



Agenda

RHA Board of Directors
April 7, 2022 – 2:00- 4:00 p.m.

Santa Rita Water Reclamation Facility Conference
Room, 149 S. Camino del Rio, Durango
Zoom Meeting ID: 951 7036 0901

- A. Call Meeting to Order**
- B. Introductions and Roll Call**
- C. Public Comment**
- D. Approval of Agenda**
- E. Consent Agenda**
 - 1. Approve the Consent Agenda
 - a) March 3, 2022 Minutes
 - b) February 2022 Financial Statements
- F. Decision Items**
 - 1. Contract with Cappelli Consulting and Project Moxie
 - 2. Selection of proposal for financial review of fiscal years 2018-2021
- G. Discussion/Updates**
 - 1. Update on potential grant opportunities
 - 2. Policy Committee and Pending Legislation Update
 - 3. Board Action Plan Updates
- H. Presentations and Engagement with Non-RHA Entities**
 - 1. La Plata Economic Alliance Strategy - Cappelli Consulting and Project Moxie
- I. Member Updates**
 - 1. Town of Bayfield
 - 2. City of Durango
 - 3. Town of Ignacio
 - 4. La Plata County
- J. Adjournment**

Section A – Call Meeting to Order

Section B – Roll Call

Section C – Public Comment

The Board welcomes public participation in the Board meetings. Individuals wishing to address the Board under Public Comment are asked to please notify either the Chair of the Board or the Clerk to the Board upon their arrival at the meeting. Public Comment will be taken as time permits. Comments shall be limited so that everyone may be heard. This item is limited to matters under the jurisdiction of the Board, which are not on the posted agenda and items which have not already been considered by the Board. The Board limits testimony on matters not on the agenda to 3 minutes per person and not more than 20 minutes total unless the Board approves an extended time as part of the agenda. No formal action may be taken at the meeting on matters addressed at Public Comment. Comments on matters on the current agenda will be taken following discussion of each item by the Board.

Section D – Approval of Agenda

Section E – Consent Agenda



Minutes

Board of Directors Meeting ~ March 3, 2022

La Plata County Administration Building, 1101 E 2nd Ave, Durango, CO

A. Call Meeting to Order

B. Roll Call – Quorum Determination

Board Members Present: Marsha Porter-Norton – La Plata County
Katie Sickles – Town of Bayfield (remote)
Kim Baxter – City of Durango
Eva Henson – City of Durango
Mike Segrest – La Plata County

Staff/Others Attendees: Elizabeth Salkind – Housing Solutions for the Southwest (remote)
Lisa Bloomquist Palmer – HomesFund
Larry Gardner
Jonny Radding – One Percent for La Plata County
Nicol Killian – Town of Bayfield (remote)
Augustina Remedios – Cappelli Consulting (remote)
Laura Lewis Marchino – Region 9 Economic Development District (remote)
Cynthia Roebuck
Frank Senton – Dalton Ranch (remote)
Jessica Laitsch – Southwest Colorado Council of Governments

The meeting began at 2:08 p.m.

C. Public comment

D. Approval of the Agenda

Marsha Porter-Norton motioned to approve the agenda, Mike Segrest seconded, unanimously approved.

E. Consent Agenda

1. Approve the Consent Agenda
 - a) February 3, 2022 Minutes
 - b) January 2022 Financial Statements

Mike Segrest motioned to approve the February 2022 minutes, Eva Henson seconded, unanimously approved.

Kim asked when the transfer from the reserved account would occur. Jessica replied this has not yet been determined. There was discussion about transferring funds to the operating account.

Mike Segrest motioned to approve the January 2022 financial statements, Eva Henson seconded, unanimously approved.

F. Decision Items

1. **2021 Audit Exemption Request – Resolution 2022-02 Exemption from Audit**

Jessica described the purpose of the request.

Marsha Porter-Norton motioned to approve the Resolution 2022-02, Mike Segrest seconded, unanimously approved.

2. USDA Rural Communities Grant Application

Jessica and Marsha described the request to consider these funds to defer the cost of the consultant. Mike will work with Jessica to explore this. Eva described additional information she collected regarding DOLA grants. There was discussion about pursuing both the USDA and DOLA grants.

Marsha Porter-Norton motioned to authorize Mike and staff to prepare an application with authorization for the Chair to approve submission, Eva Henson seconded, unanimously approved.

G. Discussion/Updates

1. Independent Contractor Agreement for Professional Consulting Services

Marsha and Kim described the status of the contract negotiations, including the intended communication and administrative support, the anticipated timing for various project elements. Cynthia and Augustina introduced themselves and expressed enthusiasm for the project.

2. Board Member At Large Applications

Jessica described the application process. Kim mentioned specific questions she would like to inquire of applicants. She asked if the RHA had reached out to specific groups or individuals. There was discussion about extending the deadline to include specific outreach. There was discussion about scheduling interviews in conjunction with the April meeting. The consensus was to extend the deadline for applications with specific outreach, for the City of Durango to host the next meeting, schedule short in-person interviews the same day as the next meeting, and for the Board members to share possible interview questions in advance.

3. RFP for Financial Review Services

Jessica described status of the RFP for financial review services, proposals will be presented for consideration at the April meeting.

4. Update on SWCCOG and Region 9

Jessica described the status of the SWCCOG's collaboration with Region 9.

5. Policy Committee and Pending Legislation Update

Marsha mentioned that La Plata County tracks legislation and described the pending information on ARPA. Elizabeth added that there are a number of issues under discussion and different types of bills than typical. Mike mentioned the task force recommendation to establish a loan program rather than grants. Marsha mentioned the proposed ballot question regarding lodgers tax. There was discussion about lodgers tax.

6. Board Action Plan Updates

Mike suggested revisiting the action plan later in the year.

I. Presentations and Engagement with Non-RHA Entities

None.

J. Member Updates

1. Town of Bayfield

Katie reported that they are working on several developments. Kim mentioned the challenges for construction related to uncertain costs of goods. Katie added that the availability of supplies is another factor.

2. City of Durango

Eva reported they are working on a number of projects representing a large number of units. Kim added that they pledged their private activity bond.

3. La Plata County

Marsha reported that they allocated 40% of their ARPA funds for housing and homeless issues. She mentioned that they are monitoring the Westside Mobile Home Park situation. Lisa provided an update on the current status of the Westside Park and described the model for resident-owned parks. There was discussion about the challenges and potential solutions related to this situation.

Other Updates

The meeting was adjourned at 3:48 p.m.

Regional Housing Alliance Mission Statement

As a local governmental partnership, the Regional Housing Alliance develops housing policy, identifies priorities, and allocates resources to provide La Plata County workforce and residents with affordable housing opportunities and to ensure the county remains diverse and economically strong.

RHA Financials February 2022

To: Regional Housing Alliance of La Plata County
From: Jessica Laitsch
Date: April 7, 2022

Comments: A Balance Sheet and Budget to Actual Report for January 1 to February 28, 2022 is attached.

Notes in April:

- The April invoice for the SWCCOG will include reimbursement for Region 9 staff time for digitization of the RHA's historic files. This project is funded by the 2021-22 SIPA Grant.
 - In April, a transfer of \$200,000 was made from the previously restricted funds account into the unrestricted operating account.
-

Regional Housing Alliance of La Plata County
Balance Sheet
As of February 28, 2022

	Feb 28, 22
ASSETS	
Current Assets	
Checking/Savings	
Operating Funds (Unrestricted)	
1000 · Operating Account	8,201.15
Total Operating Funds (Unrestricted)	8,201.15
Loan Fund-Previously Restricted	
1006 · LPC MA Revolving Loan Fund	
LPC MA Revolving LF Interest In	2,016.17
LPC MA Revolving LF - EIAF	248,997.71
Total 1006 · LPC MA Revolving Loan Fund	251,013.88
Total Loan Fund-Previously Restricted	251,013.88
Total Checking/Savings	259,215.03
Other Current Assets	
1400 · Prepaid Expenses	
1400.1 · Prepaid Liability	1,318.05
Total 1400 · Prepaid Expenses	1,318.05
Total Other Current Assets	1,318.05
Total Current Assets	260,533.08
TOTAL ASSETS	260,533.08
LIABILITIES & EQUITY	
Equity	
2052 · Assigned Net Assets	250,488.24
2053 · Unrestricted Net Assets	11,721.63
Net Income	(1,676.79)
Total Equity	260,533.08
TOTAL LIABILITIES & EQUITY	260,533.08

Regional Housing Alliance of La Plata County

Profit & Loss Budget vs. Actual

January through February 2022

	Jan - Feb 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3215 · EIAF Released from Restricted		200,000.00	(200,000.00)	
3000 · Unrestricted Revenues				
3216 · SIPA Digitization Grant	3,000.00			
3121 · Interest Income - Bank Accounts	40.57	250.00	(209.43)	16.2%
Total 3000 · Unrestricted Revenues	3,040.57	250.00	2,790.57	1,216.2%
Total Income	3,040.57	200,250.00	(197,209.43)	1.5%
Expense				
4010 · Advertising	653.74			
4062 · Computer Hardware & Software		888.00	(888.00)	
4080 · Liability Insurance	263.62	1,582.00	(1,318.38)	16.7%
4315 · Professional Services				
4398 · Prof'l Services - Admin Fee	3,800.00	22,800.00	(19,000.00)	16.7%
4005 · Prof Serv Audit Fees		6,000.00	(6,000.00)	
4322 · Prof'l Services- Legal Fees		11,000.00	(11,000.00)	
4315 · Professional Services - Other		160,000.00	(160,000.00)	
Total 4315 · Professional Services	3,800.00	199,800.00	(196,000.00)	1.9%
6240 · Miscellaneous		1,000.00	(1,000.00)	
Total Expense	4,717.36	203,270.00	(198,552.64)	2.3%
Net Ordinary Income	(1,676.79)	(3,020.00)	1,343.21	55.5%
Net Income	(1,676.79)	(3,020.00)	1,343.21	55.5%

Section F – Decision Items

Contract – Professional Consulting Services

To: Regional Housing Alliance Board

From: Jessica Laitsch

Date: April 7, 2022

Attached is a draft contract including a proposed scope of work based upon various communications between the hiring committee and the Cappelli Consulting/Project Moxie team. This represents Phase One of the proposed workplan; Phase Two would include any project and implementation work and would be conducted under a separate scope of work.

A few items to note:

- a) Cappelli Consulting will initially be taking the primary role and has included the cost for travel to our area.
- b) While the potential for grant writing has not been specifically addressed, this may need to be an item for discussion moving forward.
- c) The consultants would like the RHA to move to an executive committee model so that they can have a group to do detailed work, planning and thinking with, especially between RHA board meetings. We need to determine who will serve in this function.

The hiring committee recommends hiring Project Moxie/Cappelli.

Immediate next steps:

- a) Approve final contract including a review of deliverables and timelines
- b) Review of Next Steps
- c) Formation of a committee to work with consultants between meetings

**Independent Contractor Agreement Between
The Regional Housing Alliance of La Plata County**

This contract is entered into on _____ (the "effective date"), between the Regional Housing Alliance of La Plata County ("RHA"), a political subdivision of the State of Colorado, whose address is 295 Girard St, Ste B, Durango CO 81303, and Cappelli Consulting and Project Moxie ("CONTRACTOR"), whose address is _____.

Purpose

The purpose of this contract is to describe the independent contractor agreement by which CONTRACTOR will perform consulting services to the RHA.

Term and Conditions

The term for this contract is 6 months, commencing upon mutual execution of this contract and ending 6 months thereafter, unless terminated by either party. It may be extended or amended at any time by mutual written consent.

Additional Documentation

CONTRACTOR shall complete within 15 days of the effective date of this contract documentation regarding: a) certification of compliance with prohibition of employ or contract of illegal aliens, b) proof of carrying professional liability insurance, c) provision of worker's compensation and d) a W9 form.

CONTRACTOR shall maintain professional liability insurance and worker's compensation insurance and all required business licenses during the length of the contract.

Consideration

For performance of services set forth in Attachment A, RHA will pay CONTRACTOR at the rates provided in Attachment A during the contract period, with all payment contingent upon RHA appropriation. Said payment is the full compensation to CONTRACTOR which shall bear all expenses incurred to accomplish the scope of work except as provided in Attachment A

Submission of a monthly payment request shall be accompanied by a CONTRACTOR monthly progress report for the previous month summarizing activities & accomplishments and total hours of activity.

Payments shall be made from RHA to CONTRACTOR within 30 days of receiving a monthly invoice.

Compensation shall be paid in the trade or business name of CONTRACTOR. CONTRACTOR shall be solely responsible for any payroll, withholding, or other taxes, and any of its insurance requirements. THE PARTIES HERETO UNDERSTAND THAT CONTRACTOR IS NOT ENTITLED TO WORKER'S COMPENSATION BENEFITS OR UNEMPLOYMENT COMPENSATION BENEFITS AND IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON ANY MONEYS EARNED PURSUANT TO THIS AGREEMENT.

Description of Work

Please see Attachment A for a detailed scope of work.

CONTRACTOR warrants that the quality of its Services under this Agreement shall conform to the level of professional quality performed by experts regularly rendering this type of service. It shall be a condition of

this Agreement that CONTRACTOR shall be responsible for meeting the program expectations of RHA pursuant to Attachment A, and the terms, requirements, and specifications established herein, in the performance of services hereunder to the satisfaction of the RHA. CONTRACTOR warrants that it has all the skills, experience, and professional licenses necessary to perform the services specified in this Agreement. CONTRACTOR warrants that it has available, or will engage, at its own expense, sufficient trained employees to provide the services specified in this Agreement.

Independent Contractor/ Not An Employee

It is understood through this contract that CONTRACTOR is contracting with RHA to provide specific services and this contract should in no way be interpreted that CONTRACTOR is an employee of the RHA.

CONTRACTOR shall perform said services in its own way in the pursuit of its independent calling and not as an employee of RHA, and shall be solely responsible for the means and methods and the proper performance of the services in compliance with the terms, requirements, and specifications of this Agreement. CONTRACTOR and any persons employed or retained by CONTRACTOR for the performance of services hereunder shall be independent contractors and not employees or agents of the RHA. CONTRACTOR shall not be under the control of RHA or its employees as to the means or manner by which such result is to be accomplished. It shall be a condition of this Agreement that CONTRACTOR shall be responsible for meeting the program expectations of RHA, and the terms, requirements, and specifications established herein, in the performance of services hereunder to the satisfaction of the RHA.

