moderate income.*

## **Mission Statement**

Our aim is to ensure safe, decent and affordable housing; create opportunities for residents’ self-sufficiency and economic independence; and assure fiscal integrity by all program participants.

In order to achieve this mission, we will:

- Recognize the residents as our ultimate customer.
- Improve PHA management and service delivery efforts through oversight, assistance, and selective intervention by highly skilled, diagnostic, and results-oriented field personnel.
- Seek problem-solving partnerships with PHA, resident, community, and government leadership.
- Act as an agent for change when performance is unacceptable and we judge that local leadership is not capable or committed to improvement.
- Efficiently apply resources by using risk assessment techniques to focus our oversight efforts

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**REQUEST FOR PROPOSAL  
HIGHLAND PARK HOUSING AUTHORITY  
Fee Accountant Services for a Two-Year Period**

**I. INTRODUCTION**

The Housing Authority of the Borough of Highland Park (HPHA), New Jersey will accept proposals for a Fee Accountant. It is the HPHA's desire to retain and employ a duly qualified accountant or accounting firm to act as the Fee Accountant who shall perform on site services (two visits monthly) to the HPHA's books and records on a monthly basis. All services must be provided in accordance with the existing rules, orders, directives, and regulations promulgated by the United States Department of Housing and Urban Development (including the HUD Accounting Handbook, Financial Management Handbook, HUD Audit Guidelines and the Annual Contributions Contract and Project Based Asset Management) provided that such compliance is in the best interest of the HPHA and is required by law.

The scope of services requested of the Fee Accountant will relate to all of the HPHA's programs including, but not limited to, 124 units of Project Based Vouchers and 145 units of Section 8 Housing, as well as all other grant programs as awarded. The HPHA's fiscal year runs from April 1 through March 31 and converted to RAD in 2018.

Accountants submitting proposals to the RFP must be licensed to do business in the State of NJ and not be suspended or otherwise prohibited from professional practice by any Federal, State or Local Agency.

**II. QUALIFICATIONS**

1. Must be a Certified Public Accountant (C. P. A.) licensed in the State of New Jersey or a licensed Public Accountant.
2. Must have experience representing Housing Authorities and have an understanding of HUD funded programs and related federal regulations.
3. Must be approved by the United States Department of Housing and Urban Development.
4. Must have an understanding of FHLB and Tax Credits.

**III. TERM OF CONTRACT**

The term of this contract period shall be for two (2) years commencing May 1, 2021 through April 30, 2023.

All contract obligations shall prevail for at least 90 days after the effective date of the contract. For the protection of both parties, this contract may be canceled by either party giving 30 days prior notice in writing to the other party.

#### **IV. TECHNICAL SPECIFICATIONS**

##### **SERVICES REQUIRED:**

1. The HPHA requires accounting services and advice in the planning and daily operation of its various housing programs on a monthly basis with at least two on site visits per month.
2. The Fee Accountant shall provide a detailed Work plan in their Proposal demonstrating comprehension of the objectives and scope of services provided in the RFP. The Work plan must clearly describe and detail the Fee Accountants approach to timely perform and complete all services required in the RFP and must include the Firm's staff assigned to complete the service.
3. The services will not constitute an audit of the financial statements of the HPHA but rather should be viewed as external accounting service.

