



GOVERNMENT OF GUAM

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



LOURDES A. LEON GUERRERO
GOVERNOR, MAGA'HAGA'

JOSHUA F. TENORIO
LT. GOVERNOR, SIGUNDO MAGA'LÁHI

LINDA UNPINGCO DENORCEY, MPH
DIRECTOR

LAURENT SF DUENAS, MPH, BSN, RN
DEPUTY DIRECTOR

Lynwood McDaniel Jr.
Social Services Program Specialist
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Division of Social Services
330 C Street, S.W.,
Washington, DC 20201

19 AUG 2019

Dear Mr. McDaniel,

Enclosed is the Guam Department of Public Health and Social Services Fiscal Year 2020 Pre-expenditure report for the Title XX, Consolidated Block Grants for the program year that begins October 1, 2019 to September 30, 2020. The Bureau of Social Services Administration is the agency responsible for administering this program.

In compliance with Section 2004 – 2006 of the Title XX statute, this report was made available for public review at www.dphss.guam.gov.

If you have any questions, please contact Ms. Linda B. Rodriguez, Human Services Program Administrator at (671) 475-2653/72.

We sincerely appreciate your continued support.

Sincerely,

LINDA UNPINGCO DENORCEY, MPH
Director

Enclosures



GOVERNMENT OF GUAM

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



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LINDA UNPINGCO DENORCEY, MPH
DIRECTOR

LAURENT SF DUENAS, MPH, BSN, RN
DEPUTY DIRECTOR

MEMORANDUM

19 AUG 2019

TO: Honorable Lourdes A. Leon Guerrero
Governor of Guam

FROM: Director
Department of Public Health and Social Services

SUBJECT: FISCAL YEAR 2020 TITLE XX, CONSOLIDATED BLOCK GRANTS
PROGRAM PRE-EXPENDITURE REPORT

Submitted for your review and approval is Guam's Title XX, Consolidated Block Grants program, Pre-expenditure report covering the period October 1, 2019 – September 30, 2020. This grant is administered under the provisions of Title XX of the Social Security Act, also known as the Social Services Block Grant Program.

The program operates on 100% non-competitive federal monies. The funds are available for a two-year period. Funds received for any fiscal year must be expended in such fiscal year or in the succeeding fiscal year. A Pre-expenditure report is required on a yearly basis as set forth in Section 2004 – 2006 of the Title XX Rule.

Should you have any questions, you may contact me or Ms. Linda B. Rodriguez, Human Services Program Administrator for the Bureau of Social Services Administration at 475-2653/72.

Thank you for your approval and continued support.

Sincerely,

LINDA UNPINGCO DENORCEY, MPH

GUAM STATE
OFFICE OF THE CLERK
AUG 20, 2019

Notice: Receipt of this document
"DOES NOT" imply that
all submission requirements
have been met.



GOVERNMENT OF GUAM

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



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LT. GOVERNOR, SIGUNDO MAGA'LÁHI

LINDA UNPINGCO DENORCEY, MPH
DIRECTOR

LAURENT SF DUENAS, MPH, BSN, RN
DEPUTY DIRECTOR

RECEIVED

09 AUG 2019

AUG 09 2019

MEMORANDUM

DPHSS Division of Public Welfare
State Office

TO: Director
Department of Public Health and Social Services

VIA: Chief Human Services Administrator
Division of Public Welfare

FROM: Human Services Program Administrator

DIVISION OF PUBLIC WELFARE		
Route	Initial	Date
B6SSA	cla	8/9/19
STATE	im	8/9/19
DEP		
DPL		
MSO	Anty	8-12-19

SUBJECT: FISCAL YEAR 2020 TITLE XX, CONSOLIDATED BLOCK GRANTS PROGRAM PRE-EXPENDITURE REPORT

Transmitted for your review and signature is the Fiscal Year 2020 Title XX, Consolidated Block Grants program Pre-expenditure report. This is due for submission to the federal offices on September 1, 2019.

Should you have any questions, you may contact me or Ms. Elizabeth I. Ignacio at 475-2653/72. We sincerely appreciate your approval and support.

LINDA B. RODRIGUEZ

Attachments



GUAM STATE
CLEARINGHOUSE

AUG 20, 2019

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RECEIVED
Financial Management Services
DPHSS/DGA

RECEIVED
Director's Office
Division of General Administration
AUG 13 2019
DPH&SS
Time: _____
Locator #: _____



GUAM STATE CLEARINGHOUSE

PO Box 2950 Hagåtña, Guam 96932

Tel: (671) 475-9384

Website: www.gsc.guam.gov

Email: clearinghouse@guam.gov

LOURDES A. LEON GUERRERO

I Maga'hågan Guåhan

JOSHUA F. TENORIO

I Segundu Na Maga'låhen Guåhan

Stephanie G. Flores

Administrator

August 27, 2019

HONORABLE LOURDES A. LEON GUERRERO

I Maga'hågan Guåhan

Office of the Governor

PO Box 2950

Hagåtña, Guam 96932

**Ref: State Clearinghouse; U.S. Department of Health and Human Services,
Administration for Children and Families; SAI #LGT2019-48**

Håfa adai Maga'haga,

The Guam State Clearinghouse has completed the review of the Department of Public Health and Social Services' (DPHSS) federal grant application. The Guam State Clearinghouse recommends acceptance of their request for \$3,207,061.00 to the U.S. Department of Health and Human Services, Administration for Children and Families.

