

LETTER OF TRANSMITTAL

March 4, 2024

Kent Britton Housing Authority of the City of Milwaukee 809 North Broadway, 3rd Floor P.O. Box 324 Milwaukee, Wisconsin 53201

RE: REQUEST FOR PROPOSAL FINANCIAL AUDIT SERVICES # 58128

Berman Hopkins CPAs & Associates, LLP ("Berman Hopkins") would first like to express our gratitude for the opportunity to submit our proposal to perform Financial Audit Services for the Housing Authority of the City of Milwaukee, including Travaux Inc., ("HACM" or "the Authority"), and to provide audits for fiscal year ending December 31, 2023, with the option to extend for an additional four, one-year terms. We have a clear understanding of the scope of services and it is our intention, if selected, to provide the services at the proposed price and within the time specified in accordance with the terms and conditions specified in the proposal and Request for Proposals ("RFP") document. We will accomplish the responsibilities outlined in this RFP by staying true to our pillars of foundation outlined below.

Berman Hopkins has remained faithful to its core values over the years; we build relationships with each client in order to understand their organizations and provide them with accurate financial reporting and solid solutions. To best serve you, we offer over 65 years of leadership, experience and expertise in governmental auditing and compliance services, including but not limited to public housing authorities, counties, towns, cities, and various other authorities. We provide many services, which include consulting on business transactions, auditing and accounting issues, tax services, and compliance procedures for laws and regulations including Uniform Guidance, agreed-upon procedures addressing fraud concerns, REAC and FDS submissions assistance.

INDUSTRY EXPERTISE

Berman Hopkins has the auditing experience to meet your needs. Our engagement team provides value through extensive experience with various governmental agencies, which is not limited to auditing services. We have a proven technical knowledge of public housing authority operations. We also have vast experience with the Federal and State Single Audit Acts. Berman Hopkins is a member of the National Association of Housing and Redevelopment Officials ("NAHRO"), the North Central Regional Council - NAHRO ("NCRC"), the Government Audit Quality Center ("GAQC") of the AICPA, the Government Finance Officers Association ("GFOA"), and the FICPA State and Local Government Committee.

bermanhopkins.com



LONGEVITY

Berman Hopkins' relative size, years of government auditing experience and reputation provides the Authority with essential advice and resources necessary to support their ongoing needs. Berman Hopkins has made the commitment to its staff and clients to stay locally-owned and independent by developing a long-term succession plan that addresses future leadership and transitions. This includes providing exceptional training to our team members to continually develop leaders in the Public Housing Authority industry.

CLIENT RELATIONSHIPS + CONTINUITY

The Berman Hopkins engagement team approach provides clients with direct access to the decision makers of the firm. We provide a team of professionals that are specifically trained to work with Housing Authorities. Their extensive knowledge allows our team to assist our clients in a variety of ways. As part of our client relationship, we proactively communicate relative to your compliance, consulting and resource needs with very low staff turnover and strong continuity in our client relationships.

TRUSTED ADVISOR

Berman Hopkins builds effective relationships with our clients by providing business advice that integrates financial, tax, management and strategic planning around value added areas. We will discuss with the governing board and management the results of the audit including any deficiencies in the design or operation of internal controls that could adversely affect the Authority. These would include any deficiencies related to the Authority's ability to manage its finances, deficiencies in adherence to relevant laws, regulations, contracts or agreements, potential errors, fraud or other illegal acts detected in the process of the audit and possible improvements in the fiscal management of operations.

TIMELY SERVICES

Our team will meet your deadlines as outlined in the RFP with a completion date of the audit and all required audit letters no later than September 30th, for the Authority, as noted, provided you are ready for these services on the dates scheduled and are able to provide documents timely or reports as requested throughout the engagement.

Our all-inclusive maximum contract fee for all services for all years is \$859,300.00.

Ultimately, Berman Hopkins believes we are the best qualified as we offer you peace of mind by providing you with the confidence that your best interests will be served, and the final work produced will be of outstanding quality.

We look forward to the opportunity to partner with the Housing Authority of the City of Milwaukee.

Sincerely,

Laura Anne Pray CPA, Partner

pray@bermanhopkins.com | (321) 757 - 2020

Berman Hopkins CPAs & Associates, LLP

Authorized Representative able to bind and negotiate on behalf of the firm





8035 Spyglass Hill Road Melbourne, FL 32940 (P) 321.757.2020 (F) 321. 242. 4844

Authorized Representatives

Laura Anne Pray CPA, Partner Brian L. Nemeroff CPA, Partner

pray@bermanhopkins.com nemeroff@bermanhopkins.com

FDIN: 59-1152714 License #: AD0002183



WE LOOK GOOD TOGETHER...

Berman Hopkins supports and works to further the missions of our Public Housing Authority clients in many ways. We understand that due to limited personnel resources, most Public Housing Authorities, desire the audit process to be more than just issuing financial statements; we believe in this as well. When we are hired as your auditor, we consider ourselves to be in a Partnership with the Authority. We strive to educate and advise our clients to reduce future audit discrepancies or findings and to provide support to the Board and Management in any way we can. We make ourselves available year-round for consultation and any other assistance we may be able to provide. Our client experience emphasizes three main objectives: **Proactive, Prompt, and Personal service.**

PROACTIVE

Berman Hopkins practices proactive service by keeping our clients up-to-date on issues that will affect them in the future. We assist our clients in preparing for and implementing any rules or regulations before they are required to comply. This includes tracking and informing all of our clients of common REAC rejection items to minimize future errors. In addition, we offer governmental focused accounting & auditing CPE classes to our clients which covers any current or upcoming changes in pronouncements and guidance.

PROMPT

Berman Hopkins understands the need for prompt service. We take deadlines very serious and are proud to state we have never missed a reporting requirement for our clients. We ensure our clients have the access they need to our engagement team members. We use a team staffing approach so that multiple points of contact exist for our clients in the event the primary point of contact is unavailable. Our Firm has a policy of returning phone calls, e-mails and other communication within the same day of receipt.

PERSONAL

Berman Hopkins hires competent professionals to meet and exceed the expectations of our clients. We are not, though, all about business. We believe that gaining an understanding of and taking an interest in the goals, pursuits and accomplishments of our clients fosters a sense of camaraderie and understanding and, ultimately, a more productive relationship. Our involvement in PHA Associations allows us to provide trainings at conferences as well as the ability to support the PHA industry as a whole. Our Firm also sponsors golf tournaments, banquets and various other fund-raising events hosted by our clients.

TABLE OF CONTENTS

| 1. LETTER OF TRANSMITTAL | |
|--|------|
| 2. TITLE PAGE | |
| 3. TABLE OF CONTENTS | |
| 4. FIRM PROFILE | |
| DESCRIPTION OF FIRM | 4-1 |
| STATEMENT OF INDEPENDENCE | 4-7 |
| REGULATORY ACTION | 4-8 |
| 6. SUBCONTRACTING WITH EMERGING BUSINESS ENTERPRISES | |
| EXPERIENCE OF SUB-CONSULTANT | 6-1 |
| $ATTACHMENTA$ - $Prime\ Contractor\ Formal\ Contract\ Provisions\ for\ Subcontracting\ with$ | |
| Emerging Business Enterprises | |
| 7. ENGAGEMENT TEAM PROFILE AND QUALIFICATIONS | |
| PERSONNEL RESUMES | 7-1 |
| LICENSING AND CONTINUING EDUCATION | 7-10 |
| DESCRIPTION OF SIMILAR ENGAGEMENTS | 7-13 |
| 8. UNDERSTANDING OF SCOPE OF ENGAGEMENT | |
| SCOPE OF SERVICES | 8-1 |
| AUDIT APPROACH AND METHODOLOGY | 8-3 |
| SOFTWARE UTILIZATION | 8-12 |
| 9. COMPENSATION AND AUDIT TIMING | |
| FEES AND STAFF HOURS | 9-1 |
| HACM AUDIT TIMING | 9-4 |
| 10. REFERENCES | |
| REFERENCES | 10-1 |
| CLIENT TESTIMONIALS | 10-2 |
| 11. ADDITIONAL INFORMATION | |
| VALUE ADDED SERVICES | 11-1 |
| 12. INSURANCE REQUIREMENTS | |
| ATTACHMENT B - Insurance Requirements | |
| 13. PROPRIETARY INFORMATION | |
| ATTACHMENT C - Designation of Proprietary and Confidential Information | |





Berman Hopkins CPAs & Associates, LLP ("Berman Hopkins") is a regional registered Limited Liability Partnership and has been doing business as a Certified Public Accounting, Business Consulting, and Profit Advisory firm across the United States for more than 60 years. Berman Hopkins has made the commitment to its staff and clients to stay locally-owned and independent by developing a long-term succession plan that addresses future leadership and transitions.

Berman Hopkins is a Full-Service CPA Firm, founded in 1958, with the ability and expertise to provide a variety of services.

ACCOUNTING & ASSURANCE SERVICES



- Financial Audits
- Audits in Compliance with Uniform Guidance
- Reviews
- Compilations
- Agreed-Upon Procedures
- Accounting Outsourcing and Consulting
- Internal Controls Review
- Cybersecurity
- Forensic and Litigation
- Governance, Risk and Compliance
- Management Consulting and CFO Advisory
- Succession Planning

TAX SERVICES



- Tax Compliance and Preparation
- Strategic Tax Planning
- LIHTC Related Tax Filings
- Corporate Tax
- Private Clients
- Trust and Estate
- International Tax
- State and Local Tax
- Transfer Pricing
- Cost Segregation Studies
- Tax Credit Advisory
- Valuation

MARKETS WE SERVE



- Public Housing Authorities
- Governmental Entities and Municipalities
- Various Other Governmental Authorities
- Charter Schools
- Construction Contractors

- Manufacturers
- Government Contractors
- Employee Benefit Plans
- Non Profits

FIRM PROFILE

DESCRIPTION OF FIRM

We have a team of over 100 professionals ready to serve your needs. The team members assigned to the Housing Authority of the City of Milwaukee ("HACM" or "the Authority") come from the dedicated Public Housing Authority team at Berman Hopkins. The 15 members of our public housing authority ("PHA") team are specifically hired and trained to work on PHAs, and their instrumentalities and affiliates on a full-time basis. The members of this team have years of experience with PHAs and are dedicated to this industry. Mr. Nemeroff has unique experiences as he currently serves or has served as a Board Member for a Local Public Housing Authority.

WE ARE PHA AUDITORS



- Team specifically trained to work on Public Housing Authorities
- Over 75 combined years of experience working with PHAs and their instrumentalities
- Over 450 PHA and related entity audits completed
- Our team members work with PHAs on a full-time basis
- Over 500 REAC filings completed

LOCATIONS AND STAFFING

MELBOURNE

8035 Spyglass Hill Road Melbourne, FL 32940 (321) 757-2020

ORLANDO

255 S. Orange Ave. Orlando, FL 32801 (407) 841-8841

MELBOURNE OFFICE

PARTNERS - 9 MANAGERS - 10 STAFF - 37

Berman Hopkins is a regional Firm with two well connected offices. To meet your needs, we have organized a team of our most qualified professionals utilizing our resources from our Melbourne office. The benefit of working with our Firm is the decision makers of the Firm are the team members you will be working with as part of your engagement. We are experienced and qualified auditors and consultants of PHAs. We have been working with PHAs specifically for over 30 years and perform a variety of services for them.

We work on numerous governmental and single audit entities with a dedicated PHA team and a tax department that has significant experience in tax issues relevant to PHAs, including tax credit partnerships, affiliates and instrumentalities. The Senior Leadership team we have in place is very familiar with housing authorities working almost exclusively with PHAs for their entire careers. The Partners, Senior Manager, and Supervisor have worked on PHAs such as Los Angeles, Tampa, Memphis, Austin, Miami-Dade County, and New Orleans.

We plan and commit to meet your needs and exceed your expectations through the use of carefully devised planning strategies, closely monitored project schedules, and proven audit techniques and technology. The exceptional reputation that we have earned is the result of our hard work and commitment to quality service.



Berman Hopkins has over 30 years of experience in providing independent public audit services relating to subsidized housing, including but not limited to, experience in providing audit services for housing authorities with numerous instrumentalities including tax credits, not-for-profits, and other development related entities. We currently audit over 25 PHAs annually, as well as numerous affiliates and component units. Berman Hopkins has worked with the following PHAs whose operations and size are similar to HACM, their federal awards are listed for reference:

| MEMPHIS HOUSING AUTHORITY | \$91,924,557 |
|---|--------------|
| HIALEAH HOUSING AUTHORITY | \$72,703,890 |
| | |
| HOUSING AUTHORITY OF THE CITY OF AUSTIN | \$68,850,943 |
| MOBILE HOUSING AUTHORITY | \$48,023,326 |
| HOMES FOR GOOD (Eugene, Oregon) | \$41,167,473 |

Once a commitment is made we assume the responsibility to meet those obligations. You will receive the highest caliber of professional services. We are proud to state that we have never missed a reporting deadline. We use various methods including electronic requests lists, that provide immediate feedback on the status of the audit, to ensure we are progressing as needed to meet and exceed your expectations.

CONSULTING

We are not just PHA auditors, we view our role as being your trusted business advisor. We understand the intricacies of PHA operations and are available year round to our clients to be a consultant for them to rely on. We have performed numerous consulting projects for our PHA clients including: Grant close-outs, Break-even Analysis, Internal tenant file review, Forensic Services, Internal Control and Process Analysis and Waiting list oversight. We also have experience working with various Project Based Contract Administrators in different states, we have performed consulting and auditing work for these organizations.



EXPERIENCE PROVIDING AUDIT, FEDERAL AND STATE TAX SERVICES FOR ENTITIES RELATED TO LIHTC PARTNERS AND MULTIFAMILY ENTITIES

Many of the Authorities we audit have related Developments, Projects, and or Component Units, including Tax Credit and Multifamily Entities that we have audited, consulted or filed tax returns for. We are well-versed in the requirements and intricacies of performing this work and are fully prepared and capable of completing the work in the timeline that is required of these entities.

