



REVISED

**AGENDA
BOARD MEETING**

**HISTORIC CITY HALL
and via Zoom teleconference**

Thursday, March 5, 2026

4:00 pm

Board Members:

**Michelle Miller (Chair), Dave Rose (Vice Chair), Theresa Bowen,
Peter Padilla (City Mem.), Tom Green (City Alt.), Michael Martinez (City Mgr).**

1. Call to Order – (Michelle Miller)

Board Chair... *"I will now call the March 5, 2026 Board Meeting to order at ____P.M. Please rise for the Pledge of Allegiance."*

2. Pledge of Allegiance – (Michelle Miller)

When Pledge is completed... *Board Chair announces..." We will now have roll call."*

3. Roll Call – (Sofia Martinez)

When roll call is completed... *Board Chair announces..."We will now move to the next item."*

4. Seating of Alternate(s) – (Michelle Miller)

If need to seat alternate(s)... *"We will now seat the following alternate(s) ..."*

If no need to seat alternate(s)... *"It appears we do not need to seat any alternates today. We will now move on to the next item."*

5. Consent Agenda – (Michelle Miller)

A. Approval of Minutes for February 12, 2026 Annual Board Meeting

B. Approval of Minutes for March 2, 2026 Special Board Meeting

C. Approval of January Financial Reports

D. Approval of January Occupancy Reports

Board Chair... *"Does any Board Commissioner desire to pull any item off the consent agenda for separate discussion and vote?"*

Board Chair... *"I will entertain a motion to approve the Consent Agenda as presented."*

Recommended motion... *"I move to approve the Consent Agenda as presented."*

Board Chair... *"Can I get a second?"* (Wait for second.)

6. Approval of Regular Agenda – (Michelle Miller)

Board Chair... *"I will entertain a motion to approve the March 5, 2026 Board Meeting Agenda as presented."*

Recommended motion... *"I move to approve the March 5, 2026 Board Meeting Agenda as presented."*

Board Chair... *"Can I get a second?"* (Wait for second.)

Board Chair... *"All in favor say 'aye'."* (Wait for response.)

Board Chair... *"Those opposed say 'nay'."* (Wait for response.)

Board Chair... *"The motion passes/fails and the Regular Agenda is approved/disapproved. We will now move on to the next item."*

7. Public Comment – (Michelle Miller)

If no public comment... *"It appears we do not have any public comment today. We will now move on to the next item."*

8. Executive Session – (Michelle Miller)

Recommended motion... ***"I move to go into Executive Session"*** for discussion of a personnel matter (Employment Contract) under C.R.S. Section 24-6-402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees

The time is now _____, and the executive session has been concluded. The participants in the executive session were:

_____. *For the record, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into the executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask that you state your concern for the record. Seeing none, the next agenda item is . . .*

When Executive Session completed... "We will now move on to the next item on this Agenda."

9. Executive Director Update – (Debra Bristol) When Executive Director Update is completed...

Board Chair.... *"We will now move on to the next item."*

10. Preparation for training on April 15th – (Cori Streetman, Barefoot PR/BHA's PR Partner)

Preparation for training on the role of the BHA Board Commissioner to serve as and ambassador and advocate for the work of BHA in the community.

11. Staff Memos and Resolutions – (Michelle Miller)

Resolution 26-03-01 Recommendation of Barb Baca

A RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF BRIGHTON, COLORADO, RECOMMENDING THE APPOINTMENT OF BARB BACA AS A BOARD MEMBER OF THE BRIGHTON HOUSING AUTHORITY TO FILL AN UNEXPIRED TERM.

Board Chair... *"If there are no further questions, I will entertain a motion to approve Resolution 26-03-01 as read."*

Recommended motion... *"I move to approve Resolution 26-03-01 as read."*

Board Chair... *"Can I get a second?"* (Wait for second.)

Board Chair... *"All in favor say 'aye'."* (Wait for response.)

Board Chair... *"Those opposed say 'nay'."* (Wait for response.)

Board Chair... *"The motion passes/fails and Resolution 26-03-01 is approved/disapproved."*

Resolution 26-03-02- Auditor RFP

A RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF BRIGHTON, COLORADO, TO AUTHORIZE THE EXECUTIVE DIRECTOR OF THE AUTHORITY TO AWARD AND EXECUTE ANY AND ALL DOCUMENTS ASSOCIATED WITH THE CERTIFIED PUBLIC ACCOUNTING FIRM FOR AUDIT SERVICES FOR THE BRIGHTON HOUSING AUTHORITY.

Board Chair... "If there are no further questions, I will entertain a motion to approve Resolution 26-03-02 as read."

Recommended motion... "I move to approve Resolution 26-03-02 as read."

Board Chair... "Can I get a second?" (Wait for second.)

Board Chair... "All in favor say 'aye'." (Wait for response.)

Board Chair... "Those opposed say 'nay'." (Wait for response.)

Board Chair... "The motion passes/fails and Resolution 26-03-02 is approved/disapproved."

12. Adjournment – (Michelle Miller)

Board Chair... "There being nothing further that appears on the Agenda, this March 5, 2026

Board meeting is hereby adjourned."

Brighton Housing Authority's Board Meeting is scheduled for April 2, 2026, at 4 PM at Historic City Hall.

Notice of Non-Discrimination

It is the policy of the Brighton Housing Authority to provide equal services, programs and activities without regard to race, color, national origin, creed, religion, sex, sexual orientation, disability, or age and without regard to the exercise of rights guaranteed by state or federal law. The Brighton Housing Authority has a policy to provide language access services at no charge to persons with limited English proficiency (LEP) and persons with a disability who are served by the Authority.

For more information on non-discrimination or interpretation, please contact the Brighton Housing Authority at info@brightonhousing.org or 303-655-2160. The Brighton Housing Authority will make reasonable accommodations for citizens in accordance with the Americans with Disabilities Act (ADA) or will arrange for an interpreter in accordance with Title VI of the Civil Rights Act. Any request for an interpreter must be made by 9:00 a.m. on the Thursday prior to the Brighton Housing Authority's board meeting.

Aviso de No Discriminación

Es política de la Autoridad de Vivienda de Brighton proporcionar servicios, programas y actividades iguales sin importar la raza, el color, el origen nacional, la creencia, la religión, el sexo, la orientación sexual, la discapacidad o la edad, y sin tener en cuenta el ejercicio de los derechos garantizados por la ley estatal o federal. La Autoridad de Vivienda de Brighton tiene una política para proporcionar servicios de acceso al idioma sin cargo a personas con dominio limitado del inglés (LEP) y personas con discapacidades que son atendidas por la Autoridad.

Para obtener más información sobre la no discriminación o la interpretación, comuníquese con la Autoridad de Vivienda de Brighton en info@brightonhousing.org o al 303-655-2160. La Autoridad de Vivienda de Brighton hará adaptaciones razonables para los ciudadanos de acuerdo con la Ley de Estadounidenses con Discapacidades (ADA) o proporcionará un intérprete de acuerdo con el Título VI de la Ley de Derechos Civiles. Cualquier solicitud de un intérprete debe hacerse antes de las 9:00 a.m. del jueves anterior a la reunión de la Junta de la Autoridad de Vivienda de Brighton.



22 South 4th Avenue, Brighton CO 80601

Board Meeting Minutes – March 5, 2026

1. CALL TO ORDER:

Board Chair Michelle Miller called the meeting to order at 4:03 pm.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL:

Commissioners Present: Michelle Miller, Dave Rose, Doug Lambert (Joined at 4:05pm), Theresa Bowen, Michael Martinez, Peter Padilla.

Commissioners Not Present: Tom Green.

BHA Staff & Consultants Present: Debra Bristol, Andrew Dall, Charlene Montoya, Anneli Berube, Alex Gano

4. SEATING OF ALTERNATES:

None.

5. APPROVAL OF CONSENT AGENDA:

Commissioner Martinez moved, seconded by Commissioner Rose, to approve the February 12, 2026 Consent Agenda.

Vote: Approved by all present.

6. APPROVAL OF AGENDA:

Commissioner Bowen moved, seconded by Commissioner Padilla, to approve the February 12, 2026 Board Meeting Agenda.

Vote: Approved by all present.

7. PUBLIC COMMENT:

Maria Blea, who is a tenant, gave a public comment over zoom. She had comment that she has a HOME application that was given to her in October, and no one has gotten back to her on why she needs to fill it out and what it is for. She mentioned she is having some issues with her door lock, her dishwasher is not working and Appfolio is not working as well.

8. INTERVIEW OF POTENTIAL BOARD CANDIDATE:

The Board members asked Barb Baca a series of questions provided by BHA staff. Barb shared that she has many years of experience with Section 8, CDBG, GAP funding and HOME. She has also learned a lot from meeting with Debra Bristol specifically about the work of BHA. She shared that she is a resident of Brighton and is familiar with the work BHA does. She explained that she is wanting to join the BHA Board because she wants to see her community grow and wants to see more development. Barb wants to be a part of the solution and help in order to see the City of Brighton house more people. She shared that she believes the role of the Brighton Housing Authority is to mainly listen to the needs and concerns of the community as well as making informed decisions based on the data that shows what those needs are and

how many people are looking for affordable housing and resources. She was hoping to gain insight on the ideal candidate that the BHA Board is looking for to join the Board. The Commissioners shared that they are hoping for someone who would bring in new ideas and bring in a strategic approach to maintaining and creating those resources for the community.

9. EXECUTIVE DIRECTOR UPDATE:

The Commissioners participated in a BHA slide quiz on facts related to the work of BHA. The Executive Director Debra Bristol and each department head gave an overview of their accomplishments from 2025 and their goals for 2026. Debra Bristol began with some of BHA's metrics of high performance. She shared that BHA has increased the operational budget by 20% over the last four years which has been instrumental in being able to do the work BHA has done in development. BHA is one of 135 PHAs in the country with MTW Designation and 28 action items have been completed from the Strategic Plan. She then moved on to the impact of BHA regarding housing development specifically and she highlighted that BHA is ranked 8th out of 35 Housing Authorities for PBV utilization.