As a condition of your action, the agency by direction of the instrument, covenants their compliance consistent with federal and local laws and regulations; program, financial, and procurement requirements; and requirements annotated within submitted agency intergovernmental review responses in accordance with Presidential Executive Order 12372.

Please review the attached prepared by the Guam State Clearinghouse in determining your acceptance of this application for the Territory.

Senseramente,

Stephanie G. Flores
Administrator

OFFICE OF THE GOVERNOR
GOVERNOR'S CHAMBER



DATE: 8-27-19

TIME: 3:10 p

RECEIVED BY: D. Flores
GC2019-2124

ACKNOWLEDGEMENT

Agency: Department of Public Health and Social Services (DPHSS)
CFDA Number: 93.667
Federal Grantor: United States Department of Health and Human Services, Administration for Children and Families
Federal Grant: FY20 Title XX, Consolidate Block Grants Program

Details: The program is categorized as 93.667. Requested funds will be used to Provide various social service programs for children and their families. The project includes child protective services, family preservation, foster care, adoption, child custody, child care licensing, family foster home certification, and other program services. To meet the needs of children and their families, all available resources will be explored. This will include public and private agencies and local community. This will be a total of \$3,207,061.00 in federal funds. All these funds will provide for equipment, supplies, and contractual fees.

Start Date: 10/01/2019


End Date: 09/30/2020

Federal Amount: \$3,207,061.00

Total: \$3,207,061.00

/ Accepted and Approved

/ Disapproved


LOURDES A. LEON GUERRERO
Governor of Guam
I Maga'hågan Guåhan

8/28/19
Date

Tina Sanchez

RCUD AT CENTRAL FILES
AUG 19 19 PM 2:55



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



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LINDA UNPINGCO DENORCEY, MPH
DIRECTOR

LAURENT SF DUENAS, MPH, BSN, RN
DEPUTY DIRECTOR

19 AUG 2019

MEMORANDUM

TO: Administrator
Guam State Clearinghouse

FROM: Director
Department of Public Health and Social Services

SUBJECT: FISCAL YEAR 2020 TITLE XX, CONSOLIDATED BLOCK GRANTS PROGRAM PRE-EXPENDITURE REPORT

Submitted for your review and approval is Guam's Title XX, Consolidated Block Grants program, Pre-expenditure report covering the period October 1, 2019 – September 30, 2020. This grant is administered under the provisions of Title XX of the Social Security Act, also known as the Social Services Block Grant (SSBG) Program.

The program operates on 100% non-competitive federal monies. The funds are available for a two-year period. Funds received for any fiscal year must be expended in such fiscal year or in the succeeding fiscal year. A Pre-expenditure report is required on a yearly basis as set forth in Section 2004 – 2006 of the Title XX Rule.

Should you have any questions, you may contact me or Ms. Linda B. Rodriguez, Human Services Program Administrator of the Bureau of Social Services Administration at 475-2653/72.

Thank you for your approval and continued support.

Sincerely,


LINDA UNPINGCO DENORCEY, MPH

Attachments

GUAM STATE CLEARINGHOUSE
AUG 20, 2019

Notice: Receipt of this document "DOES NOT" imply that all submission requirements have been met.



