



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 23 2015

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

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

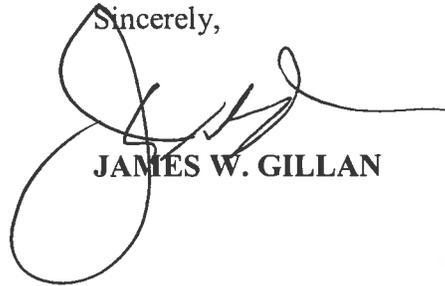
Date: 04/28/2015  
 Time: 9:59 AM  
 Received By: CAPL SANCHEZ  
*CAS*

Dear Madam Speaker:

Attached is the fiscal year 2015 second quarter report of activities and inventory of non-expendable property of the *Guma* San Jose shelter. This is in compliance with Public Law 32-181, Chapter XIII, Section 7, 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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APP 33 2015

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

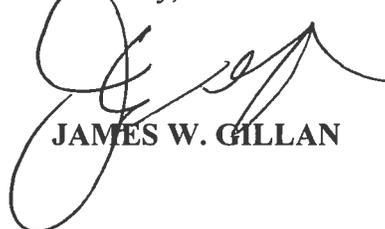
**RECEIVED**  
 OFFICE OF PUBLIC ACCOUNTABILITY  
 BY: CP  
 DATE: 4/28/15  
 TIME: 1030  AM  PM

Dear Ms. Brooks:

Attached is the copy of the fiscal year 2015 second quarter report of activities and inventory of non-expendable property of the *Guma* San Jose shelter. This is in compliance with Public Law 32-181, Chapter XIII, Section 7, relative to reporting requirements for non-profit organizations.

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Sincerely,



**JAMES W. GILLAN**

Attachment



**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](mailto:css@guam.net)  
Website: [www.catholicsocialserviceguam.org](http://www.catholicsocialserviceguam.org)

2015 APR 15 PM 4:23

DPHSS/BOSSA  
*[Signature]*

Archbishop Anthony S. Apuron  
OFM CAP D.D.  
President / Chairman  
Board of Trustees

Diana B. Calvo  
Executive Director

Peter John Camacho  
Deputy Director

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

QUARTERLY REPORT FOR FY 2014-2015

CONTRACTOR: CATHOLIC SOCIAL SERVICE

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

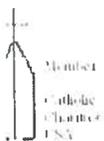
PROJECT TITLE: GUMA SAN JOSE HOMELESS PROGRAM

MONTH: JANUARY FEBRUARY & MARCH

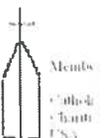
FISCAL YEAR: 2014-2015

SUBMITTED BY: *[Signature]*  
TERRY MORTERA  
PROGRAM MANAGER

APPROVED BY: *[Signature]*  
DIANA B. CALVO  
EXECUTIVE DIRECTOR



**"Respecting The Dignity Of The Human Person Through Service"**





## Guma San Jose

*A 24-hour Homeless Emergency Shelter for 60 days for families and individuals*

234 U.S. Army Juan C. Fejeran St., Barrigada, Guam 96913

Telephone: (671) 633-2955 Fax: (671) 637-1307

### **QUARTERLY REPORT** **DEDEDO & ORDOT SHELTERS** January, February & March 2015

#### **A. PROGRAM OPERATIONS:**

##### **PERSONNEL:** (Full time positions)

- Program Manager 1
- Shelter Manager 2
- Shelter Workers (Full-Time) 12

##### **NUMBER OF INDIVIDUAL CLIENTS & FAMILIES:**

Guma San Jose Emergency Homeless Shelter provides housing for individual clients and families for up to 60 days. There are two (2) Emergency Homeless Shelters. The men's shelter located in Ordoto has five (5) beds and one (1) for emergencies. The single women and family shelter located in Dededo has twelve (12) rooms and one (1) room is utilized for emergency housing (EH) for overnight service. The following are the stats for **January, February and March 2015.**

