

Agenda for The Regional Housing Alliance  
Board of Director's Virtual Special Meeting

January 9th, 2026, 9:00 – 9:30 a.m.

Google Meets Meeting ID:

<https://meet.google.com/oai-dmpy-yqc>

Or dial: (US) +1 657-845-2342 PIN: 183 545 393#

1. **Call Meeting to Order** (9:00 am)
2. **Introductions and Roll Call**
3. **Public Comment**
4. **Approval of Agenda**
5. **Decision Items** (9:05 am)
  - a. [Selection of 2026 Housing Program Manager](#)
  - b. [Selection of 2026 Accountant/Bookkeeper](#)
6. **Adjournment** (9:30 am)



# CHRISTINA KNOELL

Pagosa Springs, CO | 970.398.0257 | [ccknoell@icloud.com](mailto:ccknoell@icloud.com) | [Linkedin.com/in/Christina-Knoell](https://www.linkedin.com/in/Christina-Knoell)

## STATEMENT OF QUALIFICATIONS

### PROFESSIONAL PROFILE

A Nonprofit Financial Director and Program Grants Director with proven ability to cast vision, strategically plan, develop cross-functional teams, and fund innovative social impact solutions. Proactively provides operational and financial leadership while casting vision and developing philanthropic initiatives.

### CAREER HIGHLIGHTS

Budget Forecasting & Controls

Collaboration & Teamwork

Contract Negotiation & Management

CPA Single Audit Evaluations

Credit & Debt Counseling

Critical Thinking & Project Leadership

Cultural Competency & Self Awareness

Data Management & Reporting

DEI Sensitivity

Diplomatic Problem Solving

Federal & State Grants

Fiscal Trend Research & Analysis

Government & Foundation Funding

Grant Writing, Reporting & Management

Interpersonal Communications

Organization & Time Management

Policy, Procedure, Regulatory Compliance

Program Evaluation & Management

Relationship Building & Networking

Research & Data Analysis

Stakeholder Engagement

Technically Savvy

Training & Mentorship

QuickBooks Experience – 27 years

### RELEVANT CAREER RECORD

HUMANE SOCIETY OF PAGOSA SPRINGS | Pagosa Springs, CO

2024– Present

#### ***Grant Writer/Fundraising Officer***

*Animal Welfare/501 (C)(3) to provide a safe to animals in need, promote adoptions, humanely reduce pet overpopulation through spay/neuter programs, support lifelong pet ownership, and to educate the community.*

- Responsible for finding funding opportunities for an organization and writing polished proposals to earn grant money.
- Light to medium accounting functions for thrift store and shelter operations.

- In conjunction with the executive director and communications manager, track and manage all donations, fundraising drives and assist in community fund raising activities.
- Track budgets for voucher programs

SAN JUAN BASIN AREA AGENCY ON AGING, INC. | Durango, CO

2009 – 2024

***Executive Director***

*Aging Services/501 (C)(3) established to support, empower, and provide high-quality services to aging and disabled community in a safe and secure environment with long-term goals to partner with hospitals and health care providers in SW Colorado to provide better care transitions.*

- Oversaw budget and managed all financial functions, reporting to Board of Directors.
- Supervised all staff and accounting functions for operating and capital campaign activities including daily, monthly, quarterly, and managed all government contracts.
- In conjunction with all senior leadership and department heads, created and managed annual consolidated agency budget.
- Worked closely with Board of Directors and other senior managers to implement and maintain fiscal plans for projects aligned with agency mission objectives.
- Oversaw contract reviews and agreement renewals with government agencies, private foundations, and corporations to ensure accuracy and compliance with funding guidelines.
- Followed State/Federal rules and regulations that served senior and disabled population, and tracking funds awarded to Agency ensuring tax payer money was spent responsibly and with accountability.