GUAM STATE CLEARINGHOUSE

P. O. Box 2950 Hagåtña, Guam 96932
(671) 475-9380
www.gsc.guam.gov
clearinghouse@guam.gov

LOURDES A. LEON GUERRERO
I Maga'hågan Gudhan

JOSHUA F. TENORIO
I Sigundo Na Maga'låhen Gudhan

Stephanie G. Flores
Administrator

Grant Project Application Notice of Intent to Apply for Federal Assistance

Guam State Clearinghouse Use Only

Date received: 8/20/19
SAI number: LGT 2019-048

Received by: Lawrence Acas

A.) DATE OF APPLICATION 08/09/19		B.) DUNS NUMBER 855028700	
C.) TYPE OF APPLICATION <input checked="" type="checkbox"/> New Grant* <input type="checkbox"/> Continuing Grant** <input type="checkbox"/> Supplemental Grant** <input type="checkbox"/> Other* _____ <small>*Proceed to Section P. **Proceed to Section O – ONLY APPLICABLE TO CONTINUING AND SUPPLEMENTAL GRANTS.</small>			
D.) APPLICANT/DEPARTMENT NAME Department of Public Health and Social Services		E.) DIVISION Division of Public Welfare	
F.) APPLICANT ADDRESS #123 Chalan Kareta, Mangilao Guam 96913-6304			
G.) APPLICANT/DEPARTMENT POINT OF CONTACT 1.) Contact Person LINDA UNPINGCO DENORCEY, MPH 2.) Phone Number (671) 735-7102 3.) E-mail Address <u>linda.denorcey@dphss.guam.gov</u>			
H.) DUE DATE TO FEDERAL AGENCY 09/01/19			
I.) FEDERAL FUNDS		J.) NON-FEDERAL, MATCHING FUNDS	
11.) Grant	\$3,207,061	J1.) Local	0.00
		J2.) In-Kind	0.00
12.) Other		J3.) Other	0.00
K.) TOTAL FUNDS \$3,207,061			
L.) CFDA/FEDERAL PROGRAM NAME 93.667/Social Services Block Grant (SSBG) Program			
M.) FEDERAL AGENCY NAME U.S. Department of Health and Human Services, Administration for Children and Families			
N.) FEDERAL AGENCY ADDRESS 330 C. Street, S.W. Washington D.C. 20201			
O.) FOR CONTINUING OR SUPPLEMENTAL GRANTS, PLEASE PROVIDE THE FOLLOWING INFORMATION: 01.) Initial Grant Period 02.) Guam State Clearinghouse SAI Number 03.) Grant Year this Application impacts 10/01/19 - 09/30/20 Not Applicable			
P.) HAS THE FEDERAL FUNDING AGENCY BEEN NOTIFIED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
Q.) DURING WHICH FISCAL YEAR WILL THIS PROGRAM BE IMPLEMENTED? FY 2020			

R.) IF THE PROJECT REQUIRES LOCAL FUNDING IN ADDITION TO THE FEDERAL FUNDING REQUESTED, PLEASE SPECIFICALLY IDENTIFY SOURCE AND RATIONALE:

Guam Foster Care Program (100% Local Fund)

S.) THIS PROGRAM IS:

- Budgeted – Please identify legal budget authority _____
 Non-Budgeted

T.) WILL THIS PROGRAM REQUIRE THE HIRING OF ADDITIONAL EMPLOYEES? IF YES, PLEASE PROVIDE THE NUMBER OF EMPLOYEES (BOTH EXISTING AND NEW) AND JUSTIFICATION.

- YES - Existing 39 New 09 NO

There are (9) nine positions to fill, if funds is available. To date, there are 39 full time employees. These direct services and administrative full time employees are critical and needed for the provision of social services to children and families as mandated in Public Law (P.L.)20-209, the Child Protective Act, P.L. 24-239, the Guam Violence Family Act of 1998, P.L. 13-133, the Guam Adoption Law, P.L. 31-73, An Act to Establish the Administrative Rules and Regulations of the Department of Public Health and Social Services, Relative to Child Care Facilities and Group Child Care Homes, etc.

U.) LIST DEPARTMENT AND AGENCIES THAT WOULD BE AFFECTED DIRECTLY OR INDIRECTLY BY THIS APPLICATION

Department of Public Health and Social Services, Guam Behavioral Health and Wellness Center, Department of Youth Affairs, Department of Education, Guam Memorial Hospital Authority, Office of the Attorney General, Guam Police Department, Guam Housing and Urban Renewal Authority, Guam Regional Medical City, The Salvation Army, Catholic Social Services, Sanctuary, Inc., West Care, and other public and private organizations.

V.) PLEASE PROVIDE A PROJECT SUMMARY WITH SUPPORTING DOCUMENTS IF NEEDED.

Administration of social services programs aimed to provide protection to children and strengthen their families. Other services include family preservation, adoption, child custody, child care licensing, and family foster care certification, etc.

W.) PLEASE ANSWER THE FOLLOWING:

- W1.) Does this application require an Environmental Impact Study? YES NO
W2.) Will this application conflict with any existing law? YES NO
W3.) Is enabling legislation required? YES NO
W4.) Will the program require a maintenance of effort? YES NO
W5.) Are in-kind services allowed for this program? YES NO
W6.) Does this program allow an indirect cost rate to be applied? YES NO

SUBMITTED AND APPROVED BY:

Printed Name, Position/Title of Authorized Representative

LINDA UNPINGCO DENORCEY, MPH, DIRECTOR

SIGNATURE

DATE

8/13/19



BUREAU OF BUDGET & MANAGEMENT RESEARCH

OFFICE OF THE GOVERNOR
Post Office Box 2950, Hagåtña Guam 96932



LOURDES A. LEON GUERRERO
GOVERNOR

LESTER L. CARLSON JR.
DIRECTOR

JOSHUA F. TENORIO
LIEUTENANT GOVERNOR

AUG 26 2019

BBMR C-3



GUAM STATE CLEARINGHOUSE
Tel: 475-9380-84 Fax: 472-2288
Email: information@guamclearinghouse.com

8-27-19 LA

MEMORANDUM

To: Administrator, Guam State Clearinghouse

From: Director, Bureau of Budget and Management Research

Subject: GSC State Application Identification (SAI) No. LGT2019-048: United States Department of Health and Human Services (US HHS), FY 2020 Title XX, Consolidated Block Grants Program Pre-Expenditure Report; CFDA No. 93.667

I. Programmatic Impact

(a) Briefly discuss the objective of the request.

