

GUAM'S TITLE XX CONSOLIDATED BLOCK GRANTS PROGRAM

POPULATION TO BE SERVED FOR FY 2019

**POPULATION TO BE SERVED
FISCAL YEAR 2019
(ESTIMATED)**

| Service Activity | Eligibility Criteria | Estimated Number of Adults or Children to be Served | Funding Source | |
|---|---|---|---|---|
| | | | Title XX Consolidated Block Grants Program (100% Federal) | Foster Care Program or Other Local Funds (100% Local) |
| Adoption Services (Adoption promotion and support, adoption social studies) | Children and adults in adoption home studies which are received from the court. Children relinquished to the agency for adoption, foster children with permanency plan as adoption. Adults are 59 years old and younger or adults are 60 years old and older. | 107 adults 49 children | X | |
| Case Management Services (Services are for children under the agency's legal and protective custody and their families; children and their families or caregivers who are in need of reunification services; all foster children in need of permanency; and foster children with special needs or who are in residential treatment centers) | Children on Guam ages 0-17 and their families, who have been referred for alleged child abuse and neglect. Court may extend jurisdiction to the agency for those children beyond 17 years of age. Adults are 59 years old and younger or adults are 60 years old and older. | 114 adults 69 children | X | |
| Education and Training Services (Child abuse and neglect prevention and education, other education and training) | Individuals, children and their families who will be provided with education and training on CPS related information or other direct services information) i.e., school presentations and parent training conducted by Social Workers and Homemakers. Adults are 59 years old and younger or adults are 60 years old and older. | 1,043 adults 1,471 children | X | |
| Foster Care Services – Children | Children on Guam ages 0-17 who have been referred for alleged abuse and neglect, and under the agency's legal custody. Court may extend jurisdiction to the agency for those children beyond 17 years of age. | 272 children | X | X |
| Home Based Services | Children on Guam ages 0-17 and their families who have been referred for alleged child abuse and neglect. This is to assist them with household and personal care activities that improve or maintain adequate | 41 adults 233 children | X | |

| | | | | |
|---|---|--|---------------------|---------------------|
| | family well-being. Adults are 59 years old and younger or adults are 60 years old and older. | | | |
| Information and Referral Services | No eligibility criteria. Available to anyone in the community who call to inquire about or make a referral for child abuse and neglect, and are directed to other community resources. Adults are 59 years old and younger or adults are 60 years old and older. | 1 adult 21 children | X | |
| Prevention and Intervention Services (Family preservation and support services) | Children on Guam ages 0-17 and their families (who have been referred for alleged child abuse and neglect). | 3 adults 7 children | X | |
| Protective Services – Adults (24-hour emergency shelter and support services for individuals and families who are homeless) (24-hour emergency shelter and support services for women who are victims of domestic violence) | (1) Individuals and families who lack a fixed, regular, and adequate nighttime residence. (2) Individuals and families who have a primary nighttime residence that is: A supervised publicly or privately operated shelter designed to provide temporary living accommodations; or a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. (3) Individuals and families who require emergency shelter due to unusual circumstances. EXCEPTIONS: Persons wanted by law, minors unaccompanied by parents, persons with psychiatric problems disabling them from independent living, persons abusing alcohol or drugs, and persons who are disabled to the extent that they cannot function independently. Women who are victims of domestic violence and referred to the emergency shelter, and who lacks resources or a place to stay. | 316 adults | X | X |
| Protective Services – Children (1) Children on Guam referred for abuse and neglect. (2) 24-hour emergency shelter and support services for children accompanied by mother or caregiver and are victims of domestic violence (3) 24-hour emergency shelter and support | (1) Children 0-17 years of age, referred for abuse and neglect allegations for which an assessment and/or investigation was conducted. Court may extend jurisdiction to the agency beyond 17 years of age. (2) Children referred to the emergency shelter for victims of domestic violence, and who lacks resources or a place to stay. | 1,249 children 166 children 277 children | X X X | X X X |

| | | | | |
|--|---|---------------------------|---|---|
| services for children accompanied by parents or caregivers and who are homeless | (3) Children referred to the emergency homeless shelter and who meets the definition of homeless. | | | |
| Protective Services – Children with Disability (Children with disability referred for child abuse and neglect (CAN) allegations for which an assessment and/or investigation was conducted.) | Children with disability on Guam ages 0-17 years who have been referred for alleged abuse or neglect. | 53 children | X | X |
| Transportation | Children ages 0 -17 years old on Guam and their families who have been referred for alleged child abuse and neglect. Court may extend jurisdiction to the agency for those children beyond 17 years of age. Adults are 59 years old and younger or adults are 60 years old and older. | 56 adults 350 children | X | |
| Other Services: Day Care Licensing and Monitoring | Any individual interested in opening a day care center on Guam and meets licensing requirements. Adults are 59 years old and younger or adults are 60 years old and older. | 45 adults | X | |
| Child Custody Social Study | Adults and their children who are involved in custody cases for which cases are received from the court. Adults are 59 years old and younger or adults are 60 years old and older. | 76 adults 51 children | X | |
| Social Study to Determine Appropriate Placement for Children | Adults and their children who are involved in requests received by the agency for social studies to determine appropriate placement. Cases received from the courts for which a social study request is made on the home and family. Adults are 59 years old and younger or adults are 60 years old and older. | 9 adults 8 children | X | |
| Family Foster Home, Group Home and Therapeutic Foster Home Certification | Any individual interested in becoming a foster parent or therapeutic foster parent and meets the licensing criteria. Agencies or organizations interested in operating a group home and meets the licensing requirements. Adults are 59 years old and younger or adults are 60 years old and older. | 61 adults | X | |