Annually, over the past five (5) years, we have completed audits for approximately 20 LIHTC partnerships audits and have filed over 30 federal and state tax returns for these LIHTC partnerships. In addition, we currently perform audit services for 20 Multifamily Entities including submission of unaudited and audited REAC filings.

As part of our experience with LIHTCs and Multifamily Entities, we have participated closely with our clients on conversions and set-ups. We have consulted on partnerships structures and have performed a Rental Achievement and Break-Even analysis for multiple tax credit entities. We have presented at various industry conferences on these topics and consider ourselves experts in this specific niche of PHA activities.

In addition to the comprehensive services listed in the request for proposal, Berman Hopkins will excel when required to complete any "additional work" for the Authority in order to ensure that an Entity is in compliance with federal and state financial reporting requirements.

REAC ACCEPTANCE RATE

Berman Hopkins will complete the audit and the online attestation within accordance of REAC guidelines each year. We commit to providing timely service for all of our clients, and we assert that we have never filed a HUD reporting package late.

Berman Hopkins has procedures in place to ensure a high quality of work with AICPA audit standards and a focus on successful REAC submissions. In the last 5 years, we have completed over 80 audited REAC submissions, of which 73 (91%) were approved on the 1st submission. Of the submissions that were rejected, the reasons have been very minor issues that required no corrections, but needed clarification such as, minor differences between the FDS amounts and VMS.

We understand that the REAC submissions are a vital piece of the overall audit process and we continually review our rejected submissions and adapt our internal procedures to minimize rejection items in the ever changing REAC validation process. Within the last couple of years, many of our large housing authority clients, including the Housing Authorities of Tampa, Austin, Ft. Lauderdale, New Orleans and Miami Beach, were approved on the first submission without conditional acceptances.



KNOWLEDGE OF FEDERAL, STATE AND LOCAL RULES AND REGULATIONS

As experienced PHA auditors we are well versed in the intricacies of PHA operations and the detailed rules and regulations PHAs are subject to. It is important for us to stay up to date on not only accounting guidance but also PHA guidance.

We maintain a current knowledge base with all HUD regulations as it relates to auditing PHAs. Participation in the organizations noted below provides us insight into accounting pronouncements, compliance auditing, and the implementation of new audit standards and pronouncements that affect PHAs.

Through these associations, we participate in education programs and annually attend and present at conferences and seminars to maintain our HUD and governmental expertise. Furthermore, we subscribe to newsletters and update notifications and are very familiar with REAC Business Area Products. As part of maintaining our current knowledge base, we are members in the following organizations:

| National Association of Housing Redevelopment Officials (NAHRO) |
|---|
| Public Housing Authorities Directors Association (PHADA) |
| American Institute of Certified Public Accountants (AICPA) |
| Government Audit Quality Center of the AICPA (GAQC) |
| Florida Associates of Housing and Redevelopment Officials (FAHRO) |
| Florida Institute of Certified Public Accountants (FICPA) |
| Brevard Chapter of the Government Finance Officers Association (GFOA) |
| Texas Housing Association (THA) |
| Affordable Housing Association of CPAS (AHACPA) |
| North Central Regional Council of NAHRO (NCRC) |
| Southeastern Regional Council of NAHRO (SERC) |
| Southwest Regional Council of NAHRO (SWRC) |



KNOWLEDGE OF FEDERAL, STATE AND LOCAL RULES AND REGULATIONS (CONTINUED)

For 30 years, we have audited complex HUD programs and issues and performed a variety of services including the following:

Services we have provided PHAs:

- Financial and Compliance Audits
- Tax Credit Audits and Tax Filings
- PHA Related non-profit Audits and Tax Filings
- Agreed-Upon Procedures
- Grant Closeouts
- REAC Filings
- Break-even Analysis on tax credits

- Internal tenant file review & oversight
- Various Forensic Services
- Internal Control Analysis
- Process Improvement
- Waiting List Oversight
- Services Associated with HUD Receivership
- Forensic Auditing

Programs we have audited:

- Low Rent Public Housing Programs (Conventional and RAD Conversion)
- HUD Multi-family Developments
- Section 8 Programs (Voucher, New Construction, Moderate Rehabilitation and VASH vouchers)
- Rental Assistance Demonstration Program
- Capital Fund Program
- ROSS (Resident Opportunity Support Services)
- FSS (Family Self Sufficiency)
- CDBG (Community Development Block Grant)
- Component Units, Affiliates, Instrumentalities, and Business Activities
- HOME Investment Partnerships program and State
 Apartment Incentive Loan Program (SAIL)
- Fiduciary Funds, Pension Plans, and OPEB
- HOPE VI (Demolition and Revitalization of Severely Distressed Public Housing)
- Moving to Work Demonstration Program

- Affordable Housing
- Section 8 Contract Administrator
- School Lunch Program
- After-school and Summer Camp
- Daycare Center
- EDSS (Economic Development Self Sufficiency Program)
- ESCO and EPC
- Shelter Plus Care and Homeless Programs
- HOPWA (Housing Opportunities for Persons with AIDS)
- Section 202 and 236f HUD Loans
- Acquisition and Bond Funds and Special Operations
- CARES Act Funding relating to Mainstream, HCV, COCC, and Public Housing programs
- Continuum of Care Program
- Housing Counseling Assistance Program
- Coronavirus Relief Fund

PHA specific Guidance and Regulatory experience:

- GASB and FASB Standards
- Federal Clearing House Regulations
- 24 CFR
- Uniform Guidance and Single Audit Guidance
- PIH Notices
- REAC GAAP Accounting Brief
- Financial Data Schedule
- FDS Line Guide



STATEMENT OF INDEPENDENCE

AFFIRMATIVE STATEMENT OF INDEPENDENCE

Berman Hopkins is independent with respect to the Housing Authority of the City of Milwaukee as defined by the U.S. generally accepted auditing standards and the U.S. General Accounting Office's *Government Auditing Standards*, as amended.

There has been no involvement in any professional relationships or business dealing between the Authority and any principal officers or members that would infringe on our independence status. We do not have a conflict of interest relative to performing this engagement.

Berman Hopkins will provide written notice of any professional relationships entered into during the period of this agreement. We will maintain our independence status and will provide you the assurance that we will continue to maintain this independence as long as we are engaged as your auditor.



REGULATORY ACTION

We are members of the AICPAs Government Audit Quality Center (GAQC), which requires a "Peer Review" by an independent third party every three (3) years. A Peer Review is a review and evaluation of a firm's working papers, reports and policies by a team of CPAs from other CPA firms.

We are in compliance with the most recent Peer Review performed in 2021 and received a positive peer review report. The Peer Review letter is on the following page. A letter of comment was not issued as part of this review, as it was not applicable. This Peer Review included reviews of local governmental engagements, including public housing authorities.

STATEMENT OF NON-DEBARRMENT

We certify that Berman Hopkins and/or the principals have not been suspended or debarred or otherwise prohibited from participation in HUD-funded projects, from performing government audits or government activity with any Federal, State, or Local Authority. Berman Hopkins has had no federal or state desk reviews or field reviews of our audits. No disciplinary action from State regulatory bodies or professional organizations has ever been taken against the Firm, nor is any action pending. In addition, Berman Hopkins is not currently, and has never been, censored by REAC, HUD, HUD related programs, or any other governmental or private agency.

PROFESSIONAL STANDING

We certify we are in good professional standing in the State of Wisconsin.

STATEMENT OF FEDERAL OR STATE DESK REVIEW, LITIGATION AND DISCIPLINARY ACTION

Berman Hopkins has had no federal or state desk reviews or field reviews of our audits during the past five (5) years. No disciplinary action from state regulatory bodies or professional organizations has been taken against the Firm during the past five (5) years, nor is any action pending. We have no past or current litigation that we are party to.

REAC QUALITY ASSURANCE REPORT

Periodically CPA firms are required to undergo a HUD-REAC Quality Control Review to ensure certain audit and attestation services are provided in accordance with current standards. Financial Quality Assurance personnel from the U.S. Department of Housing and Urban Developments Office of Public and Indian Housing - REAC completed a Quality Control Review in March 2017 and found no issues. A copy of this letter is included on page 4-10.



REGULATORY ACTION

PEER REVIEW LETTER 2021



Flaherty Salmin LLP Certified Public Accountants
2300 Buffalo Road, Building 200, Rochester, NY 14624-1365
office 585 279-0120 fax 585 279-0166 www.fs-cpa.com

PrimeGlobal

Report on the Firm's System of Quality Control

To the Owners of Berman Hopkins Wright & LaHam, CPAs and Associates, LLP and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Berman Hopkins Wright & LaHam, CPAs and Associates, LLP (the firm) in effect for the year ended June 30, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including a compliance audit under the Single Audit Act and audits of employee benefit plans.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berman Hopkins Wright & LaHam, CPAs and Associates, LLP in effect for the year ended June 30, 2021 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail Berman Hopkins Wright & LaHam, CPAs and Associates, LLP has received a peer review rating of pass.

Flaherty Salmin LLP

Rochester, New York December 17, 2021

FIRM PROFILE

REGULATORY ACTION

REAC QUALITY ASSURANCE REVIEW LETTER

U.S. Department of Housing and Urban Development 550 12th Street, SW Suite 100 Washington, D.C. 20410



OFFICE OF PUBLIC AND INDIAN HOUSING REAL ESTATE ASSESSMENT CENTER

3/6/2017

Mr. Brian L. Nemeroff, CPA, Partner
Berman, Hopkins, Wright & LaHam, CPAs and Associates, LLP
8035 Spyglass Hill Road
Melbourne, FL 32940
E-mail: nemeroff@bermanhopkins.com

Dear Mr. Nemeroff:

Financial quality assurance (QA) personnel from the U.S. Department of Housing and Urban Development's Office of Public and Indian Housing – Real Estate Assessment Center (HUD-REAC) have completed a Quality Control Review (QCR) of certain audit and attestation services provided by Berman, Hopkins, Wright & LaHam CPAs and Associates, LLP (the Firm) to entities covered by the Uniform Financial Reporting Standards (UFRS) (24 CFR Part 5, Subpart H) and the Public Housing Assessment System (PHAS) (24 CFR Parts 901 and 902) regulations.

The objective of the QCR was to determine if the Firm performed these services in accordance with auditing standards generally accepted in the United States of America (GAAS); Generally Accepted Government Auditing Standards (GAGAS); the Office of Management and Budget's Circular A-133 (Circular A-133); Title 24 of the Code of Federal Regulations (24 CFR), Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Uniform Guidance); the American Institute of Certified Public Accountants' (AICPA) Statements on Standards for Attestation Engagements (SSAE); and applicable HUD requirements, including those specified in the Consolidated Audit Guide for Audits of HUD Programs, HUD Handbook 2000.04 (the Guide).

The Firm provided audit services to 28 entities: 22 public housing agencies (PHAs) and six multifamily projects with fiscal years (FYs) ending between January 1, 2015 and December 31, 2015. These entities were located in Florida and Texas, and collectively reported assets and revenues of approximately \$1.6 billion and \$1.1 billion, respectively. The QCR procedures included, but were not limited to, reviewing the Firm's audit documentation and audit reports for the following engagements:

FIRM PROFILE

REGULATORY ACTION

REAC QUALITY ASSURANCE REVIEW LETTER (CONTINUED)

U.S. Department of Housing and Urban Development 550 12th Street, SW Suite 100 Washington, D.C. 20410



OFFICE OF PUBLIC AND INDIAN HOUSING REAL ESTATE ASSESSMENT CENTER

Audits selected for QCR

| No. | Name | FYE | Assets | Revenues |
|--------|--|------------|---------------|---------------|
| FL119 | Boca Raton Housing Authority | 12/31/2015 | \$5,673,072 | \$9,159,489 |
| FL007 | Housing Authority of the City of Daytona Beach | 6/30/2015 | \$54,853,005 | \$14,263,626 |
| FL017 | Housing Authority of the City of Miani Beach | 6/30/2015 | \$34,432,201 | \$32,307,699 |
| FL001 | Jacksonville Housing Authority | 9/30/2015 | \$139,881,457 | \$73,522,077 |
| TX0001 | Housing Authority of the City of Austin | 3/31/2015 | \$107,913,874 | \$92,473,327 |
| FL003 | Housing Authority of the City of Tampa | 3/31/2015 | \$240,624,504 | \$427,628,510 |
| | | | \$583,378,113 | \$649,354,728 |

For entities covered by UFRS, PHAS, OMB Circular A-133/Uniform Guidance and HUD requirements, HUD-REAC relies on Certified Public Accountants (CPAs) to provide reasonable assurance about whether a PHA's or multifamily ownership entity's financial statements are free from material misstatements, whether caused by error or fraud. The financial statements are used as the basis for a participant's financial indicator score. Therefore, audits performed in accordance with GAAS and GAGAS are an essential component of the PHAS and multifamily scoring process.

Based on the QCR procedures performed, it is HUD's position that the Firm was in substantial compliance with applicable GAAS and GAGAS standards, OMB Circular A-133/Uniform Guidance, and applicable HUD requirements.

No further action is required by the Firm. Thank you for your cooperation during this review. If you have any questions, please call Mr. Wendell Conner at (336) 255-4821 or myself at (202) 746-6783.

Sincerely,

Darius Miknaitis Supervisory Auditor HUD/PIH/REAC

Financial Quality Assurance

Page 2





EXPERIENCE OF SUB-CONSULTANT

SUBCONTRACTOR / JOINT VENTURE INFORMATION

Berman Hopkins believes in subcontracting with small, women and minority business enterprises both in spirit and intent. We have successfully worked with several housing authorities utilizing such subcontractors. It is our desire and commitment to pursue a relationship with a subcontractor if required by the Authority if we are awarded the contract. Our goal is to maximize the percentage of subcontracted work to Section 3 business concerns, to the extent possible.

