



GREGORY HOUSE PROGRAMS

January 23, 2014

Senate Committee on Ways and Means
State Capitol, Room 208
Honolulu, Hawaii 96813
Attn: Rod Becker

Re: Grant in Aid
HIV/AIDS Housing and Supportive Services

Dear State Legislature,

Thank you for the opportunity to apply for the 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, to provide much needed services through the programs we offer as outlined in our submitted grant proposal.

Enclosed is the Grant Proposal (original or copy) that consists of:

- Proposal Application Form
- Proposal Narrative
- Budget and Budget Narratives
- Declaration Statement
- Organization Chart

If there are any questions, please do not hesitate to contact me at 592-9048 or via email at jonb@gregoryhouse.org. Again, we appreciate your time and consideration of this proposal.

With warm aloha,


Executive Director

House District _____

Senate District _____

THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS AND 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., A310, Honolulu HI 96817

Mailing Address: same

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 2015: \$ 60,000

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 \$ _____

AUTHORIZED SIGNATURE OF APPLICANT REPRESENTATIVE:

AUTHORIZED SIGNATURE

JONATHON BERLINER, EXECUTIVE DIRECTOR

NAME & TITLE

1/22/14
DATE SIGNED

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 program; Save the Foodbasket, a 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), and rental assistance programs (the State Rent Subsidy, Shelter Plus Care, Housing Opportunities, and Scattered Site Programs). While based on Oahu, the emergency programs and the State Rent Subsidy are available to applicants statewide. Gregory House Programs also provides supportive services in the form of case management services to housing assistance participants and supplemental food assistance, i.e. monthly home deliveries of food to rural areas and those who are home bound, weekly grocery distribution, and twice weekly hot lunches.

The Grant in Aid funds will provide the necessary infrastructure and staffing that enables the agency to leverage and secure significant federal competitive grants. The agency has managed to continually maintain and secure federal Department of Housing and Urban Development and Health Resources and Services Administration's Ryan White funds, which amounts to more than \$1 Million per year, most of which are paid to landlords and businesses in Hawaii. Some of these federal funds require some cash match to ensure adequate services are provided.

Federal sequestration has impacted the agency's services significantly by more than \$60,000 in funding cuts last year; it is uncertain how deep these cuts will be this year.

Goals and Objectives

Gregory House Programs (GHP) seeks funding to provide housing assistance, case management, and nutrition services to more than 300 persons and families living with HIV/AIDS in Hawaii each year. The objective is to provide an opportunity for eligible homeless or at risk of homeless persons to access and maintain stabilized housing, increase their access to healthcare and supportive services, and increase their independence and self-sufficiency. And, since housing is healthcare, the state funding of the proposed services also helps the State to continue meeting its goal of providing continuous 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, Statewide HIV/AIDS Medical Care Needs Assessment, www.hawaii.edu/hacrp/hawaiihivcare.pdf*). Housing continues to be very important and ranked high in prioritization of HIV care needs in Hawaii. The 2010-2015 Honolulu Consolidated Plan has identified housing and supportive services for persons with HIV/AIDS as one of its goals.

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*). 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."

Hawaii's cost of living is one of the highest in the nation; Hawaii residents pay more for rents, utilities and food compared to the Mainland. Most on disability or public benefits are just unable to survive without some form of housing and/or supplemental food assistance. With funding sequestration and cuts to public benefits, there will be less funding for housing services and those receiving food stamps will receive fewer benefits.

Target Population/Geographic Coverage

The target population is individuals and families who are living with and impacted by HIV/AIDS, who have very-low incomes, homeless or at-risk of becoming homeless in Hawaii. In fact, more than 93 percent of clients fall within the extremely-low income and more than 6 percent fall within the very-low income limits. 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 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.

Applications are processed as they are received by the Administrative Assistant and routed to program staff. 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, 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 Assistance Programs

During each contract year, GHP proposes to provide rental subsidies to at least 125 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. (HUD guidelines dictate no rental assistance payments to family members. GHP adopted this guideline for all its programs and payments are made directly to third party landlords only.)

