

# SANCTUARY

www.sanctuaryguam.org



# INCORPORATED

A Non-profit Organization Established in 1971

January 15, 2010

Honorable Judith Won Pat  
Speaker  
30<sup>th</sup> Guam Legislature  
155 Hessler Place  
Hagatna, GU 96910

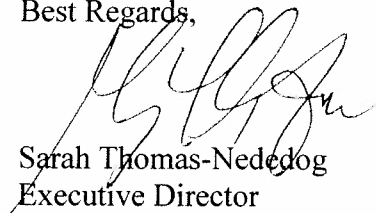
Buenas Speaker Won Pat,

In compliance with Public Law 28-150, please find herein reports for all our programs which receive funding through a Government of Guam agency. Section 7 specifically states: All non-profit organizations funded by this Act shall maintain financial records that accurately account for appropriated funds and shall provide a budgetary breakdown by object category to the department or agency overseeing the appropriation. Sanctuary, Incorporated has existing contracts with the following Government of Guam agencies: Department of Labor, Department of Public Health and Social Services, and Department of Youth Affairs. Submitted herewith are copies of the programmatic and financial reports that the agency submitted to the various entities for the period from October 1, 2009 through December 31, 2009.

Please note that the current law does not require non-profits to submit reports directly to the Legislature and Public Auditor. However, we are providing such for your information and records.


For additional information or further clarification, please do not hesitate to contact me via telephone at 475-7101.

Best Regards,

  
Sarah Thomas-Neddog  
Executive Director

30-10-0047

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

Date: 1/25/10  
Time: 1:24  
Received by: 

Clerk of the Legislature

ACKNOWLEDGEMENT RECEIPT

Received by: hc  
Time: 3:35 PM 1-19-10

1517

# SANCTUARY

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# INCORPORATED

A Non-profit Organization Established in 1971

January 8, 2010

Memorandum

To: All Staff

Fr: Executive Director

Re: Acting Executive Director

Please be advised that I will be off-island from January 13-21, 2010 to attend the ANA Grantee Meeting in Hawaii. While I am off-island, I am appointing George L. Salas to be Acting Director. George will be assisted by Katharine Dominguez and Michael Franquez during this time.

For urgent matters you may call me at (671) 777-0300 or email me at [sarahthomasnededog@sanctuaryguam.org](mailto:sarahthomasnededog@sanctuaryguam.org).

Please extend your usual support and cooperation during this time.



Sarah M. Thomas-Nededog

## **Attachment 1**

***Sanctuary, Incorporated***

***AmeriCorps Program***

Reporting Agency

Department of Labor

Serve Guam! Commission

Reports

1. Quarterly financial expenditures and obligation
2. Program progress report



# Sanctuary, Incorporated of Guam

*A Non-profit Organization Established in 1971*

406 MaiMai Road Chalan Pago, Guam 96910 • Administrative Office (671)475-7101

Crisis Hotline (671)475-7100 • Fax (671)477-3117 • Email: [sanctuar@ite.net](mailto:sanctuar@ite.net)

[www.sanctuaryguam.org](http://www.sanctuaryguam.org)



Form #:

Revised:

January 07, 2010

**Mrs. Maria Connelley**  
**Director, Department of Labor**  
**Interim Executive Director,**  
**Serve Guam! Commission**  
**Guam Capital Investment Corporation**  
414 West Soledad Avenue  
Hagatña, Guam 96932

**RECEIVED**

01/07/10 TSH

10:24 a.m.

Dear Mrs. Connelley:

Attached for your review is the Federal Financial Report for Sanctuary, Incorporated AmeriCorps Program – Ayuda Para I Komunidat, for the quarter ended December 31, 2009 for Program Year 2009-2010.

Should you have any questions or comments, please feel free to contact me at 475-7101, fax me at 477-3117, or email at [sanctuar@ite.net](mailto:sanctuar@ite.net).

Sincerely,

**Sarah M. Thomas-Nededog**  
**Executive Director**

**FEDERAL FINANCIAL REPORT**  
(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted  <b>Corporation for National and Community Service</b>	2. Federal Grant or Other Identifying Number Assigned by Federal Agency  <b>09AC103919</b>	Page <b>1</b>	of <b>1</b>
--	--	------------------	----------------

3. Recipient Organization (Name and complete address including Zip code)  
**SANCTUARY, INCORPORATED - AYUDA PARA I KOMUNIDAT**

4a. DUNS Number <b>855025284</b>	4b. EIN <b>96-0002543</b>	5. Recipient Account Number or Identifying Number <b>05AFHGU0010011</b>	6. Report Type <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
-------------------------------------	------------------------------	--	--	---

8. Project/Grant Period From: (Month, Day, Year) <b>1-Oct-09</b>	To: (Month, Day, Year) <b>30-Sep-10</b>	9. Reporting Period End Date (Month, Day, Year) <b>October 01, 2009 - December 31, 2009</b>
--	--	---

10. Transactions  
(Use lines a-c for single or multiple grant reporting)  
Federal Cash

a. Cash Receipts	
b. Cash Disbursements	\$0.00
c. Cash on Hand (line a minus b)	\$0.00

(Use lines d-o for single grant reporting)  
Federal Expenditures and Unobligated Balance:

d. Total Federal funds authorized	\$560,001.00
e. Federal share of expenditures	\$95,318.40
f. Federal share of unliquidated obligations	\$0.00
g. Total Federal share (sum of lines e and f)	\$95,318.40
h. Unobligated balance of Federal funds (line d minus g)	\$464,682.60

Recipient Share:

i. Total recipient share required	\$150,700.00
j. Recipient share of expenditures	\$2,889.69
k. Remaining recipient share to be provided (line i minus j)	\$147,810.31

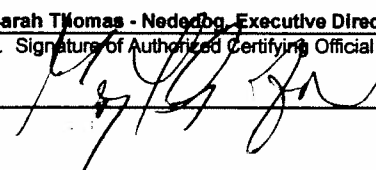
Program Income:

l. Total Federal program income earned	\$0.00
m. Program income expended in accordance with the deduction alternative	\$0.00
n. Program income expended in accordance with the addition alternative	\$0.00
o. Unexpended program income (line l minus line m or line n)	\$0.00

11. Indirect Expense	a. Type	b. Rate	c. Period From		Period To		d. Base	e. Amount Charged	f. Federal Share
	N/A	N/A	N/A	N/A	N/A	N/A			
g. Totals:									

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)


a. Typed or Printed Name and Title of Authorized Certifying Official  <b>Sarah Thomas - Nedebo, Executive Director</b>	c. Telephone (Area code, number and extension) <b>(671) 475-7101</b>
b. Signature of Authorized Certifying Official 	d. Email address <b>sanctuar@ite.net</b>
	e. Date Report Submitted (Month, Day, Year) <b>7-Jan-10</b>
14. Agency use only.	

Standard Form 425  
OMB Approval Number: 0348-0061  
Expiration Date: 10/31/2011

**Paperwork Burden Statement**  
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

Progress Reports


Great Stories

 = part of grant award

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[Create New PM Worksheet | Independent Accomplishment](#)

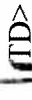
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## Performance Measureme

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### [Life Skills/Supportive Counseling Group](#)

-  [Output](#) : People participate in Supportive Counseling Groups. (SCG)
-  [Int. Outcome](#): Participants develop skills from Supportive Counseling G
-  [End Outcome](#): Participants exhibit improvements towards a healthy lifestyles.

## Output Codes

- [Conducted home visits for instru](#)
- [Tutored students in grades 1-12](#)
- [Parenting Skills](#)
- [Mentored at-risk children](#)
- [Child abuse prevention](#)
- [Recruited Peer Tutors](#)
- [Recruited Education Volunteers](#)
- [Other Activities](#)

## Output

- [As of 12/31/2009](#)
- [As of 12/31/2009](#)
- [As of 12/31/2009](#)
- [As of 12/31/2009](#)
- [As of 12/31/2009](#)
- [As of 12/31/2009](#)
- [As of 12/31/2009](#)
- [As of 12/31/2009](#)

## Intermediate Outcome Data

- [As of 12/31/2009](#)
- [Create New Report](#)


## End Outcome Data

- [As of 12/31/2009](#)
- [Create New Report](#)

## Performance Measureme

< TD>

### [Volunteer Recruitment](#)

-  [Output](#) : Volunteers recruited by AmeriCorps Members.