GUAM PRE-EXPENDITURE REPORT
TITLE XX, CONSOLIDATED BLOCK GRANTS PROGRAM

BUDGET PROPOSAL FOR
FY 2019

BUDGET JUSTIFICATION

| | | |
|------------|--|---------------------|
| 111 | REGULAR SALARY | \$ 2,330,486 |
| | Regular salary and increment for forty-eight (48) full-time equivalent (FTE) positions. (See appendix A) | |
| 112 | OVERTIME SALARY | \$ 10 |
| | Overtime salary for thirty-seven (37) Social Services Supervisors, Social Workers and Homemakers in the CPS Intake, Crisis Intervention, Investigation, and Case Management Units, and the Home Evaluation and Placement Services and Family Services Sections. This is essential as workers must remain on an on-call status in order to comply with Guam PL 20-209, which mandates the agency to respond to child abuse and neglect reports seven days a week on a twenty-four hour basis. Family Preservation workers provide intensive and other support services at all hours of the day for families in crisis. The \$10 is to establish the overtime salary category to expedite the allocation of funds when needed. | |
| 113 | FRINGE BENEFIT | \$ 840,381 |
| | Fringe benefits for forty-eight (48) FTE positions which include retirement, life, medical and dental insurance. (See Appendix A) | |
| 220 | TRAVEL | \$ 99,047 |
| | Travel cost for eight (8) staff who will attend training sessions not available on the island on areas of child abuse and neglect, family preservation, adoption, child custody, addressing poverty and homelessness, and other pertinent trainings. This will provide opportunities to gather and share information with other States in the assessment and treatment of child abuse and neglect. Airfare, per diem and conference registration fee amount to \$5,129 per training. | |
| | $\$5,129 \times 8 = \$41,032$ | |
| | Cost for foster children who will travel off-island for medical evaluations and for foster care, relative foster care, guardianship or adoptive placements. This also includes cost for workers who must accompany these children. | |
| | $\$3,246 \times 10 \text{ children} = \$32,460$ $\$3,111 \times 5 \text{ workers} = \$15,555$ | |
| | To cover local mileage reimbursement of the use of privately-owned vehicle (POV) by Bureau staff in case government-owned vehicles are not available. \$10,000 | |
| 230 | CONTRACTUAL | \$ 239,330 |
| | Vehicle Repair \$20,000 | |
| | Annual cost of eight (8) government-owned vehicles to include parts, tires, and labor. | |

Towing/Oil Change/Maintenance Agreements \$4,000

Annual cost for maintenance of government-owned vehicles through a blanket purchase agreement that includes safety inspection.

Vehicle Cleaning \$4,000

Annual cost for car wash, vacuum, and spot cleaning services for government-owned vehicles. This is a blanket purchase agreement with three vendors.

Management Information System/PhPro System \$18,563

Maintenance and technical support of BOSSA PhPro system modules. \$18,563

Modifications to the Management Information System/PhPro System \$15,000

Modifications to the PhPro system that requires programming changes to the software that was not included by BOSSA upon implementation of the PhPro system.

Lease of Office Copier which includes Extra Meter Charge \$23,267

Cost for one year lease of Xerox Work Centre 7855PTG (Colored): \$7,400

Cost for one year lease of two (2) Xerox WorkCentre 7800i Series Color Multifunction Printer: \$15,867

Office Typewriter, Copier, Laptop Computer, Desktop Computer, Scanner, Preventive Maintenance of Access Control Doors, Printer Maintenance Service Agreements \$30,000

Maintenance services agreements for office typewriters, copiers, laptop computers, desktop computers, preventive maintenance of access control doors, scanners and printers. This is a blanket purchase agreement with the vendors.

Cell Phone Services \$3,000

Annual rental service for four (4) cell phones owned by the Bureau. This includes voice mail.

Purchase and Installation of Additional Closed Circuit Television (CCTV) System \$4,000

To cover the cost of purchase and installation of two (2) 19" LCD monitors, four (4) indoor dome cameras, and miscellaneous materials for the existing CCTV system installed at BOSSA

CCTV System \$7,000

Preventive maintenance services for CCTV installed at the BOSSA office.

Public Address (PA) System \$3,500

Preventive maintenance services for PA system installed at the BOSSA office.

BOSSA Staff Training and Development \$20,000

Cost for various staff training and development programs.

On-Call Language Translator \$5,000

To provide language translation services for clients on an on-call basis.

On-Call Therapist for Staff \$9,000

To provide counseling/mediation services and therapy sessions for staff on an on-call basis.

Notarial Bond for one (1) BOSSA staff \$400

Foster Parent Training \$12,000

Postage \$1,000

Long Distance Carrier/Pre-Paid Long Distance Calling Cards \$3,000

Toll charges for calls and fax services made to clients and other agencies in reference to foster care placements, case plans for children in off-island residential treatment facilities, and calls to federal officials relating to financial and other programmatic matters.

Staff Business/Calling Cards \$1,000

To cover staff business/calling cards for BOSSA Staff.

Steam Cleaning of Office Furniture and Fixtures \$7,600

To cover the steam cleaning of office furniture and fixtures which includes chairs, love seats, couches, office dividers, conference chairs, carpets and other upholstered furniture and fixtures.

Miscellaneous 48,000

Printing, advertising, publications and subscriptions. To pay for court-ordered publications with Pacific Daily News, The Guam Daily Post, and Agana Cathedral Basilica. To purchase radio shows, banners and other supplies for Child Abuse Prevention Month, as necessary. Advertisements and radios shows will be with Sorensen PAC Broadcasting (Power-98 and News Talk K-57), Moy Communications, Inc./Hit Radio-100 and KUAM.

