

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 a non-federally assisted project (80 units). There is one additional property, WHEDA 038 with 48 units. We are asking for a three-year contract.

We are asking for a three-year contract bid for the years ending December 31, 2024, 2025 & 2026. Our year-end books are typically reconciled in February and the fieldwork needs to be completed by May. Hawkins Ash CPAs, LLP performs the Unaudited FDS. SHA Federal Awards expended in the past year \$1,657,486. The audit needs to be completed in accordance with Uniform Guidance. The Authority has no modernization funds and receives no PFS funding.

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.

Six 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, April 14, 2025. 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 melody.hermann@sheboyganha.com. The Authority reserves the right to reject any or all bids.

The completed audit report must be received by the Authority no later than September 30, 2025 (September 30th is the date the audit needs to be submitted to the Federal Audit Clearinghouse) in both print and electronic form. For further information contact:

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

Voice: 920-459-3422, email: melody.hermann@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: _____