

Attachment J Scope of Services

Services Required

Checking Accounts: BHA currently utilizes three primary checking accounts; 1) a multi funds clearing account, which includes accounts payable and payroll check processing; 2) a multi funds depository account and 3) a separate depository/checking account for our tax credit properties under an LLLP. BHA currently has 42 other accounts established as required by various grant, contract, and loan agreements. The institution will need to accommodate HUD depository accounts which allow HUD to draw funds back after deposit if deemed necessary. The institution will need to furnish five (5) remote deposit scanners. Currently BHA delivers the deposit to the institution's branch once each workday, for processing and credit to BHA's account that day. NSF checks must be processed twice before being returned to BHA. The basic checking account services should at least consist of:

- Provide month-end statements by the 10th day of the following month and provide statements to various auditors upon request;
- Electronic check image retrieval; (must be maintained per State & Federal records retention schedules).
- Provide individual and consolidated monthly account analysis for all accounts by the 10th day of the following month;
- Provide an automated wire transfer system for transferring money to other institutions, along with appropriate security levels for wire transfer initiations and approvals;
- Provide ability to link accounts for online funds transfers between accounts;
- Lockbox services are not being requested at this time;
- Provide web-based reporting system, with information on collected, available and closing balances, as well as details of all debits and credits posted to the account for the previous day, by 8:00 a.m. each business day;
- Provide a web-based system that shows current day ACH credits, by 8:00 a.m. each business day;
- Provide an account representative to answer questions, trouble shoot problems, and resolve issues in a prompt manner;
- Provide means to inquire about cancelled checks and stop payment on checks upon proper authorization, preferably a web-based online system;
- Provide an appropriate investment sweep account service for BHA's checking and depository accounts;
- Provide positive pay services for three (3) checking accounts;
- Provide interest-bearing accounts that meet the requirements for investment accounts for public funds; and
- Provide remote deposit equipment.

Overdraft Protection: Although BHA makes every effort to avoid daylight and overnight overdraft situations, it recognizes that there are times these situations may occur. It is anticipated that a potential overdraft situation would not exceed \$300 thousand if it should occur.

Banking Supplies: The institution will be required to provide a supply of security bank bags, deposit slips, and endorsement stamps. The cost of such supplies shall be charged to BHA's account.

Investment Sweep Account: BHA currently utilizes a Cash Management account service which provides an investment sweep arrangement for the one primary checking account. This is a zero-balance account. Funds are swept into a Government Obligations Fund which is an appropriate investment vehicle for public funds.

Data Equipment Compatibility: BHA assumes the bank systems are compatible with Microsoft, Apple, and Android operating systems.

Additional Services:

- FDIC insurance on all accounts to FDIC limit.
- Washington Public Deposit Protection on all funds in excess of the FDIC limits.
- Ability to accommodate ACH deposits from HUD in the range of \$15,000,000 and potentially up to \$20,000,000 depending on funding.

Services Not Provided: In the event that the primary institution submitting the proposal does not provide all requested required services included in this RFP, the institution will submit as part of its proposal additional partners/providers who do provide those services. It is the sole responsibility of the primary proposer to secure and maintain the relationship with any additional providers. The primary proposer at the time of submission will identify all secondary providers.

Services Not Required But Of Interest

The following are services that are of interest to BHA for potential future needs. Responding institutions are encouraged to provide information regarding such service availability and capability but fees and costs associated with these items should not be included in "Attachment B."

Trust and Escrow Agent Services: BHA may in the future need trust and escrow agent services to hold letters of credit and other third-party commercial documents. BHA is interested to know if the institution is able to take physical custody of these securities, notify the Parties of their expiration thirty days prior to termination of the agreement and accept renewal or replacement of instruments.

Safekeeping Services: Currently, BHA primarily invests funds excess to current liquidity needs in the State of Washington's Local Government Investment Pool (LGIP). However, BHA is permitted to invest in other instruments as allowed by Washington State statute including but not limited to treasury notes and agency securities, which require safekeeping services. BHA is interested in whether the institution may be able to

provide safekeeping facilities and services for BHA's potential future investment securities. Safekeeping services include (but are not limited to):

- Receive/deliver securities on a delivery versus payment method;
- Protect BHA's assets;
- Collect coupon bond interest;
- Provide delivery confirmation on new security purchases;
- Provide a monthly statement of holdings;
- Register or transfer securities;
- Verify holdings as to specific dates for audit purposes;
- Credit BHA's account for interest and principal payments on the day received;
- Provide maturity and interest payment notices at least 5 days prior to payment date.

Miscellaneous Services: The proposal shall identify proposed fees for other services provided by your institution that would be beneficial to BHA but has not been specifically required or addressed herein.