

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.

Single Agency Audit Request for Proposal
For Audit Services

For the period

2016 with an option to renew for 4 one year extentions

Inquiries and proposals should be directed to:

Patricia Minto

Chief Financial Officer

Jefferson County Community Action Council, Inc.

114 North 4th Street, P.O. Box 130
Steubenville, Oh 43952

Phone: 740-282-0971 (ext. 129)

Table of Contents

General Information

- A. Purpose
- B. Who May Respond
- C. Instructions on Proposal Submissions
 - 1. Closing Submission Date
 - 2. Inquiries
 - 3. Conditions of Proposal
 - 4. Instructions to Prospective Contractors
 - 5. Hard Copy Submissions
 - 6. Right to Reject
 - 7. Small and/or Minority-Owned Businesses
 - 8. Presentations
 - 9. Notification of Award
- D. Description of Entity and Records to Be Audited
- E. Options

Specification Schedule

- A. Scope of a Financial and Compliance Audit
- B. Description of Programs/Contracts/Grants
- C. Performance
- D. Delivery Schedule
- E. Price
- F. Payment
- G. Audit Review
- H. Exit Conference
- I. Workpapers
- J. Confidentiality



K. AICPA Professional Standards

Technical Qualifications

- A. Prior Auditing Experience
- B. Value-Added Services Beyond the Audit
- C. Organization, Size, and Structure
- D. Staff Qualifications
- E. Audit Approach to the Engagement
- F. Certifications

Proposal Evaluation

- A. Submission of Proposals
- B. Nonresponsive Proposals
- C. Proposal Evaluation
- D. Review Process

Certifications

General Information

A. Purpose

This Request for Proposal (RFP) is to contract for a financial and compliance audit for the period of January 1, 2016 to December 31, 2016. The proposal includes options for four one year extensions.

B. Who May Respond

Only licensed certified public accountants (CPA's) may respond to this RFP.

C. Instructions on Proposal Submission

1. Closing Submission Date: Proposals must be submitted no later than 2:00 p.m. on July 20, 2016.
2. Inquiries: Inquiries concerning this RFP should be directed to Patricia Minto, CFO at 740-282-0971 ext. 129.



3. Conditions of Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Jefferson County Community Action Council, Inc..

4. Instructions to Prospective Contractors:

Your proposal should be addressed as follows:

Name: Patricia Minto
Title: Chief Financial Officer
Entity: Jefferson County Community Action Council, Inc.
Address: 114 North 4th Street, P.O. Box 130
Steubenville, Oh 43952

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal
2:00 p.m. July 20, 2016
Sealed Proposal
For Audit Services

5. Proposals submitted by hard copy to the following mailing address: 114 North 4th Street, P.O. Box 130, Steubenville, Oh 4395) by the closing submission date noted above. Original and three (3) copies of the proposal must be submitted.

Failure to do so may result in premature disclosure of your proposal.

It is the responsibility of the Offeror to ensure that the proposal is received by Jefferson County Community Action Council, Inc. by the date and time specified above.

Late proposals will not be considered.

6. Right to Reject: Jefferson County Community Action Council, Inc. reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based on the factors described in this RFP.

7. Small and/or Minority-Owned Businesses: Efforts will be made by Jefferson County Community Action Council, Inc. to utilize small businesses and minority-owned businesses. An Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

8. Presentations: At the discretion of Jefferson County Community Action Council, Inc., Offerors submitting proposals may be requested to make oral presentations as part of the evaluation process. Presentations may be delivered in person or via teleconference. Reasonable advance notice will be provided to selected



Offerors. Not all Offerors submitting a proposal will be asked to participate in oral presentations.

9. Notification of Award:

- a. It is expected that a decision about selection of the successful audit firm will be made within four (4) weeks of the closing date for the receipt of proposals.
- b. Upon conclusion of final negotiations with the successful audit firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful audit firm.

D. Description of Entity and Records to Be Audited

Jefferson County Community Action Council, Inc. is a nonprofit organization that serves one (1) county in Ohio. Jefferson County Community Action Council, Inc. is a private, nonprofit corporation and has been determined to be exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. It is governed by a 15-member volunteer board of directors. Administrative offices and all records are located at 114 North 4th Street, Steubenville, Oh 43952. Our Weatherization office is located at 215 South 7th Street, Steubenville, Oh 43952.

The Mission Statement of the Jefferson County Community Action Council, Inc.: The CAC is Continuing A Commitment to restore and revitalize the quality of life in Jefferson County, and move the residents towards self-sufficiency. We achieve this goal by adapting and providing programs that are accessible, affordable, and culturally-sensitive to meet the needs of the community.

