



GOVERNMENT OF GUAM
 DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
 DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT



EDDIE BAZA CALVO
 GOVERNOR

RAY TENORIO
 LIEUTENANT GOVERNOR

JAMES W. GILLAN
 DIRECTOR

LEO G. CASIL
 DEPUTY DIRECTOR

APR 27 2016

Honorable Judith T. Won Pat
 Speaker
 33rd Guam Legislature
 155 Hessler Place
 Hagatna, Guam 96910

Office of the Speaker
 Judith T. Won Pat, Ed.D

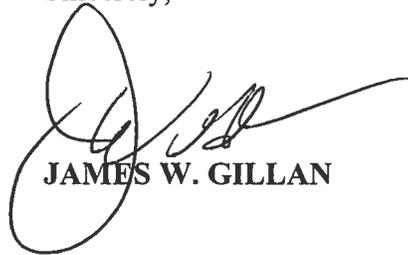
Date: 05-02-16
 Time: 3:58 pm
 Received By: [Signature]

Dear Madam Speaker:

Attached is the fiscal year 2016 second quarter report of activities and inventory of non-expendable property of the *Guma* San Jose shelter. This is in compliance with Public Law 33-66, Chapter XIII, Section 6, relative to reporting requirements for non-profit organizations.

Should you have any questions or need additional information, please contact Ms. Linda B. Rodriguez, Human Services Program Administrator for the Bureau of Social Services Administration at 475-2653/2672. We appreciate your continued support.

Sincerely,


JAMES W. GILLAN

Attachment

Cc: Office of Public Accountability



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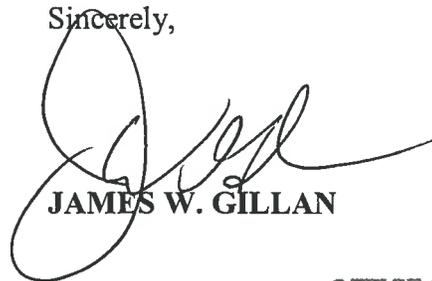
Doris Flores Brooks, CPA, CGFM
 Public Auditor
 Office of Public Accountability
 Suite 401, DNA Building
 238 Archbishop Flores Street
 Hagatna, Guam 96910

Dear Ms. Brooks:

Attached is your copy of the fiscal year 2016 second quarter report of activities and inventory of non-expendable property of the *Guma* San Jose shelter. This is in compliance with Public Law 33-66, Chapter XIII, Section 6, relative to reporting requirements for non-profit organizations.

Should you have any questions or need additional information, please contact Ms. Linda B. Rodriguez, Human Services Program Administrator for the Bureau of Social Services Administration at 475-2653/2672. We appreciate your continued support.

Sincerely,



JAMES W. GILLAN

Attachment

RECEIVED
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Catholic
Social
Service

Catholic Charities Guam

234A U.S. Army Juan C. Fejeran Street
Barrigada, Guam 96913
Tel: 671-635-1406 Fax: 671-635-1444
Email: css@guam.net
Website: www.catholicsocialserviceguam.org

2016 APR 14 PM 4:12

DPHSS/BOSSA

Ruby

#16-1221

Archbishop Anthony S. Apuron
OFM CAP D.D.
President / Chairman
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Executive Director

Ronald B. Carandang
Deputy Director

DEPARTMENT OF PUBLIC HEALTH & SOCIAL SERVICE
P.O. BOX 2816
HAGATNA, GUAM 96932

QUARTERLY REPORT

CONTRACTOR: CATHOLIC SOCIAL SERVICE

ADDRESS: #234-A US ARMY JUAN C. FEJERAN STREET
BARRIGADA, GUAM 96913

PROJECT TITLE: GUMA SAN JOSE

MONTH: MARCH

FISCAL YEAR: 2016

PREPARED BY:

Terry Mortera
TERRY MORTERA

TITLE:

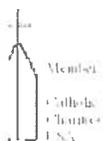
PROGRAM MANAGER

APPROVED BY:

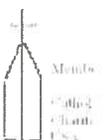
Diana Calvo
DIANA B. CALVO
EXECUTIVE DIRECTOR

SUBMISSION DATE:

MARCH 11, 2016



"Respecting The Dignity Of The Human Person Through Service"