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. This program provides a shallow rent assistance of up to \$350 per month. Currently, the program assists approximately 40 persons each month.

Shelter Plus Care Program - In 1994, GHP was awarded HUD Shelter Plus Care funds to provide housing to disabled homeless persons with HIV/AIDS in 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 to more than 30 homeless persons and their families.

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, GHP 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 this contract in November 2012 for another three years. Clients accepted into Gregory House receive intensive case management through a coordinated and comprehensive case plan addressing the issues that led to their homeless situations. 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. All the case management duties and services provided to clients are detailed below. 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 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. Transitional Housing

During each contract year, GHP proposes to provide transitional housing to about forty persons with HIV/AIDS.

Gregory House – In Honolulu, GHP operates a residential facility that 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 basic 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 program provides basic housing and intensive case management service and ensures 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. Eligible participants must be homeless. This program provides transitional housing for up to 15 homeless individuals, through rented units in lower Makiki. Most participants are co-diagnosed with mental health and chemical dependency issues. Staff coverage is 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 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 12 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 more than 250 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 prepped 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 to more than 170 clients each contract year. Services shall start from assessment of eligibility to program discharge. The housing case manager (HCM or staff) conducts an extensive intake assessment to determine appropriate program placement and supportive services to increase stability. After program placement, services shall include, but not limited to the following:

- annual housing inspections, certify household incomes, and recertify program participation
- monitor on-going program participation
- develop a housing case plan with specific goals on maintaining housing
- calculate rental assistance and disburse monthly rents
- conduct home visits and provide on-going assessments of needs
- advocate for and refer clients to services and other resources.

Staff fields participants' questions and concerns and provide landlord and client mediation, if needed. It is the intention that stable housing would allow participants to access the necessary HIV treatment and supportive services, which in turn leads to increased stability.

7. 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. The Clinical Operations Director and Housing Case Managers meet once a weekly basis 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.

8. 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 125 clients each contract year will receive

housing and housing case management services, including direct administrative support, through these programs. The Clinical Operations 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). In addition, the program staff inspects rental units for Housing Quality Standards, performs rent calculations, issues monthly checks, and other case management or program duties.

Timeline

GHP's services are on-going and the fiscal year is July 1 through June 30.

Quality Assurance and Evaluation Plan

Monitoring, Accountability, Quality Assurance as well as oversight falls with the Executive Director and Clinical Operations Director, always ensuring compliance with the multitude of different contractual guidelines and requirements. This is a critical component as the various Department of Housing and Urban Development (HUD) funding streams that GHP oversees and manages come with a multitude of regulations. The Quality Assurance component is incorporated throughout from the clinical staff meetings, to meetings between the Executive Director and Clinical Operations Director, and looping back through with input from clients/consumers and satisfaction survey inputs. The Clinical Operations Director also reviews client files on a periodic basis as a component of internal Accountability and Quality Assurance.

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 collaborative 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 Clinical Operations Director with the issue, and sometimes then taken to the Executive Director for consultation and custom plan for the specific issue. At times this team may contact a HUD funded Technical Assistance Provider for consultation. Housing Case Managers meet with the Clinical Operations Director on a regular basis to address client issues as a team with a team approach. The Executive Director and Clinical Operations Director also meet periodically to address any program issues.

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 Clinical Operations 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.

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 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
\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	60,000.00

3. Listing of all other sources of funding GHP is trying to obtain for fiscal year 2015:
 - a. HUD HOPWA Program
 - b. HUD Shelter Plus Care Program
 - c. HUD Supportive Housing Program
 - d. Federal Ryan White funds
 - e. Emergency Food and Shelter Program or FEMA
 - f. Private foundations, including Aloha United Way
4. No state or federal tax credits.
5. Balance of unrestricted current assets as of December 31, 2013 - \$78,799

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 housing costs, such as security deposit, 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