COLORADO HOUSING, INC. | Pagosa Springs, CO

1998 – 2009

***Financial Administrator/Program Director/Program & Grants Manager***

*501 (C)(3) Nonprofit established to assist low income families and rural communities to provide affordable home ownership.*

- Prepared construction budgets, facilitated first-time homebuyer education classes, provided credit and debt counseling, and prepared loan packages for the USDA-Rural Housing program and the Federal Home Loan Bank of Topeka.
- Mediator to offer solutions to first-time homebuilders for situations they encountered along the way.
- Tracked federal loans on behalf of homeowners and federal/local grants for the Colorado Housing organization.

## **EARLIER RELEVANT EXPERIENCE**

UNITED STATES PEACE CORPS | **Guimaras, Philippines**

***Community Development Worker | Volunteer***

*The Peace Corps brings together skilled, committed Volunteers with welcoming host communities for service opportunities in more than 60 countries.*

## **SPECIAL PROJECTS**

- CDHS (Denver) State Unit on Aging requested a 4-year area plan to serve seniors and disabled populations. Upon constituent surveys and demographic research, a plan was developed and submitted which secured the necessary 4-year funding.
- Increased trust levels by 50% between 1<sup>st</sup> time homeowners who did not fully understand their construction budget and Executive Director by teaching classes on budgeting and tracking using QuickBooks and hosting a mock invoice approval process to foster improved understanding of budgets and home loan funds.
- Developed innovative person-centered/customer choice program and worked with Denver-based software company to issue vouchers to assist older adults with dental, eye glass, personal emergency response devices, hearing aids, and other necessary services. Program was later adopted by other partners within the Aging network for their service areas.

- Crafted proposal and created a 5-year budget forecast/schedule to fund geodesic growing domes to serve as a local nutritional food source to serve SW Colorado American Indians and 2 Senior Centers. Pitched idea to State and Federal funding partners and secured 3 different funding grantors, Project Coordinator and 4 Horticulturalists. Monitored construction and accounts payable to construct 4 domes in separate locations.

### **Other Volunteer Involvement**

- Serve as the Co-Treasurer for the Geothermal Greenhouse Partnership
- Serve as the bookkeeper for the Pagosa Farmers Market
- Serve as an Advisory Member to the Board of Directors for the newly incorporated Folk West; DBA SW Folk

### **ACADEMIC CREDENTIALS**

UNIVERSITY OF DENVER | Denver, CO

WESTERN MICHIGAN UNIVERSITY | Kalamazoo, MI

*Master's Degree | Public Administration*

*Bachelor of Science | Organizational Communications Non-profit*

*Management Accounting & Environmental Studies*

**Accounting Services  
Proposal Score Sheet**

	<b>Submitter</b>	<b>Pat</b>	<b>Pam</b>	<b>Sarah</b>	<b>Total</b>
2	<i>NPFS Acctg, Vera Acuna</i>	<b>85</b>	<b>90</b>	<b>24</b>	<b>199</b>
1	<i>Elise Savastano</i>	<b>90</b>	<b>100</b>	<b>20</b>	<b>210</b>
	<i>Christina Knoell</i>	<b>55</b>	<b>30</b>	<b>30</b>	<b>115</b>
3	<i>Cheryl Wiescamp</i>	<b>90</b>	<b>60</b>	<b>30</b>	<b>180</b>
	<i>Kurtz Fargo</i>	<b>0</b>	<b>0</b>	<b>26</b>	<b>26</b>

12/4/25

Patrick Vaughn, Chairman of the Board  
Regional Housing Alliance Board of Directors  
rha@yeslpc.com  
P.O. Box 2445  
Durango, CO 81302

Mr. Vaughn and RHA Board Members:

I welcome the opportunity to serve as the part-time Contractual Accountant to oversee basic accounting functions for the Regional Housing Alliance and ensure program compliance. In the years since I retired, I have served as an independent consultant for various organizations, including institutions of higher education. At this time, my schedule is open and I would be able to attend meetings and complete the work required in a timely fashion.

As the retired Controller of the Accounting Office at Fort Lewis College, I am extremely familiar with the accounting for governmental agencies. Fort Lewis College is a public institution and follows the Governmental Accounting Standards Board pronouncements. The College works closely with the State of Colorado Controller to ensure accurate financial statements and reporting for governmental agencies. In addition to being in charge of accurate reporting to the State, I also oversaw all grants and contracts reporting for over 100 grants from Federal, State, local and private organizations. Each grant required oversight to ensure that all requirements were met and the multitude of deadlines was managed.