**QUARTERLY REPORT
DEDEDO & ORDOT SHELTERS
January, February, March FY 2015-2016**

2016 APR 14 PM 4: 12

DPHSS/BOSSA

Ruby

No. of Staff: 14/15 (Vacant Position: x1 Case Worker)

No. of Clients/Dededo Shelter: 239 No. of Cases: 78 Waitlist Cases: 91

No. of Clients/Ordot Shelter: 25 No. of Cases: 31 Waitlist Cases: 16

DEDEDO SHELTER

Placement:

- Two (2) cases or nine (9) individuals saved money to rent and moved to their own housing unit. (Case#111630, 111612)
- One (1) case or one (1) individual moved to Guam Housing Corporation housing unit. (Case#120604)
- One (1) case or three (3) individuals moved to Guma San Jose Expansion Unit. (Case#111609)
- One (1) case or one (1) individual moved back with relatives. (Case#121601)
- One (1) case or one (1) individual got employed and moved out with a place to rent on her own. (Case # 111629)
- One (1) case or one (1) individual moved out with a job and a place to stay (Case # 121604)
- One (1) case or four (4) individuals moved out with a place with the assistance through the Salvation Army ESG Housing Assistance Program (Case # 121631)
- One (1) cases or four (4) individuals moved to their own housing under Salvation Army's assistance. (Case#21632)
- One (1) case or six (6) individuals moved to Guma San Jose Expansion Unit. (Case#31622)
- One (1) case or three (3) individuals and another case or two (2) individuals combined and moved to Guam San Jose Expansion Unit (Case #21633 and #21634).

Emergency Housing (EH):

- Fifty-four (54) cases or one hundred eighty-eight (188) individuals were housed overnight because there were no available rooms for the 60 day program, also they did not have necessary documents at the time of intake.

Walk In Assistance:

- A male individual came in to request to shower eleven (11) separate times and requested for food assistance once. He sleeps in his car and prefers not to apply for the Men Shelter because of transportation issues. He is employed near the Dededo shelter.
- A family came in to request for food assistance six times and showered three times. They applied for the 60 days program and were put on the waitlist. They were offered overnight service but they refused it.
- A single female came in to request for food assistance. She is currently not homeless but she does not have resources to purchase food.
- A male individual came in to request to shower once. He reported that he is homeless but refused to apply to for the men shelter.

- A female individual who was a former client of the shelter came in to request for food assistance. They are no longer homeless but need food assistance.
- A single father with four children came in to request to shower once and was provided personal hygiene products. They are staying in their vehicle and also came in for the overnight service. He's had domestic conflicts with his wife.
- A single female requested for food assistance. She sleeps in her car and refused to apply for the 60 days program because she has other housing plans.
- A single mother of five children requested for personal hygiene products. They came in for the overnight service. They are staying at a park and are currently on the waitlist for the 60 days waitlist.
- A single male came in to request for food assistance. He is receiving a retirement income monthly but he claims to be homeless. He did not apply at this time.
- A male client walked in requesting for food/milk, and diapers for his family.
- A male individual came in to request for food assistance (canned food) six (6) separate times. He is receiving income and staying with his relatives and does not need shelter assistance.
- A male individual came in to request to shower two (2) separate times.
- A single female came in to request for food assistance three (3) separate times. She lives in her car.
- A male individual came in to request for food and shower service once.
- A male individual who was a former client of the shelter came in to request for food assistance. He says that he sleeps in his car and came to the men's shelter two times this month for emergency housing.
- A single male came in to request for food assistance once.

Voluntary Exit:

- One (1) case or one (1) individual voluntarily exited the shelter because of moving in Guam Housing Corporation housing unit. (Case #120604)

Eviction:

- A family of four (#21626) was evicted due to the violation of the rules.

Work Assistance:

- Two (2) cases were assisted in obtaining employment. (Case #120604, 120630)
- One (1) case (Case #111606) got employed through GSJ Job Assistance, including providing the application forms, helping to prepare and transport, and pay for court & police clearance for interview.

ORDOT SHELTER

The shelter is still being operated under a temporary permit pending an inspection by the Department of Public Works. In order to pass the inspection, a certified electrician needs to inspect and certify the electricity at the shelter. CSS Support Service had paid a contractor, but work has not yet been done.

Placement:

- One (1) case of male individual exited and moved to an apartment unit through GBHWC Housing First Shelters Plus. (Case # 120612)

Emergency Housing (EH):

- Sixty (62) cases of individual male was housed overnight and moved out the next day because there was no available bed at the time of intake.