233 BUILDING RENTAL

\$ 112,680

Cost of annual lease agreement for lease of office building located on the third floor of the Terlaje Building at 194 Hernan Cortes Avenue in Agana. The total square feet occupied by BOSSA is 7,760 square feet. Building rental cost is inclusive of utilities and janitorial services. Building Rental of \$56,340 (4 months) is paid for by the Foster Care Program, which is 100% locally appropriated.

\$14,085.00 x 8 months = \$112,680.00 per annum

240 SUPPLIES

\$ 84,000

General Supplies \$61,000

To purchase basic office supplies and materials, public awareness materials, equipment and personal computer parts and supplies, and fuel charges for eight (8) Government of Guam vehicles.

Computer Software \$5,000

To upgrade existing computer software.

Blanket Purchase Order for Sundries \$18,000

Blanket purchase order to cover the cost of sundries, over-the-counter medication, and other emergency supplies for foster children.

250 EQUIPMENT

\$ 64,086

Desk Computers \$17,500

To purchase five (5) new computers at \$3,500 per computer. Computers will be for Social Workers and Homemakers for case reports, internet research, PhPro child welfare management information system and other purposes.

Laptop Computer \$4,000

To purchase one (1) laptop computer at \$4,000. Laptop will be used for child welfare program presentations, completing case reports, video conferencing with off-island placements, PhPro child welfare information system, and other purposes.

Projector \$3,000

Telephone Instruments \$6,000

To purchase twenty (20) new telephone instruments for BOSSA staff.
20 x \$300 = \$6,000

Thumb Drive \$1,000

Car Seats for BOSSA children under the Child Welfare System \$2,000

Other Basic Office Equipment \$30,586

To purchase basic office equipment that include shredders, fans, copiers, surge protectors, vacuum cleaners, ladder, tool boxes, scanners, chairs, height adjustable standing desk, furnitures, and other office equipment. \$30,586

271 DRUG TESTING CHARGES

\$ 375

Drug testing charges cost \$75.00 per employee.
5 employees x \$75.00 = \$375.00

363 UTILITIES/TELEPHONE

\$ 80,000

For internet access, metro-Ethernet, fax services, and fixed monthly telephone expenses.

450 CAPITAL OUTLAY

\$ 40,000

To upgrade the filing system for the Records Room.

To purchase and upgrade work stations for Bureau staff.

701 INDIRECT COST - FEDERAL PROGRAM

\$ 568,175

Indirect cost is computed at the indirect cost rate of 24.38% of total salary.

Regular Salary \$2,330,486
Overtime Salary +10
Total Labor Cost \$2,330,496

Indirect Cost: 24.38% x \$2,330,496 = \$568,175

Please note: Indirect cost rate for fiscal year 2018 is 24.38%. There is no rate for fiscal year 2019.

TOTAL PROPOSED BUDGET:

\$ 4,458,570

Bureau of Social Services Administration, Guam Department of Public Health and Social Services
Fiscal Year 2019, Title XX, Consolidated Block Grants Program Pre-expenditure Report

**TITLE XX, CONSOLIDATED BLOCK GRANTS PROGRAM
ESTIMATED ALLOCATIONS
FISCAL YEAR 2019**

| PROGRAMS | AMOUNT |
|--|---------------------|
| Social Services Block Grant | \$ 316,758 |
| Child Abuse and Neglect | \$ 73,320 |
| Child Welfare Services | \$ 375,106 |
| Children's Justice | \$ 69,614 |
| Community Services Block Grant | \$ 1,049,529 |
| Promoting Safe and Stable Families | \$ 332,215 |
| Community Based Family Resource and Support | \$ 232,159 |
| Family Violence Prevention | \$ 147,671 |
| Low Income Home Energy Assistance Program | \$ 713,050 |
| Promoting Safe and Stable Families (Discretionary State Grant) | \$ 73,962 |
| Promoting Safe and Stable Families (Caseworker Visitation) | \$ 20,729 |
| Sub-total: | \$ 3,404,113 |
| Estimated Carryover of Fiscal Year 2018 Title XX, Consolidated Block Grants Funds | \$ 1,054,457.00 |
| Grand Total: | \$ 4,458,570 |

**TITLE XX, CONSOLIDATED BLOCK GRANTS PROGRAM BUDGET
FISCAL YEAR 2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019**

| OBJECT CODE | OBJECT CATEGORY | | AMOUNT |
|------------------------|---------------------------------|----|---------------------|
| 111 | Regular Salary | \$ | 2,330,486 |
| 112 | Overtime Salary | \$ | 10 |
| 113 | Fringe Benefit | \$ | 840,381 |
| 220 | Travel | \$ | 99,047 |
| 230 | Contractual | \$ | 239,330 |
| 233 | Building Rental | \$ | 112,680 |
| 240 | Supplies | \$ | 84,000 |
| 250 | Equipment | \$ | 64,086 |
| 271 | Drug Testing Charges | \$ | 375 |
| 363 | Utilities/Telephone | \$ | 80,000 |
| 450 | Capital Outlay | \$ | 40,000 |
| 701 | Indirect Cost - Federal Program | \$ | 568,175 |
| Total: | | | \$ 4,458,570 |

