

Mission Statement

To provide superior retirement services to foster an enhanced quality of life through education, partnership and excellence of service.

EXECUTIVE SUMMARY

Colorado Retirement Association (CRA) is a member-run, non-profit organization that serves as the plan administrator for two multi-employer plans created specifically for Colorado's Local Governments. Through flexible investing strategies, best-in-class fund options, and personalized counseling services, CRA enables participants to maximize savings in preparation for long, comfortable retirements. All at no cost to our member employers.

Member-Focused Multi-Employer Plan

Our association is governed by a seven-person Board of Directors comprised of active CRA plan participants. For over 54 years, CRA has exclusively provided comprehensive retirement plans to Colorado's counties, municipalities, and political subdivisions (special districts). Our organization serves as a designated fiduciary and manages all of the minutia of offering a retirement plan for our member employers so they can focus on what they do best, making Colorado the greatest place to live, work, and play.

Unmatched Flexibility

CRA offers two plan options, a 401(a) Money Purchase Pension Plan and a Governmental 457(b) Deferred Compensation plan. These two plans synchronize to provide robust custom retirement benefits for your employees.

Unbeatable Affordability

Member employers pay nothing to join CRA's network. Our organization is maintained by the modest administrative cost paid by plan participants. CRA and its staff are do not receive commissions or revenue-sharing. All cost savings that would be provided to CRA by our chosen investment funds are passed on to participants.

Streamlined Plan Fulfillment

CRA has mastered the onboarding process. From the initial consultation of plan features to the final design of your retirement benefits CRA guides you through every step of plan implementation.

A Partner for Life

Even after retirement, your employees can depend on CRA to have their best interests at heart. We continue to provide excellent investment and distribution counseling and education to retirees. CRA also partners with insurance and lifetime income solution providers, offering retired CRA participants negotiated plan rates for insurance benefits and annuities.

EXPERIENCE & CAPABILITIES

CRA is very unique organization and a tremendous resource available to local governments in Colorado. Originally known as Colorado County Officials and Employees Retirement Association, or CCOERA, we were created in 1968 pursuant to Colorado Revised Statute §24-54-101, which allows Colorado Counties, Special Districts, and Municipalities to levy taxpayer dollars for purposes of funding employee retirement plans, and provides for the ability to establish and maintain a statewide “Retirement Association.” We are a non-profit, statewide retirement association that maintains its independence from any bank, insurance company, or other financial institution. While providing full-service retirement plan administration on a 401(a) Money Purchase Pension Plan and a Governmental 457(b) Deferred Compensation Plan.

The Association, initially founded by twelve Colorado Counties, began participating in the 401(a) Money Purchase Pension Plan in July 1968. Today, CRA is the plan administrator for retirement plans at 237 member employers, including 51 of the 64 counties, 124 special districts, and 62 municipalities. The Governmental 457(b) Deferred Compensation plan began operating in 1979. Within these employers, CRA services over 30,000 participants and is the trustee for over \$2 billion in assets. All CRA employees and Board members participate in the very same retirement plans we administer for our member entities.

We are not solely an investment advisor but a total solution for your organization’s retirement plan needs. CRA’s 401(a) and 457 plans are provided to our member employers at no cost and include recordkeeping, advisement services, employer & employee education and counselling services. We are your plan fiduciary and take away the need for employers to contract, separately, and at great expense, with an investment advisor and recordkeeper. It is also not necessary for an employer to maintain an investment committee to oversee the plan.

Unlike most retirement planning brokers and consulting groups, CRA is the designated fiduciary for all of our member employers. This means that that we assume the majority of your fiduciary liability. Essentially, the only remaining fiduciary duties required by a CRA member employer are to manage and maintain employment records, properly determine employee eligibility, and remit plan contributions in a timely manner.

