

House District 27
Senate District 13

THE TWENTY-SIXTH LEGISLATURE
HAWAII STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 23-0

For Legislature's Use Only

Recd JAN 28 2011

Type of Grant or Subsidy Request:

- GRANT REQUEST – OPERATING GRANT REQUEST – CAPITAL SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

DEPARTMENT OF HEALTH

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): HTH-121

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Db: Gregory House Programs

Street Address: 200 N. Vineyard Blvd., Suite A310
Honolulu, HI 96817

Mailing Address: 200 N. Vineyard Blvd., Suite A310
Honolulu, HI 96817

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JONATHON BERLINER

Title Executive Director

Phone # 592-9022

Fax # 628-6937

e-mail jonb@greqoryhouse.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
 FOR PROFIT CORPORATION
 LIMITED LIABILITY COMPANY
 SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

PROVISION OF HOUSING AND SUPPORT SERVICES FOR PERSONS LIVING WITH HIV/AIDS

4. FEDERAL TAX ID #: [REDACTED]
5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2011-2012: \$ 41,144

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
 EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 396,784 *
FEDERAL \$ _____
COUNTY \$ _____
PRIVATE/OTHER \$ _____

- THESE STATE FUNDS HELP WITH THE REQUIRED CASH MATCH FOR VARIES U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT GRANTS THAT HOUSE APPROXIMATELY 200 HOUSEHOLDS EACH MONTH

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

Jonathon Berliner Executive Director 1/27/11

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED

Application for Grants and Subsidies

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Background and Summary

Gregory House Programs is a nonprofit Hawaii agency incorporated on July 13, 1988. The agency mission is "to increase and sustain housing and related services for people living with HIV/AIDS." The ultimate goal of Gregory House Programs' services is stabilized permanent housing for persons with HIV/AIDS who have inadequate income to maintain basic, safe, and sanitary housing. Through the experience of having played a constructive role in the lives of hundreds of persons living with HIV and AIDS for more than 21 years, Gregory House Programs knows just how absolutely vital housing is to their lives.

Housing is the key to improving the quality, availability, and coordination of health care and support services for persons with HIV/AIDS and their families. Housing is not only the gateway to healthcare; housing is healthcare. Many supportive services – including nutrition, home health care, combination therapies, etc., are not available or easily accessible when a person is homeless. When a person living with HIV/AIDS is housed, it provides shelter from the elements and bestows peace of mind and a sense of self worth; housing also provides a place to be notified, to store medications, food, water, and clothing and a site for supportive services delivery. Indeed, nearly every element of a positive attitude and every supportive service necessary for people living with HIV/AIDS to lead healthier, more independent lives depend upon housing. In its absence, support structures that are in place tend to fall apart. In the 2008 care needs assessment, Hawaii Community Planning Group ranked housing in the top tier of primary need of persons living with HIV/AIDS.

Gregory House Programs has addressed its mission through two emergency programs (Emergency Assistance and Temporary Shelter), two transitional housing programs (Gregory House and Community Residential Program), one short-term program (the State Rent Subsidy), and three permanent supportive housing programs (Shelter Plus Care, Housing Opportunities, and HOPWA Scattered Site Programs). As the housing needs of the HIV population have changed, Gregory House Programs has added new programs to meet those needs thereby closing the gaps in the agency's continuum of housing services.

Gregory House Programs (GHP) seeks a renewal of funding to provide emergency and transitional shelter, emergency grants, and temporary statewide rental subsidies. These services are provided through Gregory House, Temporary Shelter, Emergency Assistance, and State Rent Subsidy. The objective is to provide an opportunity for eligible persons living with HIV/AIDS who are either homeless or at risk of homeless to access and maintain stabilized housing, increase their access to healthcare, and increase their independence and self-sufficiency. Further, Gregory House requests renewed funding in order to provide the necessary infrastructure and staffing that has enabled the agency to secure significant federal competitive grants many of which require various forms of cash match in order to ensure these federal funds are continually maintained and secured each year. This has made it possible for GHP to address the State of Hawaii's goal of addressing the HIV community's increasing need for housing. And, since housing is healthcare, renewed state funding of the proposed services also helps the State to continue meeting its goal of providing access to healthcare for persons living with HIV/AIDS.

II. Service Summary and Outcomes

Tasks to Be Completed / Service Activities / Work-plan

Delivery of Gregory House Programs services is based upon criteria established in agency, program policies, any items specified by the Hawaii Department of Health STD/AIDS Prevention Branch as well as HUD guidelines and Requirements for respective programs. As the numbers of applicants have increased over the years, and service funds have remained level or decreased while housing costs (rent and utility) have increased, Gregory House Programs found it necessary to re-evaluate the eligibility criteria for non HUD funded programs (HUD funded programs have set qualification criteria and rent subsidy amounts that cannot be changed). As demand for services increased beyond funding availability, Gregory House Programs will maintain a statewide waiting list for those eligible applicants needing housing assistance.

