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HIV/AIDS Administration
Grants & Contracts Management Division
Informal Site Visit

<u>Monique Berry</u> Monitors Name	<u>Lurn-N- Ern</u> Sub-Grantee's Name
<u>6P0313</u> Grant Number	<u>HOPWA</u> Funding Source
<u>Grant Number</u>	<u>\$135,461</u> Amount of Funding
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<u>April 26, 2006</u> Date of Visit	<u>\$135,461</u> Total Budget

Project Base Rental
Service Areas

Issues or occurrences that precipitated visit: Quarterly Site Visit

HAA Staff in Attendance:

Monique Berry
 Charis Ferguson

Sub-Grantee Staff in Attendance:

Mona Odom
 Brenda Taylor-Robinson
 Betty Williams

Monitor and Sub-grantee addressed the following issues:
accomplishment

1st Quarter goals and

Details of Meeting: On the above date and time Charis Ferguson and myself reported to a Scheduled site visit with Lurn-N- Ern. The agenda items were but not limited to the discussion of Goals and Service deliveries, request of policy and procedure manual, review of client and supporting documentation files, review of personnel files and the discussion of financial monitoring.

Upon our arrival, Mona Odom, Project Director gave us a complete tour of the facility. After the tour the above mention attendees sat down to discuss the items on the agenda. Mona Odom gave a PowerPoint presentation on some of the learning tools she was incorporating into the progra o

Sub-Grantee Concerns:

As of to date Lurn- N- Ern has enrolled three clients into the program one has been voluntarily released. Mona's has had several meetings with Housing Counseling Services (Gatekeeper) to discuss how she can assist in the recruiting of clients. The specific service requirements in the grant agreement states that this program would provide project- based transitional housing for 6 months for 20 clients within in a 12 month period. There are 26 weeks remaining on this contract and the target goals for the first six months have not been reached. In addition, Mona has spoken to Debra Rowe about her concerns.

Grantee Concerns:

During the financial monitoring portion of the agenda. I discussed the spending status with Lurn-N- Ern. I explained to Mona that here current spending was only 18.44% of her award. To date the spending should be at least 50%. I asked Mona did she expect to spend the money by the end of the award period which is October 1, 2005 to September 30, 2006. Secondly, I found that the clients files were not double licked and the building was not handicap accessible. SEE CORRECTIVE ACTION PLAN.

Corrective Action Plan:

Lurn-N- Ern has agreed to purchase a wooden ramp, in which should be place at the back entrance leading to the drive way. They have also agreed to purchase a pad lock and place it on the closet door where the locked file cabinet is stored. In refernce to the spending, it has been documented that Lurn-N- Ern has had some stat up concersns which are directly related to the underspending, However, Mona spoke to Debra Rowe and a recruitment plan was implemnted. N will be passing out flyers at different locations. In refernce to the underspendin Rowe decided not to reduce the grant at this time.