## Output Codes

- [Conducted home visits for instru](#)
- [Tutored students in grades 1-12](#)
- [Parenting Skills](#)
- [Mentored at-risk children](#)
- [Child abuse prevention](#)
- [Recruited Peer Tutors](#)
- [Recruited Education Volunteers](#)
- [Other Activities](#)

## Output

- [As of 12/31/2009](#)
- [As of 12/31/2009](#)
- [As of 12/31/2009](#)
- [As of 12/31/2009](#)
- [As of 12/31/2009](#)
- [As of 12/31/2009](#)
- [As of 12/31/2009](#)
- [As of 12/31/2009](#)

## Intermediate Outcome Data

- [Enter Intermediate Outcome Data](#)

## End Outcome Data

- [Enter End Outcome Data](#)

# Sanctuary, Incorporated

## *Ayuda Para I Komunitat*

Document Status: Approved

Edit your Progress Report by clicking on the underlined section headers. For example, edit the Basics section by clicking on the header "Section I: Basics."

### Section I: Basics

**Program Name:** Ayuda Para I Komunitat  
**Grant Number:** 05AFHGU001-0011  
**Legal Applicant :** Sanctuary, Incorporated  
**Budget Period Start/End:** 10/01/2009 - 09/30/2010  
**\* Program Director:** George L. Salas  
**\* Phone:** (671) 475-7101  
**\* Address:** 406 Mai Mai Road  
 Chalan Pago, GU 96910  
**\* Email:** [georgelsalas@sanctuaryguam.org](mailto:georgelsalas@sanctuaryguam.org)  
**Report End Date:** 12/31/2009  
**Grant Year:** 2009-2010

### Section II: Member Data

	Total #	Total FTE	FT #	FT FTE	PT #	PT FTE	2 YR PT #	2 YR PT FTE	RHT #	RHT FTE	QT #	QT FTE	MT #	MT FTE
<b>Slots Awarded</b>	48	35	22	22	26	13	0	0.0	0	0.0	0	0.0	0	0.0
Active Members	47	34.5	22	22	25	12.5	0	0.0	0	0.0	0	0.0	0	0.0
Exited Members	0	0	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0
- full award	0	0	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0
- partial award	0	0	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0
- no award	0	0	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0
Other Members	0	0	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0
- suspended	1	1	1	1	0	0	0	0.0	0	0.0	0	0.0	0	0.0
- transferred out	0	0	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0
<b>Total Members from this Grant Year</b>	48	35	22	22	26	13	0	0.0	0	0.0	0	0.0	0	0.0
Pending Enrollment	1	0	0	0	1	1	0	0.0	0	0.0	0	0.0	0	0.0
Members still in service from previous years	21	21	16	0	5	0	0	0.0	0	0.0	0	0.0	0	0.0

	<b>In this reporting period</b>	<b>For the entire program year</b>
Hours of Service, Full-time members	4,976.00	4,976.00
Hours of Service, Part-time/Other members	3,054.00	3,054.00

**Comments on member enrollment:**

All forty-eight (48) slots were filled. At the beginning of the Program Year (PY) one (1) Half-Time Member concluded that he was not able to be an AmeriCorps Member due to emergency re-location.

**Section III: Volunteer Data**

*Volunteers are individuals recruited or directly supervised by AmeriCorps members who help the program achieve its community service objectives. They are additional volunteers, new to the program or activity, whose contributions are made possible by the AmeriCorps members. They are not program partners, advisory board members, or staff. Report individual volunteers only once per program year. If you reported a volunteer in a prior report, do not report that person in the "New" column here.*

	<b>*New volunteers this period</b>	<b>Already reported volunteers</b>	<b>For the entire program year</b>
NON-AmeriCorps volunteers involved in AmeriCorps service activities	18	0	18
NON-AmeriCorps Members' Hours of Service	234	0	234

**Share with us some examples of the service activities that your non-AmeriCorps member volunteers participated in during this reporting period.**

**Non-AmeriCorps Members were once participants in any of our weekly Life Skills/ Supportive Counseling Groups that Sanctuary provides, have completed the program and are now co-facilitating or assisting the facilitators of the groups. Another set of volunteers are students from the University of Guam who assists and co-facilitates in our weekly Supportive Counseling Groups. The reported eighteen (18) volunteers provided their services one (1) hours a week for thirteen (13) weeks.**



## Section IV: Performance Measurement

Performance Measure	Awarded in Grant	Issue Area	Result Type	# Things and Beneficiaries			
				Program Participants		people	
				Started	Completed	Started	Completed
Life Skills/ Supportive Counseling Groups (SGC)	✓	Recruitment Efforts	Output, Intermediate Outcome, End	5			5
			Outcome	28			28
				12			12
				91			91
				60			60
				1			1
				2			2
				58			58
<b>Current Quarter Only</b>							
Volunteer Recruitment	✓	Community Strengthening	Output, Intermediate Outcome, End	Community Volunteers		people	
			Outcome	Started	Completed	Started	Completed
				1			1
				2			2
				1			1
				5			5
				2			2
				1			1
	2			2			
	4			4			
<b>Current Quarter Only</b>							

## **Section V: 1<sup>st</sup> Quarter Updates**

Please enter updates/progress made during this quarter: On October 24, 2009, the AmeriCorps Members celebrated the Make A Difference Day (MADD). The program were able to collect non-perishable items, clothing, etc. and donated all the goods to Non-Profit organizations who provide human services to the challenged and needy community here on island. Also on this day, the AmeriCorps Program celebrated Program Year (PY) 2008/2009 Graduation of its AmeriCorps Members at the Government House. This day was special most especially for those AmeriCorps Members who are completing their second year of being an AmeriCorps Member. We bid them farewell and wish them best of luck. In November, 2009 is Sanctuary Month. The organization celebrates its 38<sup>th</sup> Year of providing services to the community. The Sanctuary AmeriCorps Program and Members were actively involved in the numerous activities throughout the month. The Sanctuary AmeriCorps Program was promoted to the fullest in the community by the AmeriCorps Members. On December 12, 2009, the AmeriCorps Program had their Program Year (PY) 09/10 Orientation and Induction Ceremony. A total of one hundred seventy-one (171) AmeriCorps Members were Inducted on this day. The Orientation on "What is National Service"? was conducted by Ms. Doris Aguon, Serve Guam! Commission Program Manager. Also ongoing trainings and section meetings were provided to the Sanctuary AmeriCorps Members by the Sanctuary AmeriCorps Program Director and other Sanctuary Program Directors from the different sections of the organization. All events reported this quarter were completed with great success.

## **Section VI: Challenges and Significant Program Changes**

**\*Noteworthy program changes this reporting period:**

The termination of the WBRs reporting system. This created delay in transmitting reports that are required. However, a reporting system is in the works.

**\*Challenges encountered this quarter and actions taken to resolve them:**

Serve Guam! Commission, Program Manager, Ms. Doris Aguon is working diligently in creating a new system that is user friendly for all the programs.

## **Section VII: Attachments**

### **Attachments:**

**No attachment for this quarter.**

## **Section VIII: Comments**

### **General Comments:**

**The Sanctuary AmeriCorps Program continues to provide its outstanding services to our island community and is in the process of expanding its services and programs to other communities on island.**




# Outputs

## Ayuda Para I Komunitat :

**05AFHGU0010008 (2008-2009)**

[Life Skills/ Supportive Counseling Groups \(SCG\)](#) | [Output Codes](#) | [Outputs](#) | [Intermediate Outcome Data](#) | [End Outcome Data](#)

Community Strengthening

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### b. Tutored students in grades 1-12


	Date		benefiting		Notes
			people	people	
	From	To	Started	Completed	
1.	10/01/2009	10/31/2009	9	9	
2.	11/01/2009	11/30/2009	13	13	
3.	12/01/2009	12/31/2009	6	6	
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
<b>Total:</b>			28	28	

**Targets:** Instrument A SCG Registration Form  
Title:  
Target Level of 500 people will participate in the Supportive Counseling Groups (SCG). The anticipated level of success, achievement and/ or positive changes by the participants is 75% or greater.

**Actual** You started work benefiting 28 people.  
**Outputs:** You completed work benefiting 28 people.

# Outputs

**Ayuda Para I Komunitat :**  
**05AFHGU0010008 (2008-2009)**  
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**c. Worked with parents or families on parenting skills development**

	<b>Date</b>		<b>benefiting people</b>		<b>Notes</b>
1.	10/01/2009	10/31/2009	1	1	
2.	11/01/2009	11/30/2009	8	8	
3.	12/01/2009	12/31/2009	3	3	
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					

**Total: 12      12**


**Targets:** Instrument A    SCG Registration Form  
 Title:  
 Target Level of 500 people will participate in the Supportive Counseling Groups  
 Success: (SCG). The anticipated level of success, achievement and/ or  
 positive changes by the participants is 75% or greater.