Gregory House Programs will provide housing services (rental subsidies, transitional housing, emergency assistance, and temporary shelter), housing case management services, on-going assessments of needs and gaps, and linkages to services that will promote independent living and self-sufficiency. On the Neighbor Islands, Gregory House Programs will provide its services in collaboration with case managers from ASOs, hospital discharge planners or other case management resources.

1. Rental Subsidies

During each contract year, Gregory House Programs proposes to provide rental subsidies to at least 120 eligible persons statewide via four programs: the Rent Subsidy Program (primary funding from the State of Hawaii Department of Health contract) and three federally funded (HUD) programs— the Shelter Plus Care Program, the HOPWA-Housing Opportunities Program, and HOPWA-Scattered Sites Program. Oahu clients are eligible for monthly rental subsidies that are supplemented with Ryan White CARE Act, Title II funds.

State Rent Subsidy Program - to address statewide housing needs, Gregory House Programs established the Rent Subsidy Program in 1989 to help persons who can and wish to remain in their own homes with rent and utility payments. Gregory House Programs works closely with ASOs in Kauai, Honolulu, Maui, and Hawaii Counties in administering this program. Payments are made directly to landlords. During each contract year, Gregory House Programs proposes to provide housing to at least 45 persons or families in the State Rent Subsidy Program.

Applicants must have HIV verification by a Hawaii physician, be a Hawaii resident, be threatened with homelessness due to a loss of income, have applied for benefit income, have a case manager, and be willing to find and move into Section 8 or public housing when these resources become available. Once the application is complete, and funds are available, an interview will be conducted by the Housing Programs Coordinator to assess eligibility and housing needs.

Currently, and due to the recent budget cuts in 2009, the program only assists approximately 40 persons each month with about \$12,500; compared to more than 75 persons before the budget cut. Some policy and criteria changes include no payment of subsidy towards client or family mortgages, household gross income cannot exceed 300% of federal poverty level, and the gross household income is considered in rent calculation.

The Housing Case Manager provides follow-up with each client to ensure program compliance, assess on-going needs, and provide linkages to support services, such as transportation, medical issues, treatment, and food. The Housing Case Manager will conduct home visits and inspections. On the neighbor islands, GHP will rely on ASO case managers to conduct these home visits and inspections. Rent subsidies are granted for one-year period and are renewable if necessary.

The Section 8 and State Rent Supplement Programs are currently closed and not accepting applications. The Housing Case Manager will assist clients with applications when there is open enrolment and continue facilitating access to public housing assistance.

Shelter Plus Care Program - In 1994, Gregory House Programs was awarded Shelter Plus Care funds by HUD to provide housing to homeless persons with HIV/AIDS in the City and County of Honolulu. Applicants must be homeless, have a disability, and be willing to participate in and receive supportive services. Administrative and staffing expenses must be provided through local sources. The participant is responsible for finding an apartment that meets federal Housing Quality Standards. After the client is housed, a case plan is developed and services matching the amount of rental assistance are coordinated for the client. For each contract year, Gregory House Programs proposes to house and coordinate services for at least 30 homeless persons with HIV/AIDS and other disabilities.

HOPWA Housing Opportunities Program – In late 1996, Gregory House Programs was awarded funds by the Department of Housing and Urban Development through its Housing Opportunities for Persons With AIDS (HOPWA) program. This program is currently administered through the City and County of Honolulu, Department of Community Services. Gregory House Programs continues to provide HOPWA assistance to persons who are either homeless or at-risk of homelessness and who are living with HIV/AIDS in Honolulu County. During each contract year, Gregory House Programs proposes to provide housing to at least 30 persons or families in the Housing Opportunities Program.

HOPWA Scattered Sites – In December 1997, Gregory House Programs secured a multi-year grant through HUD's Special Projects of National Significance, to expand housing opportunities beyond Gregory House, via a scattered-site, permanent supportive housing program. HUD renewed the contract in October 2009 for three more years. Clients accepted into Gregory House receive intensive case management through a coordinated and comprehensive case plan addressing the issues that led to their homelessness or threat of homelessness. After a case-plan specified period of time which may range from six months to two years, clients who meet the goals of their case plans will transition to the Scattered Sites phase of the program, instead of facing waiting lists for public housing programs. During this phase, clients are housed in rental units of their own choosing (within clearly defined parameters) and provided a rental subsidy. Clients in the Scattered-Sites phase continue to work toward meeting their advanced goals and objectives, with an emphasis on achieving financial independence. During each contract year, Gregory House Programs proposes to house 30 persons with HIV/AIDS in the Scattered Sites program.

