



# GREGORY HOUSE PROGRAMS

## Board of Directors

January 28, 2015

### President

David Andreoli

### Vice President

Francine Palama

### Treasurer

Nancy Kern

### Secretary

Schuyler Erlich

Senate Committee on Ways and Means  
State Capitol, Room 207  
Honolulu, HI 96813  
Attn: GIA

(Hand-Delivered)

Re: Grant-in-Aid for year 2016

## Members

Alan Campo

Dr. RJ Matyas

Donald Munro

Kelly Sanders

Dr. Cecelia Shikuma

Dear Senate Committee on Ways and Means:

Thank you for providing the opportunity to Gregory House Programs to apply for funding support through the State of Hawaii Grant-in-Aid process.

We truly appreciate the State Legislature providing our organization and others a mechanism to seek funding support through partnering with the State of Hawaii to provide much needed housing, nutritional and supplemental food, and comprehensive case management. Attached to this cover letter is our completed application.

If you have any questions, please do not hesitate to contact me directly at 592-9048 or via e-mail at [jonb@gregoryhouse.org](mailto:jonb@gregoryhouse.org).

Sincerely,

Jonathon Berliner  
Executive Director  
Gregory House Programs

## Executive Director

Jonathon Berliner

[jonb@gregoryhouse.org](mailto:jonb@gregoryhouse.org)

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

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

THE TWENTY-EIGHTH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES

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

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"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.

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

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

DEPARTMENT OF HEALTH, 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 N. 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 INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- OTHER
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

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

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

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

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 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 \$ 580,928  
 FEDERAL \$ 805,896  
 COUNTY \$ 856,714  
 PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

JONATHON BERLINER, EXECUTIVE DIRECTOR  
NAME & TITLE

1/28/15  
DATE SIGNED



RECEIVED

1/28/2015  
10 [Signature]

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS 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 pursuant to Section 42F-103, Hawaii'i 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 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 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.
  
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii'i 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 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'i 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'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant 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 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)

  
(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Jonathon Berliner \_\_\_\_\_ Executive Director \_\_\_\_\_  
(Typed Name) (Title)

## **I. Background and Summary**

### **Background**

Gregory House Programs is a nonprofit Hawaii agency incorporated in July 1988. The agency's 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. Gregory House Programs addresses 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). Gregory House Programs also provides case management services and nutrition services, i.e. monthly home deliveries of food to rural areas and those who are home bound, weekly grocery distribution, and twice weekly hot lunches. While based on Oahu, the emergency programs and State Rent Subsidy are available to applicants statewide.

The Grant in Aid funds will enable the agency to expand services to meet increasing needs and to leverage 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 in Hawaii. The Grant in Aid funds will also mitigate the federal sequestrations' significant impact on the agency's services over the last three years; additional cuts are expected in the upcoming fiscal years.

### **Goals and Objectives**

Gregory House Programs (GHP) seeks funding to provide housing assistance, nutrition, and case management services to more than 300 persons and families living with HIV/AIDS in Hawaii. The objective is to provide an opportunity for eligible homeless or at risk of homeless persons to secure and maintain stable housing and to increase their access to continuous HIV primary medical care and treatment. 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**

One of the goals in the Honolulu Consolidated Plan is to provide housing and supportive services to 100 individuals living with HIV/AIDS in Honolulu. (The consolidated plan is a HUD required local planning process to identify housing and community development priorities that align with several HUD grant programs, including the Housing Opportunities for Persons with AIDS (HOPWA) program). The 2012 Hawaii Department of Health estimates 1,450 people living with HIV/AIDS (PLWH) in Honolulu; while GHP provides services to approximately 325 clients a year and has about 50 on the waitlist. 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.

