



(320) 259-0393
deanna@cmhp.net
24707 County Road 75
St. Augusta, MN 56301

Central Minnesota Housing Partnership, Inc.
Request For Proposal (RFP)
Annual Financial Audit Services, Tax Return and Attorney General Report
Fiscal Years: January 1, 2023- December 31, 2028 (completed annually)

RFP Release Date: May 2, 2023
Close Date for All Questions: June 15, 2023
Published FAQ's: June 30, 2023
RFP Responses due date: July 31, 2023

Central Minnesota Housing Partnership, Inc. (CMHP) is a private 501(c)(3) non-profit organization working in 16 counties in Central Minnesota. We work to assist underserved communities to preserve, improve, and increase affordable housing for low and moderate income families and individuals. CMHP was incorporated on May 21, 1993.

CMHP operates on a calendar fiscal year (January 1 – December 31) and is soliciting auditing firms who can meet deadlines established by our partners and provide accurate accounts of our complex audit. CMHP's overall audit begins with the individual rental property audits of 34 affordable rental properties which have strict deadlines for completion ranging from February 15th to March 31st. In addition to the property audits, auditors will need to work with the Tax Accountants to file the appropriate tax returns for all Limited Partnerships and Limited Liability Company entities involved in the rental property ownership structure which are not wholly owned by CMHP. This includes 13 property tax returns and 19 property audited financials as outlined in Exhibit B. In addition to the property audits, CMHP will need a corporate audit, subsidiary audits (as needed), single purpose federal audit, MN charitable organization annual report and two 990 tax filings for CMHP and subsidiaries. All the property audits need to roll into CMHP's overall corporate audit and same entity exclusions need to be accounted for in the audit. The overall CMHP audit will need to be completed by the end of June.

CMHP's overall audit requires all the property audits to be incorporated according to GAAP standards. We need to provide our funders with an Unbiased Opinion.

CMHP will make attempts to outreach to women and minority owned businesses to respond to this Request For Proposal (RFP) as outlined in CMHP's auditing policies and procedures. We are also requiring firms responding to this RFP to outreach to women and minority owned business for contract services on portions of this RFP as applicable.

Proposal Background and Information

CMHP Background

CMHP continues to grow our non-profit mission by developing and preserving rental properties and maintaining the property of many of those properties. This is done through an onsite Property Management department, including an accounting department which processes rents and pays property bills (see Exhibit B). Additional programs administered at CMHP include Continuum of Care, Coordinated Entry, Small Cities Development Program and assisting communities in developing a plan to create more affordable housing within their community. These programs assist very low to moderate income households. CMHP receives revenue from several sources including state and federal grants (Housing and Urban Development), fees for services, developer fees, charitable donations and asset revenue.

The programs administered by CMHP include funding from federal sources. These funds require CMHP request periodic Request for Proposals for annual audit services. Due to the complex nature of CMHP's audit, there are several moving parts and timeframes required by our partners that must be met. Most of our property audits need to be completed by the end of February or March. CMHP's overall audit, 990 and Attorney General's Report need to be presented to the CMHP Board of Directors no later than the last Friday in June.

CMHP utilizes different financial software when it comes to our rental properties' books and the overall CMHP organizational financials. The majority of the properties are maintained internally by a bookkeeper and an accountant. These properties are maintained through YARDI Breeze and FHA Simply Software. The financials are reviewed by the Property Director, Executive Director and the CMHP Board of Directors monthly. There are nine properties managed by 3rd party entities. These are depicted in Exhibit B. The timeframe for the properties managed by other entities must also meet the timeframes described above.

Property financials will be provided to the auditors in stages starting the 3rd week of January. Auditors are welcome to audit books on site or make alternate accommodations to review documents as long as it does not take excessive time away from our staff to upload documents and the auditing firm has a secure way to collect and maintain the confidential information provided. If the auditor chooses to be on site, CMHP will provide auditing staff with ample room to access internal documents and dedicated staff to work with when onsite. Again, financial information for the properties managed by CMHP is done in FHA (property management financial software) and YARDI Breeze. Many of the properties have converted to YARDI Breeze in 2022.

CMHP corporate financials has an estimated revenue of approximately \$1.5 to \$2 million annually. The financial information is tracked in our web based financial program, Sage Intacct. Financials are completed internally by CMHP's Finance Director and reviewed monthly by the Executive Director and CMHP's Board of Directors. Quarterly CMHP's Executive Committee meets with the Finance Director and the Executive Director to review the status of actuals vs budget.