<b>1. TOTAL NUMBER OF CASES:</b>	<b>67</b>
<b>TOTAL NUMBER OF CLIENTS SERVED:</b>	<b>216</b>

<b>2. ORDOT SHELTER:</b>	<b>NUMBER OF CASES:</b>	<b>ADULTS:</b>
SINGLE MEN	16	16
TOTAL	16	16

<b>3. DEDEDO SHELTER:</b>	<b>NUMBER OF CASES:</b>	<b>ADULTS:</b>
SINGLE WOMEN	5	5
TOTAL	5	5

<b>4. DEDEDO SHELTER:</b>	<b>NO. OF CASES:</b>	<b>ADULTS:</b>	<b>CHILDREN:</b>
SINGLE MOTHERS	8	8	22
TOTAL	8	8	22

5. DEDEDO SHELTER:	NO. OF CASES:	ADULTS:	CHILDREN:
SINGLE FATHER	4	4	13
TOTAL	4	4	13

6. DEDEDO SHELTER:	NO. OF CASES:	ADULTS:	CHILDREN:
COUPLES/FAMILIES	34	68	80
TOTAL	34	68	80

7. BOTH SHELTERS:	NO. OF CASES	ADULTS:	CHILDREN:
TOTAL	67	101	115

8. PHYSICAL/HEALTH CONDITION:	NO. OF INDIVIDUALS
TOTAL ELDERLY (60 & ABOVE)	5
1. PHYSICAL DISABILITY	2
2. MENTAL DISABILITY	0
3. BOTH	1

9. PHYSICAL/HEALTH CONDITION:	NO. OF INDIVIDUALS
TOTAL CLIENTS 59 AND BELOW	14
1. PHYSICAL DISABILITY	8
2. MENTAL DISABILITY	6
3. BOTH	0

10. WAITLIST	NO. OF CASES	ADULTS:	CHILDREN:
ORDOT	7	7	0
DEDEDO	54	86	133

### **DEDEDO SHELTER**

#### **Placement:**

- Nine (9) cases or thirty-two (32) individuals that were referred to Salvation Army ESG housing assistance were able to move in to their new houses/apartment units.
- One (1) case or a family of eight (8) was assisted to get their own place in collaboration with Salvation Army. The family was assisted financially by different agency/individual so they can clear their arrears in order to obtain their own place through Salvation Army Rapid Re housing program.
- One (1) case or three (3) individuals transitioned in a permanent housing program under Catholic Social Service.
- One (1) case or four (4) individuals went back to family members.
- Two (2) cases or nine (9) individuals transitioned to GSJ Expansion Units.

-One (1) case or a family of four (4) individuals exited the shelter. They were assisted by their employer for down payment with their new unit.

**Emergency Housing (EH):**

-Thirty-six (36) cases or one hundred twenty-eight (128) individuals were housed over night and moved out the next day to family and friends because there were no available rooms.

**Walk In Assistance:**

-A female individual came in to ask for food assistance and was given three meals.

-A single male came in to ask for food assistance and shower. This individual came in for walk- in assistance thirteen times. He is homeless because the person he was living with passed away. He did not apply for the men shelter.

- A single male came in to ask for food assistance, shower, and requested for clothing. This individual came in for walk- in assistance twelve times. He broke up with his girlfriend and now homeless. He works in the northern part of the island and does not have a reliable transportation so he refuse to apply for men shelter for now.

-A family of three came in to shower, request for food, do laundry, and cook their food seventeen (17) times. They are homeless because of family disputes. They were offered the overnight service (EH) but they refused because the female and her daughter will be in Dededo shelter while the male will be in the men shelter because according to the child's birth certificate, she is not biologically related to the male.

-A family of eight who got out from GSJ 60 days program utilized the walk-in assistance by showering twice while being assisted by GSJ and Salvation Army Social Workers in obtaining their own place through Salvation Army Rapid Re housing program.