10. RESOLUTIONS/ STAFF MEMOS:

Resolution No.26-02-01

A RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF BRIGHTON, COLORADO, TO AUTHORIZE THE FORMATION OF ENTITIES, CONVEYANCE OF PROPERTY, LOANING OF FUNDS, AND THE FINANCING OF RAVENFIELD SENIOR APARTMENTS. Commissioner Martinez moved, seconded by Commissioner Padilla to approve Resolution No.26-02-01 as presented.

Vote: Approved by all except Michelle Miller as she recused herself from the voting.

11. ADJOURNMENT:

Michelle Miller adjourned the February 12, 2026, Board Meeting at 6:14 pm.

12. NEXT BRIGHTON HOUSING AUTHORITY BOARD MEETING:

Scheduled for March 5, 2026, at 4 pm.

Approved:

March 5, 2026.



22 South 4th Avenue, Brighton CO 80601

Board Meeting Minutes – March 2, 2026

1. CALL TO ORDER:

Board Chair Michelle Miller called the meeting to order at 2:03 pm.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL:

Commissioners Present: Michelle Miller, Dave Rose, Theresa Bowen, Peter Padilla.

Commissioners Not Present: Michael Martinez, Tom Green.

BHA Staff & Consultants Present: Debra Bristol, Charlene Montoya, Mark Berry

4. SEATING OF ALTERNATES:

None.

5. APPROVAL OF AGENDA:

The meeting agenda was not passed as it did not specify a purpose for the discussion, so the meeting immediately terminated with no substantive discussion. The Board simply discussed logistics on a different meeting time and desire for more detail in the agenda.

Vote: Not approved. Meeting moved to March 3, 2026 at 2pm.

6. PUBLIC COMMENT:

None.

7. ADJOURNMENT:

Michelle Miller adjourned the March 2, 2026, meeting at 2:15 pm.

Approved: March 5, 2026.

Brighton Housing Authority

Financial Reports Synopsis

January

2026

Combined Programs

- Cash on hand is \$2,714,528
 - Current Month
 - - Payroll funded from existing cash and not new receipts
 - - Ravenfield predevelopment costs \$151,554
 - - Consulting expenses \$48,405
- Total Assets increased from last month by \$1,419,083
 - Decrease in Cash
 - Increase in Accounts Receivable
 - Increase in fixed assets construction in process for Hughes Station LLLP
- Total Liabilities increased from last month by \$2,302,215
 - Increase in accounts payable
 - Increase in security deposits liability
 - Loan liability increased for construction in process
- ENTITY WIDE - Year to Date decrease in Reserves \$276,317
 - Revenue under budget year to date
 - - Ravenfield predevelopment costs \$151,554
 - - Consulting expenses \$48,405

○ Section 8 (HCV)

- YTD decrease in Reserves \$10,936
 - Last year for same period the program had a loss
 - Current Month HAP expenses exceeded HAP revenue
 - Cash on hand at the end of the month was \$22,645

Development

- YTD decrease in Reserves of \$270,297
 - Last year for same period the program had a loss
 - Current Month
 - - Ravenfield predevelopment costs \$151,554
 - - Consulting expenses \$48,405
 - Cash on hand at the end of the month was \$2,544,535

Jessup

- YTD Increase in Reserves of \$4,916
 - Last year for the same period, there was an increase
- Cash on hand at the end of the month was \$147,348

Budget v. Actual

- Items of Note:
 - Total revenue under budget by \$189,411 year to date
 - Dwelling rent less than anticipated - \$49k
 - Budgeted other income and LIHTC distributions have not occurred
 - Total Expenses over budget by - \$167,897 or 25%
 - Current month
 - Ravenfield expenses were not included in the budget for \$151k
 - Consulting \$24k over budget
 - HAP expenses over budget \$32k

ENTITY WIDE Balance Sheet

Period = Jan 2026

Book = Accrual ; Tree = ysi_bs

	Current Balance
All	
ASSETS	
CURRENT ASSETS	
CASH	2,714,527.83
Tenant Accounts Receivable	229,173.78
Loan Receivable	3,549,000.00
Prepaid Expenses	571,524.88
TOTAL CURRENT ASSETS	7,064,226.49
TOTAL FIXED ASSETS	8,158,233.88
TOTAL ASSETS	15,222,460.37
LIABILITIES	
CURRENT LIABILITIES	
Accounts Payable	72,537.46
Accrued Liabilities	41,786.66
Tenants Security Deposit Liability	103,328.00
Prepaid Tenant Rents & Unearned Revenue	232,911.21
Mortgage Payable Current	30,354.52
TOTAL CURRENT LIABILITIES	480,917.85
LONG-TERM LIABILITIES	
Loan Payable	6,292,154.30
Accrued Liabilities Non Current	64,659.12
TOTAL LONG-TERM LIABILITIES	6,356,813.42
TOTAL LIABILITIES	6,837,731.27
NET ASSETS	
Capital Assets Net of Related Debt	7,346,145.15
Restricted Net Assets	82,108.04
Unrestricted Net Assets	956,475.91
TOTAL NET ASSETS	8,384,729.10
TOTAL LIABILITIES AND NET ASSETS	15,222,460.37
TOTAL OF ALL	0.00

ENTITY WIDE Budget Comparison

3/3/2026 8:17 AM

Period = Jan 2026

Book = Accrual ; Tree = ysi_is

	PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
Net Income							
REVENUE							
RENTAL REVENUE							
Dwelling Rental Income	129,550.67	178,569.17	-49,018.50	129,550.67	178,569.17	-49,018.50	2,142,830.00
LIHTC Yr End Distribution	0.00	34,320.90	-34,320.90	0.00	34,320.90	-34,320.90	411,851.00
TOTAL RENTAL REVENUE	129,550.67	212,890.07	-83,339.40	129,550.67	212,890.07	-83,339.40	2,554,681.00
OTHER REVENUE							
Interest	799.95	1,203.17	-403.22	799.95	1,203.17	-403.22	14,438.00
Portable Admin Fee Earned	4,030.99	3,794.00	236.99	4,030.99	3,794.00	236.99	45,528.00
Port-In HAP & URP	94,348.00	81,000.00	13,348.00	94,348.00	81,000.00	13,348.00	972,000.00
Other Income	-4,368.26	88,709.16	-93,077.42	-4,368.26	88,709.16	-93,077.42	1,064,510.00
TOTAL OTHER REVENUE	94,810.68	174,706.33	-79,895.65	94,810.68	174,706.33	-79,895.65	2,096,476.00
Grant Revenue							
HAP Revenue	292,018.00	327,378.50	-35,360.50	292,018.00	327,378.50	-35,360.50	3,928,542.00
Admin Fee Revenue	20,089.00	20,547.00	-458.00	20,089.00	20,547.00	-458.00	246,564.00
TBRA 1 Program Funding	9,642.00	0.00	9,642.00	9,642.00	0.00	9,642.00	0.00
TOTAL GRANT REVENUE	321,749.00	347,925.50	-26,176.50	321,749.00	347,925.50	-26,176.50	4,175,106.00
TOTAL REVENUE	546,110.35	735,521.90	-189,411.55	546,110.35	735,521.90	-189,411.55	8,826,263.00
ADMINISTRATIVE EXPENSE							
Admin. Salaries	102,842.67	125,844.25	19,471.67	102,842.67	125,844.25	23,001.58	1,467,772.00
Legal Expense	135.60	10,093.67	9,958.07	135.60	10,093.67	9,958.07	121,124.00
Staff Training	0.00	2,702.08	2,702.08	0.00	2,702.08	2,702.08	32,425.00
Staff Travel	0.00	1,155.58	1,155.58	0.00	1,155.58	1,155.58	13,867.00
Computer Expense	1,150.00	4,938.91	3,788.91	1,150.00	4,938.91	3,788.91	59,267.00
Auditing Fees	0.00	2,570.68	2,570.68	0.00	2,570.68	2,570.68	30,848.00
Misc Admin Expense	6,854.79	8,539.93	1,685.14	6,854.79	8,539.93	1,685.14	102,480.00
TOTAL ADMINISTRATIVE EXPENSES	110,983.06	155,845.10	41,332.13	110,983.06	155,845.10	44,862.04	1,827,783.00
Dev Admin Expenses	96,318.51	130,257.65	33,939.14	96,318.51	130,257.65	33,939.14	1,563,092.00
Jessup Admin Expenses	3,230.09	4,119.46	889.37	3,230.09	4,119.46	889.37	49,434.00
HCV Admin Expenses	11,434.46	21,467.99	10,033.53	11,434.46	21,467.99	10,033.53	257,616.00
TOTAL UTILITY COSTS	12,291.07	13,775.06	1,483.99	12,291.07	13,775.06	1,483.99	165,301.00