I was also responsible for establishing internal controls to ensure that college resources were protected. I will bring this insight to this position as well. With one person handling the finances of the Regional Housing Alliance, procedures such as having bank statement copies and invoices sent to the board treasurer (and other managers if appropriate) can ensure oversight and transparency for your contractual accountant.

At the College I used a higher education financial management system, but I have also helped small nonprofits set up and use QuickBooks to manage their accounting needs. I can easily manage this for the RHA.

I'm aware that my background may seem overqualified for this position, but my interest in this position includes a strong desire to give back to my community through supporting the mission of the RHA. I'm extremely concerned about affordable housing, the homeless crisis, and how our communities can address the challenges that we face. After

serving on the Finance Committee for the 9R School Board, I saw first-hand how difficult it was to attract teachers to our district given the salary that could be paid and the housing prices in Durango and surrounding areas. I would like to serve an organization that is helping to address this issue.

Please let me know if you need additional information, I look forward to your reply.

Sincerely,



Cheryl L. Wiescamp, CPA

Cell: (970) 946-2473

Email: [cwiescamp@gmail.com](mailto:cwiescamp@gmail.com)

# Cheryl L. Wiescamp, CPA

506 Hood Way ■ Durango, CO 81301 ■ (970) 946-2473  
cwiescamp@gmail.com

## Education

FORT LEWIS COLLEGE, DURANGO, COLORADO

*Bachelors Degree, Business Management/Accounting, Summa Cum Laude, 2004.*

UNIVERSITY OF CALIFORNIA, BERKELEY

*Masters Degree, Public Health and Environmental Health Sciences, 1993*

Emphasis in water quality, epidemiology, toxicology, and statistics.

STANFORD UNIVERSITY, CALIFORNIA

*Bachelors Degree, Human Biology, 1988*

Interdisciplinary major integrating the natural and social sciences. Concentration in environmental science, economics and policy.

## Employment

INDEPENDENT CONSULTANT

*2020-present*

Assist institutions of higher education with accounting tasks including year-end close, general ledger entries, financial statement preparation, and internal/external audits.

FORT LEWIS COLLEGE, DURANGO, COLORADO

*Controller, 2012-2020*

Overall responsibility for the College Accounting Office for a higher education institution with over \$70 million in revenue and expenses. Responsibilities included financial statements and response to audit requests, tax-exempt bonds post-issuance compliance, grant accounting, student accounts, cashiering, accounts receivable and accounts payable oversight and analysis of internal controls. Responsible for legal compliance involving financial areas, including federal and state requirements, GAAP and GASB pronouncements. Served as a member of the College's Investment Committee, developing policies and procedures for all private investments of over \$7 million. Supervised a staff of 11 employees. Member of the College's Finance Committee and member of the State's Financial Accounting Committee.

*Assistant Controller, 2010-2012*

Oversaw general ledger and accounts payable, including bank reconciliations, employee supervision, internal controls, sales tax, and year-end reconciliations. Analyzed daily transactions for errors or abnormalities. Monitored cash flow and ensured adequate cash on hand for operations and payroll. Analyzed and reported to Controller on issues concerning capital assets, utilities, payroll, taxes, purchasing cards, and moving expenses.

*Director, Internal Audit, 2007-2010*

Conducted internal audits of college departments, functions and programs in accordance with standards and generally accepted accounting principles. Conducted financial, compliance and performance audits. Evaluated accounting, financial and operational controls. Communicated findings with the campus and Board of Trustees.

FORT LEWIS COLLEGE FOUNDATION, DURANGO, COLORADO

*Financial Manager, 2003-2007*

Overall responsibility for the financial statements and transactions of a nonprofit with assets of over \$20 million. Prepared weekly financial transactions including accounts payable and receivable, reconciled bank statements, reconciled investments, prepared monthly financial statements, oversaw property management, and oversaw annual audit. Developed policies and procedures consistent with IRS and other requirements, including development of internal controls. Served as a member of the College Finance Committee and the Foundation Investment Committee.

