



THE J. MADDEN REID  
ADMINISTRATIVE BUILDING

1435 WALTON WAY  
AUGUSTA, GEORGIA 30901-2609

(706) 724-5466

(706) 724-0130 TDD

(706) 724-2342 FAX

[www.augustapha.org](http://www.augustapha.org)  
[phaaug@augustapha.org](mailto:phaaug@augustapha.org)

# The HOUSING AUTHORITY of The City of Augusta, Georgia

The Housing Authority of the City of Augusta, Georgia  
1435 Walton Way  
Augusta, Georgia 30901

Re: Questions received from RFP - Banking & Related Services Offerors

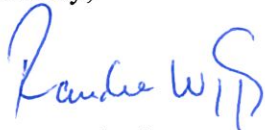
We have received the following questions related to the RFP and are providing the related responses below.

1. Is it acceptable to provide a link to our financial statements or are hard copies required as our audited financials are over 300 pages.
  - a. A link or PDF copy is acceptable.
2. What is considered to be a sufficient number of pre-numbered and pre-encoded deposit slips, checks, deposit books, endorsement stamps, and other banking supplies/cash handling equipment? In addition, what is the number of deposit sites?
  - a. Checks and deposit slips - 100 each
    - i. We print checks on our own check stock. One book for backup is sufficient.
  - b. Deposit books - 1
  - c. Endorsement stamps - 5
  - d. Number of deposit sites -
    - i. There are 10 sites that make remote deposits.
    - ii. There are 3 staff in our central office that make remote deposits.
3. Please provide the past 12 months of Analysis Statements for the Housing Authority?
  - a. Please use the information provided. It is the average of the recent six months.
4. What is your purpose and requirement for 20 Certificates of Deposit up to \$20MM, and are those expected to transition as they mature.
  - a. Purpose is to provide investment interest.
  - b. There is no requirement.
  - c. The number and dollar amount of the CDs may vary due to cash needs or excess cash available.
5. Can you explain your current process regarding Same-day Positive Pay?
  - a. We provide a positive pay list to the bank through their online process (Treasury Navigator).

6. Can you describe how The Housing Authority is using the ACH Check Conversion process?
  - a. Currently, we do not utilize this function.
7. What financial/accounting software is the Agency using?
  - a. Emphasys (Elite) software. It is software specifically designed for public housing.
8. Appendix B – Banking Services Proposal Form states a total average of 94 ACH debit/ACH credit transactions. How many of those transactions are originated by the Agency through online banking verses ACH debits/credits initiated to the account by a third party?
  - a. All withdrawal transactions except three are originated by the agency. The health insurance bill payment through General Fund Receipts (once per month at around \$150,000). The ADP bi-weekly payroll transaction through Payroll Checking (around \$250,000 each). The credit card processing fee through General Fund Receipts (2 transactions each month totaling less than \$1000).
9. Would the Agency be receptive to fully insured FDIC deposits through a reciprocal deposit network, as opposed to securities pledged collateralization?
  - a. All deposits must meet the requirements of the HUD Form 51999 (being individually identifiable secured / collateralized funds).
10. We are licensed to do business in Georgia and operate four branches in the greater Augusta area. Would this satisfy the requirement, or would this status disqualify us from moving forward in the submission process?
  - a. Financial institutions must meet the requirements detailed in the HUD Form 51999. We believe being federally insured and having a license to operate in Georgia would meet the requirements.
11. Please confirm the accounts that receive deposits via RDC:
  - a. General Funds Receipt.
12. Please confirm the accounts that have ACH origination capabilities:
  - a. HAP Checking.
  - b. General Funds Checking.
13. Does every account that issue check or originate ACH have Positive Pay?
  - a. Yes.

14. Please confirm the accounts that have Positive Pay Payee and/or ACH:
- a. HAP Checking.
  - b. General Funds Checking.
  - c. EHV Checking.
  - d. Modernization.
  - e. Payroll – Payroll is automated through ADP and paid by direct deposit.
15. Are any of the accounts currently on a ZBA relationship, or are internal transfers manually executed? If so, which accounts are set-up as ZBA?
- a. We do not have a Zero Balance Account. All transfers are made manually and originated by the Agency.
16. Under 6. Electronic Transactions c. – please elaborate on “...initiating ACH transactions with other institutions.”
- a. Making direct payments to vendors.
17. Does the Agency utilize Full or Partial Reconciliation services through its current bank? If so, for which accounts?
- a. We reconcile the bank accounts through the Emphasys Elite software. We do not import information from the bank for the reconciliation process.
18. Is the bank expected to update its earning allowance monthly, if there is a change in rate, based on the calculation established or will the rate be provided by the Agency, when pertinent for an update.
- a. Earning allowance calculations are expected to be completed by the Offeror. The proposal should include information on the static or fluctuating rate.

Sincerely,



Randee Wiggins  
Director of Finance