ENTITY WIDE Budget Comparison

3/3/2026 8:17 AM

Period = Jan 2026

Book = Accrual ; Tree = ysi_is

	PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
TOTAL MAINTENANCE COSTS	12,552.88	13,734.06	1,181.18	12,552.88	13,734.06	1,181.18	164,809.00
TOTAL INSURANCE	3,596.00	14,077.17	10,481.17	3,596.00	14,077.17	10,481.17	168,926.00
GENERAL EXPENSES							
Employee Benefits	49,010.77	42,617.24	-6,804.19	49,010.77	42,617.24	-6,804.19	506,479.00
Other General Expense	7,404.67	0.00	-7,404.67	7,404.67	0.00	-7,404.67	0.00
Ravenfield Exps	151,554.00	0.00	-151,554.00	151,554.00	0.00	-151,554.00	0.00
Consulting Expense	48,405.38	24,284.51	-24,120.87	48,405.38	24,284.51	-24,120.87	291,414.00
Replacement Reserve Expense	0.00	3,500.00	3,500.00	0.00	3,500.00	3,500.00	42,000.00
TOTAL GENERAL EXPENSES	256,374.82	66,901.75	-189,883.73	256,374.82	66,901.75	-189,883.73	797,893.00
EXTRAORINDARY MAINTENANCE							
Hughes Station - Extra ordinary Maintenance costs	4,214.00	0.00	-4,214.00	4,214.00	0.00	-4,214.00	0.00
TOTAL EXTRAORDINARY MAINTENANCE	4,214.00	0.00	-4,214.00	4,214.00	0.00	-4,214.00	0.00
GRANT EXPENSES							
Port HAP/URP Expense	19,502.00	101,000.00	81,498.00	19,502.00	101,000.00	81,498.00	1,212,000.00
Port Admin. Fee Expense	847.28	0.00	-847.28	847.28	0.00	-847.28	0.00
HAP Expense-Occupied Units	383,624.00	269,842.67	-113,781.33	383,624.00	269,842.67	-113,781.33	3,238,112.00
TBRA 1 Program Expense	9,218.00	0.00	-9,218.00	9,218.00	0.00	-9,218.00	0.00
CHIP Grant #6 Expense	423.00	2,500.00	2,077.00	423.00	2,500.00	2,077.00	30,000.00
TOTAL GRANT EXPENSES	413,614.28	373,342.67	-40,271.61	413,614.28	373,342.67	-40,271.61	4,480,112.00
FINANCIAL EXPENSES							
Interest Mortgage	2,117.97	2,321.17	203.20	2,117.97	2,321.17	203.20	27,854.00
Interest Expense - RAD II Closing Cost Loan	6,683.67	8,853.17	2,169.50	6,683.67	8,853.17	2,169.50	106,238.00
Misc Financial Expense	0.00	6,091.00	6,091.00	0.00	6,091.00	6,091.00	73,092.00
TOTAL FINANCIAL EXPENSES	8,801.64	17,265.34	8,463.70	8,801.64	17,265.34	8,463.70	207,184.00
TOTAL EXPENSES	822,427.75	654,941.15	-171,427.17	822,427.75	654,941.15	-167,897.26	7,812,008.00
NET INCOME	-276,317.40	84,702.83	-361,020.23	-276,317.40	84,702.83	-361,020.23	1,016,433.00

-0.256354727

MARCH 2026 OCCUPANCY REPORT

HCV (SECTION 8)		August		September		October		November		December
Total Units		255		255		255		255		255
Vouchers Utilized		224		221		224		222		222
Vouchers Outstanding		30		34		31		33		33
Utilization %		88%		87%		88%		87%		87%
Port-outs		9		11		11		13		13
Port-ins		58		58		59		58		59
HAP Spent (Port-ins Excluded)		\$292,400		\$292,687		\$295,280		\$290,733		\$291,739
HUD Allocation		\$291,237		\$228,171		\$294,753		\$179,452		\$325,453
HAP Utilized %		103%		131%		102%		165%		128%
Issued (Searching for Unit)		3		5		4		4		4
Local Non-Traditional (LNT)		\$6,250		\$6,250		\$6,250		\$6,250		\$126,250

<u>RAD</u>		August		September		October		November		December
Total Units		12		12		12		12		12
Units Under Lease		12		12		12		12		12
Units Vacant		0		0		0		0		0
Unit Utilization %		100%		100%		100%		100%		100%
Total Rental Income		\$13,381		\$13,590		\$13,590		\$13,610		\$13,610

<u>UNRESTRICTED*</u>		August		September		October		November		December
Total Units		6		6		6		6		6
Units Under Lease		4		4		3		2		2
Units Vacant		2		2		3		4		4
Unit Utilization %		67%		67%		50%		33%		33%
Total Rental Income		\$8,680		\$8,680		\$5,230		\$2,051		\$5,105

**Formerly DEVELOPMENT (includes 49 South 5th LLC)*

<u>RAD2</u>		August		September		October		November		December
Total Units		13		13		13		13		13
Units Under Lease		13		13		11		10		10
Units Vacant		0		0		2		3		3
Unit Utilization %		100%		100%		85%		77%		77%
Total Rental Income		\$20,514		\$20,514		\$34,055		\$16,478		\$16,245

<u>ECLT</u>		August		September		October		November		December
Total Units		8		8		8		8		8
Offline for Rehab		5		5		5		6		6
Units Under Lease		3		3		3		2		2
Units Vacant		0		0		0		0		0
Unit Utilization %		100%		100%		100%		100%		100%
Total Rental Income		\$4,200		\$4,200		\$4,100		\$2,800		\$2,800
Total BHA Income		\$695		\$695		\$685		\$610		\$610

TBRA

		August		September		October		November		December
Total Assisted Families		5		5		5		5		5
Total Subsidy Paid		\$9,409		\$9,642		\$9,642		\$9,642		\$9,642

Occupancy Rates*

		August		September		October		November		December
Brighton Village I**		87%		90%		95%		95%		95%
Brighton Village II**		100%		100%		100%		100%		100%
Libretto I**		100%		100%		100%		100%		100%
Libretto II**		100%		100%		100%		100%		100%
Windmill Ranch**		93%		93%		94%		94%		95%
Hughes Station***		61%		56%		55%		55%		63%

* Please note that occupancy rates change from month to month and are impacted by several factors

**Tax Credit Properties (Ownership Interest not BHA-Managed)

*** Hughes Station's occupancy is lower due to major rehabilitation



Brighton Housing Authority

22 South 4th Avenue, Suite 202

Bright on, Colorado 80601

303.655.2160 office

303.655.2164 fax

Memo

To: Michelle Miller, Board Chair; Dave Rose, Board Vice-Chair; BHA Commissioners

Prepared By: Charlene Montoya, BHA Director of Operations

cc: Debra Bristol, BHA Executive Director

Date: 2/26/2026

Re: Staff Memo #1: Recommendation to Appoint Barb Baca to the Brighton Housing Authority Board (RESO #26-03-01)

Purpose:

The purpose is to recommend that BHA submit materials to the City for the appointment of Barb Baca to the Brighton Housing Authority Board. This memo summarizes the candidate's qualifications, outlines the interview process conducted by BHA, and confirms that the required steps under the City of Brighton's Board appointment policy have been followed.

Barb Baca submitted an application for the open position on the Brighton Housing Authority Board. As part of the application process, the candidate attended a BHA Board meeting, completed the required application materials, and participated in a formal interview conducted by the BHA Board of Commissioners.

Background and Qualifications:

Relevant Experience:

- Extensive experience working with Section 8, CDBG, GAP funding, and HOME programs.
- Resident of Brighton, familiar with the community and the work of the Housing Authority
- She is currently working at the Division of Local Affairs for the State as a Housing Portfolio Manager.

Skills and Strengths:

- Strong understanding of local housing programs and funding mechanisms.
- Strong project management and team leadership.
- Knowledgeable in federal housing regulations and compliance.

Commitment to Service:

- Expressed a clear desire to help the Brighton community grow and to support the development of additional affordable housing opportunities.
- Emphasized that the role of a Housing Authority is to listen to community needs, understand concerns, and make informed decisions based on data and demand.
- Communicated a strong motivation to be a part of the solution in addressing housing needs in the community.

Summary of Process Followed:

In accordance with the City of Brighton's policy governing the interview and appointment procedures for Boards, BHA completed the following steps:

- Vacancy Publications:
The vacancy was publicly advertised by the City Clerk's Office.
- Application Review:
All applications were collected by the City Clerk's and forwarded to BHA for review. The candidate met the requirements of attending a BHA meeting on January 22, 2026 prior to the interview.
- Interview Process:
BHA conducted an interview at the February 12, 2026, Annual Board Meeting using a consistent set of questions we have used in past interviews. The Board evaluated the applicant based on experience, interest, alignment to BHA's mission and BHA Bylaws.
- Recommendation Determination:
The final step is for the Board to discuss and pass the resolution to recommend the applicant for appointment to the Brighton Housing Authority Board and send the necessary materials to the City for review and voting.

Attachment:

Attachment A - Resolution 26-03-01

Attachment B – Recommendation Summary

Attachment C – Application and Resume

Attachment D – Policy from The City of Brighton

Recommendation:

Authorize the Brighton Housing Authority to submit materials to the City of Brighton for the Recommendation to appoint Barb Baca to the Brighton Housing Authority Board.

RESOLUTION NUMBER 26-03-01

A RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF BRIGHTON, COLORADO RECOMMENDING THE APPOINTMENT OF BARB BACA AS A BOARD MEMBER OF THE BRIGHTON HOUSING AUTHORITY TO FILL AN UNEXPIRED TERM.

WHEREAS, the Mayor of Brighton and Brighton City Council approved Ordinance 2002 on July 1, 2009, amending the policies for appointment of members to City boards, commissions, and authorities to specify term limits for certain board, commission, and authority appointees; and

WHEREAS, the Mayor and City Council approved Resolution 2024-69 on August 20, 2024 amending the policy regarding the interview and appointment procedures for City boards, commissions, and authorities, to delegate the interview responsibility to the members of certain designated boards, commissions, and authorities; and

WHEREAS, in compliance with Resolution No. 2024-69, the Brighton Housing Authority conducted an interview of Barb Baca as an applicant to be appointed to the Brighton Housing Authority Board of Commissioners; and

WHEREAS, the Brighton Housing Authority has evaluated the qualifications, experience, and commitment of the applicant Barb Baca and has determined that the recommended candidate meets the standards and expectations for service on the Brighton Housing Authority Board of Commissioners.

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSIONERS OF THE BRIGHTON HOUSING AUTHORITY THAT WE RECOMMEND THE CITY COUNCIL OF THE CITY OF BRIGHTON, COLORADO, MAKE THE FOLLOWING APPOINTMENT:

BRIGHTON HOUSING AUTHORITY

1. **Barb Baca** to fill an unexpired term.

RESOLVED AND ADOPTED this 5th day of March, 2026 by the Commissioners of the Brighton Housing Authority.

