

**PRE-EXPENDITURE REPORT  
TITLE XX, CONSOLIDATED BLOCK GRANT PROGRAM**

**Start Date: October 1, 2016  
End Date: September 30, 2017**



**Prepared by:**

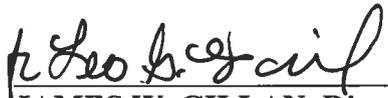
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**CERTIFICATION**

I HEREBY SUBMIT TO THE PEOPLE OF GUAM AND THE FEDERAL GOVERNMENT A REPORT OF OUR INTENDED USE OF THE TITLE XX, CONSOLIDATED BLOCK GRANTS PROGRAM FUNDS FOR THE PERIOD OF OCTOBER 1, 2016 TO SEPTEMBER 30, 2017.

THE DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES IS THE DESIGNATED SINGLE STATE AGENCY RESPONSIBLE FOR ADMINISTERING THE TITLE XX, CONSOLIDATED BLOCK GRANTS PROGRAM WITHIN THE TERRITORY OF GUAM.



**JAMES W. GILLAN, Director**

Guam Department of Public Health and Social Services

8/30/16  
Date

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# **GUAM'S TITLE XX CONSOLIDATED BLOCK GRANTS PROGRAM**

## **REPORT OF SERVICES FOR FY 2017**

## INTRODUCTION

This annual Pre-expenditure Report, submitted by the Guam Department of Public Health and Social Services (DPHSS), is the report on the intended use of 100% federal grant funds in accordance with Section 2004 of the Title XX Social Services Block Grant (SSBG) Rule. Guam's Title XX, Consolidated Block Grants State Plan for FY 2017 will continue to focus on the provision of comprehensive services for Guam's vulnerable children and their families. Grant funds will be spent in accordance with Section 2002 of the SSBG Rule.

The Title XX, Consolidated Block Grants program is funded through the consolidation of various block grants. This is authorized in 45 CFR Part 97.10 – 97.16, Consolidation of Grants to the Insular Areas. The eleven (11) block grants included in the consolidation include the following: Social Services Block Grant (SSBG), Child Abuse and Neglect, Child Welfare Services, Children's Justice, Community Services Block Grant, Promoting Safe and Stable Families, Community-Based Family Resource and Support, Family Violence Prevention, Low Home Income Energy Assistance (LIHEAP), Promoting Safe and Stable Families (State Grants Discretionary), and Promoting Safe and Stable Families (Caseworker Visitation).

It is the intent of the Guam DPHSS to consolidate the above block grants and spend the amount of \$3,211,731 under the authority of the Social Services Block Grant (Title XX) Rule.

Guam's Title XX State Plan incorporates protective services for children (to include foster care and case management), adoption social studies, child custody social studies, family preservation and support services, child care licensing and monitoring, family foster home certification, and child abuse and neglect prevention, education and community outreach. To meet the needs of children and families, all available service resources will be explored. This will include public and private agencies, and the local community. Increased collaboration with community partners has been an important function for effective service delivery. These services are all provided by the Bureau of Social Services Administration (BOSSA) of the DPHSS. The mission of BOSSA is **to provide protective services to children and strengthen their families.**

Guam's Title XX State Plan also includes the provision of emergency shelter and support services for individuals and families who are homeless. The eligibility criteria for shelter services shall be those who meet the definition of homeless. In addition to providing a temporary 24-hour shelter, case management services will be provided in order for individuals to have a planned and coordinated array of services that address their various needs and enable them to progress towards healthier and stable living conditions. The essential needs include assistance in job searches, transportation, child care, permanent housing and budgeting.

On February 14, 2014, the Governor of Guam implemented the pay adjustments as recommended by the Government-wide Position, Classification, Compensation and Benefits Study Plan, pursuant to Public Law 30-196, an increase on the personnel wages and benefits. This increase is included in the estimated budget proposal. Another significant change within the new pay system is the salary increment schedule. Some employees whose performance evaluation is conducted after 18 or 24 months will now be evaluated on a yearly basis in accordance with the revised pay policies. The Public Law 30-196 was signed as law by the Governor of Guam on September 1, 2010. These pay adjustments are ongoing.

To continue to protect our children, the BOSSA Administrator continues to be very active in meetings and discussions with different government entities and organizations for child welfare and other legislation.

In FY 2015, BOSSA received 1,492 referrals of child abuse and neglect (CAN), 1,548 referrals of CAN in FY 2014, and 1,894 referrals of CAN in FY 2013. In previous years, the BOSSA received 1,988 referrals in FY 2012 and 1,877 referrals of CAN in FY 2011.

In keeping with its mission, the BOSSA aims to prevent staff burnout by providing them with manageable caseloads. This can only be accomplished with an adequate complement of staff.

A new staff joined the BOSSA with the hiring of the Homemaker who started on November 16, 2015. In FY 2015, there were three (3) Social Workers who were hired and assigned at different units. They will be assets to the BOSSA by sharing their knowledge learned from their previous agencies.

Recruitment of vacant BOSSA positions is ongoing with the Department of Administration (DOA). The DOA is responsible for certifying eligible applicants for various positions for the line agencies of the Government of Guam.

Other state resources will be utilized to achieve the Title XX State Plan goals. One hundred percent (100%) local funds (Foster Care Program) are appropriated annually to BOSSA in support of the BOSSA goals. The BOSSA was awarded \$2,447,211.00 for FY 2016 under this local funding. The BOSSA requested \$4,984,503.00 of Foster Care Program funds for FY 2017. Local funds will be spent towards emergency shelters for women who are victims of domestic violence, and their children, and for children who are victims of abuse and neglect. Local Foster Care funds will also be used towards the emergency shelter for the homeless foster care maintenance payments, emergency needs of foster children, child welfare system (AS/400 PHPro), and other programs operations.

This Pre-expenditure Report describes the services provided by the BOSSA and its plans to administer the FY 2017 Title XX grant in order to accomplish its primary mission. The grant period begins October 1, 2016 to September 30, 2017.

# **STATE AGENCY**

## **I. OVERVIEW OF STATE AGENCY**

The Bureau of Social Services Administration (BOSSA) of the Department of Public Health and Social Services is headed by a Human Services Program Administrator. The Human Services Program Administrator oversees five BOSSA sections. The five sections are Child Protective Services, Home Evaluation and Placement Services, Family Services, Program Management and Administrative Support Sections.

To accomplish its mission, BOSSA formulated the following goals that are in concert with the SSBG goals:

- 1) To ensure the safety and well-being of children and their families.
- 2) To minimize unnecessary separation of children from their families and to ensure permanency by strengthening the quality of services.
- 3) To minimize trauma for children who require substitute care by ensuring they are placed in the most familial environment.
- 4) To improve the child and family assessment process in order to accurately determine the risk to children.
- 5) To improve the ability of parents to care for their children and empower them to take control of their problems.
- 6) To ensure the best interest of children by providing adoption and custody services that are child-focused.
- 7) To prevent incidences of child abuse and neglect through public education and community outreach.

## **II. SERVICES PROVIDED BY THE AGENCY**

### **A. CHILD PROTECTIVE SERVICES SECTION**

Child Protective Services (CPS) was established on the premise that all children have the right to a stable, loving and nurturing home environment. The section receives referrals of child abuse and neglect (CAN). Guam Public Law 20-209, the *Child Protective Act*, sets forth the legal requirements of the agency to investigate each report of suspected child abuse or neglect. The agency is

thus mandated to advocate for the child and provide appropriate and timely intervention to prevent family breakdown and preserve family stability to the maximum extent possible.

Public Law 24-239, the *Guam Family Violence Act of 1998*, outlines mandates for the agency to cross-screen CAN referrals for family violence. If family violence has occurred in the household, CPS is required to seek the removal of the alleged perpetrator(s) from the home if the child is in danger of abuse or neglect. Appropriate services to address family violence and prevent recurrence must be coordinated for the child and family through community resources.

Public Law 31-97, a new article to Chapter 13 of Title 19, Guam Code Annotated (GCA), creates a task force on the prevention of sexual abuse of children within the *Guam Child Protective Act*. The task force makes recommendations for preventing child sexual abuse to the Guam Legislature annually.

In making recommendations, the task force shall complete the following: gather information concerning child sexual abuse throughout Guam, receive reports and testimony from individuals, government of Guam agencies, community-based organizations, and any other public and private organizations, create goals for local policy that would prevent child sexual abuse, and to submit a report with its recommendations.

The individuals served by CPS include children reported for abuse and neglect and their families. Eligibility criteria include any child in the island of Guam ages 0-17, and their families. The family court may impose agency jurisdiction beyond 17 years of age.

CPS Section is comprised of three Units: Intake/Crisis Intervention, Investigation and Case Management Units.

- a) The **Intake Unit** receives information of child maltreatment, screens reports, and makes assessments to determine if the criteria for CPS involvement are met. The child, family and other relevant persons are interviewed to gather pertinent information. The unit consists of Social Workers who conduct risk assessment over the child and determines the immediacy of the response based on information received. All reports are registered into the Child Abuse and Neglect Registry. The Social Workers also assist in the Crisis Intervention Unit and are alternates for on-call for crisis response.

- b) The **Crisis Intervention Unit** receives referrals requiring immediate intervention and response for the purpose of conducting risk and safety assessments that could lead to removal and placement of the minor(s). The Social Workers intervene to stabilize crisis and exert protective custody if necessary. They also lead a multi-disciplinary team interview whenever all necessary parties are available. They collect and complete documents related to crisis cases, such as ex-parte worksheets, power of attorney, declarations and notifications of removal to parents. The Unit responds to crisis twenty-four hours a day, seven days a week. The CPS Supervisors and Social Workers alternate on-call duties after normal working hours, on weekends and holidays to respond to cases requiring crisis intervention. The unit provides support to Intake and Investigation Units during non-crisis periods. The Social Workers assist with Intake and may also be assigned cases to conduct court-ordered risk assessments.
  
- c) The **Investigation Unit** conducts case investigations to determine if child abuse and neglect allegations are substantiated, indicated, unsubstantiated or suspected. Added responsibilities entail the filing of Person in Need of Services (PINS) petitions, development of service plan agreements for validated cases and appearance at court hearings.

The Investigation Unit consists of Social Workers who conduct the following:

- 1) Interview and assess child and family members and other relevant parties.
- 2) Obtain necessary medical evaluation.
- 3) Collect relevant social data.
- 4) Determine whether or not abuse occurred.
- 5) Estimate risk to the child.
- 6) Seek police or court authority as necessary and ensure the safety of the child, and execute protective custody authority if indicated.
- 7) Ensure necessary legal documents are prepared for subsequent court proceedings for those children requiring substitute care.
- 8) Ensure that once a case is validated, a Service Plan Agreement (SPA) is developed and will be implemented by the Case Management Unit.

- d) The **Case Management Unit** receives those cases designated as needing continuing services. This unit is responsible for the implementation and monitoring of service plan agreements, as well as for any necessary changes or modifications identified during the duration of the plan. Progress reports are made every three months, and permanency plans are developed for children who are in substitute care for six months or longer. Other duties include the preparation of written reports intended for court recommendations, and the coordination and participation in Case Review Treatment Team meetings with other agencies.