Scope of Service

CMHP is soliciting a licensed certified public audit firm that specializes in nonprofit audit work and 990 tax returns. CMHP has a complex audit which incorporates not only grants and fees for services but also affordable rental property revenue and asset revenue. As previously stated, all rental properties, entities and subsidiaries must be consolidated into the overall Corporate CMHP audit and 990. Eliminations must be identified as CMHP receives Fees for Services associated with property

management of the properties, provides property cash calls, and receives investment returns. Exhibit A shows the properties and ownership entities for each of the properties which are part of CMHP's overall audit.

- Entities owned 100% by CMHP do not need to have separate tax returns completed due to the ownership structure. These entities will roll up into CMHP's corporate 990.
- Property audits and tax returns which are owned with a partner must be completed prior the end of March for review by the partners. Many of these properties are financed with Low Income Housing Tax Credit which include investors as part of the ownership structure. The investors need to see the audit and the tax returns prior to submission. The audit and tax teams work directly with the tax credit investors to provide drafts, make changes and updates CMHP (the general partner) on the status of these submissions. There are 12 properties which include partners and / or an investor.
- Of the 12 properties above, 2 properties are owned with a partner but do not include an investor. These two properties will still need to be completed by the February / March timeline. Instead of working with our partners directly, all correspondence runs through CMHP as the general partner. There are 2 properties that fit in this category.
- Thirteen properties have special audit requirements due to financing. The financing agency is either MN Housing (12) or HUD (1). If the property is wholly owned by CMHP, an audit is required, but the tax return can roll into CMHP's corporate audit. See Exhibit B.
- Property audits that are wholly owned by CMHP and do not have other funding requirements will not need a stand-alone audit or tax return as they roll up into CMHP's corporate audit and 990.
- Properties financed by USDA Rural Development (RD) are part of the overall Single Purpose Audit required for organizations who receive more than \$750,000 in federal funding. Because CMHP owns 6 USDA RD rental properties outright, the subsidy deferred interest needs to be consolidated with other federal grants received from HUD such as Continuum of Care and Coordinated Entry. This financial statement will need to be submitted to The Federal Clearing House by the auditors with e-authorization and signature provided by the Executive Director.
- CMHP has an affiliate nonprofit corporation called Central MN Community Land Trust. This separate nonprofit corporation does not have a lot of activity annually. Therefore, it is not required to have its own audit. However, the entity will need to file a separate 990 annually.
- CMHP had several affiliate Limited Liability Companies (LLC) which are wholly owned by CMHP. These LLCs were established to hold property and land. As they are wholly owned by CMHP, their audit and tax returns are part of CMHP's overall corporate audit and 990 filing. See exhibit A.
- CMHP's audit will require that all properties owned by CMHP are included in CMHP's overall audit and eliminations are identified and considered when the audit has been consolidated.

Other Important Scope of Work items:

- CMHP will prepare for the auditor's confirmation of bank account forms to be provided to the auditors on or before December 31st of each year. Auditor will provide the template they would like used to complete these confirmations. The confirmations are completed for the properties managed by CMHP. Please request confirmation letters from the management companies associated with the properties. See Exhibit B.
 - We are soliciting auditor proposals for an auditing firm to work with CMHP on our audit and tax needs for the next five years (January 1, 2023 – December 31, 2028). The auditing firm must commit to working with CMHP on the audited requirements listed in this RFP requirements (and more as we continue to grow) for the next five years.
-

- The CMHP board of director's typically meet on the 4th Friday of each month, except the months of July and December. It is anticipated the final audit will be presented to the board of directors by the auditor on or before the June board meeting.
- CMHP staff is small and we manage most of our properties internally. However, with only a few staff members working on financials, we can only provide year end financials to the auditors for review the 3rd week of January.
- Some of CMHP's properties are managed by a 3rd party entity. Brutger Equities Property Management provides services to 8 of CMHP's properties. Additionally, SMR Property Management provides property management services to one of our properties. These property management companies will be your contact to get financials and to ask questions regarding the financial statements they provide. Exhibit B shows the properties, who needs an audit, who needs a tax return and the financial institute associated with that property. Additionally, it shows the management company contact person who you will work with.
- One property is managed by Dominion Property Management and they engage the auditor and provide the tax statements. CMHP will be responsible for providing the final audit and tax returns to the auditors to be incorporated into the overall CMHP audit.
- Properties that are under construction and for 2 years thereafter, CMHP engages a CPA to establish the development financials and review the operating financials for two years. These financials typically include an investor and/or government funding. In those cases, the protocols for government financials, audit and tax return will need to be filed from the date of organizational existence moving forward. At this time, there is 1 property under construction (highlighted on Exhibit B) and five properties within the first 2 years of operations.
- For properties with partners, tax returns for the limited partnership and the Limited Liability Company will need to be completed. These tax returns will need to be completed for both entities by the end of March so our partners can file their personal tax returns. See Exhibit A.

