Effective March 16, 2020 Governor Gregg Abbott authorized the temporary suspension of some of the statutory provisions of the Texas Open Meetings Law This Meeting of the Board of Trustees of the San Antonio Housing Trust Foundation, Inc is being held pursuant to this authorization and will limit face-to-face meetings to slow the spread of the Corona Virus (COVID19). See attached Open Meeting Laws Subject to Temporary Suspension

AGENDA

A meeting of the SAN ANTONIO HOUSING TRUST FOUNDATION, INC BOARD OF DIRECTORS will be held at
the San Antonio Housing Trust Board Conference Room
2515 Blanco Rd., San Antonio, TX 78212
and via video and teleconference
on Friday, August 20, 2021, at 11:00 a.m.
to consider the following matters:

NOTICE: *This board meeting will be held in person and via Zoom. Members of the public may access this meeting by the free of charge video conference link by logging into the Zoom website no more than 15 minutes before the meeting. An electronic copy of the agenda packet may be accessed at the San Antonio Housing Trust website under the CALENDAR/Board Meeting date page prior to the meeting.*

https://us02web.zoom.us/j/85086742174?pwd=MDYwK2xxRDRQTmxRVjRMNDNldGhiUT09

*or **dial in number 1 346 248 7799***
Meeting ID: 850 8674 2174
Passcode: 489488

NOTICE: *This meeting of the Board of the San Antonio Housing Trust Foundation, being held for the reasons listed below, is authorized in accordance with the Texas Government Code, Sections 551.001 - 551.146. Verification of Notice of Meeting and Agenda are on file in the Office of the Executive Director. Closed meeting, if required, is authorized by the statute and will be conducted prior to the conclusion of the meeting. If, during the course of the meeting, any discussion of any item listed on the agenda should be held in closed meeting, the Board will convene in such closed meeting in accordance with Texas Government Code Sections 551.071-551.84. The Board may take action in the open portion of the meeting on items discussed in the closed meeting. The Board will consider, discuss, and take appropriate action regarding the following items.*

1. Call to Order and Roll Call
2. Approval of Board Meeting Minutes for July 20, 2021.
3. Citizens to be heard – Interested speakers will have 3 minutes each to address the Board on agenda items or housing policy related matters; a total of 15 minutes will beprovided.
4. Treasurer's Report
5. Briefing, discussion, and possible action regarding presentation of a preliminary FY 2022 SAHT Operating Budget
6. Briefing, discussion and possible action regarding Finance Committee recommendation of selection of an Auditing Firm.
7. Executive Session pursuant to 551.071, 551.072, 551.074 of the Texas Government Code (Consultation with attorney on personnel, contracts, real estate and litigation matters may be discussed)
   ANY ITEM DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED ON IN OPEN SESSION
8. Adjournment

San Antonio Housing Trust Foundation, Inc.

Agenda Item 2

MINUTES

DATE: Tuesday, July 20, 2021

TIME AND PLACE: 11:00 a.m.; Zoom meeting; The San Antonio Housing Trust Board Conference Room

PRESENT: Celina Peña, Paul DeManche, Hilliard Galloway, and Estrellita Garcia-Diaz

ABSENT: Erica Martinez, John Harris and John Whitsett

STAFF MEMBERS: Pedro Alanis- Executive Director; John Hernandez -Asset Manager, Maria Bradley- Senior Administrative Assistant, Sharon Jennings -Contract Officer, Robert "Woody" Wilson– Attorney.

VISITORS:

1. **CALL TO ORDER AND ROLL CALL**: The meeting was called to order at 11:00am.

2. **APPROVAL OF BOARD MEETING MINUTES FOR MAY 27, 2021.**

   Director Estrellita Garcia- Diaz motioned and seconded by Director Drew Galloway for the approval of the May 27, 2021 minutes.

3. **CITIZENS TO BE HEARD-INTERESTED SPEAKERS WILL HAVE 3 MINUTES EACH TO ADDRESS THE BOARD ON AGENDA ITEMS OR HOUSING POLICY RELATED MATTERS; A TOTAL OF 15 MINUTES WILL BE PROVIDED.**

   NO CITIZENS TO BE HEARD.

4. **TREASURER'S REPORT- JUNE 2021**
   Pete Alanis stated the budget is at a good position at the end of June. The Foundation General Operating budget is currently at 59%, Pete mentioned that around this timeframe we would have expended about 75%. The unencumbered cash balance is $930,000 in the Foundation account. There is $2.3 million available in the Public Facility Corporation, $1.16 in the Finance Corporation and the Trust is at $258,000 and $930,000 in the Foundation. Overall, there is $4.6 Million available balance across all 4 entities.

   NO MOTION NEEDED.

5. **EXECUTIVE DIRECTOR'S REPORT**

   Pete Alanis reported to the Foundation board that City Council approved the Governance re-alignment to have transparency and policy focused decision making across all entities of the San Antonio Housing Trust. He stated once City staff provides initial screening of the applications it gets turned over to the Joint Transition Committee who then would consider all the submitted application and set recommendations to City Council. City Council will then approve the 6 community board positions and 5 City Council positions and take over for full

City Council approval in September.
He mentioned that the website was live and will be in the process of adding more to it and a short video to help introduce the San Antonio Housing Trust to the community. The video is anticipated to be released online.

NO MOTION NEEDED.

6. **BRIEFING, DISCUSSION, AND POSSIBLE ACTION TO RELEASE REQUEST FOR PROPOSALS FOR A STRATEGIC PLANNING CONSULTANT TO DEVELOP A 5-YEAR STRATEGIC PLAN FOR THE TRUST ENTITIES.**

   As part of the Governance realignment, an approval to release a request for proposal for a strategic planning consultant. The RFP shall be released on July 26,2021-August 30, 2021. The scope of services would include:
   - Ensure an inclusive and equitable public engagement process
   - Review completed local systematic affordable housing plans, assessments, and initiatives
   - Review and conduct research on other housing programs and models for addressing affordable housing challenges in other large cities
   - Establish key performance indicators and strategic outcomes
   - Identify key strategic partnership opportunities
   - Recommend policy and programmatic actions

   Celina recommended launching the RFP mid-August through mid-September.

   NO MOTION NEEDED.

7. **EXECUTIVE SESSION**: Pursuant to 551.071, 551.072, 551.074 of the Texas Government Code (consultation with attorney, personnel, contracts, real estate, and litigation matters may be discussed)

   ANY ITEM DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED UPON IN OPEN SESSION.

   NONE.

8. **ADJOURNMENT**- Without objection the chair adjourned the meeting at 11:23am.

Signed this_____ of _____, 2021

.

Respectfully Submitted by:

_____
Secretary

San Antonio Housing Trust Foundation, Inc.
Agenda Item 3

Citizens to be Heard

Interested speakers will have 3 minutes each to address the Board on agenda items or housing policy related matters; a total of 15 minutes will be provided. Instructions to sign up for Citizens to be heard via Zoom video conference.

- To sign up for Citizens to be heard in a Zoom meeting, please send name and organization to chat box.
- You can also call 210-735-2772 to place your name on the list.