CONTRACTOR shall have no claim against the RHA hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind. CONTRACTOR shall be solely responsible for meeting all applicable withholding, tax, and insurance requirements.

Ownership of Work Product

RHA shall be the owner of information gathered and developed during the project, and of all work product performed by CONTRACTOR under the terms of this agreement. Subsequent use of such information by CONTRACTOR shall require the advance written approval of the RHA.

In the event of termination, all finished and unfinished work product(s) prepared by CONTRACTOR pursuant to this Agreement shall become the sole property of the RHA, provided CONTRACTOR is compensated in accordance with this Agreement for all work performed in accordance with this Agreement up to the effective date of termination. CONTRACTOR shall not be liable with respect to the RHA'S subsequent use of any incomplete work product, provided CONTRACTOR has notified the RHA in writing of the incomplete status of such work product.

Equal Employment Opportunity

- A. CONTRACTOR will not discriminate against any employee or applicant for employment on the basis of race, color, national origin, ancestry, age, sex (gender), religion, creed, or physical or mental disability. CONTRACTOR may adhere to lawful equal opportunity guidelines in selecting employees, provided that no person is illegally discriminated against on any of the preceding bases. This provision shall govern, but shall not be limited to, recruitment, employment, promotion, demotion, and transfer, and advertising therefor; layoff or termination; rates of pay or other compensation; and selection for training, including apprenticeship. CONTRACTOR shall post, in all places conspicuous to employees and applicants for employment, notices provided by the State of Colorado setting forth the provisions of this nondiscrimination clause.
- B. All solicitations and advertisements for employees placed by or on behalf of CONTRACTOR, shall state that CONTRACTOR is an equal opportunity employer.

- C. CONTRACTOR shall cause the foregoing provisions to be inserted in all subcontracts for any work contemplated by this Agreement or deemed necessary by CONTRACTOR, so that such provisions are binding upon each sub-Consultant.
- D. CONTRACTOR shall keep such records and submit such reports concerning the racial and ethnic origin of employees and of applicants for employment as the U.S., the State of Colorado, the RHA, or their respective agencies may require.
- E. CONTRACTOR shall comply with such rules, regulations and guidelines as the United States, the State of Colorado, the RHA, or their respective agencies may issue to implement these requirements.

Records

CONTRACTOR shall maintain records that indicate the date, time, and nature of the services rendered under this agreement. CONTRACTOR shall make available for inspection by the RHA all records, books of account, memoranda, and other documents pertaining to the RHA upon reasonable request. RHA, or a duly authorized representative from RHA shall until three (3) years after final payment under this agreement have access to and the right to examine any of CONTRACTOR's books, documents, papers, or other records involving transactions related to this contract agreement. Additionally, pursuant to Section 6 of the RHA procurement policy:

Audit of Cost or Pricing Data. The RHA may, at reasonable times and places, audit the books and records of any contractor who has submitted all cost or pricing data pursuant to the Policy to the extent that such books, documents, papers, and records are relevant to such cost or pricing data. Any person who receives a contract, change order, or contract modification for which cost or pricing data is required, shall maintain such books, documents, papers, and records that are pertinent to such cost or pricing data for three (3) years from the date of final payment under the contract.

Audit of Contractor. The RHA shall be entitled to audit the books and records of any contractor or subcontractor at any tier under any negotiated contract or subcontract other than a firm fixed-price contract to the extent that such books, documents, papers and records are relevant to the performance of such contract or subcontract. Such books and records shall be maintained by the contractor for a period of three (3) years from the date of final payment under the prime contract and by the subcontractor for a period of three (3) years from the date of final payment under the subcontract.

Contractor Records. If a contract is being funded in whole or in part by assistance from a federal agency, then the contractor or subcontractor at any tier are required to maintain for three (3) years from the date of the final payment, or as required by the grantor, all books, documents, papers, and records pertinent to the contract; and to provide to the RHA, the federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives access to such books, documents, papers, and records for the purposes of examining, auditing, and copying them.

Insurance

Professional Liability Insurance: CONTRACTOR shall maintain professional liability insurance for itself and its employees in an amount no less than One Million Dollars (\$1,000,000) throughout the term of this Agreement. Such insurance shall provide that the RHA be notified no less than 45 days in advance in the event of cancellation.

Worker's Compensation: CONTRACTOR shall secure, maintain and provide verification of all necessary Worker's Compensation insurance as may be required by law to provide coverage for CONTRACTOR's employees hereunder.

Conflict of Interest

CONTRACTOR warrants that it presently has no interest and shall not acquire any interest – direct or indirect – which would conflict in any manner or degree with the performance of services required under this Agreement.

CONTRACTOR shall disclose any potential conflicts of interest with the project regarding other employment, contracts or representation related to telecommunications services.

The RHA may immediately terminate this contract if it determines that there is a conflict of interest with the project.

Confidentiality

Any confidential information provided to or developed by CONTRACTOR in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by CONTRACTOR without the prior written approval of the RHA. CONTRACTOR acknowledges that during the engagement, it will have access to and become acquainted with various information or data owned or licensed by the RHA and/or used by the RHA in connection with the operation of its affairs, including, without limitation, the RHA's business, processes, methods, lists, accounts and procedures. CONTRACTOR agrees that it will not disclose any of the aforesaid, directly or indirectly, or use any of them in any manner, either during the term of this Agreement or at any time thereafter, except as required in the course of its engagement with the RHA. All files, records, documents, blueprints, specifications, information, letters, notes, lists, notebooks, and similar items relating to the business of the RHA, whether prepared by CONTRACTOR or otherwise coming into its possession, shall remain the exclusive property of the RHA. CONTRACTOR shall not retain any copies of the foregoing without the RHA's prior written permission. Upon the expiration or earlier termination of this Agreement, or whenever requested by the RHA, CONTRACTOR shall immediately deliver to the RHA all such files, records, documents, specifications, information, and other items in its possession or under its control.

CONTRACTOR shall execute and comply with additional non-disclosure agreements as necessary to implement the project and as requested by the RHA board.

Indemnification and Release

CONTRACTOR agrees to indemnify and hold harmless the RHA, and its officers and its employees, from and against any and all liability, claims, demands, and expenses, including court costs and attorney fees, on account of any injury, loss, or damage, which arise out of or are in any manner connected with the services to be provided under this Agreement, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the act, omission, or other fault of CONTRACTOR, any subcontractor of CONTRACTOR, or any officer, employee, or agent of CONTRACTOR .

CONTRACTOR waives and releases the RHA, and its officers and its employees, from any and all liability, claims, demands, and expenses, including court costs and attorney fees, on account of any injury, loss, or damage which Contractor may suffer and which arise out of or are in any manner connected with the services to be provided under this Agreement.

Termination

Either party may terminate this Agreement, without cause, upon providing 30 days written notice to terminate the contract.

In addition, RHA, may immediately terminate this contract pursuant to paragraph 6.9 of its Procurement Policy if CONTRACTOR:

- (1) Fails to begin the work within the time specified in the Contract;
- (2) Fails to perform the work with sufficient workers and equipment or with sufficient materials to assure the prompt completion of said work;
- (3) Fails to perform the work in accordance with contract requirements or refuses to remove and replace rejected materials or unacceptable work;
- (4) Discontinues the work;
- (5) Fails to resume work which has been discontinued within a reasonable time after notice to do so;
- (6) Becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency;
- (7) Allows any final judgment to remain unsatisfied for a period of ten (10) days;
- (8) Fails to comply with contract requirements regarding minimum wage payments;
- (9) Is a party to fraud; or,
- (10) For any other cause whatsoever, fails to carry on the work in an acceptable manner.

Additionally, RHA may immediately terminate this contract if it determines that there is a conflict of interest with the project.

RHA's approval of any services or any payment hereunder shall not in any way relieve CONTRACTOR of the responsibility for the accuracy and completeness of the services, or for compliance with the terms, requirements, and specifications applicable thereto; and no such approval shall constitute a waiver of any rights of RHA under this Agreement, or of any cause of action arising out of or in any way connected with this Agreement.

Miscellaneous

CONTRACTOR shall receive and securely maintain personal data on its contractors necessary for the purposes of administration and reporting. The data will be held for one year beyond the duration of this contract to answer any required and appropriate question relating to you as contractor.

CONTRACTOR, at all times, agrees to observe all applicable Federal and State Laws, RHA rules and regulations issued pursuant thereto, which in any manner affect or govern the services contemplated under this Agreement.

CONTRACTOR shall advise RHA of any duties or responsibilities on this contract that are sub-contracted to other parties and shall remain responsible for the quality, timeliness and completeness of all contract duties. Notwithstanding, no portion of this contract shall be subcontracted without RHA prior written approval. CONTRACTOR shall be solely responsible for the compensation, insurance, taxes, withholding, and all clerical detail pertaining to such assistance.

CONTRACTOR and any of its officers, employees or contractors do not have the authority to obligate the RHA to contracts or expenditures.

It is understood and agreed that RHA's performance shall be subject to appropriation of funds by its governing body, and payment of such funds into the treasury of such party.

This Agreement may be amended only by the mutual written agreement of the parties.

This Agreement shall not be assigned by either party without the written consent of the other party.

This Agreement contains all agreements, understandings, and arrangements between the parties, and no other such agreements, understandings, and arrangements exist.

This Agreement shall be governed by the laws of the State of Colorado and applicable federal law. Nothing in this Agreement shall be construed as a waiver of RHA's governmental immunity.

In the event this contract is litigated, RHA shall be entitled to all litigation expenses, collections fees, witness fees, court costs and attorney fees if it prevails. Venue and jurisdiction for any claim shall be in the La Plata County District Court.

It is expressly understood and agreed that the enforcement of the terms and conditions of this agreement and all rights of action relating to such enforcement, shall be strictly reserved to the parties. Nothing contained in this agreement shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the parties that any other person or entity, receiving services or benefits under this agreement shall be deemed an incidental beneficiary only

If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall nevertheless remain in full force and effect.

Acknowledgment

All parties hereby acknowledge and accept the terms and conditions of the above contract and acknowledge receipt of a copy by evidence of their signatures found below.

Agreed to by CONTRACTOR by

(Title)

Date

Agreed to by the Regional Housing Alliance of La Plata County by

Kim Baxter, RHA President

Date

ATTACHMENT A -SCOPE OF WORK
Time frame April 7-September 7, 2022

A.1 Services

Operations: Work with the SWCOG (which acts as the RHA's current fiscal agent and administrator) on operational duties as may be necessary to carry out this contract scope of work including:

- Preparing for Board and Executive Committee meetings to provide briefings/updates on work.
- Establishing/Managing RHA email account and responding to all email, calls, and website inquiries following established protocols approved by the Executive Committee.
- Acting as a central point of contact for RHA operations.

2. Board Meetings: Attend all Board meetings of the RHA (monthly) when requested.

3. Board Executive Committee:

- Work with RHA Board to establish an Executive Committee.
- Provide project updates and decision items for discussion so that the Executive Committee can provide detailed guidance to the full RHA Board.
- Attend all Executive Committee meetings.

4. Communications: Build the RHA name and brand, and put in place new tools for communicating the work of the RHA to the community by:

- Auditing the current RHAs communications
- Developing a communications plan
- Developing a logo and brand
- Launching a new website

5. Roadmap: Develop a "Housing Investment Roadmap" to identify core RHA activities, resources to fund said activities and project timelines for specific activities.

- Utilize work completed for the La Plata Economic Development Alliance countywide workforce housing plan and any other data or plans available in order to provide overall strategies including:
 - Provide the RHA with a working list of specific housing development opportunity parcels for unit development
 - Identify opportunities for government-to-government collaboration and help the RHA align its goals, priorities, and work with key stakeholder organizations.
 - Seek feedback on proposed Roadmap activities from key stakeholders and the public; provide a Draft Roadmap to the RHA Board by August 2022.
- Review RHA structure and funding, and make recommendations regarding long-term effectiveness, viability and sustainability of the RHA past 2022; help the RHA assess funding strategies and options for meeting annual operational costs.
- Make specific recommendations to the RHA related to funding opportunities from grants, low-interest loans, and any other sources available to the RHA from all private, public or nonprofit sources.

A.2 Fees & Invoicing

The amount of this contract shall not exceed \$78,540

RHA Operations	\$15,040
Communications	\$19,000
Roadmap Development	\$42,000
Contract Administration	\$2,500
Total Budget Not To Exceed	\$78,540

Budget Notes

- Budget assumes 4-6 trips to La Plata County for 1-2 team members.
- Invoices including an overview of tasks will be submitted monthly to RHA administrative staff (SWCOG).
- Invoices will be paid within 30 days of receipt.
- Cappelli Consulting is the lead consulting group and will subcontract with Project Moxie on specific tasks related to the development of the roadmap.

RFP for Financial Review Services

To: Regional Housing Alliance Board

From: Jessica Laitsch

Date: April 7, 2022

At the February 2022 Board meeting, the RHA Board directed staff to pursue proposals for financial review services for the fiscal years 2018-2021. An RFP was issued on February 28, 2022, including an open solicitation process in addition to direct solicitations to ten firms, with responses requested by March 25, 2022. Three responses were received, a summary of the responses received is below and the proposals are attached.

Financial Review Services Proposal Comparison FY2018, 2019, 2020, 2021

	FredrickZink & Assoc	May Jackson Hendrick LLC	May Jackson Hendrick LLC
Meets RFP requirements	X	X	X
Government entity audit experience	X	X	X
Projected Hours	78	76	52
Hourly Rate	\$ 109	\$ 175	\$ 175
Total Quote	\$ 8,500	\$ 13,300	\$ 9,100
Additional Notes	On-site fieldwork, additional services billed at rate between \$80- 220/hour	Remote fieldwork	Recommendation to consider Compiled Financial Statements rather than Financial Review

Response to Request for Proposal

Regional Housing Alliance of La Plata County

March 23, 2022



FREDRICKZINK & Associates, CPAs
CONFIDENCE. PERFORMANCE. ACCOUNTABILITY.™

This is how we CPA™

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Letter of Introduction

CONFIDENCE. PERFORMANCE. ACCOUNTABILITY.

This is how we CPA™

March 23, 2022

Board of Directors
Jessica Laitsch
Regional Housing Alliance of La Plata County
124 E. 9th Street
Durango, CO 81301

Dear Board Members:

We are pleased to provide you with our proposal for review services to the Regional Housing Alliance of La Plata County.