INDEPENDENT CONSULTANT

*Accounting Consultant/Instructor, 2001-2003*

Assisted non-profit organizations with setting up accounting systems using QuickBooks or Quicken and conducted trainings on accounting basics, establishing internal controls, preparing for audits and responding to audit requests.

DURANGO NATURE STUDIES, DURANGO, COLORADO

*Executive Director, 2001-2003*

Executive Director of Durango Nature Studies, an environmental education nonprofit organization. Responsible for all aspects of management including personnel, financial administration, grant writing, fundraising, external networking and marketing.

FORT LEWIS COLLEGE, DURANGO, COLORADO

*Executive Officer, Colorado Plateau Forum,*

*2000-2001*

Manage Colorado Plateau Forum, a regional environmental and economic issues nonprofit group.

SOUTHERN UTE INDIAN TRIBE, IGNACIO, COLORADO

*Division Head, Environmental Programs Division, 1997-2000*

Managed environmental programs providing technical, planning, coordination, development and educational outreach support to the Southern Ute Indian Tribe on issues of air and water quality, recycling, and pollution prevention. Supervised a nine-member staff and oversaw a budget of \$1.25 million including 16 grants. Coordinated financial oversight, grant writing, budgeting, reporting and evaluation for the Division.

*Environmental Specialist, 1995-1997*

Developed programs for water quality, recycling and pollution prevention. Oversaw three grants from Federal and State agencies, including grant writing, budgeting and reporting.

INTERNATIONAL RIVERS NETWORK, BERKELEY, CALIFORNIA

CENTER FOR NATURAL RESOURCE MANAGEMENT AND ENVIRONMENTAL STUDIES, VIETNAM

*Research Associate, 1993-1995*

Conducted research on the Mekong River in Southeast Asia, examining environmental and social effects of water development.

UNIVERSITY OF CALIFORNIA, BERKELEY

*Graduate Student Instructor, 1992-1993*

Instructor for an introductory environmental science class for college undergraduates, covering issues of overpopulation, forestry, hydrology, ecology, geology, mining, hazardous waste and pollution.

ALZA CORPORATION, PALO ALTO, CALIFORNIA

*Research Assistant, 1988-1990*

Analyzed data from pharmaceutical clinical trials. Programmed in SAS, performed statistical analysis, wrote and edited reports and assembled technical literature.

## Certifications

- Certified Public Accountant 2006 – present.
- Certified Internal Auditor 2009 – 2020.

## Community Involvement

- Financial Advisory Committee, Durango School District 9R, 2017 – 2023.
- Community Foundation Board of Directors, 2006 – 2011.
- YES! for Durango Library Bonds Committee, Committee Member, 2006.
- Operation Healthy Communities, Board of Directors, 1999-2003.
- KSUT Public Radio Station, Board of Directors, 1996-2003.
- Community Resource Center's Nonprofit Management and Leadership Program, Class of 2001.
- Leadership La Plata, Class of 2000.

# Proposal for the Regional Housing Alliance of La Plata County's Contract Accountant

**Date of Submission:**

December 1, 2025

**Submitted to:**

Patrick Vaughn, Chairman  
Regional Housing Alliance of La Plata County  
rha@yeslpc.com  
P.O. Box 2445  
Durango, CO 81302

**Submitted by:**

Elise Savastano  
1816 Crestview Drive  
970-799-6773  
epsavastano@gmail.com

## Introduction and Overview:

Chairman Vaughn and Members of the RHA Board of Directors:

Thank you for the opportunity to submit this proposal to the Regional Housing Alliance of La Plata County (RHA) for its contract accountant. I am currently employed with Team Up as its Vice President of Finance and Operations, where I manage multiple complex direct and reimbursement private and governmental grants. As an individual, I contract with the Durango Business Improvement District (a quasi-governmental entity) and the Law Office of Duthie, Savastano, Brungard as their bookkeeper, all working with QuickBooks Online. Prior to working with Team Up (formerly United Way of Southwest Colorado), I worked as a loan assistant and loan officer for First Southwest Bank and Four Corners Community Bank, specializing in consumer construction loans and Small Business Administrative commercial loans. With this experience, I believe I would be a great fit for RHA's contract accountant.