**Actual**    You started work benefiting 12 people.  
**Outputs:** You completed work benefiting 12 people.

# Outputs

**Ayuda Para I Komunitat :  
05AFHGU0010008 (2008-2009)**

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**d. Mentored other at-risk/high-risk children/youth**

	<b>Date</b>		<b>benefiting people</b>		<b>Notes</b>
1.	10/01/2009	10/31/2009	14	14	
2.	11/01/2009	11/30/2009	35	35	
3.	12/01/2009	12/31/2009	42	42	
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
<b>Total:</b>			91	91	


**Targets:** Instrument A SCG Registration Form  
Title:  
Target Level of 500 people will participate in the Supportive Counseling Groups  
Success: (SCG). The anticipated level of success, achievement and/ or positive changes by the participants is 75% or greater.

**Actual Outputs:** You started work benefiting 91 people.  
You completed work benefiting 91 people.

# Outputs

**Ayuda Para I Komunitat :**  
**05AFHGU0010008 (2008-2009)**

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**Conducted child abuse prevention awareness training**

e.

	<b>Date</b>		<b>benefiting people</b>		<b>Notes</b>
1.	10/01/2009	10/31/2009	6	6	
2.	11/01/2009	11/30/2009	28	28	
3.	12/01/2009	12/31/2009	26	26	

**Total: 60 60**

**Targets:** Instrument A SCG Registration Form  
 Title:  
 Target Level of 500 people will participate in the Supportive Counseling Groups (SCG). The anticipated level of success, achievement and/ or positive changes by the participants is 75% or greater.  
 Success:

**Actual** You started work benefiting 60 people.  
**Outputs:** You completed work benefiting 60 people.




# Outputs

**Ayuda Para I Komunitat :**  
**05AFHGU0010008 (2008-2009)**

[Life Skills/ Supportive Counseling Groups \(SCG\) | Output Codes](#) | [Outputs](#) | [Intermediate Outcome Data](#) | [End Outcome Data](#)  
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**f. Recruited peer (student) tutors**

	Date		benefiting		Notes
			people		
	From	To	Started	Completed	
1.	10/01/2009	10/31/2009	0	0	
2.	11/01/2009	11/30/2009	1	1	
3.	12/01/2009	12/31/2009	0	0	
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					

**Targets:** Instrument A SCG Registration Form  
 Title:  
 Target Level of 500 people will participate in the Supportive Counseling Groups (SCG). The anticipated level of success, achievement and/ or  
 Success: positive changes by the participants is 75% or greater.

**Actual** You started work benefiting 0 people.  
**Outputs:** You completed work benefiting 0 people.


# Outputs

**Ayuda Para I Komunitat :  
05AFHGU0010008 (2008-2009)**

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**g. Recruited volunteers for tutoring or other educational purposes**

	Date		benefiting people		Notes
	From	To	Started	Completed	
1.	10/01/2009	10/31/2009	0	0	
2.	11/01/2009	11/30/2009	2	2	
3.	12/01/2009	12/31/2009	0	0	
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
<b>Total:</b>			<b>2</b>	<b>2</b>	


**Targets:** Instrument A SCG Registration Form  
Title:  
Target Level of 500 people will participate in the Supportive Counseling Groups  
Success: (SCG). The anticipated level of success, achievement and/ or positive changes by the participants is 75% or greater.

**Actual Outputs:** You started work benefiting 0 people.  
You completed work benefiting 0 people.

# Outputs

**Ayuda Para I Komunitat :**  
**05AFHGU0010008 (2008-2009)**

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**h. Other activities**

	Date		benefiting		Notes
			people	people	
	From	To	Started	Completed	
1.	10/01/2009	10/31/2009	5	5	
2.	11/01/2009	11/30/2009	17	17	
3.	12/01/2009	12/31/2009	36	36	
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
<b>Total:</b>			58	58	

**Targets:** Instrument A SCG Registration Form  
 Title:  
 Target Level of 500 people will participate in the Supportive Counseling Groups  
 Success: (SCG). The anticipated level of success, achievement and/ or  
 positive changes by the participants is 75% or greater.

**Actual** You started work benefiting 36 people.  
**Outputs:** You completed work benefiting 36 people.


# Outputs

**Ayuda Para I Komunitat :**  
**05AFHGU0010008 (2008-2009)**

[Volunteer Recruitment](#) | [Output Codes](#) | [Outputs](#)  
 Community Strengthening

**[Print Version](#)**

**[Create New Grantee Progress Report](#)** |  
**[Progress Reports Prior to 2009-2010](#)**

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 Resources

**a. Conducted home visits for instruction or follow-up of educational activities**

	Date		benefiting		Notes
			people		
	From	To	Started	Completed	
1.	10/01/2009	10/31/2009	0	0	
2.	11/01/2009	11/30/2009	1	1	
3.	12/01/2009	12/31/2009	0	0	
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					

**Total: 1      1**

**Targets:** Instrument A    Logs and Tally Sheets  
 Title:  
 Target Level of 50 Volunteers will be recruited by AmeriCorps Members and  
 Success:            75% will make positive changes.


**Actual**    You started work benefiting 0 people.  
**Outputs:** You completed work benefiting 0 people.

# Outputs

## Ayuda Para I Komunitat : 05AFHGU0010008 (2008-2009)

[Volunteer Recruitment](#) | [Output Codes](#) | [Outputs](#)  
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[Create New Grantee Progress Report | Progress Reports Prior to 2009-2010](#)

### b. Tutored students in grades 1-12

	Date		benefiting people		Notes
	From	To	Started	Completed	
1.	10/01/2009	10/31/2009	0	0	
2.	11/01/2009	11/30/2009	1	1	
3.	12/01/2009	12/31/2009	1	1	
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
<b>Total:</b>			2	2	

**Targets:** Instrument A      Logs and Tally Sheets  
Title:  
Target Level of Success: 50 Volunteers will be recruited by AmeriCorps Members and 75% will make positive changes.

**Actual Outputs:** You started work benefiting 1 people.  
You completed work benefiting 1 people.


# Outputs

**Ayuda Para I Komunitat :**  
**05AFHGU0010008 (2008-2009)**

[Volunteer Recruitment](#) | [Output Codes](#) | [Outputs](#)  
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**Worked with parents or families on parenting skills development**

c.

	Date		benefiting		Notes
			Started	Completed	
	From	To	people	people	
1.	10/01/2009	10/31/2009	0	0	
2.	11/01/2009	11/30/2009	1	1	
3.	12/01/2009	12/31/2009	0	0	
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					

**Total: 1 1**

**Targets:** Instrument A Logs and Tally Sheets  
 Title:  
 Target Level of 50 Volunteers will be recruited by AmeriCorps Members and 75%  
 Success: will make positive changes.


**Actual** You started work benefiting 0 people.  
**Outputs:** You completed work benefiting 0 people.

# Outputs

## Ayuda Para l Komunitat : 05AFHGU0010008 (2008-2009)

[Volunteer Recruitment](#) | [Output Codes](#) | [Outputs](#)  
Community Strengthening

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[Create New Grantee Progress Report | Progress Reports Prior to 2009-2010](#)

### d. Mentored other at-risk/high-risk children/youth

	Date		benefiting people		Notes
	From	To	Started	Completed	
1.	10/01/2009	10/31/2009	2	2	
2.	11/01/2009	11/30/2009	1	1	
3.	12/01/2009	12/31/2009	2	2	
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
<b>Total:</b>			5	5	

**Targets:** Instrument A Title: Logs and Tally Sheets  
Target Level of 50 Volunteers will be recruited by AmeriCorps Members and 75% will  
Success: make positive changes.


**Actual** You started work benefiting 2 people.  
**Outputs:** You completed work benefiting 2 people.

# Outputs

**Ayuda Para I Komunitat :**  
**05AFHGU0010008 (2008-2009)**  
[Volunteer Recruitment](#) | [Output Codes](#) | [Outputs](#)  
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**Conducted child abuse prevention awareness training**

e.

	Date		benefiting		Notes
			people		
	From	To	Started	Completed	
1.	10/01/2009	10/31/2009	1	1	
2.	11/01/2009	11/30/2009	0	0	
3.	12/01/2009	12/31/2009	1	1	
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					

**Total: 2 2**

**Targets:** Instrument A Logs and Tally Sheets  
 Title:  
 Target Level of 50 Volunteers will be recruited by AmeriCorps Members and  
 Success: 75% will make positive changes.