Outlined in our proposal are the various services you requested. Although our proposal includes only those services requested, please be assured that the entire resources of our firm stand ready to serve you in a variety of areas.

In servicing your account, we will combine technical expertise, industry experience, sound business judgment and, above all, a total commitment to prompt service in completing your work and bringing to your attention creative ideas and proactive solutions to business problems and accounting issues.

We look forward to demonstrating to you that our firm can provide cost-effective and creative services with a business-oriented approach by a team of people who place a priority upon professionalism and client service. We are very excited at the prospect of developing a long-term relationship with your fine organization.

Thank you again for your consideration.

Sincerely,

FredrickZink & Associates, PC



Michelle Sainio, CPA, CGMA

Professional Experience

This is how we CPA™

Firm experience in providing audit and other services to the governmental sector & continuing education requirements

FredrickZink & Associates has a very long history of high-quality work. Our experience gives us the confidence that we can meet the needs of the Regional Housing Alliance of La Plata County.

We stay current with regular updates of the AICPA Audit Guide for Audit of State and Local Governments and have long subscribed to the Practitioners Publishing Company technical and reference materials for governmental audits.

Our engagement as the independent auditor for special districts, along with being the accountant for various special districts in southwest Colorado, has provided exposure to budget requirements as well as reporting requirements. Regarding those districts for which we are the accountant, our staff provides all of the necessary accounting information and support to assure that those districts comply with state audit requirements.

Working with many different clients has exposed us to a variety of software packages, including Blackbaud and Intuit and, of course, multiple versions of QuickBooks. Our own software is Excel based so all our staff members are proficient in creating and managing spreadsheets and large quantities of data.

Following is a partial list of our clients. They range in size from under a million dollars in revenue to \$14,000,000; with assets ranging from a few hundred thousand dollars to \$25,000,000. Working with an organization the size of the Regional Housing Alliance of La Plata County fits easily within our comfort zone and you can be confident that we are confident.

Each auditor completes, every 2-years, at least 24 hours of continuing professional education (CPE) that directly relates to governmental auditing, the government environment, or the specific or unique environment in which the audited entity operates. Auditors who are involved in any amount of planning, directing, and/or reporting obtain at least an additional 56 hours of CPE (for a total of 80 hours of CPE in every 2-year period) that enhances the auditor's professional proficiency to perform audits. Auditors required to take the total 80 hours of CPE complete at least 20 hours of CPE each year of the 2-year periods. We maintain Yellow Book credentials required to perform Single Audits for organizations receiving significant federal funding.

Some of the entities below will give you a more complete picture of the engagements that round out our diverse experience. Confidentiality considerations prevent us from sharing more detailed information.

- Pine River Library District, Bayfield
- San Juan Basin Public Health, Durango
- Southwestern Water Conservation District

Staff Assignments

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Michelle Sainio, CPA, CGMA, Audit Director

Douglass Field, Audit Manager

As Audit Director, Michelle Sainio will be available throughout the engagement as a resource for questions and advice. She will review the draft financial statements and disclosures and review the completed engagement file to assure that the firm has complied with the generally accepting audit standards, assuring you're your financial statements reflect generally accepted accounting principles. To close out the engagement, she would participate in the presentation to the Board.

Douglass Field, Audit Manager will manage the engagement, meaning that he will develop review procedures, perform inquiry and analytical procedures upon which we base our independent accountants report.

He will interview key individuals in your organization and apply procedures to those areas we deem to be of highest risk for misstatement. He will also supervise other staff and review the documentation of the results of their procedures.

Douglass and at least one staff member will carry out the procedures necessary to meet the requirements set out in the review procedures. We will request that a substantial amount of information be provided to us electronically prior to fieldwork. We have a standard request list that we modify to fit each client. Then, after fieldwork, we would expect to tie up any loose ends via email and phone, along with our secure portal. Naturally, there will be an exchange of financial statement drafts until we are all satisfied with the reporting package.

One of our trademarks is easy access to our professional staff. Clients are always encouraged to call us with questions so that we can be proactive rather than reactive to your concerns. The firm believes that timely responses to your questions are important. We are available to discuss your issues and concerns and provide prompt responses to meet your business needs.

Let us introduce you to our audit team.

Service Team Members

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Michelle Sainio, CPA, CGMA, Owner



Michelle Sainio is the Audit Director and an owner of the firm who will be assigned to carry out your audit. She is the person who will coordinate all services provided to the Regional Housing Alliance of La Plata County by FredrickZink & Associates, PC. She takes ultimate responsibility for the engagement by signing the audit opinion and other related letters.

With more than twelve years of experience working on audits, Michelle will assume the highest level of responsibility on this engagement by supervising, reviewing, and managing the work performed by others. She has functioned as the manager of many audit engagements, including a variety of special districts. That familiarity will improve our efficiency and make the process easier for you.

Michelle is a graduate of Fort Lewis College and is a licensed CPA in Colorado and New Mexico. She enjoys spending time with her family and being involved within the community. She currently is the Treasurer for Durango Food Bank, President of the Four Corners Chapter of the Colorado Society of CPAs, Treasurer of Parker's Animal Rescue, member on the Finance Accountability Committee for Juniper School and is a graduate of Leadership La Plata.

Douglass Field, Audit Manager



Douglass Field is the Audit Manager and assists in the areas of audit and accounting services. Douglass brings over 20 years of experience in public accounting, auditing local governments, cooperatives, and privately held companies. In addition to auditing experience, Douglass is also an experienced tax preparer.

Douglass joined the firm in 2017, when he relocated to Durango, from Texas, where he was a senior accountant with a small CPA firm. A Texas native, Douglass graduated from Texas Tech University where he obtained a Bachelor of Business Administration in Accounting. He then obtained a Master of Business Administration from West Texas A&M University.

Service Team Members

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Theresa DiPonio, DBA, CPA, CFE, Senior Auditor

Theresa DiPonio is Senior Auditor and assists in the areas of audit and accounting services. Theresa brings many years of experience and leadership in accounting as an educator, audit manager and tax manager. She has experience spanning from small privately held to multi-national businesses.

Theresa joined the firm in 2021 after returning to public accounting from academia. She most recently worked as an accounting professor at Metropolitan State University and Fort Lewis College. She holds a Doctorate in Business Administration and Master of Science in Professional Accountancy.

Theresa has served on numerous Boards over the years including the Accounting Aid Society, NCACPA Feed the Pig Initiative and Know Your Dough. Most recently, she is serving a three-year term as Trustee on the COCPA Educational Foundation which awards scholarships for accounting students in Colorado. Theresa has served the local small business community by advising and assisting in SBA lending programs in La Plata County.

Matt Huntley, CPA, Auditor



Matt Huntley assists in the areas of audit and accounting services. He truly enjoys working with clients and helping people to solve problems.

Matt joined the firm in 2021, after time spent focusing on SOC audits for a financial company. Originally from Amarillo, Texas, Matt fell in love with Durango where he chose to attend Fort Lewis College. He graduated with a Bachelor of Science degree in Accounting with the honor of being on the Dean's list each semester. He is an active member of the COCPA and AICPA.

Engagement Approach, Communication & Independence

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This is how we CPA™

The objective of our engagement is to:

- 1) Prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you.
- 2) Obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America.

We will conduct our review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's *Code of Professional Conduct*, and its ethical principles of integrity, objectivity, professional competence, and due care, when preparing the financial statements and performing the review engagement.

A review engagement includes primarily applying analytical procedures to your financial data and making inquiries of management. A review engagement is substantially less in scope than an audit engagement, the objective of which is the expression of an opinion regarding the financial statements as a whole. A review engagement does not contemplate obtaining an understanding of the Company's internal control; assessing fraud risk; testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents; or other procedures ordinarily performed in an audit engagement. Accordingly, we will not express an opinion regarding the financial statements

We prefer to address any issues as they arise. That includes discussing possible adjusting journal entries as well as addressing concerns over policies and procedures or proper application of accounting principles. Of course, we will communicate with the Board, in writing, about any unresolved matters, as is required by professional standards.

Our firm's independence

We are not aware of any conflicts of interest that would impair our independence under the AICPA Code of Professional Conduct.

Engagement Plan

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In the planning phase, we would provide RHA with a list of documents, schedules and analyses that we will need during the review. Preparation on their part is critical to enhance efficiency on our part. We will rely on your staff to retrieve supporting documentation for specified transactions and balances, analyze any variances identified during the review, be available for inquiry and approve any proposed adjusting journal entries.

We can be flexible in scheduling time on site, but it will be critical to identify a block of time during which we are dedicated to this job alone. Coordination with staff is a key element since it is essential that they be available during this time. Having adequate workspace on site is also a key to efficiency. However, on-site work will be dependent on your COVID-19 policy. While we supply all of the hardware and software needed, we rely on you for workspace and accessibility to records and people.

Our plan would be to obtain your preliminary trial balance in April 2022, a final trial balance for the review at the beginning of May, and perform field work in mid-May, with a draft of the review available no later than August 2022. The final review will be completed by September 1, 2022.

We generally budget about 60% of the hours to staff, 30% to the Audit Director, and the remainder to a concurring reviewer and support staff. Having a concurring review, done by an experienced CPA who is otherwise not involved in the audit work, is that “fresh look” so important to maintaining the appropriate level of skepticism and to ensuring the statements are readable to those less familiar with the organization.

Our review procedures will also include, analytical procedures, including budget comparisons, comparisons to data from prior years, and development of expectations for certain ratios and relationships, are applied at the beginning of the engagement. Near the end of the engagement, all of those are considered again in light of what was learned through transaction and balance testing. Resolution of unexpected variations is a critical part of completing the review.

We would schedule time, as early as possible, to review preliminary internal financial statements and to talk with your staff to establish our understanding of the accounting system. The timing of most of the review work is primarily dependent on your preferred delivery date.

We will review the annual financial statements of the Regional Housing Alliance of La Plata County as of and for year ending December 31, 2018, 2019, 2020, and 2021. We commit to providing a draft of the financial statements, to include the required supplementary information, no later than August 2022. Appropriate written communication to the Board regarding the review results will follow approval of the draft.

Engagement Plan continued

As a standard part of our engagement, we will request written representations from management about the financial statements and related matters and we may request written representations from your attorney regarding contingencies, depending on the circumstances.

We will be pleased to make a presentation to the full Board of Directors at their regularly scheduled meeting in September. At that meeting we would respond to any questions, as well as identify the key financial points. We have found that Board Members appreciate an outside view from an informed professional.

When the review is done and the financial statements delivered, FredrickZink & Associates, PC will still be a resource available to you. As an FZA client, we welcome you to pick up the phone and call us any time. The rewards of addressing an issue when it first comes up and not waiting until the end of the next year can be substantial for you. If your questions are of a nature that can be answered without research, we are happy to respond at no additional cost to you.

As a matter of policy, **we retain workpapers** indefinitely for active clients and five years after services are terminated. Copies of workpapers will generally be provided upon request, however, certain proprietary information is our property as the independent accountant and the release of copies is not appropriate.

Confidentiality is a hallmark of our profession. Our staff is reminded, as a matter of course and formally in our personnel policies, that the financial affairs of our clients are entrusted to us, and that trust will not be breached.

Proposed Cost

Our cost estimate is based on the 78 hours we expect to incur at a blended staff hourly rate of \$109. We do not anticipate any out of pocket or travel expenses.

The total estimated cost for the review of December 31, 2018, 2019, 2020 and 2021 is \$8,500.

Services outside of engagement scope

As is typical for our review clients, we assist with the actual preparation of the financial statements. This is technically a “nonattest” service and would be identified in our engagement letter as such. However, because it is expected, we include the cost of that service in our review cost estimate. Other nonattest services are outside of the scope of this engagement and would be captured and billed separately.

The most common situation that generates additional fees is when our staff finds it necessary to create an account analysis that we requested be provided by the client. For example, we would request an analysis of prepaid expenses or of an accrued vacation liability. If we must lay out the accounting ourselves, not just review the result, it takes time not anticipated in our cost estimate. We caution that above all, independence by our firm must be maintained which limits how much we can get involved with the accounting.

For services requested that are outside of the review engagement, we could document the new services in a separate engagement letter that includes an estimate of the fee for those services. The fee would be charged at our standard hourly rates, which vary from \$80 to \$220 per hour. The hourly charge is based on who provides the service. Who provides the service depends on the complexity of the task.

References

Governmental/Single Audit

San Juan Basin Public Health
Patrick Wisnicky, Finance Manager
281 Sawyer Drive, Suite 300
Durango, CO, 81301
970-335-2032

Special District

Pine River Public Library District
Brenda Marshall, Library Director
Brenna Morlan, Board Treasurer
395 Bayfield Center Drive
Bayfield, CO, 81122
970-884-2222

We're Proud of Our History

CONFIDENCE. PERFORMANCE. ACCOUNTABILITY.

This is how we CPA™

Our owners are committed to maintaining a full-service CPA firm in a small community environment. In this age of growing complexity and exploding technology, that is no small challenge. Toward that end, our owners are active in our profession at the local, state, and national level and we encourage our staff to keep that in their plans for the future. We are not satisfied to be just good enough. At the same time, our commitment to community is reflected in our working style. We are professionals you would be happy to call friends.

FredrickZink & Associates, PC and its predecessors have been serving businesses and nonprofit organizations since 1958. Our clients are primarily located in Southwest Colorado, but we reach from Farmington, New Mexico, to Fort Collins, Colorado, from Cortez to Lamar. We are a full service local **public accounting firm, licensed in the states of Colorado and New Mexico**, and fully qualified to perform independent financial statement audits, including those under Federal audit requirements.

FredrickZink & Associates is a firm with three owners, operating out of a single office in Durango, Colorado. **Our staff of 23 includes nine full time CPAs**, with two more working toward certification. All of our CPAs are licensed to practice in Colorado. Four staff members are primarily devoted to financial statement audits and reviews. Three of those four are certified. The rest of our CPAs work primarily in our tax practice. In addition, we have a sizeable complement of qualified accountants and support staff. Our size provides us with versatility as well as an excellent depth of knowledge and experience to call upon.

We pride ourselves on our **commitment to maintaining the highest of professional standards** in a local practice environment. FredrickZink & Associates maintains membership in the American Institute of Certified Public Accountants, the Colorado Society of CPAs and the New Mexico Society of CPAs. Our owners and staff serve on a variety of technical committees at both the state and national levels. Chuck Fredrick has served as chair of the 8,800-member Colorado Society of Certified Public Accountants. Chuck Fredrick is also a member of the Colorado Society and has served on its Board of Directors. Michelle Sainio continues to serve as the President of the Four Corners Chapter of the Colorado Society of CPAs.

