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GOVERNOR, MAGA'HAGA'

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LT. GOVERNOR, SIGUNDO MAGA'LÁHI

GOVERNMENT OF GUAM

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



ARTHUR U. SAN AGUSTIN, MHR  
DIRECTOR

LAURENT SF DUENAS, MPH, BSN  
DEPUTY DIRECTOR

TERRY G. AGUON  
DEPUTY DIRECTOR

MAR 15 2021

Honorable Therese M. Terlaje  
Speaker  
36<sup>th</sup> Guam Legislature  
Guam Congress Building  
163 Chalan Santo Papa  
Hagatna, Guam 96910

Delivered to: THE SPEAKER  
TERLAJE

-03-24 2021

Time: 4:15 PM  
Received: [Signature]

Dear Speaker Terlaje:

Attached is the fiscal year 2021 first quarter report of activities and inventory of non-expendable property of the *Guma* San Jose shelter. This is in compliance with Public Law 35-99, Chapter XIII, Section 6, relative to reporting requirements for non-profit organizations.

Should you have any questions or need additional information, please contact Ms. Elizabeth I. Ignacio, Program Coordinator IV for the Bureau of Social Services Administration at 475-2653/2672. We appreciate your continued support.

Sincerely,

[Signature]  
ARTHUR U. SAN AGUSTIN, MHR

Cc: Office of Public Accountability



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COPY

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ARTHUR U. SAN AGUSTIN, MHR  
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DEPUTY DIRECTOR

Benjamin J. F. Cruz  
Public Auditor  
Office of Public Accountability  
Suite 401, DNA Building  
218 Archbishop Flores Street  
Hagatna, Guam 96910

Dear Mr. Cruz:

Attached is your copy of the fiscal year 2021 first quarter report of activities and inventory of non-expendable property of the *Guma* San Jose shelter. This is in compliance with Public Law 35-99, Chapter XIII, Section 6, relative to reporting requirements for non-profit organizations.

Should you have any questions or need additional information, please contact Ms. Elizabeth I. Ignacio, Program Coordinator IV for the Bureau of Social Services Administration at 475-2653/2672. We appreciate your continued support.

Sincerely,

ARTHUR U. SAN AGUSTIN, MHR

Attachment

RECEIVED  
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BY: JF

DATE: 3/24/2021

TIME: 4:10  AM  PM



Catholic  
Social  
Service

Catholic Charities Guam

234 US Army Juan C. Fejeran Street, Barrigada, Guam 96913

Tel: 671-635-1409 Fax: 671-635-1444

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Most Reverend

Michael Jude Byrnes,

Metropolitan Archbishop  
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DEPARTMENT OF PUBLIC HEALTH & SOCIAL SERVICE  
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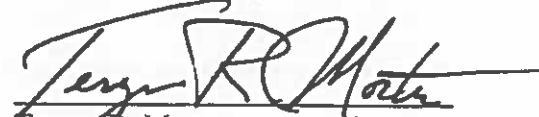
**1<sup>st</sup> Quarter Report**

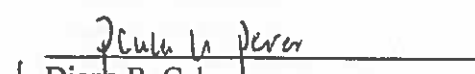
CONTRACTOR: CATHOLIC SOCIAL SERVICE


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

PROJECT TITLE: GUMA SAN JOSE HOMELESS SHELTER

FISCAL YEAR: October, November, December FY 2020-2021

SUBMITTED BY:   
Terezo R. Mortera  
PROGRAM MANAGER

APPROVED BY:   
Diana B. Calvo  
EXECUTIVE DIRECTOR

**RECID**  


**1st QUARTER REPORT FY 2020-2021  
GUMA SAN JOSE HOMELESS SHELTER  
October, November, December 2020**

**No. of Staff: 13 of 15 (Vacant Position: 2)**  
**No. of Program Manager: 1**  
**No. of Shelter Managers: 1**  
**No. of Social Worker: 1**  
**No. of Shelter Workers: 10 of 12**

<b>No. of Clients/ Dededo Shelter: 12</b>	<b>No. of Cases: 3</b>	<b>Waitlist Cases: 13</b>
<b>No. of Clients/ Ordod Shelter: 1</b>	<b>No. of Cases: 1</b>	<b>Waitlist Cases: 11</b>
<b>No. of Clients/ Expansion Units:0</b>	<b>No. of Cases: 0</b>	

**PROGRAM ACTIVITIES:**

In collaboration with the Program Manager, Shelter Manager, Social Worker, the Shelter Workers and the other agencies and organizations, Monthly Activity Plans are developed throughout the Guma San Jose Program.

