



# GREGORY HOUSE PROGRAMS

January 29, 2013

Hawaii State Legislature  
State Capitol  
Honolulu, HI

Re: Grant in Aid  
Proposal: HIV Care Services  
HIV/AIDS Housing Assistance Services Statewide

Dear State Legislature:

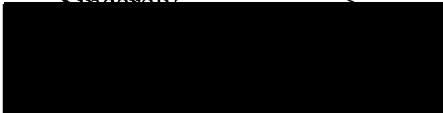
Thank you for providing the opportunity to apply for a State of Hawaii Grant-In-Aid through the Legislature. We truly appreciate the State Legislature giving our organization, Gregory House Programs, consideration to partner with the state through the programs we offer as outlined in our submitted grant proposal.

Enclosed is the following:

- Grant Proposal – Original
  - Proposal Application Form
  - Proposal Narrative
  - Budget
  - Budget Narrative
  - Declaration Statement
  - Organization/Programs Chart
- One Copy of the proposal

If there are any questions, please do not hesitate to contact me. Again, we appreciate this opportunity to apply for funding and to partner with the State of Hawaii Legislature for the much needed services outlined in our proposal. I can be reached at 592-9048 or via e-mail at [jonb@gregoryhouse.org](mailto:jonb@gregoryhouse.org).

Sincerely,



Jonathan Bernier  
Executive Director

House District \_\_\_\_\_

Senate District \_\_\_\_\_

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

Log No: \_\_\_\_\_

For Legislature's Use Only

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): DOH STD/AIDS PREVENTION BRANCH

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Gregory House Programs

Dbas:

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

Mailing Address:

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JONATHON BERLINER

Title Executive Director

Phone # 808-592-9022

Fax # 808-592-9049

e-mail jonb@gregoryhouse.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:

HOUSING AND SUPPORTIVE SERVICES FOR PERSONS LIVING WITH HIV/AIDS IN THE STATE OF HAWAII

4. FEDERAL TAX ID # \_\_\_\_\_

5. STATE TAX ID # \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ 50,000

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 \$ 436,928

FEDERAL \$ \_\_\_\_\_

COUNTY \$ \_\_\_\_\_

PRIVATE/OTHER \$ \_\_\_\_\_

TYPE N

JONATHON BERLINER, EXECUTIVE DIRECTOR

NAME & TITLE

DATE SIGNED

1/24/13

## **I. Background and Summary**

### **Background**

Gregory House Programs is a nonprofit Hawaii agency incorporated on July 13, 1988. The agency mission is to provide affordable housing assistance and supportive services to persons with HIV/AIDS. The goal is to prevent or end homelessness for persons and families impacted by HIV/AIDS. In December 2012, the agency's services expanded to include a nutrition services program; Save the Foodbasket, another non-profit agency that provides food and nutrition services to persons and families impacted by HIV/AIDS, was merged into Gregory House Programs.

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). While based on Oahu, the emergency programs and the State Rent Subsidy are provided to applicants statewide. Housing case management services are provided to all program participants.

Save the Food Basket program shall provide monthly home deliveries of food to rural areas and those who are home bound, weekly distribution at a centrally local church, and hot meals. The agency is looking to reinstate nutrition counseling and paper products and toiletries to the program.

### **Goals and Objectives**

Gregory House Programs (GHP) seeks funding to provide housing, rental assistance, housing case management, and nutrition services. These services are provided through the programs mentioned above. 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 supportive services, and increase their independence and self-sufficiency.

The funding will also 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 as identified in the Honolulu Consolidated Plan 2015. And, since housing is healthcare, the 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.

### **Public Purpose and Need**

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. In its absence, support structures that are in place tend to fall apart (*Dr. Lisa Marten, State-wide HIV/AIDS Medical Care Needs Assessment, www.hawaii.edu/hacrp/HawaiiHIVCare.pdf*).

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 (*Hawai`i's Strategic Plan for Comprehensive HIV/AIDS Services, January 2010*). Through the experience of having played a constructive role in the lives of hundreds of persons living with HIV and AIDS for more than 23 years, Gregory House Programs knows just how absolutely vital housing is to their lives.

As established in the *Hawai`i HIV/AIDS Housing and Services Plan (April, 2009)*, “stable housing promotes improved health, sobriety or decreased use of alcohol and illegal drugs, and, for some, a return to paid employment and productive social activities.”