##### **SCOPE OF SERVICES:**

1. Review and analyze monthly, the books of accounts and records of the HPHA in accordance with the procedures outlined by the HPHA's administration.
2. Prepare and review necessary journal vouchers.
3. Review controls of costs and finances.
4. Prepare and review reports and balance sheets required by Federal, State and/or local laws, statutes or regulations.
5. Prepare and review budgets and budget revisions.
6. Be available and serve as consultant on accounting, funding and other financial matters.
7. Prepare all HUD financial statements as required and in accordance with the scheduled list in HUD 7475.1 REV.
8. Prepare and submit required HUD Form 52681B, Section 8 quarterly report.
9. Prepare and submit UMS and OCAF rent adjustments.
10. Review monthly and quarterly Payroll Reports and Tax Deposits.
11. Prepare financial status reports of all programs to be presented to the Board of Commissioners each quarter at the BOC meetings.
12. Inform the Executive Director of any matters that come to their attention which causes them to believe that any errors or irregularities or illegal acts may exist.
13. Review PHA investments, report and make recommendation to the Executive Director on such matters.
14. Review financial policies and procedures and make recommendations as appropriate.
15. Review bank escrow accounts and reports.
16. Provide financial records, statements and assistance for the Annual Independent Audit; and other audits as necessary.
17. Prepare and submit timely the FDS unaudited to HUD required annually.
18. The Authority has two Federal Home Loan Bank awards that require semiannual financial reporting.
19. The Authority has LITC for 100 units through PNC Bank which requires quarterly financial reporting.
20. Assist with annual tax returns and audit.

The Highland Park Housing Authority reserves the right to reject any and all bid proposals.

#### **V. SELECTION PROCESS**

1. The contract will be awarded to the offer submitting the proposal which is most advantageous to the HPHA considering price and other criteria as determined by the HPHA in accordance with the Evaluation Factors contained in Section VI below.

2. The proposal must include the resumes of the individual(s) who propose to work for the HPHA and at least five recent references (housing authorities most preferred, similar businesses next preferred) which contain business name, address, telephone number and name of contact person. The Evaluation Committee may contact any and all references to verify or clarify knowledge and or experience in evaluated areas as demonstrated with other clients.

## VI. EVALUATION PROCESS-COMPETITIVE PROPOSAL EVALUATION SYSTEM

All proposals will be evaluated by an Evaluation Committee in accordance with the following factors and requirements:

<u>FACTORS:</u>	<u>POINTS</u>
1. Specific experience with similar projects; number of years in business	20
2. Qualifications/Experience with Housing Authorities/HUD	20
3. Proposed Work Plan	30
4. Cost for services.	20
5. Ability to perform services; staff assigned; response time/availability	<u>10</u>
<b>Maximum Total Points</b>	<b>100</b>

**VII. SUBMISSION REQUIREMENTS** –In addition to form HUD-5369-B, Instructions to Bidders for Non-Construction Contracts, included herein, bidders shall adhere to the following:

1. Interested firms shall submit one original copy of their proposal to Donna Brightman, Executive Director, Highland Park Housing Authority, 242 South Sixth Avenue, Highland Park, NJ 08904 no later than 2:00 PM prevailing time on Tuesday, April 27, 2021 by mail or delivery. The proposals must be sealed in an envelope clearly marked “**Fee Accountant Services-do not open before 2:00 PM on 4/27/21**” with the Proposer’s name, address and telephone number.
2. The resumes of the individual(s) who propose to work for the HPHA and at least five recent references (housing authorities most preferred, similar businesses next preferred) which contain business name, address, telephone number and name of contact person. The Evaluation Committee may contact any and all references to verify or clarify knowledge and or experience in evaluated areas as demonstrated with other clients.
3. Detailed explanations of evaluation factors 1-5 under part VI above.
4. A completed bid proposal form (see evaluation factor 4 above).
5. A signed Stockholder Disclosure Certification (included herein).
6. A signed Non-Collusion Affidavit (included herein).
7. A Business Registration Certificate.

**Thank you for your interest!**

**NOTICE**  
**REQUEST FOR PROPOSALS**  
**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLAND PARK**  
**PROFESSIONAL FEE ACCOUNTANT SERVICES FOR A TWO-YEAR PERIOD**

The Housing Authority of the Borough of Highland Park (HPHA), New Jersey will accept proposals for a Fee Accountant. It is the HPHA's desire to retain and employ a duly qualified accountant or accounting firm to act as the Fee Accountant, who shall perform on site services (two visits monthly) to the Authority's books and records on a monthly basis for an annual period commencing May 1, 2021, through April 30, 2023. All services must be provided in accordance with the existing rules, orders, directives, and regulations promulgated by the United States Department of Housing and Urban Development, (including the HUD Accounting Handbook, Financial Management Handbook, HUD Audit Guidelines, the Annual Contributions Contract and Project Based Asset Management) provided that such compliance is in the best interest of the Authority and is required by law.