Bureau of Social Services Administration
 Staffing Pattern
 Fiscal Year 2019

| POSITION NO. | POSITION TITLE | NAME OF EMPLOYEE | PAY GRADE/STEP | SALARY | INCREMENT DATE | INCREMENT AMOUNT | BENEFITS | TOTAL |
|-------------------------------------|--|----------------------------|----------------|----------------|----------------|------------------|----------------|----------------|
| ADMINISTRATION | | | | | | | | |
| 6869 | Human Services Program Administrator | Rodriguez, Linda B. | R 06 | 79,034 | 09/02/19 | 250 | 25,664 | 104,948 |
| ***6879 | Social Services Supervisor II | Vacant | P 01 | 55,488 | | - | 18,200 | 73,688 |
| ADMINISTRATIVE SERVICES UNIT | | | | | | | | |
| **6733 | Administrative Assistant | Vacant | J 01 | 31,076 | | - | 16,200 | 47,276 |
| 6954 | Administrative Assistant | Vacant | J 01 | - | | - | - | 0 |
| ***6820 | Word Processing Secretary II | Vacant | H 01 | 26,520 | | - | 17,200 | 43,720 |
| 6957 | Word Processing Secretary II | Vacant | H 01 | - | | - | - | 0 |
| 6797 | Customer Services Representative | Duenas, Ricky Gene C. | H 06 | 31,940 | 06/15/19 | 403 | 9,759 | 42,102 |
| 6970 | Administrative Aide | Paulino Jr., Jaime D.S. | F 05 | 26,888 | 12/10/19 | 849 | 10,924 | 38,661 |
| 6870 | Clerk III | Macaranas, Lorna Lynn S.N. | E 05 | 24,479 | 04/20/19 | 464 | 11,562 | 36,505 |
| 6897 | Public Health and Social Services Aide | Vacant | E 01 | - | | - | - | 0 |
| SUBTOTAL: | | | | 275,425 | | 1,966 | 109,509 | 386,900 |
| PROGRAM MANAGEMENT SECTION | | | | | | | | |
| 6734 | Program Coordinator IV | Ignacio, Elizabeth I. | O 08 | 64,350 | 05/02/19 | 851 | 20,981 | 86,182 |
| 6976 | Program Coordinator III | Duarosan, Lerma G. | N 07 | 56,268 | 11/01/19 | - | 18,625 | 74,893 |
| 6971 | Program Coordinator III | Willsey, James A. | N 07 | 56,268 | 02/01/20 | - | 19,965 | 76,233 |
| ***6956 | Program Coordinator II | Vacant | M 01 | 40,762 | | - | 17,200 | 57,962 |
| 6867 | Program Coordinator I | Vacant | L 01 | - | | - | - | 0 |
| 6796 | Management Analyst I | San Nicolas, Melissa A.M. | K 06 | 40,841 | 12/03/19 | - | 16,311 | 57,152 |
| SUBTOTAL: | | | | 258,489 | | 851 | 93,082 | 352,422 |

Bureau of Social Services Administration
 Staffing Pattern
 Fiscal Year 2019

CHILD PROTECTIVE SERVICES SECTION

| | | | | | | | | |
|------|------------------------------|-----------------------|------|--------|----------|-----|--------|--------|
| 6894 | Social Services Supervisor I | Gadia, Arlene T. | O 07 | 62,371 | 08/26/19 | 330 | 21,303 | 84,004 |
| 6922 | Social Services Supervisor I | Carbullido, Tecla MP. | O 07 | 62,371 | 03/21/20 | - | 18,195 | 80,566 |
| 6849 | Social Services Supervisor I | Santos, Geraldine R. | O 05 | 57,900 | 02/24/20 | - | 20,952 | 78,852 |

CPS Intake Unit

| | | | | | | | | |
|------|------------------|-----------------------|------|--------|----------|---|--------|--------|
| 6896 | Social Worker II | Roduk, Wilbert | M 06 | 49,093 | 11/13/19 | - | 21,104 | 70,197 |
| 6018 | Social Worker II | Kahele, Mokihana L.C. | M 03 | 43,910 | 03/27/20 | - | 19,647 | 63,557 |

CPS Crisis Intervention Unit

| | | | | | | | | |
|------|-------------------|---------------------|------|--------|----------|---|--------|--------|
| 6686 | Social Worker III | Reyes, Rosalind S. | N 07 | 56,268 | 11/27/19 | - | 21,868 | 78,136 |
| 6884 | Social Worker III | Escalera, Eileen V. | N 04 | 50,328 | 03/27/20 | - | 21,451 | 71,779 |

CPS Investigation Unit

| | | | | | | | | |
|---------|-------------------|------------------------|------|--------|----------|-------|--------|--------|
| 6017 | Social Worker III | Roberto, Norma J. | N 07 | 56,268 | 08/13/20 | - | 16,481 | 72,749 |
| 6691 | Social Worker III | Tomy, Rockhudson B. | N 06 | 54,214 | 03/25/19 | 1,198 | 18,527 | 73,939 |
| 6889 | Social Worker III | Lizama, Maeleen D. | N 06 | 54,214 | 06/03/19 | 685 | 18,026 | 72,925 |
| 6016 | Social Worker III | Blas, Mari D. | N 05 | 52,235 | 03/09/19 | 1,154 | 18,045 | 71,434 |
| 6692 | Social Worker III | Sanchez, Tisha Lyn C. | N 05 | 52,235 | 10/16/19 | - | 21,987 | 74,222 |
| ***6875 | Social Worker III | Vacant | N 01 | 45,014 | | - | 18,200 | 63,214 |
| ***6876 | Social Worker III | Vacant | N 01 | 45,014 | | - | 18,200 | 63,214 |
| 6690 | Social Worker III | Vacant | N 01 | - | | - | - | 0 |
| 6877 | Social Worker II | Marquez, Craig Alan M. | M 05 | 47,301 | 05/05/19 | 747 | 16,511 | 64,559 |
| ***6688 | Social Worker II | Vacant | M 01 | 40,762 | | - | 17,200 | 57,962 |