We understand the goals and objectives of the Authority. We have successfully utilized MBE/WBE/SBE on several contracts for many years and we recently secured three (3) new subcontractors for three (3) new clients. The specific description of the work will be allocated, performed and supervised by our managing staff and fieldwork.

Historically, over 25% of our subcontractors on audits of Public Housing Authorities have been Section 3 business concerns.

For this contract we will be working with M.L. Tharps & Associates, LLC. They are a certified SBE/MBE organization located in Milwaukee. His certifications are located on the following page:

PRIME CONTRACTOR AFFIDAVIT OF COMPLIANCE FOR PARTICIPATION IN THE HACM EMERGING BUSINESS ENTERPRISE PROGRAM

| Official Notice # | | 58128 | Date: February 5, 2024 | | | | |
|-------------------------------|--------------------|---|------------------------|---------------|------------------------------------|-----------------|---|
| Project | t Description: | Auditing & Financia | l Services | | | | |
| The bid | ldor/offororlo oo | mmitment for MDC n | articipation on | this projec | at io | 1 | () 0/ |
| | | ommitment for MBE p | · | | | | |
| | | mmitment for WBE p | • | | |) - | % |
| The bid | lder/offeror's co | mmitment for DBE pa | articipation on t | his projec | t is | | % |
| The bi % | dder/offeror's | commitment for Oth | her participation | on on thi | s project | is | *************************************** |
| | For Othe | r, indicate | type (e | .g. E | EBE, | SBE, | VOB): |
| Program. HACI | ∕l may reject and | y any bid or proposal I disqualify any bid if the acting with Emerging Bo | e contractor fails | to conside | | | |
| | any manner in th | that he/she has not di he preparation of the at proposal. | | | | | |
| | | understands, and agre HACM's Emerging Busi | | | | | |
| The undersigned | d also states that | all the above information | on is true and co | rect to the | best of his/ | her knowledg | ıe. |
| Berman Hopkir Company Name | ns CPAs & Assoc | ciates LLC | Authorized Sign | inature and | I Title | | |
| | | | Laura Anne | Pray, CPA | , Partner | | |
| Personally, came | e before me this | COUNTY OF day or ted the foregoing docur | march | | , 2 <u>0 2 4</u> n contained | for and on be | who ehalf of |
| IN WITNESS WI | HEREOF, I have | hereunto set my hand | and official seal. | | | | |
| Notary Public | monigue | love, State | of Florida | r | , County of | Brwaie | 1 |
| My Commission 5/1/2022 | Expires: | 29,2026 | Cor My Cor | MONIQUE D. RO | of Florida 282721 n 29, 2026 | Appendix | 21(h), Page 6 of 7 |

Date Form B Submitted 3/4/2024

FORM B

Initial List/Date _____

PRIME CONTRACTOR LIST OF EBE SUBCONTRACTORS

| | | | | | | | Revis | sed List/Dat | e | |
|--|-----------------------------|------------|---|------------|------------------------------|--|-----------------|----------------------------------|-------------------------------|---|
| This form must Contractor, is the | be fully co ree (3) busi | mp | lete ss o | ed. day | The dea | adline for submissing the bid or prop | sion o | f this docu pening dat | ıment to the e, or with th | HACM, by the Prime e bid or proposal. |
| Official Notice # _ | 58128 | | | | | | Date | March 4, | 2024 | |
| Project Description | n: <u>Auditing</u> | 3 & | Fin | and | cial Servic | es | | | | |
| Prime Contractor | Berman l | Нор | kin | s C | PA's & As | ssociates | | | | |
| Total Bid/Proposa | I Amount \$: | \$ | 859 | ,30 | 00.00 | | | | | |
| Consult Article targeted types of | | | | | | | to de | termine ta | rget subcor | ntract percentage and |
| MBE \$'s: | 20 | / % | of | Tot | al Bid | | DBE | \$'s: | /% | of Total Bid |
| WBE \$'s: | | / % | of ' | Tot | al Bid | | Othe | r \$'s: | /% | of Total Bid |
| List all proposed subcontractor(s) and material supplier(s) fo to obtain the appropriate EBE Participation. Copies of EBE ce | | | ial supplier(s) for copies of EBE cert | this p | roject. It is ons must be | s the bidder e submitted | with this form. | | | |
| Firm Name, Address, Email, and Contact I | | В | W B E | В | Other (indicate type) | Work to be Perform Material Supplie | | % of Total Bid or Proposal | Amount | Signature of EBE owner or representative needed to confirm all information herein |
| A.L. Tharps & Associates, LLC 845 N Farwell Ave., Suite 109, 3202 414) 278 - 8532 Jupesh Gupta rupesh.gupta@r | E4 | x | | | SBE | Auditing | | 20% | \$171,860.00 | aufestyft |
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City of Milwaukee

Office of Equity and Inclusion (OEI)

Small Business Enterprise Certification & Compliance Program

This certificate acknowledges

M. L. Tharps & Associates, LLC

As a Small Business Enterprise (SBE) owned, operated and controlled company, which has met the criteria established by the City of Milwaukee.

CERTIFICATE EXPIRES: 6/22/2024

| NAICS Code | Description |
|------------|--|
| 541211 | Office of Certified Public Accountants |
| 541214 | Payroll Services |
| 541219 | Other Accounting Services |
| 541511 | Custom Computer Programming Services |
| 541611 | Consulting Services |
| | |



Now Tenned

Chief Equity Officer

This certificate supersedes any certificate previously issued. If there is a material change in your small business status (i.e. business structure, ownership, day-to-day management, operational control, change of address), it is your responsibility to notify this office within thirty (30) days of such changes. The Office of Equity and Inclusion reserves the right to conduct a compliance review at any time to confirm continued certification eligibility. Furthermore, certification may be suspended or revoked upon findings of false, misleading or fraudulent information.



STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor Kathy Blumenfeld, Secretary Jana Steinmetz, Administrator

RECERTIFICATION

WI-2308 - MBE

The Department of Administration Division of Enterprise Operations having determined that

M.L. Tharps & Associates

Has successfully met the certification requirements as outlined in Wisconsin Administrative Code Adm. 84 and the policies adopted thereunder, hereby grants the designation of

Minority-Owned Business Enterprise

and is recognized as such until the expiration of registration and certification on Expiration: October 27, 2026

NIGP Codes:

91829 Computer Software Consulting

94610 Accounting and Billing Services (Including Payroll Services)

94620 Auditing

95823 Computer Management Services 95850 Fuel Management Services

NAICS Codes:

See online business directory at: https://wisdp.wi.gov

Product:

Accounting and management consulting services.

Authorized By: Khadijah Perry

Khadijah Perry

Equal Opportunity Specialist,

Wisconsin Supplier Diversity Program



PERSONNEL RESUMES



The following is the organization chart for the team we have established for HACM. The engagement team we are committing to the HACM are our best staff with many years of experience and a vast amount of PHA knowledge. **Their resumes are included on** page 7-3 through page 7-9. We do not anticipate any need to change the proposed audit team. All staff have capacity and availability to work on the engagement during the noted time frame. However, should a change be needed, we will notify the Authority to obtain written consent.





PERSONNEL RESUMES

AUDIT TEAM RESPONSIBILITIES AND OVERALL SUPERVISION

HOURS

The following members of the team have previously worked together on similar projects to HACM. Their projects and roles are reflected below, and on the following page.

| PROFESSIONAL | ROLE | ASSIGNED | RESPONSIBILITY |
|-------------------------|--|---------------|---|
| LAURA ANNE PRAY, CPA | PARTNER IN CHARGE | 125 hours | The Partner-in-Charge's principal function is to plan, monitor and review the adequacy of our audit procedures. She will be available as primary contact throughout the entirety of the contract. |
| BRIAN NEMEROFF, CPA | TECHNICAL REVIEW PARTNER | 24 hours | The Technical Review Partner, will provide additional oversight as needed to the engagement team and will perform a final review of all statements. |
| SEAN CEDAR, CPA | DIRECTOR OF PUBLIC HOUSING AUDITS | 110 hours | The Director will be available as needed for additional support or technical guidance that may arise during the course of the engagement. |
| BECKY SABETSKY, CPA | SENIOR AUDI MANAGER | T 49 hours | The Senior Audit Manager will share the responsibility of coordinating the engagement progress and supervising staff throughout fieldwork for the audit. |
| NICK DAVEY, CPA | AUDIT SUPERVISOR | 260 hours | The Audit Supervisor will take the lead role among the audit staff for the Authority completing complex testing procedures and financial statement preparation. |
| STEPHEN ROMAINE | STAFF AUDITOR | 91 hours | The Staff Auditor will perform testing procedures while closely supervised. |
| CHRISTINA ANDERSON | STAFF AUDITOR | 90 hours | The Staff Auditor will perform testing procedures while closely supervised. |

PERSONNEL RESUMES



LAURA ANNE PRAY CPA, PARTNER-IN-CHARGE

OVERVIEW

Mrs. Pray has over 18 years of public and governmental audit experience, primarily focused in accounting, auditing and tax experience with public housing authorities and their component units and affiliated entities. She is the Partner-in-Charge of all of the Firm's housing authority and related instrumentalities audits.

SIMILAR EXPERIENCES

Mrs. Pray has worked on Public Housing Authorities including, but not limited to, Housing Authority of the City of Los Angeles, Tampa Housing Authority, and Housing Authority of the City of Austin and Boca Raton Housing Authority. She has also worked with a variety of housing related entities including multi-family and LIHTC organizations.

AREAS OF EXPERTISE

Uniform Guidance Compliance

LIHTC entities

PHAS/SEMAP

GASB

Public Housing Authorities

PIH Notices

Multifamily Audits

MTW

AFFILIATIONS

AICPA Member

FICPA Member

FAHRO Member

NAHRO Member

GFOA Member

AHACPA Member

Prime Global Association of CPAs

EDUCATION, TEACHING & TRAINING

Personal Education

University of Florida B.S. in Accounting, 2004 University of Central Florida M.S. in Accounting, 2009

Recent Trainings Presented

SEMAP - It's Back!, NAHRO, 2022 Successful Audit and Accounting, Financial Update, NAHRO, 2022

Commissioner Oversight, NAHRO, 2023

GASB 96, SBITA - Update, 2023

Continuing Education

Mrs. Pray has completed the required hours of continuing professional education as required by Government Auditing Standards, the AICPA, the Florida Board of Accountancy, Florida Statutes, and Berman Hopkins' Quality Control Document. Mrs. Pray meets the governmental continuing professional education requirements, details of this are provided on page 7-12.

PERSONNEL RESUMES



BRIAN NEMEROFF CPA, TECHNICAL REVIEW PARTNER

OVERVIEW

Mr. Nemeroff has over 30 years of public and governmental audit experience, primarily focused in accounting, auditing and tax experience with not-for-profit entities, local governments and affiliated entities. He is the Technical Review Partner of all of the Firm's housing authority and component units.

SIMILAR EXPERIENCES

Mr. Nemeroff has worked on public housing authority entities including, but not limited to, the Housing Authority of the City of Austin, Housing Authority of New Orleans, Memphis Housing Authority, Jacksonville Housing Authority and Boca Raton Housing Authority.

AREAS OF EXPERTISE

Uniform Guidance Compliance

LIHTC entities

PHAS/SEMAP

GASB

Public Housing Authorities

PIH Notices

Multifamily Audits

MTW

AFFILIATIONS

AICPA Member

FICPA Member

FAHRO Member

NAHRO Member

GFOA Member

AHACPA Member

Prime Global Association of CPAs

GFOA ACFR Reviewer

Executive Committee of GAQC

EDUCATION, TEACHING & TRAINING

Personal Education

Florida State University B.S. in Accounting, 1992

Recent Trainings Presented

SEMAP - It's Back!, NAHRO, 2022 Successful Audit and Accounting, Financial Update, NAHRO, 2022

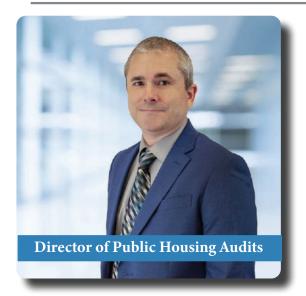
Commissioner Oversight, NAHRO, 2023

GASB 96, SBITA - Update, 2023

Continuing Education

Mr. Nemeroff has completed the required hours of continuing professional education as required by Government Auditing Standards, the AICPA, the Florida Board of Accountancy, Florida Statutes, and Berman Hopkins' Quality Control Document. Mr. Nemeroff meets the governmental continuing professional education requirements, details of this are provided on page 7-12.

PERSONNEL RESUMES



SEAN CEDAR CPA, DIRECTOR OF PUBLIC HOUSING

OVERVIEW

Mr. Cedar started at Berman Hopkins 20 years ago auditing PHAs. Mr. Cedar serves as the Manager-in-Charge on many of the Firm's housing authority audits. He works on all of the MTW agency audits that the firm handles. In addition, Mr. Cedar is responsible for technological advances in the Firm to maximize audit efficiencies and client communication and satisfaction.

SIMILAR EXPERIENCES

Mr. Cedar has worked on governmental entities including, but not limited to, Housing Authority of the City of Austin, Housing Authority of New Orleans, and Minneapolis Housing Authority.

AREAS OF EXPERTISE

Uniform Guidance Compliance

LIHTC entities

PHAS/SEMAP

GASB

Public Housing Authorities

PIH Notices

Multifamily Audits

MTW

AFFILIATIONS

AICPA Member

FICPA Member

FAHRO Member

AHACPA Member

Prime Global Association of CPAs

EDUCATION, TEACHING & TRAINING

Personal Education

Florida State University B.S. in Accounting, 2003

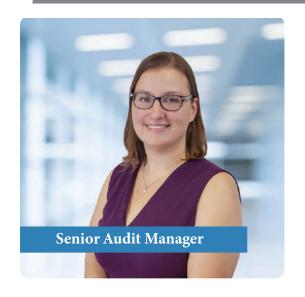
Recent Teaching and Training

Tips for Successful REAC Financial Submissions, 2019 CARES Act Reporting Guidance, April 2021 PHA Financial Update, 2022 GASB 96 - SBITA Informational Webinar, 2023

Continuing Education

Mr. Cedar has completed the required hours of continuing professional education as required by Government Auditing Standards, the AICPA, the Florida Board of Accountancy, Florida Statutes, and Berman Hopkins' Quality Control Document. Mr. Cedar meets the governmental continuing professional education requirements, details of this are provided on page 7-12.