**Actual** You started work benefiting 1 people.  
**Outputs:** You completed work benefiting 1 people.




# Outputs

**Ayuda Para I Komunitat :  
05AFHGU0010008 (2008-2009)**

[Volunteer Recruitment](#) | [Output Codes](#) | [Outputs](#)  
Community Strengthening

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**f. Recruited peer (student) tutors**

	Date		benefiting		Notes
			people		
	From	To	Started	Completed	
1.	10/01/2009	10/31/2009	0	0	
2.	11/01/2009	11/30/2009	1	1	
3.	12/01/2009	12/31/2009	0	0	
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
<b>Total:</b>			1	1	


**Targets:** Instrument A Logs and Tally Sheets  
 Title:  
 Target Level of 50 Volunteers will be recruited by AmeriCorps Members and 75%  
 Success: will make positive changes.

**Actual Outputs:** You started work benefiting 0 people.  
 You completed work benefiting 0 people.

# Outputs

**Ayuda Para I Komunitat :**  
**05AFHGU0010008 (2008-2009)**

[Life Skills/ Supportive Counseling Groups \(SCG\)](#) | [Output Codes](#) | [Outputs](#) | [Intermediate Outcome Data](#) | [End Outcome Data](#)  
 Community Strengthening

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**[Create New Grantee Progress Report | Progress Reports Prior to 2009-2010](#)**

**g. Recruited volunteers for tutoring or other educational purposes**

	Date		benefiting people		Notes
	From	To	Started	Completed	
1.	10/01/2009	10/31/2009	0	0	
2.	11/01/2009	11/30/2009	2	2	
3.	12/01/2009	12/31/2009	0	0	
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
<b>Total:</b>			2	2	

**Targets:** Instrument A SCG Registration Form  
 Title:  
 Target Level of 500 people will participate in the Supportive Counseling Groups  
 Success: (SCG). The anticipated level of success, achievement and/ or positive changes by the participants is 75% or greater.


**Actual Outputs:** You started work benefiting 0 people.  
 You completed work benefiting 0 people.

# Outputs

**Ayuda Para I Komunitat : 05AFHGU0010008  
(2008-2009)**

[Volunteer Recruitment](#) | [Output Codes](#) | [Outputs](#)  
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## h. Other activities

	Date		benefiting people		Notes
	From	To	Started	Completed	
1.	10/01/2009	10/31/2009	1	1	
2.	11/01/2009	11/30/2009	1	1	
3.	12/01/2009	12/31/2009	2	2	
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
<b>Total:</b>			4	4	

**Targets:** Instrument A    Logs and Tally Sheets  
 Title:  
 Target Level of Success: 50 Volunteers will be recruited by AmeriCorps Members and 75% will make positive changes.

**Actual Outputs:** You started work benefiting 2 people.  
 You completed work benefiting 2 people.



**MODULE L**  
**PROGRESS REPORT (PR) MONTHLY SUMMARY**  
**Egrant PERFORMANCE MEASURES**  
 [submit with PER report every 10th of the month]

Key in ( 1 ) in each category monthly if MET, Key in ( 0 ) if UNMET OR ONGOING in accordance of your program objective.  
 Volunteer Recruitment: key in number recruited

AmeriCorps Program: Ayuda Para Komunitad 05AFHGU0010011	PROGRAM OBJECTIVE	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
	MET	0	0	1										1
	UNMET	0	0	0										0
	ONGOING	0	0	1										1
<b>INTERMEDIATE OUTCOME</b>														
	MET	0												0
	UNMET	0												0
	ONGOING	0												0
<b>END OUTCOME</b>														
	MET	0												0
	UNMET	0												0
	ONGOING	0												0
<b>VOLUNTEER RECRUITMENT</b>														
	MET	0												0
	UNMET	0												0
	ONGOING	0												0
<b>OUTPUT</b>														
	MET	0												0
	UNMET	0												0
	ONGOING	0												0
<b>HOW MANY RECRUITED</b>														
		0												0
<b>SUBTOTAL</b>														
		0												0
<b>(To be filled in by PROGRAM MANGER) Percentages</b>														
	%													


# Intermediate Outcome Data

## Ayuda Para I Komunitat : 05AFHGU0010011 (2009-2010)

[Life Skills/ Supportive Counseling Groups \(SCG\)](#) | [Output Codes](#) | [Outputs](#) | [Intermediate Outcome Data](#) | [End Outcome Data](#)  
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### General Info

**Time Period:** 10/01/2009 – 12/31/2009

	<b>Anticipated</b>	<b>Actual</b>
<b>Activity:</b>	Members will assist Sanctuary Staff in conducting Outreach activities, Co-facilitating Supportive Counseling Groups (SCG) and recruiting participants. Each Supportive Counseling Group (SCG) meets once a week for 1.5 hours/ week for 10 weeks to provide prevention and/ or intervention services in areas such as Anger Management for youth and adults, Parenting Skills classes, Parent Support Groups, Drug & Alcohol Prevention groups such as Tobacco Cessation, Pathway and Na Homlo (To Get Well) groups, Child Abuse Prevention programs and Mentoring and Assisting With Homework (Tutoring) children and youths. These groups will take place perspective communities up to four (4) days a week.	Sanctuary AmeriCorps Members assisted the Sanctuary Staff in numerous Outreach activities throughout the different communities in the northern, central and southern part of Guam. The AmeriCorps members co-facilitated numerous Supportive Counseling Groups (SCG) at the different sites and also worked productively to recruit participants upon completion of their perspective groups. Our groups continue to meet once a week for a total of 1.5 hours for ten (10) weeks. Our AmeriCorps Members provided prevention and/or intervention services in Anger Management for both youths and adults, Parenting Skills Development and Support, Drug & Alcohol Prevention programs, Child Abuse Prevention programs, Mentoring & Assisting with Homework (Tutoring) children and youths and other activities.

# of  
Members: 48

47

Final Intermediate Outcome Data document for this Performance Measure? No

### Instrument A: SCG Pre/ Post Surveys

**Procedures**  
Describe how you collected and analyzed your data.

1. *Respondents/Number of Instruments: Who completed each instrument?* The beneficiaries/ participants completes all necessary documents and is reviewed and collected by the Program Director and completes all necessary reports.
2. *Data Collection: Who collected the data and how often?* The Program Director collects the datas once a week for the different groups and recorded.
3. *Data Aggregation: Who aggregated the data and how often?* The Program Director aggregates the datas and this is done monthly and reported to the Commission.
4. *Data Analysis: Who analyzed the data and how often?* The Program Director analyzes the datas and this is collected once a week during groups.
5. *Progress Report: Who is writing the report and how often is it due?* The Progress Report is written by the Program Director and this is done monthly and is reported to the Commission.
6. *Reporting Loop: Other forms of reporting evaluation information, who, how often?* Reports are provided by the Program Director, submitted to the Executive Director weekly and also is provided to the Board of Directors of Sanctuary.
7. *Data Analysis: How did you analyze the data?* We provide Pre and Post Tests to all our beneficiaries/ participants, Pre and Post Surveys and Group Evaluation. This is how er analyze and compare datas.
8. *Additional information to help reader understand methods and procedures being used:* Having to use the Pre and Post Tests, Pre and Post Surveys, and Group Evaluation helps determine outcomes. These are effective tools/ instruments in measuring performances.

**Result**  
Describe the level of success attained for this instrument.

1. *Given your original target level of success for the SCG Pre/ Post Surveys, describe the level of success you actually attained:* 90% of the beneficiaries/ participants have developed new life skills as a results of the Supportive Counseling Groups (SCG) provided by the AmeriCorps Members of Sanctuary, Incorporated, Ayuda Para I Komunitat (Help for the Community).
2. *Did you meet the target as outlined in the SCG Pre/ Post Surveys?* Yes
3. *How many of the beneficiaries or things experienced change equal to or greater than the target for this performance measure for the SCG Pre/ Post Surveys?* 231
4. *If you responded "no" to the question about meeting your target, please provide additional information about obstacles encountered:* Not Applicable.
5. *Report your final results for the SCG Pre/ Post Surveys as they relate to the target. Include both qualitative and quantitative data:* Once a beneficiary/ participant enrolls in a Supportive Counseling Group (SCG) at Sanctuary, they are given a Pre-Test. At the end of the ten (10) sessions, they are given a Post-Test. The findings is that 90% of our beneficiaries/ participants have scored higher or better on their Post-Test as they did on their Pre-Test and also 90% of our beneficiaries/ participants indicated that they have learned and improved their skills within the ten (10) weeks of their participation in the groups.