If you have any questions, please reach out to Deanna Hemmesch at deanna@cmhp.net or Julie Schueller at julie@cmhp.net to clarify any information. You can also reach us by calling 320-259-0393 and asking for one of us. If you would like to request a copy of a previous property audit / tax return, please feel free to request a copy. CMHP's most current overall audit and 990 are on our website at www.cmhp.net. This may help you provide the most accurate and efficient proposal for CMHP's audit.

RFP Proposal Requirements and Questions

CMHP is soliciting auditors who have extensive experience working with nonprofit organizations. CMHP's audit is complex and has many moving parts. We must make sure the auditing firm has the knowledge and support needed to complete the property audits and CMHP's overall audit in a timely manner to avoid any penalty fees. Please answer the following questions as part of your proposal.

Audit Experience

- Please provide the name, address and contact information for your organization.
- Provide your knowledge of auditing and providing 990 tax returns for a nonprofit corporation? What income sources are you familiar in auditing (federal funds, state funds, grants, fees for services, rental revenue, equity income. etc.)?
- Provide your expertise regarding Federal Single Purpose Audit requirements? How many have you completed before? Do you have access to the Federal Clearing House to upload the final Single Purpose Audit?
- How does your firm securely receive information regarding financials reports (trial balances, outstanding A/R, outstanding A/P, tenant files, etc.)? How do you proposed providing a secure exchange of information with CMHP?
- Based on CMHP's Background and Scope of Service, how does your firm's expertise in financial reporting help CMHP achieve our goals of providing accurate financial statements to our partners and funders?
- Please provide any unique qualities your firm may have which will make CMHP's audit and tax return process smooth.
- Please disclose any current or recent litigation, debarment or other disciplinary actions or complaints your firm has had in the last 5 years.
- Please provide at least 3 references of organizations similar to CMHP which staff can contact.

Personnel

Financial information will be provided by CMHP's accounting staff. CMHP's corporate accountant is the Finance Director. She also works closely with the Property Management department on invoicing of time and expenses paid by CMHP which are billed back to each property. The overall property financials are managed by the Portfolio Accountant. She reviews the day to day financials, calculates management fees, provides reports to our partners and funders, and works closely with the Portfolio Bookkeeper who inputs invoices into the property software systems. This information shows an auditing firm that our office is small. With limited staff, we try to create processes to make our lives easier while reflecting accurate financials.

Please provide answers regarding your firm and your personnel as referenced below:

- How large is your auditing firm? How many employees? How many employees would work directly on CMHP's audit? How many employees would work directly on CMHP's tax return? Are they different teams? Do you use interns when conducting audits?
 - Who is the dedicated team lead you will utilize when performing the audits, tax returns and 990? Who will be the point of contact for the audits, tax returns and 990 process? Please provide resumes of key personnel who will be working on the audits and tax returns.
 - Who will be responsible for reviewing the draft audit and financials when completed? How many years have they been reviewing nonprofit audits, tax returns and 990's?
 - How many people review draft audits and tax returns prior to submitting them to CMHP for review?
 - How does your firm communicate questions regarding the audit to staff?
-

- Please provide appropriate certifications and professional credentials as they relate to CMHP's audit and tax return requirements.

Service Execution

The timeline for the audit, tax returns and 990 range from February through June. These dates changed depending on who our partners are and when they are needed. Final CMHP audit and 990 will be completed after the auditors present the final draft to the board of directors at the June board meeting (or earlier if applicable). If extensions are required by law, the auditors will be required to file for those extensions. Can timelines be met based on the provided information?