The attached is Guam's Title XX, Consolidated Block Grants program, Pre-expenditure report covering the period October 1, 2019 – September 30, 2020. The grant is administered under the provisions of Title XX of the Social Security Act, also known as the Social Services Block Grant (SSBG) Program.

Additionally, the Pre-expenditure report is required on a yearly basis as set forth in Section 2004 – 2006 of the Title XX Rule.

The SSBG program is a consolidation of block grants that is used to provide various social service programs for children and their families. The project includes child protective services, family preservation, foster care, adoption, child custody, child care licensing, family foster home certification, and other program services. To meet the needs of children and their families, all available resources will be explored. This will include public and private agencies and local community.

(b) Is the objective consistent with Guam's Master Plans or rules, regulations or laws? If not, please explain. Yes

(c) Is the application for

- New Grant / Program
- Continuing Grant / Program
- Modification
- Loan Application
- Intent to apply
- Other (specify)

- (d) If the program is continuing, has there been an evaluation on the previous Program years? If yes, was the evaluation positive or negative? Yes. It has been positive.
- (e) Does the application duplicate existing programs? No
- (f) Is / Are the Grant Application form(s) properly filled? If not, please explain. Yes
- (g) Who is to be served? How many people? Grant funds will be used to continue the provision of comprehensive services for Guam's vulnerable children and their families. Indirectly, the program will impact approximately 167,245 people.

II. Funding Impact:

- (a) Local: \$0 _____ Federal: \$3,207,061 _____
 In-kind: \$0 _____ Funding Ratio: 100% Federal
 - (b) Does the application have a budget breakdown? Yes. The funds are available for a two-year period.
 - (c) Does the application have an indirect cost computation? Yes.
 - (d) Is the budget computation correct? Is the computation consistent with local prevailing rates? Yes.
 - (e) The method of funding is:
 Request for Advance / Reimbursement (SF270)
 Single Letter of Credit (SLOC)
 Treasury Check
 Other (specify) Payment Mgmt System
- Is the department current in its expenditure reporting? Yes No N/A
- (f) Are the salary levels of the position(s) being requested consistent with the Civil Service Compensation plan? Yes.

III. Other Remarks:

IV. Recommendation:

- Approval Approval with noted concerns (see Item III)
- Disapproval Conditional approval (see item III)

Senseramente,


LESTER L. CARLSON, JR.



Lourdes A. Leon Guerrero
Governor of Guam



**BUREAU OF
STATISTICS & PLANS**
SAGAN PLANU SIHA YAN EMFOTMASION



Joshua F. Tenorio
Lieutenant Governor

Government of Guam
P.O. Box 2950 Hagåtña, Guam 96932
Tel: (671) 472-4201/3
Fax: (671) 477-1812

Tyrone J. Taitano
Director

Matthew Santos
Director

AUG 23 2019

RECEIVED CENTRAL FILE
AUG 23 10 41 AM '19

Jessica Cruz
2019-5304

Memorandum

To: Administrator, Guam State Clearinghouse

From: Director, Bureau of Statistics and Plans

Subject: Department of Public Health and Social Services – FY20 Title XX, Consolidated Block Grants Program Pre-Expenditure Report; SAI# LGT2019-048

On behalf of the Bureau of Statistics and Plans (BSP), we have completed the review of the FY20 Title XX, Consolidated Block Grants Program submitted by the Department of Public Health and Social Services (DPHSS) for \$3,207,061 in federal funding from the U.S. Department of Health and Human Services. No matching funds are requested.

The Social Services Block Grant (SSBG), Title XX Consolidated Block Grants Program, is designed to furnish social services best suited to meet the needs of individuals in states and local communities. The Title XX, Consolidated Block Grants Program is a consolidation of the following block grants: Social Services Block Grant, Child Abuse and Neglect, Child Welfare Services, Children's Justice, Community Services Block Grant, Community-Based Family Resource and Support, Family Violence Prevention, Low Income Home Energy Assistance and the Promoting Safe and Stable Families programs.

To ensure that the SSBG national goals in preventing or remedying neglect, abuse or exploitation of children and adults are met, DPHSS will use the consolidated funds to continue to enhance services and programs aimed at: 1) protective services for children (foster care and case management); 2) adoption social services; 3) child custody social studies; 4) family preservation and support services; 5) child care licensing and monitoring; 6) family foster home certification; 7) child abuse and neglect prevention; and 8) education and community outreach. In addition, DPHSS will also provide support for temporary 24-hour emergency shelter, advocacy services, and increase collaboration with community partners for effective delivery of services.

