

**EXHIBIT A**  
**HOUSING CATALYST RESOLUTION NO. HC-RES-2024-09-03**

**Policy and Procedures Regarding  
Public Review of Records Under the Colorado Open Records Act**

**(Effective September 19, 2024)**

The following policy and procedures apply to Public Records maintained in the offices of Housing Catalyst, a political subdivision of the State of Colorado, as such term is defined in the Colorado Open Records Act, Section 24-72-201 *et seq.* of the Colorado Revised Statutes (“CORA”).

**Objectives**

The objectives of this policy are as follows:

1. To provide the public with timely, orderly, and efficient access to Housing Catalyst Public Records maintained by Housing Catalyst in accordance with CORA and applicable federal regulations.
2. To ensure that all requests are handled uniformly under the law.
3. To provide procedures that ensure the integrity and safety of Housing Catalyst Public Records.
4. To define the process for public review requests for inspection of Housing Catalyst Public Records.

**Official Custodian of Records**

For purposes of CORA, the Official Custodian of the Housing Catalyst Public Records of Housing Catalyst is the Chief Strategy & Operations Officer. The responsibility for maintenance of Housing Catalyst Public Records is distributed throughout Housing Catalyst’s organization, and not all Housing Catalyst Public Records are available from Housing Catalyst’s main office at 1715 W. Mountain Avenue, Fort Collins, Colorado (the “Main Office”). All reasonable efforts will be made to retrieve requested Housing Catalyst Public Records from the files maintained by various departments of Housing Catalyst. If requested Housing Catalyst Public Records, to the extent that they may exist, cannot be found in the Main Office, the Official Custodian will advise the requestor of this in writing and direct the requestor to the location of the Housing Catalyst Public Records and the person who may have custody or control of the requested Housing Catalyst Public Records.

## Requests for Records Procedures

1. Review of Housing Catalyst Public Records will generally be scheduled during the business hours of 9:30 a.m. to 4:00 p.m., Monday through Friday, excluding federal and state holidays.
2. All requests for inspection or copying of Housing Catalyst Public Records must be in writing and must be specific as to the Housing Catalyst Public Records requested. Requests for information must be sufficiently specific to permit the Official Custodian to locate and retrieve the Housing Catalyst Public Records within 3 business days after the request is received by Housing Catalyst. All requests shall be delivered via U.S. mail or hand-delivery to the Main Office at 1715 W. Mountain Avenue, Fort Collins, CO 80521, attn: Open Records Request; or faxed to (970) 221-0821. Requests shall not be made via email, text message, or other electronic means, which will not be accepted as valid requests. All requests must include the following information:
  - a. Requestor's name;
  - b. Company name, if applicable;
  - c. Address;
  - d. Telephone Number;
  - e. Any reasonable accommodation needed by the requestor; and
  - f. The specific Housing Catalyst Public Records requested.
3. Upon receipt of a request in compliance with the above procedures, Housing Catalyst will take the following actions:
  - a. Review Housing Catalyst Public Records for the information requested. In order to aid Housing Catalyst's review, Housing Catalyst may ask relevant questions related to the information requested in order to further define the search; however, Housing Catalyst will not define specific searches for the requestor.
  - b. Determine whether all Housing Catalyst Public Records are available and contact the staff necessary to coordinate access to any Housing Catalyst Public Records they may have related to the request.
  - c. Gather all Housing Catalyst Public Records in Housing Catalyst's possession for review.
  - d. Contact the requestor to schedule an appointment for review and determine the type of reasonable accommodation needed, if applicable.

Housing Catalyst will respond to all public review requests within a reasonable period of time which is presumed to be three (3) working days unless Extenuating Circumstances exist.

Extenuating Circumstances exist when: (1) a broadly stated request is made that encompasses all or substantially all of a large category of Housing Catalyst Public Records and the request is without sufficient specificity to allow the preparation or gathering of the Housing Catalyst Public Records within the three-day period; (2) a broadly stated request is

made that encompasses all or substantially all of a large category of Housing Catalyst Public Records and staff is unable to prepare or gather the Housing Catalyst Public Records within the three-day period because the staff needs to devote all or substantially all of its resources to meeting an impending deadline or period of peak demand that is either unique or not predicted to recur more frequently than once a month; or (3) a request involves such a large volume of Housing Catalyst Public Records that staff cannot reasonably prepare or gather the Housing Catalyst Public Records within the three-day period without substantially interfering with the staff's obligation to perform other public service responsibilities.

In such case, Housing Catalyst will advise the requestor, in writing, within three (3) working days, that the Housing Catalyst Public Records are not readily available and Housing Catalyst will have an additional seven (7) working days to produce the Housing Catalyst Public Records or will arrange with the requestor to produce the documents as soon as reasonable and practical.

