



Harper, Rains, Knight & Company

December 4, 2017

Ms. Mary Jo Thompson, Director  
West Virginia Community Advancement  
and Development Office (WVCAD)  
1900 Kanawha Boulevard East  
Building 3, Suite 700  
Charleston, WV 25035

Mr. Steven A. Travis  
Deputy General Counsel  
Office of the West Virginia Attorney General  
State Capitol - Building 1, Room E-26  
Charleston, WV 25305

RE: Integrity Monitoring to WVCAD for Implementation of CDBG-DR HUD Grant Programs  
- Pursuant to Written Determination by State of West Virginia, Office of the Attorney  
General Dated November 13, 2017

Dear Ms. Thompson and Mr. Travis:

Thank you for providing us the opportunity to be of service to the State of West Virginia and the WVCAD. Harper, Rains, Knight & Company ("HRK") sincerely appreciates the opportunity and looks forward to working with and assisting the WVCAD, the Attorney General's Office, and the firm of Gianola, Barnum, Bechtel, and Jecklin in the successful administration of the Program. The purpose of this letter is to serve as an initial engagement letter with an anticipated formal contract to follow.

### **The Objective and Scope**

This letter will confirm that Harper, Rains, Knight & Company has been engaged to assist you with the integrity monitoring services outlined in your RFP #059, HRK's response, and specifically those matters outlined in your *Written Determination Appointing Outside Counsel on Behalf of the West Virginia Advancement and Development Office (WVCAD)*, attached hereto as "Exhibit A". HRK contact information is attached as "Exhibit B". We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter.

**Certified Public Accountants · Consultants · hrkcpa.com**

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Ridgeland, MS 39157  
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### **The Responsibilities of HRK**

- A. Support and assistance with oversight monitoring activities to review administrative, programmatic, and financial compliance with Federal and State laws, regulations, and policies including, but not limited to: financial management, national objectives, citizen participation, environmental review records, procurement, labor standards, and fair housing and equal opportunity, as related to the CDBG-DR program; and
- B. Support and assistance with oversight and monitoring of vendors contracted by WVCAD for the CDBG and CDBG-DR program including, but not limited to: development and implementation of benchmarks as applicable, as well as quality improvement plans, corrective actions, and other necessary oversight actions. Ensure that all vendors comply with all regulations governing their administrative, financial and programmatic operations and achieve their performance objectives on schedule and within budget.

### **Fees, Costs, and Access to Workpapers**

Our individual hourly rates vary according to the degree of responsibility involved and the skill required. Our standard rates per level of professional staff are summarized below:

Level of Staff	Hourly Rate
Director	\$ 195
Senior Manager/Manager	\$ 165
Senior Accountant	\$ 140
Staff Accountant	\$ 120
Director - Litigation Support	\$ 220

We will not bill for response to routine questions which do not require significant research. An invoice will be submitted upon delivery of the report and is due upon receipt. Travel costs are built into the hourly rates noted above and are based on the expectation that 50% of the billable time will be conducted on-site and 50% of the billable time will be conducted remotely.

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If the terms of our engagement are acceptable, please sign and return this letter to indicate your acknowledgment of, and agreement with, the arrangements for our services via fax or PDF. We appreciate your business and look forward to working with you. If, at any time, you have any questions or concerns, please do not hesitate to contact me.

Very truly yours,

HARPER, RAINS, KNIGHT & COMPANY, P.A.



Bill Felder, CPA

***I HAVE READ AND AGREE TO BE BOUND BY THE FOREGOING TERMS OF THIS ENGAGEMENT.***

  
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Mr. Joshua Jarrell, Deputy Secretary and General Counsel  
West Virginia Department of Commerce

1/5/18  
\_\_\_\_\_  
Date