BSP anticipates no problems with the grant application and finds it to be appropriate and consistent with Guam's efforts to provide comprehensive services for Guam's vulnerable children and their families. Therefore, BSP recommends Guam State Clearinghouse approval.

Si Yu'os Ma'åse,


TYRONE J. TAITANO

GUAM STATE
CLEARINGHOUSE

AUG 26, 2019

Notice: Receipt of this document
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all administrative requirements
have been met.

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

*** 2. Type of Application:**

- New
- Continuation
- Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

None

5a. Federal Entity Identifier:

Social Services Block Grant

5b. Federal Award Identifier:

93.667

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

Government of Guam

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

93-00-18947

*** c. Organizational DUNS:**

8550287000000

d. Address:

*** Street1:**

123 Chalan Kareta

Street2:

*** City:**

Mangilao

County/Parish:

*** State:**

GU: Guam

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

96913-6304

e. Organizational Unit:

Department Name:

Public Health & Social Services

Division Name:

Division of Public Welfare

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mrs.

*** First Name:**

Linda

Middle Name:

Unpingco

*** Last Name:**

Denorcey, MPH

Suffix:

None

Title:

Director

Organizational Affiliation:

Department of Public Health and Social Services

*** Telephone Number:**

(671) 735-7102

Fax Number:

(671) 734-5910

*** Email:**

linda.denorcey@dphss.guam.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

F: U.S. Territory or Possession

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

U.S. Department of Health and Human Services

11. Catalog of Federal Domestic Assistance Number:

93.667

CFDA Title

Social Services Block Grant (Title XX, Consolidated Block Grants Program)

*** 12. Funding Opportunity Number:**

None

*** Title:**

Not Applicable

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Social Services Block Grant (SSBG) is a consolidation of nine (9) block grants that are used to provide various social services programs for children and their families.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="3,207,061.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="3,207,061.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

APPLICATION FOR FEDERAL ASSISTANCE SF-424 - MANDATORY

1.a. Type of Submission: <input checked="" type="checkbox"/> Application <input type="checkbox"/> Plan <input type="checkbox"/> Funding Request <input type="checkbox"/> Other Other (specify): <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	1.b. Frequency: <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Quarterly <input type="checkbox"/> Other Other (specify): <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	1.d. Version: <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Resubmission <input type="checkbox"/> Revision <input type="checkbox"/> Update 2. Date Received: <div style="background-color: yellow; border: 1px solid black; height: 20px; width: 100%;"></div> 3. Applicant Identifier: None 4a. Federal Entity Identifier: 93.667 4b. Federal Award Identifier: Social Service Block Gran STATE USE ONLY: 5. Date Received by State: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> 6. State Application Identifier: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
1.c. Consolidated Application/Plan/Funding Request? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Explanation		

7. APPLICANT INFORMATION:

a. Legal Name: Government of Guam	
b. Employer/Taxpayer Identification Number (EIN/TIN): 93-00-18947	c. Organizational DUNS: 8550287000
d. Address:	
Street1: 123 Chalan Kareta	Street2: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
City: Mangilao	County / Parish: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
State: GU: Guam	Province: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Country: USA: UNITED STATES	Zip / Postal Code: 96913-6304
e. Organizational Unit:	
Department Name: Public Health and Social Services	Division Name: Division of Public Welfare
f. Name and contact information of person to be contacted on matters involving this submission:	
Prefix: Mrs.	First Name: Linda
Middle Name: Unpingco	Suffix: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Last Name: Denorcey, MPH	
Title: Director	
Organizational Affiliation: Department of Public Health and Social Services	
Telephone Number: (671) 735-7102	Fax Number: (671) 734-5910
Email: linda.denorcey@dphss.guam.gov	

APPLICATION FOR FEDERAL ASSISTANCE SF-424 - MANDATORY

8a. TYPE OF APPLICANT:

F: U.S. Territory or Possession

Other (specify):

b. Additional Description:

9. Name of Federal Agency:

U.S. Department of Health and Human Services

10. Catalog of Federal Domestic Assistance Number:

93.667

CFDA Title:

Social Services Block Grant Program, Tittle XX, Consolidated Block Grants Program

11. Descriptive Title of Applicant's Project:

Social Services Block Grant is a consolidation of nine (9) block grants that is used to provide various social service programs for children and their families. The project includes child protective services, family preservation, foster care, adoption, child custody, child care licensing, family foster certification, and other program services. To meet the needs of the children and families, all available resources will be explored. This will include public and private agencies and local community.

12. Areas Affected by Funding:

U.S. Territory or Possession

13. CONGRESSIONAL DISTRICTS OF:

a. Applicant:

Guam

b. Program/Project:

SSBG

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

14. FUNDING PERIOD:

a. Start Date:

10/01/2019

b. End Date:

09/30/2020

15. ESTIMATED FUNDING:

a. Federal (\$):

3,207,061.00

b. Match (\$):

0.00

16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?

a. This submission was made available to the State under the Executive Order 12372 Process for review on:

b. Program is subject to E.O. 12372 but has not been selected by State for review.

c. Program is not covered by E.O. 12372.

