



Community Services Department

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Homeless Solutions for Boulder County Executive Board

June 14 8:00 - 10:00am

Teams Meeting Virtual



Administrative Matters

8am-8:20am

- Public Comment
- Approval of May 2024 Minutes
- Demo of Dashboard Utilization

Discussion Items

8:20am-9:15am

- Timeline and Review of Scope of Work with Evaluation (Public Policy Associates)
- HB 24-1322 Next Steps
- Housing First/PSH/Supportive Services-A potential trend across providers: How (and should) Homeless Solutions for Boulder County respond?

General Updates

9:15am-10am

- Annual Report
- Partner Updates

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Or call in (audio only)

+1 720-400-7859,,482190733# United States, Denver

Phone Conference ID: 482 190 733#

Homeless Solutions for Boulder County Executive Board
May 2024

Attendees: Susana Baker-Lopez, Trevor Baringer, Robin Bohannon, Rene Brodeur, Kurt Firnhaber, Devonne Kissick-Kelly, Susan Caskey, Frank Cole, Vicki Ebner, Sinara Hinton, Alice Kim, Rebecca Mayer, Gwendolyn Mossman, Megan Newton, Alexandra Nolen, Molly O'Donnell, Christina Pacheco

ADMINISTRATIVE

Public Comment

No public comment was made.

Welcome Trevor Baringer

The Board welcomed new HSBC Coordination Specialist, Trevor Baringer.

Approval of April Minutes

Robin Bohannon brought forth the motion to approve April minutes. Alexandra Nolen and Rebecca Mayer seconded the motion. The motion was approved.

Board Brief Review

Coordinated Entry and Housing Exits by Homeless Solutions for Boulder County

There has been a freeze on vouchers on all levels of housing operations and programs due to a delay in the Department of Housing and Urban Development (HUD). Overspending, contract oversight, and budget approvals may be major causes of the delay. Federal allocation was originally set to be released in May but has been pushed back until mid-summer or late fall. HSBC reported that over 20 individuals are affected by this delay, resulting in an anticipated temporary decrease in housing exits due to the hold on vouchers. Depending on the timing of housing vouchers becoming available again, there may be fluctuations in homeless exits, particularly with the introduction of the new Permanent Supportive Housing (PSH), Zinnia, scheduled to launch this fall. Additionally, the Boulder Center for the Homeless' new Day Center program, will provide 30 vouchers through the Continuum of Care.

DISCUSSION ITEMS

Joint Meeting on Homelessness Discussion

The Joint Meeting on May 8th, 2024, was noted for its productive discussions. The Board commended with the staff presentations that were delivered by members of Boulder County, City of Boulder, and City of Longmont. It was noted that there was tremendous collaboration between the Board of County Commissioners and City leaders. Leaders want Homeless Solutions for Boulder County to be more involved in the strategic process of forging an alliance with Housing partners and other entities. The purpose is to assemble a regional collective voice. It was argued that although HSBC is beneficial in such developments, due to staffing constraints, the division cannot be placed on the forefront.

Furthermore, family homelessness was ranked as one of the top concerns in many communities. Community leaders and elected officials also described the need for an increase in resources due to various needs of families and individuals. To ensure family homeless also receives support, it was brought forth that future workgroups or task forces should include members of that sector. There should be ways to approach both sectors equally and fairly.

With Homeless Solutions for Boulder County transitioning into the Department of Housing, leaders are looking for the team to support future efforts on developing Permanent Supportive Housing in the different communities. Since Permanent Supportive Housing is highly dependent on the Boulder County Housing Authority for support, it was asserted that Boulder County Housing Authority should help fund projects. This should help create opportunities in municipalities like Lafayette, Louisville, Erie, and Superior. To continue, the grant 1B was mentioned as a possible funding source for future housing projects.

During the Joint Meeting, top concerns of community members were shared by Commissioners:

*Number indicates the score that members gave regarding the most important topics

- Concern about federal funds going away/funding gaps and how to sustain successful programs – 5 (how many times topic was mentioned)
- Expanding units available - both permanent and transitional units - 5
- Mental/behavioral health struggles and intersection with homelessness - 4
- Public safety related concerns (jail impact/repeat offenses/wildfire risks) - 4
- Keeping individuals and families from entering homelessness (prevention) - 3
- Hidden homelessness/people working but can't find housing so are couch-surfing - 3
- Preserving existing mobile home communities - 1
- Workforce pillar/connection between work and maintaining housing stability - 1
- Kids aging out of foster care and high risk of homelessness - 1

Action Steps:

Matt Benjamin of the Boulder City Council announced a call for action and urgency. He explained the importance of continued collaboration and interest in building a regional approach to Housing.