President Obama's administration implemented the first National HIV/AIDS Strategy in 2010; one of the Strategy's goals is increasing access to care and improving health outcomes. The Strategy recognizes that it is important "to establish a seamless system to link people to continuous and coordinated quality care" and that "*non-medical supportive services such as housing and food are also critical elements* of an effective HIV care system." The movement across the country to carry out the National HIV/AIDS Strategy is eliminating barriers to successful continuous care and effective HIV treatment, and achieving viral suppression. Various national studies on PLWH and effects of housing assistance on the health, mortality, civic costs, and risk behaviors have been positive. Homeless PLWH who become housed are more able to access continuous primary medical care, HIV treatment and support services. (www.hivhousingsummit.org; 2011 Summit Policy Paper and 2013 research presentations)

Housing, HIV medical care and HIV treatment continue to be ranked high in prioritization of HIV care needs by service providers and consumers in Hawaii (*Hawai'i's Strategic Plan for Comprehensive HIV/AIDS Services, January 2010*). 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*).

The cost of living in Hawaii is infamously high; fair market rent for a studio is more than \$1,200, electric costs are significantly higher than the national average kilowatt per hour cost, food costs are higher than the Mainland. Current GHP client statistics show about 93% (of clients) are within the extremely-low (30%) income limits (\$1,959 a month for a 2 person household or \$1,679 for a single person). These income or benefit amounts do not allow a PLWH or their family to pay for rent, utility, and living expenses and have enough to purchase adequate and nutritious food for a whole month. Other federal funds for direct services are also being sequestered over the next decade; there has been an average annual reduction of \$20,000 for the last three years.

### **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 92 percent of clients fall within the extremely-low income limits. Housing, case management and nutrition services are provided mainly on Oahu, with limited housing 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). Applications are processed as they are received by the Administrative Assistant and routed to program staff. Applicants must have HIV diagnosed by a Hawaii physician, be a Hawaii resident, be homeless or at-risk of becoming homeless, have very-low income limits and limited resources, and be able to live independently. All 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, program staff assesses eligibility and housing needs.

GHP provides housing services (rental subsidies, transitional housing, and short-term housing assistance), nutrition services, and case management services that will promote independent living and self-sufficiency. On the Neighbor Islands, GHP provides its housing services in collaboration with AIDS Service Organization (ASO) case managers. (HUD regulations dictate no rental assistance payments to family members. GHP adopted this guideline for all its programs and payments are made directly to third party vendors and landlords only.)

#### 1. Rental Assistance Programs

During each contract year, GHP provides rental subsidies to more than 130 eligible persons statewide via four programs: the State Rent Subsidy Program (primary funding from DOH/SAPB contract) and the Shelter Plus Care Program, the HOPWA-Housing Opportunities Program, and HOPWA-Scattered Sites Program (three HUD funded programs).

The participant is the leaseholder and responsible for finding an apartment that meets federal Housing Quality Standards. The agency staff inspects the unit initially and sets up a rental assistance agreement with the landlord. After the participant is placed on the program, an individual case plan is developed with goals toward housing and medical stability. Rent subsidies are granted for one-year period and are renewable if necessary. The agency monitors on-going participation with annual unit inspections, re-certifications of participation, and income verifications. Rent calculations are performed annually or when income changes to ensure accurate rental subsidy. Participants contribute thirty percent (30%) of their monthly household gross income for rent, while the program pays the remainder of the rent. Staff ensures accurate and timely monthly rental subsidy disbursements. Case management services are provided to participants in conjunction with housing assistance

#### 2. Transitional Housing

During each contract year, GHP provides transitional housing to more than forty adult individuals with HIV/AIDS who are homeless and at-risk of becoming homeless at two separate facilities – **Gregory House** and **Community Residential Program (CRP)**. Both facilities are

located on Oahu and will also accept applicants from neighbor islands. Gregory House's maximum census is eleven participants; CRP is fifteen participants.