2. Residential Facility

During each contract year, Gregory House Programs proposes to provide housing at Gregory House to at least ten persons with HIV/AIDS while maintaining an average occupancy rate of at least 80%.

Gregory House - On Oahu, Gregory House Programs operates a residential facility called Gregory House, in memory of local artist Charles Gregory who died of complication from AIDS in 1985. The modest apartment building complex, located in Honolulu, consists of five two-bedroom units, one one-bedroom wheelchair-accessible unit, and a recreation room. Gregory House's maximum census is eleven residents. Residents pay thirty percent (30%) of their monthly income for rent. The units are furnished with basic household items. The agency provides utilities, including local telephone service, and laundry facilities. A food bank and clothing bank are also maintained for residents. Gregory House has been home to more than 350 persons with HIV/AIDS since opening in December 1988.

Applicants for Gregory House must have verification of HIV by a Hawaii physician, be a Hawaii resident, be homeless or at-risk, have financial need, and be willing to live in a cooperative environment and participate in the program. When the application is complete, an interview is scheduled to assess the applicant's eligibility and appropriateness for the program. If the applicant meets the qualifications, they will sign program agreements, which specify the conditions of the program.

The Housing Case Managers will ensure that basic housing and services are provided to participants and that participants are linked to benefits and support services. The participants must attend in-house community meetings, relapse prevention classes and skills building classes. The community meeting allows participants to process issues within the program; the relapse prevention classes offers insight to identifying triggers and alternatives to substance use; and the skills classes offers topics such as budgeting, healthy eating, and time management. A Housing Case Plan is developed for each participant with specific goals that will increase his/her ability to maintain independent and stable housing.

3. Emergency Assistance

During each contract year, Gregory House Programs proposes to provide emergency assistance to 60 persons with HIV/AIDS.

Gregory House Programs also administers an Emergency Assistance Program that provides emergency rental or mortgage, deposit, and/or utility payment to landlords or utility companies.

Applicants for Emergency Assistance must have verification of HIV infection, be a Hawaii resident, and must be homeless or at-risk of becoming homeless. Each client is required to have a case manager to ensure the coordination of services and assist the client in meeting program requirements. Gregory House Programs also works with the client and case manager to develop a case plan that includes a budget and ways in which to prevent the emergency situation from reoccurring. Payments are made to landlords and/or utility companies only and no reimbursements are made for rents or bills that have been paid. For rents and/or deposits, grants may not exceed \$1,000 for a single applicant or the Fair Market Rent of a family's appropriate unit size or, for utilities not to exceed \$650. (Currently, the Fair Market Rent for a 2 bedroom, which will house a family of two to four, is \$1600.)

4. Temporary Shelter

During each contract year Gregory House Programs proposes to provide temporary shelter to at least 25 persons with HIV/AIDS for a maximum stay of 14 days.

Gregory House Programs provides temporary shelter in a YMCA or YWCA on an emergency basis to those who would otherwise be homeless. Any budget hotel exceptions are made only for applicants with small child or medical emergency. Payments are made directly to the facility and any unused portions are returned to Gregory House Programs. Clients are provided with seven days of lodging, which may be extended an additional seven days if needed. This period allows the client and case manager time to locate and develop a plan for housing

Applicants for Temporary Shelter must be Hawaii residents with HIV infection, homeless or in need of respite housing and have financial need. Clients must have a plan to actively seek permanent housing.

5. Case Management Services

All applicants for housing services must sign the Informed Consent to Services and Case Management Representative forms, both indicating the requirement of case management services while receiving housing services.

6. Housing Case Management Services

Gregory House Programs (GHP) proposes to provide housing case management services to at least 95 clients each contract year (for the state funded portion of GHP Services – not including those served under HUD funded programs).

The Housing Case Managers assists clients who have difficulty in locating apartments by referring them to cooperating landlords. During open enrolment, the Housing Case Managers assists clients apply to public housing. If needed, the Housing Case Managers will provide landlord mediations and housing advocacy to participants to increase housing stability.

Participants in the rental subsidy programs sign a program agreement that lists the rules of participation and the consequences for breaking them. Housing Case Managers continually monitor each participant through telephone contacts and home visits to assess and identify needs and gaps. The Housing Case Manager will work with the HIV case managers to link participants to needed services, such as benefits, food, transportation, medical services, etc. Participation is recertified annually, which includes a home visit and apartment inspection. Gregory House residents sign similar program agreement and rules before entering the program; clients are closely monitored for compliance, issued written warnings for any infractions and participation is terminated when noncompliant.

All recipients of Gregory House Programs' residential and rental assistance programs additionally receive the services of their respective Housing Case Manager who insure that consumers receive appropriate services and are following their individual case plans. (A case plan is currently not required for the State Rent Subsidy Program participants.)