The scope of services requested of the Fee Accountant will relate to all of the HPHA's programs including, but not limited to, 24 units of Public Housing, 145 units of Housing Choice Vouchers and the Capital Fund Program (CFP) as well as all other grant programs as awarded.

The complete RFP may be obtained a by downloading from [www.highlandparkhousing.org](http://www.highlandparkhousing.org). **SEALED PROPOSALS** in response to this "RFP" are **due no later than 2:00 PM on Tuesday, April 27, 2021** and shall be addressed as requested in the RFP.

The HPHA is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in the employment or procurement of services. Bidders are required to comply with the requirements of P.L. 1975 Chapter 127 (N.J.A.C. 17:27). The HPHA reserves the right to reject any and all proposals.

Advertised: Home News – 3//31/21

**MANDATORY AFFIRMATIVE ACTION LANGUAGE**  
N.J.S.A. 10:5-31 and N.J.A.C. 17:27  
**(MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE)**  
**Goods, Professional Service and General Service Contracts**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the public agency compliance officer setting for the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**



**AMERICANS WITH DISABILITIES ACT OF 1990**  
**Equal Opportunity for Individuals with Disability**

The contractor and the Housing Authority of the Borough of Highland Park, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 *U.S.C.* §12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

# Highland Park Housing Authority

## BUSINESS REGISTRATION CERTIFICATE

Contractor must provide State Division of Revenue issued Business Registration Certificate with the bid submission.

**FAILURE TO SUBMIT YOUR BUSINESS REGISTRATION CERTIFICATE BEFORE  
CONTRACT AWARD *WILL* RESULT IN THE DISQUALIFICATION OF YOUR BID!**

# Highland Park Housing Authority Bid Proposal Form

The undersigned, having fully familiarized themselves with all aspects of the proposal/contract and the Invitation, hereby proposes the Fee Accounting Services as per the Request for Proposals dated April 27, 2021 at the following cost:

Two-year lump sum of \$\_\_\_\_\_

(\_\_\_\_\_)  
*words*

payable in 24 monthly payments of \$\_\_\_\_\_

(\_\_\_\_\_) per month.  
*words*

**FIRM NAME** \_\_\_\_\_

**Federal ID#** \_\_\_\_\_

**Address** \_\_\_\_\_

**Signature of Authorized Agent / Title** \_\_\_\_\_

**Print or Type Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Fax Number** \_\_\_\_\_

**Email Address** \_\_\_\_\_

# Highland Park Housing Authority

## STOCKHOLDER DISCLOSURE CERTIFICATION

This Statement Shall Be Included with Bid Submission

**Name of Business** \_\_\_\_\_

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

☐ Partnership      ☐ Limited Liability Corporation      ☐ Corporation      ☐ Sole Proprietorship  
☐ Limited Partnership      ☐ Limited Liability Partnership      ☐ Subchapter S Corporation

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2 \_\_\_\_.

(Notary Public)

My Commission expires:

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
(Print name & title of affiant)

(Corporate Seal)

# Highland Park Housing Authority

## NON-COLLUSION AFFIDAVIT

State of New Jersey  
County of Middlesex

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (name of municipality)  
in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of full age, being duly  
sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid

entitled \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Highland Park Housing Authority relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Subscribed and sworn to before me this day \_\_\_\_\_

Date

Signature

\_\_\_\_\_  
(Type or print name of affiant under signature)

Notary public of \_\_\_\_\_

My Commission expires \_\_\_\_\_

(Seal)

# PROPOSAL DOCUMENT CHECKLIST

## PROPOSAL DOCUMENT CHECKLIST\*

Required by the HPHA	Submission Requirement	Initial each required entry and if required submit the item
<input type="checkbox"/>	Bid Proposal Form	
<input type="checkbox"/>	Evaluation Factors 1-5 Support	
<input type="checkbox"/>	References and Resumes	
<input type="checkbox"/>	Stockholder Disclosure Certification	
<input type="checkbox"/>	Non-Collusion Affidavit	
<input type="checkbox"/>	Valid State of NJ Business Registration Certificate	

\*This form need not be submitted. It is provided for bidder's use in assuring compliance with all required documentation.