I am prepared to enter into the Professional Services Agreement as described in Appendix A and B, with no requested revisions.

Please find below more details about my relevant experience for this position and why I believe I would be great fit for RHA's contract accountant.

## Governmental & Grant/Contract Experience:

At Team Up, we have run a successful AmeriCorps program for the past seven years. This is a government-funded program through the State of Colorado via Serve Colorado, the Governor's Service Commission. This operates as a reimbursement grant and requires complex and extremely detailed

monthly reporting. I created an income and expense tracking system in QuickBooks Online to accurately track allowable AmeriCorps-related expenses through the “Customer” and “Class” functions in QuickBooks. This allows me to easily and efficiently pull expense reports broken out by budget line item. Serve Colorado has consistently regarded Team Up’s AmeriCorps program as one of the best-run in the state, both programmatically and fiscally.

I have used this blueprint of grant tracking for all of Team Up’s other government and non-governmental grants, which produces clean and easily-pulled reports. Team Up’s annual operating budget is \$1.7MM. Of that, just under \$1MM is comprised of grant dollars. We typically have 5-8 grants running at any given time. As VP of Finance and Operations, I am responsible for creating grant tracking processes and procedures as well as the financial-side of grant reporting, and am always working to improve our systems.

In addition, while working as a commercial loan assistant and lender at First Southwest Bank (2012-2016) and Four Corners Community Bank (2016-2017), I specialized in Small Business Administration loans. There is a great deal of detailed paperwork and financial reports applicants must prepare and complete in order to even submit an SBA application. I helped those customers through the process, and was responsible for servicing those loans after approval.

In March 2024, I also began working for the Downtown Durango Business Improvement District (BID) as its contract accountant. BID is a quasi-governmental entity. I complete their day-to-day accounting tasks, provide monthly bank reconciliations, reports and financial statements to its Board of Directors, as well as assist in its annual audit through the City of Durango.

## **QuickBooks Experience:**

I have been using QuickBooks exclusively as an accounting system since 2017, beginning with QuickBooks Desktop and moving to QuickBooks Online in 2019. I am self-taught and highly proficient in the software at this stage in my career. While I have learned the limits of QuickBooks Online, I am often researching creative ways to use different functionalities within the system to make it work most effectively for my organizations. I recently completed a total re-vamp of Team Up’s chart of accounts using the software (a daunting undertaking) in order to improve our annual audit processes and make our financial statements more reader-friendly. I enjoy using QuickBooks Online and anticipate no issues in either taking over RHA’s current books or migrating its books to QuickBooks Online, whichever may be the case.

## **Other Relevant Experience:**

In partnership with Team Up’s President & CEO, I create our annual budget, working through all iterations from conception, to Finance Committee review, to final Board adoption. I am responsible for working with our auditor at Taylor, Roth & Associates to complete our annual financial audit. I have a multitude of experience with accounts payable, invoicing, day-to-day accounting transactions and monthly reconciliations, as well as completing grant reports.

In addition, I serve as Region 9 Economic Development District of Southwest Colorado's contract loan auditor. I audit their loans quarterly for compliance, including their revolving loan fund.

## Conclusion:

I am very excited about the opportunity to work for RHA as its contract accountant. A someone who has been in the La Plata County non-profit world for almost a decade, I am acutely aware of the housing crisis our communities face and the imperative role RHA plays in helping families and individuals obtain housing in our region.

I work from home, which provides a flexible schedule and will allow me to take on an additional estimated 10 hours per month in accounting work. I look forward to learning even more about our community through this position as well as the challenges a new accounting role brings. I deeply respect the work of La Plata County's RHA and its strategic plan goals. I would be honored to help the organization continue to grow and thrive.