San Antonio Housing Trust Foundation, Inc.
Agenda Item 4

Treasurer's Report
July 31, 2021

SAN ANTONIO HOUSING TRUST FOUNDATION OPERATING EXPENSE BUDGET FY 2021						
		Mid-Year Adopted FY 2021 Budget		**End of July 2021**	***FY 2021 Remaning Budget***	**% Expended**
USES						
Personnel Services						
Salaries	$	384,167	$	303,854	80,313	**79%**
Auto Allowance		6,000		5,417	583	**90%**
Telephone Allowance		600		508	92	**85%**
Taxes-Payroll		35,065		27,968	7,097	**80%**
Taxes-Unemplyment		2,000		-	2,000	**0%**
Insurance - Workmen's Comp		1,090		1,584	(494)	**145%**
Insurance - Life		5,231		231	5,000	**4%**
Insurance - Health		56,700		52,339	4,361	**92%**
Leave Buyback		1,629		1,629	-	**100%**
Retirement Plan Exp.		46,100		33,213	12,887	**72%**
Travel & Training		7,065		1,558	5,507	**22%**
Subtotal Personnel Services	**$**	**545,647**	**$**	**428,300**	**$ 117,347**	**78%**
Contractual Services						
Audit	$	16,000	$	9,540	6,460	**60%**
Contract-Bookkeeping		12,000		9,500	2,500	**79%**
Legal Fees		25,000		15,952	9,048	**64%**
Fees to Professional		111,008		33,809	77,199	**30%**
Maint. & Repairs		45,000		31,805	13,195	**71%**
Rental of Equipment & Facilities		3,500		3,896	(396)	**111%**
Telephone and Internet		3,500		3,221	279	**92%**
Subtotal Contractual Services	**$**	**216,008**	**$**	**107,723**	**$ 108,285**	**50%**
Commodities						
Bind, print & reporducton	$	200	$	-	200	**0%**
Mail & parecel post		750		508	242	**68%**
Office Supplies		5,500		3,336	2,164	**61%**
Utilites		7,500		5,645	1,855	**75%**
Subtotal Commodities	**$**	**13,950**	**$**	**9,489**	**$ 4,461**	**68%**
Insurance/Other Expenditures						
Insurance - Business package	$	22,000	$	11,668	10,332	**53%**
Advertising		12,000		4,875	7,125	**41%**
Membership, Fees & Licenses		3,000		1,868	1,132	**62%**
Subscriptions & Dues		3,000		3,064	(64)	**102%**
Entertainment & food		250		66	184	**26%**
Subtotal Insurance/Other Expenditures	**$**	**40,250**	**$**	**21,540**	**$ 18,710**	**54%**
Capital Outlay						
Equipment purchases	$	10,000	$	2,794	7,206	**28%**
Furniture purchases		1,000		45	955	**5%**
Subtotal Capital Outlay	**$**	**11,000**	**$**	**2,840**	**$ 8,160**	**26%**
Total General Operating Budget	**$**	**826,855**	**$**	**569,892**	**$ 256,963**	**69%**

San Antonio Housing Trust Foundation, Inc.
Agenda Item 5

Briefing, discussion, and possible action regarding presentation of the preliminary FY 2022 SAHT Operating Budget.

Summary:
Each year the San Antonio Housing Trust Foundation adopts a budget in September for the fiscal year beginning October 1 and ending September 30th. The annual budget is the SAHT Foundation Board's opportunity to focus on key goals and accomplishments over the next 12-month period including improvements in operations and programmatic assistance in line with our mission. However, in the FY 2022 due to the governing board realignment, the budget will focus on the operational needs of the trust. The programmatic priorities, goals, and accomplishments will be deferred to the new realigned board and their 5-year strategic planning process.

Background:
On September 16, 2020, the San Antonio Housing Trust Foundation Board approved a $3.52 million operating and programmatic budget for the FY 2021 fiscal year. Of this amount $826,855 was budgeted for Foundation Operations. The overall goal of the board was to utilize external consultants to increase capacity in the areas of asset management, underwriting, grant making, compliance and public engagement. The Foundation also established for the first time, an operational reserve, based on 6 months of operating costs. Programmatically the board targeted to impact inner City neighborhoods that have seen historic and disproportionate disinvestment and to focus funds on disadvantaged populations.

FY 2021 Operational Highlights

- Received City Council approval on SAHT Governance Realignment
- Increases communication and media engagements
- Increased our capacity for tracking assets
- Complete website redesign
- FY 2020 Audits Unqualified Letters
- First SA Housing Trust produced short film is coming soon…

Operating Budget Summary
The operating budget proposes a year over year 25% increase from the FY 2021 budget of $826,855 to $1.038 million for FY 2021. The operational budget increase is primarily due to cost increases for personnel services, insurance, and capital outlays associated with the addition to two staff positions including a Director of Finance.

Personnel services
This budget category is increasing from $515,105 in FY 2021 to $665,093 in FY 2022. All staff shall receive a 2% COLA increase along with retaining benefits such as the health insurance stipend, retirement contributions, and leave buy back. The personnel committee met to approve the addition of a Finance Director position, which has not been filled to date.

The Executive Director is also re-classifying the Asset Manager position to Sr. Asset Manager and adjusting compensation accordingly due to the five years of increasing responsibility with the Housing Trust and the Asset Manager training received in FY 2021.

The Executive Director is reviewing the Contract Officer position and its duties, which is currently sits vacant. Specifically, we are assessing whether or not to outsource annual compliance functions of our multi-family partnerships to a 3rd party compliance firm due to the growing number of assets that came online in FY 2021 and will come online in FY 2022. If so, the funding would come out of the PFC revenues, similar to our Asset Management tracking functions. Staff would see about $65k reduction from elimination of this position. Currently, the FY 2022 Operating Budget includes the Contract Officer position.

Contractual Services

Contractual services are expected to increase from $268,000 to $310,700 year over year. The main source of the increase is the second future position, a Community Development Coordinator, which is anticipated to be needed after the Housing Trust completes its five-year strategic plan. The Finance committee opted to hold funds in contractual services until the future board reviews the need. Professional services required for FY 2020 is the Strategic Plan Consultant, PR/Communications Firm, Website Maintenance, Translation Services, and completion of multifamily underwriting guide. The contractual services budget provides for adjustments in financial audit and legal fees due to pending negotiation with new annual contracts with awarded parties.

Commodities

This budget category is increasing from $14,200 in FY 2021 to $15,700 in FY 2022. Anticipates increases in office supplies for additional staff and utilities for the new year.

Insurance/Other

This budget category is increasing from $26,050 in FY 2021 to $42,250 in FY 2022. Anticipates increases primarily due to increases in board insurance and public engagements/advertisements in support of the strategic planning process and other community engagement opportunities.

Capital Outlay

This budget category is increasing from $3,500 in FY 2021 to $5,000 in FY 2022. Anticipates increase due to for additional staff in the new year.

Foundation Revenue Summary

The San Antonio Housing Trust Foundation's primary source of income is a 25% Revenue Fee contributed by the Public Facility Corporation and Finance Corporation. The Foundation also earns a small amount of revenues from prior commercial and residential loans sourced from the Foundation, of which most is transferred to the Housing Trust Fund.

FY 2021 Revenues

The end of year estimate on the 25% contribution from Public Facility Corporation to the Foundation is $1,568,315. The end of year estimate on the 25% contribution from Finance Corporation to the Foundation is $222,735.