Jefferson County Community Action Council, Inc. is an Equal Opportunity employer. As such, it attempts to empower all employees regardless of race, creed, color, age, sex, national origin or disability. The firm must work in accordance with this philosophy.

The audit firm will audit all agency books for the applicable fiscal year. This includes, the general ledger, payroll, accounts payable and receivable, cash receipts, fixed assets, and three (3) bank accounts. The accounting records are maintained using THO Accounting Software. Jefferson County Community Action Council, Inc. typically issues, 3,200 to 4,200 accounts payable checks and 2,000 to 3,000 payroll checks.

In addition to the single agency audit, the audit firm will be responsible for completing and filing the Jefferson County Community Action Council, Inc.'s annual 990 and any other tax forms deemed necessary. All filings must be done by the due dates.

Jefferson County Community Action Council, Inc. employs approximately 45 full-time staff members and pays wages for approximately 30 temporary employees through our Senior Services of America Grant. Also, Jefferson County Community Action Council, Inc. pays wages for a Summer Youth Program for approximately 130 summer youth participants.



The Accounting Department Staff is comprised of 7 members, The Chief Financial Officer (47 years), Fiscal Officer (36 years), HR/Payroll Officer (13 years), EDP/Cost Allocation Clerk (21 years), Account Payroll Officer (13 years), IT Specialist (21 years) and Purchasing Officer (32 years). A Financial/Accounting Manual is utilized, that defines all fiscal processes.

Single Agency Audit, final draft due to the Chief Financial Officer no later than May 31st of the following year.

E. Options

At the discretion of Jefferson County Community Action Council, Inc, this audit contract can be extended for four additional one-year periods. The cost for the option periods will be agreed on by Jefferson County Community Action Council, Inc. and the Offeror. It is anticipated that the cost for the optional years will be based on the same approximate cost per thousand dollars of audited expenditures as the contract for the initial year.

Specification Schedule

A. Scope of a Financial and Compliance Audit

The purpose of this RFP is to obtain the services of a public accounting firm, whose principal officers are independent certified public accountants, certified or licensed by a regulatory authority of a state or other political subdivision of the United States, hereinafter referred to as the "Offeror," to perform a financial and compliance audit of Jefferson County Community Action Council, Inc.

B. Description of Programs/Contracts/Grants

Jefferson County Community Action Council, Inc. is a multi-funded social service agency located in Steubenville, Oh 43952. The organization operates and administers a wide variety of programs. The agency operates federal and state funded Employment and Training, Weatherization, SCSEP and Supportive Housing (please see Attachment A for a complete list of programs). The Agency estimated annual revenues are estimated to be \$5,700,000.

The agency has been determined to be exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code as a non-profit social service corporation that deals primarily with the problems of low income residents of Jefferson County in Ohio.

C. Performance

Jefferson County Community Action Council Inc.'s records should be audited through December 31,2016. With the option to renew the contract for four one year periods, which includes 2017, 2018, 2019 and 2020.



The Offeror is required to prepare audit reports in accordance with Government Auditing Standards. Federal awards must have a single audit conducted in accordance with §200.514 scope of audit, §200.515 Audit reporting, §200.516 Audit findings, §200.517 Audit documentation and §200.518 Major program determination.

D. Delivery Schedule

The Offeror is to transmit one copy of the draft audit report to Jefferson County Community Action Council, Inc.'s Chief Financial Officer. The draft audit report is due on May 31, 2017.

The Offeror shall deliver 40 final audit reports to Jefferson County Community Action Council, Inc.'s Chief Financial Officer no later than June 16th, 2017.

Reports may be submitted earlier than the schedule above. However, if the Offeror fails to make delivery of the audit reports within the time schedule specified herein, or if the Offeror delivers audit reports that do not conform to all of the provisions of this contract, Jefferson County Community Action Council, Inc. may, by written notice of default to the Offeror, terminate the whole or any part of this contract as well as charge the auditing firm a penalty of 5% of total auditing cost for each day the audit is late. Under certain extenuating circumstances, the contracting agent may extend this schedule upon written request of the Offeror with sufficient justification.

E. Price

The Offeror's proposed price should be submitted separately. Specifically, include a not-to-exceed total fee, a fee per service (audit services, tax services, etc.), and average hourly billing rates by position. Any out-of-pocket expenses should also be indicated. The pricing information should be in a separate, sealed envelope.

F. Payment

Payment will be made when Jefferson County Community Action Council, Inc. has determined that the total work effort has been satisfactorily completed. Should Jefferson County Community Action Council, Inc. reject a report, Jefferson County Community Action Council, Inc.'s authorized representative will notify the Offeror in writing of such rejection, giving the reason(s). The right to reject a report shall extend throughout the term of this contract and for 90 days after the Offeror submits the final invoice for payment.