The Commissioners brought forth a proposal to create action groups or task forces to help move the conversation forward. In addition, these efforts can lead to breaking barriers, facilitating collaboration, and bridge-building efforts.

Boulder City Council members invite Heidi Grove of Homeless Solutions for Boulder County to a meeting to further discuss the topics of regional collaboration and future housing projects.

Restructuring of Homeless Solutions for Boulder County Executive Board Brief

The Commissioners have announced that Homeless Solutions for Boulder County will no longer be a commissioner's appointed board. It was decided that the best option operationally is to allow each municipality autonomy while still maintaining a sense of community and cohesion. The focus will continue to be on Housing First and housing exits. The Executive Board will maintain program policy and procedures until further noticed.

The possibility of making Executive Board Briefs open to the public is under consideration, given the limited public participation in meetings. Consequences of excluding the public will be discussed at a later meeting.

Action Steps:

For the next Executive Board Brief in June, there will be an executive vote on the new structure.

HSBC Departmental Transition – Change Management

The official transition from Department of Housing & Human Services (HHS) occurred last week. This change was recommended by the Commissioners last year in the fall. This recommendation was recently revisited, then shortly implemented.

The transition is not finalized and plan to be implemented over the course of one year. There will continue to be integration and support from all levels. Leaders of the Department of Housing will be conducting a meeting next week that will provide details on the transition. High-level organization charts and other information will be shared with the community.

Housing and Human Services will still be connected to the new department to ensure consistent communications. They will not be under Boulder County Housing Authority but will remain in partnership. Housing and Human Services plans to build a stronger relationship with Longmont Housing Authority (LHA) as well.

General Updates

Homeless Solutions for Boulder County

The Homeless Solutions for Boulder County Homelessness in Boulder County Dashboard will be coming online soon. Due to the interconnectedness of Boulder County, City of Boulder, and Longmont, there will be caveats to the dashboard. This will be discussed more in-depth at a later meeting. The Homeless Solutions for Boulder County Annual Report is in progress; the analysis has been finalized. There has been a delay in release of the Annual Report but will be released soon. The evaluation process of Homeless Solutions for Boulder County has started, and they have selected a vendor with a meeting being scheduled soon.

Partner Updates

Metro Denver Homeless Initiative (MDHI)

MDHI will be released in the next week dashboard. Communication is going out to partners.

City of Boulder

The new Day Center Shelter will be introduced in phases. Coordinated Entry will be offered at the new location soon. Day Service Center will open soon. The Center is in the process of hiring staff and finalizing other administrative duties.

Boulding Housing Partners (BHP) has announced exciting projects that are ongoing as well as projects that will be completed soon. There are 3 projects in process at the Diagonal Plaza. Also, the Hilltop Senior Living property plans to provide 15 vouchers for those exiting homelessness. Boulder Housing Partners looks to grow their projects by about 35% in the next year. This is with the leveraging of partnerships.

The session at Boulder Chamber was focused on the High Utilizer program. Due to the need to address high utilizers, discussion will be continued.

Action Steps:

The Nest apartments was mentioned relating to complaints against property management in possibly engaging in mass evictions. Although Nest is within their rights to conduct such actions, the consequences of their decisions will be explored further.

City of Longmont

At The Suites, staff is looking to hire clinicians to support clients. The positions will be open until filled. In addition, Zinnia will be coming online soon. More information will be shared as it arrives.

Boulder County

There are no updates.

Adjourned at 9:30 AM

DRAFT

EXHIBIT B

Scope of Services & Fee Schedule

1. General Description of Services. Contractor will conduct evaluation of the Homeless Solutions for Boulder County through a mix methods approach incorporating qualitative and quantitative analysis. Activities of these efforts (identified in “activities”) will support evaluation of the system including but not limited to governing bodies and system infrastructure, evaluation of current services, and identified gaps across the system.

2. Activities.

(a) Contractor will work in partnership with identified staff from the cities of Boulder and Longmont as well as Boulder County to identify key evaluation indicators as well as inform the identified staff on progress and adjusted timelines as needed;

(b) Contractor will conduct interviews and/or roundtable discussions (virtual) to provide qualitative analysis based on themes identified with staff from the Executive Board and Policy teams across Homeless Solutions for Boulder County;

(c) Contractor will conduct a minimum of four key stakeholder facilitated discussions (virtual) with service partners and provide qualitative analysis based on themes identified;

(d) Contractor will conduct a minimum of six focus groups (in-person) with individuals who have lived experience with homelessness and have received services through the homeless system in Boulder County as well as provide qualitative analysis based on themes identified;

(e) Contractor will conduct quantitative analysis of identified indicators leveraging the Connect data system and review at minimum two years of data;

(f) Contractor will conduct literature review to identify best and emerging practices;

(g) Contractor will review and conduct a funding analysis;

(h) Contractor will conduct and provide results of a systems gaps analysis based on activities reflected in “a” through “g” above;

(i) Contractor will provide a final report at incorporates activities reflected in “a” through “h” above.