7. Continuum of Care

The Intake Team conducts initial assessments of applications. Based on the preliminary assessment, clients are referred to the program most appropriate for their needs. An interview with the applicant is then scheduled for an in-depth assessment. Clients who are not yet ready for independent living arrangements but can live in a clean and sober environment are given priority for openings at Gregory House. Those who are homeless but can live independently with a significant array of support services, are considered for the Shelter Plus Care program. Applicants who are homeless or threatened with homelessness and require a lesser degree of support services are referred to the Housing Opportunities Program. Applicants who require few supportive services and a lower level of rental assistance are referred to the Rent Subsidy Program. To further coordinate the transition into Gregory House or rental assistance programs, clients may also be referred to Temporary Shelter (if homeless) and/or Emergency Assistance.

8. Waitlist

Gregory House Programs will maintain a waiting list for both transitional housing and rental subsidy programs. While the programs are at capacity, applicants will be placed on the waitlist on a firstcome, first served basis. Exceptions and priority may be given to those who are homeless and are medically challenged, family with small children, or women in their third trimester. Priority may also be given to Neighbor Island applicants who are moving to Oahu permanently for medical treatment.

The Program Director and Housing Case Managers meet twice a month to monitor the new additions to and removals from the waitlist. When a slot becomes available, the applicant will be contacted to be assessed for housing services. If the applicant moved to the Mainland, is imprisoned, cannot be contacted, or is ineligible, he/she will be removed from the waitlist.

9. Federally Funded Programs Administrative Support

Gregory House Programs administers four federally funded programs: The Shelter Plus Care Program, the Housing Opportunities Program (HOP), the Scattered-Sites Program and the Supportive Housing Program (SHP). Each of these programs is governed by the Department of Housing and Urban Development (HUD) and a minimum of 105 clients each contract year will receive housing and housing case management services, including direct administrative support, through these programs. The Program Director, Housing Case Managers are responsible for day-to-day program operations, program planning, implementation, and submitting activity reports. The Program Director and Fiscal Manager prepare monthly financial records (including providing the information to prepare invoices for the draw-down of federal funds). Clients receiving assistance through these programs meet regularly with the program staff and their respective case managers. In addition, the program staff inspects rental units to insure these units meet federal Housing Quality Standards and, on occasion, the program staff serves as mediators to resolve tenant/landlord disputes.

Management Plan

Gregory House Programs oversees its operations through a Management Plan that incorporates the Organizational Chart (included) showing the lines of authority for the agency. The Executive Director meet with Department Directors, and through their collaborative work team effort, the team ensures that the agency is following any prescribed Department of Health STD/AIDS Prevention Branch (SAPB) guidelines (identified in the RFP or otherwise officially communicated), agency policies and procedures, and federal U.S. Department of Housing and Urban Development (HUD) guidelines related to each respective housing program. Each HUD funded program

comes with its own set of HUD required qualification criteria and support services requirements, as well as various cash match requirements.

At the program level, should there be a challenging issue related to working with a specific client/consumer, and if the Housing Case Manager (HCM) is unable to resolve said issue, the HCM will then meet with the Program Director with the issue often times then taken to the Executive Director for consultation and custom plan for the specific issue, and at times this team will contact a HUD funded Technical Assistance Provider since many issues can impact HUD requirements, tenant landlord code, or other items that have potential to escalate into a situation that becomes more problematic. It is for the aforementioned sentence that the agency is operated making full use of its internal Organizational Chart and lines of communications for direction and management, as well as making full use of HUD funded Technical Assistance. Therefore, on a regular basis, the Executive Director and Program Director meet to address any ongoing issues or issues that may come up. Housing Case Managers meet with the Program Director on a regular basis as well as meet on a regular basis for Clinical Meetings to address each client issue as a team with a team approach.

Monitoring, Accountability, Quality Assurance as well as oversight falls with the Executive Director and Program Director, always ensuring compliance with the multitude of different funding guidelines, requirements, as established government and private such as SAPB, ACCT (Ryan White Funded Subsidies), HUD, and including any City & County and State laws that may pertain to tenant landlord laws. This is a critical component as all of the various HUD funding streams Gregory House Programs oversees and manages come with different HUD regulations and requirements. The Quality Assurance component is incorporated throughout from the Clinical Meetings to Program Director to Housing Case Manager one-on-one meetings, to meetings between the Executive Director and Program Director, and looping back through with input from clients/consumers and satisfaction survey inputs. The Program Director also reviews client files on a periodical basis as a component of internal Accountability and Quality Assurance as a form of ongoing Program Management and oversight.

The Management Plan includes review of financial position and monitoring the finances of the agency. This is done in collaboration with the Executive Director, Contracts Manager/Bookkeeper, and Program Director. This is, at times, a very tedious and a critical component given the majority of U.S. Department of Housing and Urban Development (HUD) funded programs received by Gregory House Programs (GHP) require various cash and in-kind match in order for GHP to continue to be eligible for and continue to secure and keep in place the myriad of HUD funded programs each year. Two examples of the HUD required cash match include the Community Residential Program funded under the HUD Supportive Housing Program (SHP) whereby HUD requires a twenty-five percent (25%) cash match and the Shelter Plus Care Program whereby HUD requires a one-for-one match.