Progress payments will be allowed to the extent that Jefferson County Community Action Council, Inc. can determine satisfactory progress is being made.

Upon delivery of the 40 copies of the final reports to Jefferson County Community Action Council, Inc. and their acceptance and approval, the Offeror may submit a bill for the balance due on the contract for the audit.



G. Audit Review

All audit reports prepared under this contract will be reviewed by Jefferson County Community Action Council, Inc. and its funding sources to ensure compliance with the General Accounting Office's (GAO) Government Auditing Standards and other appropriate audit guides.

H. Exit Conference

An exit conference with Jefferson County Community Action Council, Inc.'s representatives and the Offeror's representatives will be held at the conclusion of the fieldwork. Observations and recommendations must be summarized in writing and discussed with Jefferson County Community Action Council, Inc. It should include internal control and program compliance observations and recommendations.

I. Workpapers

1. Upon request, the Offeror will provide a copy of the workpapers pertaining to any questioned costs determined in the audit. The workpapers must be concise and provide the basis for the questioned costs as well as an analysis of the problem.
2. The workpapers will be retained for at least three years from the end of the audit period.
3. The workpapers will be available for examination by authorized representatives of the cognizant federal or state audit agency, the GAO, and Jefferson County Community Action Council, Inc.

J. Confidentiality

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to Jefferson County Community Action Council, Inc., the Offeror agrees not to publish, reproduce, or otherwise divulge such information in whole or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Offeror's possession, to those employees on the Offeror's staff who must have the information on a "need to know" basis.

The Offeror agrees to immediately notify, in writing, Jefferson County Community Action Council, Inc.'s authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

K. AICPA Professional Standards

The AICPA Professional Standards state:

Ethics Interpretation 501-3 – Failure to follow standards and/or procedures or other requirements in governmental audits.



Engagements for audits of government grants, government units or other recipients of government monies typically require that such audits be in compliance with government auditing standards, guides procedures, statutes, rules and regulations, in addition to generally accepted auditing standards. If a member has accepted such an engagement, and undertakes an obligation to follow specified government auditing standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards, he is obligated to follow such requirements.

Failure to do so is an act discreditable to the profession in violation of Rule 501, unless the member discloses in his report the fact that such requirements were not followed and the reasons therefor.

Technical Qualifications

The Offeror, in its proposal, shall, as a minimum, include the following:

A. Prior Auditing Experience

The Offeror should describe its prior auditing experience, including the names, addresses, contact persons, and telephone numbers of prior organizations audited. Experience should include the following categories:

1. Prior experience auditing Community Action Agencies
2. Prior experience auditing similar programs funded by State and Federal funding sources
3. Prior experience auditing nonprofit organizations

B. Value-Added Services Beyond the Audit

The Offeror should include an explanation of other services that can and have been provided to organizations similar to Jefferson County Community Action Council, Inc. Value-added services provide efficiencies and improved compliance that contribute to the continued success of Jefferson County Community Action Council, Inc.. Value-added services can include consulting and training services as well as industry-specific products.

C. Organization, Size, and Structure

The Offeror should describe its organization, size (in relation to audits to be performed), and structure. Description should include:

1. Size of the Offer, including number of employees and physical site locations.
2. Explanation of independence.
3. Any conflicts of interest that exist.
4. Results of peer review.
5. Explanation if the Offer is a small or minority-owned business or women's business enterprise.



D. Staff Qualifications

The Offeror should describe the qualifications of staff to be assigned to the audits. Descriptions should include: Jefferson County Community Action Council, Inc. reserves the right to approve/disapprove any changes to Offeror personnel performing audit work.

1. Audit team makeup.
2. Overall supervision to be exercised.
3. Prior experience of the individual audit team members. Include résumés of only the staff to be assigned to the audits. Include education, position in firm, years with the firm, industry-specific experience, and training on the recent Uniform Guidance 2 CFR Part 200 ("Super Circular").

E. Audit Approach to the Engagement

The Offeror should describe its approach of the work to be performed, including audit procedures, estimated hours, and other pertinent information.

F. Certifications

The Offeror must sign and include, as an attachment to its proposal, the Certifications enclosed with this RFP. The publications listed in the Certifications will not be provided to potential Offerors by Jefferson County Community Action Council, Inc, because Jefferson County Community Action Council, Inc. desires to contract only with an Offeror who is already familiar with these publications.