PERSONNEL RESUMES



BECKY SABETSKY CPA, SENIOR AUDIT MANAGER

OVERVIEW

Ms. Sabetsky started at Berman Hopkins 11 years ago auditing PHAs. Ms. Sabetsky serves as the Manager-in-Charge on many of the Firm's housing authority audits and the LIHTC audits. She is on top of current issues facing Authorities including new GASBs, PIH notices, PHAS, SEMAP, Uniform Guidance, and the FDS, including REAC submissions.

SIMILAR EXPERIENCES

Ms. Sabetsky has worked on public housing authorities including, but not limited to, Housing Authority of the City of Austin, Tampa Housing Authority, and Jacksonville Housing Authority.

AREAS OF EXPERTISE

Uniform Guidance Compliance

LIHTC entities

PHAS/SEMAP

GASB

Public Housing Authorities

PIH Notices

Multifamily Audits

MTW

AFFILIATIONS

AICPA Member

FICPA Member

FAHRO Member

AHACPA Member

Prime Global Association of CPAs

EDUCATION, TEACHING & TRAINING

Personal Education

University of Phoenix M.S. in Accounting, 2013 Florida Institute of Technology B.S. in Biology, 2003

Recent Teaching and Training Tips for Successful REAC Financial Submissions, 2019

GASB 96 - SBITA Informational Webinar, 2023

Continuing Education

Ms. Sabetsky has completed the required hours of continuing professional education as required by Government Auditing Standards, the AICPA, the Florida Board of Accountancy, Florida Statutes, and Berman Hopkins' Quality Control Document. Ms. Sabetsky meets the governmental continuing professional education requirements, details of this are provided on page 7-12.

PERSONNEL RESUMES



NICK DAVEY CPA, AUDIT SUPERVISOR

OVERVIEW

Mr. Davey started at Berman Hopkins 10 years ago auditing public housing authority organizations. Throughout his career Mr. Davey has worked with PHAs of varying size and complexity. His experience includes compliance as well as financial aspects. Mr. Davey is directly involved in the management of audit engagements under the supervision of the Partner-in-Charge and Manager-in-Charge.

SIMILAR EXPERIENCES

Mr. Davey has worked on public housing authorities including, but not limited to, Jacksonville Housing Authority, Housing Authority of the City of Los Angeles, Housing Authority of the City of Austin, Fort Lauderdale Housing Authority, and the Housing Authority of New Orleans.

AREAS OF EXPERTISE

Uniform Guidance Compliance LIHTC entities PHAS/SEMAP GASB

Public Housing Authorities

PIH Notices

Multifamily Audits

MTW

AFFILIATIONS

AICPA Member

FICPA Member

Prime Global Association of CPAs

GFOA Member

AHACPA Member

EDUCATION, TEACHING & TRAINING

Personal Education

University of Central Florida

B.S. in Accounting, 2012

Continuing Education

Mr. Davey has completed the required hours of continuing professional education as required by Government Auditing Standards, the AICPA, the Florida Board of Accountancy, Florida Statutes, and Berman Hopkins' Quality Control Document. Mr. Davey meets the governmental continuing professional education requirements, details of this are provided on page 7-12.

PERSONNEL RESUMES



STEPHEN ROMAINE STAFF AUDITOR

OVERVIEW

Mr. Romaine started at Berman Hopkins 6 years ago auditing housing authorities. Mr. Romaine is directly involved in the performance of audit programs and procedures under the supervision of the Partner-in-Charge and Manager-in-Charge.

SIMILAR EXPERIENCES

Mr. Romaine has worked on public housing authorities including, but not limited to, Jacksonville Housing Authority, Housing Authority of the City of Los Angeles, Memphis Housing Authority, Boca Raton Housing Authority, and the Housing Authority of New Orleans.

AREAS OF EXPERTISE

Uniform Guidance Compliance LIHTC entities PHAS/SEMAP GASB

Public Housing Authorities PIH Notices Multifamily Audits MTW

AFFILIATIONS

AICPA Member FICPA Member

Prime Global Association of CPAs

FAHRO Member

AHACPA Member

EDUCATION, TEACHING & TRAINING

Personal Education

University of Central Florida

B.S. in Accounting, 2012

Continuing Education

Mr. Romaine has completed the required hours of continuing professional education as required by Government Auditing Standards, the AICPA, the Florida Board of Accountancy, Florida Statutes, and Berman Hopkins' Quality Control Document. Mr. Romaine meets the governmental continuing professional education requirements, details of this are provided on page 7-12.

PERSONNEL RESUMES



CHRISTINA ANDERSON STAFF AUDITOR

OVERVIEW

Ms. Anderson started at Berman Hopkins 2 years ago auditing housing authorities. Ms. Anderson is directly involved in the performance of audit programs and procedures under the supervision of the Partner-in-Charge and Manager-in-Charge.

SIMILAR EXPERIENCES

Ms. Anderson has worked on public housing authorities including, but not limited to, Tampa Housing Authority, Housing Authority of the City of Los Angeles, Memphis Housing Authority, Housing Authority of the City of Ft. Lauderdale and the Housing Authority of New Orleans.

AREAS OF EXPERTISE

Uniform Guidance Compliance

LIHTC entities

PHAS/SEMAP

GASB

Public Housing Authorities

PIH Notices

Multifamily Audits

MTW

AFFILIATIONS

AICPA Member

FICPA Member

Prime Global Association of CPAs

FAHRO Member

AHACPA Member

EDUCATION, TEACHING & TRAINING

Personal Education

Florida Institute of Technology

M.S., Accounting/Financial Forensics, 2021

Eastern Florida State College

B.S., Organizational Management/Accounting, 2020

Continuing Education

Ms. Anderson has completed the required hours of continuing professional education as required by Government Auditing Standards, the AICPA, the Florida Board of Accountancy, Florida Statutes, and Berman Hopkins' Quality Control Document. Ms. Anderson meets the governmental continuing professional education requirements, details of this are provided on page 7-12.

ENGAGEMENT TEAM

ENGAGEMENT TEAM PROFILE AND QUALIFICATIONS

LICENSING AND CONTINUING EDUCATION

We have a team of 100 professionals ready to serve your needs. The team members assigned to HACM come from the dedicated Public Housing Authority team at Berman Hopkins. The 15 members of our public housing authority ("PHA") team are specifically hired and trained to work on PHAs, and their instrumentalities and affiliates on a full-time basis. The members of this team have years of experience with PHAs and are dedicated to this industry.

All personnel assigned to this audit engagement have met or exceeded the governmental accounting education requirements for the State of Florida, which maintains one of the strictest CPA education requirements. Detailed CPE records are included on page 7-12. Our professional staffs licenses expire every two years and vary depending on the year they were first licensed. Our quality control processes require us to keep this file active by ensuring we receive a copy of all newly issued licenses as soon as they are received. Copies of Staff Licenses will be provided upon award of contract.

We are members in good standing with the American Institute of Certified Public Accountants (AICPA). The expiration date of our Firm license is December 31, 2025, at which time it will be promptly renewed. The CPAs employed at our firm have active and current individual licenses in the State of Florida issued by the Department of Business and Professional Regulation Board of Accountancy as Certified Public Accountants.

Below is a copy of the Firm's License.



LICENSING AND CONTINUING EDUCATION

MOBILITY CLAUSE

Berman Hopkins is covered to work in Wisconsin based on the Mobility Law in place and reciprocity. The Mobility Law states that a CPA who is not a resident of Wisconsin and whose principal place of business is outside of Wisconsin shall have the privileges granted to a Wisconsin CPA without the need to obtain a certificate or permit in Wisconsin if certain criteria are met. Berman Hopkins meets the necessary criteria outlined below.





THE RESOURCE FOR ALL YOUR LICENSURE NEEDS

Subscribe

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Initial Licensure

Reciprocal Licensure

Practice Privilege

Firm Registration

Relinquish A License

Log In

wisconsin

Wisconsin offers the following types of accounting licenses and privileges. Click on the tabs above to learn more about the requirements and procedures for each type of license.

initial certified public accountant license

Initial License

Certified Public Accountant License. Applicants who have passed the Uniform CPA Examination for the state of Wisconsin or any other jurisdiction and are not licensed to practice public accounting in any jurisdiction may apply for an Initial Certified Public Accountant License in Wisconsin.

license by endorsement

Reciprocal License

License by Endorsement. Applicants having a valid and unrevoked license to practice as a CPA from any jurisdiction and planning to relocate to Wisconsin must apply for a License by Endorsement.

practice privilege

Practice Privilege / Mobility / Interstate Practice

Practice Privilege. (For more information on Practice Privileges, please review Wis. Stat. § 442.025 and Wis. Admin. Code §§ Accy 3.001 et seq.)

Effective April 11, 2006, a CPA who does not have a principal place of business in and is not a resident of Wisconsin may exercise practice privileges in Wisconsin without the need to register, complete any forms, or pay a fee if the CPA has a valid license to practice from a substantially equivalent jurisdiction.

CPAs holding a valid license from a state that is not included in the list of substantially equivalent jurisdictions must apply for a license by endorsement UNLESS the person obtains verification from the National Association of State Boards of Accountancy National Qualification Appraisal Service that his or her individual qualifications are substantially equivalent to the certified public accountant licensure requirements of the American Institute of Certified Public Accountants/ National Association of State Boards of Accountancy Uniform Accountancy Act. Click Reciprocal Licensure above for additional information.

By entering the state and practicing without a Wisconsin license under the practice privileges statute, the CPA agrees to follow Wis. Stat. § 442.025(4) and is subject to investigation and disciplinary action for a violation of Wisconsin statutes or rules in the same manner as a Wisconsin licensee.



LICENSING AND CONTINUING EDUCATION

GOVERNMENT SPECIFIC CPE

The following is a detailed list of continuing professional education courses the engagement team members have taken in the past three (3) years. **Bold trainings are PHA specific.**

YEAR HOURS Single Audit Fundamentals Part 2: Major Program Determination 2 "" Part 3: Compliance Requirements & Internal Control Over Compliance 2 "" Part 4: Overview of Sampling & Single Audit Reporting Requirements 2 2020 Supplement and COVID-19 Single Audit Implications 2 **PHA Group Planning Meeting** 3 PHA and COVID-19 Update 1 **Government Single Audit Planning & Documentation Training** 1 Mid Year Audit & Assurance Update Part I & II 4 **Governmental Trial Balance and Planning Training** 1 **Governmental Cash Flows** 2 **Governmental Cash Auditing** 1 Governmental Accounts Receivable and Payable Auditing 1 **Governmental Fixed Assets Auditing** 1 **Professional Ethics** 4 **Governmental MD&A Training** 2 Audit & Assurance SIG Webinar 2 Audit & Assurance Year-End Update 8 Board Oversight - Monitoring 4 Key Areas for Commissioners 2 **PHAs: Achieving Fiscal Responsibility** 2 **CARES Act Reporting Guidance** 1 Audit Road Map: Where We Need To Go and How Do We Get There? 3 **GASB 87 Introduction** 2 **Auditing Accounts Receivable and Accounts Payable** 1 AICPA Peer Review Update Course 8 **PHA Conference: AHACPA** 16 **Analytical Procedures Audit & Assurance Update** 8 **Professional Ethics** 4 **Professional Communication Training** 1 Audit Road Map: Where We Need to Go and How Do We Get There? 3 GASB 87 Update Lease Standard No. 87, Are You Ready? 2 Lessee Ledger Webinar: Excel-based Lessee Accounting 1 **PHA Conference** 13.5 Governmental Financial Update 1 **Government Equity/Net Position Deep Dive** 2 Government and Not-for-profit Annual Update 8 **Professional Ethics** 4 **Pension and OPEB Reporting** 2 **Governmental Journal Entry Analysis**



DESCRIPTION OF SIMILAR ENGAGEMENTS

PHA CLIENT LIST

The following list denotes comparable projects on which key personnel have served in positions similar or comparable to their assigned responsibility and which were entered into in the last five (5) years.

St. Petersburg Housing Authority 2009 - 2022

Carolyn Avington, CFO

- P: (727) 323 3171 E: cavington@stpheteha.org
- Address: 2001 Gandy Blvd. N. St. Petersburg, FL 33702
- Engagements include Annual Financial Audit with a Single Audit for the Authority and separate audits of a component unit and an LIHTC entity.

Tampa Housing Authority 1998 - 2002, 2005 - Present

Jerome Ryans, Executive Director

- **P:** (813) 341 9101 x3390 **E:** jeromer@thafl.com
- Address: 5301 W. Cypress St. Tampa, FL 33607
- Engagements include Annual Financial Audit with a Single Audit for the Authority and 4 separate financial audits as well as tax work for component units. We have also performed a Break-Even analysis on a tax credit component unit and a HOPE VI Grant closeout.

Housing Authority of New Orleans 2017 - Present

Stacy Jackson, Acting Deputy Director of Administration, CFO

- P: (504) 670 3261 E: sjackson@hano.org
- Address: 4100 Touro Street New Orleans, LA 70122
- Engagements include Annual Financial Audit with a Single Audit for the Authority and 6 separate financial audits as well as tax work for component units.

Housing Authority of the City of Austin 2015 - Present

Michael Gerber, President & CEO

- **P:** (512) 477 4488 **E:** michaelgerber@hacanet.org
- Address: 1124 S. IH 35 Austin, TX 78704
- Engagements include Annual Financial Audit and Single Audit for the Authority, 7 Multifamily Audits and 3 separate financial audits as well as tax work for component units. Assistance with Public Housing Repositioning through the Rental Assistance Demonstration Program ("RAD"), 7 Mulitifamily.