### **Target Population/Geographic Coverage**

The target population is individuals and families who are living with and impacted by HIV/AIDS, who have very-low to low incomes. Housing, case management and nutrition services are provided mainly in Honolulu, with limited rental assistance to neighbor island applicants.

## II. Service Summary and Outcomes

### Scope of Work, Tasks and Responsibilities

Delivery of Gregory House Programs (GHP) services is based upon agency established criteria, program policies, and any contractual-specified items by Hawaii Department of Health STD/AIDS Prevention Branch (DOH/SAPB) and Department of Housing and Urban Development (HUD). As the number of applicants have been consistent over the years, while service funds have remained level or decreased, housing costs (rent and utility) have increased, and attrition rates have remained low, GHP found it necessary to re-evaluate the eligibility criteria. As demand for services exceeds funding availability, GHP maintains a statewide waiting list of eligible applicants.

Applicants must have HIV verification by a Hawaii physician, be a Hawaii resident, be homeless or threatened with homelessness, be within 50% (or very low) of HUD defined median income, have a case manager, and be able to live independently. All participants are required to apply for Section 8 or public housing and actively pursue these resources when it becomes available. Once the application is complete, and funds are available, an interview will be conducted by a Housing Case Manager to assess eligibility and housing needs.

GHP will provide housing services (rental subsidies, transitional housing, emergency assistance, and temporary shelter), nutrition services, 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, GHP will provide its services in collaboration with AIDS Service Organization (ASO) case managers.

#### 1. Rental Subsidies

During each contract year, GHP proposes to provide rental subsidies to at least 120 eligible persons statewide via four programs: the Rent Subsidy Program (primary funding from DOH/SAPB 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.

HUD guidelines dictate no rental assistance payments towards family members. GHP adopted this guideline for the State Rent Subsidy also: program policy states no rental assistance towards mortgages and no payments to family members, including spouse or partner.

**State Rent Subsidy Program** - to address statewide housing needs, GHP established this Program in 1989 to help persons who can and wish to remain in their own homes with rent and utility payments. GHP works closely with ASOs on Kauai, Honolulu, Maui, and Hawaii Counties in administering this program. Payments are made directly to landlords. During each contract year, GHP proposes to provide housing to at least 45 persons or families in the State Rent Subsidy Program. 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 about 65 persons before the budget cut.

**Shelter Plus Care Program** - In 1994, GHP 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, GHP was awarded funds by HUD 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. GHP 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, GHP secured a multi-year grant through HUD's HOPWA Special Projects of National Significance Program, 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, GHP proposes to house 30 persons with HIV/AIDS in the Scattered Sites program.

The Housing Case Managers provide follow-up with each program participant 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.

## 2. Residential Facility

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

**Gregory House** - On Oahu, GHP operates a residential facility called Gregory House, in memory of local artist Charles Gregory who died of complications from AIDS. The modest apartment building complex, located in Honolulu, consists of five two-bedroom units, a wheelchair-accessible one-bedroom 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.

Potential residents must 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.

**Community Residential Program** – the agency's second transitional program, started in 2005 with HUD's Supportive Housing Program, is modeled after Gregory House. Participants must be determined homeless to be considered. This program provides transitional housing for up to 15 homeless individuals, through rented units in Makiki and lower Makiki. Participants are also more likely to be diagnosed with mental health and chemical dependency issues. Staff coverage is almost 24 hours, 7 days a week.

## 3. Emergency Assistance

During each contract year, GHP proposes to provide emergency assistance to 60 persons with HIV/AIDS. This program shall provide one time or short-term assistance towards rent or mortgage, deposit, and/or utility payment.

GHP 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.

#### **4. Temporary Shelter**

During each contract year GHP proposes to provide temporary shelter to at least 25 persons with HIV/AIDS for a maximum stay of 14 days. Temporary shelter is provided at a YMCA/YWCA to those who would otherwise be homeless. Any budget hotel exceptions are made only for applicants with small child or medical emergency. 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.

#### **5. Nutrition Services**

During each contract year, GHP proposes to serve at least 300 individuals and families impacted by HIV/AIDS. Home deliveries of groceries are provided once a month to those who are home bound or in rural areas with no transportation. Food distribution is done on a weekly basis at a church centrally located in Honolulu near bus lines, where hot lunches are also served. Consumers with dependent family members are provided with an extra allotment of food.

#### **6. Housing Case Management Services**

GHP proposes to provide housing case management services to at least 140 clients each contract year.

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.

Program participants 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 third-party 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 unit inspection.