Proposal Evaluation

A. Submission of Proposals

All proposals shall include 1 copy of the Offeror's technical qualifications, 1 copy of the pricing information (in a separate, sealed envelope), and 1 copy of the signed Certifications. Only submit the above items as part of the original proposals. These documents will become part of the contract.

B. Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received in a timely manner in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the Certifications.



4. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the Government Auditing Standards of the U.S. Comptroller General.

C. Proposal Evaluation

Evaluation of each proposal will be scored on the following six factors. In compliance with 2 CFR Part 200.319 – Competition, no geographic preferences will be given in the evaluation of this proposal, since the section states: “The non-Federal entity must conduct procurements in a manner that **prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals**, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference.”

1. Prior audit experience	Point Range
a. Prior experience auditing Community Action Agencies	0 – 15
b. Prior experience auditing similar programs funded by State and Federal funding sources	0 – 10
c. Prior experience auditing nonprofit organizations	0 - 5

Jefferson County Community Action Council, Inc. will contact prior audited organizations to verify the experience provided by the Offeror.

2. Value-Added Services Beyond the Audit	0 – 5
3. Organization, size, and structure of Offeror’s firm (consider size in relation to audits to be performed)	
a. Adequate size of the firm	0 – 2
b. Proper independence	0 – 2
c. No conflicts of interest	0 – 2
d. Results of peer review	0 – 2
e. Minority-owned/small business/women’s business enterprise	0 – 2
4. Qualifications of staff to be assigned to the audits to be performed. This will be determined from résumés submitted. Include education, position in firm, and years and types of experience.	
a. Prior experience of the individual audit team members	0 – 15
b. Overall supervision to be exercised	0 – 5
5. Offeror’s audit approach to the engagement	



a. Adequate coverage	0 – 10
b. Realistic time estimates of each audit step	0 – 5
6. Price	0 – 20
Maximum Points	100

D. Review Process

In compliance with Uniform Guidance 2 CFR Part 200.319 – Competition, Jefferson County Community Action Council, Inc. has conducted this procurement in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.

The Jefferson County Community Action Council, Inc. may, at its discretion, request presentations by or meetings with any or all Offerors to clarify or negotiate modifications to the Offerors' proposals.

However, Jefferson County Community Action Council, Inc. reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the Offeror can propose.

Jefferson County Community Action Council, Inc. will award the bid to the firm it considers to be the best and most responsive to the RFP.



Certifications

On behalf of the Offeror:

1. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
 2. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
 3. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
 4. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
 5. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
 6. The individual signing certifies that the Offeror is a properly licensed certified public accountant or a public accountant licensed on or before July 20, 2016..
 7. The individual signing certifies that the Offeror meets the independence standards of the Government Auditing Standards.
 8. The individual signing certifies that he/she is aware of and will comply with the GAO's continuing education requirement of 80 hours of continuing education every two years and that 24 hours of the 80 hours of education will be in subjects directly related to the government environment and to government auditing for individuals.
 9. The individual signing certifies that he/she is aware of and will comply with the GAO requirement of an external quality control (peer) review at least once every three years.
 10. The individual signing certifies that he/she has read and understands the following publications relative to the proposed audits:
 - a. Government Auditing Standards (Yellow Book)
 - b. Audits of Not-for-Profit Entities (AICPA Audit Guide)
 - c. Audits of State and Local Governmnet (AICPA Audit Guide)
 - d. Uniform Guidance 2 CFR Part 200 ("Super Circular")
 - e. The Offeror should be familiar with 10 CFR Part 600, DOE's administrative requirements, and 10 CFR Part 400, DOE's weatherization program requirements.
 - f. Any audit guides pertaining to programs listed in Attachment A of this RFP.
-

11. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.
12. The Offeror has established Equal Opportunity procedures that will provide that no person on the grounds of race, color, national origin, sex, handicap, religion or age will be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment, in connection with activities proposed in the RFP.
13. The individual signing certifies that the Offeror, and any individuals to be assigned to the audit, does not have a record of substandard audit work and has not been debarred or suspended from doing work with any federal, state, or local government. (If the Offeror or any individual to be assigned to the audits has been found in violation of any state or AICPA professional standards, this information must be disclosed.)

Dated this _____ day of _____, 20_____.