DESCRIPTION OF SIMILAR ENGAGEMENTS

PHA CLIENT LIST (CONTINUED)

Housing Authority of the City of Fort Lauderdale 2004 - Present

Mike Tadros, CFO

- P: (954) 525 6444 E: mtadros@hacfl.com
- Address: 437 SW 4th Avenue Fort Lauderdale, FL 33315
- Engagements include Annual Financial Audit with a Single Audit for the Authority and 10 separate financial audits as well as tax work for component units and tax credit properties and multifamily entities.

Clearwater Housing Authority 2003 - Present

Jacqueline Rivera, ED

- P: (727) 461 5777 E: jrivera@clearwaterhousingauth.org
- Address: 28050 U.S. Hwy 19 N. Suite 103 Clearwater, FL 33761
- Engagements include Annual Financial Audit with a Single Audit for the Authority and 3 separate financial audits for programs of the Authority. We have also provided debt service letters for 3 of the Authority programs.

Jacksonville Housing Authority 1999 - Present

Dennis Lohr, CFO

- P: (904) 630 3810 E: dlohr@jaxha.org
- Address: 1300 Broad St. Jacksonville, FL 32202
- Engagements include Annual Financial Audit with a Single Audit for the Authority and a separate financial audit as well as tax work for a tax credit component unit. We have also performed a Break-Even analysis on a tax credit component unit.

Pinellas County Housing Authority 2004 - Present

Neil Thompson, CFO

- P: (727) 443 7648 E: nthompson@pinellashousing.org
- Address: 11479 Ulmerton Rd. Largo, FL 33778
- Engagements include Annual Financial Audit with a Single Audit for the Authority and 4 separate financial audits as well as tax work for a component unit.

Fort Walton Beach Housing Authority 2020 - Present

Gail Sansbury, ED

- P: (850) 243 3224 x 356 E: gail@fwbha.org
- Address: 27 Robinwood Dr. SW, Fort Walton Beach, FL 32548
- Engagements include Annual Financial Audit with a Single Audit for the Authority.



DESCRIPTION OF SIMILAR ENGAGEMENTS

PHA CLIENT LIST (CONTINUED)

Lakeland Housing Authority 2011 - Present

Ben Stevenson, ED

- P: (863) 687 2911 x.285 E: bstevenson@lakelandhousing.org
- Address: 430 Hartsell Ave. Lakeland, FL 33815
- Engagements include Annual Financial Audit with a Single Audit for the Authority.

Boca Raton Housing Authority 2003 - Present

Ashley Whidby, Executive Director

- P: (561) 206 -6200 E: awhidby@bocahousing.org
- Address: 2333A W Glades Rd. Boca Raton, FL 33431
- Engagements include Annual Financial Audit with a Single Audit for the Authority.

Palatka Housing Authority 2005 - Present

Anthony Woods, President, CEO

- P: (386) 329 0132 E: aewoods@palatkaha.org
- Address: 400 North 15th St. Palatka, FL 32177
- Engagements include Annual Financial Audit with a Single Audit for the Authority.

Hialeah Housing Authority 2018 - Present

Frank Mestre, DOF

- P: (786) 257 3490 E: fmestre@hileahhousing.org
- Address: 75 East 6th St. Hialeah, FL 33010
- Engagements include Annual Financial Audit with a Single Audit for the Authority and 2 separate financial audits for programs of the Authority.

Housing Authority of Miami Beach 2007 - 2009, 2013 - 2015, 2019 - 2021

KaTreena Washington, DOF

- P: (305) 532 6401 x.3207 E: katreena@hacmb.org
- Address: 200 Alton Rd. Miami Beach, FL 33139
- Engagements include Annual Financial Audit with a Single Audit for the Authority and a separate financial audit for programs of the Authority.



PHA CLIENT LIST (CONTINUED)

Housing Authority of the City of Fort Myers 2020 - Present

Sieglinde Chambliss, CFO

- P: (239) 344 3224 E: sieglinde@hacfm.org
- Address: 4224 Renaissance Preserve Way Fort Myers, FL 33916
- Engagements include Annual Financial Audit with a Single Audit for the Authority.

Arcadia Housing Authority 2020- Present

Becky-Sue Mercer, Executive Director

- P: (863) 949 4343 E: director@housingarcadia.org
- Address: 7 Booker T Washington Rd. Arcadia, FL 34266
- Engagements include Annual Financial Audit with a Single Audit for the Authority.

Collier County Housing Authority 2020 - Present

Angela Edison, Interim Executive Director

- **P:** (239) 657 3649 **E:** aedison@cchafl.org
- Address: 1800 Farm Worker Way Immokalee, FL 34142
- Engagements include Annual Financial Audit with a Single Audit for the Authority.

Housing Authority of the City of Los Angeles 2020 - Present

Patricia Kataura, Director of Finance

- P: (212) 252 2500 E: patricia.kataura@hacla.org
- Address: 2600 Wilshire Blvd. Los Angeles, CA 90057
- Engagements include Annual Financial Audit with a Single Audit for the Authority and 10 separate financial audits as well as tax work for component units and tax credit properties.

Biloxi Housing Authority 2020 - Present

Sarah E. Lyons, Controller

- P: (228) 374 7771 x217 E: slyons@biloxihousing.org
- Address: PO Box 447 Biloxi, MS 39533
- Engagements include Annual Financial Audit with a Single Audit for the Authority.



DESCRIPTION OF SIMILAR ENGAGEMENTS

PHA CLIENT LIST (CONTINUED)

Housing Authority of the City of Slidell 2021 - Present

Ron Frazier, Interim Executive Director

- P: (985) 726 9000 E: dd@slidellhousingauth.org
- Address: 1250 Martin Luther King Drive, Slidell, LA 70458
 Scope: Engagements include Annual Financial Audit with a Single Audit for the Authority.

Housing Authority of Fulton County 2020 - Present

Tanray A. Garcia, Interim Executive Director

- P: (404) 588 4950 x7012 E: tgarcia@hafc.org
- Address: 4273 Wendell Drive SW, Atlanta, Georgia 30336
- **Scope:** Engagements include Annual Financial Audit with a Single Audit for the Authority.

Housing Authority of South Bend 2020 - Present

Andy Delaney, CFO

- **P:** (574) 235 9440 **E:** adelaney@sbhaonline.com
- Address: 501 Alonzo Watson Dr., South Bend, IN 46601
- **Scope:** Engagements include Annual Financial Audit with a Single Audit for the Authority.

Houston Housing Authority 2022 - Present

Michael Rogers, VP Fiscal & Business Operations

- P: (713) 260 0500 E: mrogers@housingforhouston.com
- Address: 2640 Fountain View Drive, Houston, TX 77057
- **Scope:** Engagements include Annual Financial Audit with a Single Audit for the Authority and audit of their development corporation.

Minneapolis Housing Authority 2022 - Present

Tim Durose, CFO

- **P:** (651) 292 6191 **E:** tdurose@mplspha.org
- Address: 1001 N Washington Ave, Minneapolis, MN 55401
- **Scope:** Engagements include Annual Financial Audit with a Single Audit for the Authority and the Audit of one Component Unit.



DESCRIPTION OF SIMILAR ENGAGEMENTS

PHA CLIENT LIST (CONTINUED)

Grand Rapids Housing Commission 2023 - Present

Lindsey Reames, Executive Director

- P: (616) 235 2600 E:lindsey.reames@grhousing.org
- Address: 1420 fuller Ave. SE, Grand Rapids, MI 49507
 Scope: Engagements include Annual Financial Audit with a Single Audit for the Commission, 1 Multi-Family Audit and 3 Tax Credit Audits.

Memphis Housing Authority 2016 - 2019, 2022 - Present

Vicky Aldridge, CFO

- **P:** (901) 544 1298 **E:** valdridge@memphisha.org
- Address: 700 Adams Avenue, Memphis, TN 38105
- **Scope:** Engagements include Annual Financial Audit with a Single Audit for the Authority.

Homes for Good 2022 - Present

Jacob Fox, Executive Director

- P: (541) 682 2539 E: jfox@homesforgood.org
- Address: 100 W 13th Avenue, Eugene, OR 97401
- **Scope:** Engagements include Annual Financial Audit with a Single Audit for the Authority.

Los Angeles County Development Authority 2023 - Present

Matthew Fortini, Director of Finance and Budget

- **P:** (626) 262 4511 **E:** Matthew.Fortini@lacda.org
- Address: 700 W. Main Street, Alhambra, CA 91801
- **Scope:** Engagements include Annual Financial Audit with a Single Audit for the Authority and two related entity audits.

Mobile Housing Authority 2023- Present

Jeffery Bennett, Executive Director

- P: (251) 434 2200 E: jbennett@mobilehousing.org
- Address: 151 S. Claiborne Street, Mobile, AL 36602
- **Scope:** Engagements include Annual Financial Audit with a Single Audit for the Authority.



DESCRIPTION OF SIMILAR ENGAGEMENTS

HUD MULTI-FAMILY

| Bellamay Grand, LLC | 2016 - Present |
|-------------------------------------|----------------|
| Alachua Development, LLC | 2016 - Present |
| Lady Lakes Apartments, LLC | 2016 - Present |
| Wildwood Apartment Development, LLC | 2016 - Present |

Bob Martling, VP of Finance

- P: (813)-636-8860 E: rmartling@rathharper.com
- As the auditors of these entities we are engaged and have performed HUD compliance audits and agreed upon procedures including multifamily CFNC filing.

| Sailboat Bend, LTD | 2016 - Present |
|-------------------------------|----------------|
| Northwest Properties I, LTD | 2016 - Present |
| Dixie I, LTD | 2020 - Present |
| Dixie III,, LTD | 2020 - Present |
| Dr. Kennedy Homes, LTD | 2020 - Present |
| Federal Apartments, LTD | 2021 - Present |
| Northwest Properties III, LTD | 2021 - Present |

Mike Tadros, Chief Financial Officer

- P: (954)-556-4100 E: mtadros@hacfl.com
- As the auditors of these entities we are engaged and have performed HUD compliance audit, tax and agreed upon procedures for entities.

Reflections Consolidated Enterprise Fund CALHFA Properties 2020 - Present

Patricia Kataura, Director of Finance

- P: (212) 252 2500 E: patricia.kataura@hacla.org
- As the auditors of this entity we are engaged and have performed CalHFA compliance audit, consistent with HUD compliance audit, tax and agreed up procedures for entities.



HUD MULTI-FAMILY (CONTINUED)

Ransom Avenue Development Corporation

2022 - Present

Lindsey Reames, Executive Director

- P: (616)-235-2600 E: lindsey.reames@grhousing.org
- As the auditors of this entity we are engaged and have performed HUD compliance audit, tax and agreed upon procedures for entity.

Sound Side Apartments, LLC

2022 - Present

Gail Sansbury, Executive Director

- P: (850)-243-3224 x356 E: gail@fwbha.org
- As the auditors of this entity we are engaged and have performed HUD compliance audit, tax and agreed upon procedures for entity.



LOW INCOME HOUSING TAX CREDIT ("LIHTC") AND OTHER REAL ESTATE ENTITIES

Jacksonville Housing Authority {1 LIHTC entity} 1999 - Present

Dennis Lohr, CFO

- P: (904) 630 3810 E: dlohr@jaxha.org
- As the auditors of the JHA we are engaged and have performed numerous audit, tax, break-even analysis and consulting for a combination of LP, GP and Non Profit entities.
- 3 Entities
- 3 Separately Issued and Audited Financial Statements
- 6 Tax Returns

Tampa Housing Authority {1 LIHTC entity} 2005 - Present

Jerome Ryans, Executive Director

- P: (813) 253 0551 E: jeromer@thafl.com
- As the auditors of THA we are engaged and have performed numerous audits, tax, break-even analysis and consulting for a combination of LP, GP and Non Profit entities.
- 5 Entities
- 5 Separately Issued and Audited Financial Statements
- 2 Tax Returns

Housing Authority of the City of Fort Lauderdale {11 LIHTC entities} 2004 - Present

Michael Tadros, CFO

- **P:** (954) 525 6444 **E:** mtadros@hacfl.com
- As the auditors of the FTLHA we are engaged and have performed numerous audit, tax and consulting for a combination of LP,GP and Non Profit entities.
- 29 Entities
- 10 Separately Issued and Audited Financial Statements
- 30 Tax Returns

Grand Rapids Housing Commission {3 LIHTC entity} 2023 - Present

Kris Endres, Finance Manager

- P: (616) 235 2600 x1113 E: kris.endres@grhousing.org
- As the auditors of GRHC we are engaged and have performed numerous audits, tax and consulting for LP, GP and Non Profit Entities.
- 11 Entities
- 5 Separately Issued and Audited Financial Statements
- 6 Tax Returns



LOW INCOME HOUSING TAX CREDIT ("LIHTC") AND OTHER REAL ESTATE ENTITIES

Pinellas County Housing Authority {1 LIHTC entity} 2004 - Present

Neil Thompson

- **P:** (727) 443 7648 **E:** nthompson@pinellashousing.com
- As the auditors of the Pinellas County Housing Authority we are engaged and have performed audit, tax, and consulting contract for entities.
- 4 Entities
- 4 Separately Issued and Audited Financial Statements
- 10 Tax Returns

New Orleans Housing Authority {4 LIHTC entities} 2017 - Present

Stacy Jackson

- P: (504) 670 3261 E: sjackson@hano.org
- As the auditors of the HANO we are engaged and have performed audit, tax and consulting for entities.
- 6 Entities
- 6 Separately Issued and Audited Financial Statements
- 9 Tax Returns

Arcadia Housing Authority {1 LIHTC entity} 2020 - Present

Becky-Sue Mercer, Executive Director

- P: (863) 494 4343 E: director@housingarcadia.org
- As the auditors of the Arcadia Housing Authority we are engaged and have performed audit, tax and consulting for entities.
- 2 Entities
- 1 Separately Issued and Audited Financial Statements
- 1 Tax Returns

St. Petersburg Housing Authority {1 LIHTC entity} 2009 - Present

Carolyn Avington

- P: (727) 323 3171 E: cavington@stpeteha.org
- As the auditors of the SPHA we are engaged and have performed audit, tax and consulting for entities.