ATTEST:

**HOUSING AUTHORITY FOR THE
CITY OF BRIGHTON, COLORADO**

Debra Bristol, Secretary

Michelle Miller, Chairperson



Brighton Housing Authority

22 South 4th Avenue, Suite 202

Bright on, Colorado 80601

303.655.2160 office

303.655.2164 fax

March 6, 2026

RE: Brighton Housing Authority Board Applicant

Honorable Mayor Mills and Honorable City Council,

The Brighton Housing Authority (BHA) is submitting this letter as an indication of the organization's recommendation that City Council accept the application of Barb Baca for the BHA Board and appoint her as Commissioner.

The BHA Board had the opportunity to interview Barb Baca during our board meeting on February 12th and feel that based on her professional background with Section 8 housing, the Community Development Block Grant Program, the HOME Program, and Gap Funding she would make a qualified and valuable addition to the Board. In her current role as a Housing Asset Manager for the State of Colorado, Ms. Baca brings direct, real-world affordable housing experience, which would help advance the BHA mission.

Thank you for your consideration and for your ongoing commitment to the high functioning collaboration between BHA and the City of Brighton.

Sincerely,

Debra Bristol
Executive Director
Brighton Housing Authority

CC: Michelle Miller, Chairperson

Application Form**Profile**

The City of Brighton **Code of Ethics** is found at *Article 2-10* of the *Brighton Municipal Code*. By accepting the appointment to serve on a board or commission, you are acknowledging the requirements set forth in the **Code of Ethics** and agreeing to comply with all of its provisions, including, without limitation, immediate disclosure of any conflict as well as the completion of an annual Conflict of Interest Disclosure form.

Barb

First Name

Baca

Last Name

Middle
Initial

coachbarbbaca@gmail.com

Email Address

Mobile: (720) 933-0886

Primary Phone

Alternate Phone

4604 Crestone Peak St

Home Address

Suite or Apt

Brighton

City

CO

State

80601

Postal Code

What ward do you live in? *☒ Ward 1State of Colorado, Division of
Housing

Employer

Portfolio Manager

Job Title

Do you have any financial interest OR are you employed by a business that would be a conflict of interest if you were to be appointed to this board or commission?

☐ Yes ☒ No**Prior Work Experience****Education**

High School Diploma, graduated in 2005. Associates in Criminal Justice, graduated in 2020
Bachelor in Information Technology, graduated 2025 with honors

Which Boards would you like to apply for?

Brighton Housing Authority: Submitted

City Council requires all applicants to attend a meeting of the board or commission that you are applying to, prior to your interview.

Have you attended a meeting of the board or commission that you are applying for?

☒ Yes ☐ No

If so, what date did you attend the meeting?

How many years have you lived in the city of Brighton?

4 years

Are you currently serving on a City of Brighton volunteer board or commission?

☒ Yes ☐ No

If so, what board or commission and time served?

Have you previously served on any City of Brighton board or commission?

☒ Yes ☐ No

Do you have any relatives employed by the City of Brighton?

☒ Yes ☐ No

Do you have any relatives serving on the board or commission that you are applying for?

☒ Yes ☐ No

Please list any training, experience, education, skills, etc. that you believe would enhance your ability to serve on the board or commission that you are interested in:

Over 18 years of experience in affordable housing and community development, including federal housing programs such as Section 8, CDBG, and HOME. Extensive expertise in program management, regulatory compliance, stakeholder collaboration, and project leadership. Current role as Housing Portfolio Manager for the State of Colorado, leading statewide affordable housing assets, supervising teams, managing grants, and developing housing policies. Previous experience as Housing Project Manager for the City of Boulder, managing complex affordable housing projects, compliance with federal regulations, community outreach, and stakeholder engagement. Experience as Community Safety Well-Being Coordinator and Community Development Coordinator with responsibilities including community outreach, organizing community events, managing federal funding programs, and affordable housing compliance. Strong skills in federal housing regulations, program monitoring, environmental reviews, procurement, and minority/women outreach. Proficiency in project management, communication, customer service, Microsoft Office, data management tools, and multitasking under tight deadlines. Education credentials include an Associate Degree in Criminal Justice from Community College of Aurora and a Bachelor's Degree in Information Technology from CSU Global (graduated July 2025). Training on Fair Housing rules, federal regulations, and compliance through regular HUD training and professional development.

Explain why you are seeking appointment to the board or commission that you have applied for:

I'm seeking appointment to the Brighton Housing Authority Board because I'm deeply committed to advancing affordable housing solutions within the community I serve. My extensive professional experience in affordable housing programs, federal compliance, and community development uniquely positions me to contribute meaningfully to the board's mission of providing safe, quality, and affordable housing to Brighton residents. Additionally, my lived experience of being homeless and living in my car gives me a personal and profound understanding of the challenges faced by individuals in housing insecurity. This perspective fuels my passion to help shape housing policies, ensure effective program implementation, and foster partnerships that benefit vulnerable populations in Brighton. Serving on the board aligns with my dedication to promoting equitable housing access and improving community well-being through collaborative and innovative approaches.

[Barb_Baca_Resume.docx](#)

Upload a Resume

Referred By:

Deb Bristol

PC - Questions

PRAB - Questions

HPC - Questions

DPC - Questions

BURA - Questions

Barb Baca

coachbarbbaca@gmail.com • 720-933-0886 • 4604 Crestone Peak Street, Brighton, CO 80601

OBJECTIVE

Experienced affordable housing and community development professional with over 18 years of expertise in federal housing programs, project management, and stakeholder collaboration. Seeking to leverage my leadership, regulatory compliance, and program implementation skills to drive positive client outcomes and support organizational mission at an innovative company. Committed to advancing affordable housing solutions, building strong partnerships, and delivering exceptional service through technology and community engagement.

SKILLS AND ABILITIES

- Extensive experience in Section 8 Housing Programs and Federal Housing Programs (CDBG, HOME).
- Strong project management and team leadership.
- I am proficient in Windows, Microsoft Office, Internet management, email, and data management tools.
- Strong communication and customer service expertise.
- Proven ability to manage multiple projects under tight deadlines.
- Knowledgeable in federal housing regulations and compliance.

PROFESSIONAL EXPERIENCE

Housing Portfolio Manager | State of Colorado, Division of Local Affairs

August 2025 – Present

- Lead statewide portfolio of state and federally funded affordable housing assets, ensuring compliance and long-term performance.
- Supervise and mentor multiple Asset Management teams; set strategic priorities, performance goals, and training plans.
- Oversee development, implementation, and monitoring of grant, loan, and revolving loan fund (RLF) programs.
- Design and refine policies, procedures, and compliance frameworks for housing development and funding programs.
- Assess statewide housing needs and recommend program and legislative changes to enhance affordability and access.
- Collaborate with local governments, housing authorities, nonprofits, and developers to expand affordable housing opportunities.

- Prepare and present program performance reports to HUD, state agencies, and legislative stakeholders.

Housing Project Manager | City of Boulder

March 2023 – July 2025

- Lead complex and high-profile housing projects to achieve the city's affordable housing goals.
- Provided regulatory analysis, technical assistance, and coaching to other project managers for federal housing programs.
- Ensured compliance with federal regulations (HOME, CDBG, Davis-Bacon) across multiple projects.
- Managed project budgets and coordinated disbursement requests, collaborating with Finance to ensure appropriate use of funds.
- Conducted high-level environmental reviews, collaborating with stakeholders like the State Historic Preservation and Native American Tribes.
- Facilitated federal procurement processes and monitored contractor compliance.
- Conducted community outreach, engaged stakeholders, and prepared reports for city leadership and federal agencies.
- Specialized in areas like Uniform Relocation Act compliance and outreach to minorities and women-owned businesses.

Community Safety & Well-Being Coordinator | Adams County

October 2021 – March 2023

- Led community outreach and represented the department on various boards and committees.
- Partnered with other departments within Adams County and other non-profit agencies to bring events to the community. The first successful event I led and successfully put together was Neighbors Connect in April 2022 at Rotella Park.
- Worked with Neighborhoods within Adams County to listen to their concerns, provide resources, and promote Adams County meetings.

Community Development Coordinator | Adams County

August 2019 – October 2021

- Administered Community Development Block Grants (CDBG) and HOME Investment Partnerships Program funds.
- Managed affordable housing projects and ensured compliance with federal regulations.
- Performed high-level project management tasks, from planning to monitoring and compliance, and final reporting.

- Ran the Adams County Minor Home Rehab Program.

Monitoring and Compliance Specialist | City of Aurora

April 2018 – July 2019

- Managed compliance for housing projects funded by CDBG and HOME programs.
- Conducted Housing Quality Standards (HQS) inspections, ensuring compliance with housing regulations.
- Worked with Planner to review CDBG and HOME new applications for compliance.

Section 8 Housing Specialist | Aurora Housing Authority

July 2016 – April 2018

- Managed a caseload of 300+ Section 8 and Portability Participants, ensuring program compliance and eligibility.
- Conducted new Participant orientation.
- Main point of contact for Portability for (T-Z)
- Conduct annual recertifications, interims, and moves.

Case Management Coordinator (Colorado Child Care Assistance Program CCCAP) |

City of Denver

February 2015 – July 2016

- Processed eligibility for public assistance benefit programs, particularly CCCAP.
- Conducted extensive interviews to determine initial and ongoing financial eligibility for public assistance programs.
- Entered and analyzed client information in multiple complex databases against numerous public assistance program regulations.
- Referred clients to a variety of internal and external resources and services.
- Maintained current information on county and community programs and resources.
- Supported case team and responded to complex or time-consuming case situations and programmatic issues.
- Developed expertise in applicable federal and state laws, county rules, and regulations for financial eligibility of public assistance programs.

Housing Specialist | Adams County Housing Authority

March 2012 – February 2015

- Determined initial participant eligibility and performed subsidy calculations for the Housing Choice Voucher program.
- Conducted annual and interim re-examinations to ensure ongoing program compliance.
- Negotiated leases and dispensed program information to inquire property managers and owners.