(Offeror's Firm Name)

(Signature of Offeror's Representative)

(Printed Name and Title of Individual Signing)



ATTACHMENT A - SCHEDULE OF GRANTS/PROGRAMS/CONTRACTS				
JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.				
ESTIMATE GRANT BUDGET AMOUNTS BY PROGRAM YEAR NOT FISCAL YEAR				
THESE ARE THE GRANTS WE HAVE AT THE PRESENT TIME.				
FISCAL YEAR - 1/1/16-12/31/16				Grant Budget
				Amounts by
Program Title	CFDA	GRANT #	Period	Program Year
U.S DEPARTMENT OF HEALTH & HUMAN SERVICES				
Passed through Ohio Development Services Agency				
COMMUNITY SERVICES BLOCK GRANT	93.569	1617-31	1/1/16-12/31/17	\$ 515,508
Passed through Ohio Development Services Agency				
LOW INCOME HOME ENERGY ASSISTANCE (LIHEAP) ADMIN.	93.568	16-HA-128	9/1/15-8/31/16	\$ 199,900
LOW INCOME HOME ENERGY ASSISTANCE (LIHEAP) WINTER CRISIS	93.568	16-HE-228	11/1/15-3/31/16	\$ 950,000
Passed through Corporation for Ohio Appalachian Development				
Home Weatherization Assistance Program (HWAP/HHS)	93.568	H15-133J	7/1/15-6/30/16	\$ 172,070
Passed through Jefferson County Department of Job and Family Services				
TANF/Summer Youth Program	93.558		5/1/16-10/31/16	\$ 531,605
U.S. DEPARTMENT OF ENERGY				
Passed through Corporation for Ohio Appalachian Development				
Home Weatherization Assistance Program (HWAP/DOE)	81.042	D15-133J	7/1/15-6/30/16	\$ 79,764
U.S. DEPARTMENT OF LABOR				
Passed through Senior Service of America				
SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM	17.235	292	7/1/15-6/30/16	\$ 149,239
Passed through Jefferson County Department of Job & Family Services				
WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA/DISLOCATED WORKERS-JEFFERSON)	17.278		7/1/15-6/30/16	\$ 228,116
WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA/DISLOCATED WORKERS-HARRISON)	17.278		7/1/15-6/30/16	\$ 86,181
WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA/NDWG OH 29 DISLOCATED COAL MINERS)	17.278		10/20/15-6/30/18	\$ 666,250
WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA/ADMIN. ENTITY)	17.258		10/1/14-3/31/16	\$ 50,000
WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA/ADULT-JEFFERSON)	17.258		7/1/15-6/30/16	\$ 204,352
WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA/ADULT-HARRISON)	17.258		7/1/15-6/30/16	\$ 33,397
WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA/TRANSITION GRANT)	17.258		3/5/15-6/30/16	\$ 8,986
WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA/YOUTH-JEFFERSON)	17.259		7/1/15-6/30/16	\$ 387,769
WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA/YOUTH-HARRISON)	17.259		7/1/15-6/30/16	\$ 58,411
WORKFORCE INNOVATION OPPORTUNITY ACT (BUSINESS RESOURCE NETWORK)	17.283		2/1/13-6/30/16	\$ 794,426
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT				
Direct Recipient				
SUPPORTIVE HOUSING PROGRAM	14.235	OH0210L5E071407	7/1/15-6/30/16	\$ 138,786
Passed through Jefferson County Prevention and Recovery Board				
SHELTER PLUS CARE 1	14.238		3/1/15-2/29/16	\$ 279,903
SHELTER PLUS CARE 2	14.238	OH0432L5E071403	7/1/15-6/30/16	
Passed through				
CHIP/HOME INVESTMENT PARTNERSHIPS PROGRAM-TENANT-BASED ASSISTANT PROGRAM	14.239		4/1/15-3/31/16	\$ 33,000
OTHER NON FEDERAL GRANTS				
PAYROLL ACCOUNT				
CORPORATE FUND			1/1/16-12/31/16	
GENERAL FUND			1/1/16-12/31/16	
BUILDING COST FUND			1/1/16-12/31/16	
ADMINISTRATION COST POOL ALLOCATION-INDIRECT COST			1/1/16-12/31/16	
COLUMBIA WARM CHOICE			1/1/16-12/31/16	\$ 70,364
EPP/UFS		15-EPP-02	7/1/15-6/30/16	\$ 120,000
AEP CAP			1/1/16-12/31/16	\$ 301,855
OMJ ONE STOP			7/1/15-6/30/16	\$ 132,195
SRO/CATHEDRAL APARTMENTS			1/1/16-12/31/16	\$ 69,740
COAD HOUSING TRUST FUND			3/1/14-2/29/16	
COAD HOUSING TRUST FUND			3/1/16-2/28/18	
UNITED WAY			1/1/16-12/31/16	\$ 19,000
HOMELESS CRISIS RESPONSE (HCR/HP&RR)			1/1/15-12/31/16	\$ 2,875
IN-KIND (NFS)				