As required by our professional licensing standards, all our professional staff members complete a minimum of forty hours of continuing education each year. Course selections are directed to best suit the nature of our work and the types of clients we serve. We maintain Yellow Book credentials in order to perform Single Audits for organizations receiving significant federal funding.



A Professional Corporation of
Certified Public Accountants

Report on the Firm's System of Quality Control

To the Owners of
FredrickZink & Associates, P.C.
and the Peer Review Board of the Colorado Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of FredrickZink & Associates, P.C., in effect for the year ended December 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 one engagement performed under *Government Auditing Standards* including a compliance audit 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 FredrickZink & Associates, P.C. in effect for the year ended December 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*. FredrickZink & Associates, P.C. has received a peer review rating of *pass*.

Anderson & Whitney, P.C.

November 30, 2020

5801 West 11th Street • Suite 300
Greeley, Colorado 80634-4813

(970) 352-7990
www.awhitney.com

About FredrickZink & Associates, PC

CONFIDENCE. PERFORMANCE. ACCOUNTABILITY.

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Practice philosophy

Our professional service practice philosophy is to return solid value to our clients. We play a vital role in assisting organizations to improve the utilization of their financial and operational resources. In addition to offering proactive solutions to accounting and tax problems, our clients also have access to a broad variety of management consulting services intended to solve business problems, enhance profitability, and control operations.

To us, CPA, not only stands for the talented Certified Public Accountants we have on our team, but for three very important values:

- Confidence
- Performance
- Accountability

It is the job of each and every one of us here at FZA to instill *confidence* in our clients, help you *outperform* prior years, and then be *accountable* for how we assisted you with your success.

While our practice focuses on traditional audit and tax services, the professional services we offer, and have provided in the past, are quite varied. We provide monthly accounting services, analysis of internal controls, and agreed upon procedures engagements to a broad spectrum of clients. Current and recent projects include consultation, receivership, and fraud investigations.

Professional affiliations

The firm or its professional staff is a member of the following professional organizations:

- American Institute of Certified Public Accountants, including NFP Section
- Colorado Society of Certified Public Accountants
- New Mexico Society of Certified Public Accountants
- Home Builders Association of Southwest Colorado
- Durango Chamber of Commerce
- Farmington Chamber of Commerce
- Pagosa Springs Chamber of Commerce
- Silverton Chamber of Commerce
- Fort Lewis College Business Advisory Council
- Community Foundation Serving Southwest Colorado
- Colorado Forum
- La Plata Forum

Website

For additional information about our firm, please visit our website at www.durangocpas.com

Summary

As mentioned earlier, we come to this relationship with confidence that our firm has the proper complement of members to provide superior services for the needs of the Regional Housing Alliance of La Plata County. Our experience allows us to view your accounting needs from a new and fresh perspective.

The benefits are numerous: reasonable cost, more positive energy in problem solving and, consequently, greater opportunity for you to focus on providing meaningful services. In cooperation with the Regional Housing Alliance of La Plata County management, we will provide the independent perspective that is the fundamental charge of the Certified Public Accountant, while also providing a partnership approach to accounting and tax problem resolution.

We are truly excellent accountants and consultants. Our depth of technical expertise, practical business experience in your industry, and proven track record translates into FredrickZink & Associates being a superb value for your needs.

We are good at what we do, and we invite the Regional Housing Alliance of La Plata County to experience the benefits first-hand. A relationship with FredrickZink & Associates, PC will provide you with access to our accounting experience and consulting knowledge. Our services are in the form of a relationship: ongoing, continuous, and ever-present.

In conclusion, we have appreciated the opportunity to participate in this process.

Thank you again for your consideration.



FZA's Management Team: Sidney Zink, CPA; Charles Fredrick, CPA, CGMA; Michelle Sainio, CPA, CGMA; and John Lopez, CPA, CGMA.

Our C.P.A. Promise

At FredrickZink & Associates, CPA not only stands for the talented Certified Public Accountants we have on our team, but for three very important values: **Confidence • Performance • Accountability**

It is our job to instill confidence in our clients, help you outperform other businesses and prior tax years, and then be accountable for how we assist you with your success. We do taxes and audits, but our commitment to you is so much more.

FZA is one of the largest CPA firms in the Four Corners, serving the needs of our clients since 1957. While we are large in experience and number of professionals, and offer an array of big city services, we maintain exceptional service standards and a small town atmosphere through personal relationships.

Call or email us for a business or personal consultation.

FREDRICKZINK & ASSOCIATES, CPAs. *A Professional Corporation*
954 East 2nd Avenue #201 | Durango, CO 81301
970-247-0506 | Fax 970-247-0587 | durangocpas.com

CERTIFICATIONS

On behalf of the CPA Firm:

The individual signing certifies that he/she is authorized to contract on behalf of the CPA Firm.

The individual signing certifies that the CPA Firm 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 CPA Firm.

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.

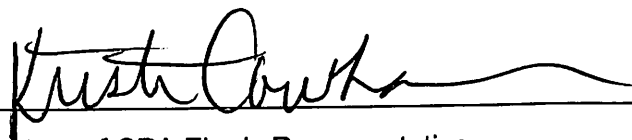
The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the CPA Firm from submitting a proposal.

The individual signing certifies that there has been no attempt by the CPA Firm to discourage any potential CPA Firm from submitting a proposal.

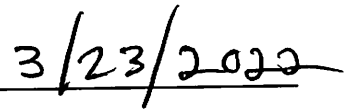
The individual signing certifies that the CPA Firm meets all of the general standards concerning qualifications, independence, due professional care and quality control as required by Government Auditing Standards, including the requirements for continuing professional education and external peer reviews.

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 reviewed.

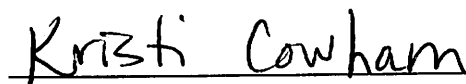
The individual signing certifies that the CPA Firm, and any individuals to be assigned to the review, does not have a record of substandard audit work and has not been debarred or suspended from doing work with any federal, state or local government. (If the CPA Firm or any individual to be assigned to the review has been found in violation of any state of AICPA professional standards, this information must be disclosed.)



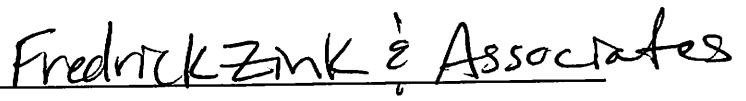
Signature of CPA Firm's Representative



Date



Printed Name and Title of Individual Signing



CPA Firm's Name

***PROPOSAL FOR
REVIEWED FINANCIAL STATEMENTS
FOR
THE REGIONAL HOUSING ALLIANCE OF LA PLATA COUNTY***

**MAY JACKSON HENDRICK, LLC
PROPOSAL FOR
REVIEWED FINANCIAL STATEMENTS FOR
THE REGIONAL HOUSING ALLIANCE OF LA PLATA COUNTY**

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**MAY JACKSON HENDRICK, LLC
PROPOSAL FOR
REVIEWED FINANCIAL STATEMENTS FOR
THE REGIONAL HOUSING ALLIANCE OF LA PLATA COUNTY**

I. REQUEST FOR PROPOSAL REQUIREMENTS

Requirements	Proposal Page Number(s) or Attachment(s)
1. Description of the services to be provided, review procedures, estimated hours, and other pertinent information. Type of assistance that will be required from RHA staff.	5-6, 8
2. Description of prior experience, including the names, addresses, contact persons, and telephone numbers of prior government organization clients.	13, E
3. Description of the qualifications and experience of principal staff to be assigned to the review.	3-4, 14, A, B, C, D
4. Statement of the availability of accountants necessary to conduct the review and proposed schedule.	3, 12, 14
5. Statement of price for producing the final report, including how the price was determined, estimated number of hours by staff level, hourly rates by staff level and total cost. Any out of pocket or travel expenses should also be indicated.	8
6. An exit conference with RHA representatives; observations and recommendations must be summarized and discussed with RHA representatives	7, 9
7. RHA will require one (1) electronic copy of the final report.	7

**MAY JACKSON HENDRICK, LLC
PROPOSAL FOR
REVIEWED FINANCIAL STATEMENTS FOR
THE REGIONAL HOUSING ALLIANCE OF LA PLATA COUNTY**

II. GENERAL INFORMATION

a. Firm Information

May Jackson Hendrick, LLC is a full-service public accounting firm located in Parker, Colorado.

May Jackson Hendrick, LLC
18801 E. Mainstreet, Suite 240
Parker, CO 80134
(303) 841-4220
www.mjhcpas.com

The Firm began operations in May 2004 when May & Company, P.C. and Jackson Hendrick Consulting & CPA Services, Inc. merged practices. Prior to the merger, both firms operated in the Denver metropolitan area and throughout the State of Colorado for over 20 years, providing quality audit, review, compilation, consulting, accounting and tax services to a broad spectrum of clients.

May Jackson Hendrick, LLC consists of four partners and one part-time staff associate:

Partners:

Traci L. May, CPA – Tax Partner

Lenae A. Jackson, CPA – Tax and Managing Partner

Lori K. Hendrick, CPA – Audit Partner

Scott E. Jackson – Information Technology and Tax Processing Partner

Staff Associate:

Jan Bootman – Office Manager

All financial engagements are conducted by Lori K. Hendrick, CPA. Traci L. May, CPA performs an additional review of all engagements as required by the Firm's Quality Control Manual.

We welcome you to visit our website to learn more about May Jackson Hendrick, LLC.

b. Licensing

May Jackson Hendrick, LLC is in full compliance with the rules and regulations of the American Institute of Certified Public Accountants (AICPA), the Colorado Society of Certified Public Accountants (CoCPAs), and the Colorado Department of Business Regulation.

The Firm's three Certified Public Accountants all hold active licenses in the State of Colorado (**Attachment A**).

***MAY JACKSON HENDRICK, LLC
PROPOSAL FOR
REVIEWED FINANCIAL STATEMENTS FOR
THE REGIONAL HOUSING ALLIANCE OF LA PLATA COUNTY***

c. Small/Minority-Owned Business

May Jackson Hendrick is a majority women-owned business. The Firm meets the definition of a “small business” as established by the Small Business Administration (13 CFR 121.201), by having average annual receipts of less than twenty-two million dollars.

MAY JACKSON HENDRICK, LLC
PROPOSAL FOR
REVIEWED FINANCIAL STATEMENTS FOR
THE REGIONAL HOUSING ALLIANCE OF LA PLATA COUNTY

III. SPECIFICATION SCHEDULE

a. Scope of Services

This proposal is for the performance of a review of the Regional Housing Alliance of La Plata County (RHA) for the years ended December 31, 2018, 2019, 2020 and 2021.

i. Review – Our Responsibilities

The objective of a review engagement is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you and obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

We will conduct our review engagement in accordance with the Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's *Code of Professional Conduct* and its ethical principles of integrity, objectivity, professional competence, and due care, when preparing the financial statements and performing the review engagement.

A review engagement includes primarily applying analytical procedures to your financial data and making inquiries of management. A review engagement is substantially less in scope than an audit engagement, the objective of which is the expression of an opinion regarding the financial statements as a whole. A review engagement does not contemplate obtaining an understanding of the entity's internal control; assessing fraud risk; testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents; or other procedures ordinarily performed in an audit engagement. Accordingly, we will not express an opinion regarding the financial statements.

The review engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. However, we will inform the appropriate level of management of any material errors and any evidence or information that comes to our attention during the performance of our review procedures that indicates fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our review procedures regarding noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies or material weaknesses in your internal control as part of this engagement.

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We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since performing those procedures or taking such action would impair our independence.

ii. Review – Your Responsibilities

You have the following overall responsibilities that are fundamental to our undertaking the engagements in accordance with SSARS:

- The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
- The preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America and the inclusion of all informative disclosures that are appropriate for accounting principles generally accepted in the United States of America.
- The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
- The prevention and detection of fraud.
- To ensure that the Organization complies with the laws and regulations applicable to its activities.
- The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
- To provide us with—
 - access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - additional information that we may request from you for the purpose of the review engagement.
 - unrestricted access to persons within the Company of whom we determine it necessary to make inquiries.
- To provide us, at the conclusion of the engagement, with a letter that confirms certain representations made during the review.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee our preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

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b. Delivery Schedule

Drafts of the reviewed financial statements for the years ended December 31, 2018, 2019, 2020 and 2021 will be provided to RHA no later than July 15, 2022, the final reviewed financial statements will be issued no later than August 12, 2022.

The delivery dates identified above are based on the following timeline:

- April 22, 2022 (or earlier) – Engagement letter and request list provided to RHA
- May 20, 2022 (or earlier) – Receipt of preliminary financial statements to be used for planning purposes
- May 27, 2022 – Receipt of “review-ready” financial information as detailed in the request list provided to RHA on April 22, 2022 (or earlier)
- June 6 - 30, 2022 – Lori K. Hendrick, CPA performs fieldwork; anticipate fieldwork will be performed remotely
- July 1 - 8, 2022 – Review wrap-up, draft financial statement preparation and partner review (if deemed necessary)
- July 15, 2022 – Delivery of draft reviewed financial statements
- July 22 – August 5, 2022 – Presentation of draft reviewed financial statements and management letters to the Board of Directors (specific date/time agreed up by and between May Jackson Hendrick, LLC and RHA)
- August 12, 2022 – Delivery of final Board of Directors approved reviewed financial statements

Our timeline is based on the receipt of “review-ready” financial information no later than May 27, 2022; the timeline will be adjusted accordingly should there be a delay in receiving the requested information, unexpected circumstances are encountered during the engagement or if the suggested timeline does not accommodate the RHA management and staff schedules.

We will provide final PDFs of the reviewed financial statements; please advise if bound copies will be needed.