Incorporated into the Management Plan is that of reporting to the various government and private foundation funders. All programs have different reporting criteria, particularly each HUD funded programs comes with its own set of unique reporting requirements mixed in with the various reporting requirements of the DOH SAPB and ACCT. The reporting is completed in a team approach that includes information gathered and documented by Housing Case Managers to Program Director and Contracts Manager/Bookkeeper facilitating the appropriate reporting mechanisms and then review and refined (if necessary) at the Executive Director level prior to releasing the report to the respective funder.

Timeline

Gregory House Programs' housing services are ongoing on an annual basis. Applications are processed as they are received by the Administrative Assistant and routed to program personnel. Gregory House Programs will continue to apply for federal money through HUD. If additional funding is secured, progress on expanding an existing program or progress on establishing a new program will be reported in quarterly reports to the Department of Health SAPB.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2011-2012.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$10,036.00	\$10,036.00	\$10,036.00	\$10,036.00	40,144.00

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2011-2012.

IV. Experience and Capability

A. Necessary Skills and Experience

Since its inception in 1988, Gregory House Programs has remained the only statewide housing assistance program in Hawaii for persons living with HIV/AIDS. Gregory House, the agency's first program, is a transitional shelter with a maximum capacity of 11 residents. Residents may live at the shelter for up to two years; accomplish set goals and increase necessary life skills to maintain housing and income. Residents who show the willingness and ability to maintain stable housing may graduate the program and transition onto Tenant-Based Rental Assistance (TRA) programs.

The Temporary Rent Subsidy Program was established in 1989 to meet the demand for direct rental assistance. Rent Subsidy recipients receive a shallow subsidy to maintain housing until they are able to access public housing assistance. With the cooperation of AIDS Case Management Organizations the Temporary Rent Subsidy Program has provided subsidies to more than 560 persons with HIV/AIDS since its inception.

Gregory House Programs established the Emergency Assistance and Temporary Shelter Programs in 1989 to support persons living with HIV/AIDS who are homeless or at risk of becoming homeless due to the loss of financial resources. To date, Gregory House Programs has provided more than 925 Emergency Assistance Grants, and more than 360 consumers have received Temporary Shelter Grants since the program's inception.

Two federally funded rent subsidy programs, Shelter Plus Care and the Housing Opportunities Program were added in November 1994, and December 1996, respectively, to Gregory House Programs' continuum of housing services. Shelter Plus Care Program provides housing to participants who are formerly homeless and have a disability. These two programs provide tenant-based rental assistance (TRA) to a minimum of sixty-five households each month.

Gregory House Programs started a second transitional shelter, the Community Residential Program in 2005 through the Department of Housing and Urban Development's Supportive Housing Program. This program is modeled after Gregory House. The target population is persons living with HIV/AIDS who are also homeless, usually with substance use and/or mental health issues. Currently, the program has a maximum capacity of 15 residents and consists of three houses; one located in Waipahu and two in Honolulu.

In 1997, through a national competition, Gregory House Programs secured a one million dollar, multiyear

grant through the U.S. Department of Housing and Urban Development's (HUD) Housing Opportunities for Persons with AIDS-Special Projects of National Significance Program (HOPWA-SPNS), to expand services at Gregory House, and develop a scattered sites supportive housing program. This program provides for successful stabilization of multiply diagnosed clients. Residents transition from Gregory House to subsidized apartments in the community, where they receive supportive services and permanent housing. In recognition of the program's success, HUD recently renewed this grant through 2012. A minimum of thirty (30) households are assisted on this program annually.

Experience

Listed below are the major state and federal funding sources that have awarded Gregory House Programs various contracts, providing verifiable evidence of the agency's experience in providing the proposed housing services to persons with HIV/AIDS.

State of Hawaii, Department of Health	1988-11
Housing and Community Development Corporation of Hawaii, Stipend	1990-11
Ryan White CARE Act	1991-11
HUD: Shelter Plus Care	1994-11
HOPWA (supportive services)	1996-11
HOPWA (direct assistance)	1996-11
HUD: HOPWA/SPNS	1997-12
Emergency Food and Shelter Program (FEMA)	2007-09
HUD: Supportive Housing Program (SHP)	2000-11

Quality Assurance and Evaluation

In quarterly reports to the State of Hawaii, Gregory House Programs evaluates each program's progress, the attainment of objectives, the success in reaching the target population, and adherence to the budget. The criteria used to measure success is the number of people with HIV/AIDS who are either homeless or at risk of homelessness who are able to obtain or maintain stable housing with Gregory House Programs' assistance, and therefore able to access home-based health care services. The Housing Case Managers compile monthly statistics from data on the application forms on the numbers of persons served and demographic information.