The Case Management Unit consists of Social Workers who conduct the following:

- 1) Ensure that the service plan agreement process and goals are understood by the child and family during interview.
- 2) Prepare timely permanency plans to secure placements for children who have been removed from their homes.
- 3) Ensure support services are activated immediately thereafter. Ongoing services include, but are not limited to, the coordination and the provision of psychological counseling or other interventions aimed at improving parenting and strengthening the family's capacity for resolving conflict and stress in a nonviolent way.

## **B. HOME EVALUATION AND PLACEMENT SERVICES SECTION**

The Home Evaluation and Placement Services (HEPS) Section is comprised of two units: Adoption and Custody, and the Licensing Units.

This section conducts individual and family assessments for adoption, child custody cases, family foster care placements, termination of parental rights and guardianship. Off-island requests from other agencies are received to conduct home assessments for placements to determine suitability. The HEPS provides post placement services (monitoring) in adoption cases. In addition, this section provides the certification of family foster homes for children requiring substitute care in foster homes. The section also monitors and licenses child care facilities within the provisions mandated by law.

The individuals served by HEPS include children who are in need of a permanent family, individuals and families aspiring to adopt, individuals and families wanting to provide foster care, and individuals desiring to provide child care. Services are

available to all. There are no income eligibility criteria. However, applicants must meet specific program and licensing requirements.

The Home Evaluation and Placement Services Section consist of the Social Services Supervisor I who oversees the section and Social Workers who conduct the following:

- 1) Receive and evaluate applications for individuals and families interested in adoption and foster care.
- 2) Receive court orders to conduct social studies for petitions or cases filed in court for Adoption, Termination of Parental Rights, Guardianship and Custody.
- 3) Safeguard the "best interest" concept of children by providing thorough and comprehensive individual and family assessments.
- 4) Provide shelter and supportive services to children in the DPHSS' legal custody in accordance with an established permanency plan.
- 5) Match children with foster families and adoptive applicants.
- 6) Recruit, orient, obtain training, support and monitor family foster homes.
- 7) Conduct staff qualifications and facility evaluation for the issuance or renewal of child care licenses.
- 8) Monitor all licensed child care facilities annually.
- 9) Update the standards for licensed child care facilities to ensure the protection and well-being of children being served.
- 10) Work with the Program Management Section Program Coordinator in the development of the standard operating procedures and forms for the section.

### **C. FAMILY SERVICES SECTION**

The Family Services Section (FSS) is divided into two units: Promoting Safe and Stable Families Program and Family Support Services.

Promoting Safe and Stable Families Program provides family preservation services. Family Preservation (FP) services are intensive, short-term, in-home, crisis intervention and support services, which strives to strengthen and support families in order to prevent out-of-home placement of children or to assist families preparing to reunify.

Family Support Services focuses primarily on prevention activities such as curriculum development, and strategies for the prevention and intervention of child abuse and neglect. Other efforts are targeted at strengthening the family support services in existence in order to enhance family functioning. In addition, this program develops and implements a foster home recruitment program and training of foster families.

Individuals served by the FSS include children and their families referred for child abuse and neglect, targeted groups such as educators, health care providers, mental health clinicians, law enforcement personnel, parents and children, and the general public. The criteria for family preservation services include:

- 1) The case must be officially referred to the CPS Section for suspected abuse and neglect.
- 2) Referrals to FSS can come from any source within the CPS Section.
- 3) The risk of placement for one or more children in the family is immediate or high and the safety concerns of family members warrant face-to-face services.
- 4) The children's safety may be ensured by family preservation services.
- 5) The family is willing to participate in family preservation services voluntarily.
- 6) The family's service needs are consistent with family preservation service goals and desired outcomes.

The FSS consists of Social Workers and para-professional Homemakers. In addition to working with children and families, they also conduct the following activities:

- 1) Deliver child abuse prevention training presentations upon request.
- 2) Participate in and support community events affecting children and families.
- 3) Develop and implement activities for child abuse and neglect prevention throughout the year.
- 4) Conduct education and community awareness activities for the prevention of child abuse and neglect.
- 5) Develop a volunteer program to assist in community efforts for recruitment of foster families and child abuse and neglect prevention activities.

- 6) Develop and implement annual activities for Child Abuse Prevention Month in April.
- 7) Collaborate and coordinate efforts with community agencies and organizations.
- 8) Provide Homemaker services that are para-professional services in the home to assist families in caring properly for their children. Homemaker services include budgeting, nutrition, basic parenting skills, parental support, transportation, supervised visitations, cooking, etc.
- 9) Increase recruitment efforts for foster families.
- 10) Create culturally relevant curriculum to address child abuse and neglect issues, including training modules for community and staff presentations.
- 11) Support the Foster Families Association.
- 12) Compile statistical data on family preservation and support service cases.

#### **D. PROGRAM MANAGEMENT SECTION**

The Program Management Section (PMS) consists of Program Coordinators and Management Analyst personnel who oversee the planning, monitoring and evaluation of programs. The goal of PMS is to maintain a viable grants management system that supports the continuity of human services. Individuals served by PMS are program staff, foster care service providers, service contract providers and the community at large. There are no eligibility criteria as services are available to all.

##### **The Program Management Section:**

- 1) Develop policies and procedures.
- 2) Monitor and evaluate the programs.
- 3) Manage service contracts.
- 4) Maintain the Child Welfare Management Information System.
- 5) Assist in management research projects and other special projects.
- 6) Analyze federal and local legislation and its impact on child and family welfare programs.
- 7) Develop and implement the BOSSA's corrective action plans.

- 8) Conduct fiscal management, grant writing and prepare reports.
  - a) Prepare quarterly and annual progress reports
  - b) Prepare the annual Title XX Pre-expenditure and Post expenditure reports.
  - c) Prepare annual financial reports (SF 425)
  - d) Prepare program statistical reports
  - e) Prepare federal and local budgets
- 9) Prepare contingency plans.
- 10) Conduct staff training needs analysis.
- 11) Provide notary services.
- 12) Develop the new employee orientation plan.
- 13) Provide assistance to the Administrative Services Section when necessary.

#### **E. ADMINISTRATIVE SERVICES SECTION**

The Administrative Services Section supports the programs, personnel and facility of the agency. Personnel working within this section include the following positions: Administrative Assistant, Word Processing Secretary II, Customer Service Representative, Administrative Aide, Public Health and Social Services Aide, and Clerk III. The section also utilizes participants from the Community Work Experience Program and other work training programs to perform various clerical work.

The section provides services for program staff, foster care providers and the community at large. There are no eligibility criteria as services are available to all. Listed below are the service activities of the section:

- 1) Fiscal operation
  - a) To process foster care maintenance payments to licensed foster families, relative foster families, therapeutic foster families and group foster homes.

- b) Maintain the petty cash account that is used for disbursement of cash to fund the emergency needs of children upon removal from their home and who must come into the agency's protective custody.
  - c) Process mileage reimbursement claims for workers who must use their private vehicles for official purposes, in the absence of government vehicles.
  - d) Procure necessary materials, equipment, public vehicle, travel authorizations, and various contractual services utilizing local and federal accounts as outlined in the budget summary.
  - e) Assist in the preparation of the local and federal budgets.
- 2) Records management
- a) Ensure that confidentiality is maintained for all client case files.
  - b) Maintain the child abuse and neglect registry.
  - c) Ensure adherence to records management procedures outlined by the Guam General Services Agency.
- 3) Personnel management
- a) Prepare personnel plans for all staff and ensure that annual work plans and performance evaluation reports are completed.
  - b) Conduct bi-weekly payroll services.
  - c) Prepare and submit justifications and other documents for recruitment of staff.
  - d) Coordinate staff training and development.
- 4) Maintain administrative case files
- Ensure completeness of all files in order to sustain tracking and accountability.
- 5) Maintain office and property management
- a) Assure the upkeep of the office building so that the office environment is conducive for work and is pleasant for clients who seek services.

- b) Conduct weekly maintenance of vehicles that are needed for transporting minors in need of counseling services, foster care placements, visitations with parents, and for use in providing Homemaker services, and in-home intensive family preservation services for children and their families.
- 6) Inventory control
  - 7) Conduct periodic inventory of all government equipment.
  - 8) Mail operations
  - 9) Secretarial services
    - a) Provide typing and formatting of court reports necessary for cases of Juvenile Special Proceedings.
    - b) Ensure that essential documents are routed timely.
  - 10) Receptionist duties
    - a) Link telephone referrals to the appropriate program Intake staff.
    - b) Guide clients who walk in for services to the respective program staff.

## SERVICE GOALS AND ACTIVITIES FOR FY 2017

### **I. CHILD PROTECTIVE SERVICES**

The number of school aged children on Guam is estimated to be a little over 34,000. The CPS Section provides services to protect children of all ages whose physical, mental and emotional well-being is at risk due to actions of people responsible for the child's care.

For the 1<sup>st</sup> to 3<sup>rd</sup> quarter of FY 2016, CPS received 1,055 CAN referrals with 1,572 children, subject of CPS report. There were 121 referrals involving 159 children accepted by the Crisis Intervention Unit.

In FY 2015, there were 1,492 CAN referrals received by the CPS Section with 2,185 children, subject of CPS report. There were 103 referrals accepted by the Crisis Intervention Unit with 153 children accepted for CAN. The top three (3) type of maltreatments were physical abuse, physical neglect and emotional abuse. There were 3,210 maltreatment reports.

There were 1,548 referrals in FY 2014, which involved 2,300 children subject of CPS report and 3,681 maltreatment reports.

In FY 2013, there were 1,894 CPS referrals received which involved 2,747 children and 4,109 maltreatment reports. There were 1,988 referrals received in FY 2013 which involved 3,064 children and 4,434 maltreatment reports.

For the 1<sup>st</sup> to 3<sup>rd</sup> quarter of FY 2016, there were 14 CAN referrals received involving military dependents. In FY 2015, there were 55 CAN referrals received involving military dependents, 83 CAN referrals in FY 2014, and 69 in FY 2013. In FY 2012, CPS received 151 cases involving military service members or their dependents.

From 1<sup>st</sup> to 3<sup>rd</sup> quarter of FY 2016, there were 452 maltreatment reports that involve the Freely Associated States (FAS). The United States ties to the three FAS - the Federated States of Micronesia (FSM), the Republic of Marshall Islands (RMI), and the Republic of Palau through the Compacts of Free Association. In FY 2015, there were 711 CAN referrals received involving the FAS.

The Intake Workers will complete their preliminary assessment of each referral to determine appropriateness and urgency of response within 24 hours. Upon the completion of the preliminary assessment of each referral, the CPS Supervisors will monitor the status of referrals assigned to workers through supervision and case staffing at least once a month.

The CPS Section is responsible for mobilizing all resources to ensure that all children whose families are unable to care for them are provided a safe environment. After care services are provided to all children and their families who require a little more time for case resolution.

It is the goal of the agency to provide greater stability, security and permanency for all children under the agency's protective custody. Although much effort will be made to ensure that children return home safely and reunify with their families, the complexity, nature and circumstance of many cases do not guarantee this outcome. For those children who cannot be reunited with their families, the agency will find ways to ensure the most appropriate permanency plans for them.