All programs participants have a housing case plan with individualized goals and activities that focus on housing stability, increased income/skills, and increased self-sufficiency. (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**

GHP maintains 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 first-come, 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 once a month to monitor new additions 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**

GHP administers four federally funded programs: Shelter Plus Care Program, Housing Opportunities Program, Scattered-Sites Program and Supportive Housing Program (SHP). Each program is governed by 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 and Housing Case Managers are responsible for day-to-day program operations and implementation, program planning, and submitting activity reports. Program staff 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 HIV 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.

### **Timeline**

GHP's services are on-going and the fiscal year is July 1 through June 30. Applications are processed as they are received by the Administrative Assistant and routed to program personnel. GHP will continue to apply for federal money through HUD. If additional funding is secured, progress on expanding an existing program or establishing a new program will be reported in quarterly reports to the Department of Health SAPB.

### **Quality Assurance and Evaluation Plan**

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 DOH SAPB, ACCT (Ryan White Funded Subsidies), HUD, and including any City & County and State laws. This is a critical component as the various HUD funding streams that GHP 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.

GHP 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 DOH/SAPB guidelines (identified in the RFP or otherwise officially communicated), agency policies and procedures, and federal HUD guidelines related to each respective housing program.

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. 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. Therefore, on a regular basis, the Executive Director and Program Director meet to address any ongoing issues. Housing Case Managers meet with the Program Director on a regular basis to address client issues as a team with a team approach.

The Management Plan includes review of financial position and monitoring the finances of the agency. This is done in collaboration with the Executive Director, Fiscal Manager, and Program Director. This is, at times, a very tedious and a critical component given the majority of HUD funded programs 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 leverage 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 to other state agencies. The reporting is completed in a team

approach that includes information gathered and documented by Housing Case Managers to Program Director and Fiscal Manager 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.

In quarterly reports, GHP evaluates each program's progress, outcomes, and 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 GHP's 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. Comparison of numbers served provides information for future planning.

GHP performs periodic chart reviews to ensure that programs are in compliance with contractual requirements and eligibility criteria.

GHP 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.

### **Measures of Effectiveness**

- a. 80% will remain stably housed one year or longer with a subsidy or assistance.
- b. 90% will have access and/or maintain income and benefits.
- c. 90% will access and maintain supportive services, such as HIV care and treatment, nutrition services, etc.

**III. Financial**

**Budget**

1. Budget forms are attached.
2. Anticipated quarterly funding requests for the fiscal year 2012-2013.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	50,000.00

3. Listing of all other sources of funding GHP is trying to obtain for fiscal year 2012-2013:
  - a. HUD HOPWA-SPNS
  - b. HUD Shelter Plus Care Program
  - c. HUD Supportive Housing Program
  - d. Private foundations, including Aloha United Way
4. No state or federal tax credits.

#### **IV. Experience and Capability**

##### **A. Necessary Skills and Experience**

Since 1988, GHP 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.

In 1989 the agency developed three separate types of programs to meet the housing needs of persons living with HIV/AIDS on Oahu and neighbor islands. Both the Emergency Assistance and Temporary Shelter Programs have the ultimate goal of ending and preventing homelessness on an emergency and/or short-term basis. Emergency Assistance provides grants to help pay for security deposit and housing costs, such as rent, mortgage or utility bill. Temporary Shelter is offered at a YMCA or budget hotel for up to two weeks to provide the client and case manager a chance to explore options that would lead to more permanent housing or self-sufficiency. The State Rent Subsidy program provides a shallow subsidy to participants so that they can maintain rent and remain in their own housing.

With new federal funding opportunities, Shelter Plus Care and the Housing Opportunities Program were added in 1994 and 1996 respectively to GHP's 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.

In 1997, through a national competition, GHP secured a one million dollar, multi-year 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 who successfully completed the program at Gregory House would transition to subsidized apartments in the community, where they receive supportive services and permanent housing. In recognition of the program's success, HUD renewed this grant through 2012. A minimum of thirty (30) households are assisted on this scattered sites program annually.

GHP started a second transitional shelter, the Community Residential Program, in 2005 through the Department of Housing and Urban Development's Supportive Housing Program. 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 several rented units in Makiki and lower Makiki.