Previous Experience

The Colorado Retirement Association (CRA) has been and continues to be the Colorado local government retirement plan specialists since 1968, consulting with Counties, Municipalities, and Political Sub-divisions (Special Districts) on retirement benefit plan design and serving as the plan administrator for all the member-employers. Our sole purpose is to provide full-service retirement plan administration of multi-employer plans (MEP) for our member employers using the CRA 401(a) Money Purchase Pension Plan and the CRA Governmental 457(b) Deferred Compensation Plan.

Complete Retirement Plan Administration

CRA is a comprehensive employer solution for fully integrated retirement plan consulting, plan benefit design, document management, plan implementation and oversight, investment selection and monitoring, and daily plan administration. Scope of work required for retirement plan administration is diverse, including:

- Primary plan fiduciary
- Develop and monitor plan Investment Policy Statement (IPS)
- Board of Directors govern the plan and are plan participants
- Manage plan documents and legal compliance
- Provide independent investment consultants
- Provide independent legal counsel
- Provide independent annual plan audit

Board of Directors

Our association is governed by a seven-person Board of Directors comprised of active CRA plan participants. Board Members are elected by CRA employee participants, county commissioners, and municipal and political subdivision employers to oversee strategic planning, operational direction, and investment fund lineup selection and monitoring.

Association Administration

The day-to-day operations are performed by the Association staff of 13 industry professionals dedicated to the mission of serving local government employers and employees. Plan administration involves the executive leadership, an Operations Team, and a Client Services Team. We are a highly collaborative organization and commonly use members of both teams to address and correct plan work with employers and employees/participants.

The Operations Team works daily with Empower Retirement Services, and directly reviews and approves most distribution transactions. Our operations team will work diligently on your employee conversion and will also be available for any issues arising from this process.

The Client Services Team consists of 5 Regional Client Service Managers. We are dedicated to personalized individual service and have a commitment to education. Our overall service plan emphasizes on-site education and meetings scheduled with employees. Personal attention is the heart of our customer service effort. To execute this level of customer service, each employer is assigned a Client Service Manager (CSM). In addition to regular group presentations, CRA's CSMs always provide and schedule time for individual retirement and

investment counseling following every presentation. For an employer your size, we will work with you on a tailored approach to convert your employees over to the new plan.

The assigned CSM will do in-person orientations and educational sessions to inform your employees of the new plan details and help them with paperwork. The CSM and the Retirement Plan Services Director will also work with your entity contact to get them fully trained on our software and the various payroll processes. We are fully staffed to take phone calls and answer questions related to any of these processes. Once the initial plan setup is complete, the CSM will schedule group presentations and one-on-one meetings with your employees going forward.

Investment Policy Statement

The Investment Policy Statement (IPS) is an integral component to every retirement plan. This document establishes the guiding principles in effectively supervising, monitoring and evaluating the investments options of CRA plan assets. The IPS Sets forth an investment structure for managing all CRA plan assets. This structure includes various asset classes and investment management styles designed to give Participants the ability to produce a sufficient level of overall diversification and total investment return over the long-term. The document establishes formalized criteria to monitor, evaluate and compare the performance results achieved by the investment managers/mutual funds on a regular basis and provide a method by which changes are made. These methods are designed to comply with all fiduciary, prudence, and due diligence requirements that experienced investment professionals would utilize, and with all applicable laws, rules, and regulations from local and state political entities that may impact CRA assets.

Plan Investment Committee

The CRA Board of Directors serve the critical plan fiduciary role of the plan investment committee. Most employers serving as their own plan sponsor and plan administrator have to establish their own investment committee. CRA provides this service and accepts the fiduciary responsibilities for all the member-employers.

Plan Document Management

Effective January 1, 2020, the CRA Retirement Plan and Trust Agreement and the CRA Deferred Compensation Plan and Trust Agreement were amended & restated in response to regulatory changes and state statute changes. The MEP plan documents are designed with the capacity to achieve both short-term and long-term goals specific to each member-employer. The

framework of the plan documents allows for flexible plan design capabilities to allow for immediate implementation of benefits, and the ability to redesign/modify plan features in the future as needed.