3. Deliverables

A. Contractor will provide to County periodic reports that track progress across agreed upon timelines.

B. Contractor will provide a final report upon completion of all activities as listed in section 2 (Activities).

C. Contractor will provide a final presentation (virtual) to elected officials of findings.

4. Invoicing and Reporting

- A.** Contractor will provide to County periodic reports that track progress across agreed upon timelines.
- B.** Contractor must (i) invoice County using the County-provided template and (ii) include with the monthly invoice (due the 15th of each month).

5. Record Keeping

Contractor must maintain a file of all documents, records, communications, notes, and other materials relating to the Work (the "Contractor Records"). Contractor Records must include all documents, records, communications, notes, and other materials maintained by Contractor to ensure proper performance of work. Contractor must maintain custody of the Contractor Records until the last to occur of: (i) the date five years after the date this Contract expires or is terminated, (ii) final payment under this Contract is made, (iii) the resolution of any pending Contract matters, (iv) if an audit is occurring, or Contractor has received notice that an audit is pending, the date such audit is completed and its findings have been resolved, or (v) such other amount of time as required by the Prime Contract.



4. Timeline

Major Project Steps and Activities	M1	M2	M3	M4	M5	M6
Project Kick-Off and Planning						
Kick-off meeting	x					
Finalize scope of work	x					
Quantitative Analysis						
HMIS & Community Connects report generation	x					
Create unique identifiers and integrate client-level data		x				
Analysis of seven system performance measures			x	x		
Disparity analysis				x	x	
Funding analysis				x	x	
Literature Review						
Collect literature and reports	x					
Review literature and reports	x	x				
Governing Bodies Interviews and/or Facilitated Discussion						
Develop tool and protocol	x	x				
Conduct interviews or facilitated discussion		x	x			
Perform analysis			x	x		
Community Outreach – Focus Group						
Group logistics (location, timing) and materials	x	x				
Focus group outreach/recruitment		x	x			
Finalize focus group tool		x	x			
Conduct groups			x			
Perform analysis			x	x		
Service Provider and Partner Outreach – Facilitated Discussions						
Develop tool and protocol	x	x				
Conduct facilitated discussion with work groups (4)		x	x			
Perform analysis			x	x		
Report						
Draft report					x	x
Finalize report/present at client meeting						x
Project Management	x	x	x	x	x	x



6. Budget

The following table details the staff, hours, and billing rates for each staff member, as well as out-of-pocket expenditures. Travel costs include two PPA staff travelling to Boulder County to conduct focus groups. Travel costs include airfare from Detroit, as well as lodging, meals, and transportation. Supplies include copies, printing costs and miscellaneous costs for the focus groups, as well as light refreshments. Transcript costs are to record and transcribe all the interviews (8), focus group discussions (6), and roundtables (4). Our service provider charges \$1.09 per minute for transcription services. Incentive payments are to compensate focus group participants for their time and help encourage their participation. We plan to provide each participant with a \$40 gift card. The stipends are to compensate service providers for the costs associated with helping to plan and recruit for focus groups (e.g., use of their facilities, copies of flyers). We have budgeted \$200 each for six service providers. Our plan is to provide physical gift cards to focus group participants and electronic gift cards (Mastercard) or checks to service providers. Our electronic gift card vendor charges a 10% fee, plus \$2 per delivery. PPA charges a 15% administration fee on out-of-pocket expenses to help cover the costs of administering these costs.

Table 1. Project Budget

Labor	Billing Rate	Hours	Total
Total PPA Staff		521	\$74,700
Anna Colby: Project Manager	\$185	93	\$17,205
Nathalie Winans: Sr. Research Assoc.	\$160	149	\$23,840
Calandra Reichel: Research Assoc. I	\$125	217	\$27,125
Gary Heidel: Affiliated Consultant	\$150	10	\$1,500
Stephanie Price, Sr. Editor	\$90	45	\$4,050
Terry Gardner, CFO	\$200	4	\$800
Jennifer O'Neal, Bookkeeper	\$60	3	\$180
Total CityWise Staff			
Anna Jacobsen	\$135	442	\$59,670
Total Labor Budget		963	\$134,370
Direct Expenses			
Total Direct Expenses			\$12,257
Travel			\$4,248
Copies/Supplies			\$814
Transcripts			\$1,504
Incentives			\$2,760
Stipends			\$1,332
Administrative fee on direct expenses (15%)			\$1,599
Total Project Budget			\$146,627