



POLICY AND PLANNING COMMITTEE
VHSP Renewal Discussion
MINUTES
May 1, 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)

Kathie White (PDBHS)

Sherry Johnson (PDBHS)

Darlene Washington (PVH)

Maddi Zingraff (VSH)

Nathan Ruckman (VSH)

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 –
 - The renewal application included areas for each grantee to provide their current budget, as well as the renewal budget request.
 - There are two narrative questions.
 - Please describe any significant changes in your agency from the 2022-2023 application. Include leadership and/or agency changes and any information you would like to share with DHCD.
 - If your agency is requesting to move money between activities and/or to reallocate to another agency, provide details about the rationale for the request.

- Additionally, there are documents that must be submitted with the application. This includes the Organization Board and Organization Certifications & Assurances.
- In previous applications, PHAC has also requested agencies submit Letters of Intent, signed by the board, indicating their intent to reapply. This requirement was waived in 2021.
 - Sarah Johnson noted that due to the tight timeframe, the letter of intent request may be too burdensome for some agencies.
 - Darlene Washington noted that the 2022 letter of intent that Portsmouth Volunteers for the Homeless (PVH) submitted covered both years of the grant. Darlene also noted favor for waiving the letter of intent requirement.
 - Olivia Smithberger motions to waive the letter of intent requirement. Darlene Washington seconds the motion.
 - Yeas – VSH, ForKids, PVH, HER, PARC, PDBHS
 - Motion carries.

III. Process –

- Jean Jones requested that a timeline document be prepared for the providers.
- Renewal Application deadline will be set for Monday, May 8, 2023 at 2 pm.
- The VHSP grantees will meet again on Wednesday, May 10, 2023 at 1 pm to confirm budget details and finalize a recommendation for the Executive Committee.
- The recommendation will be emailed to the Executive Committee and Policy & Planning Committee for review. Non-conflicted Executive Committee members will be asked to vote by email survey. The survey will close Friday, May 12, 2023 at 10 am.
- At this time, PVH, ForKids, VSH, and HER all note that they do not plan to make any budget changes.

Meeting adjourned at 12:36 pm.

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