### Summary of all data from all Intermediate Outcome Instruments

**Findings**  
Considering

1. *Total number of beneficiaries served:* 257

*all the Intermediate Outcome instruments you used for this performance measure, explain how your activity led to your desired result.*

*2. How do the Intermediate Outcomes show progress toward or achievement of your desired result? Upon completion of the beneficiaries (10<sup>th</sup>) tenth session in the Supportive Counseling Group (SCG), a Post Test was administered and the results are that they scored higher than they did on the Pre-Test. In summary, ninety (90) percent of the beneficiaries showed progress or achievement in the Supportive Counseling Groups during this first (1<sup>st</sup>) Quarter from October 1, 2009 to December 31, 2009.*



## **Attachment 2**

***Sanctuary, Incorporated***

***Foster Care Program***

Reporting Agency

Department of Public Health and Social Services

Reports

1. List of expenditures for services and equipment \$5,000 or greater
2. Quarterly financial expenditures and obligation
3. Program progress report



# Sanctuary, Incorporated

Revised 07/30/99

406 Mal Mal Road Chalan Pago, Guam 96910, Administrative Office (671) 735-1400 Fax (671) 734-1415 E-mail sancuar@lte.net

## Transmittal Form

# COPY

DATE: January 11, 2010

TO: J. Peter Roberto

Director

Department of Public Health and Social Services

Enclosed herewith are the following documents:

1. List of expenditures for services and equipment \$5,000 or greater

2. Quarterly financial expenditures and obligation

3. 1st Quarter Progress Report

4. \_\_\_\_\_

5. \_\_\_\_\_

Purpose/Action Needed:

Needs your approval on the above

Needs reply or comment

To fulfill your requirement

Other: \_\_\_\_\_

Cordially,

Sarah Thomas-Nededog  
Executive Director

### ACKNOWLEDGEMENT

Receipt of the above is hereby acknowledged

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_



# Sanctuary, Incorporated of Guam

*A Non-profit Organization Established in 1971*

406 MaiMai Road Chalan Pago, Guam 96910 • Administrative Office (671)475-7101

Crisis Hotline (671)475-7100 • Fax (671)477-3117 • Email: [sanctuar@ite.net](mailto:sanctuar@ite.net)

[www.sanctuaryguam.org](http://www.sanctuaryguam.org)



January 8, 2010

J. Peter Roberto, Director  
Department of Public Health & Social Services  
123 Chalan Kareta Route 10  
Mangilao, Guam 96913

Dear Mr. Roberto,

The information listed below is for the Foster Care Program first quarter of Fiscal Year 2010 from October 1, 2009 through December 31, 2009. We have listed all expenditures for services and equipment that were \$5,000 or greater.

Services	-0-
Equipment	-0-
Inventory Property	-0-

Please let us know if you have any questions.

Sincerely,

Sarah Thomas-Nededog  
Executive Director

**Non Profit Organization Receiving Appropriations from Government of Guam**  
**Pursuant to P.L. 30-55 (Sanctuary, Incorporated)**  
**FY 2010 (October 1, 2009 - December 31, 2009)**  
**1st Quarter Appropriation/Expenditure Report**  
**Department of Public Health and Social Services**  
**Foster Care**

Fund	Object Classification	Expenditure
General	20,000	
	Salary	4,172
	Benefits	1,165
	Travel	
	Contractual	2,158
	Supplies & Materials	399
	Equipment	
	Utilities	856
	Miscellaneous	
	<b>Grand Total</b>	<b>8,749</b>

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE EXPENDITURES FOR FISCAL YEAR 2010 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:



\_\_\_\_\_  
 SARAH M. THOMAS-NEVEDOG  
 EXECUTIVE DIRECTOR

DATE: 1/7/10



# SANCTUARY, INCORPORATED OF GUAM

[www.sanctuaryguam.org](http://www.sanctuaryguam.org)

A Non-profit Organization Established in 1971



## Foster Care Payments

Bureau of Social Service, Division of Public Health Welfare

Department of Public Health and Social Service

**Report Period: October 1, 2009 to December 31, 2009**

Sanctuary, Incorporated receives foster care payments from DPHSS for those children/youth that are referred by Child Protective Services (CPS).

No reports are required although every year Sanctuary reapplies for Licensure that includes site visits to ensure the health and safety of the clients. Periodic visits by DPHSS staff also occur to monitor the shelters for compliance and to meet with the clients.

The amount of reimbursement varies from month to month depending on the number of clients who are in residence for that period. In addition, a monthly clothing allowance may be added.

The current reimbursement rate per month is **\$581.62 per child** for a full month or a pro-rated amount thereof.

The clients referred to Sanctuary for foster care from DPHSS for this period were:

<b>Month</b>	<b>Full</b>
<b>October 2009</b>	<b>6</b>
<b>November 2009</b>	<b>7</b>
<b>December 2009</b>	<b>6</b>
<b>Total:</b>	<b>19</b>

### **Attachment 3**

***Sanctuary, Incorporated***

***Governor's Safe and Drug Free Schools and Communication Act***

Reporting Agency

Department of Youth Affairs

Reports

1. Program progress report
2. List of expenditures for services and equipment \$5,000 or greater
3. Quarterly financial expenditures and obligation

SANCTUARY

www.sanctuaryguam.org



INCORPORATED

A Non-profit Organization Established in 1971

TRANSMITTAL FORM

**COPY**

DATE: January 11, 2010

TO: Vicente Anthony Ada

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Enclosed herewith are the following documents:

1. 1<sup>st</sup> Quarter Report GSDFSCA grant
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Purpose/Action Needed:

- Needs your approval on the above
- Needs reply or comment
- To fulfill your requirement
- Other: \_\_\_\_\_

Cordially,

Sarah Thomas-Nededog  
Executive Director

ACKNOWLEDGEMENT

Receipt of the above is hereby acknowledged

Signed: [Signature] Date: 1/11/2010 Time: 12:50 PM



# Sanctuary, Incorporated of Guam

*A Non-profit Organization Established in 1971*

406 MaiMai Road Chalan Pago, Guam 96910 • Administrative Office (671)475-7101

Crisis Hotline (671)475-7100 • Fax (671)477-3117 • Email: [sanctuar@ite.net](mailto:sanctuar@ite.net)

[www.sanctuaryguam.org](http://www.sanctuaryguam.org)



January 8, 2010

Vicente Anthony Ada, Director  
Department of Youth Affairs  
P.O. Box 236371 GMF  
Barrigada, Guam 96921

Dear Mr. Ada,

The information listed below is for the Programan Pas I Familia Project first quarter of Fiscal Year 2010 from November 1, 2009 through December 31, 2009. We have listed all expenditures for services and equipment that were \$5,000 or greater.

Services	-0-
Equipment	-0-
Inventory Property	-0-

Please let us know if you have any questions.

Sincerely,

Sarah Thomas-Nededog  
Executive Director

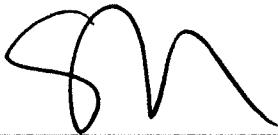


**Non Profit Organization Receiving Appropriations from Government of Guam**  
**Pursuant to P.L. 30-55 (Sanctuary, Incorporated)**  
**FY 2010 (November 1, 2009 - December 31, 2009)**  
**1st Quarter Appropriation/Expenditure Report**  
**Department of Youth Affairs**  
**Programan Pas Para I Familia Project**

Fund	Appropriation	Object Classification	Expenditure
Federal	91,263		
		Salary	7,560
		Benefits	2,195
		Travel	
		Contractual	
		Supplies & Materials	155
		Equipment	
		Utilities	
		Miscellaneous	
		Grand Total	9,909

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE EXPENDITURES FOR FISCAL YEAR 2010 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:




---

SARAH M. THOMAS-NEDEDOG  
EXECUTIVE DIRECTOR

DATE: 4/7/10



# Sanctuary, Incorporated of Guam



*A Non-profit Organization Established in 1971*

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Crisis Hotline (671)475-7100 • Fax (671)477-3117 • Email: [sanctuar@ite.net](mailto:sanctuar@ite.net)

[www.sanctuaryguam.org](http://www.sanctuaryguam.org)

January 11, 2009

Vicente Anthony Ada  
Director  
Department of Youth Affairs  
P.O. Box 23672  
Barrigada, Guam 96921

Dear Mr. Ada;

Submitted herewith is Sanctuary, Incorporated's First Quarter Program Report for the Governor's Safe and Drug Free Schools and Communities Act (GSDFSCA) project grant. The report reflects activities that occurred beginning November 4, 2009 and ending December 31, 2009.

For additional information or further clarification, please do not hesitate to contact me at 475-7101 or 777-0300.

