



**POLICY AND PLANNING COMMITTEE**  
**VHSP Renewal Discussion**  
**MINUTES**  
**May 10, 2023**

**Minutes:**

Attendees:

Jean Jones (P&P Co-Chair)

Sharonita Cousin (P&P Co-Chair, VSH)

Sarah Johnson (ForKids)

Olivia Smithberger (HER)

Annie White-Guertin (PARC)

Sherry Johnson (PDBHS)

Darlene Washington (PVH)

Maddi Zingraff (VSH)

Ursula Murphy (PSO)

Amanda Brandenburg (TPC)

Karen Joyner (TPC)

*Missing: Portsmouth Department of Social Services*

The meeting was called to order by Jean Jones (P&P Co-Chair) at 12:03 pm.

- I. Virginia Homeless Solutions Program (VHSP) –
  - The renewal application for VHSP is open and due on May 12, 2023. The current VHSP allocations were reviewed.
  
- II. Renewal Application –
  - ForKids
    - No changes for the program. Reapplying for \$49,822 Prevention, \$2,491 HMIS, and \$2,491 Admin. Total is \$54,804. No changes in agency or budget to report.
  - Help and Emergency Response.
    - No changes for the program. Reapplying for \$160,519 RRH, \$42,635 ESO, \$10,157 HMIS, and \$10,157 Admin. Total is \$223,468. No changes in agency or budget to report. HER added that the process to house families has become more difficult with additional barriers and lack of affordable housing.
    - Olivia can pull the number of people served.

- Portsmouth Volunteers for the Homeless
  - The current budget is \$77,831, and renewal budget request is \$77,831. Reapplying for \$3,871 Coordinated Entry, \$66,885 Emergency Shelter Operations (ESO), \$3,537, HMIS, and \$3,537 Admin. No changes in agency or budget to report.
- Virginia Supportive Housing
  - No changes to the program. Total request is \$57,200. \$52,000 Outreach, \$2,600 HMIS, and \$2,600 Admin. No changes in agency or budget to report.
  - VSH served 42 households in the Outreach program as of March 31, 2023.
- Portsmouth Department of Social Services
  - Reapplying for \$5,000 under CoC Planning. Update provided by TPC.

### III. VHSP Submission –

- Budget
  - All agencies confirm the budget amounts on the budget spreadsheet.
  - CAMS – there is an issue with the budget format in CAMS. It is different from previous years. Amanda has reached out to DHCD for clarification. Additionally, Amanda may need all grantees to submit budget breakdowns if the current budget format is required.
- Narrative
  - There are two questions for the renewal application. Included with the agency updates is the data from the submitted 2023 Point In Time Count. Annie White-Guertin noted the Transitional Housing numbers should be added to the narrative. The PIT data does not include any analysis or description to explain the local changes that may have affected the PIT count.
  - Providers may send feedback and additions to the narrative up until 10 AM 5/12/2023.

### IV. Next Steps –

- Upload budget information to the portal. Add narrative additions as requested.
- Send out application with supporting documents and survey to the full Executive Committee.
- Identify non-conflicted Executive Committee members that are eligible to vote.
- Share the results of the survey with the Executive Committee.

Meeting adjourned at 1:49 pm.

Next meeting is May 31, 2023 – 10:00 AM