Youth in foster care will be provided the emotional, financial and other support they need to become self-sufficient and responsible adults.

The BOSSA will continue to get involved in the development of policy and legislation related to the improvement of services to children and their families. Various round table discussions have been coordinated by respective Senators and their staff as it impacts direct services. The BOSSA Administrator, Supervisors and staff are also involved in workgroups for collaboration and coordination of services. The partnerships with other child service agencies and organizations continue to be strengthened and/or established within the community.

## **II. FAMILY PRESERVATION AND SUPPORT SERVICES**

The Social Worker III provides short-term family preservation (FP) services with a minimum timeframe of 45 days, not to exceed 90 days. However, an extension for services may be granted. Another FP Social Worker will be mobilized should the need arise. The Social Worker III carries a maximum caseload of two (2) families, which is necessary for high quality and intensive service provision. For families in crisis, the Social Worker III is available seven days a week, throughout a 24-hour period to alleviate any crisis. The FSS services focus on families currently in the child welfare system and in need of preventive or reunification services. Families usually have conditions or concerns, which if not addressed may result in the removal of the child/ren from home and into foster care. Services are designed to be flexible and tailored to fit the unique needs of the family. The FP Social Worker III, who is trained in crisis management, becomes a role model and assists families, and ensures they learn new skills to stay together. Service goal is to ensure the safety of children through enhancement of family capabilities. There is one family that the FP Social Worker III is providing services in FY 2016.

The FSS aims to strengthen and support families to become self-sufficient. All reasonable efforts will be made to reunify children with their families, prevent family disunity, and promote self-sufficiency.

The FSS goals and objectives focus on the following areas: staff skill development and training (professional and paraprofessional); broadening community awareness of available resources; enhancing the foster care program; and increasing family preservation and support services to families in crisis. The following FP goals and activities listed below aim to achieve each objective and remain ongoing:

**Goal 1: To heighten the awareness of services available to children and families**

**Objective A:** To increase the housing resources of child welfare families to prevent the separation of children from their parents because of inadequate housing and to facilitate and expedite access to housing and supportive services through agency collaboration.

The BOSSA will continue to work with Guam Housing and Urban Renewal Authority (GHURA) and the Family Unification Program (FUP) in certifying referrals received to increase housing services. A signed Memorandum of Understanding (MOU) between GHURA and the DPHSS was submitted with the grant application for seventy-five (75) FUP vouchers to make available to children and families. This will continue in FY 2017.

**Objective B:** Increase the community's awareness of services available to families at various family settings.

Families need to become aware of existing services that serve children and families. The BOSSA proposes to access the religious, educational and family support programs in order to increase the community's awareness of services.

The BOSSA will participate in all community outreach activities and display prevention materials to educate the public on reporting child abuse & neglect throughout FY 2017.

**Objective C:** Expand and/or improve delivery of services to children and families

FSS remains committed to identifying resources both public and private to expand and improve delivery of services to children and families. Linkages with various public and private agencies and organizations will strengthen referral networks and service coordination and will also help families to use resources effectively.

Activities to be undertaken by the program to strengthen interagency collaboration in the area of information, referral and coordination can be found in the Network and Collaboration section of this report.

**Goal 2: To increase efforts for community education and outreach in the prevention of child abuse and neglect**

**Objective A:** Increase the capacity to provide child abuse and neglect prevention, education and outreach in the community

The BOSSA often receives requests for presentations from the community. The BOSSA will continue to meet the demands for child abuse and neglect presentations and community outreach requests. Community outreach activities aim at increasing public education and foster recruitment. They are held at various malls, village mayor's community centers and educational conference sites. The CAN community outreach will also coincide with various activities from different private and non-profit organizations and other agencies.

The pool of trainers developed within the BOSSA will conduct training presentations throughout the year focusing on specific areas of knowledge and expertise. The Social Workers, section Supervisors and the BOSSA Administrator assist with education in the area of CPS, Guam's *Child Protective Act*, and legal issues. The attorney for CPS is also available for more technical legal issues. Target populations for these presentations are usually mandated reporting persons. The FSS Homemakers and other staff conduct presentations on indicators, prevention strategies, available resources and personal safety skills. Target populations for these presentations are parents and school-aged children.

Mandated Reporters must report suspected child abuse or neglect (or cause a report to be made) to law enforcement or CPS when they believe a child has suffered abuse or neglect or may be at risk of abuse or neglect.

In the 1<sup>st</sup> quarter to 2<sup>nd</sup> quarter of FY 2016, there were 304 individuals who attended the Mandated Reporter Presentation conducted by the BOSSA direct services staff. Presentations were conducted to the Department of Education, Head Staff Program, Department of Education UPI Elementary School faculty staff, DPHSS Division of Environmental Health, Guam Regional Medical City, etc.

In FY 2015, there were 391 individuals who attended the Mandated Reporter's Presentations conducted at various government agencies, private hospital, non-profit organizations and other organizations on island.

The school children are provided safety tips that can help them avoid becoming a victim of child abuse and neglect or even crime. By taking a few simple precautions, they can reduce the risk to themselves, and also discourage perpetrators and those who commit crimes. The BOSSA conducted Personal Safety Presentations to both public and private schools.

In the 1<sup>st</sup> quarter to 2<sup>nd</sup> quarter of FY 2016, there were 2,623 students who attended the personal safety presentations.

In FY 2015, there were eight (8) elementary schools that were provided with Personal Safety Skills trainings. There were 3,500 school students who attended the trainings.

**Goal 3: Increase the knowledge, skills and competence of child welfare workers and individuals serving children and families**

Objective A: Continue to participate in the American Professional Society on the Abuse of Children (APSAC), Child Forensic Interview Clinic

This is a 40-hour intensive training on investigative interviewing of children specifically designed for child interviewers who have the responsibility for investigative/forensic interviews with children in suspected abuse cases. The Social Workers will experience immersion in the latest forensic interviewing techniques, developed by top national experts; APSAC's curriculum emphasizes state of the art principles of forensically sound interviewing.

Two (2) Social Workers attended the APSAC training held in Seattle, Washington in July, 2016.

Objective B: Increase staff awareness on child welfare issues

Training is an ongoing priority of the BOSSA as all staff members are afforded many opportunities to upgrade their skills on child welfare issues through participation in training, seminars, conferences, workshops and affiliations in professional organizations.

**Goal 4: Upgrade recruitment and increase family foster homes on Guam**

Objective A: Increase inquiries for family foster homes by twenty percent (20%) and increase recruitment of family foster homes by ten percent (10%)

Foster recruitment activities are ongoing at various mall displays, conferences, presentations, and coordination with the local print and radio media outlets. The in-house foster care workgroup identifies recruitment activities to pursue.

Objective B: Increase coordination with community based organizations that support foster care activities

Community based organizations are instrumental in facilitating our need to expand public awareness within the area of foster family homes, as well as to provide recruitment efforts amongst its affiliated members.

Guam's First Lady launched her initiative to help find homes for our foster children in recognition of the month of May as National Foster Care Month. These activities include proclamation signing, Foster Families Association (FFA) "WAVE" outreach, health fair and exhibit events, "Boot Drive", of which part of the proceeds was donated to FFA, Foster Parents orientation presentations and Foster Care and Rural Host Homes (RHH) recruitment and training workshop.

Partnerships have been formed with the following civic and community organizations to support foster care activities: Marianas Lions Club of Guam, Sugar Plum Tree Project, Harvest Baptist Church, and FFA. In addition, the BOSSA receives overwhelming support from various privately-owned establishments and the general public for foster children activities. More public awareness on foster care activities will be made in FY 2017.

**Goal 5: To enhance services to foster families**

Objective A: Increase the skill level of foster parents

The BOSSA coordinates with Harvest House to provide training to foster parents.

Harvest House is a non-profit ministry that was established out of the desire to care for the modern day orphan, foster children. It is intended to meet the needs of foster families and foster children on Guam. In

meeting these needs, foster families and foster children engage in active communication, promote awareness, harvest house activities, and wrap around families' events.

Objective B: Maintain the coordination and support of the FFA

The BOSSA staff continue to attend Guam's FFA meetings. Representation in this meeting by staff is meant to reflect the BOSSA commitment to offer support and act as a liaison between the association and the BOSSA.

The FFA and the BOSSA will work together in identifying foster care activities that will continue in FY 2017.

**Goal 6: To evaluate and strengthen family preservation (FP) and support services to Guam's families**

Objective A: The FSS Supervisor will work with the CPS section to determine if the FP referral is acceptable for the FP program.

The FP worker will work closely with the family and develop a Service Plan Agreement that meets the needs of the family with specific goals and conduct home visits at least three (3) times a week.

Objective B: Measure the strengths and weaknesses of family preservation and support services

The Family Exit Survey(s) tool is used to profile families served.

Objective C: Build the capacity to improve the family preservation and support services.

The Client Satisfaction Survey is provided to families served and is analyzed to provide the program with information and insight into direct service outcomes and effectiveness.

The survey is divided into four categories: Overall Satisfaction with Services; Satisfaction of Goals Set; Satisfaction with Staff; and Satisfaction with the Program.

### III. FOSTER CARE

The estimated number of children to be provided with foster care services in FY 2017 is 225. During FY 2016, there were 214 foster children who were provided with foster care services.

In FY 2015, there were 213 foster children who received foster care services and 236 foster children who received foster care services in FY 2014. A total of 229 foster children were under the agency's care throughout FY 2013 which is a decrease in FY 2012 of 285.

At the close of July, 2016, placements for foster children were the following:

No. of foster children in group homes	4
No. of foster children in licensed foster homes	32
No. of foster children in parents' physical custody	27
No. of foster children who ran away	0
No. of foster children in relative placement	84
No. of foster children in non-relative placement	10
No. of foster children in Sanctuary shelter	10
No. of children in Latte Bridge Residential Group Home	1
No. of foster children in youth correctional facilities	1
No. of foster children in mental health facility	4
No. of foster children in medical facility	0

Foster care maintenance payments are made to foster families with 100% local funds under the Foster Care program. Annual clothing allowances and court-ordered payments for emergency necessities are disbursed to families under this funding program.

Foster care maintenance payments made to families who provide care for foster children have increased since FY 2005 due to increases in foster care stipends and fees that were outlined in the FY 2005 Guam Budget Law. Foster care payments for previous years include the following:

<b>Fiscal Year</b>	<b>Foster Care Maintenance Payments</b>
2015	\$665,370
2014	\$624,850
2013	\$676,646
2012	\$765,345
2011	\$640,901

Children with special needs are placed in specialized placements and their cases are managed by the CPS Case Management Unit Social Workers.

In the 3<sup>rd</sup> quarter of FY 2016, there were 35 cases of children with special needs. There was 1 foster child in a residential placement in Texas with a learning disability.

The BOSSA receives overwhelming support from the community for foster children through monetary and other in-kind donations. Food, clothing, toiletries, school supplies and Christmas presents are the items commonly donated by the community and non-profit organizations throughout the year for foster children.

Foster recruitment activities are ongoing at various mall displays, conferences, presentations and coordination with local print and radio media outlets.