- Applied Housing and Urban Development (HUD) and Public Housing Authority (PHA) policies and procedures.
- Utilized working knowledge of HUD-established performance standards for Housing Choice Voucher (HCV) and Section 8 Management Assessment Program (SEMAP) indicators.
- Managed a caseload of approximately 281 participants.
- Conducted weekly Fair Market Rent comparisons to ensure the Housing Authority had comparable units at all times in the Yardi system.

Program Assistant III | Bernalillo County Housing Authority

August 2007 – June 2011

- Educated landlords about the Bernalillo County Housing Department program and its requirements to provide participants with decent, safe, and sanitary affordable housing.
- Managed a caseload of approximately 300 participants annually, providing current and updated program changes in accordance with the Administrative Plan and Federal, State, and Local Laws.
- Conducted annual screenings of Section 8 participants to ensure continued eligibility, updated family compositions, and sent third-party verification requests.
- Processed recertifications within regulated deadline requirements and arranged appointments for existing tenants with changes in family composition.
- Issued Housing Choice Vouchers to new participants qualifying from the waiting list and existing Section 8 voucher holders.
- Performed annual background checks on existing participants and sent termination letters when necessary due to failed checks or program non-compliance.
- Participated in quarterly Housing and Urban Development (HUD) training on Fair Housing rules and updated Federal Regulations.
- Provided reasonable accommodation home visits for participants with special needs unable to physically make their appointments.

Eastside Sports Coordinator (Part-Time) | YMCA of Central New Mexico

September 2008 – June 2011

- This position was a part-time position I worked after my full-time job with Bernalillo County.
- Coordinated and maintained responsibility for successfully developing, organizing, supervising, and administering all Youth Sports Programs.
- Supervised staff conducted staff training, and managed program development and operation.
- Served as a liaison between the YMCA and participants' parents, staff, and volunteers to develop and maintain positive relations.
- Implemented successful Youth Development Programs, including "Character Counts," a YMCA Core Value.

- Achieved excellent ratings on visits and evaluations by Association standards.
- Served as Lead Official/Lead Itty Bitty Instructor while providing continued support to all other officials.
- Assisted the Sports Director with data entry, rosters, contact lists, and registration process.
- Maintained game facilities, meeting requirements set by facility stewards.
- Ensured programs were safe and conducted professionally, verifying proper equipment at each game site/practice location.

EDUCATION

Community College of Aurora – Aurora, CO

Associate Degree in Criminal Justice (Graduated December 2020)

CSU Global – Greenwood Village, CO

Bachelor's Degree in Information Technology (Graduation date July 6, 2025)

PROFESSIONAL REFERENCES

DIANA LARA

Director of Housing Programs, Maiker Housing

Phone: 303-227-2710

Email: [**dlara@maikerhp.org**](mailto:dlara@maikerhp.org)

GRISEL ESQUIVEL

Administrative Coordinator, Adams County

Phone: 720-523-6860

Email: [**GESquivel@adcogov.org**](mailto:GESquivel@adcogov.org)

MELISSA SCHERRE

Housing Policy & Community Investments Manager, Adams County

Phone: 720-771-2117

Email: [**MScheere@adcogov.org**](mailto:MScheere@adcogov.org)

BRIGHTON HOUSING AUTHORITY

Potential Board Member Interview Questions

1. What do you know about the Brighton Housing Authority (the Authority)? **(Michelle Miller)**

2. Why do you want to serve on the Authority board? **(Dave Rose)**

3. What is your background and/or qualifications that would assist in moving the mission of the Authority forward through your service? **(Doug Lambert)**

4. This is an uncompensated, volunteer position that requires a time commitment of around 2 hours per month; are you able to meet this commitment? **(Theresa Bowen)**

5. What, do you believe, is the role of the Authority to its citizens and community? **(Michael Martinez)**

6. What thoughts or questions do you have about the mission and the vision of the Authority going forward? **(Peter Padilla)**

7. How do you define affordable housing? **(Michelle Miller)**

8. Do you, anyone in your family, or any business you are affiliated with do business with the Authority, to include providing housing for Section 8 voucher holders or providing a direct service to the Authority? **(Dave Rose)**

9. Describe your background and skills you possess that would assist the Authority board in negotiating successful solutions to arrive at a consensus of the members on all matters discussed. **(Doug Lambert)**

10. Are you related to any employee, appointee, or elected official of the City of Brighton or the Authority (yes or no)? If yes, please list them and their position. **(Theresa Bowen)**

RESOLUTION NO. 2024-69

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRIGHTON, COLORADO,
AMENDING THE CITY COUNCIL POLICY FOR THE APPOINTMENT OF MEMBERS TO CITY
BOARDS, COMMISSIONS, AND AUTHORITIES

WHEREAS, §2-8-25 of the Brighton Municipal Code provides that "The City Council shall, by resolution, establish a policy for the appointment of members to City boards, commissions and authorities. Such policy shall address, at a minimum, a process for the advertising of vacancies, acceptance of application, interviewing of applicant, appointment of members and ratification of appointments. Such policy may be amended from time to time by resolution of the City Council."; and

WHEREAS, City Council has established such policy, most recently by adopting Resolution No. 2022-57; and

WHEREAS, City Council discussed the policy on July 9, 2024 and recommended several updates to the policy; and

WHEREAS, the changes include adding a requirement to summarize the reasons for recommending an applicant, reasons for not recommending appointment by the City Council Interview Committee, and removing references to the Lodging Tax Committee that no longer exists; and

WHEREAS, it is in the best interest of the City to amend and update the *Policy Regarding the Interview and Appointment Procedures for City Board, Commission, and Authority Members*.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRIGHTON, COLORADO, AS FOLLOWS:

Section 1. The '*City of Brighton Policy Regarding the Interview and Appointment Procedures for City Board, Commission, and Authority Members*' is hereby amended and approved, a copy of which is attached hereto.

Section 2. All resolutions or parts of resolution of the City in direct conflict herewith are hereby rescinded.

Section 3. This Resolution is effective as of the date of its adoption.

RESOLVED this 20th day of August 2024.

CITY OF BRIGHTON, COLORADO

GREGORY MILLS, Mayor

ATTEST:

NATALIE HOEL, City Clerk

APPROVED AS TO FORM:

ALICIA CALDERÓN, City Attorney

CITY OF BRIGHTON
POLICY REGARDING THE INTERVIEW AND APPOINTMENT PROCEDURES
FOR CITY BOARD, COMMISSION, AND AUTHORITY MEMBERS

I. General Provisions:

- A. The City Council will appoint, by resolution, members to the following Boards, Commissions, and Authorities:
 - 1. Board of Appeals
 - 2. Brighton Housing Authority
 - 3. District Plan Commission
 - 4. Historic Preservation Commission
 - 5. Parks and Recreation Advisory Board
 - 6. Planning Commission/Board of Adjustment
 - 7. Urban Renewal Authority
 - 8. Youth Commission

- B. The City Council will interview candidates for the following Board/Commission/Authority:
 - 1. Planning Commission/Board of Adjustment
 - 2. Board of Appeals
 - 3. Brighton Urban Renewal Authority

- C. Each of the following Boards/Commissions/Authorities will interview candidates for their particular Board/Commission/Authority as more specifically set forth below:
 - 1. Brighton Housing Authority
 - 2. District Plan Commission
 - 3. Historic Preservation Commission
 - 4. Parks and Recreation Advisory Board
 - 5. Youth Commission (interviews are conducted with all applicants during a day training session conducted by Youth Services Staff)

II. Procedure:

- A. Publication of Vacancies.
 - 1. 60 days prior to the end of the term for the members of the applicable Board/Commission/Authority, the City Clerk's Office will advertise the vacancies for that Board/Commission/Authority by publication on the City's website, on the City's social media sites, at community events and by advertisement on the City's PEG Channel, or other means deemed appropriate by the City Clerk, and advise the City staff liaison to that Board/Commission/Authority of such publication. The City Clerk shall set a deadline for receipt of applications in such publication.

2. City Council and Board/Commission/Authority members shall make a reasonable effort to seek out and encourage qualified citizens to apply for consideration on the City's Board/Commissions/Authorities.

B. Applications.

1. **Prior to the submittal of an application to the City Clerk, every applicant must attend at least one meeting of the Board/Commission/Authority for which an application will be submitted, or watch a meeting online if available.**
2. The City Clerk will accept applications for the applicable Board/Commission/Authority until the deadline established in the publication. Applications submitted after such date will be kept on file for the following appointment and interview cycle.
3. If an applicant designates more than one Board/Commission/Authority for which he/she wants to be considered, the applicant will be required to complete the application/interview process for the Board/Commission/Authority designated as the first priority on the application before being considered for the next priority.
4. All applications submitted to the City Clerk's Office will be kept on file for a period of two years.
5. The City Clerk will request updated member/vacancy information from the administrative staff for each Board/Commission/Authority, and review the official Board/Commission/Authority records for accuracy.
6. Any Board /Authority Member or Commissioner whose term will be expiring who wishes to be considered for re-appointment must submit an Application to the City Clerk's Office for Re-Appointment within the same period of time as applications are being accepted. Such applicants for re-appointment will be interviewed with new applicants.
7. Any Alternate serving on a Board/Commission/Authority will be notified by the City Clerk that a vacancy exists on the Board/Commission/Authority, and the Alternate will have the option to submit an application for the open position.

C. Interviews by the Board/Commission/Authority.

1. Each Board/Commission/Authority will conduct its interviews of applicants according to an established and consistent process.
2. The administrative staff for each Board/Commission/Authority will schedule the date and time for such interviews and will be responsible for sending letters to each applicant stating a date, time, and location for the interviews.
3. Each Board/Commission/Authority will prepare a set of interview questions to be asked of all applicants. Each applicant will be asked the same set of questions.