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c. Price

We are proposing a total fee estimate of \$13,300 to perform the December 31, 2018, 2019, 2020 and 2021 reviews; our fee is based on the following hourly rate and estimated hours:

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Total</u>
Planning	4	1	2	1	8
Fieldwork:					
External source documentation	2	2	2	2	8
Analytical procedures	3	3	3	3	12
Inquiries of management	3	3	3	3	12
Work paper wrap-up	1	1	1	1	4
Financial statement preparation	10	6	6	6	28
Partner review	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>4</u>
Total hours	24	17	18	17	76
Hourly rate	<u>\$ 175</u>	<u>\$ 175</u>	<u>\$ 175</u>	<u>\$ 175</u>	<u>\$ 175</u>
Total Fee Estimate	<u>\$ 4,200</u>	<u>\$ 2,975</u>	<u>\$ 3,150</u>	<u>\$ 2,975</u>	<u>\$ 13,300</u>

The above-referenced hourly rate represents the hourly rate for all partners. The hourly rate provides for the firm's administrative costs, salaries, benefits, overhead, supplies, clerical support, miscellaneous expenses and a reasonable profit. However, the hourly rate does not include travel costs. Should travel to Durango be deemed necessary, all travel costs will be passed through to the Organization for reimbursement and billed separately outside of all engagements. We require a 50% retainer prior to the start of any work. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

At May Jackson Hendrick, LLC we do not charge for phone calls throughout the year. We encourage our clients to contact us when questions arise; our job as your CPA is to assist you by providing guidance on the implementation of accounting policies and practices and the proper treatment and recording of accounting transactions. Prior experience with similar governmental and non-profit organizations proves that when we are involved throughout the year, accounting transactions are recorded correctly initially, thus eliminating the need to revisit the transactions. Additionally, keeping us apprised of the Organization's activities throughout the year assists us with planning and implementing the engagement.

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d. Presentation of Financial Statements

Upon completion of the review, May Jackson Hendrick, LLC will present the draft reviewed financial statements to the Board of Directors. Our presentation will explain the financial statements in detail and provide a summary of observations and recommendations identified in the management letter. The presentation will be scheduled at a date and time agreed upon by and between May Jackson Hendrick, LLC and RHA.

e. Work Papers

Work papers prepared throughout the engagement will be retained by May Jackson Hendrick, LLC for a period not less than five years. Per the May Jackson Hendrick, LLC Quality Control Manual, work papers will be prepared in a concise manner.

f. Confidentiality

May Jackson Hendrick, LLC agree to keep the information related to the engagement in strict confidence. Other than the reports submitted to RHA, May Jackson Hendrick, LLC 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 May Jackson Hendrick, LLC's possession.

g. Quality Control and Supervision

May Jackson Hendrick, LLC quality control policies and procedures have a significant role in all stages of the engagement.

The Firm's Quality Control Manual provides guidance on all aspects of planning, performing and reporting on engagements. The significant quality control policies and procedures are described below:

Leadership Responsibilities for Quality

The Firm has designed a quality control system to emphasize the importance of performing work that complies with professional standards and regulatory and legal requirements and issue reports that are appropriate in the circumstances. In maintaining a culture of quality, the firm emphasizes the importance of ethics and integrity in every decision that personnel make, particularly at the engagement level.

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Relevant Ethical Requirements

All employees must be familiar with and adhere to the independence rules, regulations, interpretations and rulings of the AICPA, CoCPAs, and other regulatory agencies under which we practice. Independence is evaluated annually by each staff member by completing an independence representation letter. Any questions arising during the year regarding independence are reviewed by a partner.

Acceptance and Continuance of Clients and Engagements

It is the Firm's policy that, for all compilation, review, audit and attestation engagements, the acceptability of the client and the engagement be evaluated before the firm agrees to provide professional services and that the firm will accept only engagements where it has considered the integrity of the client and believes the engagement can be completed with professional competence after considering the risks associated with providing professional services in the particular circumstances.

Consultation

May Jackson Hendrick, LLC recognize the need for a constant exchange of ideas and opinions about technical issues on all professional engagements. It is our policy that all professional staff seeks consultation whenever they are uncertain about an answer to a technical question, application of a professional procedure or standard, application of a rule, regulation or procedure of a tax or other regulatory agency or the application of a firm policy.

Supervision

All compilation, review, audit and attestation engagements are properly planned, supervised, and reviewed. The Firm uses numerous checklists, work programs, report examples and other practice aids to implement its supervision policy.

Professional Development

Partners are provided appropriate educational development opportunities to comply with the continuing professional education requirements of the AICPA, CoCPAs, Governmental Auditing Standards, and any other standards which must be met based upon the services we perform. All partners are encouraged to seek additional educational opportunities to assist in achieving their professional goals. In addition, all partners are responsible for keeping abreast of current developments in applicable technical literature and technological advancements.

Peer Review

All aspects of the work to be performed under the proposed engagement are subject to the policies and procedures contained in the May Jackson Hendrick, LLC Quality Control Manual.

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Annually, Lori K. Hendrick, CPA, the Firm's Quality Control Manager, will inspect a representative sample of engagement work papers and other administrative and personnel policies to ensure the Firm's policies and procedures agree with those outlined in the May Jackson Hendrick, LLC Quality Control Manual. Ms. Hendrick will determine the scope of inspection, develop inspection procedures, and perform the inspection, in accordance with guidelines established by the AICPA.

In addition to the Firm's annual inspection, the Firm is subject to a peer review every three years in accordance with the requirements of the AICPA. A copy of the May Jackson Hendrick, LLC, Peer Review Report for the year ended April 30, 2021, has been included for your reference (**Attachment B**).

Supervision and control through all phases of the engagement cycle are vital to ensuring that the quality of the work performed is in accordance with the highest professional standards. Accordingly, our quality control procedures require that the engagement be properly managed and supervised.

Management of the engagement consists of four phases: planning, performance of the procedures, supervision and review, and wrap-up and reporting. The following describes the four phases in more detail:

Planning

We consider planning to be the most important stage of the engagement process. The proper planning of an engagement ensures pertinent standards are followed, and proper and efficient procedures are performed in a timely manner.

The planning process begins with a review of prior year work papers, financial statements, reports and an evaluation of applicable requirements. Consideration is given to AICPA accounting and auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States, and OMB Circular A-133 Audits of Institutions of Higher Education and Other Nonprofit Organizations.

The RHA programs are reviewed to gather information and gain an understanding of RHA and its environment. These procedures include inquiries, observation, inspection and analytical procedures.

Analytical procedures are performed to evaluate the reasonableness of account balances and to identify any other risk factors that should be considered in the development of audit programs.

Performance of Engagement Procedures

The performance of review procedures is simply the implementation of the planning process. Due to the fact the planning is a continuous process throughout the engagement, the procedures can differ from the original plan.

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Supervision and Review

Supervision and review procedures are performed throughout the engagement process. Lori K. Hendrick, CPA, as the engagement partner, will be responsible for ensuring the review is performed in accordance with the Firm's policies and accounting and engagement standards. Ms. Hendrick will be responsible for conducting all the phases of the engagement.

Subsequent to the fieldwork, Ms. Hendrick will perform a detailed review of all work papers prepared. A second review of the work papers and financial statements will be performed by Traci L. May, CPA as required by the Firm's Quality Control Manual.

Wrap-up and Reporting

Wrap-up procedures are generally quality control procedures to ensure that: 1) all work papers have been properly reviewed and resulting review notes have been cleared and 2) all information contained in the work papers has been properly summarized and brought forward for preparation of the financial statements and accountants' reports.

h. Technology

May Jackson Hendrick is a paperless office. The Firm utilizes Workpapers CS (a division of Thomson Reuters) to maintain all supporting engagement documentation, client communications, financial statements and reports. In addition, May Jackson Hendrick, LLC maintains an online accounting and auditing reference library with Thomson Reuters; by maintaining the Firm's reference library online we ensure reference materials are always up to date. Furthermore, May Jackson Hendrick, LLC utilizes Thomson Reuters' PPC's SMART Practice Aids and Checkpoint Tools to ensure engagements are properly planned, performed, documented, supervised and reviewed.

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IV. TECHNICAL QUALIFICATIONS

a. Audit, Review and Compilation Experience

Client Name	Number of Yrs. Firm Engaged	Non-Profit	State Funded	Federal Funded	State or Local Government
Housing Solutions for the Southwest	21	x	x	x	
East Central Council of Governments	21		x	x	x
The Golden Retriever Club of America	21	x			
Prairie Development Corporation	19	x	x	x	
Hope's Promise, Inc.	16	x			
Animas High School	10		x	x	x
Mountain Middle School	10		x	x	x
Southwest Housing Providers	10	x	x	x	
Adaptive Sports Association	7	x			
Women's Resource Center of Durango	7	x			
Animas High School Building Corporation	7	x	x	x	
Mountain Foundation for Education	7	x	x	x	
Elbert County Library District <i>dba</i> Pines and Plains Libraries	6		x		x
Children's Kiva Montessori Charter School	4		x	x	x
Mesa Verde Foundation	5	x			
Friends of Dinosaur Ridge	4	x	x	x	
The Arc of Southwest Colorado	4	x			
Children's Kiva Building Corporation	3	x	x	x	
Parker Task Force	2	x			
True Nourishment	1	x			

The Firm's client base consists of a vast array of clients which provides each partner with a variety of knowledge that can be applied across industries and services provided. However, over 95% of the Firm's audit, review and compilation clients are in the governmental and non-profit arena.

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b. Organization Size and Structure

May Jackson Hendrick consists of four partners and one part-time staff associate.

The Firm's structure is unique in that Lori K. Hendrick, CPA, Audit Partner, is responsible for planning, conducting and reviewing all financial engagements. Traci L. May, CPA, Tax Partner, performs a second review for all engagements as required by the Firm's Quality Control Manual.

May Jackson Hendrick does not employ professional staff thus eliminating staff turnover. As a result, Ms. Hendrick will continue to work with RHA for all future engagement periods which provides consistency and continuity for RHA and yields an overall lower audit fee. The Firm's size and structure ensures that all engagements are performed only when sufficient time is available thus providing the highest level of service – a trait May Jackson Hendrick, LLC prides itself on.

c. Qualifications

Lori K. Hendrick, CPA will be responsible for planning, conducting and reviewing the engagement, preparing and signing the financial statements. Traci L. May, CPA will be responsible for performing a second review as required by the Firm's Quality Control Manual.

Resumes for Lori K. Hendrick, CPA and Traci L. May, CPA have been provided for reference (**Attachments C and D**).

We are not aware of any complaints filed against May Jackson Hendrick, LLC, Ms. Hendrick or Ms. May by the State Board of Accountancy or other regulatory authorities.

ATTACHMENT A

Colorado Department of Regulatory Agencies
Division of Professions and Occupations

Board of Accountancy
May Jackson Hendrick, LLC

Public Accounting Firm

FRM.0012747
Number
Active
Credential Status
Verify this credential at: www.colorado.gov/dora/dpo

09/01/2020
Issue Date
08/31/2023
Expire Date

Ronne Hines
Division Director Ronne Hines Credential Holder Signature

Colorado Department of Regulatory Agencies
Division of Professions and Occupations

Board of Accountancy
Traci Lauren May

Certified Public Accountant

CPA.0014735
Number
Active
Credential Status
Verify this credential at: dpo.colorado.gov

12/01/2021
Issue Date
11/30/2023
Expire Date

Ronne Hines
Division Director Ronne Hines Credential Holder Signature

Colorado Department of Regulatory Agencies
Division of Professions and Occupations

Board of Accountancy
Lena A Jackson

Certified Public Accountant

CPA.0015595
Number
Active
Credential Status
Verify this credential at: dpo.colorado.gov

12/01/2021
Issue Date
11/30/2023
Expire Date

Ronne Hines *Lena A Jackson*
Division Director Ronne Hines Credential Holder Signature

Colorado Department of Regulatory Agencies
Division of Professions and Occupations

Board of Accountancy
Lori Kay Hendrick

Certified Public Accountant

CPA.0021401
Number
Active
Credential Status
Verify this credential at: dpo.colorado.gov

12/01/2021
Issue Date
11/30/2023
Expire Date

Ronne Hines *Lori Kay Hendrick*
Division Director Ronne Hines Credential Holder Signature

ATTACHMENT B



A Professional Corporation of
Certified Public Accountants

Report on the Firm's System of Quality Control

To the Members of
May Jackson Hendrick LLC
and the Peer Review Board of the Colorado Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of May Jackson Hendrick, LLC, in effect for the year ended April 30, 2021. 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 one engagement performed under *Government Auditing Standards*, including a compliance audit 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 May Jackson Hendrick LLC in effect for the year ended April 30, 2021, 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*. May Jackson Hendrick LLC has received a peer review rating of *pass*.

October 13, 2021

Anderson & Whitney, P.C.

ATTACHMENT C

Lori K. Hendrick, CPA**SUMMARY OF QUALIFICATIONS**

Ms. Hendrick is a licensed Certified Public Accountant with over twenty years of audit experience. She has significant experience with supervising and conducting annual financial audits, reviews and compilations for non-public, governmental and not-for-profit entities. In addition, Ms. Hendrick has extensive experience with organizing and conducting the Firm's annual quality control review and tri-annual Peer Review.

EDUCATION

Ms. Hendrick graduated from the University of Nebraska at Omaha, with a Bachelor of Science in Business Administration with a triple major in accounting, banking and finance, and business finance. She has continued her education by fulfilling the AICPA and Colorado Society of CPAs' continuing education requirements.

The following is a list of Continuing Education Courses completed by Ms. Hendrick over the last four years:

2021:

Revenue Recognition Considerations for Not-for-Profit Entities	1 hour
Ethics	2 hours
New Audit Reporting Standards: SAS Nos. 134-139	10 hours
Risk Assessments for Non-Profit Organizations with Revenues less than 10-Million	4 hours
Ethics and Professional Conduct for Colorado CPAs	4 hours
Government Risk Assessments	2 hours
HUD and Single Audits	4 hours
Auditing Internal Control for Governments	2 hours
Governmental Accounting	24 hours
2018 Yellow Book	8 hours

2020:

Risky Business: Conducting Remote Audits in Uncertain Times	1 hour
Paycheck Protection Program Loan Forgiveness	2 hours
Accounting Changes Workshop	4 hours
Accounting and Financial Reporting for COVID-19 and the CARES Act	4 hours
Compilation and Review Standards: SSARS Nos. 21-25	12 hours

2019:

Preventing Fraud and Mismanagement in Government	30 hours
Audit Developments	16 hours
Form 990-T	8 hours
Ethics – CO and General	4 hours
FASB ASU 2014-09 Revenue Recognition Standards for Non-Profit Entities	2 hours

Restricted Assets: Managing Donor Restrictions, Financial Reporting, And Liquidity Disclosures	2 hours
UBTI and UBIT for Exempt Organizations: Mastering Form 990-T	2 hours
Nonprofits and Exempt Organizations One Year After Tax Reform	2 hours

2018:

Government and Nonprofit Update	8 hours
Accounting and Auditing Update	8 hours
Implementing the New Nonprofit Financial Reporting Model	4 hours
Revenue from Contracts with Customers: Effect on Nonprofit Organization	2 hours
Revenue from Contracts with Customers: Implementation Considerations	2 hours
Understanding the FASB's New Standard on Leases	2 hours
How to Audit Going Concern Uncertainties	2 hours
Are You Ready for Your Next Peer Review?	2 hours
What's Changing for Contributions Received and Made?	2 hours
Revenue from Contracts with Customers: An Overview	2 hours

PROFESSIONAL STATUS

Ms. Hendrick is a licensed Certified Public Accountant in the State of Colorado. License number 21401, issued January 4, 2002.