The Sugar Plum Tree program holds annual fundraising events to raise funds to provide holiday cheer for foster children, individuals with disabilities, the elderly, and others in need. Every year in December, this organization holds its "Big Wrap" event. BOSSA staff along with other volunteers from different organizations will once again volunteer for this event to ensure that Christmas gifts will be distributed to all foster children. In December 2015, there were 143 wrapped gifts distributed to foster children.

#### **IV. ADOPTION**

The HEPS Section provides services for individuals who wish to adopt. The HEPS Section conducts individual and family assessments for adoption.

The U.S. Department of State provided guidance that the DPHSS is considered a "public domestic authority" to conduct adoption social study and post placement monitoring reports. However, reports will still have to follow the Hague Convention and country-specific requirements on these types of reports.

Partnership with Hawaii International Child (HIC) and other adoption service providers and the BOSSA will continue to protect and promote the welfare of children, natural parents and prospective adoptive parents. The HEPS Section anticipates receiving adoption referrals involving 159 children and adults for the upcoming FY 2017.

These requests come from the family court, U.S. Citizenship and Immigration Services (USCIS), attorneys, and off-island adoption agencies. These cases will include adoption social studies and post-placement adoption social study requests. The HEPS Section Social Workers provide the social study and assessment report on the adoption petitioners/applicants. The HEPS Section Social Workers also

conduct the adoption pre- and post-placement monitoring activities for those children in adoption placements.

The Adoption Selection Committee is made up of BOSSA staff who meets when necessary to determine adoption placements for foster children or those children relinquished to the agency.

#### **V. CHILD CUSTODY CASE EVALUATIONS**

The HEPS Section expects to provide child custody social studies for 153 children and adults in FY 2017. Requests for custody case evaluations come from the court. The HEPS Section Social Workers prepare the social study report for the courts that are based on observational and factual data received during interviews and home visits made to families.

#### **VI. SOCIAL STUDIES TO DETERMINE APPROPRIATE PLACEMENT FOR CHILDREN**

Other social study requests are received by the agency to determine placement for children where allegations of child abuse or neglect exist in the home. Social study requests also come from the U.S. mainland for those cases of families that reside on Guam who may be potential placement providers or who are involved in custodial disputes. For FY 2017, HEPS section expects to conduct social studies for an estimated 17 individuals to determine appropriate placement for children.

#### **VII. CHILD CARE LICENSING, STANDARDS FOR CHILD CARE FACILITIES, AND GROUP FOSTER HOME AND FAMILY FOSTER HOME CERTIFICATION**

For FY 2017, an estimate of 47 child care centers will be licensed and monitored by the BOSSA. Licensing and monitoring of child care centers ensures quality of child care on island. As of the 3<sup>rd</sup> quarter of FY 2016, the HEPS Section licensed 38 child care centers and 4 group child care homes. Child care centers serve 13 or more children, while group child care homes serve at least 7 but not more than 12 children.

The HEPS Section Licensing Social Worker licenses the centers and homes as required in the Standards for Child Care Centers. There were 42 licensed child care centers in FY 2015.

The HEPS Section also licenses group foster homes, therapeutic foster homes, and certifies family foster homes. The HEPS Section had 27 licensed family foster homes, 5 group homes, and 2 therapeutic foster homes in FY 2015.

The BOSSA and its active workgroup updated and established the new Standards for Child Care Facilities. The current standard was created in 1978. Guam has

specific licensing standards for child care centers and group day care homes that were created to protect children. These standards outline the basic procedures for program and staff in the areas of location, health, safety, maintenance, policy and administration. This has required a concerted effort among BOSSA staff, child care providers and the University of Guam's Center for Excellence in Developmental Disabilities Education, Research and Services (CEDDERS).

The specific changes to the standards include the child to staff ratios, professional development, license fees and effective dates of license, the provisions for appeal and hearing, and the licensing of early childhood educational-type facilities. The enactment on the changes of the standards was announced on June 2, 2011 that would reflect in Public Law 31-73, an Act to Establish the Administrative Rules and Regulations of the DPHSS relative to Child Care Facilities and Group Child Care Homes.

The BOSSA continues to implement the new provisions of the Public Law 31-73 (professional development, Americans with Disabilities Act compliance and pre-kindergarten compliance to new licensing requirements in educational facilities).

The proposed administrative rules and regulations of Guam's Plan for Professional Development (GPPD) was in effect on June, 2013. The American with Disabilities Act (ADA) Committee continues to meet to gather information with ADA compliance. The new child care law provides that educational type facilities serving early childhood children below kindergarten must be licensed by the DPHSS to meet accreditation which does not include the early childhood classroom. To date, all pre-school programs in educational-type facilities have complied with the provision.

The Guam Early Learning Council (GELC), Early Childhood Professional Development (ECPD) established a sub-committee to ensure uniformity in certification among early childhood providers utilizing the Path A of the GPPD. The sub-committee continues in reviewing and validating the credentials of prospective early childhood providers. The DPHSS is the licensing agency for early childhood providers utilizing Path A of the GPPD.

## **VIII. CHILD ABUSE AND NEGLECT PREVENTION, PUBLIC EDUCATION AND COMMUNITY OUTREACH**

Program staff will continue to work together to successfully meet the demands of the community relative to the education and prevention of CAN. The public perception of the type of cases that we respond to needs to be clarified. There is a need for the public to be educated and informed on what is abuse and neglect as defined in Public Law 20-209, the *Guam Child Protective Act*. It is important for the public to clearly understand what constitutes child abuse and neglect. It is the agency's goal to ease circumstances that could lead to child maltreatment before it occurs.

The FSS plans and develops CAN prevention and education strategies. Child Abuse Prevention Month activities are held in April each year. All FSS program staff take a major role in coordinating activities for this labor-intensive event. The BOSSA partners with other child serving agencies and collaborations often involve concurrent implementation of public awareness campaigns for Child Abuse Prevention Month, Foster Care Month, Sexual Assault Awareness Month and Crime Victims' Rights Week. The FSS workers also take the lead role in the annual Art of Healing Exhibit with GBHWC.

Healthy Mother, Healthy Babies and the Family Violence Awareness Month activities are held in October every year. During this event, the BOSSA will be involved with host agencies to increase CAN public education and foster home recruitment. Prevention, education and foster home recruitment efforts are also made at the health fairs held every month at the main malls.

The CAN prevention and community education will be provided at schools, conferences, and to parents and professional groups upon request. The BOSSA staff will participate in all community outreach activities and display prevention materials to educate the public on reporting child abuse & neglect throughout the FY 2017.

The BOSSA's public education activities are conducted by the Social Services Supervisors, Social Workers and Homemakers. The Mandated Reporters Presentation, Parenting Presentations, Family Violence Date Rape Presentations and Community Youth Presentations are conducted by the Supervisors and Social Workers. The FSS Homemakers conduct joint public education presentations with Victim Advocate Reaching Out (VARO) and Healing Hearts on the Personal Safety Skills for school aged children.

During the month of February and March 2016, the FSS Supervisor spearheaded the planning for the Child Abuse Prevention Month which the BOSSA celebrates every year. The committee met every week during the month of February and March to help plan the events for the year. It was a wide range of participation from different groups including the military branches from Andersen Air Force Base, Naval Base, the Joint Region Marianas and the Guam National Guard. The Child Abuse Prevention Month was held in April 2016, of which the theme was "Building Community, Building Hope". The public was invited.

## **IX. NETWORKING AND COLLABORATION**

Collaboration is essential to effective case assessment, planning and services. The needs of children and families are constantly changing and have become more complex and multi-dimensional. As a result, a multi-disciplinary approach to cases

is necessary to solve and alleviate the widespread problem of child abuse and neglect. Establishing community links is vital for the coordination of effective service delivery. The BOSSA is committed to identifying resources both public and private to expand and improve service delivery to children and families. Partnerships are formed with various agencies, organizations, and special committees who are involved in child protection and family welfare. Continued collaboration with the following community resources remains a high priority and is essential to support the needs of children and their families:

**A. Breastfeeding Coalition**

A Homemaker from FSS is assigned to represent the BOSSA in the DPHSS breastfeeding coalition. The purpose of this coalition is to promote and spread the awareness of the importance of breastfeeding. Plans and activities for the coalition will continue in FY 2017.

**B. Incident Determination Committee, Naval Hospital**

There is ongoing involvement with this committee that reviews Navy military cases of alleged child abuse and neglect and spousal abuse. A joint Memorandum of Understanding (MOU) exists between the Commander of the U.S. Naval Forces in the Marianas and CPS of the DPHSS.

The CPS SSSIs serve as civilian consultant for child abuse cases. Meetings are held bi-monthly. Social Workers who manage cases involving military personnel are also present at these meetings. The CPS is invited to these meetings to share the outcome of its investigation and its recommendations for services for the subject family. As a result of CPS participation, services can be coordinated to ensure that the family receives the services and such services are not duplicated.

**C. Catholic Social Services**

Catholic Social Services (CSS) provides various services that are vital for children, families, individuals with disabilities, elderly citizens, and individuals in need of emergency food, shelter and support services.

The CSS operates the Alee Shelter I for female victim of family violence victims and their children. Alee Shelter II for child abuse and neglect victims, and the Guma San Jose Shelters for homeless individuals and families, and the Guma San Jose Homeless Expansion Program. The BOSSA funds these shelters through the Foster Care Program local account, and the Title XX account.

The Management Analyst I from the Program Management Section monitors the shelters. The purpose of this is to ensure that the shelters are in compliance as stated in the scope of work outlined in the Request for Proposal.

**D. “The Art of Healing”**

A Homemaker from the Family Services Section collaborates with the GBHWC on the annual Art Show. This program promotes art as a healthy medium of expression and an outlet to release pent-up emotions. The art work is displayed during April's Child Abuse Prevention and May's GBHWC Awareness Months at various community locations.

**E. Early Childhood Care and Education Initiatives and Groups**

The ECCEC is comprised of public and private organizations along with family and center-based childcare providers. Representative members include the DPHSS, Guam Department of Education, GBHWC, University of Guam, Guam Community College, Department of Youth Affairs, Guam Caregivers Association, Family Home providers, private and federal preschools, legislature and parents.

The ECCEC is comprised of the following four sub-committees:

- Early Learning Guidelines, completed and now being implemented
- Professional Development, completed and now being implemented
- Program Coordination, completed
- Child Care Licensure and Standards, completed on June 2, 2011 and now being implemented as Public law 31-73

The BOSSA Administrator and staff were members of the various subcommittees and played an active part in the ongoing workgroup meetings for these initiatives. These meetings are facilitated by the University of Guam's Center for Excellence in Developmental Disabilities Education, Research and Service (CEDDERS). Various Early Childhood case initiatives will continue to be developed and implemented.

**F. Guam Early Learning Council**

The vision of the Guam Early Learning Council is to ensure that “All of Guam's young children will have healthy minds, bodies, and spirits as the foundation for lifelong success.” The focus of the council is to enhance, improve, support, and strengthen coordination and collaboration of agencies and organizations serving young children, birth to five and their families, with one outcome being to facilitate the development and enhancement of high-quality systems of early

childhood and care designed to improve school readiness. The BOSSA Administrator attends scheduled meetings and the SSSI as alternate.

