



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ◆ Karyn E. Polito, Lieutenant Governor ◆ Janelle L. Chan, Undersecretary

Public Housing Notice 2018-19

To: Local Housing Authority Executive Directors
From: Amy Stitely, Associate Director, Division of Public Housing
Subject: Agreed Upon Procedures (AUP) Program: Pre-Qualified Certified Public Accounting (CPA) Firms
Date: October 12, 2018

I am pleased to announce that the Massachusetts Department of Housing and Community Development (DHCD) has pre-qualified nine (9) Certified Public Accounting (CPA) firms to contract with Local Housing Authorities (LHAs) to perform the annual Agreed Upon Procedures (AUP) review of housing authority financial records for state-aided public housing programs. Effective immediately, LHAs may begin contracting with any of the firms listed below to perform the AUP. Firms that are not on the list below are not eligible for selection by an LHA, except in the situation where an LHA already has a federal audit (A133) firm and wants to use that same firm for the state AUP. In that one situation, the LHA may use their A133 firm for the AUP, whether that firm has been pre-qualified by DHCD or not.

Also, please be reminded that CPA firms cannot perform the AUP for any LHA that the firm currently provides accounting services (fee Accounting) for or have done so within the past three (3) years. In addition, LHAs are required to change the CPA firm used to conduct their AUP after five (5) years, so some LHAs will need to change firms in the coming year.

Firms who are pre-qualified will remain so until June 30, 2021, with two (2) one-year extensions possible at the discretion of DHCD. At that time, DHCD may require that vendors resubmit their qualifications through the same or a similar pre-qualification process.

If you have any questions or need additional information, please contact Ayo Yakubu-Owolewa at ayo.yakubu-owolewa@mass.gov or (617) 573-1233.

LIST OF FIRMS:

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The name and contact information of the pre-qualified firms are also available to all local housing authorities on the DHCD website at the following link:

<https://www.mass.gov/service-details/agreed-upon-procedures-aup-program>