APPLICATION FOR FEDERAL ASSISTANCE SF-424 - MANDATORY

17. Is The Applicant Delinquent On Any Federal Debt?

Yes No

18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I Agree

** This list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Organizational Affiliation:

Telephone Number:

Fax Number:

Email:

Signature of Authorized Representative:



Date Signed:

Attach supporting documents as specified in agency instructions.

APPLICATION FOR FEDERAL ASSISTANCE SF-424 - MANDATORY

Consolidated Application/Plan/Funding Request Explanation:

Social Services Block Grant is a consolidation of nine (9) block grants that is used to provide various social service programs for children and their families. The project includes child protective services, family preservation, foster care, adoption, child custody, child care licensing, family foster home certification, and other program services. To meet the needs of children and their families, all available resources will be explored. This will include public and private agencies and local community.

APPLICATION FOR FEDERAL ASSISTANCE SF-424 - MANDATORY

Applicant Federal Debt Delinquency Explanation:

Not Applicable

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. Social Services Block Grant Program (SSBG)	93.667	\$ 0.00	\$ 0.00	\$ 3,207,061.00	\$	\$ 3,207,061.00
2.						
3.						
4.						
5. Totals		\$ 0.00	\$ 0.00	\$ 3,207,061.00	\$	\$ 3,207,061.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	Social Services Block Grant Program (SSBG)				
a. Personnel	\$ 1,750,239.00				\$ 1,750,239.00
b. Fringe Benefits	612,583.00				612,583.00
c. Travel	62,000.00				62,000.00
d. Equipment	58,299.00				58,299.00
e. Supplies	74,585.00				74,585.00
f. Contractual	198,499.00				198,499.00
g. Construction	0.00				0.00
h. Other	111,310.00				111,310.00
i. Total Direct Charges (sum of 6a-6h)	2,867,515.00				\$ 2,867,515.00
j. Indirect Charges	339,546.00				\$ 339,546.00
k. TOTALS (sum of 6i and 6j)	\$ 3,207,061.00				\$ 3,207,061.00
7. Program Income					

Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. None	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$
14. Non-Federal	\$			
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. Social Services Block Grant Program (SSBG)	\$ 802,754.00	\$ 802,754.00	\$ 802,754.00	\$ 798,754.00
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$ 802,754.00	\$ 802,754.00	\$ 802,754.00	\$ 798,754.00

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	0.00
22. Indirect Charges:	0.00
23. Remarks:	

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE GUAM DPHSS, DIRECTOR
APPLICANT ORGANIZATION LINDA UNPINGCO DENORCEY, MPH	DATE SUBMITTED 8/13/19

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, 2019 TO SEPTEMBER 30, 2020.

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.



LINDA UNPINGCO DENORCEY, MPH/Director
Guam Department of Public Health and Social Services

8/13/19

Date

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

FY 2020

**Start Date: October 1, 2019
End Date: September 30, 2020**



Prepared by:

**Government of Guam
Department of Public Health and Social Services
Division of Public Welfare
Bureau of Social Services Administration
Program Management Section**

**123 Chalan Kareta
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Government of Guam, Single Audit Reports Year Ended September 30,
2017

GUAM'S TITLE XX CONSOLIDATED BLOCK GRANTS PROGRAM

REPORT OF SERVICES FOR FY 2020

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 2020 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 nine (9) 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, Community-Based Family Resource and Support, Family Violence Prevention, Low Income Home Energy Assistance (LIHEAP), and the Promoting Safe and Stable Families (PSSF) programs. The PSSF program block grant shall include PSSF Caseworker Visitation and PSSF Discretionary State Grants.

It is the intent of the Guam DPHSS to consolidate the above block grants and spend the amount of \$3,207,061 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. These services are all provided by the Bureau of Social Services Administration (BOSSA) of the DPHSS. BOSSA intends to meet the SSBG national goal in (3) preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families as contained in SEC. 2001. [42 U.S.C. 1397]. **The mission of BOSSA is to provide protective services to children and strengthen their families.**

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.

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 November 2017, the Guam Family Recovery Program (GFRP) was launched on Guam. The BOSSA Administrator and SSSIs actively attend meetings with other stakeholders. For FY 2018, there were 27 cases referred to GFRP by Child Protective Services (CPS) involving 10 families of 12 parents and 37 children. There were 36 total referrals received in the GFRP in FY 2018.

The Judiciary of Guam introduced its GFRP, which aims to secure the safety and welfare of children who have experienced abuse and neglect as a result of their parents' or guardians' drug or alcohol abuse. The program plans to approach each case collaboratively, with a team of members from the court, along with organizations that cater to child welfare, foster care services, substance abuse, and mental health treatment in order to fulfill needs of families in areas such as transportation, necessities, and treatment services, etc.

