



## **Solicitation for Independent Professional Audit Services**

**(RFP No: 2025-001)**

**Proposal Due: Tuesday, October 7, 2025, at 5:00 PM CST**

The proposal must be delivered to the Housing Authority of the City of Georgetown, Texas (GHA) no later than 5:00 PM CST on October 7, 2025. Late submittals will not be accepted.

Nikki Brennan, Executive Director

Phone: 512-863-5565 Ext. 5

[Nikki.Brennan@Georgetownha.org](mailto:Nikki.Brennan@Georgetownha.org)

210 West 18<sup>th</sup> Street

Georgetown, Texas 78626

## **RFP Schedule**

All times are Central (CST).

Milestone	Date / Time
Issue RFP	September 3, 2025
Questions Deadline	September 17, 2025 (by 5:00 PM CST)
Proposals Due	October 7, 2025 (by 5:00 PM CST)

### **1. Introduction & Purpose**

The Housing Authority of the City of Georgetown, Texas (the “Authority” or “GHA”) respectfully requests proposals from qualified independent public accounting firms (“Independent Public Auditor,” “IPA,” or “Respondent”) to perform independent professional audit services for the fiscal year ending September 30, 2025, with an option to renew for up to two additional years for the fiscal years ending September 30, 2026 and September 30, 2027, subject to mutual agreement of scope and fees. This RFP seeks a firm fixed price for FY 2025 only. Pricing for optional years is not requested and will not be evaluated as part of this solicitation.

### **2. Background**

GHA is a political subdivision of the State of Texas governed by a seven-member Board of Commissioners. The Authority was formed to provide desirable homes and communities for lower income individuals and families through collaborations with public and private enterprises. Primary activities include the Low Rent Public Housing (LRPH) and Housing Choice Voucher (HCV) programs funded by the U.S. Department of Housing and Urban Development (HUD).

GHA provides case management and coordination services through the Resident Opportunities and Self-Sufficiency (ROSS) Program to support LRPH residents to age in place and make progress toward economic and housing self-sufficiency.

Current operations include 158 LRPH units, administration of 105 vouchers and approximately 37 portability units. GHA is the property manager for Shady Oaks GHA Housing, L.P., a 60-unit LIHTC property receiving Project-Based Section 8 assistance. On April 30, 2024, through GHA Shady Oaks Partner, LLC and GHA Shady Oaks, LLC, the Authority acquired 100% of the interests in Shady Oaks GHA Housing, L.P., after which the partnership meets the criteria to be reported as a blended component unit of the Authority.

## 2.1 Component Units & Related Entities

- **Georgetown Shady Oaks Housing Development Corporation (Shady Oaks HDC):** Non-profit formed in 1988 to provide affordable housing; board members are GHA commissioners.
- **Georgetown Housing Opportunities Corporation (GTHOC):** Public facility corporation formed in 2007; currently no activities.
- **Georgetown Public Facility Corporation No. 1 and No. 2 (GTPFC 1 & GTPFC 2):** Formed in 2007; authorized to acquire real property and issue tax-exempt bonds; currently no activities.
- **GHA Developers, LLC:** Texas LLC formed in 2008; sole member is GTPFC 1; currently no activities.
- **GHA Sierra Ridge, LLC:** Texas LLC formed in 2007; sole member is GHA; GP of Georgetown Sierra Ridge Housing, L.P.; currently no activities.
- **GHA Shady Oaks, LLC:** Texas LLC formed in 2007; sole member is Shady Oaks HDC; GP of Shady Oaks GHA Housing, L.P. (Shady Oaks Partnership).
- **GHA Shady Oaks Partner, LLC:** Created in 2024; sole member/manager is Shady Oaks HDC; acquired all partnership interests in Shady Oaks Partnership on April 30, 2024.
- **Shady Oaks GHA Housing, L.P. (Shady Oaks Partnership):** Texas limited partnership owning a 60-unit LIHTC property; classified as a blended component unit effective April 30, 2024.
- **GHA Liberty Hill MM, LLC:** Texas LLC formed in 2025; managing member .001% GHA owns the land and entered into a ground lease agreement for the purpose of developing affordable housing.

The Authority Funding sources include HUD programs, local private bank financing, the HOME Investment Partnerships (HOME) Program, and the Community Development Block Grant (CDBG) program. GHA is currently completing three years of Capital Fund Program (CFP) grants.