Walk-In Assistance:

- One (2) male individuals came in to request for food assistance once each. They did not apply for shelter.

Voluntary Exit:

- None for this reporting period.

Eviction:

- One (1) individual (#31615) evicted due to the no call, no show.
- Another individual was evicted due to the no call, no show for 5 days.

Work Assistance:

- Two cases of male individuals were assisted in obtaining employment. (Case # 120637, 11637)

Consolidated Dededo/Ordot Pending Work as submitted to CSS Support Services:

1. Repaint floor in Lanai area. (needs water blasting)
2. Repaint several client rooms
3. Five (5) hallway lights need replacement
4. Left replace 4 emergency lights
5. Rightside emergency lights to be placed.(Dededo)
6. Certification of electricity by a certified electrician. (Ordot)
7. Left wing sink is leaking and needs some plumbing work done. (Dededo)
8. Left wing sliding pantry door needs repair or replacement. (Dededo)
9. Right family shower plumbing set needs replacement. (Dededo)
10. Right ADA rest room water leak in the wall.(Dededo)
11. Staff bathroom vent need replacement. (Dededo)
12. Laundry room's vent not working. (Dededo)
13. All six (6) AC Split units need repair/service contract. (Dededo)
14. Hallway vents need servicing, left and right wings
15. Single restroom left wing toilet leaking.
16. Chest Freezer needs replacement.
17. Common area a/c needs repair. (Ordot)
18. Unit 1 refrigerator needs replacement.
19. Ordot van's window needs repair.
20. Ordot van's brake repair.
21. Dededo van's front fender needs repair.
22. Both shelters need water blasting and new paint job.
23. Ordot shelter living/common space tile needs replacement.
24. Ordot ceiling fans (2) two needs installation.
25. Dededo water treatment system needs installation for client use.

Shelter Needs:

1. Chest Freezer – need is for clients that buy their meat in bulk to save money.
2. Copy machine – need is to make photo copies for staff & clients.

3. Purchase 2 washers & dryers.
4. Purchase two (2) Computers & two (2) printers for Shelter Workers and Social Worker.
5. Purchase a 500 gallon tank to be used during water outages.
6. One (1) bush cutter – to cut grass around the shelters and to be used for training the clients.
7. Purchase one (1) water blaster.
8. Purchase one (1) Lawn mower.
9. Weed Blower.
10. Purchase a computer for the front office x2 push to talk or FRS radio as a communication tool between Shelter workers outside and main office
11. Internet needed for Men's Shelter.

SERVICES PROVIDED:

Transportation services were provided to and from both shelters; to job sites, job searches, job interviews, Catholic Social Service Office, home searches, workshops, sponsored dinners, The Salvation Army, Mayor's Offices, Superior Court, Public Health- Dededo, Public Health- Mangilao, SDA Clinic, GBHWC, AHRD, DOL, DOE, GHURA, super markets, etc.

Follow ups were made with The Salvation Army regarding applications for housing assistance. Follow ups were also made on applications that were submitted to various employers for employment via phone calls and transporting clients to and from the work sites.

- Total number of calls that the clients made from the office telephones was 1387.
- Total number of meals that were provided to clients were 3793 (excluding sponsored dinners and walk-in assistance). Some families do not qualify with SNAP and does not have any income. Other families/individual request for food because they were out of SNAP or cash.
- Total number of transportation that were provided to clients were 357(excluding sponsored dinners).
- Total number of clients that used the computer services in Dededo was 51. There was no internet available in Ordot for the months of January, February, and March 2016.

PROGRAM ACTIVITIES:

In collaboration with the staff, other agencies and organizations, monthly activities and plans are ongoing throughout Guma San Jose Homeless Shelter Program.

Clients:

- January 2, 2016 – Mrs. Taitingfong provided dinner held in GSJ Lanai.
- January 6, 2016 – GPD Dededo provided dinner held in GSJ Lanai.
- January 14, 2016 – New Covenant provided dinner for the clients held at GSJ Lanai.
- January 15, 2016 – Guam Latte Lion Club provided dinner held at GSJ Lanai.
- January 16, 2016 – Guam Harmon Lion's Club provided luncheon held at GSJ Lanai.
- January 16, 2016 – Saint John Parish provided dinner. Clients were transported to and from dinner location.
- January 20, 2016 – Clients participated in Zumba exercise held in GSJ Lanai.
- January 27, 2016 – Santa Barbara Parish provided dinner. Clients were transported to and from dinner location.
- January 28, 2015 – Seven clients were transported to Hyatt Regency Hotel for job fair.