# **SAMPLE AGREEMENT-do not submit!**

## **AGREEMENT FOR FEE ACCOUNTANT SERVICES**

**THIS AGREEMENT**, made and entered into this 1<sup>st</sup> day of May 2021 by and between **THE HOUSING AUTHORITY OF THE TOWNSHIP OF HIGHLAND PARK (the “Authority”)** and \_\_\_\_\_, (the “Accountant”).

### **WITNESSETH:**

**WHEREAS**, the Authority desires to retain and employ said Accountant in matters connected to the accounting books and records for the Authority; and

**WHEREAS**, the Accountant desires to accept the position of advisor for the Authority in matters connected to the accounting books and records for the period beginning May 1, 2021 and ending April 30, 2023.

**NOW, THEREFORE**, in consideration of the foregoing premises and of the following, it is mutually agreed by the Authority and the Accountant as follows:

1. That the Authority hereby retains and employs the Accountant to act as Fee Accountant in matters concerning the accounting books and records of the Authority, and the Accountant hereby accepts such appointment.
2. That the Accountant in addition to the maintenance of the books and records of the Authority shall:
  - a. Review and analyze monthly, the books of accounts and records of the Authority in accordance with the procedures outlined by the Authority’s administration.
  - b. Prepare and review necessary journal vouchers.
  - c. Review controls of costs and finances.
  - d. Prepare and review reports and balance sheets required by Federal, State and/or local laws, statutes or regulations.
  - e. Prepare and review budgets and budget revisions.
  - f. Be available and serve as consultant on accounting, funding and other financial matters.
  - g. Prepare all HUD financial statements as required and in accordance with the scheduled list in HUD 7475.1 REV.
  - h. Prepare and submit required HUD Form 52681B, Section 8 quarterly report
  - i. Review monthly and quarterly Payroll Reports and Tax Deposits.
  - j. Prepare financial status reports of all programs to be presented to the Board of Commissioners each quarter at the BOC meetings.
  - k. Inform the Executive Director of any matters that come to their attention which causes them to believe that any errors or irregularities or illegal acts may exist.
  - l. Prepare quarterly CFP reports and annual Performance Evaluation Report.
  - m. Prepare FASS financial data and submit to REAC.
  - n. Assist in the preparation of the PHAS Certification to REAC.
  - o. Review PHA investments, report and make recommendation to the Executive Director on such matters.
  - p. Review financial policies and procedures and make recommendations as appropriate.
  - q. Review bank escrow accounts and reports.

- r. Provide financial records, statements and assistance for the Annual Independent Audit; and other audits as necessary.
3. That the Authority shall pay the Accountant for the above services in the sum of \_\_\_\_\_ for the two-year period payable at \_\_\_\_\_ per month for twenty-four months from May 1, 2021 through April 30, 2023. Additional services approved in advance by the Authority will be billed at the applicable hourly rates.
4. That the parties hereby expressly agree that this contract shall not be deemed to create an employer-employee relationship between the Authority and the Firm, respectively, and no rights or privileges of an employee to the Authority shall inure to the Firm.
5. That this contract shall be governed by the laws of the State of New Jersey.
6. That this instrument contains the entire agreement of the parties. This instrument may not be changed orally, but only by an agreement in writing signed by the party against whom enforcement of any waiver, change, modification, extension or discharge is sought.

**THIS AGREEMENT** shall extend to and be binding upon the successors and assigns of the Authority.

**IN WITNESS WHEREOF**, the Authority and the Accountant have hereunto set their hands and the seal of the Authority this 1<sup>st</sup> day of May, 2021.

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLAND PARK**

By: \_\_\_\_\_  
Donna F. Brightman, Executive Director

**ACCOUNTANT**

By: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_