With best regards,

**Sarah Thomas Nededog**  
Executive Director



# Sanctuary, Incorporated of Guam



*A Non-profit Organization Established in 1971*

406 MaiMai Road Chalan Pago, Guam 96910 • Administrative Office (671)475-7101  
 Crisis Hotline (671)475-7100 • Fax (671)477-3117 • Email: [sanctuar@ite.net](mailto:sanctuar@ite.net)  
[www.sanctuaryguam.org](http://www.sanctuaryguam.org)

## FY 2010 SAFE & DRUG FREE SCHOOLS & COMMUNITIES GRANT (SDFSCG)

Department of Youth Affairs

### SEMI-ANNUAL PROGRESS AND CLOSE-OUT REPORT FORM

<b>ORGANIZATION/AGENCY:</b> Sanctuary, Incorporated	
<b>GRANT NUMBER:</b>	
<b>PERSON COMPLETING REPORT:</b> Mildred Lujan	
<b>TELEPHONE:</b> 475-7103	<b>FAX:</b> 477-3117
<b>REPORT PERIOD:</b> Nov. 4, 2009 – Dec. 31, 2009	<b>DATE OF REPORT:</b> January 15, 2010

**Project Description:**

The *Programan Pas Para I Familia* provides a comprehensive continuum of intensive drug and alcohol as well as violence prevention and early intervention services to assist runaway, homeless and similarly troubled youth and their families. Project services assist families in resolving their issues of conflict in times of crisis, consequently decreasing the incidence of drug use and violence in their lives, as targeted in the SDFSCA, Sections 4114(b)(1)(A) and 4114(b)(1)(B). The focus of these services is to strengthen the family as a collective unit. The intent is to provide the family with an opportunity to come together and address presenting problems, working in partnership with staff to resolve their issues in a calm, non-threatening manner and to identify whether drug and alcohol issues are compounding them.

**Project Goals and Objectives; Project Activities; Project Performance Measures; Project Outcomes:**

<p><b>Goal:</b> The overall goal of the <i>Programan Pas Para I Familia</i> is to decrease the rate of reported drug and alcohol use of children in crisis situations and their families by 5% every project year, as well as decrease the rate of violence in Guam's homes with children by 5% every project year.</p> <p><b>Objective 1.</b> Increase the level of awareness of the consequences of drug and alcohol use in children in crisis situations and their families by 10% every project year.</p> <p><b>Indicator/Outcomes/Periodicity:</b> <i>Awareness of consequences of drug and alcohol use in children in crisis situations and their families.</i></p> <p><b>Activity A:</b> The project will conduct 12 culturally competent skills training sessions on the effects of drugs and alcohol and related life-</p>	<p><b>Results:</b></p> <ul style="list-style-type: none"> <li>• 2 skills training sessions on the effects of drugs and alcohol and related life-</li> </ul>
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<p>skills topics for youth in crisis situations.</p>	<p>skill topics for youth in crisis situations occurred this reporting period for 18 youth.</p> <ul style="list-style-type: none"> <li>• Participants who take part in these skills training sessions are from the Department of Youth Affairs' Cottage Home and Youth Correctional Facility.</li> </ul>
<p><b>Activity B:</b>  Conduct 80 support groups for youth in crisis situations to help them cope with maintaining a drug, alcohol and violence free lifestyle.</p> <p><b>Timeline:</b> Month 1-ongoing weekly sessions.  <b>Responsible Parties:</b> Project Director and Prevention Specialists</p>	<p><b>Results:</b></p> <ul style="list-style-type: none"> <li>• 17 support groups for 90 youth in crisis situations to help them cope with maintaining a drug, alcohol and violence free lifestyle were conducted this quarter.</li> <li>• Youth attending the groups are from Sanctuary's shelters, DYA, the Juvenile Drug Court and other outside referrals.</li> <li>• The program facilitates three different support groups weekly. The support groups are as follows:</li> <li>• The <i>Na'homlo</i> support group serves as an outlet for youth who have in the past, or currently still have drug and alcohol issues. In this group the facilitators discuss issues directly involved with drug and/or alcohol use such as the negative effects and consequences. The facilitators also help group participants to understand why, with whom, how often, and the consequences of their drug and alcohol use. Each session addresses topics such as: habits of a drug users and conflict resolution. Also with each session, the participants continue their drug history chart, take part in their weekly processing, and have open discussion.</li> <li>• Pathways is a more intensive support group for teenaged youth who have issues of drugs and/or alcohol use or abuse. This group meets for an hour and a half rather than the standard one-hour support group time. Facilitators focus on having participants gain a better understanding of why it is they do what they do; and also the consequences of each decision they</li> </ul>

	<p>make-not just about alcohol and drug use, but about all the decisions they make. They learn to recognize that every decision has a consequence, whether it be a negative or positive, depends on the decision.</p> <ul style="list-style-type: none"> <li>• The Smoking Cessation Class focuses on the short and long-term effects of smoking, the consequences of using tobacco - both mentally and physically - as well as implementing their individual program plan to quit. This is a 12-session group that utilizes the Minnesota Smoking Prevention Program to discourage tobacco use among adolescents. The curriculum is designed to influence the social and psychological factors that encourage the onset of smoking cigarettes or using smokeless tobacco. In addition to tobacco use, the facilitator also encourages members to deal with peer pressure and make appropriate decisions to abstain from alcohol and drug use.</li> <li>• Program staff assist youth that have issues related to drugs and alcohol by providing them tools to make better choices; information on the different types of drugs and alcohol; an awareness of the negative and positive consequences of drug use; and dealing with peer pressure.</li> </ul>
<p><b>Activity C:</b> Conduct 12 Positive Youth Development workshops for elementary, middle and high schools in drug and alcohol awareness, violence prevention and positive youth development.</p> <p><b>Timeline:</b> Month 1-ongoing weekly sessions. <b>Responsible Parties:</b> Project Director and Prevention Specialists</p>	<p><b>Results:</b></p> <ul style="list-style-type: none"> <li>• Staff have initiated contact with school personnel to begin scheduling presentations at schools for school year 2009-2010.</li> </ul>
<p><b>Objective II.</b> Increase the accessibility of children in crisis situations and their families who use drugs and/or alcohol to treatment services by referring 100% of all youth and their families identified to have drug and alcohol issues to DMH&amp;SA or private insurance providers for drug treatment throughout the</p>	

<p>project duration.</p> <p><b>Indicators/Outcomes/Periodicity:</b> <i>Accessibility of children and their families in crisis situations who use drug and/or alcohol to treatment services.</i></p> <p><b>Activity A:</b> Conduct a total of 100 drug and alcohol screening and assessments amongst children in crisis and their family members.</p> <p><b>Time line:</b> Month 1-ongoing <b>Responsible Parties:</b> Project Director, and Prevention Specialists</p>	<p><b>Results:</b></p> <ul style="list-style-type: none"> <li>• 13 screenings/assessments were conducted this reporting period amongst children and their family members.</li> </ul>
<p><b>Activity B:</b> Provide referral services for all youth and their family members assessed as having drug and/or alcohol related issues to treatment services available to them.</p> <p><b>Timeline:</b> Month 1 –ongoing <b>Responsible Parties:</b> Project Director and Prevention Specialists</p>	<p><b>Results:</b> All of those identified to have drug and/or alcohol related issues were referred by staff to the Department of Mental Health and Substance Abuse (DMHSA), Sanctuary’s <i>Na’Homlo</i> Youth Support Group, Sanctuary’s Tobacco Cessation Program and Pathways Youth Support Group.</p>
<p><b>Objective III:</b> Improve the Conflict Mediation skills of children in crisis situations and their families by providing youth with the skills and knowledge in assertive, non-violent ways of constructively channeling their anger and aggression.</p> <p><b>Indicators/Outcomes/Periodicity:</b> <i>Conflict Mediation skills of children and their families.</i></p> <p><b>Activity A:</b> The Project will conduct 45 Anger Management groups for children in crisis situations to learn assertive, non-violent ways of channeling their anger.</p> <p><b>Timeline:</b> Month 1 –ongoing <b>Responsible Parties:</b> Project Director and Case-Managers.</p>	<p><b>Results:</b></p> <ul style="list-style-type: none"> <li>• 3 Anger Management classes were conducted this reporting period with 19 youth in attendance. The group’s participants consist of youth referred by Juvenile Drug Court, DYA and the schools.</li> </ul>

**Problems Encountered:**

No other challenges were encountered this reporting period.