PROFESSIONAL EXPERIENCE

2004-Present	Partner	May Jackson Hendrick, LLC
Ms. Hendrick is the audit partner for the Firm. She has over 20 years of audit experience and over 30 years of experience in the financial and tax arena.		
Duties include:		
<ul style="list-style-type: none">· Detailed planning of audit, review and compilation engagements· Supervision and review of all stages of audit, review and compilation engagements· Financial statement and audit, review and compilation report preparation· Form 990, 990EZ and 990T preparation· Communications with clients· Ensuring compliance with firm Quality Control Standards		
1998-2004	Financial Manager	Contadeluci & Company, LLP
Supervised and conducted annual financial audits, reviews and compilations for non-public, governmental and not-for-profit entities. Was responsible for audit, review and compilation planning, organizing inventory observations, overseeing fieldwork, reviewing staff work papers, and presenting financial statements to clients. Prepared financial statements on the GAAP, cash or tax basis of accounting. Executed attestation engagements: reported the findings, provided recommendations and followed up on the open issues. Maintained lines of communication with clients throughout the year to provide relevant and practical solutions		

for unusual and difficult transactions as well as day-to-day transactions. Assisted clients with tax planning periodically throughout the year and provided direction on how to reduce taxable income. Prepared federal and state corporate tax returns. Assisted and provided direction with accounting software conversions. Organized and conducted the firm's annual quality control review.

1997-1998 Senior Accountant Sloans Lake Management Corp.

Prepared monthly consolidated internal financial statements. Responsible for closing the time and billing, accounts receivable and accounts payable modules monthly; resolved discrepancies in a timely manner before proceeding with the month-end procedures. Provided direction for reporting income and expenses. Provided the accounting staff with guidance and problem-solving techniques to be utilized in completing monthly reports. Analyzed monthly account balances for unusual transactions. Assisted in the preparation of work papers for the annual audit. Produced group benefit tax returns.

1994-1997 Investment Coordinator Lozier Corporation

Prepared federal and state corporate tax returns. Designed, implemented and conducted a cash control audit program: reported the findings, provided recommendations and followed up on the open issues. Created an extensive Excel-based budget workbook; provided the training and support on the workbook. Remained heavily involved throughout the entire budget approval process. Prepared financial analysis on potential real estate acquisitions. Analyzed the return on investment on existing investments. Monitored and controlled real estate, personal property and insurance escrow accounts. Provided direction for daily cash funding requirements. Prepared monthly bank reconciliations.

1992-1994 Accounting Intern Lozier Corporation

Produced various bank reconciliations and maintained the short-term investment reconciliation on a monthly basis. Responsible for the accurate and timely preparation of multiple monthly account analyses, journal entries and reports required to complete the internal financial statements. Verified account balances and organized work papers for the internal and external auditors.

1989-1990 Bookkeeper Robert C. Manning & Associates

Collected and analyzed daily sales and expense reports to incorporate into monthly financial statements. Prepared monthly sales tax returns, bank reconciliations and 941 withholding tax returns. Calculated and distributed business payroll. Prepared year-end payroll reconciliations.

ATTACHMENT D

Traci L. May, CPA**SUMMARY OF QUALIFICATIONS**

Ms. May is a licensed Certified Public Accountant with over twenty years of audit experience. She has significant experience conducting annual financial audits, reviews and compilations for non-public, governmental and non-profit entities. In addition, Ms. May has extensive experience preparing non-profit informational returns.

EDUCATION

Ms. May graduated from the University of Northern Colorado, with a Bachelor of Science in Business Administration. She has continued her education by fulfilling the AICPA and Colorado Society of CPAs' continuing education requirements.

The following is a list of Continuing Education Courses completed by Ms. May over the last three years:

2020:

Federal Tax Update Seminar 8 hours

2019:

Preventing Fraud and Mismanagement in Government 30 hours
Ethics for CPAs in Industry-A Comprehensive Review 4 hours
Federal Tax Update Seminar 8 hours
2020 Tax Filing Season Update 6 hours
Federal Income Tax Changes Summary-2019 3 hours

2018:

Quarterly Yellow Book Update: Q3 2018 2 hours
The Starting Line on Generally Accepted Government Auditing Standards (GAGAS) 2 hours
Understanding and Evaluating Internal Controls 2 hours
Revenue from Contracts with Customers: Implementation Considerations 2 hours
Federal Tax Update Seminar 8 hours
What's Changing for Contributions Received and made? How FASB ASU 2018-08 Can Affect a Nonprofit Entity 2 hours
Tax Cuts and Jobs Act: Various courses 11 hours

PROFESSIONAL STATUS

Ms. May is a licensed Certified Public Accountant in the State of Colorado. License number 14735, issued June 1994.

PROFESSIONAL EXPERIENCE

2004-Present	Partner	May Jackson Hendrick, LLC
<p>Ms. May is the tax partner for the Firm. She has over twenty years of audit, financial consulting and tax preparation experience.</p> <p>Duties include:</p> <ul style="list-style-type: none">· Preparation and review of business and personal tax returns· Review of audit engagements.· Financial statement and audit report preparation/review· Communications with clients· Budgeting		
1999-2004	Partner	May & Company, PC
<p>Supervise and conduct annual financial audits, reviews and compilations for non-public, governmental and not-for-profit entities. Responsible for audit, review and compilation planning and performing fieldwork. Prepare financial statements on the GAAP, cash or tax basis of accounting. Execute attestation engagements: report the findings, provide recommendations and follow up on the open issues. Consult with clients throughout the year to provide relevant and practical solutions for unusual and difficult transactions as well as day-to-day transactions. Assist clients with tax planning periodically throughout the year and provide direction on how to reduce taxable income. Prepare federal and state corporate tax returns. Assist and provide direction with accounting software conversions and training.</p>		
1996-1999	Staff Accountant	May, Olson & Company, PC
<p>Perform annual financial audits, reviews and compilations for non-public, governmental and not-for-profit entities. Responsible for audit, review and compilation planning and performing fieldwork. Prepare financial statements on the GAAP, cash or tax basis of accounting. Execute attestation engagements: report the findings, provide recommendations and follow up on the open issues. Consult with clients throughout the year to provide relevant and practical solutions for unusual and difficult transactions as well as day-to-day transactions. Assist clients with tax planning periodically throughout the year and provide direction on how to reduce taxable income. Prepare federal and state corporate tax returns. Assist and provide direction with accounting software conversions and training.</p>		

1991-1996

Staff Accountant

Sorensen, May & Company, PC

Perform annual financial audits, reviews and compilations for non-public, governmental and not-for-profit entities. Prepare financial statements on the GAAP, cash or tax basis of accounting. Prepare compilations for various non-public companies. Prepare federal and state corporate tax returns.

ATTACHMENT E

References:

Ms. Candace Payne – Executive Director
Ms. Paulette Thompson – Fiscal Manager
East Central Council of Governments
128 Colorado Avenue
Stratton, CO 80836
(719) 348-5596

Mr. Shane Voss – Head of School
Ms. Natalie Barstatis – Business Manager
Mountain Middle School
108 W. 31st Street
Durango, CO 81301
(970) 828-5610

Mr. Sean Woytek – Head of School
Ms. Christine Imming – Director of Finance and Human Resources
Animas High School
271 Twin Buttes Ave.
Durango, CO 81301
(970) 247-2474

Ms. Patty Lampman – Board of Trustee President
Elbert County Library District dba Pines and Plains Libraries
651 W. Beverly Street
Elizabeth, CO 80107
(303) 204-5422

CERTIFICATIONS

On behalf of the CPA Firm:

The individual signing certifies that he/she is authorized to contract on behalf of the CPA Firm.

The individual signing certifies that the CPA Firm 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 CPA Firm.

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.

The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the CPA Firm from submitting a proposal.

The individual signing certifies that there has been no attempt by the CPA Firm to discourage any potential CPA Firm from submitting a proposal.

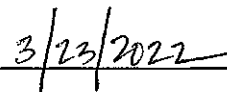
The individual signing certifies that the CPA Firm meets all of the general standards concerning qualifications, independence, due professional care and quality control as required by Government Auditing Standards, including the requirements for continuing professional education and external peer reviews.

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 reviewed.

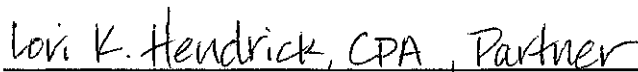
The individual signing certifies that the CPA Firm, and any individuals to be assigned to the review, does not have a record of substandard audit work and has not been debarred or suspended from doing work with any federal, state or local government. (If the CPA Firm or any individual to be assigned to the review has been found in violation of any state of AICPA professional standards, this information must be disclosed.)



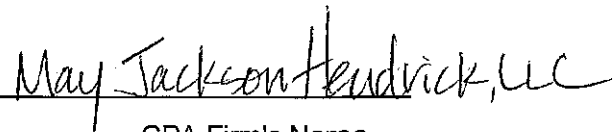
Signature of CPA Firm's Representative



Date



Printed Name and Title of Individual Signing



CPA Firm's Name



RHA Review of Financial Statements

Lori Hendrick <lorih@mjhcpas.com>
To: Jessica Laitsch <info@swccog.org>

Thu, Mar 24, 2022 at 1:09 PM

Jessica:

Attached you will find a PDF of our proposal for the Regional Housing Alliance of La Plata County December 31, 2018, 2019, 2020 and 2021 Reviewed Financial Statements.

I recommend the Organization consider the possibility of having Compiled Financial Statements completed In lieu of Reviewed Financial Statements. A compilation is a lower level of service; however, may provide the Organization with the necessary information required.

The objective of a compilation is to:

- prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you and
- apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

We will conduct the compilation engagement in accordance with the Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's *Code of Professional Conduct*, and its ethical principles of integrity, objectivity, professional competence, and due care, when preparing the financial statements, and performing the compilation engagement. We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, conclusion, nor provide any assurance on the financial statements. The engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. Additionally, we reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since performing those procedures or taking such action would impair our independence. The financial statement preparation and compilation portion of the engagement is conducted on the basis that you acknowledge and understand that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America and assist you in the presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.

Your responsibilities for a compilation engagement are the same as those for a review engagement.

Below is a detailed breakdown of our fee estimate for the Compilation Engagement:

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Total</u>
Planning	3.0	1.0	1.0	1.0	6.0
Fieldwork:					
External source documentation	2.0	2.0	2.0	2.0	8.0
Inquiries of management	1.0	1.0	1.0	1.0	4.0
Work paper wrap-up	1.0	1.0	1.0	1.0	4.0
Financial statement preparation	10.0	6.0	6.0	6.0	28.0
Partner review	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>2.0</u>
Total hours	17.5	11.5	11.5	11.5	52.0
Hourly rate	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175
Total Fee Estimate	<u>\$ 3,063</u>	<u>\$ 2,013</u>	<u>\$ 2,013</u>	<u>\$ 2,013</u>	<u>\$ 9,100</u>

Please let me know if you have any questions regarding our proposal or if you would like to discuss the Compilation Engagement in more detail.

I greatly appreciate the opportunity to respond to the RFP and look forward to hearing from you.

Best,

lkh

Lori K. Hendrick, CPA
 May Jackson Hendrick, LLC | 18801 E. Mainstreet, Suite 240, Parker CO 80134
 303-841-4220 | Fax: 303-841-7393

lorih@mjhcpas.com | Web: <http://www.mjhcpas.com>




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The drafter of this document's written tax advice did not intend nor write the advice to be used to avoid any penalty imposed by a taxing authority nor may any user/recipient of this document use this document's written tax advice for that purposes. State of Colorado Department of Regulatory Agencies #12747.

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2 attachments

 **RHALPC Proposal.pdf**
1039K

 **Certification - Signed.pdf**
30K

Section G – Discussion/Updates

Grant Opportunities - Update

To: Regional Housing Alliance Board

From: Mike Segrest, Eva Henson, Jessica Laitsch

Date: April 7, 2022

US Department of Agriculture Rural Community Development Initiative Grant:

This does not seem to be a good fit for the RHA's needs at this time.

DOLA Rural Economic Development Initiative:

Mike and Jessica met with Patrick Garrett to discuss possible eligibility for this opportunity. The focus of this initiative is job creation and economic diversification and resilience, they recommend seeking these funds for specific projects when there are limited funding alternatives. Patrick will send alternatives that may be a better fit.

DOLA Innovative Affordable Housing Strategies Planning Grant Program - HB21-1271

The Planning Grant Program provides grants to local governments to help them understand their housing needs and adopt policy and regulatory strategies to qualify for the Affordable Housing Development Incentives Grant Program. Of note, the Planning Grant Program can fund housing needs assessments to help local governments guide their policy and regulatory approach to reducing barriers to affordable housing development, but the application for funding must also include work to adopt a qualifying strategy (from the options listed in the bill).

Approximately \$6,816,000 is available for Planning Grant awards. Individual Planning Grant awards are expected to be approximately \$50,000-\$200,000. Applicants are strongly encouraged to consult with their DOLA Regional Manager and to get input from CDO staff before submitting a Planning Grant Program application. Applications can be submitted anytime through the Division of Local Government Online Grants Portal. Applications will then be reviewed and awarded on a rolling basis monthly until funds are depleted. Grantees are encouraged to complete their qualifying planning work as quickly as possible so they may compete for the Incentives Grant Program, which is expected to open for a main funding round in fall 2022.

Eva Henson, Housing Innovation Manager for the City of Durango, has stayed in contact with Patrick Rondinelli, DOLA Regional Manager, and Christy Wiseman, DOLA Planning Grant Administrator, in regards to the Planning Grant Opportunity and has briefly discussed the RHA process to hire a consultant to help with planning and developing a "road map" to assist towards affordable housing development.