Bureau of Social Services Administration
 Staffing Pattern
 Fiscal Year 2019

CPS Case Management Unit

| | | | | | | | | |
|------------------|-------------------|-----------------------|------|------------------|----------|--------------|----------------|------------------|
| 6015 | Social Worker III | Jesus, Lydia M. | N 09 | 59,895 | 03/23/20 | 1,109 | 20,342 | 81,346 |
| 6878 | Social Worker III | Olkeril, Shirley S.B. | N 07 | 56,268 | 06/10/19 | 595 | 21,093 | 77,956 |
| 6860 | Social Worker III | Nagal, Vanessa L. | N 06 | 54,214 | 09/30/19 | 171 | 22,591 | 76,976 |
| 6687 | Social Worker III | Gooden, Crystal JF | N 05 | 52,235 | 09/30/19 | 165 | 18,091 | 70,491 |
| *6794 | Social Worker III | Vacant | N 01 | - | | - | - | 0 |
| 6968 | Social Worker III | Vacant | N 01 | | | | | |
| 6872 | Social Worker II | Vacant | M 01 | 40,762 | | - | 18,200 | 58,962 |
| SUBTOTAL: | | | | 1,092,872 | | 6,154 | 408,014 | 1,507,040 |

HOME EVALUATION AND PLACEMENT SERVICES SECTION

| | | | | | | | | | |
|-----------------------|-----------------------------------|--------------------|------|--------|----------|---|--------|--------|--|
| ***6958 | Social Services Supervisor I | Vacant | O 01 | 49,897 | | - | 18,200 | 68,097 | |
| Licensing Unit | | | | | | | | | |
| 6969 | Social Worker III | Senior, Sarah T. | N 08 | 58,063 | 08/11/20 | - | 19,777 | 77,840 | |
| 6880 | Social Worker III | Iwashita, Grace G. | N 08 | 58,063 | 08/05/20 | - | 17,080 | 75,143 | |
| *6795 | Social Worker III | Vacant | N 01 | | | - | | 0 | |
| 6726 | Social Services Licensing Officer | Quinata, Heide J. | M 01 | - | | - | - | 0 | |

Adoption/Custody Unit

| | | | | | | | | |
|------------------|-------------------|---------------------|------|----------------|----------|----------|----------------|----------------|
| 6693 | Social Worker III | Brewster, Pamela B. | N 07 | 56,268 | 03/28/20 | - | 16,481 | 72,749 |
| 6881 | Social Worker III | Kihleng, Simion J. | N 05 | 52,235 | 11/17/19 | - | 18,045 | 70,280 |
| ***6882 | Social Worker III | Vacant | N 01 | 45,014 | | - | 17,200 | 62,214 |
| ***6868 | Social Worker III | Vacant | N 01 | 45,014 | | - | 17,200 | 62,214 |
| SUBTOTAL: | | | | 364,554 | | - | 123,983 | 488,537 |

Bureau of Social Services Administration
 Staffing Pattern
 Fiscal Year 2019

FAMILY SERVICES SECTION

| | | | | | | | | |
|-------------------------------------|------------------------------|-----------------------|------|------------------|----------|---------------|----------------|------------------|
| 6975 | Social Services Supervisor I | Muyco, Mae Fe D. | O 06 | 60,094 | 02/24/20 | - | 19,101 | 79,195 |
| Family Preservation Unit | | | | | | | | |
| 6874 | Social Worker III | Escalera, Crispina N. | N 09 | 59,895 | 03/23/19 | 1,109 | 18,137 | 79,141 |
| Family Support Services Unit | | | | | | | | |
| 6973 | Homemaker | Salas, Norma J. | G 07 | 30,911 | 08/07/19 | 164 | 12,382 | 43,457 |
| 6959 | Homemaker | Quitluga, Rita B. | G 06 | 29,783 | 12/10/19 | 940 | 9,039 | 39,762 |
| 6972 | Homemaker | Quinene, Julia S.A. | G 06 | 29,783 | 07/11/19 | 282 | 9,119 | 39,184 |
| 6891 | Homemaker | Roberto, Territa S. | G 06 | 29,783 | 10/21/19 | - | 13,827 | 43,610 |
| 6974 | Homemaker | Dungca, Victoria A. | G 06 | 29,783 | 11/05/19 | - | 13,052 | 39,184 |
| 6694 | Homemaker | Flores, Hilary T. | G 04 | 57,648 | 11/16/19 | - | 11,136 | 68,784 |
| SUBTOTAL: | | | | 327,680 | | 2,495 | 105,793 | 435,968 |
| TOTAL: | | | | 2,319,020 | | 11,466 | 840,381 | 3,170,867 |

Notes:

- * Positions funded under the local Foster Care Program account.
- ** Positions currently for recruitment with the Department of Administration. Interviews conducted and selections have been made.
- *** Positions proposed for recruitment, if funds are available, to replace workers who have resigned, transferred, promoted, etc.

Performance Measure Calculations

| | | |
|--|--|--------------------------------------|
| STATE: Guam | FISCAL YEAR: 2019 | Report Period: 10/01/2018-09/30/2019 |
| Contact Person: Leo G. Casil | Phone Number: (671) 735-7102 | |
| Title: Acting Director | E-Mail Address: leo.casil@dphss.guam.gov | |
| Agency: Dept. of Public Health and Social Services | Submission Date: September 01, 2019 | |