4. Each Board/Commission/Authority will establish a process and procedure for consideration and evaluation of applicants after the interview process.
5. Each applicant will be contacted to inform them whether they will be recommended for appointment to the City Council or if there will not be a recommendation.
6. Each Board/Commission/Authority will summarize and submit to the City Council the experience and interests of the Applicant as well as the reasons for their recommendation for appointment to the City Council.

D. Interviews by City Council

1. Two council members and the staff liaison will conduct interviews of applicants. City Council will select by majority vote the two council members who will conduct the interviews. The two council members will not be from the same ward, and the two council members selected will rotate each year and will be from different wards than the council members selected the previous year.
2. Where more than one applicant has been interviewed for only one vacancy, the City Council will be presented with the slate of candidates and openings on Boards and Commissions at a study session, and the two council members who conducted the interviews will present their recommendations for discussion.
3. The City Council interview committee may determine a candidate is not qualified, needs more than one year of residing within the City, is not suited, or would be better suited for another Board/Commission/Authority.
4. Each applicant will be contacted to inform them whether they will be recommended for appointment to the City Council or if there will not be a recommendation.
5. At the next regular or special meeting, the City Council will be presented with a resolution appointing the applicant(s) to the applicable Board or Commission. Passage of the resolution will require a majority of City Council to vote in favor.

E. Board/Commission/Authority Recommendation to City Council.

1. Upon conclusion of the interview process and using its established procedure for evaluation of applicants, the Board/Commission/Authority shall consider a resolution setting forth its recommendation to the City Council for appointment of applicant(s).
2. Along with the resolution, the Authority, Board, or Commission shall provide to the City Council a summary of the applicant's experience and interests and the reasons for their recommendation.
3. If none of the applicants is deemed qualified for membership on the Board/Commission/Authority, the staff representative shall so inform the City Clerk who shall start the publication process again.

F. City Council Appointments.

1. The City Council shall consider the recommendation resolution from the Board/Commission/Authority at a regular or special meeting.
2. The City Council may, at its sole discretion, adopt or reject the recommendation from the Board/Commission/Authority.
3. If the City Council approves the recommendation from the Board/Commission/Authority, the City Council shall adopt a resolution appointing the member to the applicable Board/Commission/Authority.
4. If the City Council rejects the recommendation from the Board/Commission/Authority, the City Clerk shall so inform the staff representative to the Board/Commission/Authority which shall initiate the application/interview process anew.
5. The City Council reserves the right to conduct its own interviews of candidates after receipt of a recommending resolution from the Board/Commission/Authority.
6. After official appointments have been ratified by the City Council, the City Clerk's office will send correspondence to both the appointed members to the Board/Commission/Authority and the applicants who were not appointed, indicating the City Council appointments and the terms of office.
7. Except as provided in relevant provisions of the Brighton Municipal Code which authorize the appointment of Youth Commissioners to certain designated Boards/Commissions, no person may be appointed to serve, and no one shall serve, on more than one of the Boards, Commissions, Authorities listed in Section I above.
8. Appointments to each Board/Commission/Authority shall be by separate resolution.

III. Swearing-In

All appointed Board and Authority Members and Commissioners will be sworn into office by the City Clerk after passage of the resolution. If the newly appointed members are unable to attend the City Council meeting, they will be sworn in at the next regularly scheduled meeting of the respective Board/Commission/Authority.

REVISED____, 2024 BY CITY COUNCIL RESOLUTION NO. 2024-XX



Brighton Housing Authority

22 South 4th Avenue, Suite 202

Brighton, Colorado 80601

303.655.2160 office

303.655.2164 fax

Memo

To: Michelle Miller, Board Chair, Dave Rose, Vice Board Chair and BHA Commissioners

Prepared By: Andrew Dall, Deputy Director and Jennifer Nord, Financial Manager

Cc'd: Debra Bristol, Executive Director; Mark Berry, Attorney for BHA

Date: 03/01/2026

Re: Staff Memo #2: Auditor RFP (RESO #26-03-02)

Purpose:

To provide information to approve the intent to award and to enter contract negotiations with Novogradac & Company LLP ("Auditor") as the Auditor in response to the Request for Proposals ("RFP") #26-0115. The recommended Auditor would engage with the Brighton Housing Authority ("BHA") to assist in providing comprehensive financial audits on an annual basis. An annual single audit is required to comply with the United States Department of Housing and Urban Development ("HUD") regulations.

RFP Selection:

The Authority's procurement schedule was as follows:

January 29, 2026 @ 5:00 P.M. – Deadline to submit questions

February 16, 2026 @ 5:00 P.M. – Deadline for submissions

February 19, 2026 – Review of submissions

February 26, 2026 – March 2nd, 2026 – Interviews of applicants

March 5, 2026 – Recommendations to the Board and Board Approval

March 6, 2026 - Notification of Award

In alignment with BHA's Procurement Policy, BHA released an RFP to the public on January 29, 2026, with an end date of February 16, 2026 (see Attachment A). BHA received seven (7) bids by the deadline on February 16, 2026. Staff evaluated the respondents' ability to meet the Project criteria as outlined in BHA's Project bid packet ("Bid Packet") and BHA's Procurement Policy.

The qualifications submitted by Novogradac & Company, LLP and the independent cost analysis scored high in our review. BHA is seeking approval for an intent to award and to enter into contract negotiations based on all other criteria being met as defined in the bid packet.

Recommendation:

To approve the intent to award and to enter into contract negotiations with Novogradac & Company LLP as the Auditor. This is subject to our negotiation of an agreeable contract. If there is no such contract, we request permission to go to the next highest ranked applicant.

Attachments:

Attachment A – Request for Proposals #26-0115

Attachment B – Resolution 26-03-02



Brighton Housing Authority

22 South 4th Avenue, Suite 202

Brighton, Colorado 80601

303.655.2160 office

303.655.2164 fax

Request for Proposals

RFP# 26-0115

Auditor

DEADLINE FOR SUBMISSION: February 16, 2026

The Brighton Housing Authority ("BHA"), located at 22 South 4th Avenue, Suite 202, Brighton CO 80601, will be accepting proposals ("Proposals") from Certified Public Accounting Firms for audit services for BHA's annual audit services for a two-year period (option for a third year in BHA's sole discretion) to include the fiscal year ending December 31, 2025 and December 31, 2026 (the "Project") from legally and qualified persons or companies (the "Applicant"). All services rendered in conducting the audit must be in accordance with the existing rules, orders, directives, regulations, and handbooks promulgated by the United States Department of Housing and Urban Development. Please review the following sections and exhibits in their entirety.

In general, the intent is to receive Proposals for BHA to determine a shortlist to interview. There is not a set number of interviews that may be requested.

SECTION I: Submission

Proposals are to be electronically delivered to BHA via email to procurement@brightonhousing.org. Proposals received after the Proposal stated due date and time will not be opened or accepted. Late Proposals will not be considered for award.

Specific requirements for the service are contained in Section III, Scope of Services.

A TENTATIVE SCHEDULE of key dates for this procurement process has been established as follows:

January 29, 2026 @ 5:00 P.M. – Deadline to submit questions

February 16, 2026 @ 5:00 P.M. – Deadline for submissions

February 19, 2026 – Review of submissions

March 2nd, 2026 – Interviews of applicants

March 5, 2026 – Recommendations to the Board and Board Approval

March 6, 2026 - Notification of Award

BHA reserves the right to change the service schedule as necessary. Applicants will be notified via email of any changes.

Solicitation Process

All request for proposal ("RFP") respondents ("Applicants") must submit a Proposal addressing only those items cited in Section III, Scope of Services, of this RFP. Proposals will be evaluated and ranked based on the evaluation criteria outlined in Section IV, Proposal Evaluation and Selection, to select a shortlist of organizations for further evaluation. Only those Applicants who are placed on the short list on the basis of the evaluation criteria will be considered. Interviews with the short list of Applicants may be conducted. There is not a set number of interviews that may be requested. BHA will then select the top ranked Applicant(s). BHA may also select Applicants from the strength of received Proposals only.

Licenses

The successful Applicant, without additional expense to BHA, shall be responsible for obtaining any necessary licenses and for complying with any applicable federal, state, and municipal laws, codes, and regulations in connection with the prosecution of the services. The successful Applicant shall provide business license number(s) applicable for work to be performed in the City of Brighton to BHA at the time of contract signing pertaining to this RFP (the "Contract").

Amendments to the Request for Proposals

BHA reserves the right to amend this RFP by an addendum at any time prior to the date set for receipt of Proposals. Addenda will be posted on BidNet as soon as available. It shall be the responsibility of the Applicant to obtain all addenda. If revisions are of such a magnitude to warrant, in BHA's sole discretion, the postponement of the date for receipt of Proposals, an addendum will be issued announcing the new date.

Confidentiality

Proposals submitted to BHA for consideration shall be subject to the Colorado Open Records Act, Section 24-72-201, et seq., C.R.S ("CORA"). Any confidential information in the Applicant's Proposal shall be identified as such. If any information is considered to be confidential, the Applicant shall agree to indemnify BHA for any and all attorney fees that BHA may incur in defending the withholding of such information by signing and returning Section VII, Attachments, of this RFP. Should BHA receive a request for the release of any information in the Applicant's Proposal in accordance with CORA, BHA will release only that information which has not been identified as confidential so long as Section VII has been signed and returned by the Applicant along with the Proposal. Should the Applicant choose not to sign and return Section VII, all information in the Applicant's Proposal shall be considered releasable by BHA. Applicants will be notified of any CORA requests prior to the release of such information. If, in the opinion

of BHA’s legal counsel, BHA is required to disclose any portion of such information to any person under threat of contempt, censure, or penalty, BHA may do so without incurring liability.

Additional Information

Proposals will be considered only from Applicants who are firmly established in an appropriate business, who are financially responsible, and who have the resources and ability to offer Services in a professional and expedient manner. BHA may request additional information as deemed necessary. Failure to provide such information may result in the proposal being considered non-responsive.