The programs provide basic housing and intensive case management service and ensure that participants are linked to benefits and support services. Case managers engage participants daily to gain their trust and to work on issues that have affected their stability. A Housing Case Plan is developed for each participant with specific goals that will increase his/her ability to maintain housing and medical stability. The immediate goal is to address HIV care and treatment, income, and public benefits. The ultimate goal is to successfully transition participants out to independent stable housing, with or without on-going rental assistance. The participants must also 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.

Participants pay thirty percent (30%) of their monthly income for rent; basic utilities, local telephone service, and laundry facilities are included. The units are furnished with basic household items. Food and clothing banks are also maintained for participants.

### **3. Short-term Housing Assistance**

During each contract year, GHP provides emergency or short-term housing assistance to more than 50 persons with HIV/AIDS. This program provides one time or short-term assistance towards housing costs (rent, mortgage or security deposit) including utility payment or temporary shelter (maximum two weeks) at the YMCA/YWCA or economy hotel. Applications are received for each specific request for housing related assistance. The agency processes each application to determine eligibility and to approve the assistance. GHP works with the client to develop a case plan that includes a budget and ways in which to maintain stable housing or to locate more permanent housing. Payments are made to landlords and/or vendors only.

### **4. Nutrition Services**

During each contract year, GHP provides nutrition services to more than 275 individuals and families impacted by HIV/AIDS. On a weekly basis, the program procures, prepares and allocates food with the help of about fifty-five volunteers. 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 twice a week. Consumers with dependent family members are provided with an extra allotment of food.

### **5. Case Management Services**

GHP provides case management in conjunction with housing assistance to more than 200 clients each contract year. Services start from assessment of eligibility to program discharge. The case manager conducts an extensive intake assessment to determine appropriate program placement

and supportive services to increase stability. After program placement, services include, but not limited to the following:

- Ensure access to medical care and HIV treatment
- develop a housing case plan with specific goals on maintaining medical, housing and financial stability
- conduct home visits and provide on-going assessments of needs
- advocate for and refer clients to services and other resources
- monitor on-going program participation
- counseling and eviction prevention.
- maintain client charts, documentation, and case notes

The agency shall also provide medical case management to link clients with special needs or higher acuity to health care, psychosocial, and other services: advocate for timely and coordinated access to medically appropriate levels of health care, support services and continuity of care, including mental health and substance use treatment and support; ongoing assessment of needs, support systems, and HIV treatment adherence; development, re-evaluation and adaptation of a comprehensive individualized case plan; coordination of services required to implement the plan; and conduct periodic home-visits.

## **6. Waitlist**

GHP maintains a waiting list for 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 staff meets on a weekly basis to monitor new additions and removals from the waitlist. When a program space 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.

### **Timeline**

GHP's services are on-going and all activities are conducted during 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 contracts 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 participant/consumer, and if the Case Manager is unable to resolve said issue, the case manager will then meet with the Clinical Operations Director discuss 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. The Case Managers meet with the Clinical Operations Director on a regular basis to address program and 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 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 medical care and HIV treatment. Program staff compiles 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 surveys clients 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. GHP has used survey results to implement programmatic improvements, or procedure or policy changes.

### **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 support services, including medical care and HIV treatment.

**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 Competitive Program
  - b. HUD Continuum of Care Programs
  - c. Emergency Food and Shelter Program or FEMA
  - d. Private foundations.
4. No state or federal tax credits.
5. Government contracts and grants – please refer to attached form
6. Balance of unrestricted current assets as of December 31, 2014 - \$81,129

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: Gregory House Programs

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	38,819	100,000		
2. Payroll Taxes & Assessments	3,981	10,000		
3. Fringe Benefits	6,600	17,000		
<b>TOTAL PERSONNEL COST</b>	<b>49,400</b>	<b>127,000</b>		
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment (copier)	350			
4. Lease/Rental of Space	5,000			
5. Staff Training				
6. Supplies	500			
7. Telecommunication	600			
8. Postage	150			
9. Direct Assistance RS	2,000	300,000		
10. Direct Assistance EA/TS	2,000			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>10,600</b>	<b>300,000</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>60,000</b>	<b>427,000</b>		
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	60,000	Jeannie Salmon <span style="float: right;">592-9029</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested		[REDACTED]		
(d) Total Private/Other Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>60,000</b>	Jonathon Berliner, Executive Director		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Applicant: Gregory House Programs