FY 2021 PFC and Finance Corp to Foundation						
	2021 Forecast	Q1	Q2	Q3	Q4 Estimate	EOY Forecast
PFC	$ 643,970	$ 146,798	$ 112,389	$ 254,007	*$ 1,055,121*	$ 1,568,315
FC	27,233	140,810	7,581	66,275	*8,070*	222,735
Totals	**$ 671,203**	**$ 287,608**	**$ 119,970**	**$ 320,281**	***$ 1,063,191***	**$ 1,791,050**

To date, the Foundation has received $513,193 through the 1st three quarters. $1.05 million is expected from July 1 through September 30th. The Foundation has received $214,665 through the 1st three quarters. $8,070 is expected from July 1 through September 30th.

FY 2022 Revenue Forecast

The FY 2022 forecast of revenues to the Foundation from the PFC and FC are expected to increase from an FY 2021 Budget of $671,203 to $1,378,324. The increase is due to expected developer fee payouts from projects achieving milestones during construction (Alsbury, Mesa West, Culebra Creek, Greenline, Park at 3830, Pan American, Lucero, Markson, St. John's).

FY 2022 PFC and Finance Corp to Foundation						
	Forecast	Q1	Q2	Q3	Q4	EOY Forecast
PFC	$ 1,347,939	$ 376,542	$ 211,981	$ 411,421	$ 347,995	$ 1,347,939
FC	30,385	4,770	11,955	7,020	6,640	30,385
Totals	**$ 1,378,324**	**$ 381,312**	**$223,936**	**$ 418,441**	**$ 354,635**	**$ 1,378,324**

Attachment

Preliminary Operating Budget

SAN ANTONIO HOUSING TRUST FOUNDATION

PRELIMINARY OPERATING BUDGET

FY 2022 Proposal

Description	FY 2021 Adopted Budget	FY 2021 Mid Year Budget	*PROPOSED* Budget FY2022
Personnel Services			
Salaries	$ 361,090	$ 384,167	$ 477,895
Taxes-Payroll	27,623	35,065	38,040
Insurance - Health (Bonus)	54,000	56,700	64,800
Insurance - Life	5,417	5,231	7,168
Retirement Plan Exp.	43,331	46,100	45,539
Leave Buyback	9,944	1,629	12,250
Taxes-Unemplyment	2,000	2,000	2,000
Insurance - Workmen's Comp	1,100	1,090	1,200
Auto Allowance	6,000	6,000	6,000
Phone Allowance	600	600	1,200
Travel & Training	4,000	7,065	9,000
Subtotal Personnel Services	**$ 515,105**	**$ 545,647**	**$ 665,093**
Contractual Services			
Audit	$ 16,000	$ 16,000	$ 33,000
Contract-Bookkeeping	12,000	12,000	13,500
Legal Fees	50,000	25,000	30,000
Fees to Professional	160,000	111,008	192,000
Maint. & Repairs	25,000	45,000	35,000
Rental of Equipment	2,000	3,500	3,700
Telephone and Internet	3,000	3,500	3,500
Subtotal Contractual Services	**$ 268,000**	**$ 216,008**	**$ 310,700**
Commodities			
Bind, print & reproduction	$ 200	$ 200	$ 950
Mail & parcel post	1,500	750	750
Office Supplies	5,000	5,500	6,000
Utilites	7,500	7,500	8,000
Subtotal Commodities	**$ 14,200**	**$ 13,950**	**$ 15,700**
Insurance/Other Expenditures			
Insurance - Business package	$ 20,000	$ 22,000	$ 25,000
Advertising	1,800	12,000	10,000
Membership, Fees & Licenses	3,000	3,000	3,500
Subscriptions & Dues	1,000	3,000	3,000
Entertainment & food	250	250	750
Subtotal Insurance/Other Expenditures	**$ 26,050**	**$ 40,250**	**$ 42,250**
Capital Outlay			
Equipment purchases	$ 3,000	$ 10,000	$ 3,000
Furniture purchases	500	1,000	2,000
Subtotal Capital Outlay	**$ 3,500**	**$ 11,000**	**$ 5,000**
Total Operation Expenditures	**$ 826,855**	**$ 826,855**	**$ 1,038,743**

San Antonio Housing Trust Foundation, Inc.
Agenda Item 6

Briefing, discussion, and possible action regarding Finance Committee recommendation of selection of an audit Firm.

Summary:
An annual independent financial audit is required for the Foundation, Public Facility Corporation, and the Finance Corporation on an annual basis.

The two-year agreement with Gregory and Crutchfield Foundation shall conclude with the completion of the FY 2020 financial audits. Per SA Housing Trust policies, the selection of professional services must be competitively bid through a Request for Qualifications process. Staff completed an RFQ process in July. Five proposals were submitted for consideration. Staff scored the proposals based on the following criteria:

- Firm's ability to carry out the scope of audit services provided (30 pts)
- Firm's specific record and experience working with non-profit or similar public entities (30 pts)
- Professional qualifications and licensing of the individuals who will perform the work (15 pts)
- Firm's insurability and status of current work (10 pts)
- Firm's certified minority-and women-owned business enterprises and/or the employment of minority group members and women in the performance of the Trust Contract (10 pts)
- Firm's local office location, access, and availability to the Trust entities (5 pts)

The following table shows the rank and score for five responsive submissions:

Leal and Carter	94
ADKF	83.5
Baker Tilly	86
Haynie & Co.	84.5
Gregory and Crutchfield	79

Staff presented the results of the RFQ to the Finance Committee on August 11, 2021.

Finance Committee Recommendation:
The Finance Committee is recommending the Foundation Board approve the selection of Leal and Carter, P.C. and authorize the Executive Director to negotiate and execute an agreement on behalf of the board.

Attachment:

Leal and Carter Proposal

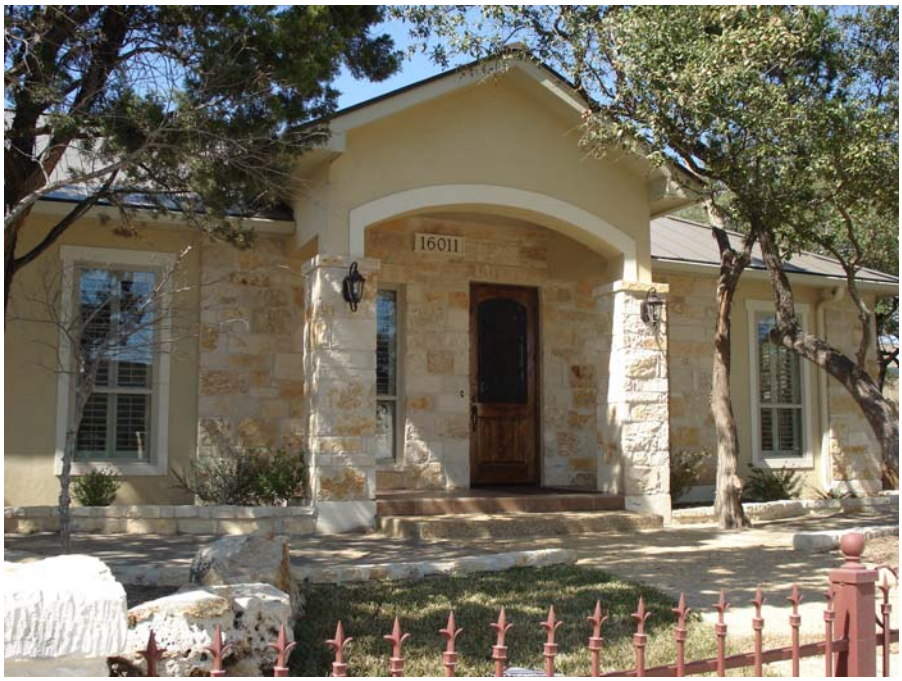
QUALIFICATIONS PROPOSAL FOR AUDIT SERVICES
PRESENTED TO:

SAN ANTONIO HOUSING TRUST

FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2021

JULY 16, 2021

FIRM: Leal & Carter, P.C.
16011 University Oak
San Antonio, TX 78249
(210) 696-6206/Fax (210) 492-6209



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LEAL & CARTER, P. C.
CERTIFIED PUBLIC ACCOUNTANTS

FRANK J. LEAL, C.P.A.
ROBERTO CARTER, C.P.A.

16011 UNIVERSITY OAK
SAN ANTONIO, TEXAS 78249-4014
TELEPHONE: (210) 696-6206
FAX: (210) 492-6209

TRANSMITTAL LETTER

July 16, 2021

Ms. Nicole Collazo, Assistant Director
San Antonio Housing Trust
2515 Blanco Rd.
San Antonio, TX 78212

Dear Ms. Collazo,

We are pleased to respond to your request and submit for your consideration our firm's qualifications proposal to provide professional services to the San Antonio Housing Trust (the Trust) for the fiscal year ended September 30, 2021, as follows:

- Annual Financial Statement Audit for three Trust entities: San Antonio Housing Trust Foundation, Inc.; the San Antonio Housing Trust Finance Corporation; and the San Antonio Housing Trust Public Facility Corporation.
- Single Audit of Federal Funds, as applicable
- Preparation of IRS Form 990 for the nonprofit entity
- Management letter

We will perform the audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Audit Standards*, issued by the Comptroller General of the United States; and the Uniform Guidance requirements, as applicable.

Leal & Carter P.C. has completed its 46th year of providing professional audit and tax services primarily to nonprofit organizations and local governments, including those receiving State and Federal Funds, in San Antonio and the surrounding areas.

The official contacts of our firm are Frank J. Leal, CPA, Managing Director and Norma L. Little, CPA, Audit Manager. Address of the firm is 16011 University Oak, San Antonio, TX 78249, and phone number is 210-696-6206, ext. 13 for Frank Leal and ext. 16 for Norma Little.

We have prepared what we believe to be a responsible proposal and feel that you will find our firm to be the most qualified to provide the requested audit and tax services for the Trust.

Respectfully,

Frank J. Leal, CPA, Managing Director

STATEMENT CONCERNING INSURANCE

Leal & Carter, PC has in place general liability insurance, worker's compensation insurance and professional liability insurance. Please see ***Attachment 1*** for documentation of the firm's insurance policies that are currently effective.

STATEMENT CONCERNING CONFLICT OF INTEREST

Leal & Carter, P. C. and its employees are completely independent of any indirect or direct financial interest with respect to employees or board members of the Trust, and our firm has no interests that would impede with or interfere in the carrying out of the duties and responsibilities of the position of a certified public accountant or that are deemed conflicting. Additionally, we meet all of the general standards concerning qualifications, independence, due professional care, and quality control as required by AICPA's Statements on Auditing Standards.

QUALIFICATIONS STATEMENT

1. Organizational Information

The name of our audit firm is Leal & Carter, P.C. and we are medium sized firm located in San Antonio, Texas. The address of our office is 16011 University Oak, San Antonio, Texas 78249. The ownership organization is a professional corporation.

We are a family-owned business established in 1973, with second generation members actively involved in our firm. Frank J. Leal, CPA, Managing Director, and Roberto Carter, CPA, Quality Control Partner are the principals of the firm. The combined experience of these two men is in excess of 90 years.

Since our firm's inception, we have gained extensive experience in providing financial and Single Audit services as well as tax services for nonprofit organizations and local governments receiving State and Federal funds. Nonprofit organizations served included health centers and clinics, multifamily housing developments, workforce agencies, economic development corporations, volunteer fire departments and other charitable agencies. Local governments served include public housing authorities, cities, counties and school districts. Due to the well-roundedness of our firm, many of our clientele have chosen to continue with our services over multiple years.

Primary contact information is as follows:

Norma L. Little, CPA,
Audit Manager
210-696-6206, ext. 16 (office); 210-287-2613 (cell)
nllittle@lealcarter.com

2. Key Personnel

We feel that our firm is distinguished from other audit firms as we have maintained consistency in our key personnel for many years. All of our staff is locally based and most of our employees are long-term. Additionally, our firm adheres to the continuing professional education guidelines set forth by the Texas State Board of Public Accountancy.

By contracting with our firm, the Trust can expect continuity and availability of staff to be assigned to your engagement and quality service due to the collaborative work of our audit team's dedicated and conscientious individuals. Key personnel comprising the team that will be assigned to this engagement are as follows:

Staff Person	*Staff Level*	*Number of Years' Experience*
Frank J. Leal, CPA	Partner-in-Charge	49
Roberto Carter, Sr., CPA	Partner (Quality Control)	47
Norma Leal Little, CPA	Audit Manager	28
Emily Sanchez	Audit Senior	10
Vanessa Lopez	Audit Senior	8
Ivy Verastegui	Audit Staff	2

Each of the firm's CPAs is in good standing with the Texas State Board of Public Accountancy. Please see ***Attachment 2*** for a copy of related licenses held to support good standing with the Texas State Board of Public Accountancy.

Definitions of Staff Levels:

Partner-in-Charge - Responsible for overall management and completion of audit

Quality Control Partner - Responsible for providing technical assistance on engagement and quality control

Audit Manager – Will assist engagement partner in planning and organization. Responsible for directing, coordinating, and review of audit work**,** and accounting for the performance of all required audit procedures

Audit Senior – Assists in audit planning and performs required procedures under direct supervision of the audit manager. Analyze the operational and financial processes of the entity to ensure compliance with federal regulations. Supervise audit staff.

Audit Staff –Organize and perform test work meticulously. Work under the guidance of our audit manager and supervisor at all levels of the audit process.

Resumes for each team member, including areas of expertise follow:

Frank J. Leal, CPA, Partner

Mr. Leal is the founder, chief executive officer and managing director of the firm. He has over 49 years of public accounting experience in accounting and auditing.

Education - B.B.A. Degree (Cum Laude), St. Mary's University, San Antonio, Texas; MBA Course Work - St. Mary's University

Certified Public Accountant - Texas State Board of Public Accountancy TSBPA - Certified Number 10873, April 20, 1972.

Experience - General
Mr. Leal serves as managing director in charge of accounting systems implementation, tax return preparation, management and tax planning, audits, including all types of profit, nonprofit and governmental entities and audits of federally funded entities.