Department of Health, SAPB	1989-15
Dept of Human Services, Homeless Programs Office	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)	2007-13
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. Clinical Operations Director (1 FTE): oversees the programs and contractual requirements, supervises program staff, and ensures the delivery of housing services. Qualifications: MA degree; 3 years' social work supervision, HIV care or housing services or equivalent experience.
Jeeyun Lee has a Master's in Social Work with over a decade of experience in the social service sector, including 4 years of experience with substance abuse and mental health and started her employment with GHP October 2012.
- iv. Housing Case Manager (1 FTE): administers the Shelter Plus Care Program and provides case management to program participants. Qualifications: BS/BA degree; 1 year social work or equivalent experience.
Chris Kamaka, AA Degree; more than 7 years of case management experience; has been with GHP since 2010.
- v. FoodBasket Operations Manager (0.5 FTE): Must have a minimum of an associate's degree with at least 1 year of related experience. This position ensures the FoodBasket volunteers are managed and all necessary food is purchased, organized, stored and prepared appropriately. In addition, all necessary data is collected and input by the Operations Manager.
Tony Nikae, Bachelor's Degree in Political Science; 5 year's experience at FoodBasket.
- 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.
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), Residential Assistants (2.5 FTE), two contract therapists, a Maintenance person (.50 FTE).

All new staff members received training on HIV infection and AIDS 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 HUD, Legal Aid, and 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 Clinical Operations 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 Clinical Operations Director provide overall administrative direction and supervision. In quarterly 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 Clinical Operations Director meets weekly 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 training seminars and/or conferences per year. Administrative staff (Executive Director, Clinical Operations Director, and Fiscal Manager) will attend at least three seminars and/or conferences each year specific to their duties.

B. Organizational Chart

Attached.

C. Compensation

The 3 highest paid staff are the Executive Director, Clinical Operations Director, and Accountant – their salaries are listed in attached Budget Justification, Personnel.