**G. Head Start Health Advisory Committee (HSAC)**

Head Start promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services. The SSSI or SWII attends quarterly meeting.

**H. Family Advocacy Committee (FAC) with the Navy**

The BOSSA Administrator is a member of this group that conducts oversight on the coordination and administration of all CPS matters between the Navy and civilian communities. Meetings are held quarterly.

**I. Family Violence Task Force – Information Network Consortium**

This task force was created to support the facilitation of services related to family violence. This task force acts as an oversight body, which meets on a monthly basis to improve service delivery among providers. The BOSSA Administrator attends the meeting.

**J. Foster Families Association (FFA)**

The BOSSA staff attends monthly meetings of Guam's FFA. Representation in this meeting by staff is meant to reflect the BOSSA commitment to offer support and act as a liaison between the association and the BOSSA. The FFA is the only non-profit support group that addresses the needs of foster families.

The BOSSA staff will put time and effort in coordinating support for all activities of this association for the upcoming fiscal year. The BOSSA will continue to become involved in the various fundraising events of this association.

The FFA receives generous donations of food, school supplies, baby items and clothing from the community. These goods are made available to clients of the BOSSA. Monetary donations are also received from the community, many of which are corporate donors from private businesses, as well as civic and church organizations.

**K. Guam Homeless Coalition (GHC)**

The GHC is committed to the provision of housing and supportive services for individuals and families who become homeless. The GHC believes and

recognizes that quality housing should be tailored to meet the needs of the homeless individuals and families.

The GHC will ensure that homeless individuals and families regain housing stability through the expansion and implementation of a comprehensive community based housing delivery system to prevent and end homelessness. This includes:

- Coordinating and/or interpreting homeless-related programs for smooth transition throughout our continuum of care system.
- Implementing an effective and efficient delivery system of services to prevent homelessness and to move homeless families into permanent housing.
- Developing an accessible and comprehensive system which receives individuals and families in need of care and moves them through a system toward independent living and sustainability, and
- Developing strong homeless programs and services through the involvement of different entities that may include both public and private organizations.

The BOSSA PCIII attends meetings every 3<sup>rd</sup> Wednesday of the month. Meetings have focused on sharing collaboration efforts between agencies to identify ongoing services available for homeless families on Guam.

The U.S. Department of Housing and Urban Development (HUD) mandates all jurisdictions, receiving federal funds to provide supportive services to the homeless population, that they must conduct a Point in Time (PIT) homeless count. The results of the PIT count, which are reported within Guam's federal grant application and is submitted to HUD each year, determine existing resources, identify gaps, and highlight progress towards ending homelessness. The results of the count were shared with the members of GHC, the community, and policy makers to use in developing programs and facilities to assist homeless families.

The PIT count will identify those individuals and families who are homeless on Guam. The data collected from the count will be used by homeless service providers, the community, and policy makers in developing programs and facilities to assist and benefit the homeless population.

On January 15, 2016, the PCIII, SWIII, MAI, and a Homemaker joined other volunteers in conducting the annual PIT Homeless Count. The BOSSA team was assigned in Dededo 2A landmark sites. The sites include the Dededo Flea

Market, Payless Supermarket area, the Mayor's Office/Santa Barbara Church Circle/KFC/Bank of Guam, parks, etc. The team counted 15 individuals who were homeless.

On May 6, 2016, the PCIII and two (2) Homemakers participated in the Annual Passport to Services homeless outreach held at the Agana Mayor's Community Center. There were various services provided to homeless individuals and their families such as health screening, adult immunizations, mental health assessments, public welfare assistance, Veteran's assistance, etc. Free haircuts, slippers, toiletries, and hygiene gift bags were also given away.

#### **L. Guam Police Department**

The CPS caseworkers work closely with the officers from the Guam Police Department (GPD) in the investigation of reported cases of CAN. According to Guam Public Law 20-209, the Guam *Child Protective Act*, CPS and GPD are the sole agencies responsible for receiving and investigating all reports of child abuse and neglect.

#### **M. Healing Hearts (Rape Crisis Center) Steering Committee**

The BOSSA Administrator and SSSIs from the CPS Intake & Crisis Intervention and Investigation Units are the DPHSS' representatives to this committee. This committee is also comprised of representatives from the Guam Police Department, U.S. Naval Hospital, Victims' Advocates Reaching Out, Adult Protective Services of DPHSS, Healing Hearts, and the Prosecution and Family Divisions of the Attorney General's Office. This committee meets to discuss program issues and concerns related to victims of sexual abuse. Various protocols and guidelines are also developed for service delivery. In addition, training opportunities are provided and shared among agencies. Meetings take place every last Thursday of the month.

#### **N. Healthy Mothers, Healthy Babies Task Force**

The goal of this task force is to promote healthy practices by increasing public awareness and education on the following:

- The importance of early and continuous prenatal care
- Management of pregnancy
- Child birth preparation
- Immunizations
- Nutrition during pregnancy
- Infant feeding, including breastfeeding
- Parenting skills

- Accident and injury prevention
- Substance abuse prevention
- STD/HIV prevention

This annual event draws in a large crowd because various health-related services are available to the public such as free immunization and health screening. Daddies too were involved in this event.

#### **O. I Famagu'on-ta Program**

The goals of I Famagu'on-ta (our children) are to develop and implement a child-centered, family-focused system of care that delivers effective, comprehensive, community-based, culturally competent mental health and related services for children and adolescents with serious emotional disturbances and their families, and to ensure longitudinal studies of service system outcomes.

I Famagu'on-ta seeks a return to tradition, culture, and family values to empower families and reclaim responsibilities by island leaders. Our community's commitment is to live true to our island heritage of "taking care of our own" and filling gaps by providing supports on the island, rather than sending children thousands of miles away to off-island placements or not serving them at all.

The BOSSA maintains close collaboration with this program. The BOSSA Administrator or the SSSI serves as an Ombudsman who represents CPS as a child serving agency. This role is to act as a liaison for the programs that refer cases and also communicate the information related to the planning for the Systems of Care program.

The BOSSA refers cases to the program who determines eligibility. Upon enrollment, the cases are facilitated through a wraparound process.

#### **P. Guam Behavioral Health and Wellness Center (GBHWC) Planning Council**

The BOSSA Administrator is an appointed member of this council. This council meets once a month at GBHWC to discuss issues related to mental health needs and services. The council serves as an advocate for adults with a serious mental illness, children with a serious emotional disturbance, and other individuals with mental illnesses. Council members monitor, review and coordinate, not less than once each year, the allocation and adequacy of mental health services.

**Q. Guam Coalition Against Sexual Assault and Family Violence (GCASAFV)**

The Guam Coalition against Sexual Assault & Family Violence is a group of non-profit organizations, government allies, and community individuals who want to stop sexual assault and family violence. The purposes of the coalition are as follows:

- To address sexual assault and family violence issues with one united voice.
- To provide education, outreach and training regarding sexual assault and family violence.
- To identify gaps in services to victims of sexual assault and family violence and to make suggestions for changes.
- To speak out so that victims of sexual assault and family violence on Guam can easily get the services that they need.
- To work with community organizations and networks to strengthen them through training and education so that they can meet Guam's sexual assault and family violence needs.
- To be sure those voices of survivors of sexual assault and family violence guide the work of the coalition.
- To develop, put into practice, and monitor laws and regulations regarding services and rights of sexual assault and family violence survivors.

The BOSSA Administrator and CPS SSSI attend scheduled meetings of the GCASAFV.

**R. Project Bisita I Familia, Guam Early Learning Council: Early Childhood Data Integration Workgroup Team**

The Guam's Maternal, Infant, and Early Childhood Home Visiting Program, also known as Project Bisita I Familia is a collaborative project designed to plan, implement and sustain an effective evidence-based home-visiting program for at-risk children and their families. Guam's vision is "Our children and families will have healthy minds, bodies and spirits for lifelong success." The DPHSS administers the program and scheduled meetings are attended by the BOSSA Administrator.

**S. National Association of Social Workers, Guam Chapter**

The National Association of Social Workers (NASW) provides training conferences and other opportunities for its members, non-members and anyone interested in the social work field. The BOSSA is an active participant in this organization.

**T. The Salvation Army**

The Salvation Army is serving more people in the U.S. than ever before. There is an increasing number of Americans seeking the basic necessities of life – food, shelter and warmth.

The Salvation Army offers various classes for adults and teens, including parental skills, anger management, and treatment for chemical dependency.

**U. Sanctuary, Inc.**

The BOSSA works with Sanctuary, Inc. to provide services to improve the lives of children and families. Sanctuary, Inc. is a private, non-profit organization that has been in existence since 1971. This organization provides an array of services for youth and their families. Services include crisis intervention, counseling and support, temporary emergency shelter, independent living skills, anger management, parenting skills, a parent support group and many others. Meetings will continue in FY 2017.

The core team composed of BOSSA representatives: SSSII and SSSI, Licensing Social Worker, Homemaker and RHH Project Coordinator from Sanctuary, Inc. They continue to meet in planning future training for foster care recruitment and outreach. The team meets to define the roles of entities every quarter.

**V. Sugar Plum Tree Project**

The Sugar Plum Tree Project is held annually to spread holiday cheer to children and adults in need. This event is made possible through a concerted effort by community volunteers and private donors. BOSSA staff actively takes part in this project in December to ensure that all children who come into the agency's care are provided with the traditional holiday gifts.

The SSSI or Social Worker have served as board members since FY 2000 and will continue to serve in this capacity for the 2017 project year. The staff coordinates all efforts on behalf of children under the temporary legal custody of the agency.

#### **W. Guam Systems of Care Council**

The BOSSA Administrator is a council member for the Systems of Care (SOC). Public Law 25-141 first created the Systems of Care Council to develop a comprehensive care plan for children with serious emotional disturbances. Guam Public Law 27-47 created a new Systems of Care Council to implement and expand the Guam System of Care Plan, to seek federal and/or foundation funding for its sustainability, to ensure continued collaboration among families, public and private service providers, and other stakeholders, and to act as the governing body for the Child Mental Health Initiative cooperative grant.

The BOSSA Administrator is a member of the Policy and Planning sub-committee, and the Finance and Budget sub-committee of the SOC.

#### **X. University of Guam's Social Work Program**

Every semester, students from the University of Guam (UOG) take on their practicum placement with the BOSSA. Supervisors serve as field instructors for UOG's Bachelor of Social Work, Psychology and Guidance Counseling programs. This affiliation is an opportunity to give input to the educational institution to enhance the skills of students as they venture into the field of human services. The student interns are placed with CPS, HEPS and FSS programs for one semester or more. Following the placement, the student's evaluations are completed and forwarded to the Field Coordinator/Liaison at UOG.

The social work students worked with licensing, foster and CPS Social Workers for FY 2016. The BOSSA staff will continue to assist these students for FY 2017.

#### **Y. Human Trafficking Coalition Building**

The coalition is comprised of federal and local government representatives, as well as representatives from private non-profit and for profit-organizations. It is spearheaded by the U.S. Attorney General's Office and meetings have been called to discuss human trafficking and its overall effect on Guam's community. As the group continues the meetings, additional organizations are being identified and invited to participate in the coalition. Scheduled meetings were attended by the BOSSA Administrator or CPS SSSI and will continue on in FY 2017.