| | A | B | C | D=C/A |
|---|--|---|------------------------------------|--------------------------|
| Services | Projected SSBG Allocation (pre-expenditure report) | Actual SSBG Allocation Expenditures (post-expenditure report) | Amount Spent as Planned up to 100% | Percent Spent as Planned |
| 1 Adoption Services | 298,536 | 220,691 | 220,691 | 74% |
| 2 Case Management | 541,410 | 484,866 | 484,866 | 90% |
| 3 Congregate Meals | | | | |
| 4 Counseling Services | | | | |
| 5 Day Care--Adults | | | | |
| 6 Day Care--Children | | | | |
| 7 Education and Training Services | 133,114 | 136,926 | 133,114 | 100% |
| 8 Employment Services | | | | |
| 9 Family Planning Services | | | | |
| 10 Foster Care Services--Adults | | | | |
| 11 Foster Care Services--Children | 386,575 | 324,562 | 324,562 | 84% |
| 12 Health-Related Services | | | | |
| 13 Home-Based Services | 101,920 | 93,153 | 93,153 | 91% |
| 14 Home-Delivered Meals | | | | |
| 15 Housing Services | | | | |
| 16 Independent/Transitional Living Services | | | | |
| 17 Information & Referral | 18,986 | 9,202 | 9,202 | 48% |
| 18 Legal Services | | | | |
| 19 Pregnancy & Parenting | | | | |
| 20 Prevention & Intervention | 109,054 | 58,569 | 58,569 | 54% |
| 21 Protective Services--Adults | 119,368 | 14,995 | 14,995 | 13% |
| 22 Protective Services--Children | 1,575,477 | 973,617 | 973,617 | 62% |
| 23 Recreation Services | | | | |
| 24 Residential Treatment | | | | |
| 25 Special Services--Disabled | | | | |
| 26 Special Services--Youth at Risk | | | | |
| 27 Substance Abuse Services | | | | |
| 28 Transportation | 96,782 | 71,838 | 71,838 | 74% |
| 29 Other Services*** | 460,989 | 444,889 | 444,889 | 97% |
| Total | 3,842,211 | 2,833,308 | 2,829,496 | 74% |

| | | | | | | | | | | |
|----|----------------------------------|-----------|--|--|-----------|---|--|--|-----|----|
| 26 | Special Services--Youth at Risk | | | | | | | | | |
| 27 | Substance Abuse Services | | | | | | | | | |
| 28 | Transportation | 96,782 | | | 96,782 | X | | | 30 | 0 |
| 29 | Other Services*** | 460,989 | | | 460,989 | X | | | 189 | 19 |
| 31 | SUM OF EXPENDITURES FOR SERVICES | 3,842,211 | | | 3,842,211 | X | | | 79 | 0 |

* From which block grant(s) were these funds transferred?

** Please list the sources of these funds:

*** Please list other services:

Not Applicable
SSBG, Title XX, Consolidated Block Grants Program
Please see below

| | SSBG Expenditures | SSBG Allocation | Funds transferred into SSBG* | Expenditures of All Other Federal, State and Local funds** | Total Expenditures | Provision | | Adults | | | Total Adults | |
|---|--|-----------------|------------------------------|--|--------------------|-----------|---------|-------------------------------|-----------------------------|-----------------------|--------------|-----|
| | | | | | | Public | Private | Adults Age 59 Years & Younger | Adults Age 60 Years & Older | Adults of Unknown Age | | |
| 1 | Day Care Licensing and Monitoring | 71,346 | | | 71,346 | X | | 0 | 37 | 10 | 0 | 47 |
| 2 | Child Custody Home study | 245,952 | | | 245,952 | X | | 69 | 84 | 0 | 0 | 153 |
| 3 | Home study to Determine Appropriate Placement for Children | 16,524 | | | 16,524 | X | | 10 | 7 | 0 | 0 | 17 |
| 4 | Family Foster Home, Group Home and Therapeutic Foster Home Certification | 127,167 | | | 127,167 | X | | 0 | 61 | 9 | 0 | 70 |
| | TOTAL FOR OTHER SERVICES : | 460,989 | | | 460,989 | X | | 79 | 189 | 19 | 0 | 208 |

| | SSBG Expenditures | SSBG Allocation | Funds transferred into SSBG* | Expenditures of All Other Federal, State and Local funds** | Total Expenditures | Provision | | Adults | | | Total Adults | |
|---|--|-----------------|------------------------------|--|--------------------|-----------|---------|-------------------------------|-----------------------------|-----------------------|--------------|-----|
| | | | | | | Public | Private | Adults Age 59 Years & Younger | Adults Age 60 Years & Older | Adults of Unknown Age | | |
| 1 | Day Care Licensing and Monitoring | 71,346 | | | 71,346 | X | | 0 | 37 | 10 | 0 | 47 |
| 2 | Child Custody Home Study | 245,952 | | | 245,952 | X | | 69 | 84 | 0 | 0 | 153 |
| 3 | Home Study to Determine Appropriate Placement for Children | 16,524 | | | 16,524 | X | | 10 | 7 | 0 | 0 | 17 |
| 4 | Family Foster Home, Group Home and Therapeutic Foster Home and Certification | 127,167 | | | 127,167 | X | | 0 | 61 | 9 | 0 | 70 |
| | TOTAL FOR OTHER SERVICES : | 460,989 | | | 460,989 | X | | 79 | 189 | 19 | 0 | 208 |

| | | | | | | | | | | |
|----|----------------------------------|-----------|--|--|--|-----------|---|--|--|--|
| 26 | Special Services--Youth at Risk | | | | | | | | | |
| 27 | Substance Abuse Services | | | | | | | | | |
| 28 | Transportation | 87,266 | | | | 87,266 | X | | | |
| 29 | Other Services** | 541,762 | | | | 541,762 | X | | | |
| 31 | SUM OF EXPENDITURES FOR SERVICES | 3,446,092 | | | | 3,446,092 | X | | | |