Gregory House Programs will perform periodic chart reviews to ensure that programs are in compliance with contractual requirements and eligibility criteria.

Further evaluation will be provided by comparison of targeted numbers of persons versus actual numbers of persons served. Gregory House Programs strives to provide a continuum of housing services to meet the changing needs of eligible persons and to offer personalized responses to those needs, which maximize opportunities for independent living. Comparison of numbers served provides information for future planning.

Gregory House Programs will survey clients receiving assistance during each contract year to evaluate service delivery and stability of housing. Clients who have received any services within the previous year will be mailed a survey form with a stamped return envelope. Completion is voluntary and anonymous.

Coordination of Services

Gregory House Programs networks daily with clinics, mental health social workers, physicians, Life Foundation, Hawaii Public Housing Authority (HPHA), and the neighbor island HIV/AIDS agencies. Administrative staff also works closely with the Department of Health's STD/AIDS Prevention Branch, especially in coordinating care-planning programs. Case management is an integral component of current and future programs and each client is required to have a personal case manager. Gregory House Programs staff periodically convenes meetings with staff of other HIV/AIDS agencies in order to clarify Gregory House Programs' policies, procedures, and program eligibility.

Housing Case Managers also conduct care team meetings regarding specific clients and case management networking meetings. Housing Case Managers attend case management trainings, which provide current case management information; they also provide networking opportunities with other social workers. This is an excellent venue for statewide coordination of housing and case management services.

Gregory House Programs is a founding member of the AIDS Community Care Team (ACCT) and Hawaii CARES, Hawaii's Ryan White Consortium. Currently, the Executive Director is the co-chair of the HIV/AIDS Community Planning Group (CPG). Gregory House Programs is also a founding member of Partners-in-Care, a continuum of care group that coordinates planning, advocacy, and integration of a myriad of services to homeless population.

On a national level, Gregory House Programs represents Hawaii as a founding member of the National AIDS Housing Coalition (NAHC), which provides input to the Department of Housing and Urban Development (HUD), Health Resources and Services Administration (HRSA) and the U. S. Congress in the drafting of policy and legislation pertaining to HIV/AIDS care services and housing. Previous staff members were involved at different capacities. Currently, the Executive Director serves as NAHC Treasurer.

All of these activities insure that Gregory House Programs' housing services are complementary to other HIV/AIDS programs and other housing/shelter programs throughout the State of Hawaii. The agency's participation in these collaborative activities also helps to avoid the duplication of services.

B. Facilities

Gregory House, a transitional residence is comprised of an apartment complex located in Honolulu with five two-bedroom units and one ADA-compliant one-bedroom unit. Each unit has a full kitchen with storage space and a bathroom with a shower, toilet and sink. Each bedroom is furnished with a full-sized bed and a dresser. All apartments are furnished with basic furniture, kitchen appliances, as well as local telephone service. Participants are provided keys to their assigned units; each bedroom door is lockable. Residents also have access to two washers, two dryers, and mailboxes.

A separate building has an Activities Room for resident's meetings, activities and supportive services as well as office space for the Housing Case Managers. The Activities Room is also used for meetings, classes, special events and gatherings. A food bank and a clothing bank are open from 9 a.m. to 5 p.m., Monday through Friday. Gregory House provides some supply of donated household items such as sheets, towels, plates, utensils, and mattresses, as well as household products such as laundry soap, bleach, etc.

One unit that meets ADA requirements was built and added to the facility in October 1998. The unit is wheel chair accessible and there is an assigned parking space for the disabled. The other buildings were renovated in October 1998. As of this writing, Gregory House Programs is awaiting the permit approval to refurbish the property.

Gregory House Programs administers its Emergency Assistance, Temporary Shelter, and Rent Subsidy Programs from leased office space located at 200 North Vineyard Boulevard, Suite A310, Honolulu, HI 96817. The office space meets ADA requirements. These offices are easily accessible via the city bus system and to consumers with disabilities.