DOLA has provided the attached documents as well as additional guidance below:

Here's what is needed if applying for the Planning Grant

- IHOP application (as a PDF; you'll submit the actual application via our DOLA grants portal)
- IHOP program guidelines

-
- IHOP budget template (Excel file) the program requires a 25% local cash match of the total project cost, unless you request a reduced match via Patrick Rondinelli

IHOP FAQs

Planning Grant Application Deadlines

- First Funding Round: September 20, 2021
- Second Funding Round: October 25, 2021
- Third Funding Round: December 6, 2021
- Fourth Funding Round: January 31, 2022
- Fifth Funding Round: March 14, 2022
- Sixth Funding Round: TBD possibly May 2022

As we discussed, the IHOP 5th application deadline was March 14. The 6th round is TBD, but probably May 2022. We will need some form of official action (e.g., letter from Durango City Council specifically approving of the IHOP grant application to fund the regional housing work) in addition to the IGA. State in the application which local government would be the fiscal agent if awarded. The fiscal agent must be a local government, perhaps La Plata County or the City of Durango. Because of the collaborative nature of what you're doing, you'll want to be very clear in the "capacity" question on who's doing what and making which decisions, both for staff and elected officials.

We plan to open the letter of intent (LOI) process for the main round of the Incentives Grant Program in late summer or early fall (exact date TBD) this year.

HB21-1271 DOLA Innovative Housing Strategies: Planning Grant Program Frequently Asked Questions (FAQs)



COLORADO
Department of Local Affairs
Division of Local Government

Last updated December 17, 2021

What is IHOP?

- IHOP is the shorthand name for the Planning Grant Program in DOLA's online grant portal system. IHOP stands for Innovative Housing Planning Grant Program.

Who is eligible to receive a Planning Grant Program award?

- Municipalities, counties, and city/counties are eligible to apply for and receive funds. Housing authorities and other nonprofit organizations are not eligible on their own but can partner with municipalities and counties.

What is the match requirement?

- A minimum of 25% local match of the total project cost is required. An applicant experiencing financial hardship may request a reduced level of matching funds and must consult with their [DOLA Regional Manager](#) before submitting their application about a reduced match. Local match can include financial commitment from partners (e.g., COGs, housing authorities). In-kind match (e.g., staff time) does not count towards the match requirement.

What is the award limit?

- Approximately \$6,816,000 is available for awards. Individual Planning Grant Program awards are expected to be approximately \$50,000-\$200,000. There is not a predetermined award limit. Note: DOLA will fund and expects to see thoughtful community and stakeholder engagement and communication process plans as part of strategy development.

Can grantees commit or obligate the funds but spend them after June 30, 2024?

- No. All funds must be spent by June 30, 2024.

Could you clarify administrative costs?

- Awards cannot be used to cover administrative expenses (such as funding salaries for existing staff).

Can local American Rescue Plan (ARP) funds be used as match?

- Recipients should check U.S. Treasury guidance on the DOLA website and consult their own legal counsel. Guidance to date seems to show that ARP funds may leverage other federal funds but not all federal funds will allow leveraging ARP funds. Please contact DOLA staff with any questions about matching funds.

HB21-1271 DOLA Innovative Housing Strategies: Planning Grant Program Frequently Asked Questions (FAQs)



COLORADO
Department of Local Affairs
Division of Local Government

Does intending to apply for an Incentives Grant make the Planning Grant application more competitive?

- No. Communities not intending to apply to the Incentives Grant Program may still apply to and be competitive for the Planning Grant Program. However, the application for a Planning Grant Program award must include plans to pursue at least one of the qualifying strategies listed in the program guidelines for the Incentives Grant Program. This list of qualifying strategies is the same list for determining eligibility for the Incentives Grant Program.

Can the Planning Grant Program fund housing needs assessments?

- Yes, but not on their own. Housing assessments and related studies are important tools to help communities better understand their housing needs. They're also an opportunity to ensure strategies are developed to align with data and ensure equitable outcomes. However, housing needs assessments are not considered a qualifying strategy on their own for a community to access the Incentives Grants; Planning Grant Program applicants must bundle a housing needs assessment request with one or more qualifying strategies.

Can Planning Grant funds be used to inventory vacant properties?

- Yes, this type of inventory can be done (and is encouraged) as long as the project also includes one of the qualifying strategies. A suggested strategy that aligns with a vacant property inventory is creation of an expedited development review process for acquiring or repurposing underutilized commercial property that can be rezoned to include affordable housing units.

Can Planning Grant funds be used to create a master development plan for an affordable housing project?

- No. The funds must be used to inform and develop strategies that would qualify a municipality or county to apply for an Incentives Grant (or make them more competitive). Local governments should contact their [DLG Regional Manager](#) or [DOH Regional Development Specialist](#) to discuss funding opportunities for pre-development planning work for a specific affordable housing development project.

What kind of specific language do local governments need to have within their Resolution for the "Official Action" section of the Planning Grant Program application?

- The intent of the "Official Action" section of the application is to confirm that the elected body 1) is aware of and 2) approves of the intent to apply for grant funds (and the proposed project therein). Official action could be a motion by the Board that is made and approved in meeting minutes. Another option is where authorization has been delegated. Some jurisdictions will give a Town/City/County Manager the authority to submit applications up to a certain dollar amount without going to the Board; in that case

HB21-1271 DOLA Innovative Housing Strategies: Planning Grant Program Frequently Asked Questions (FAQs)



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you would submit the authorization. For Planning Grants, applicants are encouraged to submit a formal Resolution if possible because the elected body must eventually adopt the code or policy changes that are proposed in the application. Elected officials may approve of staff pursuing grant funding in general but DOLA wants to ensure the elected officials support the specific strategies in the application.

Does the date of official action need to happen before application submittal? What if our Board/Council meeting is a few days after we want to submit the application?

- Evidence of official action needs to be submitted at the time of application. If the local government requires a formal hearing, then the hearing needs to be conducted before application submittal.

Can you accept regional applications? Can a lead local government apply to streamline and align multiple neighboring local governments' codes to make it easier for affordable housing developers to work in the region?

- No aspect of the program precludes multi-jurisdictional applications.
- The lead applicant needs to be a local government (county or municipality).
- Overall, DOLA is supportive of multi-jurisdictional applications that are well thought-out and are composed of eager participants.
- Here are some considerations to think about with a multi-jurisdictional application:
 - Is there evidence that this group has done similar projects together? Are all participants willing? What happens if after awarding, one of the local governments is no longer interested in participating?
 - Who plans to be the fiscal agent? This should be specified in the application.
 - In the application, DOLA will want to see evidence of support among all parties involved and a plan for coordination. This could look like letters of support from all participating local governments, as well as a letter of intent to enter into an MOU if awarded.
 - DOLA will likely make any awards contingent on a formal collaborative agreement (e.g., MOU) that outlines expectations of consultant time, outcomes, etc.
 - Is the plan to hire one consultant team to work with every local government? Then the lead local government would pay the invoices and manage the consultant, checking in with the cooperating local governments, etc.
 - If the plan is to hire multiple consultants, then it may make sense to have separate applications (one for each local government).
 - Each local government has to adopt their regulatory changes through their own public process.

HB21-1271 DOLA Innovative Housing Strategies: Planning Grant Program Frequently Asked Questions (FAQs)



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Why isn't the portal accepting my project budget Excel file?

- You have to upload your budget as an XLS Excel file (i.e., the older Excel file type) for it to be accepted in the portal. You should be able to save/down-grade the budget template from an XLSX to an XLS file in Excel. With the file open in Excel, click on the “Save as” option and select “Excel 97-2003 Workbook (*.xls)” from the drop-down menu. The file transition shouldn't harm your data.

File name:	IHOP Planning Grant Program Total Project Budget Template XLS
Save as type:	Excel 97-2003 Workbook

We currently have a contract in place with a consulting firm for land use/development/zoning code updates. Can we retain the same consultant to perform the work if awarded a Planning Grant without rebidding or issuing a new RFP?

- It may be okay for a local government grantee to use a previously engaged consultant from a different project (e.g., general land use code update) on the IHOP Planning Grant work.
- There needs to be a nexus between the previously procured/ongoing work (e.g., general land use code update) and the work that will be funded by the IHOP grant. Similarly, the consultant needs to be appropriate and qualified for the IHOP work.
- If a local government applies and is awarded a grant, DOLA would specify on the IHOP contract that the local government will work with the previously engaged qualified consultant for this work, if the local government followed its own procurement rules when selecting the consultant for the original project.
- The local government needs to provide DOLA with documentation of their original procurement process for getting the consultant as part of awarding and contracting documentation. The documentation must clearly explain that because a qualified consultant was retained recently to do similar work, it's not necessary for the local government to rebid the work.
- It will be important for the consultant to give the work completed under the IHOP contract a different project number (for invoice purposes) that delineates the IHOP contract work from the original work. DOLA will look for this (as well as work dates) when reviewing reimbursement requests. Invoices need to be clear on which line items apply to the IHOP contract work. It's the responsibility of the local government grantee to ensure that reimbursement request documentation clearly shows what applies to the grant contract and what doesn't. For example, if there's a consultant invoice with multiple project numbers, the local government should redact or otherwise strike the work that's not relevant for the IHOP grant.

HB21-1271 defines “affordable housing” as up to 80% of area median income (AMI) for rental units and up to 140% AMI for ownership units. Do qualifying strategies (i.e., policy and regulatory changes) adopted as part of the Planning Grant Program need to mirror this definition?

- HB21-1271's definition of “affordable housing” does include specific income limits. Planning Grant Program grantees need to ensure that their adopted strategies align with the definition of

HB21-1271 DOLA Innovative Housing Strategies: Planning Grant Program Frequently Asked Questions (FAQs)



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affordable housing in the bill. However, DOLA recognizes that local governments have the authority to locally adopt a tailored definition of affordable (or attainable, workforce, etc.) housing based on local economic context and housing need; a locally adopted definition of affordable housing may include AMI limits that slightly differ from those in HB21-1271. DOLA does not interpret this to conflict with the intent of HB21-1271 to remove barriers and provide incentives to support affordable housing development. For local governments that do not have a locally adopted definition of affordable housing, HB21-1271's income limits of up to 80% AMI for rental and up to 140% AMI for ownership should be used when adopting qualifying strategies.

HB21-1271 DOLA Innovative Housing Strategies: Planning Grant Program Guidelines



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The Colorado Department of Local Affairs (DOLA), with funding from [HB21-1271](#), offers state assistance to local governments to promote the development of innovative affordable housing strategies in a manner that is compatible with best local land use practices. HB21-1271 creates three new programs:

- Affordable Housing Development Incentives Grant Program (“Incentives Grant Program”)
- Local Government Planning Grant Program (“Planning Grant Program”)
- Affordable Housing Guided Toolkit and Local Officials Guide Program (“Toolkit Program”)

The Community Development Office (CDO) within DOLA’s Division of Local Government will manage the Incentives Grant Program and the Planning Grant Program. This document covers program guidelines for the Planning Grant Program.

Planning Grant Program

The Planning Grant Program provides grants to local governments (municipalities, counties, city/counties) to help them better understand their housing needs and adopt policy and regulatory strategies in order to promote the development of affordable housing and qualify for the Incentives Grant Program. Communities not intending to apply to the Incentives Grant Program may still apply to the Planning Grant Program.

Funding

- Approximately \$6,816,000 in funding is available for awards.
- Individual Planning Grant Program awards are expected to be approximately \$50,000-\$200,000.
- A minimum of 25% local match of the total project cost is required. An applicant experiencing financial hardship may request a reduced level of matching funds and must consult with their [DOLA Regional Manager](#) before submitting their application about a reduced match.
- Awards cannot be used to cover administrative expenses (e.g., existing staff, operating costs).
- All funds must be spent before June 30, 2024.

Eligibility

- Eligible entities include municipalities, counties, and city/counties. Awards cannot be made directly to housing authorities (but municipalities or counties can partner with housing authorities).
- The intent of the program is to fund municipal or county planning work that supports a qualifying strategy listed in the [menu of strategies](#) or an innovative option not currently on the list.
- Housing needs assessments or similar studies are encouraged where needed as an initial step to complete a qualifying planning project and may be bundled into the Planning Grant Program application.
- Applicants may request funding for more than one planning project as needed to adopt the qualifying number of strategies to compete for the Incentives Grant Program (i.e., multiple code updates may be bundled in the same application).
- “Affordable housing” is defined in the statute as up to 80% AMI for rental housing and up to

HB21-1271 DOLA Innovative Housing Strategies: Planning Grant Program Guidelines



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140% AMI for affordable homeownership.

Scoring Criteria

- **Readiness:** The applicant clearly shows they are ready to begin work and has a reasonable timeline for completion. The applicant has indicated if they plan to apply for the Incentives Grant Program (though this is not required).
- **Capacity:** The applicant has organizational experience with and capacity to manage grants and to manage the overall project. The applicant has considered utilization and enforcement of new or updated planning tools and regulations as part of their strategy evaluation.
- **Impact on Housing:** The project will include developing and adopting a strategy for the applicant to qualify for the Incentives Grant Program, per the [menu of strategies](#). The applicant will be scored on the general estimated impact the tool(s) will have toward meeting the documented affordable housing need in that community, with consideration of long term affordability.
- **Political Support:** The applicant must show broad political and stakeholder support, via adopted plans, policies, and/or letters of support, to adopt the proposed strategy(ies) to support the development of affordable housing. If building support is part of the project, the applicant must demonstrate there is a thoughtful plan in place to build stakeholder support through an inclusive and equitable process. Inclusive community engagement is a critical component of every planning effort; applications will be evaluated on the extent and efficacy of their community and stakeholder engagement plan. The most competitive applicants will demonstrate how this project is part of a larger strategy to promote the development of affordable housing in the community.
- **Equity, Diversity, and Inclusion:** The applicant must show they have developed an inclusive stakeholder engagement strategy. Any process to conduct a housing needs assessment or adopt a new strategy should ensure the project will promote equity in affordable housing. Applicants should assess impacts of the work on marginalized and vulnerable populations throughout the process and on an ongoing basis. Competitive applicants will engage a wide array of stakeholders in actual design of housing solutions.
- **Local Match:** A minimum 25% local match of the total project cost is required. An applicant experiencing financial hardship may request a reduced level of matching funds and must consult with their [DOLA Regional Manager](#) before submitting their application.
- **Extra Points:** Extra points may be earned if an applicant can show the planning project:
 - considers community benefits such as early childhood education centers, age-friendly planning, energy efficiency, broadband capacity, public health outcomes, economic diversification, transit oriented development, etc.
 - develops a creative or innovative approach to promoting the development of affordable housing.
- DOLA will also consider geographic diversity, and to a lesser degree, financial need in making final award determinations.