-A male individual who exited the men shelter came in to request for blankets and pillow cases. He is already stably house under Salvation Army Rapid Re housing program but did not have blankets and pillow cases.

-A family of three came in to shower once at the same time they were utilizing the overnight service every other day before getting into the 60 days program.

-A male individual came in to shower once. He has been couch surfing for a year.

**Resignation:**

- One (1) case or five (5) individuals were processed to be housed over a weekend, but did not come back to utilized the emergency room.

-A single female voluntarily exited the shelter due to conflicts she is having with other clients. She was also experiencing medical and personal issues. She moved back to her relatives.

**Eviction:**

-None

**Work Assistance:**

-Seven (7) cases of families were assisted in obtaining an employment.

**Pending Work as submitted to CSS Support Services:**

1. Touch up paint in some of the rooms and other areas.
2. Repair the 20% of the leaking roof. During the heavy rains, power went out by itself in

the right wing living room, kitchen and three (3) rooms. For safety and health reasons, the power is kept off and the rooms are not being utilized.

3. Replace one (1) shower head.
4. Replace one (1) toilet bowl flushing kit.
5. Replace one (1) two-way switch right wing ADA bathroom.

**Shelter Needs:**

1. Freezer – need is HIGH for clients that buy their meat in bulk to save money.
2. Copy machine – need is HIGH to make needed copies for staff & clients.
3. Purchase 2 washers & dryers, old ones will break any day.
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. Purchase a computer for the front office.
7. T's for clothes line.

**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 someone, but the work has not been done.

**Placement:**

-Three (3) cases or three (3) individual male was referred and assisted through Salvation Army ESG Re-rapid housing program and was able to move in to an apartment complex.

**Emergency Housing (EH):**

-Eight (8) cases or eight (8) individual male was housed overnight and moved out the next day because they was no available bed.

**Walk In Assistance:**

-Two (2) individual male came in request for food, shower, and wash clothes. They also applied for the 60 days program.

-One (1) case or one (1) individual came in to shower and requested for food assistance. He also took care of his medical condition while in the shelter.

**Resignation:**

-One (1) case or one (1) individual voluntarily exited the shelter because he found an affordable extension unit from a co-workers house.

**Stayed Sixty Days:**

- One (1) case or one (1) individual stayed in the program for sixty (60) days. He was referred to Salvation Army housing program and was able to move in to an apartment complex.

- Two (2) cases or two (2) individual stayed in the program for sixty (60) days. They exited the shelter and reapplied the following day.
- One (1) case or one (1) individual stayed in the program for sixty (60) days. He was referred to the VA supportive service in assistance with emergency housing.
- One (1) case or one (1) individual stayed in the program for sixty (60) days. He exited the shelter with the support of a family member.
- One (1) case or one (1) individual stayed in the program for sixty (60) days. He exited the shelter and reapplied the following day. He applied in Salvation Army Rapid Re housing program and is currently waiting for assistance.

**Eviction:**

-None

**Work Assistance:**

- Three (3) cases or three (3) male individual were assisted with obtaining employment.
- One (1) case or one (1) male individual was assisted with employment in collaboration with Oasis Empowerment.

**Pending Work as submitted to CSS Support Services:**

1. Replace 1 emergency light.
2. One smoke detective need to be replace.
3. Certification of electricity by a certified electrician. CSS Support Service hired someone, paid him and job is still not done.
4. Replace or repair tin roof in front, back and right side of building, for safety.
5. CSS Support Service had paid someone to install an AC unit that was brought from the Barrigada house, but it's still not installed.
6. Repair 2 light switches.
7. Repair or replace emergency light.
8. Repair washer.
9. Repair window locks.

**Shelter Needs:**

1. Small Copy Machine – need is High
2. One computer and printer for Shelter Workers
3. One washer and one dryer
4. Internet
5. Refrigerator
6. Paint building
7. Yard tools
8. T's for clothes line
9. Renovate bathrooms (replace bathtubs)
10. Safety grills for windows.
11. First Aid Kit.
12. Left wing front room leak needs repair.