## **Z. Law Revision Commission on Juvenile Justice**

The commission is spearheaded by the Office of the Vice Speaker of the 31<sup>st</sup> Guam Legislature, B.J. Cruz. Membership is comprised of representatives from the various child serving Government of Guam agencies. Efforts of the community are currently focused on reviewing existing Guam laws involving juveniles and making a determination as to whether they are current or in need of revision. The BOSSA Administrator and SSSI have been attending meetings as scheduled.

## **AA. Office of the Public Guardian**

The Office of the Public Guardian is to serve as guardian of the person or estate of an adult in our community who by reason of age, disease, or disability is unable or unassisted to properly manage and take care of him or herself or his or her property, and for whom no alternate guardian among family and friends can be identified. The SSSI has been attending meetings as scheduled.

## **AB. Project Karinu (Loving Our Families) Community Evaluation Advisory Team (CEAT)**

The "Project Karinu", an Early Childhood System of Care is a cooperative agreement awarded to the DPHSS and funded by the Center for Mental Health Services (CMHS).

The purpose of the program is to promote young children age infant to five in their mental health, prevent disruptions in young children's social/emotional development and provide direct intervention for young children and their families. Its vision will focus on our children and families to have healthy minds, bodies, and spirits for lifelong success. The BOSSA continues to play an important role to help meet the mission of the program through involvement in various workgroups of the program. The BOSSA Administrator attends monthly meetings of the CEAT. The purpose of the team is to ensure that family and stakeholders input is reflected in the design and implementation of Project Karinu's Evaluation Plan and all evaluation activities.

## **AC. Rigalu Foundation**

Rigalu, the First Lady's foundation is a non-profit organization promoting awareness and advocacy for foster care and early childhood development on Guam. Her foster care initiatives and public campaign gave rise to an increase in inquiries and applications for foster care. In FY 2013, the First Lady conducted a school uniform and shoe drive. The BOSSA provided the listing of foster children and there were 152 foster children who received school uniform

and 175 school shoe vouchers. In FY 2014, there were 66 shoes and 84 uniforms distributed to foster children. In FY 2015, there were 155 shoes and 145 uniforms that were distributed to foster children. The foster children will be distributed with 142 shoe and 115 uniform vouchers for this school year.

The foundation sponsored a Carnival night for foster children held on July 22, 2016 at 6:30 p.m. at the main carnival stage area. Foster children were provided with voucher tickets for free rides, food and game booths. There were 150 tickets distributed during the night. The day of July 21, 2016 celebrated the Guam 72<sup>nd</sup> Liberation Day.

#### **AD. DPHSS Quality Improvement Council**

The PMS PCIV represents the Division of Public Welfare for this council. The Council continues to work on achieving goals outlined in the DPHSS Strategic Plan relating to improving organizational structures and processes. Meetings are held monthly.

#### **AE. Guam Interagency Coordinating Council (GICC)**

GICC advocates for the rights of children with disabilities and the parents who care for them. GICC is a federally mandated statewide interagency group that advises and assists agencies providing early intervention services to young children birth to 5 years old, with or at risk for disabilities and their families. GICC further advises and assists the lead agency in the development and implementation of policies constituting the island-wide system of coordinated services, participating public and private agencies who are involved with early intervention services for children, birth through five years old and their families. The BOSSA Administrator attends the scheduled meetings.

#### **AF. Child Fatality Review Planning Team**

The purpose of the planning team is to conduct a comprehensive, multidisciplinary review of child deaths, to better understand how and why children die, and use the findings to take action that can prevent other deaths and improve the health and safety of children. The BOSSA Administrator and SSSI attend the meetings.

#### **AG. Guam Center for Excellence in Developmental Disabilities Education, Research, and Service (CEDDERS) Advisory Council**

Guam CEDDERS Advisory Council meets quarterly to obtain input and guidance as needs were addressed and activities were implemented. Comprised of a majority of individuals with disabilities and family members, and representation from disability-related service providers, the council provided

critical direction in key initiatives, including transportation, emergency preparedness, and self-advocacy. The BOSSA Administrator attends meetings of the council.

#### **AH. Sustaining Appropriate Fair Environment (SAFE)**

SAFE Think Tank started meeting with the members of which the BOSSA Administrator and the SSSI attend. The discussion will result in policies, practices, procedures that are needed to be revised, introduced, or deleted that will help ensure that all people of diversity which include abilities, language and culture are SAFE especially during times of duress.

#### **AI. System of Care Expansion Planning Grant**

The purpose of these grants is to develop a comprehensive strategic plan for improving and expanding services provided by systems of care for children and youth with serious emotional disturbances and their families.

A "system of care" is an organizational philosophy and framework that is designed to create a network of effective community-based services and supports to improve the lives of children and youth with or at risk of serious mental health conditions and their families. Systems of care build meaningful partnerships with families and youth, address cultural and linguistic needs, and use evidence-based practices to help children, youth and families function better at home, in school, in the community and throughout life. The BOSSA Administrator attends the meeting.

#### **AJ. Guam Criminal Justice Information System (CJIS)**

The CJIS is a shared management concept regarding local criminal history database. It allows the sharing of information to authorize users for the protection of their communities. The Guam court requires the DPHSS to enter into a user agreement to gain access to this database. The BOSSA PCIII has been attending monthly meetings and was provided guidelines to access the database.

The database is utilized by the BOSSA to assist Social Workers, SSSIs, and the BOSSA Administrator by allowing access to the local crime databases to conduct background checks of clients.

#### **AK. Emergency Medical Services (EMS) for Children**

The EMS program is a federally funded program established to ensure that all children and adolescents receive appropriate medical care in emergency conditions no matter where they live, travel, or attend school. Services provided under this program include pediatric care training to emergency

medical technicians and nurses and procurement of pediatric emergency equipment.

The BOSSA PCIV attends the EMS meetings. The meetings include reports from the various EMS subcommittees and work groups that include information on the Disaster Team Management Plan, EMS Rules and Regulations, Emergency Medical Technicians Practice Act, the EMS non-competitive grant and data collection.

#### **AL. People's Garden**

The Guam People's Garden is an effort by the U.S. Department of Agriculture (USDA), Guam Housing and Urban Renewal Authority (GHURA), Inter-agency on Homelessness, Guam Homeless Coalition, government agencies and non-profit organizations.

This project challenges organizations to establish People's Gardens to help communities create gardens for self-sufficiency and daily consumption (i.e. fruits and vegetables). People's Gardens vary in size and type, but all have a common purpose - to help the community they're within and the environment. The organization that participated in this effort continues to maintain their People's Garden such as the Salvation Army.

#### **AM. Criminal Justice Automation Commission (CJAC)**

The BOSSA PCIII attends the monthly meetings. The commission ensures that the information on the resource needs, gaps in services and data as it relates to the overall operation of the criminal justice system are solicited and collected from Guam's criminal justice resource entities. The commission comprised of representatives from the Judiciary of Guam, Guam Police Department, Department of Corrections, Office of the Attorney General, and other Law Enforcement Officers on Guam.

#### **AN. Guam Advisory Panel for Students with Disabilities (GAPSD)**

The BOSSA Administrator attends this meeting. GAPSD shall advise and assist the State Education Agency (SEA), which is the Guam Department of Education in the development and implementation of the policies related to the provision of services for children and youth with disabilities.

#### **AO. Guam Plan for Professional Development (GPPD) Sub-committee**

The GPPD sub-committee will review and validate the credentials of a prospective Early Childhood (EC) provider pursuing certification as an early

Childhood Professional under the Path A of the GPPD with the DPHSS-BOSSA.

This sub-committee has been established to ensure uniformity in certification among EC providers as having the knowledge and skills in working with young children in child care facilities. The DPHSS is the licensing agency for EC providers utilizing Path A of the GPPD. The MAI represented the BOSSA up to June 10, 2016. This responsibility was turned over to other members within the Division of Public Welfare.

#### **AP. Other Organizations**

Each year, the FFA, Lion's Club of Guam, Thunder Roads, Mayor's Council, and other private and non-profit groups and businesses sponsor the Annual Foster Children Easter Egg Hunt in April. BOSSA staff participates in the coordination of various event activities. This is the day foster children, foster families, club members, BOSSA staff and their families get together for a day of fun and relaxation and to show appreciation for families who take in foster children. This year, the annual egg hunt was held at the Guam International Golf Club.

Other civic organizations and families that have been instrumental in supporting foster children needs and activities include the Harvest Christian Community, Coral Sea Realty, Guam Bureau of Statistics, Office of the First Lady, DZSP 21, Rigalu Foundation, Catholic community and other religious organizations. Other social organizations, private businesses and individuals continue to support foster children needs through generous donations of clothing, beds, infant formulas, school supplies, toys, bicycles, shoes, uniforms, and various other goods and services.

### **X. ADMINISTRATIVE ACTIVITIES**

#### **A. Contracts Management**

Some services that are vital for children and families are provided by non-profit organizations. The DPHSS contracts with Catholic Social Services (CSS) to operate the Alee I and II, Guma San Jose, and the Guma San Jose Homeless Expansion Program shelters.

The BOSSA is involved in the development of the scope of work, contract preparation, renewals and budget negotiations with service providers. Program staff conducts quarterly monitoring of these shelters to evaluate the effectiveness of services and maintenance of the facilities. A report on the findings and recommendations are prepared and submitted to the Executive Director of CSS.

Additionally, the CSS is required to submit a report of activities and inventory on non-expendable property of the CSS shelters. This is in compliance with Public Law 33-66, Chapter XIII, Section 6, relative to reporting requirements for non-profit organizations. The report is posted quarterly for public review at <http://www.dphss.guam.gov/>.

## **B. Training and Development**

Social Workers are faced with the most difficult and complex job because of the multiple roles they play in the interventional treatment of child abuse. It is also a challenging job because of resistance and other obstacles they face when intervening in the lives of families.

The knowledge and skills utilized by child welfare workers are vital to responding appropriately to reports of abuse and neglect and intervening effectively to vulnerable children and families in crisis. A better understanding of the dynamics of maltreatment will guide workers in many of their decisions regarding assessment and risk.

It is necessary for workers to consistently update skills in providing timely intervention, and in conducting quality investigations, thorough case assessments, court testimonies, case management and follow-up services.

Training will continue to be identified and provided for all workers to gain more specialized skills in their individual positions and to enhance professionalism among all workers.

## **C. Child Welfare Management Information System, or PHPro System**

The BOSSA's Child Welfare Management Information System (CW MIS) also known as PHPro, went live on December 29, 2014. Testing of the system is ongoing with the assistance of the PMS PCIII and MAI. The system has been accepted and payments were made to the vendor.

The PMS staff continues to coordinate all systems service requests and assist in troubleshooting problems for all personal computers. The PMS staff will also be responsible for ensuring that all staff are trained in the new PHPro system and will manage reference files.

## **D. Standard Operating Procedures**

The development of the Standard Operating Procedures (SOP) of the BOSSA continued during FY 2016 and will continue into the FY 2017. The BOSSA PCIII is responsible for completing this task. The SOPs will provide a standardized approach in determining and assessing safety and risk of all children. The

BOSSA SOPs were finalized and submitted to the Chief of the Division of Public Welfare.