- Based on the information provided in Exhibit B, what would be a proposed schedule for auditing properties, providing tax returns and finalizing the corporate audit.
- CMHP will provide the onsite workspace for the auditors to review tenant files, bank statements, invoices, and information provided by CMHP if applicable. Will the auditing firm have staff onsite for file review?
- If the auditing firm plans to do audit work virtually, the auditing firm must provide a plan on how they plan to complete the audits, tax returns and 990 remotely and how information will be securely shared, kept, and monitored for the next 5 years. This includes the sharing of confidential information.
- How does the firm plan to incorporate new properties into the audit and tax return process in the next 5 years as CMHP continues to grow?
- Is the Auditing firm a Woman or Minority Owned Business? Is the Auditing firm partnering or subcontracting with a Woman or Minority Owned Business?

Fee Calculation

When calculating your fee schedule, please be advised all properties (limited partnerships), general partners (limited liability companies), subsidiaries and corporate audit and tax returns (or 990's) must be billed separately to the correct ownership entity.

- Please provide a fee for the following audits and tax returns:
 - Property audits and tax returns with investor owners (Due Feb / March)
 - Property audits and tax returns including partners (Due March for the LP and the LLC ownership structures)
 - Property audits with no tax returns for properties wholly owned by CMHP but required audits by funders (Due Feb / March).
 - Property audit and tax returns wholly owned by CMHP and will roll up into CMHP corporate audit and 990 (Due March / April).
 - Wholly owned subsidiaries of CMHP (Single Family Housing LLC, Multifamily Housing LLC, etc) (Due March / April).
 - CMHP's overall corporate Audit, 990 and Attorney Generals Report / MN Charitable Organization Annual Report (Due to present to the CMHP Board of Directors at the end of June).
 - Central MN Community Land Trust audit (which rolls into CMHP's corporate audit) and separately filed 990. (Due to present to the CMHP Board of Directors at the end of June).
 - Detailed fee schedule according to the firm's billing structure including hourly rates.
 - Include all billbacks such as travel, technology fees, copies, etc.
 - How does the firm bill each property for work completed during the audit / tax return?
 - How does the firm charge (if at all) for consultation during the year, and at what rate.
-

- Does the firm work with the entities on providing monthly installments? What is the auditing firm's policy on installment payments? Is a late fee assessed?

RFP Logistics

Please submit proposals to Central Minnesota Housing Partnership by **July 31, 2023**. Proposals should be submitted via email to Deanna Hemmesch at deanna@cmhp.net or by mail to the following address:

Central Minnesota Housing Partnership, Inc.
Attn: Deanna Hemmesch / Audit RFP
24707 County Road 75
St. Augusta, MN 56301

If you have any questions regarding CMHP's financials or want access to samples of previous CMHP audit's and 990, please review our website at www.cmhp.net or contact Julie Schueller at julie@cmhp.net or by phone at (320) 259-0393.

Proposals received will be reviewed by the CMHP Board of Directors Auditing Subcommittee and will be kept on file for 7 years according to our retention policy. The Rubric used to score RFP's received by auditing firms is attached as Exhibit C. Recommendations will be made to the full CMHP Board of Directors in September. Announcements will be made no later than October 15, 2023.

Timeline:

RFP Release Date: May 2, 2023

Close Date for All Questions: June 15, 2023

Published FAQ's: June 30, 2023

RFP Responses due date: July 31, 2023

BOD Subcommittee Review Timeline: August 15th – September 15th

Recommendation made to the full Board: September 22, 2023

Announcements made no later than: October 15, 2023

Thank you in advance for your time and careful attention. If you have any further questions, please don't hesitate to contact Deanna Hemmesch at 320-259-0393 or by email at deanna@cmhp.net.

Sincerely,



Deanna Hemmesch
Executive Director

Exhibit A

Property Ownership Interest and Structure

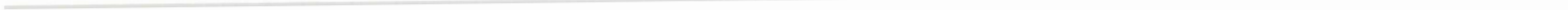


Exhibit A

Central Minnesota Housing Partnership, Inc. Organizational Chart December 31, 2022