Experience – Specific

A. Mr. Leal has performed at partner level in the performance of audits in accordance with generally accepted auditing standards and Single audits for non-profits and local governments such as:

    [a] City of San Antonio
    [b] Component units of the City of San Antonio including the following: OUR San Antonio and San Antonio Affordable Housing, Inc.; San Antonio Economic Development Corporation; and Westside Development Corporation
    [c] Various volunteer fire departments – Somerset, Lytle, and Bexar County
    [d] Various Nonprofit Multifamily Housing Projects – Regal Village Apts, Monarch Place Apts., Granada Homes, Viceroy Village Apts., Lulac Haven
    [e] Atascosa Health Clinic
    [f] School district audits
    [g] Cities including City of Pearsall, Uvalde, Charlotte and Floresville
    [h] Bethany House of Laredo
    [i] Various Housing Authority audits including City of Del Rio PHA; Laredo PHA; Poteet PHA; Pleasanton PHA; Pearsall PHA; Seguin PHA and Uvalde PHA
    [j] Workforce Solutions of South Texas

B. Numerous audits performed for the Department of Housing and Urban Development, including the City of San Antonio, as well as Dept. of Labor and Dept. of Interior Financial and Compliance audits

C. Performed various audits and management work in joint venture with large local and national firms

Roberto Carter, CPA, Partner

Mr. Carter is a principal in the firm and serves as the partner in charge of quality control and technical review of all audit services furnished by the firm. He has over 47 years of public accounting experience in accounting and auditing at our firm.

Education - B.B.A. Degree, St. Mary's University, San Antonio, Texas

Certified Public Accountant - Texas State Board of Public Accountancy - Certified Number 15024, September 29, 1975.

Experience - General

Mr. Carter has extensive experience in the areas of accounting systems implementation; tax return preparation, management and tax planning, audits, including all types of profit, nonprofit and governmental entities and audits of federally funded entities.

Experience – Specific

A. Mr. Carter has performed at partner level in the performance of audits in accordance with generally accepted auditing standards and Single audits for non-profits and local governments such as:

   [a] City of San Antonio
   [b] Component units of the City of San Antonio including the following: OUR San Antonio and San Antonio Affordable Housing, Inc.; San Antonio Economic Development Corporation; and Westside Development Corporation
   [c] Atascosa Health Center
   [d] Workforce Solutions of South Texas
   [e] Various Housing Authority audits including City of Del Rio PHA; Laredo PHA; Poteet PHA; Pleasanton PHA; Pearsall PHA; Seguin PHA and Uvalde PHA
   [f] School district audits
   [g] City of Pearsall
   [h] City of Uvalde
   [i] Bethany House of Laredo
   [l] Multi-family audits including TX West End Baptist, LP, Del Rio Rotary Village I and II, ACOG, LP, and Granada Homes Apts.

B. Department of Labor Financial and Compliance Audits

C. U.S. Department of Interior financial and compliance audits

D. Numerous audits performed for the Department of Housing and Urban Development, including the City of San Antonio

Norma Leal Little, CPA, Audit Manager

Mrs. Little functions as an audit manager for the firm. She has accumulated over 28 years of public accounting and auditing experience at our firm.

Education - B.B.A. Degree, The University of Texas at San Antonio (Magna Cum Laude)

Certified Public Accountant - Texas State Board of Public Accountancy - Certificate Number 64241, March 2, 1994. Passed Exam in First Attempt

Experience – General

Experience in the areas of assistance with preparation of financial statements; federal income tax return preparation; auditing profit, governmental and non-profit entities and audits of federally funded entities

Experience – Specific

Mrs. Little has performed at the manager level in the performance of financial audits in accordance with generally accepted auditing standards and Single audits for non-profits and local governments such as:

[a] City of San Antonio

[b] Component units of the City of San Antonio including the following: OUR San Antonio and San Antonio Affordable Housing, Inc.; San Antonio Economic Development Corporation; and Westside Development Corporation

[c] Various Nonprofit Multifamily Housing Projects – Regal Village Apts, Monarch Place Apts., Granada Homes, Viceroy Village Apts., Lulac Haven, Del Rio Rotary I and Del Rio Rotary II

[d] Various Multifamily Housing Projects owned by Partnerships including: Texas WEB; Mission Village Apts.; Alice Village Apts.; and ACOG, LP.

[e] Workforce Solutions of South Texas

[f] Bethany House of Laredo

[g] Various Housing Authority audits including City of Del Rio PHA; Laredo PHA; Poteet PHA; Pleasanton PHA; Pearsall PHA; Uvalde PHA, Seguin PHA and Orange PHA.

NOTE – audits of Del Rio PHA, Seguin PHA and Orange PHA also involved audits of their component units such as Partnerships, Public Facility Corporations and Housing Development Corporations

Emily Sanchez, Audit Senior

Emily Sanchez is an audit senior/charge accountant of our audit team. She has over 12 years of public accounting and auditing experience, and 8 of those years have been with our firm. Emily is committed to performing all audits using the latest applicable standards and requirements.

Education - Bachelor of Business Administration Degree in Accounting, University of Texas at San Antonio
- Masters of Professional Accountancy, Texas A&M San Antonio

Experience – General

Mrs. Sanchez's work experience includes assisting with preparation of financial statements, Single Audits and Financial audits of Non- profit and local government agencies, preparation of federal tax forms including IRS Form 990 and related schedules and forms.

Experience – Specific

Examples of audits Mrs. Sanchez has experience in performing include the following nonprofit and local government entities:

[a] Bethany House of Laredo

[b] Component units of the City of San Antonio including the following:
OUR San Antonio and San Antonio Affordable Housing, Inc.; San Antonio Economic Development Corporation; and Westside Development Corporation

[c] Workforce Solutions of South Texas

[d] Various Nonprofit Multifamily Housing Projects – Regal Village Apts, Monarch Place Apts., Granada Homes, Viceroy Village Apts., Lulac Haven, Del Rio Rotary I and Del Rio Rotary II

[e] Various Multifamily Housing Projects owned by Partnerships including: Texas WEB; Mission Village Apts.; Alice Village Apts.; and ACOG, LP.

[f] Various Housing Authority audits including City of Del Rio PHA; Laredo PHA; Poteet PHA; Pleasanton PHA; Pearsall PHA; Uvalde PHA, Seguin PHA and Orange PHA.

NOTE – audits of Del Rio PHA, Seguin PHA and Orange PHA also involved audits of their component units such as Partnerships, Public Facility Corporations and Housing Development Corporations

[g] Atascosa Health Center

Vanessa Lopez, Audit Senior

Vanessa Lopez is an audit senior/charge accountant of our audit team. She has over 8 years of public accounting and auditing experience with our firm. Vanessa is committed to performing all audits using the latest applicable standards and requirements.

Education - Bachelor of Business Administration Degree in Accounting, University of Texas at San Antonio
- Masters of Professional Accountancy, Texas A&M San Antonio

Experience – General

Mrs. Lopez's work experience includes assisting with preparation of financial statements, audits of Non- profit and local government agencies, including Single Audits, preparation of federal tax forms including IRS Form 990 and related schedules and forms.