I believe I will be able to meet all expectations without exception as outlined in the RHA Scope of Work as well as the Professional Services Agreement. I am more than happy to provide a resume, references, or any additional information, should the Board be interested.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,



Elise Savastano  
[epsavastano@gmail.com](mailto:epsavastano@gmail.com)  
970-799-6773

## Cover Letter

**Vera Acuna**

NPFS Accounting  
720-227-1142  
npfsaccounting.com

November 26, 2025

Board of Directors  
Regional Housing Authority (RHA)

Dear Members of the Board,

Thank you for the opportunity to submit my proposal for providing financial management, bookkeeping, and grants compliance support to the Regional Housing Authority (RHA). With over 20 years of accounting experience and more than a decade managing multi-source and multi-million-dollar grants for public-sector entities, I am confident in my ability to strengthen RHA's financial operations and support the Board's oversight responsibilities.

I am committed to delivering dependable, transparent, and high-quality financial support to help RHA operate effectively and maintain strong governance. I'd be glad to discuss how my services can meet your needs.

Thank you for your consideration.

Sincerely,  
**Vera Acuna**  
NPFS Accounting

11/26/2025

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### I. Executive Summary

NPFS Accounting, under the leadership of Vera Acuna, is pleased to present this proposal to provide comprehensive accounting services and grants compliance support for the Regional Housing Authority (RHA). With more than 25 years of experience in accounting, including expertise in fund accounting, audit preparation, and 14 years of managing multi-million-dollar grant portfolios, NPFS Accounting is uniquely qualified to deliver services that are transparent, compliant, and efficient. The following proposal details the complete scope of services, qualifications, and pricing, ensuring alignment with the specific requirements outlined by RHA for this engagement.

### II. Scope of Work

#### General Accounting

- Monthly accounts payable and invoicing
- Monthly general ledger transactions and reconciliation
- Monthly reporting to the RHA Board of Directors
- Monthly to quarterly financial reports for Board meetings
- Annual RHA member municipality invoicing
- Support to Board Treasurer and Chairperson

#### Grants and Contracts

- Member municipality project invoicing
- Grant management and tracking for small state and local grants
- Monthly or quarterly grant invoicing and reporting

## Budgeting and Audits

- Prepare for annual audit in Q1
- Respond to auditor questions in Q2
- Prepare draft annual budget in Q3
- Conduct annual budget hearing in Q4
- Mid-year budget amendments, as needed

## III. Statement of Qualifications

I am excited to share my journey in providing exceptional accounting support to small local governments and quasi-governmental entities since 2011. My passion for helping communities shines through my 14 years of grant management experience, where I've successfully managed a variety of funding sources, including small grants, federal and state funding, and large multi-million-dollar grants. My valuable experiences with the City and County of Denver, City of San Antonio, and Town of Castle Rock have honed my skills. Additionally, I have over 20 years of expertise in configuring and managing QuickBooks Online systems specifically designed for fund-based and governmental environments. I look forward to sharing my knowledge and collaborating with others in this field!

## Additional Strengths

I hold a Master's degree in Accounting and continually enhance my expertise through quarterly courses on the latest changes in the field. As a proud member of both the AGA and the GFOA, I am committed to upholding the highest standards of accuracy and integrity. With three years of experience presenting financial reports to various Boards, I excel in designing efficient workflows and am passionate about training both financial and non-financial personnel.

## IV. Budget & Level of Effort

The proposed budget aligns with RHA's available funding of \$9,600 for the 12 month contract.

- Monthly Service Level: 10 hours
- Rate: \$80/hour
- Annual Total: \$9,600

Additional hours or special project support may be contracted separately with prior approval.

## Additional Services

- Extra hours beyond contract: \$85/hour
- Audit prep, system cleanup, or grant setup: billed at standard rate
- Expedited requests may incur premium based on urgency

## V. Conclusion

NPFS Accounting is committed to providing reliable, compliant, and high-quality financial services that strengthen RHA's operations and support its mission. I welcome the opportunity to collaborate with RHA and begin delivering value immediately.

For questions or to schedule a meeting, please contact:

### **Vera Acuna**

Call or Text: 720 227 1142

Website: [npfsaccounting.com](http://npfsaccounting.com)