

## SCOPE OF WORK

The awarded vendor will diligently and proactively furnish NAHAC with Finance and Compliance Services as described in more detail below.

1. **Financial Services.** Vendor will furnish, as the “Financial Services” the professional services, which include, but are not limited to the following:
  - a. Operational accounting and finance department oversight;
  - b. Monthly financial reporting and assistance with financial aspects of compliance reporting;
  - c. Assistance during Treasury Department compliance reviews and reviews/audits by other regulatory agencies, and with the annual audit of NAHAC’s financial statements by its outside auditors;
  - d. Budgeting and forecasting;
  - e. Policy and procedure comment and review, at least once per year; and
  - f. Attend NAHAC Board of Directors Meetings.
  - g. Participate in Management Team meetings as directed by Chief Executive Officer, to include but not limited to document review, interviews, and other general management team discussions and decision making.
  - h. Participation in Request for Proposal (RFP) Process
2. **Compliance Services.** The foregoing Compliance Services will include, without limitation, the following:
  - a. Compliance reporting to Nevada Housing Division or other State agencies as required, the United States Department of Treasury and the designated Office of the Special Inspector General, as scheduled or as requested;
  - b. Assist in developing and maintaining an internal control program (the “**Internal Control Program**”) designed to minimize the risk of fraud, mitigate conflicts of interest, maximize operational efficiency and effectiveness, which Internal Control Program shall be designed to ensure NAHAC’s compliance with its obligations, as required in its agreements with the United States Treasury Department and the Nevada Housing Division. Vendor will also assist with compliance of all applicable laws, all to the satisfaction of the United States Treasury Department and Nevada Housing Division. Vendor acknowledges that the Internal Control Program must include documentation of the control objectives for the services provided, the associated control techniques, and mechanisms for testing and validating the controls.
  - c. Assist in developing and implementing an antifraud and compliance monitoring program in accordance with guidelines provided by Nevada Housing Division and the United States Treasury Department;
  - d. Performing quarterly performance monitoring services to ensure the continued adequacy of internal control and anti-fraud and compliance programs; and
  - e. Other services reasonably within the scope of services described in this Section 2.0, as reasonably requested by NAHAC.