**Topics covered this reporting period in the various groups included:**

- Conflict resolution worksheet and role play of different types of arguments
- Introduction to AA and Adolescents video introduction
- Survey attitudes and behaviors
- DVD: About Teens and Tobacco discussion on tobacco worksheet
- Project ALERT Lesson #1: Introduction
- Ice Breaker: All my neighbors and test your knowledge about tobacco and its toxins
- Meaningful game and worksheet – Reviewed marijuana and alcohol history with open discussion
- Lesson #1: Difference of marijuana and alcohol
- How drugs can manipulate our feelings. Prevention skills and open discussion
- Anger management presentation: Open discussion and reflections
- Lesson #1: marijuana and tobacco open discussion
- Project ALERT #3: Open discussion and skit presentation
- Alternates to smoking and chewing worksheet
- Landmine game: Tobacco worksheet – What are some pointers that you can to others about staying tobacco free
- My Support Tree activity and open discussion
- Project ALERT #4: Skit presentation and open discussion

## **Attachment 4**

*Sanctuary, Incorporated*

*Runaway and Homeless Youth Basic Center*

### Reporting Agency

Department of Youth Affairs

### Reports

1. Program progress report
2. List of expenditures for services and equipment \$5,000 or greater
3. Quarterly financial expenditures and obligation





# Sanctuary, Incorporated

Revised 07/30/99

406 Mai Mai Road Chalan Pago, Guam 96910, Administrative Office (671) 735-1400 Fax (671) 734-1415 E-mail sancuar@ite.net

## Transmittal Form

DATE: January 15, 2010

TO: Vicente Anthony Ada  
Director  
Department of Youth Affairs

**COPY**

Enclosed herewith are the following documents:

1. List of expenditures for services and equipment \$5,000 or greater
2. Quarterly financial expenditures and obligation
3. Quarterly progress report
4. \_\_\_\_\_
5. \_\_\_\_\_

Purpose/Action Needed:

- Needs your approval on the above
- Needs reply or comment
- To fulfill your requirement
- Other: \_\_\_\_\_

Cordially,

Sarah Thomas-Nededog  
Executive Director

### ACKNOWLEDGEMENT

Receipt of the above is hereby acknowledged

Signed: UPM Date: 1-15-10 Time: 12:58pm

**FY 2009 RUNAWAY HOMELESS YOUTH (RHY) BASIC CENTER**

**Department of Youth Affairs**

**QUARTERLY PROGRESS REPORT FORM**

<b>ORGANIZATION/AGENCY:</b> Sanctuary Incorporated of Guam	
<b>VENDOR NUMBER:</b> S1456001	
<b>PERSON COMPLETING REPORT:</b> Shirley Lee. BSW	
<b>TELEPHONE:</b> 475-7113	<b>FAX:</b> 477-3117
<b>REPORT PERIOD:</b> October 1, 2009 to December 31, 2009	<b>DATE OF REPORT:</b> January 14, 2010

**Project Description:**

The Run Away Homeless Youth (RHY) Basic Center is a community based program specifically designed to assist runaway, homeless, victims of abused and other similarly troubled youth and their families. The program provides a 24-hour shelter and care as a safe home for runaway, homeless and victims of violence for up to 21 days during which case management services are provided in resolving their issues of conflict in times of crisis at the same time keeping focus on strengthening the family as a collective unit. The case management unit includes crisis intervention, individual development plan, group and family counseling, brief therapy, aftercare, outreach and referrals. The ultimate goal and focus is in promoting and achieving the individual's educational goals and personal growth within a safe and healthy environment.

**Project Goals and Objectives; Project Activities; Project Performance Measures; Project Outcomes:**

<p><b>Goal:</b> The overall goal of the Basic Center is to provide a safe and stable Emergency Shelter for run away and troubled youth and assist them in resolving crisis and conflicts by keeping focus on promoting family unity and improving quality of life for Guam's youth.</p> <p><b>Objective 1.</b> To increase the awareness of available services and issues related to Runaway and Homeless youth by conducting outreach efforts directed at youth, parents, and community agencies through a 24-hour crisis hotline, presenting information through the local media (newspapers, television &amp; radio), schools, and shopping centers through out the island.</p> <p><b>Indicator/Outcomes/Periodicity:</b> <i>Awareness of available services for run away and troubled youth for the community of Guam as a whole.</i></p>	
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<p><b>Activity A:</b>  The Emergency Shelter program will provide individual counseling at least twice a week for each youth residing in the shelter.  <b>Time Line:</b> Daily; ongoing daily sessions  <b>Responsible Parties:</b> Case Managers and/or Case Management Administrator, and Residential Workers</p>	<p><b>Results:</b></p> <ul style="list-style-type: none"> <li>• During this reporting period a total of thirty-eight (40) contacts were made via 24-hour crisis hot line.</li> <li>• For this reporting period, (1)Sanctuary, Inc. of Guam staff made outreach displays during which an average of fifteen (15) information brochures were handed out to the general public as follows: <ol style="list-style-type: none"> <li>1. Sanctuary, Incorporated month outreach activity at Guam Premium Outlet.</li> </ol> </li> <li>• During this reporting period, an average of (11) youth resided in the shelter per day. At least six individual counseling sessions were conducted on a daily basis that included educational, health, personal growth. Family sessions were conducted as well to develop a reunification plan. Residents were given the opportunity to request for special counseling sessions when they encountered problems during their stay in the shelter.</li> </ul>
<p><b>Activity B:</b>  To provide therapeutic and recreational activities for youth to promote personal well being.</p> <p><b>Timeline:</b> Daily  <b>Responsible Parties:</b>  Case Managers and/or Case Management Administrator, and Residential Workers</p>	<p><b>Results:</b></p> <ul style="list-style-type: none"> <li>• On a daily basis, the program facilitates various support activities through out the month for therapeutic and recreational purpose such as sports, leisure walks, exercise, meditation and swimming to promote social skills and personal growth.</li> <li>• On a monthly basis, the residents participate in beach activities during that are designed for youth to get in touch with nature while learning about the environment, natural resources and influences on Guam’s culture and historical events. The activity also promotes social and physical well being for youth and</li> </ul>

	<p>encourages them to participate in group activities. This is also seen as a positive activity that could be shared with youth and their fellow peers once released from our shelters.</p> <ul style="list-style-type: none"> <li>• Twice a month, the program facilitates arts and craft workshops to encourage residents to develop their creative ideas and allow them to acquire skills in creating their own arts and craft in activities such as baking cookies or cakes, creating cards for the holidays, and painting pictures.</li> </ul>
<p><b>Objective II.</b> To reduce the problems of runaway and homeless youth by providing temporary shelter and aftercare services to 250 youth and their families per program year while they resolve problematic issues.</p> <p><b>Indicators/Outcomes/Periodicity:</b> <i>Accessibility of children and their families in crisis situations who use Emergency Shelter services.</i></p> <p><b>Activity A:</b> 24-hour hot line opens to the general public to provide immediate feedback, assessments and referrals to appropriate agencies.</p> <p><b>Time line:</b> on-going, 24-hours, 7days a week <b>Responsible Parties:</b> Crisis Intervention Worker, Case Managers and Case Management Administrator</p>	<p><b>Results:</b></p> <ul style="list-style-type: none"> <li>• Ninety-nine (40) contacts were made via 24-hour crisis hot line.</li> <li>• Household and family dynamics, runaway/throwaways, sexual abuse, suicidal, and housing issues were the top issues of concern for youth who accessed the crisis hotline. In addition, physical, sexual, verbal, and emotional abuses were concerns brought forward.</li> </ul>
<p><b>Activity B:</b> Provide referral services for all youth and their family members assessed for services needed from other agencies. <b>Timeline:</b> Month 1 –ongoing</p>	<p><b>Results:</b></p> <ul style="list-style-type: none"> <li>• 3 referrals were made to other agencies and organizations based on the assessments conducted and used to determine placement in the</li> </ul>