CRA 401(a) Money Purchase Pension Plan

The 401(a) Money Purchase Pension Plan is the primary retirement benefit for the majority of the CRA member-employers. This is a type of defined contribution retirement plan specific to public sector employers. In the 401(a) plan, the employer can customize 15 benefit features as part of the Participation Agreement (PA), these then apply to all eligible employees as a mandatory contribution. An employer is able to modify plan benefits at any time by simply completing a new PA. CRA staff assist and consult with the employer on all PA modifications.

- Plan features highlights:
 - Eligible Employees & Benefit Commencement
 - Employer and Employee Contribution %
 - Discretionary Employer Matching Contribution
 - Vesting Schedule
 - Loan availability
 - Compensation Definition

See Appendix for 401(a) Participation Agreement

CRA Governmental 457(b) Deferred Compensation Plan

The CRA Governmental 457(b) Deferred Compensation Plan is typically the secondary retirement benefit plan for the majority of the CRA member-employers. It is a highly flexible plan that allows employees to save more for retirement beyond the employer-defined contributions in the 401(a) plan. The employer can customize 3 benefit features as part of the Participation Agreement (PA), these are then available to all eligible employees as voluntary contributions. An employer is able to modify plan benefits at any time by simply completing a new PA. CRA staff assists and consults with the employer on all PA modifications.

- Plan features:
 - Employee pre-tax or after-tax Roth deferral options
 - Employer Contributions
 - Loan availability

See Appendix for 457(b) Participation Agreement

Plan Recordkeeper

The plan recordkeeping services are provided by Empower Retirement Services, the second largest retirement recordkeeper in the country, and headquartered in Denver, Colorado. As a retirement industry leader, Empower has developed a proprietary recordkeeping systems with robust plan management software. To assist with daily management, Empower's intuitive processes make employee recordkeeping, payroll contributions, and generating reports simple and efficient.

Employer Education

CRA is dedicated to providing employers with continuous training and guidance in managing their retirement benefits. Between the CRA website and Empower's Plan Service Center (PSC), employer have access to multiple tutorials and guides, in addition to one-on-one training with CRA staff.

Employee Education

CRA strives to provide participants with understandable plan communications, quarterly statements, and retirement education. We emphasize plan, investing, and financial wellness education by making it available to participants when and how they want it. CRA is proud to offer education via group and individual meetings both on-site and virtually for every employer.

PRICING & METHODOLOGY

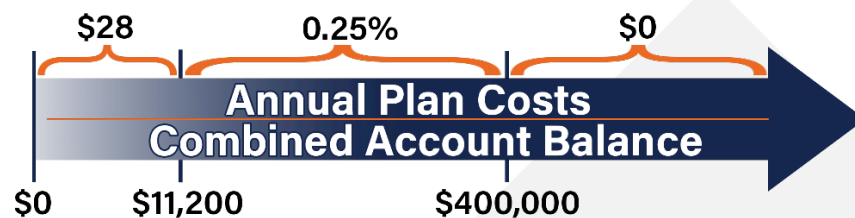
Colorado Retirement Association prides itself on the affordability of its plan for both member employers and their employees. First and foremost, Association member employers pay nothing to CRA in exchange for its services. Our fundamental philosophy is to maximize economies of scale, pooling assets across all of our employer groups, approximately \$2 Billion in assets, to access the highest quality index and actively managed mutual funds with low cost institutional-level share-classes whenever possible. We also leverage these same highly efficient funds as the core of our innovative custom designed Target Date Portfolios.

Our organization is completely maintained by the modest administration cost paid by plan participants; these costs are outlined on the next page.

CRA is a participant-funded association based on account assets:

- \$28/year minimum cost, prorated monthly
- 0.25% cost on account balance between \$11,200 - \$400,000
- No costs on asset over \$400,000.

These costs are collected monthly and are prorated between 401(a) and 457(b) accounts.