BHA reserves the right to reject any and all Proposals, to waive any informalities in the Proposals received, and to accept the Proposal deemed most advantageous in the best interest of BHA.

Questions regarding the RFP may be addressed to Procurement@brightonhousing.org.

Acceptance of Proposals

By submitting a proposal in response to this RFP, the Applicant accepts all of the conditions described in this RFP, including the Applicant Statement, and agrees to abide by all final decisions made by BHA.

Section I	Submission
Section II	Project Information
Section III	Scope of Services
Section IV	Proposal Evaluation and Selection
Section V	Proposal Submittal
Section VI	Employment and Labor Standards
Section VII	Required Attachments

SECTION II: Project Information

About the Organization:

Since BHA’s incorporation in 1968 it has been the organization’s community role to facilitate that alignment of available resources with community need through the promotion, management, and development of attainable housing. In addition to BHA’s administration of the City of Brighton’s Section 8 Voucher program, BHA is committed to providing programs and services that address the area's housing needs and related issues through the following methods:

- 1) Decreasing community need through the administration of services focused on education, career opportunities, and case management; and,
- 2) Increase the supply of housing opportunities through development and rehabilitation.

Over the last decade, BHA has successfully increased the supply of affordable housing in the City of Brighton from a total of sixteen (16) units to nearly five hundred (500) units through the award of tax credits and local grants. Over the years, BHA has been awarded seven (7) low-income housing tax credit

allocations for the development of affordable housing projects, including Brighton Village I/II, Libretto I/II, Windmill Ranch, Hughes Station and Ravenfield. This success is a demonstration of the Authority's ability to optimize funds effectively and efficiently.

BHA also successfully manages a diverse portfolio of properties consisting of duplexes, fourplexes and single-family homes. This diversity targets a wide spectrum of individuals, family types and income-levels. The Authority's dedication to providing meaningful services has allowed many county residents beyond our voucher program participants to seek other types of assistance from our organization.

In addition to providing housing opportunities, BHA also works to guide families and individuals towards self-sufficiency through the administration of services related to housing and education. BHA targets key partnerships to address housing stability barriers and opportunities. BHA's Strategic Plan encourages the promotion and utilization of expertise of local and regional organizations that are focused on providing individuals and families with services that increase opportunity to access and maintain housing.

Project Description:

BHA is seeking a Certified Public Accounting Firm to perform annual audit services for a two-year period (option for a third year) to include the fiscal year ending December 31, 2025, and December 31, 2026. The project schedule will be determined and agreed upon by BHA and the Applicant

Project Schedule:

Unless otherwise stated in the Project contract, the Audit for FYE December 31, 2025 shall be completed, and ready for submission into HUD's Real Estate Assessment Center ("REAC"), by September 1, 2026; the audit for FYE December 31, 2026 shall be completed by September 1, 2027; and (if the third-year option is selected) the audit for FYE December 31, 2027 shall be completed by September 1, 2028. A penalty of 10% of contract cost shall be imposed by BHA against the Applicant for each 2 weeks the audit is delayed beyond these dates, unless written acknowledgement and acceptance of a new delivery date has been accepted by BHA.

SECTION III: Scope of Services

The Applicant will be expected to perform the services outlined below. All services rendered in conducting the audit must be in accordance with the existing rules, orders, directives, regulations, and handbooks promulgated by the United States Department of Housing and Urban Development.

Firms should be prepared to present cost information in a flat yearly fee for each of the three one-year periods. The fee will include all REAC submissions. This will be shown as a separate line item. This fee structure should be supported by an hourly rate based upon the type of personnel to be assigned to the audit.

The contract period shall be for two years and will be subject to one renewal period upon negotiation for continuation and approval of BHA's Board of Commissioners.

- A. The Brighton Housing Authority requires an audit in accordance with OMB Circular A-133 of the following programs:

Component Unit – Discretely presented (Audited by Other Firm) LIHTC

Component Unit – Blended, converted RAD project

Business Activities

Housing Choice Vouchers

Moving to Work Program

The Applicant shall audit the accounts and records of the Authority in accordance with generally accepted government auditing standards (as defined in Standards for Audit Government Organizations, Programs, Activities and Functions) and the auditing and reporting provisions of OMB Circular A-133 or the most recent OMB compliance requirements for auditors. The audit must be performed and reported in compliance with the latest GASB requirements (or requirements of GASB-33, GASB-34, GASB-68 and GASB-75). The audit performed should be sufficient in the scope to enable the Auditor to express an opinion on whether the financial statements fairly present the financial position of the Brighton Housing Authority, in accordance with generally accepted accounting principles. The Applicant shall also include an Agreed upon Procedures Attestation applied to the Financial Data Schedule as required by HUD's REAC.

The audit report must be in a format which is approvable by the United States Department of Housing and Urban Development as detailed in the HUD Audit Guide (7476.1 REV-1), the Single Audit Act of 1984, and any relevant government regulations.

The audit report must be filed within nine (9) months after the BHA's fiscal year end. (See Project Schedule)

- B. The following financial statements shall be prepared for each of these funds:

Component Unit – Discretely presented (Audited by Other Firm) LIHTC

Component Unit – Blended, converted RAD project

Business Activities

Housing Choice Vouchers

Moving to Work Program

1. Balance Sheet
2. Income Statement
3. Statement of Cash Flows

- C. The audit will be a financial and compliance audit as required by the U.S. General Accounting Office's (GAO) Government Auditing Standards.
- D. Accompanying the financial statements, the Auditor will submit a Management Letter of Comments and Recommendations, if applicable.
- E. The Auditor will comply with all HUD guidelines, requirements existing, and those that will or may affect future years of this contract.
- F. The audit shall comply with all HUD rules, regulations and guidelines. Each audit report shall contain at least the following:

1. The annual financial statements and any supplementary data required within the scope of the audit.
 2. The Auditor's study and evaluation of the entity's system of internal accounting control. The Auditor's report shall identify any deficiencies uncovered and make appropriate suggestions to correct any deficiencies found and identified.
 3. Compliance matters which may have a material effect on the financial statements reported upon shall be reported. Methods of correction shall be suggested.
 4. A statement that the audit was made in accordance with generally accepted government auditing standards as well as all applicable laws and provisions.
 5. The Auditor in charge will conduct an exit conference with the Executive Director and staff. At the exit conference, findings and recommendations regarding compliance and internal controls shall be discussed.
- G. Data from prior years will be available upon request; there are no open audit findings from previous years.
- H. The Auditor will be required to present the Audit Report to our Board of Commissioners at our regular scheduled meeting. The Auditor should be prepared to give a brief financial synopsis of the Authority based on the Audit report presented. The Auditor should also be able to discuss any findings or management recommendations discovered during the audit.
- I. No audit shall be published until the draft submitted to the Executive Director is approved.
- J. The Auditor shall also electronically submit to the Federal Clearinghouse the data collection form, SF-SAC, Data Collection Form for Reporting on Single Audits, and one copy of the reporting package (as defined in OMB Circular A-133, Section .320). A copy of the reporting package submitted to the Federal Clearinghouse for the Single Audit shall also be submitted to the local HUD office.
- K. Upon completion of the audit, an Audit Report consisting of those elements described in the Audit Guide shall be simultaneously submitted to the following offices:
1. Up to 10 copies – BHA.

SECTION IV: Proposal Evaluation and Selection

Each Proposal shall be prepared simply and economically, providing a straightforward, concise description of the Applicant's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.

BHA reserves the right to select the Proposal most responsive to the specific service needs. BHA may invite one or more finalists to have key personnel who would be engaged in the provision of the Services make presentation(s) and/or discuss the Proposal.

BHA will conduct Contract negotiations with the Applicant whose Proposal is deemed most responsive to BHA's service needs. Until BHA acts formally to approve a Contract, and until such Contract is signed by both parties, BHA is not legally obligated in any respect.

By this RFP, BHA has not committed itself to undertake the work set forth.

ATTACHMENT A

BHA reserves the right to reject any and all Proposals, the right not to award the Contract to the lowest and most responsive Applicant, the right to require new Proposals by reposting the original or amended Scope of Services, and the right to enter into negotiations with one or more Applicants. BHA also reserves the right to request additional information or clarifications and to allow corrections of errors and omissions. BHA reserves the right to make those decisions after receipt of responses. BHA's decision on these matters is final.

The successful Applicant must maintain all licenses, permits, and other authorizations necessary to provide the needed Services as required by federal, state, or local laws.

A certificate of insurance evidencing the minimum requirements set out in this RFP must be provided to and accepted by BHA prior to Contract execution. Any exceptions to the BHA's standard language must be identified in the Proposal.

Proposals will be evaluated in two phases.

Phase One

Potential or perceived conflicts of interest will be assessed and may remove an Applicant from further consideration. Evaluation of the Proposal's completeness; executed forms and verification of the Applicant's Unique Entity Identifier ("UEI") number with the System of Awards Management.

Phase Two

Proposals that move to Phase 2 shall be evaluated based on the following categories. Please reference Section III, Scope of Services for specific requirements pertaining to these Services and their relationship to the evaluation categories.

Evaluation Criteria

#	Criteria	Max. Points
1	Experience in auditing similar entities	30 points
2	Organization size and structure; Firm's participation in AICPA-sponsored or comparable Quality control programs	5 points
3	Firm's understanding of the work to be performed	5 points
4	Firm's ability to complete work on time schedule described	10 points
5	Government auditing experience of persons assigned to the audit.	20 points
6	Specialized skills, training or background in public financing by assigned individuals	10 points
7	Fee Proposed	20 points

SECTION V: Proposal Submittal

All Proposals must include the following information:

All proposals will be reviewed according to the “Competitive Proposal” process outlined in HUD Procurement Handbook 7460.8 and HUD Notice PIH 90-47.

All persons interested in submitting a proposal to conduct the annual audits for the fiscal years listed in this RFP should, in addition to all items listed in Section VII, submit a draft proposal and/or contract for auditing services. This Proposal is based on a lump-sum fee. A copy of the candidate’s resume should be attached to the Proposal listing all previous experience and qualifications.