7-22



SCOPE OF SERVICES

Berman Hopkins understands the engagement will be for Annual Audit Services for the Housing Authority of the City of Milwaukee and Annual Audit Services for Travaux, Inc. We have read and are in agreement with the Scope of Services as outlined in the Request for Proposals. The following requirements for these services are to be adhered to as outlined in the RFP. We will provide auditing services for the fiscal year ending December 31, 2023, with the option at HACM's discretion to extend for an additional four, one-year terms. The audits will be performed in accordance with the following standards and guidelines:

- 1. Generally Accepted Accounting Principles (GAAP) as promulgated by the American Institute for Certified Public Accountants (AICPA).
- 2. Generally Accepted Government Auditing Standards (GAGAS) as published by the Government Accounting Office (GAO), for the PHA and Generally Accepted Auditing Standards (GAAS) for the LLC.
- 3. The provisions of OMB Circular A-133 and Uniform Guidance, as well as notice PH-95-31 and 98-14.
- 4. Auditing and reporting provisions of the applicable HUD Audit Guide for Low Income Housing Program for use by Independent Public Accounts.
- 5. All other related notices, publications, and applicable requirements of the Governmental Accounting Standards Board (GASB).
- 6. The attestation procedures will be performed in accordance with attestation standards established by the AICPA and the U.S. Department of Housing and Urban Developments Guidelines on Reporting and Attestation Requirements of Uniform Financial Reporting Standards (UFRS), dated March 2001.

We will express an opinion on whether the financial statements and balances are presented fairly, in all material respects, in conformity with Generally Accepted Accounting Principles (GAAP). We will also express an opinion on whether the Schedule of Federal Expenditures is presented fairly, in all material respects in relation to the PHAs financial statements as a whole.

SCOPE OF SERVICES

We will conduct an audit that reviews the PHA's financial statements, internal control systems and compliance with laws, HUD or other regulations, federal and/or state statutory requirements and contract provisions and/or grant agreements that may have a direct and material effect on HACM's programs.

If requested, we will perform additional testing on the Fiscal Year 2022 to gain comfort that the Fiscal Year 2023 beginning balances are properly stated in order to be able to issue an unmodified opinion on the 2023 audited financial statements.

We will follow up on any prior audit findings and perform procedures to assess the reasonableness of the summary

We will notify management of any issues or recommendations identified during the audit to allow ample time for discussion, further analysis and resolution. It is our practice that all potential issues are communicated to management, and responses evaluated, prior to issuance of the final management letter.

In the event that we become aware of irregularities, serious contract weaknesses and illegal acts during the course of the audits, we will make an immediate separate written report of all irregularities and illegal acts to the Chairperson of the Board of Commissioners of the Authority and the Finance committee.

We will also identify any follow-up audit work needed. We will identify audits for potential quality control reviews as well as identify issues that may require management attention.

The audited financial statements will include all required reports and schedules.

We will complete and sign specified sections of the Data Collection Form. We will also assure the appropriate on-time submission of the audited Financial Data Schedule to HUD.

We will present the audited financial statements to the Board of Commissioners as soon as possible after the completion of the audit but will be no later than the scheduled June board meeting. We will provide all requested copies and files.

We will prepare our work to meet all deadlines outlined by the RFP.

We will review and assist in the electronic submission as required for HUD's Real Estate Assessment Center.

No additional services will be performed unless authorized by a contract amendment.

AUDIT APPROACH AND METHODOLOGY

APPROACH FOR GAINING AND DOCUMENTING AN UNDERSTANDING OF THE CITY'S INTERNAL CONTROLS

We will perform an evaluation and test of the HACM's internal control structure. This will be accomplished by reviewing and testing the design of the control procedures related to each significant account balance, transaction, and disclosure from initiation to inclusion in the financial statements. We will interview the HACM's personnel involved in transaction processing and asset control and review written policies and procedure manuals as well as observe the process for compliance with the HACM's policies and procedures. For areas in which controls appear strong, we will perform tests of these controls in order to determine the level of reliance that can be placed upon them.

Our testing and evaluation of the internal control structure will greatly influence the timing, nature, and extent of the substantive and compliance audit procedures to be performed during the field work phase of our audit.

A solid understanding of the HACM's system of internal control is the foundation of our audit process. We will evaluate the HACM's system of internal control to assess the extent it can be relied upon to ensure accurate information, to ensure compliance with laws and regulations and to provide for efficient and effective operations. Our assessment of internal control is concentrated in the following areas:

A B \mathbf{C} D Inspection of Inquiries of documents and/or Observation by appropriate entity reports evidencing the auditor of the personnel regarding the design and/or performance of the the design and/or application of the relevant policy or Re-performance of application of relevant relevant policy or procedure by the the application of the internal control procedure by the policy or procedure HACM personnel; policy or procedure HACM's personnel; noting how the by the auditor and including the classes noting how the policy or procedure comparison between of transactions to policy or procedure is applied and by the results obtained which the policy or is applied and by whom; the classes by the auditor and by procedure applies, whom; the classes results obtained by the of transactions to how it is applied of transactions to HACM's personnel. which it applies; and and by whom, and which it applies; and the disposition of the disposition of the disposition of exceptions detected exceptions detected exceptions detected by the policy or by the policy or by the policy or procedure. procedure.

AUDIT APPROACH AND METHODOLOGY

APPROACH FOR GAINING AND DOCUMENTING AN UNDERSTANDING OF THE CITY'S INTERNAL CONTROLS

Our audit approach, as noted above, is based on obtaining an understanding of your internal control systems. This understanding, along with testing the significant control areas, will allow us to reduce substantive testing procedures, focus the audit approach to higher risk areas and gain efficiencies that may provide for the enhancement of quality audit recommendations as we audit the HACM. We will use this understanding to provide feedback in the management letter about opportunities in which you may have to strengthen controls or streamline processes.

AUDIT APPROACH AND METHODOLOGY

PROVEN METHODS FOR SUCCESS

Berman Hopkins utilizes a variety of programs, forms and reports to work effectively and efficiently in the manner that best suits our clients. While our preference is to perform our testing procedures onsite, we are fully prepared to execute your audit engagement in a remote setting if necessary due to any sort of visitation limitations.

We will setup the client assistance request list prior to audit planning to provide a roadmap of what documentation and assistance we would request from the Authority. We always try to utilize Authority's staff so that we are conducting an external, independent audit where management is responsible for the financial statements.

We communicate with GASB, the local HUD office and speak often with REAC representatives on a variety of issues to ensure that the online submission is clearly reported to minimize rejection errors and late submissions for all of our clients. Berman Hopkins utilizes ongoing and up to date internal checklists and protocols based on all of our PHA client's submission comments from REAC Analysts to facilitate a successful submission process. We have successfully completed our engagement responsibilities in a timely manner for all of our clients. We have qualified staff that are trained to specifically work on Housing Authorities.

AUDIT APPROACH AND METHODOLOGY

AUDIT METHODOLOGY

Berman Hopkins uses a risk-based audit approach. As such, our auditors maintain appropriate levels of professional skepticism at all times and objectively assess audit risk at relevant assertion levels based on various facts including, but not limited to, prior experience, strength of controls, the organizational structure and operations of the HACM, inherent risk of each audit area, and known or suspected fraud activity. We will promptly notify the HACM President/CEO in writing should we discover fraud, defalcations or similar irregularities involving federal funds. To streamline our audits, we utilize dual purpose testing to the extent possible in our sample selections that cover controls over compliance and substantive testing. In our efforts to provide a detailed and thorough audit, we consistently remain aware of, and will attempt not to interfere with the HACM staff's normal duties.

Our team finds it to be beneficial for all parties to perform most of the detailed testing while onsite. However, should it be necessary due to unforeseen travel limitations we are equipped to complete the engagement via a remote environment.



Our Firm uses various programs to streamline our audit processes. We have an online request list and share file that allows all team members to have access to the status reports and uploaded files at all times. We also utilize certain programs and processes to make our audit as efficient as possible. Data analysis programs for instance assist in our risk analysis of the Authority. We will use computer generated random number sampling techniques, with additional stratification of large populations that have a wide range of dollar values. This method will be used to test most areas including cash disbursements and tenant files. The sizes of our samples will depend on our annual evaluation of the PHA's internal control structure and assessed audit risk.

As part of our audit process, Berman Hopkins will obtain an in-depth understanding of the HACM's general operations, their computer system, their policies and their procedures in order to conduct an efficient and effective audit. Based on our review of these items, we will inform the HACM of any issues or concerns that we notice in order to prevent potential problems with compliance to HUD, Federal and State rules and regulations.

AUDIT APPROACH AND METHODOLOGY

Our overall audit approach is outlined as follows:

ENTRANCE CONFERENCE AND PLANNING

This stage of the audit can be completed within the first day of fieldwork after our selection as the HACM's auditor, or when convenient for HACM's staff. We will be prepared to discuss with the Chief Financial Officer prior to the commencement to discuss planning the audit approach of the HACM's financial statements, internal control systems and compliance with laws, regulations, and contract provisions and grant agreements that may have a direct and material effect on the HACM's programs.

Our entrance conference and planning procedures include, but are not limited to, the following:

- In-depth discussions with essential management and accounting personnel on audit needs and issues;
- Establishing the audit contacts' names and phone numbers;
- A preliminary review of prior year financial statements and work papers;
- Walking through various internal control processes;
- Developing an audit strategy using the risk assessment standards;
- · Preliminary analytical review; and
- Review of minutes and material contracts.

Berman Hopkins' personnel involved in fieldwork will be present at the HACM's location to perform their specific assignments. The Partner-in-Charge's principal functions are to plan, monitor and review the adequacy of our audit procedures. The Partner-in-Charge and manager are responsible for supervision of the staff's work and for approving overall fieldwork procedures, which include sampling and compliance testing. The Partner-in-Charge, manager and staff will work together to perform all financial auditing including sampling, compliance testing, account balance verification, preparation of proposed management findings and recommendations, and initial drafting of the financial statements while in the field.

AUDIT APPROACH AND METHODOLOGY

FIELDWORK

Fieldwork will be in part performed at the HACM's locations and can begin when convenient for the HACM's staff. We will schedule weekly status meetings with staff as needed to discuss the progress of the audit fieldwork and review outstanding requests and questions. This will ensure the audit stays on track. Audit fieldwork is generally separated into the following two components:

COMPLIANCE AND CONTROL TESTING

We understand that the HACM's success will, in part, be contingent upon verification of its compliance with laws and regulations, including 24 CFR, GAAP, GASB, and Uniform Guidance, which are applicable to all federal assistance programs. We ensure that direct and material compliance regulations are tested and reported upon through the use of comprehensive audit programs developed through applicable statutory guidance and years of experience.

Our compliance/control testing generally includes, but is not limited to, the following:

- Tenant file testing;
- Cash disbursements/payroll testing;
- Procurement process testing;
- HUD reporting requirements testing;
- SEMAP/PHAS Testing
- Waiting List procedures testing; and
- Other special test and provisions testing, as applicable.

FINANCIAL AUDIT STATEMENT

We understand the importance of the Authority to adhere to all applicable financial reporting guidelines. We design our financial statement audits to gather sufficient competent audit evidence to support our opinion on the fair presentation of the HACM's financial statements. To achieve this goal, Berman Hopkins has developed comprehensive audit programs specialized for our HUD-regulated clients. Based on these audit programs and our assessment of the risk of material misstatement, we will design our procedures to include the following:

Substantive tests of transactions, including:

- Support of account balances with invoices and confirmations;
- Vouching from books and records to source documents; and
- Tracing from source documents to books and records.

Analytical procedures, including:

- Ratio analysis;
- Prior year variance analysis; and
- Comparison of specific results to trends in the PHA sector and the economy as a whole.

AUDIT APPROACH AND METHODOLOGY

REVIEW WORK

The review of the audit procedures including compliance testing is a process that is principally performed in our office; however, it is often performed on site as work progresses. Berman Hopkins' Partner-in-Charge and Manager will review critical areas in the audit consisting of significant financial areas and compliance areas. The Partner-in-Charge and Manager will review all audit areas for compliance with Government Auditing Standards, Uniform Guidance, REAC and HUD Guidelines, and will review detailed work papers prepared to support our audit procedures related to the HACM's financial information.

EXIT CONFERENCE AND PRELIMINARY FINANCIAL STATEMENTS

Berman Hopkins' Partner-in-Charge and the Managers are responsible for preparing for the exit conference presentation and reviewing the preliminary draft financial statements and performing a review of the financial statements prior to their issuance to meet technical governmental auditing standards, as per Berman Hopkins' quality control dictates. The Manager is responsible for a detailed review of the financial statements, gathering the support for proposed findings and recommendations and preparation of the preliminary draft of the financial statements.

The Partner-in-Charge will hold an exit conference with the Executive Team and any other personnel that the Authority deems necessary to be present to review the draft financial statements and discuss potential findings and recommendations, if any.

We will meet with the Board member assigned to oversee the audit throughout the engagement and prior to the Board presentation to provide a detailed exit out briefing, if requested. In the event that, during testing, evidence of illegal acts, serious control weaknesses, other material-non-conformance or other irregularities arise, we will give prompt notice to the President/CEO. We do not anticipate that any issues not previously discussed in the course of our audit will arise since our Partner-in-Charge and Manager will continually brief the HACM's management and staff as the audit progresses. The exit interview can be scheduled at the HACM's convenience.