Utilizing this strategy, CRA takes advantage of economies of scale to leverage the combined buying power of all of our members to qualify for institutional class funds that our employer members would not be able to access on their own. These funds have significantly lower expense ratios than their retail counterparts, allowing participants to maximize their returns and minimize investment fees. Every new employer member who joins CRA grows this network, increases the total buying power of all participants, leading to lower costs per capita.

As a fiduciary and to avoid any conflicts of interest, CRA and our staff do not accept commissions. Any revenue-sharing or recordkeeping offset costs provided to CRA by any of the funds in our fund lineup are passed along to participants.

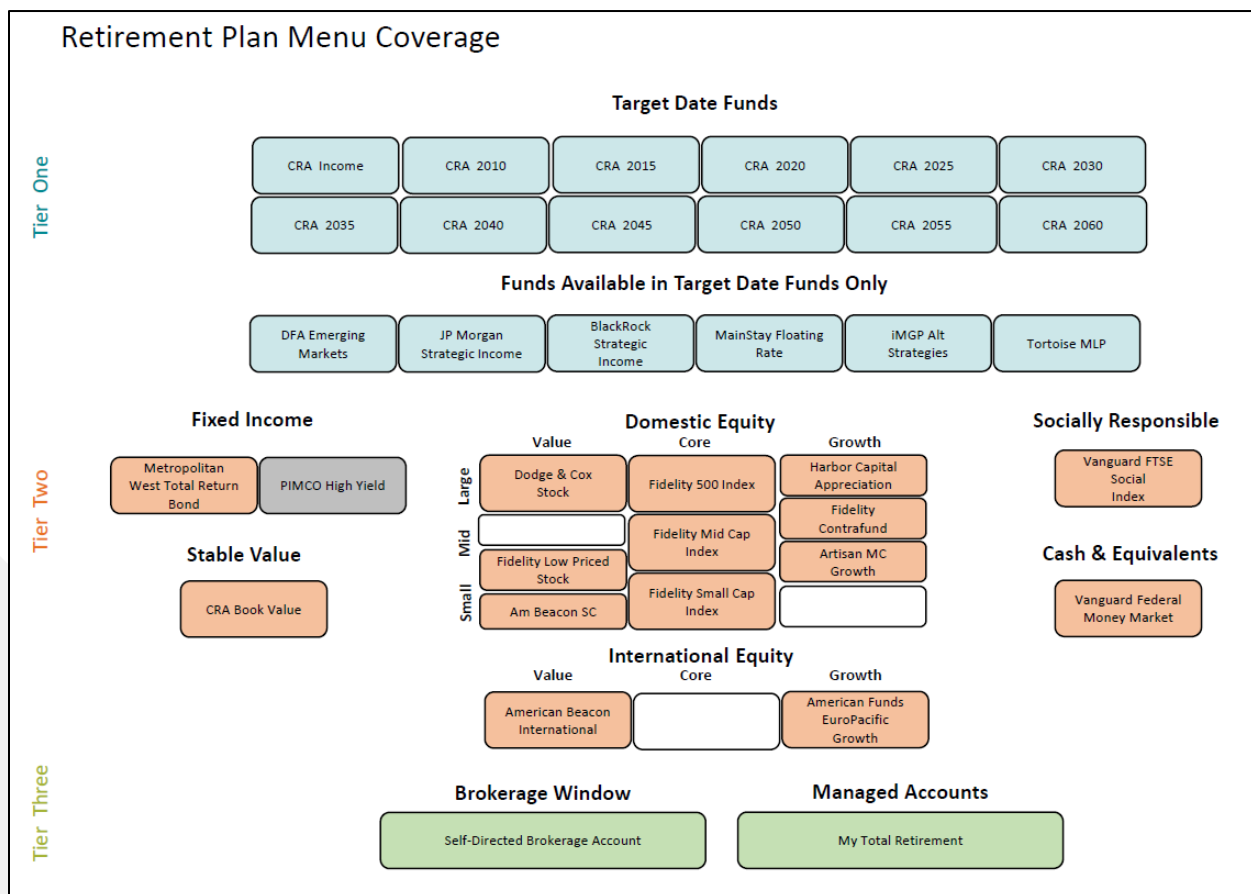
See Appendix for Investment Fee Details

Plan Investment Lineup

The core investment lineup provides a robust and diverse investment selection to all plan participants, and is available to both plans.