The goal of the GFRP is to reunify children with their families and secure a healthy and safe family environment.

In FY 2018, BOSSA received 1,364 referrals of child abuse and neglect (CAN) and 1,471 referrals in FY 2017. In previous years, the BOSSA received 1,389 referrals in FY 2016 and 1,492 referrals in FY 2015.

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

Two new SWIIIs started employment in the Case Management Unit on 03/11/19 and 04/15/19. Another SWII started employment in the Intake and Crisis Unit on 05/20/19. The Administrative Assistant (AA) who worked at BOSSA for almost a year was hired at the Guam Fire Department. A recruitment packet for the AA position is with the Department of Administration (DOA) for recruitment.

Recruitment of vacant BOSSA positions is ongoing with 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. BOSSA received \$4,484,105.00 from Foster Care Program local funds for FY 2019. 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) maintenance, and other program operations. Appropriations of \$549,000.00 in FY 2019 local funds for

foster children health insurance was available through May 31, 2019. Foster children remain covered through the Medicaid and Medically Indigent Programs.

This Pre-expenditure report describes the services provided by BOSSA and its plans to administer the FY 2020 Title XX grant in order to accomplish its primary mission. The grant period begins October 1, 2019 to September 30, 2020.

STATE AGENCY

I. OVERVIEW OF STATE AGENCY

The BOSSA of the DPHSS 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

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 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. 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.

The 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 assessments 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 crisis response.
- b) The **Crisis Intervention Unit** receives referrals requiring immediate intervention and response for the purpose of conducting risks 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 appearances 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) Assess risk of the child.
 - 6) Seek police or court authority as necessary, ensure the safety of the child, and exert protective custody authority if necessary.
 - 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 to 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 12 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 responsibilities 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, guardianships, termination of parental rights, child custody cases, and family foster care placements. 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 Human Services Program Administrator who temporarily 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 under the DPHSS' legal custody in accordance with an established permanency plan.
- 5) Match children with foster families and adoptive applicants.
- 6) Recruit, orient, support, monitor, and obtain training for 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, group care homes, and family day care homes quarterly or annually.
- 9) Update the standards for licensed child care facilities to ensure the protection and well-being of children being served.

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 a Social Worker 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 and implement annual activities for Child Abuse Prevention Month in April and Foster Care Month in May.
- 6) Collaborate and coordinate efforts with community agencies and organizations.
- 7) 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.

- 8) Increase recruitment efforts for foster families.
- 9) Create culturally relevant curriculum to address child abuse and neglect issues, including training modules for community and staff presentations.
- 10) Support the Foster Families Association and Rigalu Foundation.
- 11) Compile statistical data on family preservation and support service cases.

D. PROGRAM MANAGEMENT SECTION

The Program Management Section (PMS) consists of Program Coordinators and a Management Analyst 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, weekly, 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.
 - f) Respond to audits.
- 9) Prepare contingency plans.
 - 10) Conduct staff training needs analysis.
 - 11) Provide notary services.
 - 12) Provide new employees orientation.
 - 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, Customer Service Representative, Administrative Aide, and Clerk III.

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) 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 evaluations 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. Conduct periodic inventory of all government equipment.

- 7) Mail operations
- 8) 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 2020

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 are at risk due to actions of adults responsible for the child's care.

For the 1st to 3rd quarters of FY 2019, CPS received 1,037 CAN referrals with 1,485 children, who were victims of CPS referrals. There were 47 referrals received by the Crisis Unit involving 77 children.

In FY 2018, there were 1,364 CAN referrals received by the CPS section with 2,039 children that were victims of CPS referrals. There were 63 referrals accepted by the Crisis Unit with 105 children who were victims of CPS referrals. The top three (3) type of maltreatments were physical neglect, physical abuse, and emotional abuse. There were 2,801 maltreatments.

For the 1st to 3rd quarters of FY 2019, there were 18 CAN referrals received involving military dependents. In FY 2018, there were 19 CAN referrals received involving military dependents.

In FY 2018, there were 417 maltreatments that involve the Freely Associated States (FAS). The FAS include the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau. The Compact of Free Association is an agreement that allows migration to Guam by the FAS. In FY 2017, there were 543 CAN referrals received involving the FAS.

The Intake workers will complete preliminary assessments of each referral to determine appropriateness and urgency of response within 24 hours. Upon the completion of the preliminary assessment, 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 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.

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 serving agencies and organizations continue to be strengthened and/or established within the community.

The BOSSA continued to attend and participate in webinar trainings with the Capacity Building Center for States, Region IX State/Territory Liaison and partnerships on Continuous Quality Improvement (CQI) and the Bureau's Work Planning in order to provide Social Workers with information, tools and resources.

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 focuses 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. The service goal is to ensure the safety of children through enhancement of family capabilities. To date, there were no families for FP services. Currently, the FSS does not have an FP Social Worker to conduct preliminary risks assessments and provide FP services.