In FY 2017, the SOPs will be revisited to reflect the implementation of the automated child welfare management information system, or PHPro System. The BOSSA PCIII and Supervisors will meet every week on the revision of the SOPs.

#### **E. BOSSA Continuity of Operations Plan**

The Continuity of Operations Plan has been developed and is in place in the event of a disaster. This plan includes all facets of operations that include plans for crisis operations and employees' roles and responsibilities.

The PMS staff updated the SOP for BOSSA's Typhoon Emergency plan.

#### **F. Information Technology**

Since the implementation of the N-computing system, the BOSSA continue to experience challenges. The Data Management Resource (DMR), DPHSS system staff and other vendors continued to work together to resolve these problems. There is still a lot of a continued downtime utilizing this system by BOSSA staff. The BOSSA is in the stage of gradually phasing out the N-computing for a more reliable stand-alone computer system. This is an ongoing task in FY 2017.

#### **G. Compact Impact of Free Association Report**

The PMS PCIV completed the FY 2015 Annual Impact of the Compact of Free Association Report. This is a report on statistics and costs to provide child and family welfare services and other social services that the bureau administers to citizens of the Federated States of Micronesia (FSM), Republic of Palau and the Republic of Marshall Islands. Programs affected include foster care, child protective services, case management, shelters for victims of domestic violence and child abuse and neglect, and the shelter for homeless individuals and families. The total population count for the citizens from the FSM, Republic of Palau and the Republic of the Marshall Islands who availed of services during fiscal year 2015 was 921. Total population count for all ethnic groups was 3,534. The total cost due to the Compact of Free Association for the above social services programs is \$341,480.65. The total program expenditures for all programs is \$1,947,101.35. This report will be combined with other Department of Public Health and Social Services program reports and will be submitted to the Bureau of Statistics and Plans, pursuant to U.S. Public Law 108-88.

## **XI. OTHER ACTIVITIES**

### **A. Government of Guam Worksite Wellness Program (WWP)**

This program is ongoing which is available to all employees government-wide. The purpose of the program is to promote health where we work, live, and learn.

The DPHSS launched the WWP. The WWP is a comprehensive program that focuses on both physical fitness and medical wellness of our staff. This program is designed to help staff improve their health by looking at several key health indicators such as weight, body mass index, body fat percentage, blood pressure, blood cholesterol, and blood sugar. In joining this program, staff may improve their health or reduce risks from developing health problems. The BOSSA staff will continue to participate in the WWP activities in FY 2016 and FY 2017.

**GUAM'S TITLE XX CONSOLIDATED BLOCK GRANTS PROGRAM**

**POPULATION TO BE SERVED FOR  
FY 2017**

**POPULATION TO BE SERVED  
FISCAL YEAR 2017  
(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 who will be referred for adoption services. Adults are 59 years old and younger or adults are 60 years old and older.	88 adults 71 children	X	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.	176 adults 251 children	X	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 conducted by Social Workers and Homemakers. Adults are 59 years old and younger or adults are 60 years old and older.	1811 adults 5195 children	X	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.	235 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	52 adults 183 children	X	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.	20 adults 2 children	X	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 8 children	X	X
<b>Protective Services – Adults</b> (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.	348 adults	X	
<b>Protective Services – Children</b>  (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 with 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.	517 children  124 children  286 children	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.			
<b>Protective Services – Children with Disability</b> (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.	62 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.	30 adults 340 children	X	X
<b>Other Services:</b> 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.	47 adults	X	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.	84 adults 69 children	X	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.	7 adults 10 children	X	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.	70 adults	X	X

**GUAM PRE-EXPENDITURE REPORT**

**TITLE XX, CONSOLIDATED BLOCK GRANTS PROGRAM**

**BUDGET PROPOSAL FOR  
FY 2017**

## BUDGET JUSTIFICATION

<b>111</b>	<b>REGULAR SALARY</b>	<b>\$ 2,315,230</b>
	Regular salary and increment for fifty (50) full-time equivalent (FTE) positions. (See appendix A)	
<b>112</b>	<b>OVERTIME SALARY</b>	<b>\$ 1,000</b>
	Overtime salary for thirty-eight (38) 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.	
<b>113</b>	<b>FRINGE BENEFIT</b>	<b>\$ 859,919</b>
	Fringe benefits for fifty (50) FTE positions which include retirement, life, medical and dental insurance. (See Appendix A)	
<b>220</b>	<b>TRAVEL</b>	<b>\$ 67,829</b>
	Travel cost for six (6) 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.	
	<b>\$5,129 x 6 = \$30,774</b>	
	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.	
	<b>\$3,246 x 7 children = \$22,722      \$3,111 x 3 workers = \$9,333</b>	
	To cover local mileage reimbursement of the use of privately-owned vehicle (POV) by Bureau staff in case government owned vehicles are not available. <b>\$5,000</b>	
<b>230</b>	<b>CONTRACTUAL</b>	<b>\$ 847,402</b>
	<b>Vehicle Repair \$8,000</b>	
	Annual cost of eight (8) government owned vehicles.	

**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 \$3,000**

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

**Emergency Homeless Shelter \$350,000**

Costs to a private, non-profit organization to provide emergency shelter and support services to individuals and families who are homeless.

**Management Information System/PhPro System \$123,750**

Procurement of Management Information System for child welfare, family preservation, and administrative services. Cost is \$13,750 per month for 12 months. The local Foster Care Program funds will cover 3 months of this cost.

\$13,750 per month x 9 months = \$123,750

**Modifications to the Management Information System/PhPro System \$10,000**

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

**OnBase Enterprise Software License and Technical Support \$187,220**

OnBase Enterprise Software License and Technical Support for DPHSS BOSSA OnBase CMS System. Licenses to be applied to the existing DPHSS OnBase system residing on DPHSS OnBase servers. OnBase development services to install, configure, and deploy an Onbase Content Management System, implement additional functionality for specific programs.

**Lease of Office Copier which includes Extra Meter Charge \$32,187**

Cost for one year lease of Xerox Machine Work Centre 7556/XKP065524 (Colored): \$11,000

Cost for one year lease of two (2) Xerox WorkCentre 7800i Series Color Multifunction Printer: \$21,187

**Office Typewriter, Copier, Laptop Computer, Desktop Computer/Ncomputing, Scanner, Preventive Maintenance of Access Control Doors, Printer Maintenance Service Agreements \$25,000**

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

**Cell Phone Service \$1,800**

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 \$3,000**

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 \$7,000**

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

**Office Uniforms \$7,000**

To purchase office uniforms for BOSSA staff.

**Professional Membership Fees \$4,845**

To cover the cost of the social workers' membership fees for the National Association of Social Workers (NASW)

**BOSSA Staff Training and Development \$24,000**

Cost for various staff training and development programs.

**Department of Public Health and Social Services Shared Attorney's Regular Salary and Fringe Benefits \$4,000**

**On-Call Language Translator \$7,000**

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

**On-Call Therapist for Staff \$9,000**

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

**Foster Parent Training \$3,000**

**Postage \$2,000**

**Long Distance Carrier/Pre-Paid Long Distance Calling Cards \$1,000**

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.

**Office Water Bottle \$2,000**

Annual cost of office water bottle that includes rental of water dispenser/cooler and water bottle delivery. Water is offered to foster children and their families during parenting skills training, and family visitation held at the BOSSA conference room. It is also served during meetings at BOSSA. This is a blanket purchase agreement.

**Steam Cleaning of Office Furniture and Fixtures \$5,600**

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 15,000**

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. These are blanket purchase agreements.

**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**

**\$ 42,000**

**General Supplies \$30,000**

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

**Computer Software \$3,000**

To upgrade existing computer software.

**Blanket Purchase Order for Sundries \$3,000**

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

**Blanket Purchase Order for Office Supplies \$6,000**

Blanket purchase order to cover the cost of office supplies not available at the Guam General Services Agency.

**250 EQUIPMENT**

**\$ 43,900**

**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**

**Computer Hardware \$3,000**

To upgrade existing computer hardware.

**Telephone Instruments \$6,000**

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

**Thumb Drive \$400**

To purchase twenty (20) new thumb drives for BOSSA staff.  
20 x \$20 = \$400

**Other Basic Office Equipment**

To purchase basic office equipments that include shredders, fans, copiers, surge protectors, vacuum cleaners, ladder, tool boxes, scanners, and other office equipment.  
**\$10,000**

<b>271 DRUG TESTING CHARGES</b>	<b>\$ 750</b>						
<p>Drug testing charges cost \$75.00 per employee.  10 employees x \$75.00 = \$750.00</p>							
<b>290 MISCELLANEOUS EXPENSE</b>	<b>\$ 218,768</b>						
<p>To pay the questioned costs as a result of an audit finding wherein the agency was cited for noncompliance with applicable procurement requirements. This was for the procurement, through Title XX funds of the emergency shelter services for homeless families with children. Audit Finding No. 2015-004, CFDA 93.667. <b>\$218,768</b></p>							
<b>363 UTILITIES/TELEPHONE</b>	<b>\$ 80,000</b>						
<p>For internet access, metro-Ethernet, fax services, and fixed monthly telephone expenses.</p>							
<b>450 CAPITAL OUTLAY</b>	<b>\$ 25,000</b>						
<p>To upgrade the filing system for the Records Room.</p> <p>To purchase and upgrade work stations and filing cabinets for Bureau staff.</p>							
<b>701 INDIRECT COST - FEDERAL PROGRAM</b>	<b>\$ 582,323</b>						
<p><b>Indirect Cost - Administrative Cost: \$64,646.00</b></p> <p>To cover the cost allocation of regular salaries and fringe benefits of two (2) staff from the Division of Public Welfare. These staff will provide indirect administrative support to Title XX, Consolidated Block Grant Program and its intended plan use.</p> <p><b>Indirect Cost - Federal Program: \$517,677</b></p> <p>Indirect cost is computed at the indirect cost rate of 22.35% of total salary.</p> <table border="0" style="width: 100%;"> <tr> <td>Regular Salary</td> <td style="text-align: right;">\$2,315,230</td> </tr> <tr> <td>Overtime Salary</td> <td style="text-align: right;"><u>+1,000</u></td> </tr> <tr> <td>Total Labor Cost</td> <td style="text-align: right;">\$2,316,230</td> </tr> </table> <p>Indirect Cost: 22.35% x \$2,316,230 = \$517,677</p> <p>Please note: Indirect cost rate for fiscal year 2015 is 22.35%. There is no rate for fiscal years 2016 and 2017.</p>		Regular Salary	\$2,315,230	Overtime Salary	<u>+1,000</u>	Total Labor Cost	\$2,316,230
Regular Salary	\$2,315,230						
Overtime Salary	<u>+1,000</u>						
Total Labor Cost	\$2,316,230						
<b>TOTAL PROPOSED BUDGET:</b>	<b>\$ 5,196,801</b>						

Bureau of Services Administration, Guam Department of Public Health and Social Services  
Fiscal Year 2017, Title XX, Consolidated Block Grants Program Pre-expenditure Report