**Clients:**

- October 1, 2, 3, 4, & 17, 2020--GSJ staff prepared hot meals and served to clients.
- October 6-Present- Three Squares Restaurant provided 10 breakfast and lunch plates.
- October 18, 2020 --The Morales Family Donates 20 Dinner TO GO plates.
- November 22, 23, 27, 29 & 30, 2020--GSJ staff prepared hot meals from commodities donated by Guam Department of Education, GDOE and served to clients.
- December 1, 2,3,4,5,6,7,8,9, 12,13,14, 16,18,20,21,24,25, 26,27, 28,29,30,31 2020-GSJ staff prepared hot meals from commodities donated by Guam Department of Education, GDOE and served to clients.

**Program Manager/Shelter Managers/Social Worker:**

- October 20, 2020 – Public Hearing Bill 400-35. Zoom Meeting
- October 21, 2020 – Guam Homeless Coalition Regular Meeting, Zoom meeting
- October 21, 2020 –Acting SM joined the 2020 kNOwMOreWebinar: The New Title IX Final Regulations.
- October 22, 2020 – GHC Meeting with HUD Regional TA Team, Zoom Meeting
- October 22, 2020- Acting SM joined the 2020 kNOwMoreWebinar: The New Title IX Final Regulations.
- October 28, 2020- Acting SM joined the 2020 kNOw MORE Webinar: The New Title IX Final Regulations.
- October 29, 2020- Acting SM joined the 2020 kNOw MORE Webinar: The New Title IX Final Regulations.
- November 10, 2020- GHC Strategic Planning Meeting
- November 18, 2020- Guam Homeless Coalition Regular meeting
- November 19, 2020- GHC Mtg. w/ Regional HUD TA Team
- November 18 and 20, 2020 - PM and ASM attended Pacific Judicial Council Impaired Driving and Cannabis Webinar.
- November 24, 2020- GHC Strategic Planning Meeting

- December 1, 2020 – GHC Strategic Planning Meeting
- December 11 & 18, 2020 – PM and ASM attended Pacific Judicial Council Impaired Driving and Cannabis Webinar.
- December 15, 2020 – Strategic Planning Meeting, Terry Mortera, online
- December 16, 2020 – GHC Regular Monthly Meeting, Terry Mortera, online
- December 17, 2020 – GHC Meeting w/ Regional HUD Team, Terry Mortera, online
- December 10-30, 2020- PM, ASM and Shelter Workers partake and completed Archdiocese of Agana: Keeping The Promise Alive 3.0 Training
- ASM held staff meeting on 12/14/2020.

### **DEDEDO SHELTER**

#### **Placement:**

- A Chuukese family of 2 (1A & 1C) rented a place at Pacific Gardens.
- A Chamorro Family of 3 (3A) moved into a Section 8 Rental Unit in Dededo.

#### **Emergency Housing (EH):**

- None for this reporting period

#### **Walk In Assistance:**

- None for this reporting period.

#### **Voluntary Exit:**

- None for this reporting period.

#### **Eviction:**

- None for this reporting period.

#### **Work Assistance:**

- GSI's Acting SM assisted a client with an online job application at Red Lobster.

#### **Client's Current Status:**

- **F1: Vacant**
- **F2+3 (Entry date: 3/5/20):** A married Chamorro couple with 3 children—They remain on GHURA Wait List for Amp 3 @111 and Section 8 Target- Funded is # 136. Client was able to repair his car and is currently looking for a job. HOH and her spouse have applied for several jobs, and are waiting for a call back. HOH informed ASM that their previous plan to move into her sister's house is no longer an option due to familial issues. HOH spouse obtained a sideline job, however it's on an on call basis.
- **F4: Vacant**
- **F5: (1/2-12/2/20):** A married Chamorro couple with an adult daughter who has an intellectual disability and a minor son. Clients were able to find a 5 bedroom 2 bathroom house in Dededo. With the help of Salvation Army, clients got approved for S.A. to make a security deposit of \$500 as well as utilities hook up. Once security deposit is made and utility are connected, clients will be able to move in to. On 11/27/20 clients informed ASM that security deposit was made and they can move on Wednesday, 12/2/2020.
- **F6: Vacant**
- **F7: Vacant**
- **F8 Vacant**

- **F9: Vacant**
- **F10: Vacant**
- **S1: Vacant**
- **S2 (Entry date: 3/13/20):** A Chuukese mom with a minor child. Client attended her appointment with DOL on December 11, 2020 and they elaborated on why they stopped her PUA. Their statement was proven true and correct and client acknowledged. Client is earning money by continuing to clean houses with her cousin. On 12/21/2020, client's 15 year old son was released from D.Y.A and placed in her household in G.S.J with the approval of the Executive Director. Client and her children were moved to a bigger room, to accommodate them. Client plans to add her son to her Public Benefits, therefore she will do a change of report. Client continues to follow up on her GHURA housing status. On 12/29/2020, client added her 13 year old son to her household, and was all placed under quarantine in Unit #9. On GHURA waitlist, client is #14; Section 8 Target-Funded Program client is # 112; and on Section 8 lottery for 2020 client is # 977.
- **S3: Vacant**
- **S4: Vacant**
- **S5: Vacant**
- **S6: Vacant**

### **ORDOT SHELTER**

Ordot shelter has passed all government requirements and has its Business License /Permit to operate as a homeless shelter.