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	\$105,840.00	10.00%	\$ 10,584.00
Accountant	1.0 FTE	\$61,326.00	10.00%	\$ 6,132.60
Administrative Assistant	1.0 FTE	\$30,285.00	10.00%	\$ 3,028.50
Clinical Director	1.0 FTE	\$61,353.00	10.00%	\$ 6,135.30
Medical Case Manager	1.0 FTE	\$45,000.00	10.00%	\$ 4,500.00
Rent Subsidy Housing Case Manager	1.0 FTE	\$36,036.00	10.00%	\$ 3,603.60
Director of Development	1.0 FTE	\$48,345.00	10.00%	\$ 4,834.50
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>38,818.50</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: Gregory House Programs

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

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

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: Gregory House Programs

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: 2013-2014	FY: 2014-2015	FY:2015-2016	FY:2015-2016	FY:2016-2017	FY:2017-2018
PLANS	NA					
LAND ACQUISITION	NA					
DESIGN	NA					
CONSTRUCTION	NA					
EQUIPMENT	NA					
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

# GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: Gregory House Programs

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau )	CONTRACT VALUE
1.	State Homeless Shelter Program	Aug 1, 2014 – July 31, 2015	DHS/BESSD	State	114,000
2.	HIV/AIDS Housing Assistance	Aug 1, 2014 – July 31, 2015	DOH/STD AIDS Prevention Branch	State	436,928
3.	HOPWA	Dec 1, 2012 – Nov 30, 2015	HUD	US	1,390,650
4.	HOPWA- Project Sponsor	October 30, 2014 – October 30, 2015	Dept of Community Services	Honolulu	351,608
5.	GHP Permanent Housing, Continuum of Care	December 1, 2014 – November 31, 2015	Dept of Community Services	Honolulu	505,106
6.	Community Residential Program Continuum of Care	Sept 1, 2014 – Aug 31, 2015	HUD	US	342,346
7.					
8.					
9.					
10.					
				TOTAL	3,140,638

#### **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 that can house up to 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 may graduate the program and transition on to independent stable housing, with or without on-going rental assistance.

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 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 Programs were added in 1994 and 1996 respectively to GHP's continuum of housing services. Shelter Plus Care Program provides housing to disabled participants who are formerly homeless. These two programs provide tenant-based rental assistance to more than sixty 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 2015. 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 lower Makiki.

As of December 2012, Save the FoodBasket, a separate entity, was merged into Gregory House Programs to become a supportive service program. Save the FoodBasket program's (STFB) history began in early 1990s with a handful of volunteers running a small food pantry to



distribute food, cleaning supplies, and sometimes supermarket coupons for food purchase to low income individuals and families impacted by HIV/AIDS on Oahu. The program was designed to supplement the clients' nutrition needs and diet; all of the clients have very low incomes that will not allow them to purchase enough food, or even healthy and nutritious higher-cost foods. Today, STFB program has an active roster of approximately 300 clients and distributes frozen meats, dairy, fresh fruits and vegetables, and canned and dried foods to supplement the nutritional needs of persons living with HIV/AIDS. Once a month during the first week, the program provides home deliveries to those who are medically challenged and home-bound, or transportation challenged in rural areas. For the rest of the month, a "store-front" is opened twice a week on Tuesdays and Thursdays at a rented space in a centrally located church in Honolulu – clients are able to receive weekly groceries up to three times each month. Hot lunches are also served twice a week at the church. Besides food, the store-front provides a chance for clients to socialize and connect with other people.