Braham Apartments CMHP 100%	Rockford LP CMHP / 50% CMHEF 50%	Leightons Landing Townhomes II LLC CMHP 75.25% / Barb Brandes 24.75%	Leightons Landing Townhomes II LP Leightons Landing Townhomes LLC .01% NDC 99.99%
Gilmanor Apartments CMHP 100%	Tower Terrace LP CMHP 1% Eloigne 99%	Waters Edge Townhomes, LLC CMHP 100%	Waters Edge Townhomes LP Waters Edge Townhomes LLC .01% CMHEF 99.99%
Randall Apartments CMHP 100%	Eden Place Apartments of Eden Valley LP CMHP .01% CMHEF 99.99%		Granite Ledge Townhomes of Cold Spring, LLC CMHP - 51% Barb Brandes - 49%
Johnson Apartments CMHP 100%	Horizon Manor of Bertha, LLC CMHP 100%	Ridgeview Court Townhomes LLC CMHP 100%	Ridgeview Court Townhomes LP Ridgeview Court Townhomes LLC .01% CMHEF 99.99%
Groundhouse Apartments CMHP 100%	Frontier Townhomes, LLC 100% CMHP	Carlson Crossing Townhomes, LLC CMHP 100%	Carlson Crossing Townhomes LP Carlson Crossing Townhomes LLC .01% NDC 99.99%
Waverly Apartments CMHP 100%		Reichert Place of Long Prairie LLC CMHP 50% / Long Prairie HRA 50%	Reichert Place of Long Prairie LP Reichert Place of Long Prairie LLC .01% CMHEF 49.99% Long Prairie HRA 49.99%
Central Minnesota Single Family Housing, LLC CMHP 100%		Highland Court Townhomes LLC CMHP 100%	Highland Court Townhomes of Little Falls LP Highland Court Townhomes LLC .01% CMHEF 99.99%
Howard Lake Housing Partnership, LLC (Shoreline) CMHP 100%		North Crest Townhomes, LLC CMHP 100%	Northcrest Townhomes LP Northcrest Townhomes LLC .01% CMHEF 99.99%
Central Minnesota Multi-Family Housing, LLC Fiscal Agent		Timberland Townhomes, LLC CMHP 100%	Timberland Townhomes LP Timberland Townhomes LLC .01% CMHEF 99.99%
Central Minnesota Community Land Trust CMHP 100%		Grand Oaks Townhomes, LLC CMHP 100%	Grand Oaks Townhomes LP Grand Oaks Townhomes LLC .01% CMHEF 99.99%
Central Minnesota Housing Equity Fund, LLC (CMHEF) CMHP 100%		Meadow View Townhomes, LLC CMHP 100%	Meadow View Townhomes LP Meadow View Townhomes LLC .01% CMHEF 99.99%
Central Minnesota Housing Properties, LLC (CMH Prop) CMHP 100%		River View Townhomes LLC CMHP 100%	River View Townhomes LP River View Townhomes LLC .01% CMHP 99.99%
		Suncrest Apartments LLC CMHP 100%	Suncrest Apartments of Avon LP Suncrest Apartments LLC .01% NDC 99.99%
Blue	CMHP owns 100%. Operation are included in CMHP's financial statements.	Rant LLC CMHP 51% / PDPPI 24.5% / Barb Brandes 24.5%	RANT of Sauk Rapids LP RANT LLC .01% CMHEF, LLC 50.9949%; PDPPI Inc 24.49755% Barb Brandes 24.49755%
Green	CMHP owns 50% or is jointly liable for project liabilities. CMHP has operating control for Reichert Place, therefore 100% of the operations are consolidated in CMHP's financial statements. Rockford is calculated on the equity method and are not consolidated. Albertville 51% ownership in LLC, not the managing member and not consolidated.	Grand Oaks Court Townhomes LLC CMHP 51% / CDS Development 49%	Grand Oaks Court Townhomes of Baxter LP Grand Oaks Court Townhomes LLC .01% NDC 99.99%
Red	CMHP owns .5% & 1%. CMHP has operating control, therefore 100% of the operations are consolidated in CMHP's financial statements.	Sprucewood Townhomes LLC CMHP 51% / CDS Development 49%	Sprucewood Townhomes of Baxter LP Sprucewood Townhomes LLC .01% NDC 99.99%
Brown	CMHP owns over 50%. Therefore 100% of the LLC operations are consolidated in CMHP's financial statements.	West Birch Estates LLC CMHP 100%	West Birch Estates of Princeton LP West Birch Estate LLC .01% 99.99% NDC
Pink	Limited Partnerships: CMHP has operating control for all limited partnerships, except Albertville Townhomes. Therefore 100% of the operations are consolidated in CMHP's financial statements, with the exception of Allbertville Townhomes.	Willow Grove LLC CMHP 100%	Willow Grove of North Branch LP Willow Grove LLC .01% NDC 99.99%
		White Oak Estates, LLC 100% CMHP	White Oak Estates of Baxter LP White Oak Estates LLC .01% NDC 99.99%
		The Mill Townhomes, LLC CMHP 100%	The Mill Townhomes of Staples LP The Mill Townhomes LLC .01% MHEG 99.99%
		Heritage Court Apartments, LLC CMHP 100%	Heritage Court Apartments of North Branch LP Heritage Court Apartments LLC .01% NDC 99.99%
		Settler Commons Apartments, LLC CMHP 100%	