Proposals must include an original Transmittal Letter on the Applicant’s business letterhead signed in ink by a representative authorized to contractually bind the Applicant to the Proposal. The Transmittal Letter must address the following four (4) items:

1. Provide Detailed Applicant Information:
 - a. Name of the principal(s)/owner(s) of the business.
 - b. Name, telephone number, and email address of a representative of the Applicant authorized to discuss the Proposal.
 - c. Address of all office(s). State whether your audit organization is national, regional, or local, and if your organization has completed projects nationally, regionally, or locally. State the location of the office from which the services will be provided when not provided on-site.
 - d. Number of employees.
 - e. Statement of whether there are any ongoing, pending, or potential legal actions against the Applicant.
 - f. Affirm that you and/or members of your organization have not been suspended or debarred from performing government audits, or other government activity.
 - g. Affirm that your audit organization is properly licensed for public practice as a certified public accountant.
 - h. Affirm that your organization meets the independence requirements of Standards for Audit of Government Organizations, Programs, Activities and Functions, published by the U.S. G.A.O. or any subsequent amendments or superseding revisions.
2. Describe Applicant's capabilities
 - a. Describe the experience in auditing programs, activities, and functions funded by the U.S. Department of HUD. Indicate the number of years each person who will be assigned to the audit has worked in this area.
 - b. Identify any conflicts of interest that may arise as a result of business activities or ventures by your business and associates of your business, employees, or subcontractors as a result of any individual’s status as a member of the board of directors of any organization likely to interact with the Project.

- c. Disclose any potential conflicts of interest (i.e. as a result of any individual's status as a member of the board of directors of any organization likely to interact with the Project).
3. Fee Structure - The cost of services is one of the factors that will be considered in awarding the contract.
4. Work Plan and Project Schedule - Explain the Applicant's approach and suggested work plan. Suggest project milestones and provide estimates of Project start dates and the time to completion based on the schedule indicated in this RFP.

The proposals should be submitted in the following format:

1. Title Page - Show the Proposal subject, the name of your business, address, and telephone number, name of contact person, email address, and date.
2. Transmittal Letter - The proposal shall include an original proposal transmittal letter signed in ink by a representative authorized to contractually bind their proposal.
3. Firm Profile
 - a. Describe the Applicant's experience in projects described herein and the number of years engaged in this type of work.
 - b. Provide a list of the local office's current and prior government audit clients and the year(s) of engagement.
 - c. Provide a detailed list of a minimum of three references including a contact name, email address, and telephone number for government audit clients.
 - d. Include a copy of the Firm's most recent peer review letter.
 - e. Summary of Qualifications - Identify each person who will be involved in the provision of services described herein. Indicate the number of people by level who will handle the audit. Provide appropriate background information for each such person and identify their responsibilities. Describe each person's qualifications, including relevant experience and education/training.
 - f. Statement of Needs - Please restate each requirement and discuss whether the Applicant can provide the described services, and how the requirement will be met.
 - g. Availability - Provide a statement that the Applicant is ready, willing and able to provide the services in accordance with this RFP and in accordance with Applicant's proposal, if selected.
4. Project Schedule
 - a. Describe your technical approach to the audit. Describe your understanding of the work to be performed and your firm's ability to meet the time deadlines as written.
 - b. Include any other information which may be helpful to BHA in evaluating your firm's qualifications. Also, describe any regulatory action taken by any oversight body against the proposing audit organization or local office.
5. Fees Structure – Provide a thorough breakdown of your proposed fees for this engagement. The information provided must support the reasonableness of your fees.
6. All other required forms outlined in Section VII.

Proposals submitted are permitted to have electronic signatures, but original signatures may be required subsequently. Late proposals will not be accepted.

SECTION VI: Employment and Labor Standards

Minority and Women Business Enterprises

BHA notifies all contractors that minority and women business enterprises will be afforded full opportunity to submit Proposals in response to this RFP and will not be discriminated against on the basis of race, color, national origin or ancestry. Applicants hereby agree that upon the award of the Contract by BHA (the "Contract"), the Applicant will not discriminate against any person who performs work because of race, religion, color, sex, (including gender, gender identity, sexual orientation, and sexual harassment), national origin, familial status, or disability.

If the individual, contractor or organization qualifies under any of these categories, the individual, contractor or organization shall set forth the basis so that BHA can determine which categories(s) are applicable.

- Minority owned business
- Woman owned business
- Section 3 business

The Applicant must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex, (including gender, gender identity, sexual orientation, and sexual harassment), national origin, disability, or familial status and those requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, are met.

Equal Employment Opportunity

During the performance of the executed Contract, if awarded, the Applicant agrees as follows:

The Applicant will not discriminate against any employees or applicant for employment because of race, color, religion, sex, (including gender, gender identity, sexual orientation, and sexual harassment), disability, family status or national origin. The Applicant will take affirmative action to ensure that Applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, (including gender, gender identity, sexual orientation, and sexual harassment), disability, family status or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Applicant agrees to post in conspicuous places, available to employees and Applicants for employment, notices which may be provided by BHA of readings setting forth the provisions of this nondiscrimination clause.

The Applicant will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified Applicants will receive consideration for employment without regard to race, color, religion, sex (including gender, gender identity, sexual orientation, and sexual harassment), disability, family status or national origin.

In the event of the Applicant's noncompliance with the non-discrimination clauses of the Contract or with any of the said rules, regulations, or orders, the Contract may be canceled, terminated, or suspended in whole, or in part.

For additional information, please contact procurement@brightonhousing.org.

SECTION VII: Required Attachments

Instructions: Unless otherwise specifically required, the items listed below must be completed and included in the Proposal. Please complete this form by marking an "X," where provided, to verify that the referenced completed form or information has been included within the Proposal submitted by the Applicant. Also, complete the Section 3 Statement and the Applicant's Statement as noted below:

_____ Attachment A	Title Page
_____ Attachment B	Transmittal Letter
_____ Attachment C	Firm Profile
_____ Attachment D	Project Schedule
_____ Attachment E	Fee Structure
_____ Attachment F	Form HUD-5369A and B
_____ Attachment G	Proposal for Audit Services
_____ Attachment H	Proof of Insurance
_____ Attachment I	Equal Employment Opportunity Statement
_____ Attachment J	Section 3 Business Preference Documentation (Optional)

If requested, Applicants shall be required to submit satisfactory evidence that they have a practical knowledge of the particular work requested and that they have the necessary financial resources to complete the Service as called for as described in the Section III, Scope of Services.

SECTION 3 STATEMENT

Are you claiming a Section 3 business preference? YES, ___ or NO _____. If "YES," pursuant to the Section 3 portion within the RFP Requirements, and pursuant to the documentation justifying such submitted, which priority are you claiming? _____.

APPLICANT'S STATEMENT

The undersigned Applicant hereby states that by completing and submitting this Applicant's Statement and all other documents within this RFP proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if BHA discovers that any information entered herein to be false, such shall entitle BHA to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the RFP Proposal submittal the undersigned Applicant is thereby agreeing to abide by all the terms and conditions pertaining to this RFP as issued by BHA, either in hard copy or electronic transmittal. Pursuant to all RFP documents, this Proposal, and all attachments, and pursuant to all completed RFP documents submitted, including these forms and all attachments, the undersigned proposes to supply BHA with the Services described herein for the fee(s) entered within the areas provided within this RFP.

_____	_____	_____	_____
Signature	Date	Printed Name	Company

**A RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF
THE CITY OF BRIGHTON, COLORADO TO AUTHORIZE THE EXECUTIVE
DIRECTOR OF THE AUTHORITY TO AWARD AND EXECUTE ANY AND ALL
DOCUMENTS ASSOCIATED WITH THE CERTIFIED PUBLIC ACCOUNTING FIRM
FOR AUDIT SERVICES FOR THE BRIGHTON HOUSING AUTHORITY**

WHEREAS, the undersigned, representing all of the Commissioners of the Brighton Housing Authority, a body corporate and politic created and existing under the Housing Authorities Law of the State of Colorado (the "Authority"), do hereby take the actions below set forth as follows:

WHEREAS the Authority is required by the United States Department of Housing and Urban Development ("HUD") to be audited on an annual basis. (The "Project").

WHEREAS, the Authority desires to select Novogradac & Company, LLP (the "Auditor") to assist in all annual audit services in accordance with the existing rules, orders, directives, regulations, and handbooks promulgated by HUD and pursuant to the Authority's Procurement Policy. The Authority published a Request for Proposal ("RFP") and evaluated the seven (7) responses received, including the Auditor's ability to meet the Project criteria requirements as outlined in the Authority's Project bid packet and the Authority's Procurement Policy;

WHEREAS the bid proposal submitted by Novogradac & Company, LLP pursuant to the RFP was determined to meet the Authority's bid submission requirements and the associated evaluation criteria as defined in the bid packet, and Authority staff intends to enter into contract negotiations with the Auditor to provide audit services for the Project. This is subject to our negotiation of an agreeable contract. If there is no such contract, we the Authority will go to the next highest ranked applicant.

WHEREAS the Authority desires to authorize Debra Bristol as Executive Director of the Authority to award and execute all documents associated with the Auditor providing audit services for the Project and this Resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Authority hereby authorizes the intent to award and enter into contract negotiations with the Auditor for the purposes of providing audit services for the Authority and authorizes Debra Bristol as Executive Director of the Authority to award and execute any and all documents on behalf of the Authority on its own behalf to allow the Auditor to provide audit services for the Authority, including all documents necessary to engage the Auditor for the Project.

RESOLVED AND ADOPTED this 5th day of March, 2026 by the Commissioners of the Brighton Housing Authority.

ATTEST:

**HOUSING AUTHORITY FOR THE
CITY OF BRIGHTON, COLORADO**

Debra Bristol, Secretary

Michele Miller, Chairperson