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

Department of Health, SAPB	1989-15
Dept of Human Services, Homeless Programs Office	1992-15
Ryan White CARE Act	1991-15
City & County, Department of Community Services: Shelter Plus Care	1994-15
City & County, Department of Community Services: HOPWA	1996-15
HUD: HOPWA/SPNS	1997-15
Emergency Food and Shelter Program (FEMA)	2007-14
HUD: Supportive Housing Program (SHP)	2000-15

## **B. Facilities**

The agency manages and operates two separate facilities for its two transitional housing programs. Gregory House consists of three buildings with 6 small apartment units that accommodate eleven participants. Community Residential Program consists of seven units, master leased by the agency, that accommodate fifteen participants. Office and program spaces are available at each site for client meetings and on-site classes. A part-time maintenance person provides on-going maintenance to both facilities.

The agency also leases a space for the Save the FoodBasket program at a local church to store several industrial size refrigeration and food, and to deliver services, such as grocery distribution and serving hot lunches.

GHP administers its short-term housing assistance 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 8 years as Executive Director at GHP.
- ii. Accountant (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 9 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 6 years of experience with substance abuse and mental health and started her employment with GHP October 2012.
- iv. Medical Case Manager (1 FTE): provide medical, mental health and substance abuse case management to program participants and homeless clients. Qualifications: BS/BA degree, CSAC; minimum 2 years mental health and substance use or equivalent experience.  
Izaak Williams, BA Psychology, Hawaii CSAC; has more than three years of social work and substance use/mental health experience; started at GHP January 2015.
- 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.  
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: Case Managers (5 FTE), FoodBasket Operations Manager (0.5 FTE), Residential Assistants (2 FTE and 4 part-time/on call staff), two contract therapists, a Maintenance person (0.5 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 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 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 two training seminars and/or conferences per year. Administrative staff (Executive Director, Clinical Operations Director, and Accountant) will attend at least two seminars, trainings, or conferences each year specific to their duties.