The following state and federal contracts are evidence of GHP experience in providing the proposed housing services to persons with HIV/AIDS:

## Gregory House Programs

State of Hawaii, Department of Health	1988-15
Housing and Community Development Corporation of Hawaii, Stipend	1990-15
Ryan White CARE Act	1991-14
HUD: Shelter Plus Care	1994-14
City & County, Department of Community Services: HOPWA	1996-14
HUD: HOPWA/SPNS	1997-15
Emergency Food and Shelter Program (FEMA)	2007-09
HUD: Supportive Housing Program (SHP)	2000-14

### **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 and recently finished refurbishing May 2011.

GHP 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.

**V. Personnel: Project Organization and Staffing**

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

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.  
Jonathon Berliner, Bachelor of Arts in Business Management; over 20 years in HIV care and prevention services, 12 years as Executive Director at Maui AIDS Foundation and 6 years as Executive Director at GHP.
- 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.  
Jeannie Salmon, Masters Degree in Business Administration; 30 years of accounting experience and 7 years at GHP.
- 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.  
Jeff Finch, High School Diploma; 13 years of HIV/AIDS Housing and Prevention and 7 years at GHP.
- 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.  
Jaimie Callahan, High School Diploma; 18 years of HIV prevention, counseling and testing; has been with GHP since March 2011.
- 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.  
Seng Lee, Master's Degree in Business Administration; 2 years administration experience, 13 years HIV housing experience, and 3 years supervisory experience at GHP.
- vi. 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.

## Gregory House Programs

Steven Morrow, Bachelor of Science in Computer Science; volunteered at Life Foundation and has been with GHP since July 2011.

Staff positions supported by other State and Federal contracts include the following: Housing Case Managers (6 FTE), STFB Operations Manager (.5 FTE), Residential Assistants (2.5 FTE), four contract therapists, a Maintenance person (.50 FTE).

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 GHP maintains a flexible but comprehensive training program. All staff members attend structured training programs offered by the HUD, Legal Aid, and the Hawaii Employer's Council. 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. Organizational Chart**

Attached.



**VI. Other**

**A. Litigation**

None

**B. Licensure or Accreditation**

Not Applicable or none

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2013 to June 30, 2014)

Applicant: \_\_\_\_\_ Gregory House Programs \_\_\_\_\_

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>Dept. of Health (b)</b>	<b>HOPWA-City &amp; County (c)</b>	<b>Federal Contract Administrative Fees (d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	27,250	177,600	7,600	56,000
2. Payroll Taxes & Assessments	4,000	26,640	1,155	8,400
3. Fringe Benefits	5,200	33,760	1,445	10,600
<b>TOTAL PERSONNEL COST</b>	<b>36,450</b>	<b>238,000</b>	<b>10,200</b>	<b>75,000</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	1,550	2,000		
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	12,000	43,000		
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>13,550</b>	<b>45,000</b>		
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>50,000</b>	<b>283,000</b>	<b>10,200</b>	<b>75,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	50,000	<div style="display: flex; justify-content: space-between;"> <div style="background-color: black; width: 150px; height: 40px;"></div> <div>592-9029</div> </div>		
(b)		<div style="display: flex; justify-content: space-between;"> <div style="background-color: black; width: 150px; height: 40px;"></div> <div>Phone</div> </div>		
(c)		<div style="display: flex; justify-content: space-between;"> <div style="background-color: black; width: 150px; height: 40px;"></div> <div>1/24/13</div> </div>		
(d)		<div style="display: flex; justify-content: space-between;"> <div style="background-color: black; width: 150px; height: 40px;"></div> <div>Date</div> </div>		
<b>TOTAL BUDGET</b>	<b>50,000</b>	Jonathon Berliner, Executive Director Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: \_\_\_\_\_Gregory House Programs\_\_\_\_\_

Period: July 1, 2013 to June 30, 2014

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1.0 FTE	\$96,000.00	10.00%	\$ 9,600.00
Director of Operations	1.0 FTE	\$53,000.00	10.00%	\$ 5,300.00
Accountant/Fiscal Manager	1.0 FTE	\$56,500.00	10.00%	\$ 5,650.00
Housing Case Manager	1.0 FTE	\$38,000.00	10.00%	\$ 3,800.00
Administrative Assistant	1.0 FTE	\$29,000.00	10.00%	\$ 2,900.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>27,250.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Gregory House Programs

Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NA			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NA			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
JUSTIFICATION/COMMENTS:				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