Exhibit B
Property Information

Exhibit B

CMHP 2022 Properties

Property	Management Company	Financing	Separate Audit Required	Tax Requirement (Separate / CMHP 990)
Brickstone / Suncrest Apartments	Central MN Housing Partnership, Inc.	Bremer	Yes	Separate
Carlson Crossing Townhomes	Brutger Equities	MHFA	Yes	Separate
Creekside Manor ***	Central MN Housing Partnership, Inc.	MHFA	Yes	990
Devonshire Apts / Rockford LP	SMR Property Management	Minnwest	No	990
Eden Place Apartments	Central MN Housing Partnership, Inc.	Bremer	No	990
Frontier Townhomes	Brutger Equities	MHFA	Yes	990
Grand Oaks Court Townhomes	Central MN Housing Partnership, Inc.	Bremer	Yes	Separate
Grand Oaks Townhomes	Central MN Housing Partnership, Inc.	MHFA	Yes	990
Granite Ledge TH Of Avon LLC	Central MN Housing Partnership, Inc.	Minnwest	No	990
Heritage Court Apartments	Central MN Housing Partnership, Inc.	MHFA	Yes	Separate
Highland Court Townhomes	Central MN Housing Partnership, Inc.	GMHF	No	990
Horizon Manor	Brutger Equities	GMHF	No	990
Leighton's Landing Townhomes II	Brutger Equities	Bremer	Yes	Separate
Meadow View Townhomes	Central MN Housing Partnership, Inc.	MHFA	Yes	990
Northcrest Townhomes	Central MN Housing Partnership, Inc.	MHFA	Yes	990
RANT	Brutger Equities	MHFA	Yes	Separate
Reichert Place Apartments	Central MN Housing Partnership, Inc.	Minnwest	No	Separate
Ridgeview Court Townhomes	Central MN Housing Partnership, Inc.	Minnwest	No	990
River View Townhomes	Central MN Housing Partnership, Inc.	Bremer	No	990
Shoreline Commons	Central MN Housing Partnership, Inc.	Minnwest	No	990
Sprucewood Townhomes	Central MN Housing Partnership, Inc.	Minnwest	Yes	Separate
Timberland Townhomes	Central MN Housing Partnership, Inc.	MHFA	Yes	990
The Mill Townhomes	Brutger Equities	MHFA	Yes	Separate
Tower Terrace Townhomes	Central MN Housing Partnership, Inc.	MHFA	Yes	Separate
Water's Edge Townhomes	Brutger Equities	MHFA	Yes	990
West Birch Estates	Central MN Housing Partnership, Inc.	MHFA	Yes	Separate
White Oak Estates	Central MN Housing Partnership, Inc.	MHFA	Yes	Separate
Willow Grove	Central MN Housing Partnership, Inc.	MHFA	Yes	Separate

Exhibit B

CMHP 2022 Properties

USDA Rural Development Projects

Property	Manangement	Separate Audit Required	Tax Requirement (Seperate / CMHP 990)
Braham Heights	Central MN Housing Partnership, Inc.	Single Purpose audit required	CMHP 990
Gilmanor Apartments	Central MN Housing Partnership, Inc.		
Groundhouse Apartments	Central MN Housing Partnership, Inc.		
Johnson Apartments	Central MN Housing Partnership, Inc.		
Randall Apartments	Central MN Housing Partnership, Inc.		
Waverly Community Homes	Central MN Housing Partnership, Inc.		