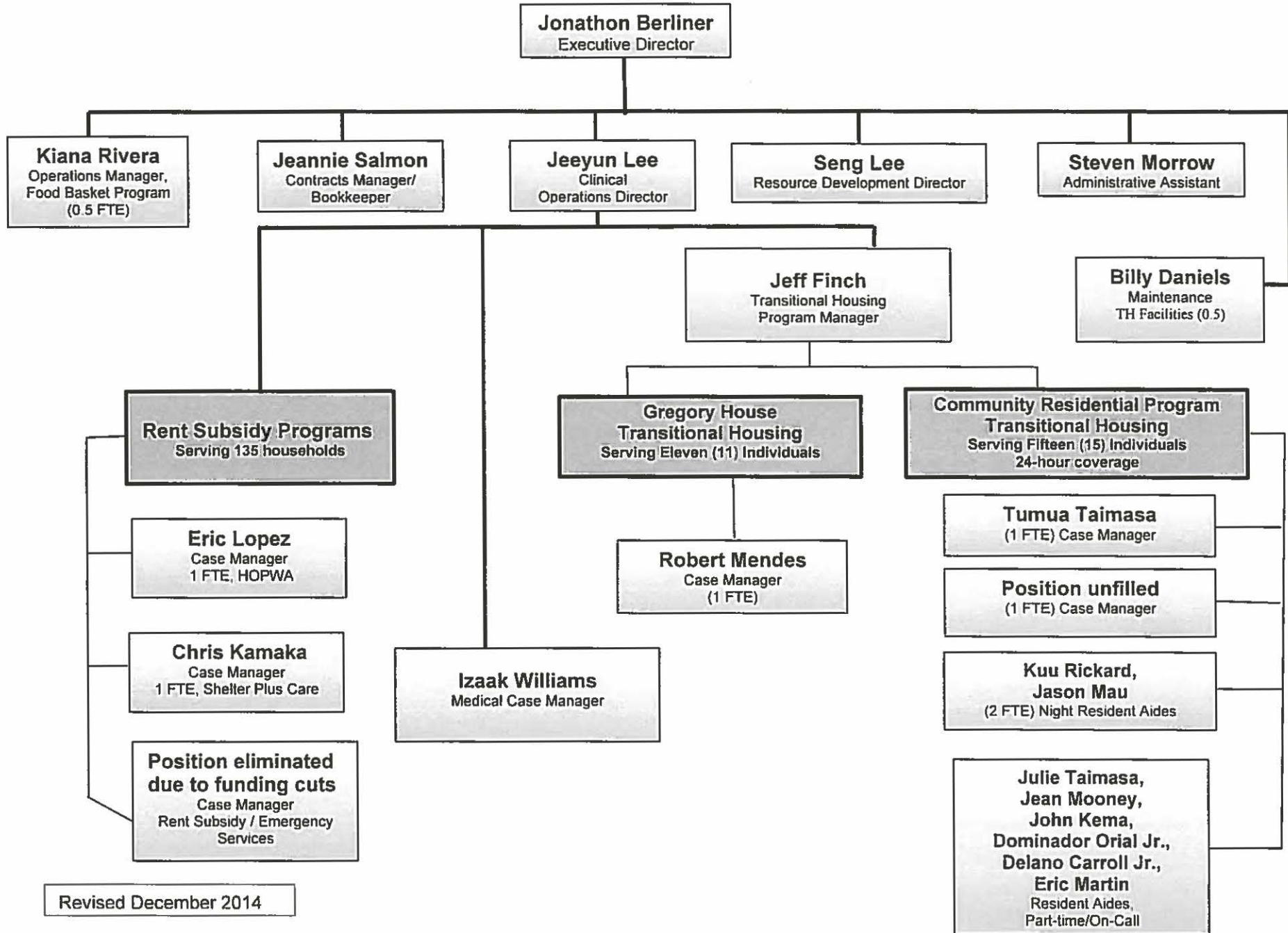
**B. Organizational Chart**

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.

# Gregory House Programs ORGANIZATIONAL STAFF CHART



Revised December 2014

**VI. Other**

**A. Litigation**

None

**B. Licensure or Accreditation**

Not Applicable or none

**C. Federal and County Grants**

The amount grants awarded since July 1, 2014 are for HOPWA (DCS Honolulu) at \$351,608, GHP Permanent Housing (DCS, Honolulu) at \$505,106, and Community Residential Program (HUD, US) at \$342,346.

**D. Private Educational Institutions**

Not applicable

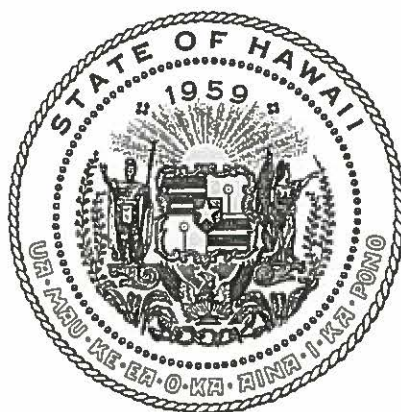
**E. Future Sustainability Plan**

The agency shall continue to seek other sources of private foundation or government grants, develop long-term donors and further develop our fundraiser activities to raise the needed funds to leverage the federal and state funds and to sustain the program activities beyond the grant period. The government contracts that fund part of this project has been renewed since the mid-1990s and the agency expects that these contracts shall be renewed in the foreseeable future.

Project is on-going and shall be in operation beyond the fiscal year 2015-16 period. The agency has the basic infrastructure to carry out the program activities. Staff shall continue to receive appropriate training to strengthen its capability to provide appropriate and timely services and in linking clients to care and treatment.

**F. Certificate of Good Standing**

Attached



## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

#### GREGORY HOUSE PROGRAMS

was incorporated under the laws of Hawaii on 07/13/1988 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: December 10, 2014

Director of Commerce and Consumer Affairs