**B. SERVICES PROVIDED:**

*"Respecting The Dignity Of The Human Person Through Service"*

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.

- The two shelters provided clients 522 transportation.
- Total number of calls that the clients made from the office telephones was 590.
- Total number of meals that were provided to clients were 2,345 (excluding sponsored dinners and walk- in assistance).
- Total number of clients that used the computer in Dededo was 42. There was no internet in Ordot in February.

#### **C. PROGRAM ACTIVITIES:**

##### **SCHEDULED ACTIVITIES FOR THE REPORTING MONTH**

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

Clients:

- January 1, 2015 – Guma San Jose staff prepared and served meals for the clients.
- January 8, 2015 – Money management held at Salvation Army. Several clients were transported to attend the training.
- January 17, 2015 – Saint John Parish provided dinner. Clients were transported to and from dinner location.
- January 18, 2015 – Clients were transported to and from Senior Center in Mangilao for breakfast with some activities for the clients.
- January 28, 2015 – Santa Barbara provided dinner for the clients. GSJ provided transportation to and from dinner.
- January 31, 2015 – Jordan Allison from Anderson Air Force Base provided a lunch for the clients held in the GSJ Lanai.
- January 31, 2015 – Latte Stone Lion's Club provided dinner held in GSJ Lanai.

- February 2, 2015 – Expanded Food and Nutrition Education Program (UOG EFNEP) first day of 8 weeks class sessions held in GSJ Lanai. Certificates of completion were given to 7 clients.
- February 4, 2015 – Volunteers from USS Frank Cable read books to children.
- February 5, 2015 – Five clients were transported to Salvation Army to attend money management training.
- February 7, 2015 – Eight clients were transported to job fair in UOG fieldhouse for Dhusit Thani.
- February 10, 2015 – New Covenant provided dinner for the clients held in GSJ Lanai.
- February 13, 2015 – Act 2 Church provided dinner for the clients held in GSJ Lanai.
- February 18, 2015 – Fitness volunteers provided zumba exercises held in GSJ Lanai. Clients were encouraged to exercise and participate.
- February 21, 2015 – Saint John Parish provided dinner. GSJ provided transportation to and from dinner.
- February 21, 2015 – Four clients were transported to a job fair at the Micronesia Mall. The job fair has 5 hotels who participated.
- February 27, 2015 – Benavente Middle School choir performed in GSJ Lanai.
- February 25, 2015 – Santa Barbara provided dinner for the clients. GSJ provided transportation to and from dinner.
- February 27, 2015 – Pineda family provided dinner for the clients held in GSJ Lanai.
- March 4, 2015 – Zumba class was held in GSJ Lanai.
- March 5, 2015 – Eight clients were transported in money management training in Salvation Army.
- March 10, 2015 – New Covenant provided dinner for the clients held in GSJ Lanai.
- March 14, 2015 – 36th OSS Squadron provided lunch for the clients held in GSJ Lanai.
- March 15, 2015 – Edna Calaor provided her birthday lunch celebration with the clients held in GSJ Lanai.
- March 21, 2015 – St. John Parish provided dinner for GSJ clients. GSJ provided transportation to and from dinner held in St. John Parish Hall.

- March 22, 2015 – Guamerica Lions Club and guests from Japan and Japan Lions Club donated 6 fruit trees and planted it at GSJ.
- March 25, 2015 – Santa Barbara Parish provided dinner for GSJ clients. GSJ provided transportation to and from dinner held in Santa Barbara Parish Hall.
- March 26, 2015 – Saint Thomas Aquinas provided dinner for the clients held in GSJ Lanai.
- March 27, 2015 – Senator Frank Aguon and staff provided dinner for the clients held in GSJ Lanai.
- March 28, 2015 – Maggie Suzuki and company provided mass and dinner held in Guma Trankilidat.