No special equipment is required for the proposed services.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Proposed Staffing

The staff positions to be supported by this contract are as follows:

- i. Executive Director (1 FTE): responsible for the overall development of programs and securing funding. The Executive Director supervises the Assistant Director who is responsible for the supervision of program and administrative staff. Qualifications: BS/BA degree; five years' non-profit management experience, and care of persons with HIV infection or special population.
- ii. Fiscal Manager (1 FTE): maintains the agency's financial records while consulting with the program staff to assure statistics and records are accurate; prepares rental assistance checks. Prepares and maintains all internal bookkeeping and accounting. Qualifications: BS/BA degree; 2 years' accounting or equivalent experience.
- iii. Program Director (1 FTE): oversees the programs and contractual requirements, supervises program staff, and ensures the delivery of housing services. Qualifications: BS/BA degree; 3 years' social work supervision, HIV care or housing services or equivalent experience.
- iv. Housing Case Manager (1 FTE): administers the Rent Subsidy Program and assists with the Emergency Assistance Program, and the Temporary Shelter Program. Facilitate public housing application and access. Qualifications: BS/BA degree; 1 year social work or equivalent experience.
- v. Resource Development Director (1 FTE): Managing fundraising and resource development activities to insure ongoing financial viability of agency, and to support leveraging resources to maintain myriad of housing and support service programs, particularly to allow agency to maintain current HUD funding that requires cash match and leveraged funds as well as seek other HUD and leveraged funding to support housing programs and increases when possible
- v. Administrative Assistant (1 FTE): performs clerical and receptionist tasks. Assists clients and case managers with the application process and insures completeness of all applications for assistance. Qualifications: BS/BA degree and two years of administrative experience.

Staff positions supported by other State and Federal contracts include the following: Housing Case Managers (6 FTE), Residential Assistants (2.5 FTE), four contract therapists, a Maintenance person (.50 FTE).

Staff to client ratios vary by program as follows: Rental Subsidy Programs: 3:160; Emergency Assistance: 1:60; Temporary Shelter: 1:12 Gregory House: 2:11.

The proposed caseload capacity by program is as follows: Gregory House: 11; Rental Subsidy Programs: 160; Emergency Assistance: 60; Temporary Shelter: 25

Staff Qualifications

All Staff members meet the minimum qualifications and experience outlined in Gregory House Programs' personnel policies manual and in III. A., above, and have demonstrated skills and expertise in their specialized areas. The following staff members whose positions are supported by this contract have been in their positions a minimum of one year: the Executive Director 6 years; Fiscal Manager 7 years; the Program Director 3 years; Administrative Assistant 2.5 years; the Housing Case Manager and Resource Development positions are vacant at this writing.

A. Project Organization

1. Supervision and Training

All new staff members received training on HIV infection and AIDS in a basic HIV 101 training class within sixty days of employment and before providing services to the public. In order to meet the changing profile of people living with AIDS, the administration of Gregory House Programs maintains a flexible but comprehensive training program. All staff members attend structured training programs offered by the Hawaii Community Foundation, the Hawaii Community Services Council, and the Hawaii Employer's Council. Any AIDS Education Project sponsored trainings are also attended. Issues identified by staff such as substance abuse, fair housing, and staff security are presented quarterly at staff meetings by approved programs or personnel. Finally, the agency sends appropriate representatives to local and national conferences on AIDS care and housing services.

The Executive Director and Program Director are responsible for administering the contract and are familiar with the specific requirements of the contract. New staff members are provided with a copy of job procedures and sign a statement of receipt of those procedures.

The Gregory House residence program has provided immediate and direct education for all staff regarding the issues and concerns of persons living with HIV/AIDS. Monthly agency staff meetings and bi-monthly program staff meetings are held.

The Executive Director and Program Director provide overall administrative direction and supervision. In monthly agency staff meetings, the Executive Director provides overall agency as well as performance reviews of all programs, discussed separately and in detail. In-depth program and administrative reviews are conducted during these meetings wherein such topics as program objectives, goals, quality assurance and any program- or administrative-specific problems are discussed.