### **3. Scope of Services**

- Audit the financial statements of GHA and its blended component units for the fiscal year ending September 30, 2025, in accordance with GAAS and Government Auditing Standards (GAGAS).
- If federal expenditures meet the threshold, conduct a Single Audit in accordance with 2 CFR Part 200, Subpart F, including testing of internal control over compliance and compliance for major programs (e.g., HCV, LRPH, CFP, ROSS, CDBG).
- Prepare and successful submission of the Financial Data Schedule (FDS) to HUD's REAC/FASS-PH, including consolidation entries and mapping for the Authority and blended component units.
- Issue audited financial statements including required supplementary information (RSI), supplementary schedules, and combining statements for component units as required by HUD, the State of Texas, and GASB.
- Provide the Independent Auditor's Report(s); on internal control over financial reporting and compliance; and, if applicable, the Single Audit reports (Report on Compliance for Each Major Program and on Internal Control over Compliance).
- Make required communications to those charged with governance per AU-C 260 and, as applicable, communicate significant deficiencies and material weaknesses per AU-C 265.
- Conduct entrance and exit conferences; provide status updates during fieldwork; and present results to the Board of Commissioners.
- Provide a management letter with practical recommendations for strengthening internal controls, financial reporting, and compliance.
- Provide technical advice on accounting and presentation for Shady Oaks GHA Housing, L.P. as a blended component unit, including consolidation and LIHTC-related considerations.
- Provide up to ten (10) hours of consultation during the year on accounting/reporting matters related to HUD programs, LIHTC, FDS mapping, and GASB implementation (outside of audit fieldwork), included in the fixed fee.

#### **4. Deliverables & Timeline**

Final audited financial statements, required reports, management letter, and successful REAC/FASS-PH FDS submission must be completed by **June 15, 2026**. Draft financial statements and FDS should be provided to GHA for review by **May 15, 2026**.

HUD FASS-PH / REAC deadlines for FYE September 30, 2025:

- Unaudited Financial Data Schedule (FDS) due: November 30, 2025.
- Audited FDS due: June 30, 2026 (nine months after fiscal year end).
- No extensions are allowed for audited submissions (24 CFR 902.60).

Deliverables:

- Audited financial statements (searchable PDF).
- Management letter (PDF).
- Single Audit reporting package, if applicable (SEFA, auditor reports, and corrective action plan).
- Successful FDS submission to REAC, with confirmation notice.
- Board presentation summarizing results and key recommendations.
- Up to three (3) bound or professionally printed copies upon request.

#### **5. Contract Term**

The initial contract term covers the audit for the fiscal year ending September 30, 2025, with up to two (2) optional one-year renewals for the fiscal years ending September 30, 2026, and September 30, 2027, subject to satisfactory performance and mutual agreement of scope and fees.

#### **6. Minimum Qualifications**

- Licensed CPA firm in the State of Texas and in good standing; provide Texas license number(s).
- Current external peer review report with rating and letter of comments, if any.
- Demonstrated experience auditing PHAs and HUD programs; include recent PHA references.

- Compliance with Yellow Book CPE requirements for all auditors assigned.
- Demonstrated capacity to meet the schedule and deliverables described herein.
- Independence with respect to the Authority as defined by applicable standards.

## **7. Proposal Submission Requirements**

Proposals must include, at a minimum:

- Any exceptions to the terms in this RFP (submitted on a separate page).
- Confirmation of compliance with the Scope of Services and Deliverables & Timeline requirements.
- At least three (3) references for comparable PHA/HUD audits (include contact information).
- Demonstration of in-depth knowledge of HUD accounting and regulations specific to Housing Authority programs.
- Evidence of State of Texas licensure and most recent external peer review report.
- Fixed fee by engagement year FY 2025 only, and FY 2026-2027 are renewal options subject to mutual agreement of scope and fees.
- Detailed audit approach and timeline, including interim planning, fieldwork, and reporting milestones.
- Proposed audit team with résumés and role descriptions (Partner/Manager/Senior/Staff).
- Firm profile and qualifications; description of relevant governmental/HUD/LIHTC experience.
- Cover letter identifying the firm, contact person, and acknowledgment of addenda (if any).

