

The Housing Authority of the City of Sheboygan, Wisconsin  
Request for Audit Proposal

The Housing Authority of the City of Sheboygan requests proposals for an audit of the Authority's Project WIS47-1, WIS 47-2, Park Plaza, WISV047, Capital Fund Program and General Fund as prescribed by the U.S. Department of Housing and Urban Development (HUD). These projects include low income housing (135 units), capital grant, housing choice vouchers, project based vouchers (105) and non-federally assisted projects (80 units).

The period to be included in the audit will be the fiscal year of the projects beginning April 1, 2019 and ending December 31, 2020. An audit by a CPA firm was done prior to this period covering April 1, 2018 through March 31, 2019. The Authority has no modernization funds, receives no PFS funding and has no projects in development.

The audit shall be done in a manner acceptable to HUD and must be done in compliance with current HUD requirements. This audit must be done in a manner that meets the requirements of various GASB statements. Bidders should be familiar with all the audit procedures of HUD handbook(s) and HUD notices and provide an audit report that meets those requirements. The Housing Authority is depreciating property. Only certified public accountants licensed to practice in Wisconsin are acceptable.

Eight paper and one electronic copy of the audit report will be required.

Bids should be presented on a total cost basis on the enclosed bid form. All bids should be delivered to the Authority in a sealed envelope clearly marked "AUDIT BID". All bids will be opened at the office of the Authority, 611 North Water Street, Sheboygan, WI 53081 at 11:30am on Monday, September 14, 2020. No bids will be accepted after that time. Bids may be mailed and should be addressed to the Housing Authority, P.O. Box 1052, Sheboygan, WI 53082-1052, and clearly marked "AUDIT BID". Bids may also be emailed to [joe.rupnik@sheboyganha.com](mailto:joe.rupnik@sheboyganha.com). The Authority reserves the right to reject any or all bids.

The records of the Authority will be available for audit after February 28, 2021. The completed audit report must be received by the Authority no later than June 30, 2021 in both print and electronic form.

For further information contact:

Joe Rupnik, Executive Director  
Sheboygan Housing Authority  
611 North Water Street, P.O. Box 1052  
Sheboygan, WI 53082-1052

Voice: 920-459-3466, Fax: 920-459-4097, email: [joe.rupnik@sheboyganha.com](mailto:joe.rupnik@sheboyganha.com)

Bids for Audits for the Housing Authority of the City of Sheboygan, Wisconsin:

(For Authority accounting purposes, please give a break down by project for you bid for Audit Proposal 1)

Project WIS 47-1 \$ \_\_\_\_\_

Project WIS 47-2 \$ \_\_\_\_\_

Project Park Plaza \$ \_\_\_\_\_

Project WI39-V047-008/017 \$ \_\_\_\_\_

Project General Fund \$ \_\_\_\_\_

Total Audit Proposal 1 \$ \_\_\_\_\_

Project WHEDA 038 (Audit Proposal 2) \$ \_\_\_\_\_

(48 units)

Total Combined Bid \$ \_\_\_\_\_

Name of Bidding Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Address of Firm: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_