Wholly Owned CMHP Entities / Not Property Related

Property	Manangement	Separate Audit Required	Tax Requirement (Seperate / CMHP 990)
Central MN Housing Partnership, Inc.	Central MN Housing Partnership, Inc.	Yes	CMHP 990
Central MN Community Land Trust	Central MN Housing Partnership, Inc.	No	Separate
Central MN Single Family Hsg LLC	Central MN Housing Partnership, Inc.	No	CMHP 990
Central MN Multi-Family Hsg LLC	Central MN Housing Partnership, Inc.	No	CMHP 990
Central MN Housing Equity Fund LLC	Central MN Housing Partnership, Inc.	No	CMHP 990
Central MN Housing Properties LLC	Central MN Housing Partnership, Inc.	No	CMHP 990

Properties Audited by Outside Firms - Needed K1's

Property	Manangement	Separate Audit Required	Tax Requirement (Seperate / CMHP 990)
Albertville Townhomes	K1's Provided to CMHP	No	CMHP 990

This property is managed by Dominion and their affiliates are also part owner. Dominion provides the partnership with the final audited financials and tax returns for both the LP and the LLC. The auditors will need to incorporate that information into CMHP's audit and 990.

Exhibit B

CMHP 2022 Properties

Contact People:

Central Minnesota Housing Partnership, Inc.

24707 County Road 75

St. August, MN 56301

Laurie Busche

320-259-0393

lbusche@cmhp.net

Deanna Hemmesch

320-259-0393

deanna@cmhp.net

Julie Schueller

320-259-0393

Julie@cmhp.net

Brutger Equities

Laura Pfannesnstein

P.O. Box 399

St. Cloud, MN 56302

320-529-2819

lpfannesnstein@brutgerequities.com

SMR Property Management

Joleen Pfau

201 North Broad Street #109

Mankato, MN 56001

507-345-1290

joleen@smrrental.com

*** Jennifer Knudtson CPA

3601 18th Street S Suite 117

St. Cloud, MN 56301

320-259-5094

jen@knudtsoncpa.com

Projects Under Construction. CPA does Development Financials.

Exhibit C

Peer Review Auditor Rubric

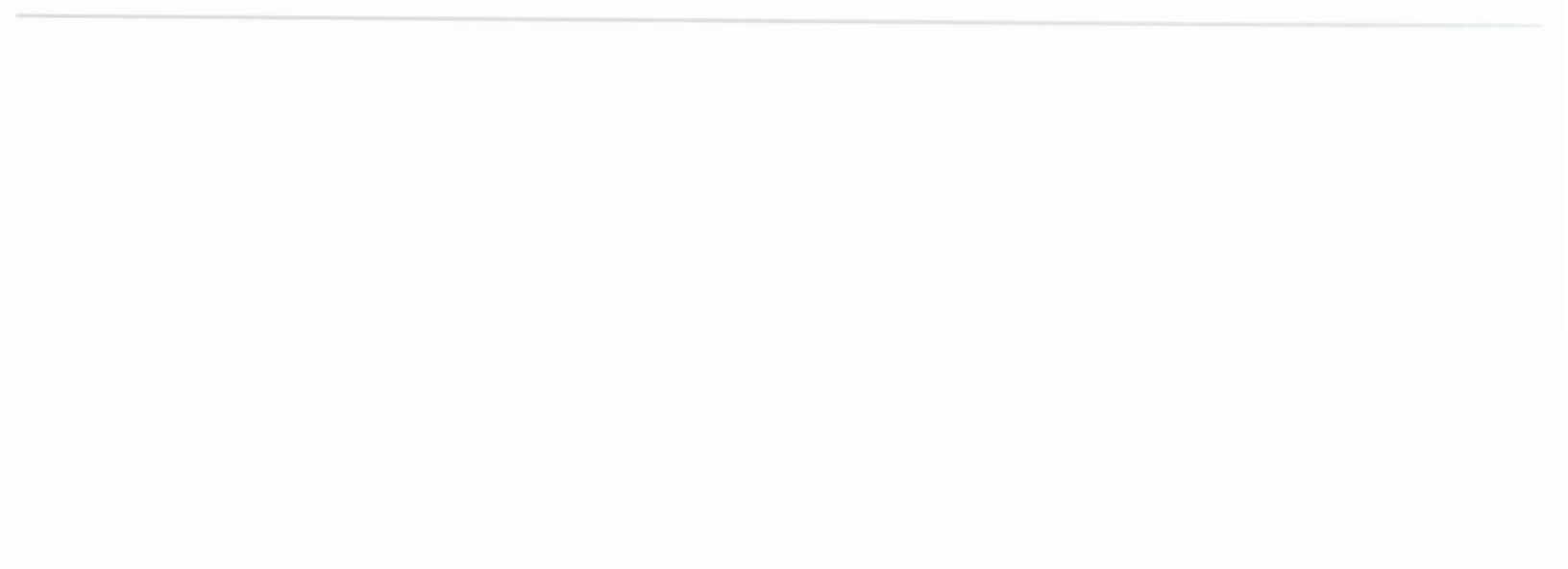


Exhibit C

CMHP Peer Review Auditor Rubric

Auditing Firm:	
Firm Address:	
Contact Person:	
Phone Number:	
Email:	