<p><b>Responsible Parties:</b> Crisis Intervention Worker, Case Managers and Case Management Administrator</p>	<p>Emergency Shelter as follows:</p> <ol style="list-style-type: none"> <li>1. One (1) referral was made to I Famaguon'ta.</li> <li>2. Ten (2) referrals were made for family members be assessed at Mental Health for Psychological Evaluations.</li> </ol>
<p><b>Objective III:</b> Strengthen family relationships of 250 youth and families through individual, family and group counseling to resolve conflicts that will lead to familial reconciliation and reunification.</p> <p><b>Indicators/Outcomes/Periodicity:</b> <i>Conflict Mediation skills of children and their families.</i></p> <p><b>Activity A:</b> Provide 175 family skills training sessions for youth and their families experiencing crisis situations through Sanctuary's 24-hour crisis hotline or Emergency Shelter Program <b>Time line:</b> Month 1-ongoing <b>Responsible Parties:</b> Crisis Intervention Worker, Case Managers and Case Management Administrator.</p>	<p><b>Results:</b></p> <ul style="list-style-type: none"> <li>• Seventy-two (150) family skills training sessions were provided this reporting period to youth and their families experiencing crisis situations.</li> <li>• Four (4) residents returned home after their family members received parenting skills training and counseling.</li> <li>• One Resident (1) transitioned to Oasis Empowerment.</li> <li>• One Resident (1) was transitioned to Sagan Na Homlo.</li> <li>• Two residents (2) residents were in the process of transition to the Transitional Living Program (TLP).</li> </ul>
<p><b>Activity B:</b> The Project will conduct 45 Anger Management groups for children in crisis situations to learn assertive, non-violent ways of channeling their anger.</p> <p><b>Timeline:</b> Month 1 –ongoing <b>Responsible Parties:</b> Project Director, Project Coordinator and Case-Managers.</p>	<p><b>Results:</b></p> <ul style="list-style-type: none"> <li>• Five (5) Anger Management classes were conducted this reporting period with thirty-eight (38) youth in attendance. The group's participants consisted of youth in Sanctuary's Emergency Shelter program, Transitional Living Program, as well as outside referrals.</li> <li>• Mentoring is also done with the youth</li> </ul>

	<p>at this time. Thirty-eight (38) youth were mentored during the group session.</p>
<p><b>Objective IV:</b> To decrease recidivism and problems of runaway and homeless youth and their families to assist with their transition back home and meet their long-term needs.</p> <p><b>Indicators/Outcomes/Periodicity:</b> <i>Availability of supportive services to children and their families in crisis situations.</i></p> <p><b>Activity A:</b> The project will provide individual supportive counseling for 125 youth and their parents assisting them in making appropriate decisions relative to their family dynamics.</p> <p><b>Timeline:</b> Month 1-ongoing <b>Responsible Parties:</b> Project Director, Project Coordinator and Case-Managers</p>	<p><b>Results:</b></p> <ul style="list-style-type: none"> <li>• 150 individual supportive counseling sessions were provided this reporting period to assist youth and their parents to make appropriate decisions relative to their family dynamics. The breakdown of the sessions are as follow: <ul style="list-style-type: none"> <li>-130 youth individual supportive counseling sessions</li> <li>- 20 parent individual supportive counseling sessions</li> <li>- IPP completion rate for this quarter is at 80%.</li> </ul> </li> </ul>
<p><b>Activity B:</b> The project will provide case management services for 250 youth and their families that will enhance stabilize and strengthen their relationships. <b>Timeline:</b> Month 1-ongoing <b>Responsible Parties:</b> Project Director, Case Management Administrator and Case-Managers</p>	<p><b>Results:</b></p> <ul style="list-style-type: none"> <li>• 34 youth received case management services via the Co-Ed Shelter, Aftercare, Outreach, Transitional Living Program (TLP), and <i>Sagan Na'Homlo</i>.</li> </ul>

**Problems Encountered:**

The Parent/Legal Guardians of current clientele have reported they have issues with transportation in order for them to attend parenting skills classes and parent support group. Program staff encouraged the parent/legal guardians to utilize the public transportation system, yet they continue to report the transportation system is not very reliable.

The shortage of staff is still a major concern as it makes it difficult to have adequate staffing for each shift. This is of great concern especially when there is an influx of clients. The program is in the process of recruiting residential staff to provide adequate supervision of the growing number of clients. Personnel from various sections within the organization have been assisting the effort to ensure services for residents are not jeopardized.

**Future Plans:**

The Case Management and Counseling Section have developed corrective action plans to address several deficiency areas such as improving data collections, monitoring of case management activities and case updates. This improvement is making significant progress on a daily basis. Partnering agencies such as Child Protective Services, I' Famaguon'ta , and Juvenile Investigation Section have been invited to attend regular case staffing on an as needed basis to better serve the clientele. The section would also like to employ at least two (2) more Case Managers to assist with the increase of clientele at the shelters.



# Sanctuary, Incorporated of Guam

*A Non-profit Organization Established in 1971*

406 MaiMai Road Chalan Pago, Guam 96910 • Administrative Office (671)475-7101  
Crisis Hotline (671)475-7100 • Fax (671)477-3117 • Email: [sanctuar@ite.net](mailto:sanctuar@ite.net)  
[www.sanctuaryguam.org](http://www.sanctuaryguam.org)



January 8, 2010

Vicente Anthony Ada, Director  
Department of Youth Affairs  
P.O. Box 236371 GMF  
Barrigada, Guam 96921

Dear Mr. Ada,

The information listed below is for the Runaway Homeless Program first quarter of Fiscal Year 2010 from October 1, 2009 through December 31, 2009. We have listed all expenditures for services and equipment that were \$5,000 or greater.

Services	-0-
Equipment	-0-
Inventory Property	-0-

Please let us know if you have any questions.

Sincerely,

Sarah Thomas-Nededog  
Executive Director



**Non Profit Organization Receiving Appropriations from Government of Guam  
Pursuant to P.L. 30-55 (Sanctuary, Incorporated)  
FY 2010 (October 1, 2009 - December 31, 2009)  
1st Quarter Appropriation/Expenditure Report  
Department of Youth Affairs  
Runaway Homeless Program**

Fund	Appropriation	Object Classification	Expenditure
General	371,677		
		Salary	44,918
		Benefits	5,628
		Travel	
		Contractual	8,311
		Supplies & Materials	1,193
		Equipment	-
		Utilities	9,056
		Miscellaneous	735
		Vehicle Lease	2,850
		Grand Total	72,691

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE EXPENDITURES FOR FISCAL YEAR 2010 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:



---

SARAH M. THOMAS-NEDEDOG  
EXECUTIVE DIRECTOR

DATE: 4/7/10



# Sanctuary, Incorporated

Revised 07/30/99

406 Mal Mal Road Chalan Pago, Guam 96910, Administrative Office (671) 735-1400 Fax (671) 734-1415 E-mail sancuar@lte.net

## Transmittal Form

DATE: January 15, 2010

# COPY

TO: Patrick Bamba  
Executive Director  
Guam Council on the Arts and Humanities

Enclosed herewith are the following documents:

1. List of expenditures for services and equipment \$5,000 or greater
2. Quarterly financial expenditures and obligation
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Purpose/Action Needed:

- Needs your approval on the above
- Needs reply or comment
- To fulfill your requirement
- Other: \_\_\_\_\_

Cordially,

Sarah Thomas-Nededog  
Executive Director

### ACKNOWLEDGEMENT

Receipt of the above is hereby acknowledged

Signed:  Date: 1/15/10 Time: \_\_\_\_\_



# Sanctuary, Incorporated of Guam

*A Non-profit Organization Established in 1971*

406 MaiMai Road Chalan Pago, Guam 96910 • Administrative Office (671)475-7101  
Crisis Hotline (671)475-7100 • Fax (671)477-3117 • Email: [sanctuar@ite.net](mailto:sanctuar@ite.net)  
[www.sanctuaryguam.org](http://www.sanctuaryguam.org)



January 8, 2010

Patrick Bamba, Executive Director  
Guam Council on the Arts and Humanities (CAHA)  
P.O. Box 2950  
Agana, Guam 96932

Dear Mr. Bamba,

The information listed below is for the Sanctuary Art Workshop Project first quarter of Fiscal Year 2010 from October 1, 2009 through December 31, 2009. We have listed all expenditures for services and equipment that were \$5,000 or greater.

Services	-0-
Equipment	-0-
Inventory Property	-0-

Please let us know if you have any questions.

Sincerely,

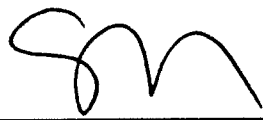
Sarah Thomas-Nededog  
Executive Director

**Non Profit Organization Receiving Appropriations from Government of Guam**  
**Pursuant to P.L. 30-55 (Sanctuary, Incorporated)**  
**FY 2010 (October 1, 2009 - December 31, 2009)**  
**1st Quarter Appropriation/Expenditure Report**  
**Guam Council on the Arts and Humanities**  
**CAHA**

Fund	Appropriation	Object Classification	Expenditure
Federal	6,100	Salary	
		Benefits	
		Travel	
		Contractual	
		Supplies & Materials	
		Equipment	
		Utilities	
		Miscellaneous	
		Grand Total	-

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE EXPENDITURES FOR FISCAL YEAR 2010 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:



\_\_\_\_\_  
 SARAH M. THOMAS-NEDEDOG  
 EXECUTIVE DIRECTOR

DATE: \_\_\_\_\_  
 1/7/10