**TITLE XX, CONSOLIDATED BLOCK GRANTS PROGRAM BUDGET  
FISCAL YEAR 2017  
OCTOBER 1, 2016 - SEPTEMBER 30, 2017**

<b>OBJECT CODE</b>	<b>OBJECT CATEGORY</b>		<b>AMOUNT</b>
111	Regular Salary	\$	2,315,230
112	Overtime Salary	\$	1,000
113	Fringe Benefit	\$	859,919
220	Travel	\$	67,829
230	Contractual	\$	847,402
233	Building Rental	\$	112,680
240	Supplies	\$	42,000
250	Equipment	\$	43,900
290	Miscellaneous Expense	\$	218,768
271	Drug Testing Charges	\$	750
363	Utilities/Telephone	\$	80,000
450	Capital Outlay	\$	25,000
701	Indirect Cost - Federal Program	\$	582,323
<b>Total:</b>			<b>\$ 5,196,801</b>

**TITLE XX, CONSOLIDATED BLOCK GRANTS PROGRAM  
ESTIMATED ALLOCATIONS  
FISCAL YEAR 2017**

<b>PROGRAMS</b>	<b>AMOUNT</b>
Social Services Block Grant	\$ 299,799
Child Abuse and Neglect	\$ 70,555
Child Welfare Services	\$ 356,133
Children's Justice	\$ 66,120
Community Services Block Grant	\$ 922,450
Promoting Safe and Stable Families	\$ 48,000
Community Based Family	\$ 220,500
Family Violence Prevention	\$ 147,207
Low Income Home Energy Assistance Program	\$ 677,250
Promoting Stable and Family Preservation	\$ 384,978
Promoting Safe and Stable Families (Caseworker Visitation)	\$ 18,739
<b>Sub-total:</b>	<b>\$ 3,211,731</b>
Estimated Carryover of Fiscal Year 2016 Title XX, Consolidated Block Grants Funds	\$ 1,985,070.00
<b>Grand Total:</b>	<b>\$ 5,196,801</b>





## Performance Measure Calculations

STATE: Guam	FISCAL YEAR: 2015	Report Period: 10/01/2016-09/30/2017
Contact Person: James W. Gillan	Phone Number: (671) 735-7102	
Title: Director	E-Mail Address: james.gillan@dphss.guam.gov	
Agency: Dept. of Public Health and Social Services	Submission Date: September 01, 2016	

	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	212,364	245,370	212,364	100%
2 Case Management	425,857	445,033	425,857	100%
3 Congregate Meals				
4 Counseling Services				
5 Day Care--Adults				
6 Day Care--Children				
7 Education and Training Services	112,172	106,434	106,434	95%
8 Employment Services				
9 Family Planning Services				
10 Foster Care Services--Adults				
11 Foster Care Services--Children	322,096	317,807	317,807	99%
12 Health-Related Services				
13 Home-Based Services	78,829	83,700	78,829	100%
14 Home-Delivered Meals				
15 Housing Services				
16 Independent/Transitional Living Services				
17 Information & Referral	14,791	15,650	14,791	100%
18 Legal Services				
19 Pregnancy & Parenting				
20 Prevention & Intervention	119,161	89,920	89,920	75%
21 Protective Services--Adults	7,045	98,164	7,045	100%
22 Protective Services--Children	1,177,783	1,296,311	1,177,783	100%
23 Recreation Services				
24 Residential Treatment				
25 Special Services--Disabled				
26 Special Services--Youth at Risk				
27 Substance Abuse Services				
28 Transportation	89,675	79,716	79,716	89%
29 Other Services***	468,076	380,409	380,409	81%
<b>Total</b>	<b>3,027,849</b>	<b>3,158,514</b>	<b>2,890,955</b>	<b>95%</b>

# Functional Chart for BOSSA

Department of Public Health & Social Services  
Director

Division of Public Welfare  
Chief Human Services Administrator

Bureau of Social Services Administration  
Human Services Administrator

Administers the various child welfare programs; Title XX, Consolidation of Grants; and the Foster Care program.  
The bureau's mission is to provide quality protective services to children and strengthen their families.

## Child Protective Services Section

\*Receives, responds & investigates reports of child abuse & Neglect; \*Provides protective services to prevent further abuse; \*Coordinates & collaborates with other service providers; \*Monitors case progress; \*Provides supportive counseling & other services; \*Attends court hearings; \*Participates in case reviews & treatment team meetings; \*Develop, monitor & update service plan agreements; \*Prepares permanency plans; \*On-Call 24/7

## Family Services Section

\*Family Preservation provides intensive, short-term crisis intervention & support services to families under CPS; \*Minimizes unnecessary separation of children from their families; \*Assist families preparing to reunify; \*Strengthen family skills; \*Conduct community education & outreach in child abuse & neglect prevention; \*24/7 response

## Home Evaluation & Placement Services Section

Conducts individual & family assessments for:  
1. Adoption cases  
2. Child custody cases  
3. Foster care placement  
4. Termination of parental rights  
5. Guardianship  
6. Other Placements  
Licensing of all:  
1. Child Care Center's  
2. Group Homes  
3. Family Foster Homes

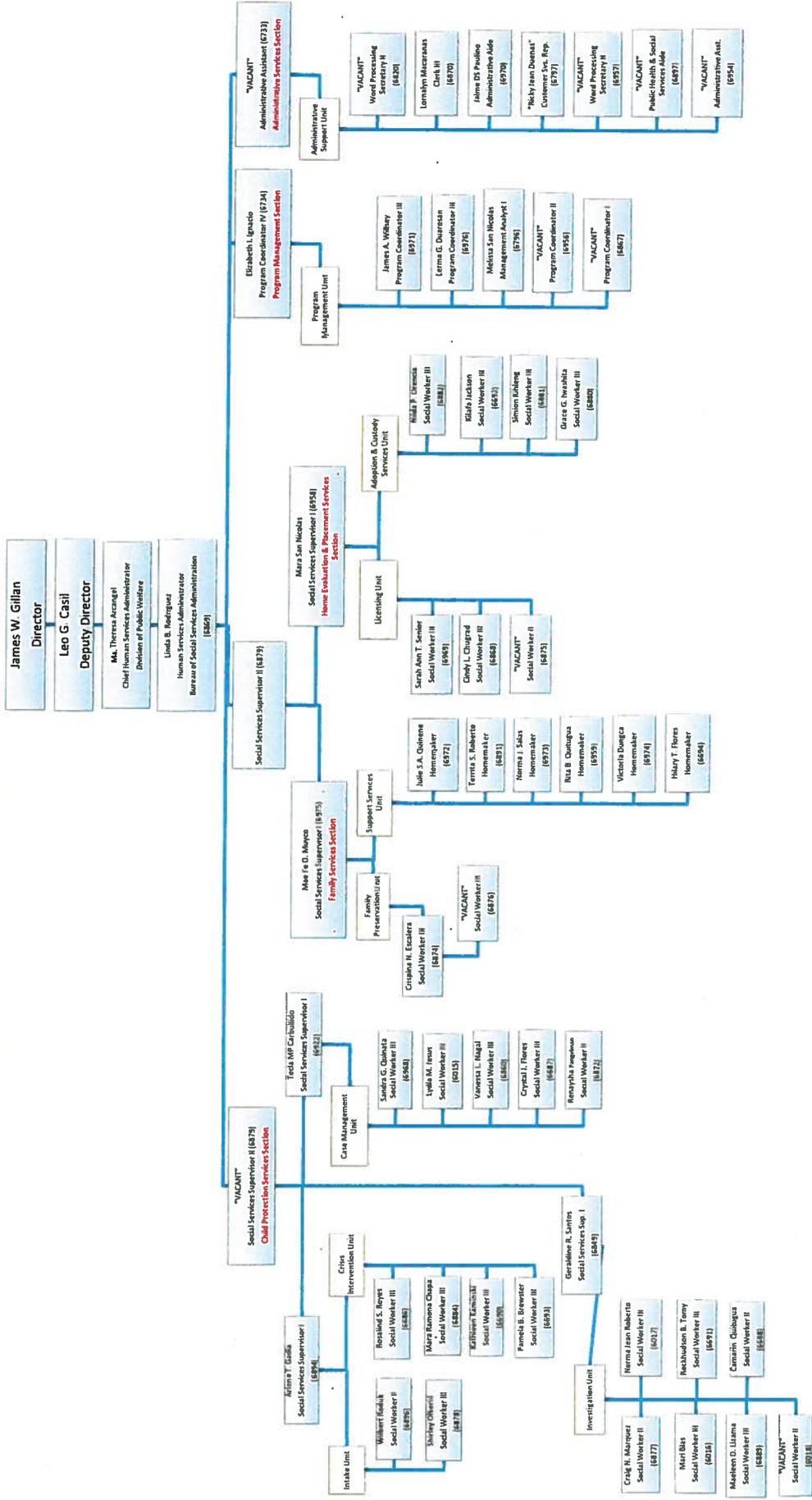
## Program Management Section

\*Prepares federal & local grants; \*Develops policies & procedures; \*Monitors & evaluates programs; \*Coordinates staff training & development; \*Conduct fiscal management & grant writing; \*Manage services contracts; \*Analyze federal & local legislation and its impact on child & family welfare programs

## Administrative Support Section

\*Maintains case & administrative files; \*Procures supplies & materials; \*Manages personnel matters; \*Provides administrative & clerical support; \*Maintains the Bureau's local & federal accounts

# ORGANIZATIONAL CHART: BUREAU OF SOCIAL SERVICES ADMINISTRATION (BOSSA)



100% Federally Funded (Title XX) Positions Above  
 Unfunded Local (Foster Care) Positions: 1) Social Worker III (6794) 2) Social Worker III (6795), not shown above  
 Updated: 04/27/16  
 Updated by: jamv3

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

**FY 2017  
PUBLIC INSPECTION**

**(Appendix A)**

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

**FY 2017  
CERTIFICATIONS**

**(Appendix B)**

## **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**

  
**JAMES W. GILLAN, Director**  
Authorized Signature/Title

8/30/16  
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

  
**JAMES W. GILLAN, Director**  
Authorized Signature/Title

8/30/16  
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.

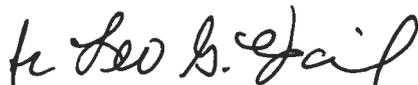
### Statement for Loan Guarantees and Loan Insurance

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.

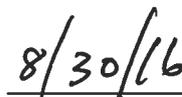
### Guam Department of Public Health and Social Services

Organization



**JAMES W. GILLAN, Director**

Authorized Signature/Title



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



**JAMES W. GILLAN, Director**

Authorized Signature/Title

8/30/16  
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)]

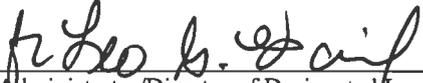
- (9) To make available for the public inspection each plan or revised State Plan in such a manner as will facilitate review of and comment on the plan. [676(e)(2)]
- (10) To conduct the following reviews of eligible entities:
- a. a full onsite review of each such entity at least once during each three-year 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

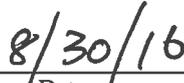
to alter its form of internal government except as provided under Section 678B or to remove religious art, icons, scripture or other symbols in order to provide assistance under the Community Services Block Grant program. [679]

### 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

  
\_\_\_\_\_  
Date