Audit Experience:	Yes/No	Scale 0-4	Comments
990 Tax Return Experience - Auditor have at least 5+ years experience with Non-profit 990's and affordable housing Tax Returns.			
Single Purpose Audit Experience - Auditor has at least 5+ years experience with Federal Single Purpose Audit.			
Secure transfer of Information - Auditor uses a secure upload / download tool for sharing information.			
Expertise in nonprofit and housing audits - Auditor have at least 5+ years experience with Non-profit and property audits.			
Unique qualities to make the process smooth - Auditor provided unique experience or technique to expedite the audit and tax return process.			
Any current litigation, debarment, etc. - Is the auditor currently in any legal issue.			
3 references provided - Provided references.			

Personnel

Size of the firm - Is the firm large enough to have multiple people working on different aspects (or contracting with another firm to assist with expediting the process).			
Dedicated team / contact person & Resume's - Did the auditing firm provide Resume's of key staff involved in the audit / tax return process.			
Upper management review - Are there multiple reviews by upper management prior to submitting a draft to CMHP.			
Number of draft reviews - How many times are the drafts reviewed and how long does the review process take.			

Exhibit C

CMHP Peer Review Auditor Rubric

Auditing Firm:	
Firm Address:	
Contact Person:	
Phone Number:	
Email:	

Audit Experience:	Yes/No	Scale 0-4	Comments
Communication style - Is communication done electronic methods or phone calls and emails.			
Any applicable Certifications / Credentials - Provided certifications and credentials for those working on CMHP audits / tax returns.			

Service Execution

Timelines can be met - Will they meet the indicated timelines.			
Onsite review of files - will auditing staff be onsite to review confidential information.			
Auditors work remotely and what is the plan to share and maintain confidential information.			
Auditors plan for continued growth over the next 5 years.			
WBE / MBE Business or partnership - Is the auditing firm WBE / MBE or contracting with someone who is WBE / MBE.			

Fee Calculation

Property Audit / Tax Return w/ Investor Cost - is the cost projected able to be absorbed by the properties and CMHP overall budget.			
Property Audit / Tax Return W Partner Cost - is the cost projected able to be absorbed by the properties and CMHP overall budget.			
Property Audit / Tax Return wholly owned W/ Funders - is the cost projected able to be absorbed by the properties and CMHP overall budget.			
Property Audit / Tax Return Wholly owned W/O Funders - is the cost projected able to be absorbed by the properties and CMHP overall budget.			

Exhibit C

**CMHP Peer Review
Auditor Rubric**

Auditing Firm:	
Firm Address:	
Contact Person:	
Phone Number:	
Email:	

Audit Experience:	Yes/No	Scale 0-4	Comments
CMHP Subsidiary Tax Returns - Is the cost able to be absorbed into CMHP's overall budget.			
CMHP Overall Audit / 990 / AG Report - Is the cost able to be absorbed into CMHP's overall budget.			
Central MN Comm Land Trust Audit / 990 - Is the cost able to be absorbed into CMHP's overall budget.			
Detailed billing provided - Did the firm providing a billing structure including hourly rates.			
Billbacks included - Are billback items clearly identified with a cost breakdown.			
Property bill back - Are individual bills being generated for each entity.			
Does the firm provide consultation throughout the year when questions arise? If so, at what cost?			
Are installment payments acceptable? If so, what is the plan.			
Total Score:		0	

Additional Comments

Guide:

Enter Yes or No to show the standard has been met.

- When rating, choose the following rating system:
- 0- Very Poor or Does not meet the standard identified
 - 1 - Poor or Meets some of the standards identified
 - 2 - Good or Meets the standard identified
 - 3 - Very Good or Slightly exceeds the standard identified
 - 4 - Excellent or Exceeds the standard identified