#### **Placement:**

- None for this reporting period.

#### **Emergency Housing (EH):**

- None for this reporting period.

#### **Walk In Assistance:**

None for this reporting period.

#### **Voluntary Exit:**

- A single Chamorro male moved to a family member's house.

#### **Eviction:**

- None for this reporting period.

#### **Work Assistance:**

- None for this reporting period.

#### **Client's Current Status:**

- **R1: Vacant**
- **R2: Vacant**
- **R3 (1/27-12/21/20):** A Chamorro male referred from New Beginnings. Client has been attending Re-entry Program ever day during their working hours. Since New Beginnings has opened up their doors, client has been seeing his counselors on Mondays and Thursdays from 6pm-8pm and on Fridays as well, no specified time is given to the client for his Friday attendance, it's more of a self-help day. Client was able to obtain a sideline construction job. On 12/21/2020, client decided to voluntarily exit G.S.J and move to his nephew's house.

**CONSOLIDATED DEDEDO/ORDOT PENDING WORK RE- SUBMITTED TO  
CSS SUPPORT SERVICES AS OF 12/30/2019**

1. DPHSS/BOSSA issue: Fire Alarm System needs repair, till then, GSJ conducts GFD fire watch. The repair is the Landlord's responsibility. (Repaired on 4/7/2020 by NAWIC), (Fire Com needs to check/inspect for clearance)
2. DPHSS/BOSSA Issue: Dededo Unit # 8 Kitchen window needs replacement. ( WR # 2020-354)
3. DPHSS/BOSSA Issue: Tiles needs replacement throughout Unit #2 (WR #2020-367)
4. DPHSS/BOSSA Issue: Cracked floor tiles all over Unit #8 (WR #2020-352)
5. DPHSS/BOSSA Issue: A Dededo Main Shelter cyclone fence needs replacement, they are standing but are badly oxidized throughout and posts are no longer sturdy.
6. Six A/C units need service.
7. Ordot's van needs the rear left side passenger window replaced.
8. Ordot's van' muffler needs a replacement.
9. Ordot's front lights not working.
10. Dededo unit#9 stove top not working. (WR#2020-340)
11. Dededo Unit# 8-bathroom vanity needs replacement. (WR#2020-351)
12. Need all screen windows repaired in all units, and the main shelter. (Left wing screens repaired 3/7/2020 by NAWIC)
13. Dededo left wing kitchen sink cabinet door needs replaced. (WR#2018-45)
14. Dededo medicine cabinet in unit 1 bathroom needs to be replaced. (WR#2020-282)
15. Dededo Fluorescein light in right wing single restroom needs replacement(WR#2020-279)
16. Dededo kick plate in left wing family restroom needs replacement(WR#2020-285)
17. Left wing family restroom toilet handle is loose. ( WR# 2020-357)-
18. Right wing family restroom sink on the left side, needs to be assessed. It's unsteady. (WR# 2020-239)
19. Brown liquid substance leaking out of base board of Study Room (Shelter Manger's office), by the window. (WR # 2020-359)
20. F2's door knob loose and it drags on the floor. ( WR# 2020-242)
21. Need 6 window screens for bedroom/kitchen/living room in Unit #1( WR# 2020-380)
22. Need 3 exterior light covers for Unit #1 (WR# 2020-381)
23. Kitchen stove light and fan not working in Unit #2 ( WR # 2020-365)
24. Bedroom door knob in Unit # 8 needs replacement. (WR# 2020-356)
25. Bedroom missing a total of 5 window screens in Unit #8 (WR# 2020-355)
26. 3 burner for the stove not working, and stove light not working in Unit #8( WR# 2020-353)
27. Bathroom vanity and window screens needs replacement in Unit #8 ( 2020-351)
28. Back door screen door knob is loose and outside lights needs 4 covers in Unit #8.(WR# 2020-348)
29. Bedroom and bathroom window screen are all missing, total of 3 window screens in Unit # 9. (WR # 2020-343)
30. 3 exterior lights needs cover at Unit #9 (WR # 2020-341)
31. Two burners on the stove of Unit #9 not working, handle is also missing. (WR #2020-340)
32. Left wing kitchen sink needs to be replaced or repaired. (WR # 2020-396)
33. Unit #1 shower handle needs replacement. (WR # 2020-395)