* From which block grant(s) were these funds transferred? Not Applicable

** Please list the sources of these funds: SSBG, Title XX, Consolidated Block Grants Program

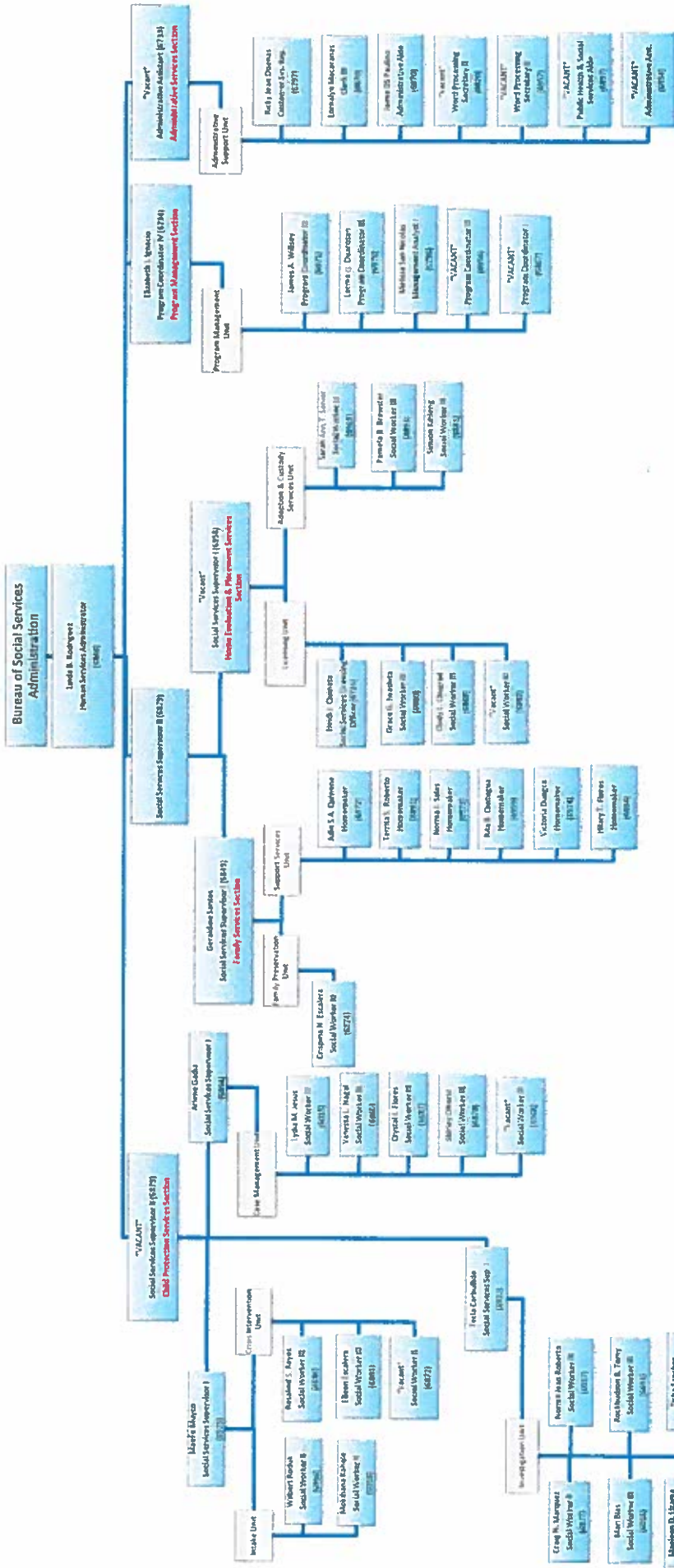
*** Please list other services: Please see below

| | SSBG Expenditures | Expenditures of All Other Federal, State and Local funds** | Total Expenditures | | Provision | |
|---|--|--|--------------------|------------------------------|-----------|---------|
| | | | SSBG Allocation | Funds transferred into SSBG* | Public | Private |
| 1 | Day Care Licensing and Monitoring | 160,065 | | 160,065 | X | |
| 2 | Child Custody Home study | 268,876 | | 268,876 | X | |
| 3 | Home study to Determine Appropriate Placement for Children | 17,478 | | 17,478 | X | |
| 4 | Family Foster Home, Group Home and Therapeutic Foster Home Certification | 95,343 | | 95,343 | X | |
| | TOTAL FOR OTHER SERVICES : | 541,762 | | 541,762 | X | |

| | Children | Adults | | | Total Adults |
|---|--|-------------------------------|-----------------------------|-----------------------|--------------|
| | | Adults Age 59 Years & Younger | Adults Age 60 Years & Older | Adults of Unknown Age | |
| 1 | Day Care Licensing and Monitoring | 0 | 40 | 5 | 45 |
| 2 | Child Custody Home Study | 51 | 70 | 6 | 127 |
| 3 | Home study to Determine Appropriate Placement for Children | 8 | 7 | 2 | 17 |
| 4 | Family Foster Home, Group Home and Therapeutic Foster Home and Certification | 0 | 55 | 6 | 61 |
| | TOTAL FOR OTHER SERVICES : | 59 | 172 | 19 | 191 |

ORGANIZATIONAL CHART: BUREAU OF SOCIAL SERVICES ADMINISTRATION (BOSSA)

Appendix I



BOSSA: 2023-2024
 Approved by: [Name] Date: [Date]
 Prepared by: [Name] Date: [Date]

**GUAM PRE-EXPENDITURE REPORT
TITLE XX, CONSOLIDATED BLOCK GRANTS PROGRAM**

**FY 2019
CERTIFICATIONS**

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, and performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of sub recipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about --
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and

- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted –
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
 - a. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Alternate II. (Grantees Who Are Individuals). Check if there are workplaces on file that are not identified here. [55 FR 21690, 21702, May 25, 1990]

- a. The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

- b. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

Place of Performance (Street address, city, county, state, zip code)

Department of Public Health and Social Services
123 Chalan Kareta Mangilao, Guam 96913-6304



LEO G. CASIL, Acting Director
Authorized Signature/Title

AUG 24 2018

Date

Community Services Block Grant Assurances.