VI. Other

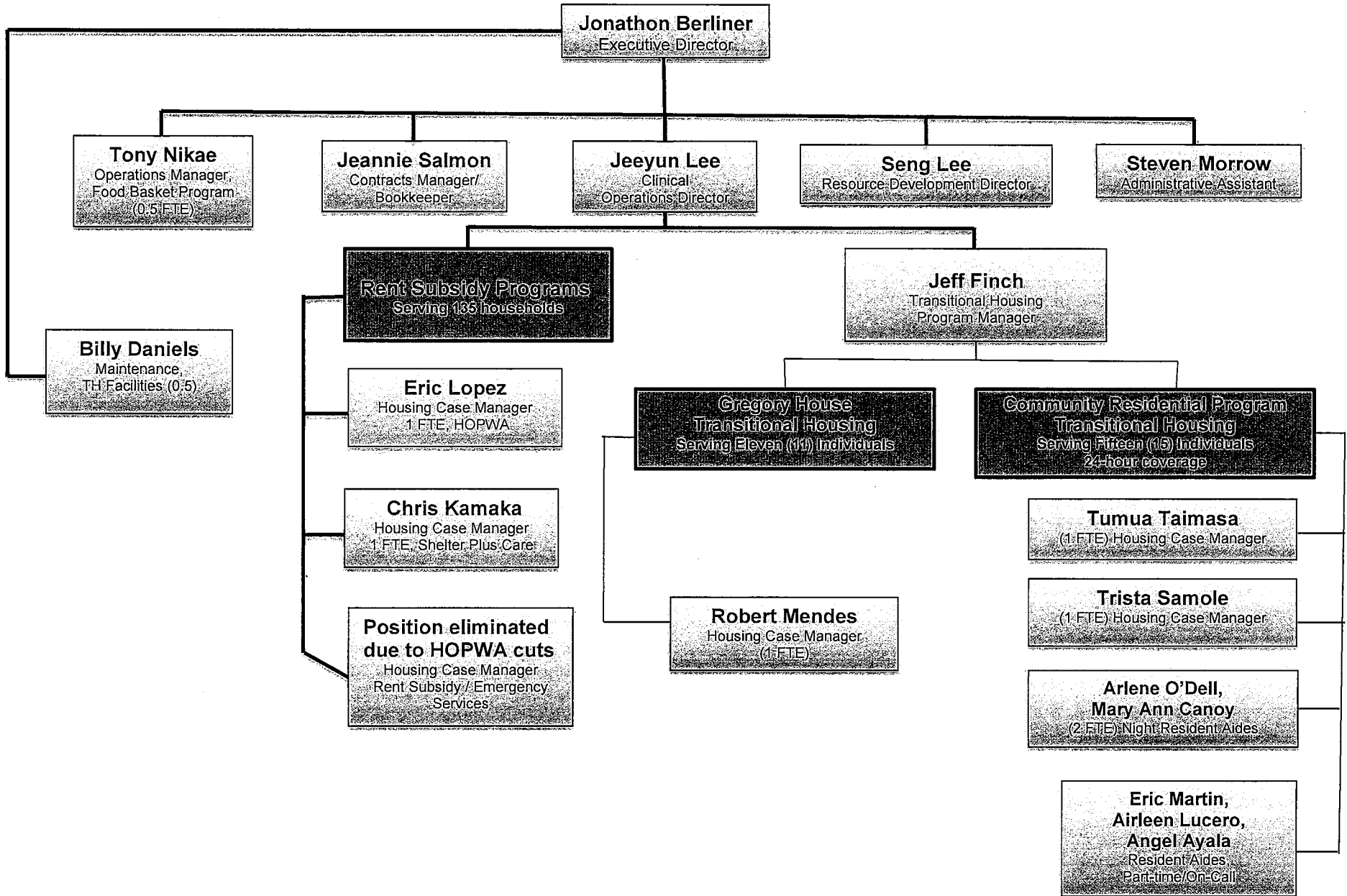
A. Litigation

None

B. Licensure or Accreditation

Not Applicable or none

Gregory House Programs ORGANIZATIONAL STAFF CHART - 2013



BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2014 to June 30, 2015)

Applicant: Gregory House Programs

BUDGET CATEGORIES	Total State Funds Requested (a)	Dept of Health (b)	HOPWA - City & County (c)	Federal Contract Administrative Fees (d)
A. PERSONNEL COST				
1. Salaries	37,325	177,600	7,600	56,000
2. Payroll Taxes & Assessments	4,550	26,640	1,155	8,400
3. Fringe Benefits	6,125	33,760	1,445	10,600
TOTAL PERSONNEL COST	48,000	238,000	10,200	75,000
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
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				
TOTAL OTHER CURRENT EXPENSES	12,000	43,000		
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	60,000	281,000	10,200	75,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	60,000	Jeannie Salmon 592-9029		
(b)		Name (Please type or print) Phone		
(c)		[Redacted Signature]		
(d)				
TOTAL BUDGET	60,000	Jonathon Berliner, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Gregory House Programs

Period: July 1, 2014 to June 30, 2015

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Clinical Operations Director	1	\$53,000.00	10.00%	\$ 5,300.00
FoodBasket Operation Manager	0.5	\$24,000.00	50.00%	\$ 12,000.00
Housing Case Manager	1	\$38,000.00	25.00%	\$ 9,500.00
Accountant	1	\$56,500.00	5.00%	\$ 2,825.00
Executive Director	1	\$96,000.00	5.00%	\$ 4,800.00
Administrative Assistant	1	\$29,000.00	10.00%	\$ 2,900.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				37,325.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Gregory House Programs Period: July 1, 2014 to June 30, 2015

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

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

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Gregory House Programs

Period: July 1, 2014 to June 30, 2015

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: 2012-2013	FY: 2013-2014	FY:2014-2015	FY:2014-2015	FY:2015-2016	FY:2016-2017
PLANS	NA					
LAND ACQUISITION	NA					
DESIGN	NA					
CONSTRUCTION	NA					
EQUIPMENT	NA					
TOTAL:	0					
JUSTIFICATION/COMMENTS:						

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAII REVISED 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
(Typed Name of Individual or Organization)



1/22/14
(Date)

Jonathon Berliner
(Typed Name)

Executive Director
(Title)