Experience – Specific

Examples of audits Mrs. Lopez has experience in performing include the following nonprofit and local government entities:

:

[a] Audits of Cities including City of Charlotte, Pearsall and Uvalde

[b] Component units of the City of San Antonio including the following:
OUR San Antonio and San Antonio Affordable Housing, Inc.; San Antonio Economic Development Corporation; and Westside Development Corporation

[c] Workforce Solutions of South Texas

[d] Various Nonprofit Multifamily Housing Projects – Regal Village Apts, Monarch Place Apts., Granada Homes, Viceroy Village Apts., Lulac Haven, Del Rio Rotary I and Del Rio Rotary II

[e] Various Multifamily Housing Projects owned by Partnerships including: Texas WEB; Mission Village Apts.; Alice Village Apts.; and ACOG, LP.

[f] Various Housing Authority audits including City of Del Rio PHA; Robstown PHA; Poteet PHA; Pleasanton PHA; Pearsall PHA; Uvalde PHA, Seguin PHA and Bryan PHA.

NOTE – audits of Del Rio PHA, Seguin PHA and Robstown PHA also involved audits of their component units such as Partnerships, Public Facility Corporations and Housing Development Corporations

Ivy Verastegui, Audit Staff

Education - B.B.A. Degree, Accounting, University of the Incarnate Word
- Masters of Science in Accountancy, University of the Incarnate Word

Experience – General

Ivy's work experience includes assisting with preparation of financial statements, audits of Non-profit and local government agencies, including Single Audits, preparation of federal tax forms including IRS Form 990 and related schedules and forms.

Experience – Specific

Examples of audits Ivy has experience in performing include:

[a] Audits of Cities including City of Charlotte, Pearsall and Uvalde

[b] Component units of the City of San Antonio including the following:
OUR San Antonio and San Antonio Affordable Housing, Inc.; San Antonio Economic Development Corporation; and Westside Development Corporation

[c] Workforce Solutions of South Texas

[d] Various Nonprofit Multifamily Housing Projects – Regal Village Apts, Monarch Place Apts., Granada Homes, Viceroy Village Apts., Lulac Haven, Del Rio Rotary I and Del Rio Rotary II

[e] Various Multifamily Housing Projects owned by Partnerships including: Texas WEB; Mission Village Apts.; Alice Village Apts.; and ACOG, LP.

[f] Various Housing Authority audits including City of Del Rio PHA; Poteet PHA; Pleasanton PHA; Pearsall PHA; Uvalde PHA, Seguin PHA and Bryan PHA.

NOTE – audits of Del Rio PHA, Seguin PHA and Robstown PHA also involved audits of their component units such as Partnerships, Public Facility Corporations and Housing Development Corporations

3. **Resource Utilization Plan**

Our current workload and staffing is such that our schedule is open to additional engagements such as the Trust. We respond to requests for proposals for engagements that we are familiar in order to ensure we can provide the necessary services at the highest professional level. Additionally, the firm has no current backlog of key personnel assignments.

4. **Experience and Qualifications**

During the last 47 years in business, our firm has attracted clients that represent numerous facets of the economic spectrum, however, we have become more closely identified and are recognized to have developed considerable knowledge in providing professional services to nonprofit organizations and governmental agencies. Such services have included Financial Audits, Single Audits in accordance with generally accepted auditing standards, *Government Audit Standards*, and Uniform Guidance requirement; reviews; agreed upon procedures engagements; compilations and tax services for individuals, corporations and non- profit agencies including preparing IRS Forms 990, 1065, 1120 and 1040. Additionally, we have prepared management letters to provide comments and recommendations for improving operating controls and efficiencies for the organization, as we have identified.

Specific non-profit organizations served have included medical clinics; multifamily housing projects; economic development corporations; public facility corporations; workforce centers; housing associations; volunteer fire departments and other charitable organizations.

We are licensed to practice public accounting in the State of Texas. Additionally, our firm belongs to the Government Audit Quality Center of the AICPA and the AICPA Peer Review Program as administered by the Texas Society of CPAs peer review organization. We have been members of the AICPA Peer Review Program since 1989, and our peer reviews are performed as required every three years. Our latest peer review was performed in September 2019, and included nonprofit and government engagements. Leal & Carter received a peer review rating of pass and an unqualified report was issued. Please see a copy of our most recent peer review letter at ***Attachment 3.***

The following is a listing of nonprofit organizations and similar entities to the Trust for which we performed Financial or Single Audits and prepared IRS Forms 990, in order to demonstrate our related experience. Grants audited are also included at the end of the list.

Non-Profit Organization	Period Served
• Atascosa Health Center, Inc., Pleasanton, TX	FY 2009 to present
• National Trauma Institute, San Antonio, TX	FY 2017 to present
• Bexar County Fire & Rescue, San Antonio, TX	FY 2012 to present
• Picosa Water Supply, Floresville, TX	FY 2007 to present
• Bethany House, Laredo, TX	FY 2015 to present
• Atascosa Rural Water Supply, Atascosa, TX	FY 2007 to present
• Guide Dogs of Texas	FY 2018 to present
• Southwest NAHRO	FY 2018 and 2019

Non-Profit Organization	Period Served

- Multifamily Projects receiving HUD Funds:

1.	Granada Homes Apartments, San Antonio, TX	FY 2014 to present
2.	Monarch Place Apartments, San Antonio, TX	FY 2004 to present
3.	Viceroy Village Apartments, San Antonio, TX	FY 2004 to present
4.	Regal Village Apartments, San Antonio, TX	FY 2004 to present
5.	Lulac Haven Apartments, Laredo, TX	FY 2000 to present
6.	Del Rio Rotary I & II, Del Rio, TX	FY 2012 to present
7.	Westover Cove Apartments, Alvin, TX	FY 2013 to present
8.	Burnet Senior Housing, Burnet, TX	FY 2015 to present

Non-profit organizations that report as Governmental agencies:

- Workforce Solutions for South Texas - FY 2005 to current year
- Component Units of the City of San Antonio:
  1. Westside Development Corporation – FY 2011 to current year
  2. San Antonio Economic Development Corporation - FY 2014 to current year
  3. Office of Urban Redevelopment of San Antonio (OUR San Antonio) – FY 2018 to current year;

Multifamily Housing HUD Projects owned by Partnerships:

1.	Texas West End Baptist Manor, San Antonio, TX	FY 2020 to present
2.	Mission Village Apts., Mission, TX	FY 2019 to present
3.	Alice Village Apts, Alice, TX	FY 2019 to present
4.	Liberty Arms Apts., Tyler, Texas	FY 2015 to present

Public Housing Authorities (PHAs) for which audit services have been provided involving organizations similar to the Trust include the following (see NOTE 1):

1. Orange Housing Authority – FY 2010 to current year
2. Del Rio Housing Authority – FY 2009 to current year
3. Uvalde Housing Authority – FY 2017 to current year
4. Seguin Housing Authority – FY 2000 to current year
5. Robstown Housing Authority - FY 2017 to current year
6. Eagle Pass Housing Authority – FY 2020 to current year

NOTE 1 - These entities have Public Facility Corporation and Partnership component unit entities which are included in the PHA audits performed by our firm.

Grants Audited

HUD and other Federal programs that our firm has audited as part of our Public Housing Authority and HUD Multi-family Single Audits include Community Development Block Grants, Home Ownership Programs, Federal Loans through USDA and TDHCA, HUD Insured Mortgages, Low Rent Public Housing and Section 8 programs.