Community Services Block Grant Reauthorization Act of 1998: P.L. 105-285

As a part of the annual or biannual application and plan required by subsection 676 of Community Services Block Grant Act, as amended, (412 U.S. C.9901 et seq.) (The Act), the designee of the Chief Executive of the State hereby agrees to the Assurances in Section 676 of the Act -

Programmatic Assurances

(1) an assurance that funds made available through the grant or allotment will be used—

(A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals—

(i) to remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

(ii) to secure and retain meaningful employment;

(iii) to attain an adequate education, with particular attention toward improving literacy skills of the low-income families in the communities involved, which may include carrying out family literacy initiatives;

(iv) to make better use of available income;

(v) to obtain and maintain adequate housing and a suitable living environment;

(vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and

(vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to—

(I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and

(II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

(B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as—

(i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and

(ii) after-school child care programs; and

(C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform efforts);

(2) a description of how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with this subtitle, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle;

(3) information provided by eligible entities in the State, containing—

(A) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 675C(a), targeted to low-income individuals and families in communities within the State;

(B) a description of how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations;

(C) a description of how funds made available through grants made under section 675C(a) will be coordinated with other public and private resources; and

(D) a description of how the local entity will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting;

(4) an assurance that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals;

(5) an assurance that the State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and a description of how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 101 of such Act, in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998;

(6) an assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community;

(7) an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with section 678D;

(8) an assurance that any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b);

(9) an assurance that the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations;

(10) an assurance that the State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-

income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation;

(11) an assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs;

(12) an assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization; and

(13) information describing how the State will carry out the assurances[676(b)(13)] (This is the Narrative CSBG State Plan).

Administrative Assurances

The State further agrees to the following administrative assurances, as required under the Community Services Block Grant Act:

- (1) **STATE APPLICATION AND PLAN-** To submit an application to the Secretary containing information and provisions that describe the programs for which assistance is sought under the Community Services Block Grant program prepared in accordance with and containing the information described in Section 676 of the Act. [675A(b)] –
- (2) To use not less than 90 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the Community Services Block Grant program and to make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding recapture and redistribution of unobligated funds outlined below. [675C(a)(1) and (2)]
- (3) In the event that the State elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675C(a)(1) when unobligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year, the State agrees to redistribute recaptured funds to an eligible entity, or require the original recipient of the funds to redistribute the funds to a private, nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the Community Services Block Grant program. [675C (a)(3)]
- (4) To spend no more than the greater of \$55,000 or 5 percent of its grant received under Section 675A or the State allotment received under section 675B for administrative expenses, including monitoring activities. [675C(b)(2)]
- (5) In states with a charity tax credit in effect under state law, the State agrees to comply with the requirements and limitations specified in Section 675© regarding use of funds for statewide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the United States to individuals and families whose annual incomes generally do not exceed 185 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families. [675(c)]
- (6) That the lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or 675B for the period covered by the State Plan. [676(a)(2)(B)]
- (7) That the chief executive officer of the State will designate, an appropriate State agency for purposes of carrying out State Community Services Block Grant program activities. [676(a)(1)]
- (8) To hold as least one legislative hearing every three years in conjunction with the development of the State Plan.[676(a)(3)]

- (9) To make available for the public inspection each plan or revised State Plan in such a manner as will facilitate review of and comment on the plan. [‘676(e)(2)]
- (10) To conduct the following reviews of eligible entities:
 - a. a full onsite review of each such entity at least once during each three-year period;
 - b. an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the Community Services Block Grant program;
 - c. follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
 - d. other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the Community Services Block Grant program) terminated for cause. [‘678B(a)]
- (11) In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State Plan, to provide services under the Community Services Block Grant program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the Act, to:
 - a. Inform the entity of the deficiency to be corrected
 - b. require the entity to correct the deficiency
 - c. offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
 - d. at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;
 - e. after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. [‘678(c)(a)]
- (12) To establish fiscal controls, procedures, audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the Act.
- (13) To repay to the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the Community Services Block Grant program. [678D(a)(3)]
- (14) To participate, by October 1, 2001, and ensure that all-eligible entities in the State participate in the Results-Oriented Management and Accountability (ROMA) System [‘678E(a)(1)].
- (15) To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under 678E(a)(2) of the Act.
- (16) To comply with the prohibition against use of Community Services Block Grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678F(a) of the Act.
- (17) To ensure that programs assisted by Community Services Block Grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. [‘678F(b)]
- (18) To ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with Community program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity. [‘678FC]
- (19) To consider religious organizations on the same basis as other non-governmental organizations to provide assistance under the program so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution; not to discriminate against an organization that provides assistance under, or applies to provide assistance under the Community Services Block Grant program on the basis that the organization has a religious character; and not to require a religious organization

to alter its form of internal government except as provided under Section 678B or to remove religious art, icons, scripture or other symbols in order to provide assistance under the Community Services Block Grant program. [679]

Other Administrative Certifications

The State also certifies the following

- (1) To provide assurances that cost and accounting standards of the Office of Management and Budget (OMB Circular A-110 and A-122) shall apply to a recipient of Community Services Block Grant program funds
- (2) To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan or loan guarantee. The State further agrees that it will require the language of this certification be included in any sub-awards, which contain provisions for children's services and that all subgrantees shall certify accordingly



Administrator/Director of Designated Lead Agency
Signature

AUG 24 2018

Date

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Guam Department of Public Health and Social Services

Organization



LEO G. CASIL, Acting Director
Authorized Signature/Title

AUG 24 2018

Date

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where Federally-funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

Guam Department of Public Health and Social Services

Organization



LEO G. CASIL, Acting Director

Authorized Signature/Title

AUG 24 2018

Date

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-- Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-- Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental

entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-- Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled ``Certification Regarding Debarment, Suspension, Ineligibility and

Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion-- Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Guam Department of Public Health and Social Services
Organization


LEO G. CASTIL, Acting Director
Authorized Signature/Title

AUG 24 2018
Date