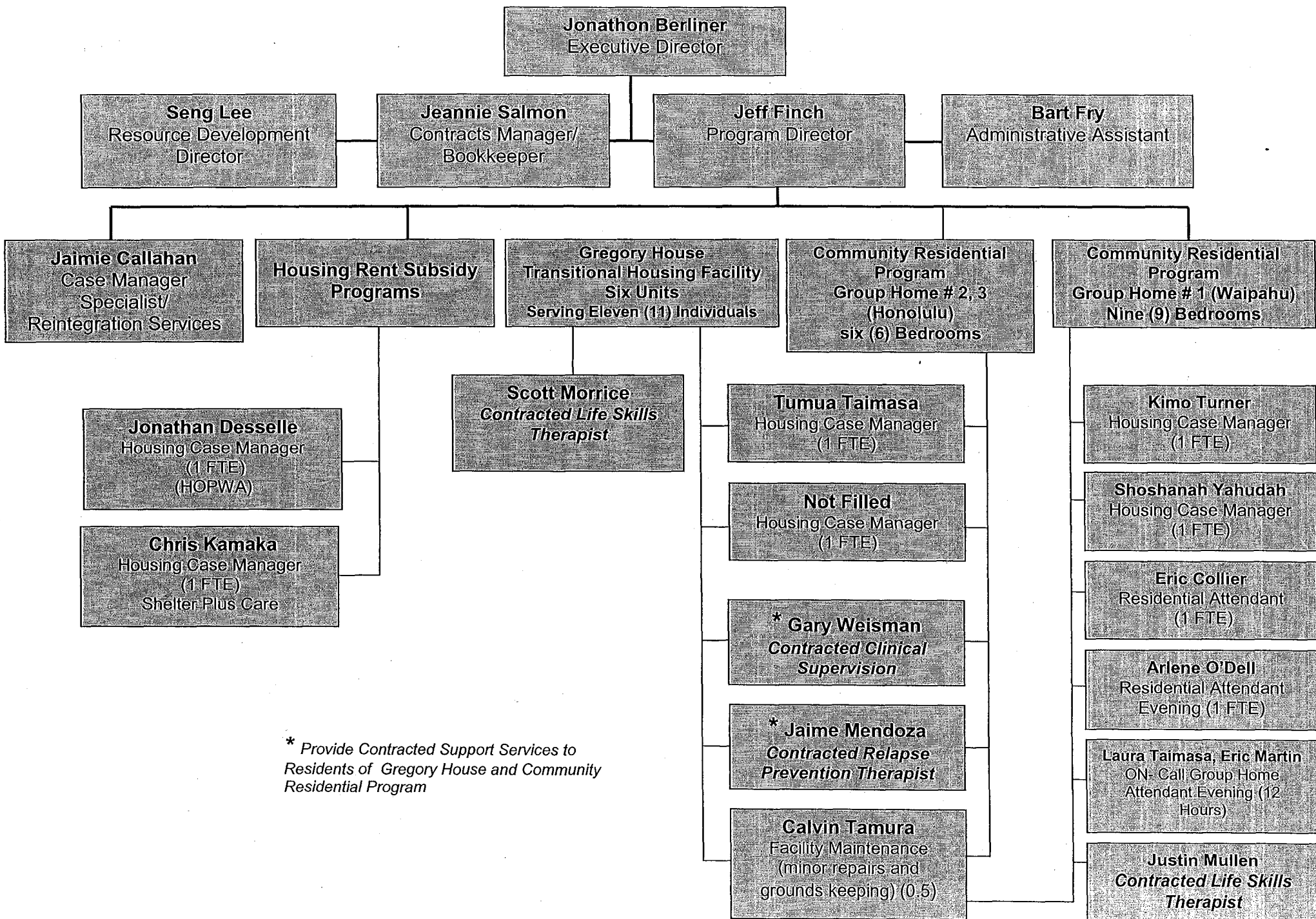
The Program Director meets twice a month with the Housing Case Managers to provide general supervision specific to their respective job duties. In addition, the staff reviews the waitlist and discusses consumers who are having difficulty in maintaining stable housing; inter-program transfers; and, other issues pertinent to efficient, quality housing assistance and supportive services. This peer guidance is an important component of overall staff supervision, training and coordination of services. Also, at any time staff may ask for guidance regarding specific challenges that arise from time to time.

All program staff will attend at least three case management training seminars and/or conferences per year. Administrative staff (Executive Director, Program Director, and Fiscal Manager) will attend at least three seminars and/or conferences each year specific to their duties.

B. Organization Chart

Gregory House Programs

ORGANIZATIONAL STAFF CHART - 2011



* Provide Contracted Support Services to Residents of Gregory House and Community Residential Program

VI. Other

A. Litigation

A former employee filed a discrimination claim in late 2009 with the Hawaii Civil Rights Commission after being terminated, claiming discrimination based on race, sexual orientation, disability, national origin. The Hawaii Civil Rights Commission ruled in favor of Gregory House Programs finding no basis of discrimination on any counts of his claim. Subsequently, in August 2010 the same employee decided to litigate the case, and filed suit based on the same issues in which the Hawaii Civil Rights Commission found no basis of a claim. .

B. Licensure or Accreditation

N/A

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2011 to June 30, 2012)

Applicant: Gregory House Programs

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	29,500			
2. Payroll Taxes & Assessments	3,540			
3. Fringe Benefits	7,104			
TOTAL PERSONNEL COST	40,144			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	40,144			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	40,144	Jeannie Salmon		1/28/2011
(b)		Name (Please type or print)		Phone
(c)		[REDACTED]		Date
(d)		[REDACTED]		1/27/11
TOTAL BUDGET	40,144	Jonathon Berliner, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Gregory House Programs Period: July 1, 2011 to June 30, 2012

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
N/A			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
N/A			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawai'i Revised Statutes:

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

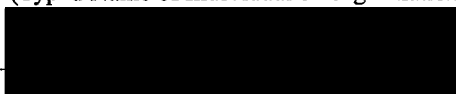
- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Gregory House Programs

(Typed Name of Individual or Organization)



1/27/11
(Date)

Jonathon Berliner

(Typed Name)

Executive Director

(Title)