



Co-Chairs

- **HUD Planning Funds**

- In May, DSS received a findings letter which was shared with the Executive Committee at that time regarding quarterly drawdowns not being done according to the grant requirements. Anita Golden responded to the funder stating that the DSS Co-Chair would ensure that drawdowns were completed quarterly. The budget period was extended to allow time to submit the final invoice for The Planning Council. The new due date is September 30th. There is still \$23,000 remaining to spend. The plan is to use a portion to pay the July and August invoices from TPC. The committee was asked to start thinking of ways to spend the remaining and upcoming funds.
- The majority of the monies for TPC come from CDBG funding which means there are not currently expenses that needs to be drawn down quarterly. The Planning dollars can be used for any activities that the CoC has as well as technology. A portion of the funding was designed for the intake position with PVH. Anita Golden reported that she asked Jeff Crimer to allow them to pay The Planning Council invoices first as opposed to the City paying first and them paying on the backend.
- It was asked by Annie White-Guertin if the funds could be used to pay for the services being provided by Carrington however they are being paid through a strategic planning grant.
- Sharonita Cousin asked if the funds could be used for an analyst to know next steps based on CoC data. Jean Jones also seconded the need for an experienced data analyst to look at information the CoC has to help make an informed decision on how to move forward. That is a potential for next year's grant funding due to the amount of time it would take to complete the process.
- If anyone has needs for the \$4,000 remaining for this FY, email Anita Golden or Julie Dixon so they can ensure it is an allowable expense.
- Ursula Murphy asked if marketing would be an allowable expense as there is nothing available with the Crisis hotline information for persons in need. The funds will pay for coping and printing. Sarah Johnson stated that the Housing Crisis Hotline has cards that the CoC can use as a template. Initially Amanda Brandenburg asked Ursula Murphy if she would take the lead on the marketing piece at Coordinated Entry and she agreed however Jean Jones asked that her and Sharonita Cousin be granted a meeting next week to discuss the costs as



well as discuss other ideas as well that would be a benefit to the city. Anita Golden reminded the group that the funds must be spent by the end of September. It was decided that a decision would be made by the end of next week. Darlene Sparks Washington mentioned that perhaps one of the projects could be done by the September 30th deadline and the other with the new funding if needed.

- Anita Golden will still be in attendance however they are working on a date for Deanna Valentine to take of the role of Co-Chair.
- **September 15 Carrington meeting**
 - Darlene Sparks Washington informed the group that the September 15th meeting will be the community focus group. It is for anyone who would normally attend the Community meeting as well as persons invited who have lived experience or are in the community who have an interest or advocates for issues around homelessness. An email will be sent to the Executive Community requesting information on persons to invite who have lived experience. Attendance will be available both in person and virtually.

Policy and Planning

- **CoC NOFA**
 - Due to HUD September 30, 2022
 - Yesterday was the peer review process. Tier 1 is limited to 95% of the annual renewal demand.
 - Portsmouth DSS's application was submitted and was approved to move forward. Planning projects are not ranked.
 - Ranking for projects was reviewed by Amanda Brandenburg. Both scores and conditional statues are taken into account. Both City of Portsmouth's Shelter Plus Care and Step Up to Responsibility have conditional statuses. The projects that do not have conditional statues rank above those that do. Step Up to Responsibility is split between tier 1 and 2 which puts \$40,000 of that project's budget at risk. There is a possibility of a Tier 1 project being cut however the chances are less likely.
 - The 2 new projects are a RRH DV project and VSH Expansion project. The Executive Committee was asked how to rank the two new projects. The H.E.R. project is applying for DV Bonus but HUD could fund it and not apply the DV bonus which would eliminate the VSH project. Sharonita Cousin suggested that the DV project be ranked above the VSH project. There was a review of populations each project will serve. The motion was made by Darlene Sparks Washington to approve the ranking order as presented. The motion was seconded by Sarah Johnson. There was a roll call vote of the non-conflicted



agencies (Forkids, PVH and PSO). PSO has decided not to appeal therefore was approved to vote. The motion was approved.

- Amanda Brandenburg reported that the next steps will be getting the needed paperwork to the City Manager or appropriate person for approval.

Agencies also need to submit their projects in ESNAPS by September 12, 2022. Any appeals should be sent to the Executive Committee by September 6, 2022. Also by Tuesday, notices will be sent out to all projects notifying of acceptance or rejection as well as posted online. The consolidated application will be sent out on September 14th with a 1 week comment and edit period by the Executive Committee. It will then go to the Co-Chairs for review before it is released to the CoC no later than September 26th.

Supplemental NOFO

- Amanda Brandenburg let the group know that she has completed a draft timeframe. The application is due October 20th. The group was informed of some points from yesterday's meeting as well as information on the points chart. Some of the questions were similar to the other NOFO however the points were the different. Jean Jones informed the group that Policy and Planning's concern was not having all of the necessary components in place. Policy and Planning would prefer to focus on the other NOFA and ensuring the CoC has what it needs for that one since not doing well on the current NOFO can have an impact on persons being served if those funds are lost. Policy and Planning Co-Chairs went over components of the application that PHAC would not meet. Darlene Sparks Washington asked about the amount of crossover between the two NOFAs since it was reported that there are similarities. Policy and Planning Co-Chair stated that she felt the timeline could not be meet to qualify.
- Ursula Murphy stated that the Portsmouth Sheriff's Office is no longer interested in looking at the opportunity due to the response received yesterday regarding their application submission. H.E.R. has decided to forego the application as well due to expressed concerns with the NOFO application components. A motion was made by Annie White-Guertin to not apply for the supplemental NOFO. Joy Shaffer seconded. No abstentions or objections.

New Member Process

- Jean Jones stated that they are still working on the new member process. It was finalized yesterday so they will be sending that back out for final review. They will be asking for an email vote.

Coordinated Entry

- Minutes from July 13th were sent out and are a part of today's records



Adopted CE Event Chart

- Jordan Schaller has included the notation that problem solving, diversion and rapid resolution are to occur at initial project entry and each time a diversion attempt takes place. Also only one referral for housing related coordinated entry services should be made.
- The Operating Report that was sent out has not been discussed at committee so it will be on the agenda for the next CE committee meeting.

HMIS Committee

- The policy manual for draft manual 3 was discussed in committee. The committee has some recommended adoptions and verbiage changes. A conversation on standards of care will take place at the next committee meeting with the data team to bring to Executive Committee. A roll call vote was taken for approval for the recommended changes. All attendees voted yes.

Additional Information

- Jeff Crimer would like for PHAC to weigh in on how the HOME funds should be utilized. Sarah Johnson suggested eviction reduction. Jean Jones asked for more information regarding qualifying activities. If PHAC is not interested in using the funding, it will be released for other parties to use. Sharonita Cousin posed a question about a possible match requirement. Information will be sent out once obtained. Anita Golden will send the information from Jeff to Amanda Brandenburg to disburse.
- Ursula Murphy asked about an email that was sent from DSS regarding eviction funding. They are accepting applications through September 8, 2022 through a partnership with STOP. Applicants must be connected to a program at DSS.

Motion to adjourn made by Nathan Woodard seconded by Anita Golden

Next Executive Committee meeting October 6, 2022 at 10am

Next Community Meeting September 15, 2022 at 10am (focus group)