- February 5, 2016 – GTA Dinner at CSS
- February 11, 2016 – New Covenant Dinner at GSJ Lanai
- February 18, 2015 – Free Hair cuts
- February 20, 2016 – Saint John’s Dinner
- February 24, 2016 – Santa Barbara’s Dinner
- March 5, 2016 – Rock Lions Club provided lunch for the clients held at GSJ Lanai.
- March 10, 2016 – New Covenant provided dinner for the clients held at GSJ Lanai.
- March 12, 2016 – San Juan Baustista provided the Easter Egg Hunting for kids.
- March 19, 2016 – Saint John Parish provided dinner. Clients were transported to and from dinner location.
- March 22, 2016 – Malcom provided lunch for clients held at GSJ Lanai.
- March 28 and 30 -- John Howard and his staff from UOG conducted the Nutrition classes for the clients at GSJ Lanai.
- March 30, 2016 – Santa Barbara Parish provided dinner. Clients were transported to and from dinner location.

Staff:

- January 6, 2016 – Guam Homeless Coalition Meeting, PM
- January 8, 2016 – GSJ had a staff meeting held at GSJ.
- January 9, 2016 – Staff had a Christmas Party Luncheon held at World Café Restaurant.
- January 13, 2016 – Mr. Chargualaf and Ron C. came to do Accreditation inspection at Dededo Shelter.
- January 14, 2016 – PM attended Micronesia Resource Center One Stop grand Opening
- January 19, 20 & 21, 2016 – GSJ staff attended one day Point in Time training held at CSS main conference room.
- January 20 2016 – CSS Legacy of Hope meeting, PM
- January 20 2016 – CSS Managers Meeting
- January 20, 2016 – Guam Homeless Coalition Regular Meeting, PM
- January 26, 2016 – Social Worker and Shelter Manager (M.S.) attended Point in Time Team Leaders training.
- January 28, 2016 – Bureau of Social Services Administration (BOSSA) came to conduct quarterly inspection at GSJ Dededo and Ordod shelters.
- January 28, 2016 – NetCare Insurance conducted a briefing for staff held at GSJ.
- January 29, 2016 – GSJ Staff participated in Annual Point in Time Homeless Count.
- February 8, 2016 – Meeting with Shooting Star Productions and ED.
- February 10, 2016 – AFLAC Presentation to GSJ.
- February 10, 2016 – PIT Count After Action Meeting
- February 17, 2015 – Guam Homeless Coalition Meeting
- February 24, 2016 – Legacy of Hope Meeting
- February 24, 2016 – Frail Elderly Meetng
- February 24, 2016 – GHC Strategic Planning Meeting
- February 26, 2016 – BT-A Training
- February 28, 2016 – Outreach at Micronesian Mall
- March 9, 2016 – Legacy of Hope/Frail Elderly planning meeting @ CSS
- March 15, 2016 - Legacy of Hope/Frail Elderly planning, Managers meeting @ CSS

- March 15, 2016 – Strategic Planning Meeting for Coordinated Entry @ Salvation Army
- March 14, 2016 -- New Social Worker, Kyung Hee Byun was hired and started working.
- March 16 and 17, 2016 -- Social Worker attended NASW Regional Conference at Lotte Hotel.
- March 17, 2016 – Harry Patricio and Edlyn Fernando manned the table for outreach at the NASW Regional Conference.
- March 17, 2016 - Health Care for Homeless Committee meeting @ UOG
- March 19, 2016 - Alee Shelter 35th Anniversary Mass and Merienda @ CSS
- March 21, 2016 – Strategic Planning Meeting for Coordinated Entry @ Salvation Army
- March 23, 2016 - GHC general membership meeting @ DOL
- March 24 and 30 -- Mike Suzuki attended meeting at Department of Labor.
- March 24, 2016 -- Robert Wolford and Kyung Hee Byun attended the HMIS Training at Salvation Army Family Center.
- March 28, 2016 – Legacy of Hope planning meeting @ CSS
- March 30, 2016 – Strategic Planning Meeting for Coordinated Entry @ Salvation Army