34. Ordot Shelter- Stove burners, overhead exhaust fans and lights on both wings needs to be assessed. ( WR#2020-414)
35. Ordot Shelter- Tin roofs in the garage and laundry room needs to be replaced. (WR#2020-411)
36. Ordot Shelter- Needs doors to be assessed in the rooms and kitchens. ( WR# 2020-405)
37. Ordot Shelter- Tiles needs replacement in the following: 1) Managers office 2) Left wing kitchen 3) R1 ( WR# 2020-404)
38. Ordot Shelter- Need window screens throughout the shelter. ( WR #2020-403)
39. Ordot Shelter- Old office on the right wing, the wall has a hole on the bottom left side. (WR # 2020-401)
40. Ordot Shelter- Small gate cyclone wire needs replacement. (WR#2020-400)
41. Ordot Shelter- Need new dryer, dryer inoperable ( WR# 2020-399)
42. Right wing single restroom toilet needs new washer (tank to bowl) it's rusted. (WR#2020-437)
43. A.C. is leaking in staff office ( WR # 2020-397)
44. Family Room #10 outlet underneath the wall fan sparks. Needs immediate attention. ( WR # 2020-440)
45. Left Bedroom needs new light fixture in Unit #2 ( WR # 2020-438)
46. Bathroom sink needs faucet assembly replaced or repaired in Unit #1 (WR #2020-43)
47. Breaker for water heater is tripping off in Unit #9( WR#2020-442)
48. Unit #1 Bathroom sink needs faucet assembly replaced or repaired. ( WR #2020-439)

- Number incomplete work requests carried forward from previous month:48
- Number work requests from previous month completed: 0
- Number new work requests received: 0

Issues/Concerns:

- 3 A/C units need to be service (6) each.  
Ordot shelter needed Internet service. (Previously donated IT&E service has expired)  
Increase trash pick-up from once a week to two times a week for Dededo once GSJ starts operating a full capacity.  
Water pressure machine that was loaned out to Support Services needs to be repaired

**PROGRAM NEEDS:**

1. GSJ is short Two (2) Shelter Workers; a full staff is needed to better serve the needs of the shelter. We would like to start the interviews for Shelter workers soon.
2. Two (2) Copy machines – need is to make photocopies for client documentation 1 for Dededo shelter Manager & 1 for Ordot.
3. 4-6 large Stainless steel shelves for pantry & storage needs, increased efficiency and organized, maximizes utilization of floor space shelving occupies by three to four times. For Dededo & Ordot shelter.
4. Purchase Three (3) Computers, Two (2) for Ordot and one (1) for Dededo Shelter Manager, computers at Ordot shelter; CSS I.T. reports that units are beyond repair.
5. Need to install (2) two additional security cameras, donated by Terry Mortera, one for front facing down the front court and another for study room. CSS IT will install.
6. Need to purchase one (1) bush cutter
7. Need paint for ongoing use for shelter



8. GSJ does need a freezer mainly for commodities and perishable food donations that requires to be frozen.

### **SERVICE 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 293.
- Total number of meals that were provided to clients from the food bank was 148. Everyone receives SNAP and has income, but they needed GSJ Meal Services because of the insufficient SNAP and income. GJS provided them with food from food donations and donated can goods.
- Total number of transportation that was provided to clients is 0.

### **EXPANSION UNITS**

**UNIT #1: Vacant**

**UNIT #2: Utilized for a client at Men's Shelter**

**UNIT #7: Utilized by Alee Shelter**

**UNIT #8: Vacant.**

**UNIT #9: Utilized as a quarantine unit by a single Chuukese mother w/ 4 kids.**

### **Eviction:**

- The husband of family of 3 was evicted due suspicion of being under the influence of alcohol, destruction of GSJ property and threatening behavior directed towards his wife. (case number: EX 032001)

### **Transition Progress:**

- None for this reporting period.

### **OUTREACH**

- October 22, 2020- GSJ Shelter Workers conducted an outreach at Asan GHURA housing, with meals provided by C.S.S.
- October 23, 2020- GSJ Shelter Worker and Acting Shelter Manger conducted an Outreach at Inarajan GHURA housing, and partial of Talofofu GHURA Housing, with meals provided by C.S.S.
- October 29, 2020- GSJ's Shelter Workers conducted outreach at the Elderly Housing in Agat and Paseo.
- November 26, 2020 – Dropped of Thanksgiving lunch plates to homeless male individual living in a boat at the Agat Marina. He is currently unemployed and has no reliable transportation. He believes he may have had Covid 19 several weeks earlier, this was reported to DPHSS. He has since recovered.