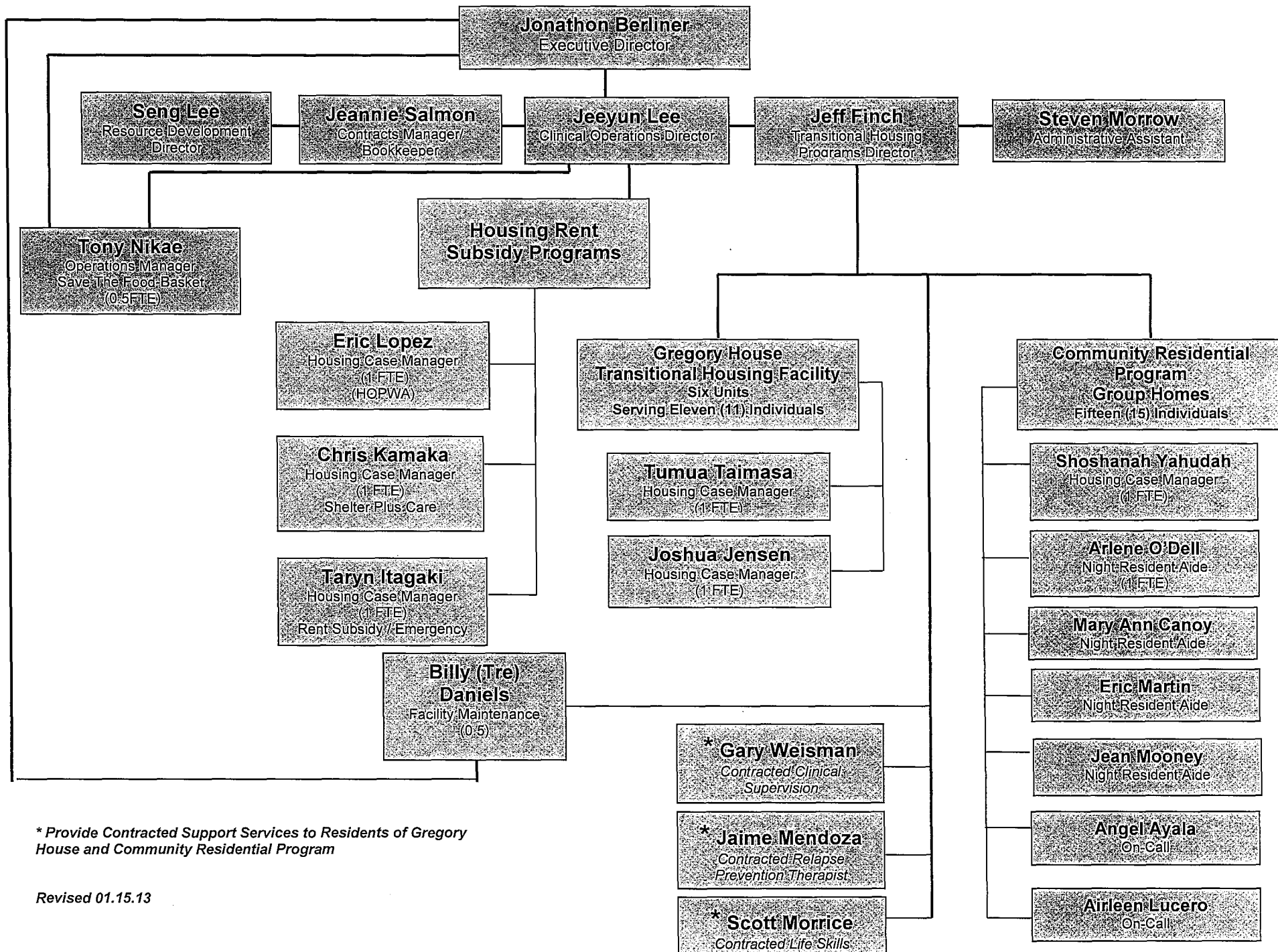
Applicant: Gregory House Programs

Period: July 1, 2013 to June 30, 2014

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2011-2012	FY: 2012-2013	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
PLANS	NA					
LAND ACQUISITION	NA					
DESIGN	NA					
CONSTRUCTION	NA					
EQUIPMENT	NA					
<b>TOTAL:</b>						
JUSTIFICATION/COMMENTS:						

# Gregory House Programs

## ORGANIZATIONAL STAFF CHART - 2013



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

Revised 01.15.13

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO  
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) 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;
  - b) Complies 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;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows 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.
  
- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) 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.
  
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants or subsidies 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

\_\_\_\_\_

(Signature)

1/24/13

(Date)

Jonathon Berliner

(Typed Name)

Executive Director

(Title)