AUDIT APPROACH AND METHODOLOGY

FINAL FINANCIAL STATEMENTS

The final financial statements can be issued and distributed by Berman Hopkins within three (3) business days from receipt of the HACM's response to our findings and recommendations (if any). The Partner In-Charge and Manager are responsible for changes to the financial statements and proposed findings and recommendations. The Technical Review Partner is responsible for reviewing these modifications before releasing the financial statements. The auditor's work products that will be presented at the completion of the audit include the following:

- Report on the fair presentation of the financial statements of the HACM as a whole in conformity with generally accepted accounting principles;
- All applicable reports of State and Federal financial assistance in association with the Uniform Guidance;
- Auditor's opinion on the financial statements and required supplementary schedules, such as Schedule of Expenditures of Federal Awards, Financial Data Schedule, etc.;
- A report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with GAGAS;
- A report on compliance with direct and material requirements for each major program and on internal control over compliance in accordance with the Uniform Guidance;
- A schedule of findings and questioned costs;
- A copy of the Financial Data Schedule submitted to Real Estate Assessment Center;
- The Management Discussion and Analysis;
- A copy of specific adjusting journal entries and trial balance; and
- A summary of management letter recommendations.

BOARD PRESENTATION

We will be ready to present the audit for HACM and Travaux, Inc. to each respective Board at the scheduled meeting after the completion of the audit. Our presentation can be tailored to meet your agenda, as you request. The presentation is a joint effort of Berman Hopkins' Partner-in-Charge and Manager.

AUDIT APPROACH AND METHODOLOGY

MANAGEMENT LETTER

Management letters are not a required part of an audit; however, Berman Hopkins issues management comments as an additional opportunity for client service. This adds value to the audit process as a management tool. The matters typically included in our management letters include: observations and suggestions about operational or administrative efficiencies, business strategies, and other items of potential benefit, including improvements to internal controls, as well as deficiencies that are not, in the auditor's judgment, material weaknesses or significant deficiencies. We will attend annual meetings with the President/CEO and Board of Commissioners to present the audit report and review the management letter. Management letter comments may address matters such as the following:

- Weaknesses in accounting practices and controls that are not significant deficiencies or material weaknesses;
- Weaknesses and inefficiencies in controls not related to financial data;
- Operational inefficiencies, such as inefficient inventory management controls, and suggestions for improvement;
- Suggestions on "best practices" we have observed from other PHAs;
- New accounting pronouncements that will have an effect on the PHA and when they must be adopted; and
- Areas of improvement on HACM's scores.

ROLE IN REAL ESTATE ASSESSMENT CENTER (REAC) SUBMISSIONS

Berman Hopkins will provide the required reporting package in electronic format for the online submission. We understand that our fee will include our related attestation for the REAC online submission for the audited financial package, including the Bureau of Census Data Collection Form and all other items in the reporting package. We assist all of our clients with online submissions and are familiar with REAC guidelines. We communicated with GASB, the local HUD office and speak often with REAC representatives on a variety of issues to ensure that the online submission is clearly reported to minimize rejection errors and late submissions for all of our clients.

SOFTWARE UTILIZATION

SOFTWARE EXPERIENCE

As experienced PHA Auditors we have significant experience with a variety of PHA related softwares including but not limited to the following:

- > Yardi
- **➤** TenMast
- OnBase
- **EHCHAsys**
- Lindsey / MRI

Often times when working with a client we are able to obtain read-only access to their system and are able to run some of our own reports and inquiries. Our team members are able to navigate the software themselves which decreases the reliance on the Authority staff. This is preferred by us and we believe makes the audit process more efficient for all.

REQUEST LISTS

Berman Hopkins has created an audit request list specifically tailored for audits of public housing authorities which we will provide prior at the start of your audit. This list has been modified over the years based on disclosure requirements, audit standards, HUD rules and regulations, the A-133 single audit and will include the updates for the Uniform Guidance. It also includes certain items that we have experienced and have been made aware of by the REAC analysts to reduce possible rejection items in the submission to REAC. Included in the request list, we will provide templates for certain leadsheets of our working papers and roll forwards of your capital assets, long-term debt, and grant reconciliations in excel to assist with the preparation of the financial statements. In addition, we will provide HACM access to our secured portal for the transferring of electronic documents.



SOFTWARE UTILIZATION

AUDIT STATUS REPORT

Berman Hopkins utilizes Suralink, a workflow management software that includes a dynamic request list with secure file hosting and a streamlined dashboard to deliver a more efficient and organized engagement. At any point in time, the HACM staff can log into Suralink and get a real time status update of the audit engagement.

Suralink's dynamic request list is integrated with a secure file hosting system for seamless document request coordination. All audit requests are in one place, updated in real time, and accessible by the audit team and everyone that the Authority wishes to have access to the engagement. The streamlined dashboard provides a color-coded bird's eye view of the engagement status by both audit area and by individual requests. The HACMs staff can set up notifications to receive updates on audit progress at the interval of their choosing. A timeline of the engagement provides a clear audit trail and accountability of all activity in the system.

An audit status report can be exported from Suralink at any given moment. In addition to having instant access to the audit status, Suralink provides a medium for more effective communication between the HACM and Berman Hopkins audit staff. Conversations can be contained within each audit request without the need for convoluted e-mails that can cause confusion when multiple subjects are being discussed within a single message chain.

More information about Suralink can be found at www.suralink.com. The following audit status report would be sent via e-mail when requested. This example has been printed to PDF for inclusion in this proposal and can be found on the following pages.

SOFTWARE UTILIZATION

SAMPLE AUDIT STATUS REPORT



Professional Document Exchange. Request. Receive. Track. Manage.

Hello PHA Staff,

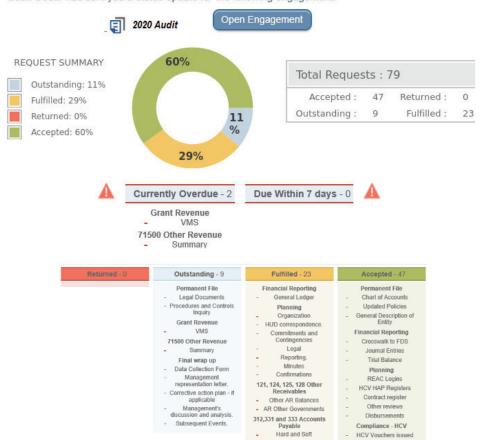


BERMAN HOPKINS

— CPAs & Associates, LLP

Berman Hopkins Wright & LaHam CPAs & Associates LLP

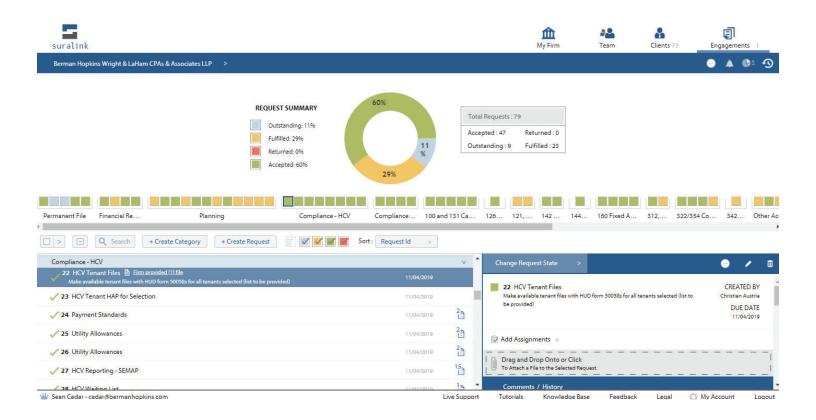
Sean Cedar has sent you a status update for the following engagement:





SOFTWARE UTILIZATION

EXAMPLES OF AUDIT STATUS REPORT AND SURALINK DASHBOARD



WORKING PAPER RETENTION AND ACCESS TO WORKING PAPERS

Working papers and reports will be retained by the Firm for a minimum of five (5) years, unless the Firm is notified by HACM to extend the retention period. We will make the working papers available, upon request, to the following parties or their designees as follows, HACM, auditors or entities of which HACM is a sub recipient of grant funds and other federal or state agencies as necessary. In addition, we will respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers.



COMPENSATION AND AUDIT TIMING

FEES AND STAFF HOURS

YEAR 1 FY2023 - FY2022 BEGINNING BALANCE TESTING

| PROFESSIONAL | HOURS | COMBINED RATE | TOTAL |
|--------------|-------|---------------|-------------|
| Mixed Levels | 50 | \$200 | \$10,000.00 |
| | TOTAL | _ | \$10,000.00 |

Note: The above amounts are an estimate based on information available in the RFP and the 2022 Financial Statements. Due to the Disclaimer of Opinion issued in the 2022 financial statements, additional work must be performed to be able to issue an unmodified opinion for the FY 2023 audit.

YEAR 1 FY2023 AUDIT AND TAX SERVICES

| PROFESSIONAL | HOURS | DISCOUNTED HOURLY RATE | TOTAL |
|-------------------|--------------|------------------------|--------------|
| Partner | 149 | \$300 | \$44,700.00 |
| Sr. Manager | 159 | \$250 | \$39,750.00 |
| Supervisor/Senior | 260 | \$190 | \$49,400.00 |
| Staff | 181 | \$155 | \$28,055.00 |
| Clerical | 28 | \$115 | \$3,220.00 |
| | \$3,000.00 | | |
| DI | (\$8,125.00) | | |
| | TOTAL | | \$160,000.00 |

OPTION YEAR 1 FY2024 AUDIT AND TAX SERVICES

| PROFESSIONAL | HOURS | DISCOUNTED HOURLY RATE | TOTAL | | | |
|-------------------|--------------|------------------------|-------------|--|--|--|
| Partner | 154 | \$300 | \$46,200.00 | | | |
| Sr. Manager | 163 | \$250 | \$40,750.00 | | | |
| Supervisor/Senior | 269 | \$190 | \$51,110.00 | | | |
| Staff | 186 | \$155 | \$28,830.00 | | | |
| Clerical | 30 | \$115 | \$3,450.00 | | | |
| | \$3,000.00 | | | | | |
| D | (\$8,540.00) | | | | | |
| | TOTAL | | | | | |

COMPENSATION AND AUDIT TIMING

FEES AND STAFF HOURS

OPTION YEAR 2 FY2025 AUDIT AND TAX SERVICES

| PROFESSIONAL | HOURS | DISCOUNTED HOURLY RATE | TOTAL | | | |
|-------------------|--------------|------------------------|-------------|--|--|--|
| Partner | 157 | \$300 | \$47,100.00 | | | |
| Sr. Manager | 168 | \$250 | \$42,000.00 | | | |
| Supervisor/Senior | 276 | \$190 | \$52,440.00 | | | |
| Staff | 193 | \$155 | \$29,915.00 | | | |
| Clerical | 30 | \$115 | \$3,450.00 | | | |
| | \$3,000.00 | | | | | |
| DI | (\$8,205.00) | | | | | |
| | TOTAL | | | | | |

OPTION YEAR 3 FY2026 AUDIT AND TAX SERVICES

| PROFESSIONAL | HOURS | DISCOUNTED HOURLY RATE | TOTAL | | | |
|-------------------|--------------|------------------------|-------------|--|--|--|
| Partner | 162 | \$300 | \$48,600.00 | | | |
| Sr. Manager | 173 | \$250 | \$43,250.00 | | | |
| Supervisor/Senior | 286 | \$190 | \$54,340.00 | | | |
| Staff | 198 | \$155 | \$30,690.00 | | | |
| Clerical | 32 | \$115 | \$3,680.00 | | | |
| | \$3,000.00 | | | | | |
| Di | (\$8,760.00) | | | | | |
| | TOTAL | | | | | |

OPTION YEAR 4 FY2027 AUDIT AND TAX SERVICES

| PROFESSIONAL | HOURS | DISCOUNTED HOURLY RATE | TOTAL |
|-------------------|--------------|------------------------|-------------|
| Partner | 168 | \$300 | \$50,400.00 |
| Sr. Manager | 179 | \$250 | \$44,750.00 |
| Supervisor/Senior | 295 | \$190 | \$56,050.00 |
| Staff | 204 | \$155 | \$31,620.00 |
| Clerical | 32 | \$115 | \$3,680.00 |
| | \$3,000.00 | | |
| DI | (\$9,500.00) | | |
| | \$180,000.00 | | |



FEES AND STAFF HOURS (CONTINUED)

Cost Control

Cost control is an essential part of any engagement. Berman Hopkins achieves this control in part by holding mandatory planning meetings for all personnel involved in the engagement. This allows everyone on our team to become familiar with the Authority's organizational structure, accounting system, and any other items specific to the Authority. Additionally, the Partner of the engagement will periodically analyze the progress of the engagement related to the number of hours devoted to that project. Any concerns are immediately communicated and resolved.

Payment Schedule

Invoices will be submitted monthly based on actual hours worked and reasonable and customary out-of-pocket expenses. Payments are due upon receipt of invoice.

Additional Services

To support our clients in reaching their goals as an organization we have determined that if the Authority needs additional services, we can perform these at the discounted rates as presented on the previous page.

COMPENSATION AND AUDIT TIMING

HACM AUDIT TIMING

Berman Hopkins staff is available to begin work on this engagement immediately upon execution of the contract. Planning the engagement would be done in conjunction with HACM's schedule and would specifically take into consideration the Authority's staff schedules. We will schedule the individual fieldwork tasks by staff classification and will make sure the job has proper supervisory coverage at all times. Once we schedule a job, we do not schedule any other concurrent jobs for staff assigned.

We plan and commit to meet your needs and exceed your expectations through the use of carefully devised planning strategies, closely monitored project schedules, and proven audit techniques and technology. Below is an outline of our time-frame for future years and we will adhere to your deadlines as indicated in your Request for Proposal:

| HACM TIMELII | NE | | | |
|---|------------|--------------------------------|-----------------------------------|--|
| ASAP | MAY - JUNE | JULY | AUGUST | 10 DAYS AFTER ISSUE OF AUDIT |
| | | | | |
| As soon as the Authority is ready, we will commence: Entrance Conference Audit Planning | Fieldwork | Review Work Draft Submitted | Final Report Statements Issued | No later than this date will we submit to REAC, HUD and DCF Board of Commissioners Presentation |



REFERENCES

REFERENCES



Contact: Jerome Ryans, Executive Director 5301 W. Cypress Street, Tampa, FL 33607

E-mail: jeromer@thafl.com Phone: (813) 341 - 9101

Date of Service: 1998-2002, 2005 - Present

Scope: Annual Financial Audit and Single Audit for the Authority and 4 separate financial audits as well as tax work for component units.