5. References

References including name and location; audit firm's role and responsibility; project description and phone contact information is as follows:

	Entity Name and Location:	Firm's Role and Responsibility:	Project Description:	Contact Name and Phone Number:
1.	HUD Multi-family Apartments owned by nonprofit agencies and Partnerships: Monarch Place Apt – San Antonio Viceroy Village Apts. – San Antonio Regal Village Apts. – San Antonio Texas West End Baptist –San Antonio Liberty Arms Apts. – Tyler, TX Alice Village Apts. – Alice, TX Mission Village Apts. – Mission, TX North Hills Manor – Ft. Worth, TX	Our firm has been engaged to provide financial audit and tax services for these entities. Our services also included submitting the returns to the IRS and attesting to the audit submissions to REAC.	Performance of Single or Financial audits in accordance with *Government Audit Standards*, and preparation of related tax forms (IRS Form 990 or 1065). This work has been performed since FY 2004 for some of these engagements through the current fiscal year for all.	Steve Colella, CPM President & Principal McDougal Property Management (Manager of the entities) (210) 220-1908 ext. 302
2.	Office of Urban Redevelopment of San Antonio (OUR SA) and San Antonio Affordable Housing, Inc. (nonprofit component unit) 1400 S. Flores, Unit 3 San Antonio, TX 78204	Our firm has been engaged to provide financial audit and tax services for these entities. Our services also included submitting the returns to the IRS.	Performance of Financial audits in accordance with *Government Audit Standards* and preparation of IRS Form 990 for the nonprofit component unit. This work has been performed since FY 2018 to the current fiscal year	Gloria Alvarado, Fiscal Manager, San Antonio NHS Dept. (210)207-5472

3.	Del Rio Rotary I and Del Rio Rotary II (HUD Nonprofit Multifamily Projects) Del Rio Housing Authority (local government) including Public Facility Corporation and Partnership component units 207 Bedell Ave. Del Rio, TX 78841	Our firm has been engaged to provide audit and tax services for these entities. Our services also included submitting the returns to the IRS and attesting to the audit submissions to REAC.	Performance of Single Audits for each of these entities and preparation of IRS Form 990 for the nonprofit project. This work has been performed since FY 2011 to the current fiscal year	Jorge Cuellar, Finance Director (830) 774-6506

6. Claims/Performance/Insurance/Bonding

Leal & Carter, P.C. affirms the following:

- The audit firm is not currently involved in litigation or arbitration based on its work.
- The firm has never been terminated from an assignment for non-performance.
- The firm currently carries general liability insurance, worker's compensation, and professional liability insurance, and will continue to carry such insurance for the duration of the contract term with the Trust.

7. Minority Owned Business

Leal & Carter, P.C. is a minority – owned business enterprise and currently employs minority group members and women that would provide services to the Trust as part of our firm's engagement/contract with the Trust.

Please see ***Attachment 4*** for a copy of the firm's South Central Texas Regional Certification Agency MBE Certification and Historically Underutilized Business (HUB) Certification.

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ATTACHMENT 1 – CURRENT INSURANCE POLICIES

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 6/15/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
MCGOWAN & CO, INC. 150 SPEEN ST STE 102 FRAMINGHAM MA 01701	PHONE (A/C, No, Ext): (844) 775-9390	FAX (A/C, No): (866) 828-2424
	E-MAIL ADDRESS: Certificate@Hanover.com	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Massachusetts Bay Ins Co	22306
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

LEAL & CARTER PC
FRANK J LEAL SR
16011 UNIVERSITY OAK
SAN ANTONIO TX 78249

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☑ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☑ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☑ LOC ☐ OTHER:	N	N	ODN D274894 04	06/22/2021	06/22/2022	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☑ HIRED AUTOS ONLY ☑ NON-OWNED AUTOS ONLY	N	N	ODN D274894 04	06/22/2021	06/22/2022	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
A	☑ UMBRELLA LIAB ☑ OCCUR EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☑ RETENTION $	N	N	ODN D274894 04	06/22/2021	06/22/2022	EACH OCCURRENCE AGGREGATE $	$ 1,000,000 $ 1,000,000 $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	N	WDN D274890 04	06/22/2021	06/22/2022	☑ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

FOR INFORMATIONAL PURPOSES ONLY

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 06/15/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
McGowanPRO 150 Speen Street Suite 102 Framingham, MA. 01701	PHONE (A/C, No, Ext): 508-656-1300	FAX (A/C, No): 508-656-1399
	E-MAIL ADDRESS:	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Hanover Insurance Co.	22292
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED: Leal & Carter, P.C.
16011 University Oak
San Antonio, TX 78249

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS-MADE OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ $ $ $ $ $
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	UMBRELLA LIAB OCCUR **EXCESS LIAB** CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
A	Professional Liability			LHN D060553 05	10/21/2020	10/21/2022	Limit of Liability: Aggregate:	$2,000,000 $4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

SA Housing Trust

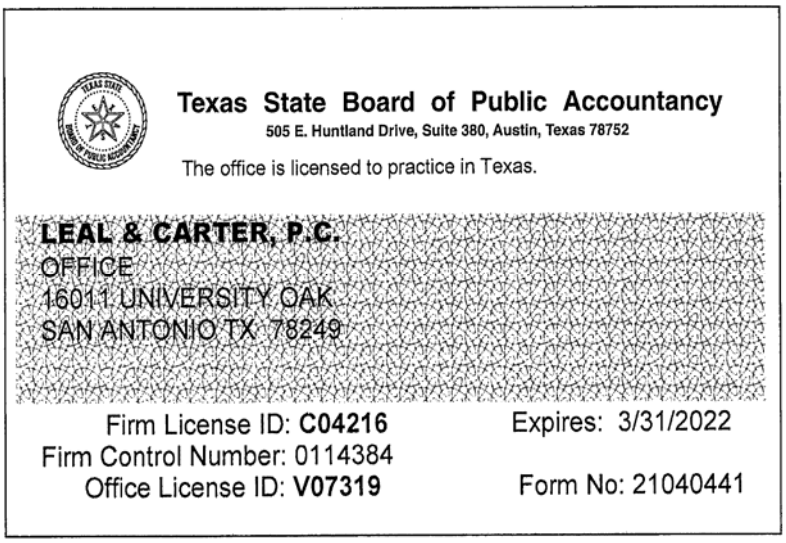
CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.

ATTACHMENT 2 - FIRM AND INDIVIDUAL CPA LICENSES



Texas State Board of Public Accountancy
505 E. Huntland Drive, Suite 380, Austin, Texas 78752

The office is licensed to practice in Texas.

LEAL & CARTER, P.C.
OFFICE
16011 UNIVERSITY OAK
SAN ANTONIO TX 78249

Firm License ID: **C04216**
Expires: 3/31/2022
Firm Control Number: 0114384
Office License ID: **V07319**
Form No: 21040441

Texas State Board of Public Accountancy

333 Guadalupe, Tower 3 Suite 900, Austin, Texas 78701-3900

William Treacy, Executive Director

9/ 2/2020

FRANK JAVIER LEAL
CERTIFIED PUBLIC ACCOUNTANT
16011 UNIVERSITY OAK
SAN ANTONIO TX 78249

FOLD FORM HERE AND PULL CARD BACK TO RELEASE

Texas State Board of Public Accountancy
333 Guadalupe, Tower 3 Suite 900, Austin, Texas 78701-3900

This individual is licensed to practice in Texas.