Staff:

- January 1, 2015 – GSJ prepared meals for the clients.
- January 5, 2015 – Program Manager first day of work.
- January 12, 2015 – NetCare presentation at GSJ 9am.
- January 14, 2015 – Point In Time training for staff who will attend the homeless count.
- January 15, 2015 – TransAmerica presentation held at GSJ 9am.
- January 16, 2015 – Social Worker had a meeting with Sagan Ayudan Maisa Social Worker and Ms. Say from GHURA regarding Y Jahame project.
- January 21, 2015 – Program Manager, Shelter Managers, and Social Worker attended the Guam Homeless Coalition meeting held at GCIC from 3pm-5pm.
- January 26, 2015 – BOSSA quarterly inspection.
- January 28, 2015 – Meeting with Mr. Albert Santos from GHURA and CSS executive director held at GSJ regarding building status with PM and SM.
- January 28, 2015 – Non- Communicable Disease Consortium conference attended by Shelter Managers.
- January 30, 2015 – Fourteen GSJ staff participated in the homeless count.
- February 1, 2015 – GSJ prepared meals for the clients.
- February 16, 2015 – Social Worker attended a meeting with Mr. Al Silverio (DPHSS) and Ms. Linda (CSS- HR) to discuss interpersonal trainings for GSJ staff.
- February 18, 2015 – Shelter Manager and Social Worker attended Guam Homeless Coalition meeting held in CSS Conference room.

- February 20, 2015 – A check presentation by CoreTech was held in GSJ for building repair and connection of copper wire from the pedestal to GPA box.
- February 28, 2015 – BTA Pesticide training held in CSS conference room. There was 9 GSJ staff who attended the training.
- March 5 & 6, 2015 – American Red Cross training held at Hyatt Regency Hotel. GSJ Program Manager, Shelter managers and Social Worker attended the training.
- March 7 & 14, 2015 – Interpersonal training for GSJ staff held in CSS conference room conducted by Mr. Alex Silverio from DPHSS.
- March 10, 2015 – Program Manager and Shelter Managers attended workers compensation training held at GCIC building.
- March 11, 2015 – Program Manager and Social Worker attended a meeting with CSS Director regarding Y Jahame program.
- March 18, 19 & 20, 2015 – GSJ Social Worker attended NASW Conference and banquet held in
- March 18, 2015 – Program Manager and Shelter Managers attended Guam Homeless Coalition meeting held at CSS conference room.
- March 20, 2015 – GSJ Program Manager and 2 Shelter Managers conducted a staff meeting. Social Worker and Shelter Workers attended the meeting held in GSJ Dededo.
- March 21, 2015 – Three GSJ staff attended CPR training.
- March 23, 2015 – Program Manager, Shelter Managers and Social Worker attended a debriefing regarding interpersonal training with other CSS employees.
- March 26, 2015 – Program Manager attended the Frail Mass meeting at CSS.

- **DONATIONS:**

The following are the donors for the month of **January, February** and **March 2015**. Many of the donated items were used or given out to the clients. Some are kept for incoming clients.

**January Donations:**

- MidPac Inc.  
P. O. Box 192

Hagatna, Guam 96929  
Donated \$300.00 of canned food.

- Nicolas Garrido  
391 W. San Antonio \$300.00  
Dededo, Guam 96929  
Donated assorted clothing and bag of Shoes valued \$300.00
- Steven Ferguson  
Ferguson Ministries@gmail.com  
Donated canned food valued \$100.00.
- Saint Padre Pio Franciscan Fraternity  
125 Chalan Capuchino Dr.  
Hagatna, Guam  
Donated Hygiene products and cookies valued \$800.00
- OSI Detachment 602  
Andersen Air Force Base  
Donated 20 bags of clothing, toys, men shoes, school bags 3 pouches.
- Guam Sunshine Lions Club  
Donated 40pcs. white sheets.
- Jon Fernandez  
P.O. Box 10378  
Tamuning, Guam 96931  
Donated toys, bags, shoes valued at \$350.00
- Santa Barbara Church Confirmation 2015 class  
Donated canned food 158 canned goods.
- Guam Department of Education USDA TEFAP Commodities  
8 cases of frozen chicken quarter leg and 3ea 10lbs bags.  
6 cases cranberry canned food and 3 cans.  
3 cases of beef stew and 6 cans.  
3 cases of spinach.  
6 cases of potatoes and 7 packages.
- Saint Thomas Aquinas High School  
Ordot Guam  
Donated cooked food.
- Growing In Faith Together  
C/O Chris Andersen and Joe Santos, Zita Pangelinan