## **8. Evaluation Process**

- An Evaluation Committee is formed
- All submittals are evaluated individually on qualifications and experience of the Respondent. The evaluation will consist of a qualitative review of the proposal to determine how it meets the minimum requirements.
- The PHA reserves the right to make an award based solely on the proposal or to negotiate further with the selected Respondent.
- The PHA reserves the right to make no award or decline to enter negotiations should it believe that no Respondent to the RFP would be capable of delivering

the necessary level of service within an acceptable price range and/or the time period.

## 8. Evaluation Criteria

Criteria	Points
Demonstrated experience in all aspects of Public Housing Agency management and operations.	5
Methodology or approach to perform the services.	15
Capacity and ability to manage and complete the audit within applicable guidelines.	15
Understanding of statutory and/or regulatory framework governing GHA.	10
Proposed estimated cost for completion of the Audit for FY 2025.	20
Demonstrated experience completing Financial and Operational Audits of PHAs in accordance with applicable guidelines.	35

Total Possible Points: 100

## 9. Administrative Terms & Conditions

- GHA may reject any and all proposals, re-advertise, postpone, or cancel this RFP at its discretion; evaluation criteria and award decisions are at the sole and absolute direction of GHA.
- No subcontracting, assignment, transfer, or disposition of any portion of the contract without prior written consent of GHA.
- Equal Employment Opportunity: The Respondent shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or creed.
- Section 3 of the Housing and Community Development Act of 1968 (as amended) applies. The successful IPA will use best efforts to provide training and employment opportunities to residents of GHA and the surrounding area.

- **Texas Public Information Act:** All materials submitted are subject to public disclosure unless an exception applies. Mark proprietary information accordingly.
- **Conflicts of Interest:** Respondents must disclose any real or potential conflicts consistent with applicable law and GHA policy.
- **Insurance & Indemnification:** The successful IPA will maintain appropriate insurance coverages and indemnify GHA as set forth in the final agreement.
- **Costs of Proposal:** All costs incurred in responding to this RFP are the responsibility of the Respondent.

## **10. Communications & Questions**

All questions must be received by 5:00 PM CST on September 17, 2025. Submit questions in writing to the Executive Director. Responses may be issued via written addendum.

## **11. Submission Instructions**

Submit one (1) electronic copy (PDF) and one (1) hard copy to the address below so as to be received no later than 5:00 PM CST on October 7, 2025:

Ms. Nikki Brennan, Executive Director

210 W. 18th Street

Georgetown, Texas 78626

Phone: (512) 863-5565 ext. 5

## **12. Applicable Standards & Guidance**

Audits shall be conducted in accordance with: (i) auditing standards generally accepted in the United States of America (GAAS); (ii) Government Auditing Standards (GAGAS, “Yellow Book”); (iii) applicable GASB pronouncements; and (iv) the Uniform Guidance at 2 CFR Part 200, Subpart F when a Single Audit is required. A Single Audit is required

when total federal awards expended during the fiscal year are \$1,000,000 or more (for fiscal years beginning on or after October 1, 2024). The auditor shall issue (1) an opinion on the financial statements under GAAS; (2) a Yellow Book report on internal control over financial reporting and on compliance; and, if applicable, (3) Single Audit reports including an in-relation-to opinion on the Schedule of Expenditures of Federal Awards (SEFA).

- **Appendix A** – Price Proposal & Fee Schedule (Template Provided Upon Request)

### **13. Required Certifications & Forms (Provided Upon Request)**

- Attachment D – Price Proposal & Fee Schedule (Appendix A).
- Attachment C – HUD-5370-C, General Conditions for Non-Construction Contracts (Section I and II): Section I – <https://www.hud.gov/sites/dfiles/OCHCO/documents/5370C1.pdf> ; Section II <https://www.hud.gov/sites/dfiles/OCHCO/documents/5370-C2.pdf>
- Attachment B – HUD-5369-C, Certifications and Representations of Offerors – Non-Construction Contract <https://athenshousing.org/Form%20HUD-5369C.pdf> or (obtain the current version via HUD Forms Library).
- Attachment A – HUD-5369-B, Instructions to Offerors – Non-Construction <https://www.hud.gov/sites/documents/5369-b.pdf>
- Non-Collusion Affidavit

Submit the following with your proposal. Current HUD forms are maintained at the HUD Forms Library (<https://www.hud.gov/hudclips/forms>).