FRANK JAVIER LEAL
CERTIFIED PUBLIC ACCOUNTANT
16011 UNIVERSITY OAK
SAN ANTONIO TX 78249

License ID: **010873**

Expires: 9/30/2021

Form No: 21001032

By receipt of this license card, requirements for licensing by the Texas State Board of Public Accountancy have been met. The license card can be easily removed from the sheet and can be used as identification as a licensee in Texas. After removing your license card, retain this mailer as a FILE COPY of the license card.

As a licensee, a 7-digit number has been assigned to you as an alternative to the Social Security Number (SSN) as a method of unique identification. This **control number** is required to access your personal information on the Board's website, and is shown below on the copy of your license card.

Texas State Board of Public Accountancy
333 Guadalupe, Tower 3 Suite 900, Austin, Texas 78701-3900

This individual is licensed to practice in Texas.

FRANK JAVIER LEAL
CERTIFIED PUBLIC ACCOUNTANT
16011 UNIVERSITY OAK
SAN ANTONIO TX 78249

License ID: **010873**
Control Number: 0010873

Expires: 9/30/2021

Form No: 21001032

2544270

FILE COPY

Texas State Board of Public Accountancy

505 E. Huntland Drive, Suite 380, Austin, Texas 78752

William Treacy, Executive Director

10/28/2020

ROBERTO CARTER
CERTIFIED PUBLIC ACCOUNTANT
16011 UNIVERSITY OAK
SAN ANTONIO TX 78249

FOLD FORM HERE AND PULL CARD BACK TO RELEASE

Texas State Board of Public Accountancy
505 E. Huntland Drive, Suite 380, Austin, Texas 78752

This individual is licensed to practice in Texas.

ROBERTO CARTER
CERTIFIED PUBLIC ACCOUNTANT
16011 UNIVERSITY OAK
SAN ANTONIO TX 78249

License ID: **015024**

Expires: 9/30/2021

Form No: 21014244

By receipt of this license card, requirements for licensing by the Texas State Board of Public Accountancy have been met. The license card can be easily removed from the sheet and can be used as identification as a licensee in Texas. After removing your license card, retain this mailer as a FILE COPY of the license card.

As a licensee, a 7-digit number has been assigned to you as an alternative to the Social Security Number (SSN) as a method of unique identification. This **control number** is required to access your personal information on the Board's website, and is shown below on the copy of your license card.

Texas State Board of Public Accountancy
505 E. Huntland Drive, Suite 380, Austin, Texas 78752

This individual is licensed to practice in Texas.

ROBERTO CARTER
CERTIFIED PUBLIC ACCOUNTANT
16011 UNIVERSITY OAK
SAN ANTONIO TX 78249

License ID: **015024**
Control Number: 0015024

Expires: 9/30/2021

Form No: 21014244

2555860

FILE COPY

Texas State Board of Public Accountancy

505 E. Huntland Drive, Suite 380, Austin, Texas 78752

William Treacy, Executive Director

10/19/2020

NORMA LEAL LITTLE
CERTIFIED PUBLIC ACCOUNTANT
16011 UNIVERSITY OAK
SAN ANTONIO TX 78249

FOLD FORM HERE AND PULL CARD BACK TO RELEASE

Texas State Board of Public Accountancy
505 E. Huntland Drive, Suite 380, Austin, Texas 78752

This individual is licensed to practice in Texas.

NORMA LEAL LITTLE
CERTIFIED PUBLIC ACCOUNTANT
16011 UNIVERSITY OAK
SAN ANTONIO TX 78249

License ID: **064241**

Expires: 10/31/2021

Form No: 21011699

By receipt of this license card, requirements for licensing by the Texas State Board of Public Accountancy have been met. The license card can be easily removed from the sheet and can be used as identification as a licensee in Texas. After removing your license card, retain this mailer as a FILE COPY of the license card.

As a licensee, a 7-digit number has been assigned to you as an alternative to the Social Security Number (SSN) as a method of unique identification. This **control number** is required to access your personal information on the Board's website, and is shown below on the copy of your license card.

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ATTACHMENT 3 - LATEST PEER REVIEW REPORT

atkinson
CERTIFIED PUBLIC ACCOUNTANTS | CONSULTANTS

ATKINSON & CO. LTD
6501 AMERICAS PARKWAY NE , SUITE 700, ALBUQUERQUE, NM 87110
PO BOX 25246, ALBUQUERQUE, NM 87125
T 505 843 6492 F 505 843 6817 ATKINSONCPA.COM

Report on the Firm's System of Quality Control

September 30, 2019

To the Owners
Leal & Carter, PC
and the Peer Review Committee of the Texas Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Leal & Carter, PC in effect for the year ended March 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards). A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards,* including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Leal & Carter, PC in effect for the year ended March 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Leal & Carter, PC has received a peer review rating of *pass*.

Atkinson & Co., Ltd.

Atkinson & Co., Ltd.

PRECISE. PERSONAL. PROACTIVE.

.

ATTACHMENT 4 – MBE AND HUB CERTIFICATIONS

South Central Texas Regional Certification Agency of Bexar County, Texas hereby duly affirms that:

Leal & Carter, P.C.

has successfully met the established requirements of SCTRCA's Business Enterprise Certification Program to be certified as a

*ESBE HABE MBE SBE

Certified NAICS Codes

NAICS 541211: OFFICES OF CERTIFIED PUBLIC ACCOUNTANTS
NAICS 541611: ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES

SOUTH CENTRAL TEXAS REGIONAL CERTIFICATION AGENCY

Certification Number: 220098970
Effective Date: September 5, 2020
Expiration Date: September 30, 2022

Charles Johnson
Executive Director

Note: This certificate is the property of the South Central Texas Regional Certification Agency and may be revoked should the above named firm graduate from or fails to comply with SCTRCA's Business Enterprise Program. A Certification Renewal Application is required every two years.

The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority, woman, and service disabled veteran-owned businesses as HUBs and facilitates the use of HUBs in state procurement and provides them with information on the state's procurement process.

We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp. Provided that your company continues to meet HUB eligibility requirements, the attached HUB certificate is valid for the time period specified.

You must notify the HUB Program in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. *Note: Any changes made to your company's information may require the HUB Program to re-evaluate your company's eligibility.*

Please visit our website at http://comptroller.texas.gov/procurement/prog/hub/ and reference our publications (i.e. Grow Your Business pamphlet, HUB Brochure and Vendor Guide) providing addition information on state procurement resources that can increase your company's chances of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

Texas Historically Underutilized Business (HUB) Certificate

HUB
Statewide Historically Underutilized Business Program

Certificate/VID Number:	**1741851779700**
File/Vendor Number:	**006941**
Approval Date:	**03-OCT-2019**
Scheduled Expiration Date:	**03-OCT-2023**

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

LEAL & CARTER, P.C.

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 04-OCT-2019, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Statewide HUB Program
Statewide Procurement Division

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (**https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp**) or by contacting the HUB Program at **512-463-5872** or toll-free in Texas at **1-888-863-5881**.

Rev. 06/19