Contact: Michael Gerber, President 1124 South IH 35, Austin, TX 78704 E-mail: michaelg@hacanet.org

Phone: (512) 477 - 4488 **Date of Service:** 2015 - Present

Scope: Annual Financial Audit and Single Audit for the Authority and 6 separate financial audits as well as tax work for component units.



Contact: Stacy Jackson, Acting Deputy Director of Administration,

4100 Touro Street, New Orleans, LA 70122

E-mail: sjackson@hano.org Phone: (504) 670 - 3261 Date of Service: 2017 - Present

Scope: Annual Financial Audit and Single Audit for the Authority and 6 separate financial audits as well as tax work for component units.



Contact: Michael Tadros, CFO

437 Southwest 4th Avenue, Fort Lauderdale, FL 33315

E-mail: mtadros@hacfl.com Phone: (954) 525 - 6444 x2103 **Date of Service:** 2004 - Present

Scope: Annual Financial Audit and Single Audit for the Authority and 10 separate financial audits as well as tax work for component units and tax credit properties.



Contact: Neil Thompson, Chief Financial Officer 11479 Ulmerton Road, Largo, FL 33778

Phone: (727) 443 - 7648

Email: nthompson@pinellashousing.org

Date of Service: 2004 - Present

Scope: Annual Financial Audit and Single Audit for the Authority and six (6) separate financial audits as well as tax work for component units.

REFERENCES

CLIENT TESTIMONIALS

"The Housing Authority of the City of Austin (HACA) has enjoyed a five year auditing relationship with Berman Hopkins. During this period, our Authority converted our full 18-property portfolio to Project-Based Rental Assistance through HUD's Rental Assistance Demonstration Program (RAD). This transition created significant additional complexities, which Berman Hopkins handled efficiently and with great skill. HACA also, during this period, expanded our portfolio of affordable housing properties and continued to serve as a Project-Based contract administrator for HUD in the states of Texas and Arkansas. In short, because of growth to our Authority and changes in our programs, HACA's books are flexed and challenging. We have found Berman Hopkins to be a strong auditing partner for our Authority. We have high expectations around compliance, and meeting HUD and other auditing standards. Berman Hopkins assembled a strong team of professionals to complete our required audit, and throughout the year worked with our team to discuss the changing housing program landscape. They worked very well with our staff and board of commissioners, and we would recommend them to you unreservedly."

Michael Gerber - President, CEO Housing Authority of Austin michaelgerber@hacanet.org

"I am writing to give my highest possible recommendation for Berman Hopkins Wright & LaHam, CPAs and Associates, LLP. Berman Hopkins has been our auditors for over ten years. They have always performed their engagements in a timely manner to avoid any errors. In addition to the professionalism of the team, they are a wealth of knowledge in all HUD programs related to Housing and Tax Credit. The staff on site is always courteous and professional. In summary the Berman Hopkins team are excellent to work with and would be an outstanding asset to your Authority."

Michael Tadros - Chief Financial Officer Housing Authority of Fort Lauderdale mtadros@hacfl.com

10-2

REFERENCES

CLIENT TESTIMONIALS

"I would like to take this opportunity to express our appreciation to Berman Hopkins Wright & LaHam, CPAs and Associates, LLP as outstanding professionals who contributed to the Pinellas County Housing Authority achieving success as a high-performing entity. Berman Hopkins provides excellent advice on HUD/GAAP reporting requirements and provides specific training to our finance and accounting staff. I can attest to the extraordinarily competent staff this firm has assembled. Their technical knowledge and willingness to teach the same has the great advantage of allowing an organization to learn, thereby creating a lasting effect. I believe that Berman Hopkins will bring to every project the ability and dedication to structure solutions that are feasible and reared towards implementation. I highly recommend both the individuals and the Firm."

Neil Thompson - Chief Financial Officer Pinellas County Housing Authority nthompson@pinellashousing.org

10-3





VALUE ADDED SERVICES

Throughout the audit process, we will make suggestions and recommendations to the Authority staff on any areas that we believe can be improved. We consider this a mutual benefit for both the Authority and Berman Hopkins. Here is a sample of value-added services that Berman Hopkins has provided our Housing Authority clients in the past and present:

Best Practices for PHAs - Having a large client base of Public Housing Authorities provides us the opportunity to share policies, procedures and other information that provides benefit to other agencies.

Financial Data Schedule - Our team at Berman Hopkins possesses deep expertise in preparing the Financial Data Schedule ("FDS") as mandated by HUD and REAC. We streamline the process by importing your trial balance into our system, enabling seamless generation of the FDS for inclusion within your audited financial statements. Throughout the audit, we can readily provide "Live" FDS updates, reflecting all adjustments made since the initial unaudited submission to REAC. Upon completion, your final audited financial statements will include a meticulously formatted FDS guaranteed to pass all REAC systems validation checks for the audited submissions.

Compliance procedures - We consider ourselves to be in a Partnership with the Authority. A main aspect of our duties is to help train the Authority's staff to help reduce future audit discrepancies or findings. Our testing provides the opportunity for us to obtain a deep understanding of the processes and procedures in place to meet applicable compliance requirements. These tests typically include, but are not limited to:

- Tenant Recertifications and Documentation
- Intake and Waiting List Management
- Section 8 Management Assessment Program ("SEMAP")
- Disbursements and Allowability of Program Funds
- Purchasing and Procurement

Internal Control Analysis - As part of the audit process, we are required to obtain an understanding of the Authority's internal control. Berman Hopkins serves clients in a multitude of industries, more than just housing authorities, government agencies and nonprofits. Our vast knowledge of internal control systems allows us to make recommendations that can help the Authority improve certain processes, which not only will assist in the reduction of errors, but can lead to better managerial decisions as well.

Board Member Experience - Berman Hopkins Partner Brian Nemeroff is a Board Member of the Brevard County Housing Authority and has certain insights and a unique perspective to add to the audit engagement that goes above and beyond our competition.



VALUE ADDED SERVICES (CONTINUED)

Operating Efficiencies - Throughout the audit process we will conduct interviews with various levels of the Authority management and staff. These interviews can provide us insight to the specific skills and abilities of current staffing of the Authority. If we believe a change or realignment could minimize redundancies and/or create operation efficiencies to the Authority, we will share our observations and suggestions with the Authority's management.

Communication and Year Round Availability - Our commitment to service means your call or email will generally be returned in the same business day, if at all possible, and we guarantee a return call within twenty four (24) hours. We interact with our clients as often as needed, and are available year round to discuss new transactions and any accounting issues. These services are provided at no additional cost to the Authority and we believe that these will result in tangible efficiencies advantage for your Authority.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/7/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | - |
|-----------------------|-----------------------------------|--|--------|
| Melbourne | FL 32940 | INSURER F: | |
| 200 | | INSURER E : | |
| 8035 Spyglass Hill Rd | | INSURER D: | |
| Berman Hopkins Wright | & LaHam CPA's and Associates, LLP | INSURER C Socius Insurance Services, Inc. | |
| INSURED | | INSURER B RetailFirst Insurance Company | 10700 |
| Maitland | FL 32794 | INSURERA: Main Street America (NGM) | 29939 |
| 20 | | INSURER(S) AFFORDING COVERAGE | NAIC # |
| P.O. Box 948173 | | E-MAIL ADDRESS: erivera@lrainsurance.com | |
| LRA Insurance | | PHONE (A/C, No, Ext): (407) 838-3445 FAX (A/C, No): (407) 83 | 8-3460 |
| PRODUCER | | CONIACT Elizabeth Gonzales Quiles | |

COVERAGES CERTIFICATE NUMBER: 24/25 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| | ACLUSIONS AND CONDITIONS OF SUCITE | ADDL SUB | R | 2/0 | | [| |
|-------------|--|----------|--------------------|----------------------------|----------------------------|--|-----------|
| INSR LTR | TYPE OF INSURANCE | INSD WVI | | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
| | X COMMERCIAL GENERAL LIABILITY | | | | | EACH OCCURRENCE \$ | 1,000,000 |
| A | CLAIMS-MADE X OCCUR | | a. 17 | | 142 276 | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ | 500,000 |
| | | | BPG3806P | 1/26/2024 | 1/26/2025 | MED EXP (Any one person) \$ | 10,000 |
| | | | | | | PERSONAL & ADV INJURY \$ | 1,000,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | GENERAL AGGREGATE \$ | 200,000 |
| | X POLICY PRO- JECT LOC | | | | | PRODUCTS - COMP/OP AGG \$ | 2,000,000 |
| | OTHER: | | | | | Employee Benefits \$ | 1,000,000 |
| | AUTOMOBILE LIABILITY | | | | | COMBINED SINGLE LIMIT (Ea accident) | |
| A | ANY AUTO | | | | | BODILY INJURY (Per person) \$ | |
| | ALL OWNED SCHEDULED AUTOS | | BPG3806P | 1/26/2024 | 1/26/2025 | BODILY INJURY (Per accident) \$ | |
| | X HIRED AUTOS X NON-OWNED AUTOS | | | | | PROPERTY DAMAGE (Per accident) | |
| | | | | | | Hired & Non-Owned Auto | 1,000,000 |
| | X UMBRELLA LIAB X OCCUR | | | | | EACH OCCURRENCE \$ | 4,000,000 |
| A | EXCESS LIAB CLAIMS-MADE | | | | | AGGREGATE \$ | 4,000,000 |
| | DED RETENTION \$ | | CUG3806P | 1/26/2024 | 1/26/2025 | | |
| | WORKERS COMPENSATION AND EMPLOYERS LIABILITY | | | | | X PER OTH- STATUTE ER | |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE | N/A | | | | E.L. EACH ACCIDENT \$ | 1,000,000 |
| В | OFFICER/MEMBER EXCLUDED? (Mandatory in NH) | N/A | 0520-10011 | 1/1/2024 | 1/1/2025 | E.L. DISEASE - EA EMPLOYEE \$ | 1,000,000 |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | E.L. DISEASE - POLICY LIMIT \$ | 1,000,000 |
| С | Professional Liability | | 121 APL 0214965-00 | 11/11/2023 | 1/1/2025 | Each Claim | 2,000,000 |
| | | | | | | Aggregate | 2,000,000 |
| l | | | | | | | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

| CERTIFICATE HOLDER | | CANCELLATION |
|--------------------|--|--------------|
|--------------------|--|--------------|

Housing Authority of the City of Milwaukee Attn: Purchasing/Contract Services 809 N. Broadway Milwaukee, WI 53202

ACCORDANCE WITH THE POLICY PROVISIONS.

THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE

AUTHORIZED REPRESENTATIVE

Robert Adamson/LIZ

Fotal Chi



DESIGNATION OF PROPRIETARY AND CONFIDENTIAL INFORMATION

Material submitted in response to Official Notice 58128 – Auditing Services includes proprietary and confidential information that qualifies as a trade secret, as provided in Section 19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, the Offeror asks that certain pages, as indicated below, of this proposal be treated as confidential material and not released without the Offeror's written approval. Therefore, I am providing the following information with the express understanding that it is being submitted to HACM under a pledge of confidentiality. I would not have submitted this information had the Housing Authority not pledged to keep it confidential, and I request that the following pages not be released:

| Section | Page | Topic and Reason for Confidentiality |
|-------------|---------------|---|
| N/A | | |
| 05550000.45 | NE CALITIONED | THAT THE ENTIRE PROPOSAL MAY NOT EAST WITHIN THE CONFINES OF THE |
| | | THAT THE ENTIRE PROPOSAL MAY NOT FALL WITHIN THE CONFINES OF THE TO SUCH BLANKET CLAIMS WILL NOT BE HONORED. |

FAILURE TO INCLUDE THIS DESIGNATION IN THE PROPOSAL RESPONSE MAY MEAN THAT ALL INFORMATION PROVIDED AS PART OF THE PROPOSAL RESPONSE WILL BE OPEN TO EXAMINATION AND COPYING.

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY.

| Young Du Jones | 321-757-2020 | |
|---------------------------------------|----------------------------------|--|
| Signature (Authorized Representative) | Telephone Number | |
| Laure Anne Pray, CPA | Berman Hopkins CPAs & Associates | |
| Name (print) | Company Name | |
| Partner | February 5, 2024 | |
| Title | Date | |

HACM, as custodian of these public records, has the obligation, pursuant to the Public Records Law, to determine whether the above information can be kept confidential. HACM will notify any Offeror if a determination is made that the requested information cannot be kept confidential. Generally, proposals are available for public review after HACM has awarded a contract.

Proprietary information submitted in response to this Request for Proposals will be handled in accordance with applicable HACM procurement regulations. An Offeror responding to this proposal should not include any proprietary information as part of its proposal unless the Offeror: 1) designates the specific information that it maintains is proprietary/confidential and the reason(s) for such designation in a separate document (such as this form) to HACM; and 2) identifies the specific information where it occurs within the Offeror's proposal. HACM's preference is for the Offeror to segregate all information designated as confidential into one section of the proposal and/or a separate document for easier removal to maintain its confidential status. The Offeror should clearly indicate which portion of the information is confidential and where this information is located within the proposal, i.e. under separate cover, in confidential Section No. ______, etc. Data contained in the proposal and all documentation becomes the property of HACM.



MELBOURNE

8035 Spyglass Hill Road Melbourne, FL 32940 321-757-2020

ORLANDO

255 South Orange Avenue, #1200 Orlando, FL 32801 407-841-8841

bermanhopkins.com