Mongmong Parish  
Donated Cooked breakfast valued \$500.00

- Blessed Bakery Yigo  
P.O. Box 11929  
Yigo, Guam 96929  
Donated assorted dinner rolls and donuts, bread. Value: \$1,462.50
- Foody's  
Chalan San Antonio  
2100 Tamuning, Guam 96913  
Donated assorted bento box lunch and assorted donuts and bread, fruits, yogurt.  
Value: \$2,048.52

#### **February Donations:**

- Joji & Teddy Benevidez  
\$20.00
- Ann Moris  
USS Frank Cable As40  
R 4 Division  
FPO AP 969657-2015  
Donated assorted clothing
- Chaplan Enriquez  
NBS Chapel  
PSC 455 Box 159  
FPO AP 96540-0002  
Donated School Supplies
- Victor Sonnicola  
160 Cherry Blossom  
Mangilao, Guam 96913  
Donated assorted clothing
- Ikuko Inove Acfalle  
P.O. Box 9771  
Tamuning, Guam 96913  
Donated assorted clothing
- DODEA- Middle School  
National Junior Honor Society  
AAFB, Guam Attn: Viola Torre

Donated 45 Bags of Valentine Candies treat for the kids

- Ronnie Guumarey  
P.O. Box 11520  
Yigo, Guam 96929  
Donated Baby Clothing , Pillows, Blankets
- Vallory Ginn  
P.O. Box 290150  
Yigo, Guam 96929  
Donated assorted clothing, Sampoo, Purse, Ladies shoes.
- Kathyn Glance  
113 Birodan Masae  
Nakagomia, Dededo 96929  
Donated 30 gal Large Trash bags, 13 gal trash bags,  
Toilet tissues, 1 umbrella stroller, tooth paste, dental floss, plastic cups,.
- Blessed Bakery Yigo  
P.O. Box 11929  
Yigo, Guam 96929  
Donated 803 pcs of assorted rolls / donuts for February 2015.
- Foody's I P&E  
Donated assorted bento boxes of food, assorted bread and donuts.

**March Donations:**

- Blessed Bakery Yigo  
P.O. Box 11929  
Yigo, Guam 96929  
Donated 2,699 pieces of assorted bread, rolls.  
Estimated value: \$1,349.50
- Vallor & Bernard Ginn  
P.O. Box 290150  
Yigo, Guam 96929  
Assorted canned goods and dried goods  
Estimated Value: \$200.00
- Matthew Aguon  
#16 Lourdes Street Baza Garden  
Yona, Guam 96915  
Donated 4 each assorted power wheels and 1 plastic wagon.  
Estimated value: \$80.00

- Guamerica Lions Club guest from Japan. The Japanese Lions Club  
Donated assorted fruit trees and planted on the ground of Guma San Jose  
Estimated value: \$100.00
- Saint Anthony Catholic School  
Tamuning, Guam 96913  
Donated 99 pieces assorted canned goods.
- Wilfredo C. Pauguito  
160 W. San Antonio Ave.  
Dededo, Guam 96929  
Donated assorted clothing.  
Estimated value: Used items
- IP& E Foody  
Donated assorted bento box lunch and assorted donuts/ rolls.  
Estimated value: \$2, 480.31

**Thank you.**