4. Records must be inspected at the Main Office and must be viewed only in the room designated by the Official Custodian unless the Official Custodian designates an alternate location for the inspection.
5. At the time of the review, if the Housing Catalyst Public Records requested are to be kept confidential pursuant to CRS §24-72-203(3.5) and accessible only on the basis that the requester is the person in interest, the requestor must provide photo identification, such as a driver's license or state photographic identification, prior to the review.
6. Nothing may be removed from or added to the Housing Catalyst Public Records.
7. All copies of Housing Catalyst Public Records must be made by Housing Catalyst staff. The requestor must complete his/her/their Housing Catalyst Public Records review before any copies are made by Housing Catalyst. Upon completion of the review, the requestor must mark the pages he/she/they wish(es) to have copied with removable adhesive notes, and multiple pages must be clipped together. Copies may be made at a later date by Housing Catalyst staff or by a third party vendor, depending on the volume.
8. The requestor shall not bring and shall not use photocopiers, fax machines, a mobile telephone camera, or any other copying, scanning, or reproduction devices to copy any Housing Catalyst Public Records.
9. A Housing Catalyst employee must be present in the room at all times during the requestor's review of the Housing Catalyst Public Records.
10. A requestor of a Housing Catalyst Public Records may request a paper copy, printout, or photograph of the Housing Catalyst Public Records. Charges for paper copies, printouts, or photographs shall be as follows:

Pages	Charge per Page
Standard (8.5" x 11")	\$.25
all other copies	actual cost

11. There is no charge to inspect Housing Catalyst Public Records on-site, unless the nature of a request makes it necessary for Housing Catalyst staff to spend more than one hour searching for and retrieving the requested record(s). Search and retrieval charges (if applicable) for on-site Housing Catalyst Public Records will be \$36.97 per hour.
12. If redaction of information from a record is necessary before access is provided to the requestor, copying and staff time charges will be made pursuant to the above fee schedules.
13. If applicable, the requestor will be notified when copies are available for pickup. Upon payment of all fees, the requestor may request that the requested Housing Catalyst Public Records be sent to the requestor by United States mail, other delivery service, facsimile, or electronic mail. Except for transmission by electronic mail, the requestor must pay the cost of transmission or delivery of the Housing Catalyst Public Records in advance. Records shall be sent within three (3) days after receipt of payment for the cost of transmission or delivery.
14. If the estimated fees and charges for search, retrieval, and copying will be Fifty Dollars (\$50.00) or more, the estimated fees and charges must be paid in advance by the requestor. Once the actual fees and charges amount is known, the requestor will be refunded any excess amount collected or will be required to pay any additional amount owed prior to obtaining access to the Housing Catalyst Public Records, as applicable.
15. All payments shall be made in the form of cash, cashier's check, or money order made payable to Housing Catalyst. No credit cards are accepted and no billing of third party vendor's services shall be done by Housing Catalyst.
16. Housing Catalyst will hold copies for the requestor for ten (10) business days. After that, the copies will be destroyed and the requestor will be required to pay for a new set of copies to be made if the requestor requires them.
17. Specific requests for Housing Catalyst Public Records in electronic format will be reviewed to determine the volume of the request, the staff time required to produce the record, and the type of format in which to deliver the record before setting a fee for production. Electronic copies transmitted electronically shall not be subject to per-page pricing; instead, the fee for such shall be determined solely by the amount of staff time and/or incidental costs, if any, expended. Once a fee has been determined, if it is estimated to be in excess of Fifty Dollars (\$50.00), it must be paid in cash, cashier's check, or money order made payable to Housing Catalyst before Housing Catalyst will assemble the Housing Catalyst Public Records. No credit cards shall be accepted and no billing of third party vendor's services shall be done by Housing Catalyst. The requestor will be notified when the electronic format is available.

18. Housing Catalyst does not provide research services. Reasonable effort will be made to retrieve Housing Catalyst Public Records that will assist an individual with a research project.
19. Data and/or Housing Catalyst Public Records will be provided only in the format in which they currently exist. Data will not be manipulated or provided in custom formats. To the extent possible and within the technical knowledge/limitations of Housing Catalyst, electronic data may be provided as outlined above.
20. Housing Catalyst will not create verbatim transcripts of recordings.
21. Information requests will not take priority over previously scheduled work activities of Housing Catalyst.
22. Housing Catalyst reserves the right to waive any part or all of the requirements outlined above, in its sole and absolute discretion, for requests made by governmental entities. Housing Catalyst reserves the right to waive any or all fees associated with a request made under this policy in its sole and absolute discretion.

**UNDER COLORADO LAW, SECTION 18-8-114 OF THE COLORADO REVISED STATUTES, IT IS A CLASS 1 MISDEMEANOR FOR ANY PERSON TO KNOWINGLY MAKE A FALSE ENTRY OR ALTER ANY PUBLIC RECORD OR TO DESTROY, MUTILATE, CONCEAL, REMOVE, OR IMPAIR THE AVAILABILITY OF ANY PUBLIC RECORD. FOR PURPOSES OF SECTION 18-8-114 "PUBLIC RECORD" MEANS ALL OFFICIAL BOOKS, PAPERS, OR RECORDS CREATED, RECEIVED, OR USED BY OR IN ANY GOVERNMENTAL OFFICE OR AGENCY.**

ATTACHMENT A  
REQUEST FOR PUBLIC RECORDS

**Housing Catalyst**

I request that Housing Catalyst make the following Housing Catalyst Public Records available for my review:

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I understand that I am financially responsible for payment of all costs for producing Housing Catalyst Public Records in an electronic format, for researching and retrieving Housing Catalyst Public Records or for copying these Housing Catalyst Public Records, by cash, cashier's check, or money order, made payable to "Housing Catalyst" before Housing Catalyst will assemble or copy the Housing Catalyst Public Records, as appropriate.

Requestor: \_\_\_\_\_  
Print Name (required)

Signature: \_\_\_\_\_  
Sign Name (required)

Address: \_\_\_\_\_  
(Required)

City/State/Zip: \_\_\_\_\_  
(Required)

Phone Number: \_\_\_\_\_  
(Required)

Email Address: \_\_\_\_\_  
(Required)

Date: \_\_\_\_\_  
(Required)