- 1 custom stable value fund
- 15 individual non-proprietary active and index investment funds
- 12 custom Target Date Portfolios (TDP)
 - Plan default investment is participant age appropriate TDP
 - Leverages plan institutional active and index funds
 - Glide path through retirement up to approximately age 75
- Optional Plan Investment Services
 - My Total Retirement™ is a managed account investment service provided by Advised Asset Group, LLC.

- Personal Choice Retirement™ account is a self-directed brokerage account provided by Charles Schwab & Co, Inc.



PROJECT SCHEDULE

There is a high degree of flexibility in plan implementation. The timing to set up a new employer group within the Association will vary depending upon many criteria; including, allowing for any required notification periods to existing plan(s), employer plan training, employee notification, and educational meeting(s) on the new retirement plan benefits, etc. A typical plan transition runs approximately 45 – 90 days for plan setup and employer/employee onboarding. Below are the common steps involved in this process:

- Initial review of the plan features and participation agreements
- Finalize plan design and features to define employer plan retirement benefits
- Employer Resolution to join the Association
- CRA Board of Directors resolution to approve Employer to join the Association
- Finalize Participation Agreement for each plan
- Set up employer plan on the CRA/Empower recordkeeping system

- Employer training on plan resources
- Employee training on new plan benefits via group meetings and individual meetings
- Employee enrollment records imported into recordkeeping system
- Guidance through initial payroll contribution and beyond

REFERENCES

1. Town of Eagle, Colorado

Jill Kane, Finance Director
970-328-5203
jill.kane@townofeagle.org

2. Town of Frederick, Colorado

Meghan Martinez, Town Clerk
720-382-5561
mmartinez@frederickco.gov

3. Southeast Metro Stormwater Authority, Centennial, Colorado

Roxi Jones, Office Manager
303-967-0231
rjones@semswa.org

SUBCONSULTANTS

The Association has established long-term relationships with independent external professionals that provide consistent guidance and service to the Association and its members.

- **Registered Investment Advisor – Innovest Portfolio Solutions**
 - Plan RIA since 1999, this Denver organization is a pioneer in fee-only investment consulting that serves as a fiduciary to serve the best interests of their clients.
- **Recordkeeper - Empower Retirement Services**
 - The Association's Plan recordkeeper since 2005. Empower is the second largest recordkeeper in the retirement industry, providing state-of-the-art technology for plan operation and participant engagement. Empower manages all daily transactions and activities for the plans and is headquartered in Denver, Colorado

- **Legal Consultant – Holland & Hart, LLP**
 - Outside Plan Counsel for over 20 years. Holland & Hart is responsible for Plan document compliance and consultation.

- **Legal Consultant – Edward J. Krisor, Esq.**
 - Association Counsel for over 40 years. Mr. Krisor is responsible for all legal matters as well as Plan document compliance and consultation.

- **Association/Plan Auditors - Plante & Moran, PLLC**
 - One of the largest benefit plan auditors in the nation, auditing over 1,600 plans and \$175 billion in plan assets annually.

- **CRA Book Value Stable Value Fund Manager – Galliard Capital Management, LLC**
 - The Association’s investment advisor for the Stable Value Fund, the only proprietary fund available within the plans. Galliard, with over \$91 billion of assets under management, is one of the largest managers of stable value funds.

- **Contract Lobbyist – Joan Green**

APPENDIX

1. Fiduciary Services Checklist
2. Target Date Portfolio (TDP) Fact Sheet
3. CRA Investment Fee Detail
4. CRA Plan Costs
5. CRA Employer Plan Election Worksheet
6. Most Recent Investment Performance Report can be found at:
https://docs.retirementpartner.com/ioag/98721-01_IOAG.pdf