Application and Award Process Timeline

- Applicants are strongly encouraged to consult with their [DOLA Regional Manager](#) and to get input from [CDO staff](#) before submitting.

HB21-1271 DOLA Innovative Housing Strategies: Planning Grant Program Guidelines



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- Submit applications through the Division of Local Government [Online Grants Portal](#) per the Notice of Funding Available (NOFA). Visit the [CDO website](#) for more information.
- **The deadline for the first review of applications is September 20, 2021.** Applications will then be reviewed and awarded on a rolling basis monthly until funds are depleted.
- The DOLA Executive Director will make final award decisions.
- Applications will be reviewed and awarded within 2 months. Staff will work to finalize grant agreements or contracts within 2 months.
- No work may begin on the project until the grantee receives a signed contract. Local governments must follow their own procurement rules.
- Grantees are encouraged to complete their qualifying planning work as quickly as possible so they may compete for the Incentives Grant Program, which will likely open in the fall of 2022.
- **Note:** If the grantee does not complete a good-faith effort to adopt the planning strategy(ies) outlined in the application, DOLA may request the awarded funds be returned to DOLA.

Any questions or concerns may be directed to Christy.Wiseman@state.co.us or Andy.Hill@state.co.us.

Policy Committee and Legislation Update

To: Regional Housing Alliance Board

From: Jessica Laitsch

Date: April 7, 2022

Attached is a summary of various bills related to housing issues that have been introduced in the Colorado General Assembly in the 2022 general session.

Bill #	Title	Intro Date	House Sponsors	House Committee	Senate Committee	Senate Sponsors	Status	Description	Hearing Date	Position
HB22-1051	Mod Affordable Housing Tax Credit	1/13/2022	H. McKean (R), S. Bird (D)	Transportation and Local Government		R. Zenzinger (D), D. Hisey (R)	House Committee on Finance Refer Amended to Appropriations (02/28/2022)	Concerning modification of the Colorado affordable housing tax credit, and, in connection therewith, extending the time during which the credit may be claimed and increasing the yearly amount of credits that can be allocated.		Support
HB22-1082	Establish Fair Housing Unit Department Of Law	1/19/2022	E. Hooton (D), J. Bacon (D)	Judiciary	Judiciary	J. Gonzales (D)	Senate Committee on Judiciary Refer Amended to Appropriations (03/31/2022)	Concerning the enforcement of state housing laws by the department of law, and, in connection therewith, establishing a fair housing unit within the department of law.		Monitor
HB22-1083	Colorado Homeless Contribution Income Tax Credit	1/19/2022	K. Tipper (D), J. Rich (R)	Finance		F. Winter (D), C. Simpson (R)	House Committee on Finance Refer Amended to Appropriations (02/10/2022)	Concerning the creation of the Colorado homeless contribution income tax credit.		Support
HB22-1102	Veterans And Military Status In Fair Housing	1/20/2022	T. Sullivan (D), D. Ortiz (D)	State, Civic, Military and Veterans Affairs	Judiciary	R. Gardner (R), N. Hinrichsen (D)	Signed by the Speaker of the House (03/25/2022)	Concerning protected classes in fair housing practices, and, in connection therewith, including a veteran or military status as a protected class.		Support
HB22-1117	Use Of Local Lodging Tax Revenue	1/21/2022	M. Catlin (R), D. Roberts (D)	Finance	Finance	D. Coram (R), K. Donovan (D)	Governor Signed (03/31/2022)	Concerning the use of revenue from a local tax on lodging.		Support
HB22-1127	Income Tax Deduction For Rent	1/21/2022	D. Woog (R)	Finance			House Committee on Finance Postpone Indefinitely (03/24/2022)	Concerning the creation of an income tax deduction for rent paid.		Monitor
HB22-1205	Senior Housing Income Tax Credit	2/8/2022	C. Kennedy (D), M. Weissman (D)	Finance		C. Hansen (D), J. Coleman (D)	Introduced In House - Assigned to Finance (02/08/2022)	Concerning the creation of an income tax credit to help income-qualified seniors afford housing.		Monitor
HB22-1239	Regulate Community Association Managers	2/16/2022	B. Titone (D)	Transportation and Local Government		J. Bridges (D)	House Committee on Finance Postpone Indefinitely (03/21/2022)	Concerning the regulation of community association managers by the division of real estate in the department of regulatory agencies.		Monitor
HB22-1242	Regulate Tiny Homes Manufacture Sale And Install	2/16/2022	T. Exum Sr. (D), C. Kipp (D)	Transportation and Local Government		J. Ginal (D), D. Hisey (R)	House Committee on Finance Refer Amended to Appropriations (03/14/2022)	Concerning the regulation of structures that are manufactured at a location that is not at the site where the structure is occupied.		Monitor
HB22-1282	The Innovative Housing Incentive Program	3/7/2022	K. Mullica (D), M. Lynch (R)	Business Affairs and Labor		J. Bridges (D), R. Woodward (R)	House Committee on Business Affairs & Labor Refer Amended to Appropriations (03/24/2022)	Concerning the creation of the innovative housing incentive program.		Support
HB22-1287	Protections For Mobile Home Park Residents	3/8/2022	E. Hooton (D), A. Boesenecker (D)	Transportation and Local Government		F. Winter (D)	House Committee on Transportation & Local Government Refer Amended to Appropriations (03/23/2022)	Concerning protections for mobile home park residents.		Monitor
HB22-1304	State Grants Investments Local Affordable Housing	3/16/2022	D. Roberts (D), M. Bradfield (R)	Transportation and Local Government		J. Coleman (D), J. Gonzales (D)	House Committee on Transportation & Local Government Refer Amended to Appropriations (03/29/2022)	Concerning state grants for investments in affordable housing at the local level, and, in connection therewith, creating the local investments in transformational affordable housing grant program and the infrastructure and strong communities grant program to invest in infill infrastructure projects that support affordable housing.		Support
HB22-1313	Agricultural Housing Public Health COVID-19 Emergency	3/21/2022	Y. Caraveo (D), K. McCormick (D)	Agriculture, Livestock, and Water			House Committee on Agriculture, Livestock, & Water Refer Amended to House Committee of the Whole (04/04/2022)	Concerning housing requirements for agricultural workers during a public health emergency.	4/4/2022	Monitor
SB22-063	Property Ownership Fairness Act	1/18/2022	A. Pico (R)		State, Veterans and Military Affairs	L. Liston (R)	Senate Committee on State, Veterans, & Military Affairs Postpone Indefinitely (03/01/2022)	Concerning the "property ownership fairness act".		Monitor
SB22-146	Middle Income Access Program Expansion	3/7/2022	M. Catlin (R), M. Snyder (D)		Local Government	R. Zenzinger (D), D. Hisey (R)	Senate Committee on Local Government Refer Unamended to Appropriations (03/29/2022)	Concerning the expansion of the Colorado housing and finance authority's middle income access program.		Support
SB22-159	Revolving Loan Fund Invest Affordable Housing	3/17/2022	P. Will (R), D. Ortiz (D)		Local Government	R. Zenzinger (D), J. Bridges (D)	Introduced In Senate - Assigned to Local Government (03/17/2022)	Concerning the creation of a revolving loan fund within the division of housing in the department of local affairs to make investments in transformational affordable housing.	4/5/2022	Monitor
SB22-160	Loan Program Resident-owned Communities	3/17/2022	A. Boesenecker (D), M. Lindsay (D)		Local Government	J. Gonzales (D), N. Hinrichsen (D)	Introduced In Senate - Assigned to Local Government (03/17/2022)	Concerning programs to preserve mobile home communities, and, in connection therewith, establishing a revolving loan and grant program to assist mobile home owners seeking to purchase their communities.	4/5/2022	Monitor

RHA 2021-22 Action Plan Update

To: Regional Housing Alliance Board

From: Jessica Laitsch

Date: April 7, 2022

Attached is the action plan updated through March 2022. This is being presented monthly with any updates as applicable. If the Board would prefer a different update schedule or report format, please notify Jessica.

RHA 2021-22 Action Plan

Updated March 2022

	Jan-22	Feb-22	Mar-22
Leadership: Coordination & Collaboration	Outreach to stakeholders Who Board Status Not Started	Outreach to stakeholders Who Board Status Not Started	Outreach to stakeholders Who Board Status Ongoing
	Public outreach How: PSA's, News/Media, etc Who Status Not Started	Public outreach How: PSA's, News/Media, etc Who Status Not Started	Public outreach How: PSA's, News/Media, etc Who Status Not Started
	Add agenda item to board meetings to review pending legislation for advocacy needs: CML, CCI, CCAT Who Status Ongoing	Add agenda item to board meetings to review pending legislation for advocacy needs: CML, CCI, CCAT Who Status Ongoing	Add agenda item to board meetings to review pending legislation for advocacy needs: CML, CCI, CCAT, EDCC, Housing Colorado Who Status Ongoing
Staffing: Administration & Management	Ideal future: Secure all administrative support needed for the RHA - Executive Director / support staff Who Status Not Started	Ideal future: Secure all administrative support needed for the RHA - Executive Director / support staff Who Status Not Started	Ideal future: Secure all administrative support needed for the RHA - Executive Director / support staff Who Status Not Started
	Hire Consulting Firm/ Contractor Who Board Status Ongoing	Hire Consulting Firm/ Contractor Who Board Status Ongoing	Hire Consulting Firm/ Contractor Who Board Status Ongoing
	Develop Scope of Work, RFP & Timeline for consulting firm / contractor Who Status Ongoing	Who Status	Who Status
Funding			Explore funding opportunities Who SWCCOG/Board Status Ongoing
			Undertake financial review of fiscal years 2018-2021 Who SWCCOG/Board Status Ongoing
Development	Coordinate effort to support and/or start 2 projects Who Consultant Status Not Started	Coordinate effort to support and/or start 2 projects Who Consultant Status Not Started	Coordinate effort to support and/or start 2 projects Who Consultant Status Not Started
	Outreach to developers Who Consultant Status Not Started	Outreach to developers Who Consultant Status Not Started	Outreach to developers Who Consultant Status Not Started

RHA 2021-22 Action Plan

Updated March 2022

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Leadership: Coordination & Collaboration	Renovate/amend IGA & send to RHA Board for review. Who Mike, Mark & Kevin Status Complete		Get political alignment from all entities & decision from all 4 to approve the amended IGA for buy-in. Who Board Status Complete			RHA exposure to elected officials first. Get out of hiding! Who Board Status Not Started
	Meet monthly & involve partners in meetings (communicate) Who Board, SWCCOG Coordinate Status Ongoing			Quarterly updates & presentations for Electeds. Who Board Status Ongoing		Public outreach How: PSA's, News/Media, etc Who Board Status Not Started
	Add agenda item to board meetings to review pending legislation for advocacy needs: CML, CCI, CCAT Who Board, SWCCOG Coordinate Status Ongoing	Add agenda item to board meetings to review pending legislation for advocacy needs: CML, CCI, CCAT Who SWCCOG Add to Agenda Status Ongoing	Add agenda item to board meetings to review pending legislation for advocacy needs: CML, CCI, CCAT Who SWCCOG Add to Agenda Status Ongoing	Add agenda item to board meetings to review pending legislation for advocacy needs: CML, CCI, CCAT Who Board Status Ongoing	Add agenda item to board meetings to review pending legislation for advocacy needs: CML, CCI, CCAT Who Board Status Ongoing	Add agenda item to board meetings to review pending legislation for advocacy needs: CML, CCI, CCAT Who Board Status Ongoing
Staffing: Administration & Management	Dedicate funding for contractor/firm. \$50k is already in budget, less facilitation costs Who Board, SWCCOG Coordinate Status Complete				RHA board to approve the Scope of Work, RFP & Timeline for hiring consulting firm/ consultant Who Board Status Complete	Consultant to develop the structure of the RHA (priorities, staffing structure, etc) Who Board Status Not Started
			Allocate gap resources for SWCCOG scope of work to hire consultants. Who SWCCOG Add to Agenda Status Complete		In-between steps of releasing RFP, vetting proposals, interviews, negotiations, etc Who SWCCOG and Board Status Ongoing	In-between steps of releasing RFP, vetting proposals, interviews, negotiations, etc Who Board Status Ongoing
						Develop Scope of Work, RFP & Timeline for consulting firm / contractor Who Board Status Ongoing
Funding		Track & organize funding opportunities to ensure no funding is missed (ARPA, State, federal) Who Grantwriter/Consultant Status Not Started		2022 Draft Budget Who SWCCOG/Board Status Complete		Approve 2022 Budget Who SWCCOG/Board Status Complete
		DOLA-Housing. Local rep: Andrew Atchley presentation Who Katie/Miriam Status Complete				
Development	Identify and list of potential immediate development opportunities & joint ARPA projects. Who Board, Mike S, Kevin Status Ongoing					
	Create a checklist to be used for all development projects Who Marsha Status Ongoing					

Section H – Presentation(s)

Countywide Economic Alliance Strategy

To: Regional Housing Alliance Board

From: Jessica Laitsch

Date: April 7, 2022

The Economic Alliance Consulting Team has requested time at the April RHA board meeting to talk about the RHA's roles and strategies as part of the Countywide Economic Alliance Strategy. The structured conversation is estimated to last 60 minutes. Attached are the tools they will be using to confirm strategies. This is in preparation of a communitywide workshop the afternoon of April 20th.

Strategy Development Guide
Economic Alliance Three-Year Investment Strategy

1. Agency:

2. Strategy Title:

3. Strategy Description:

4. Strategy Target Population (AMI):

Circle one or more

<30% 30-60% 60-80% 80-120% >120% Unrestricted N/A

Circle one

Rent

For-Sale

Rent & For-Sale

Other

5. Strategy Timeline:

Circle one or more

< 24 mo.

2-3 years

3-5 years

6. Strategy Resources Available (annually and/or 1x) for Implementation:

7. Resources Still Need If Any:

8. Strategy Outcome Measures:

9. Resale Controls, if any:

Increased Density/ Use-by-Right

STR Policy

Alternative housing types

Development prioritization tool/matrix

Land Use Regulation Alignment

Other Strategies:

Employer Initiatives

Relocation Assistance

Housing Stipend

Housing Navigation

Rental Payment Assistance

Master Leasing

Mortgage Assistance

Pooled Property Management

Creating New Supply

Other Strategies:

Section I – Member Updates