The FP Social Worker was transferred to the Case Management Unit due to shortage of staff. Currently, there are only 4 Homemakers in the FSS unit because one is on extended leave due to medical reasons and the other Homemaker resigned in April 2019. This has made a significant impact on BOSSA as Homemakers are now limited. As a result, Social Workers need to assist families with services such as transportation and supervision of visits. BOSSA processed the recruitment of a FP Worker and the Homemaker positions.

BOSSA processed the recruitment of a FP Social Worker and Homemakers. There are 4 Homemakers in BOSSA right now.

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.

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 sixty-five (65) FUP vouchers to make available to children and families. This will continue in FY 2020.

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. BOSSA proposes to access the religious, educational and family support programs in order to increase the community's awareness of services.

BOSSA will participate in community outreach activities and display prevention materials to educate the public on reporting child abuse and neglect throughout FY 2020.

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

BOSSA often receives requests for presentations from the community. 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, schools, 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 BOSSA will conduct training presentations throughout the year focusing on specific areas of knowledge and expertise. The Social Service 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.

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 FY 2018, there were 556 individuals who attended the Mandated Reporter presentations conducted by BOSSA staff. Presentations were conducted at the Department of Education (DOE) Safe Schools conference and Astumbo Elementary School staff, Department of Labor, Safe Housing Task Force Volunteer training, Bishop Baumgartner school personnel, GPD officers, Guam Community College students, Community Partners from Toto Catholic Church, Guam Coalition Against Sexual Assault & Family Violence (GCASAF) "2018 kNOw MORE conference, volunteers during the annual Point in Time (PIT) homeless count, etc.

In FY 2018, BOSSA staff participated in 19 outreach activities throughout the island. There were 1,356 individuals who participated in the outreach activities. Staff joined other organizations of the Guam Coalition Against Sexual Assault and Family Violence (GCASAFV) Family Violence and Awareness Outreach Fair, Annual Family Health Fair held at Wettengel Elementary School, Head Start Parent Engagement Conference Outreach Fair, Sanctuary Incorporated of Guam Community Outreach, Orphan Sunday at Harvest Baptist Church Fair, etc.

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. There were no direct services staff who attended the training this FY 2019. In FY 2020, BOSSA plans for a Social Worker to attend the APSAC training.

Objective B: Increase staff awareness on child welfare issues

Training is an ongoing priority of 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, social media, mayor's offices and coordination with various 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 family foster homes, as well as to provide recruitment efforts amongst its affiliated members.

The month of May is National Foster Care Month. This year, the activities include proclamation signing, Foster Families Association (FFA) "WAVE" outreach, health fair, foster parent's orientation, etc.

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, Rigalu Foundation, and FFA. In addition, the BOSSA receives overwhelming support from various privately-owned establishments and the general public for foster children activities.

Goal 5: To enhance services to foster families

Objective A: Increase the skill level of foster parents

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, Harvest House activities, and wrap around family events.

BOSSA conducted two (2) foster parent trainings/orientations to foster parents in February 2019 which focused on caring for children who experience trauma and how to be sensitive to their needs, protecting and nurturing children who have been abused, emotionally

maltreated or neglected; supporting relationships between children and their parents, siblings, or other relatives, handling challenges with behavior such as anger outbursts, defiance, noncompliance, lying, sexualized behaviors and sleep problems, and effects of abuse and neglect on child development.

Objective B: Maintain the coordination and support of the FFA

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

The FFA and BOSSA will work together in identifying foster care activities that will continue in FY 2020.

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 Social 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 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 number of children who were provided with foster care services include the following:

Fiscal Year	Number of Children
FY 2018	294
FY 2017	247
FY 2016	230
FY 2015	213

As of July 19, 2019, placements for foster children include the following:

No. of foster children in group homes (Alee Shelter)	11
No. of foster children in licensed foster homes	47
No. of foster children in parents' physical custody	52
No. of foster children who ran away	2
No. of foster children in relative placement	123
No. of foster children in non-relative placement	22
No. of foster children in Sanctuary, Inc.	10
No. of children in Latte Bridge Residential Group Home	4
No. of foster children in youth correctional facilities	3
No. of foster children in mental health facility	3
No. of foster children in medical facility	0
Total:	277

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 payments for previous years include the following:

Fiscal Year	Foster Care Maintenance Payments
2018	\$913,826
2017	\$772,011
2016	\$819,281
2015	\$665,370
2014	\$624,850
2013	\$676,646
2012	\$765,345
2011	\$640,901

Children with special needs remain in specialized placements and their cases are managed by the CPS Case Management Unit Social Workers. In FY 2018, there were 25 cases of children with special needs.

BOSSA receives overwhelming support from the community for foster children through monetary and other in-kind donations. Food, clothing, toiletries, school supplies, toys, 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 2018, there were 112 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.

The HEPS section anticipates receiving adoption referrals involving 78 children and adults for the upcoming FY 2020.

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. They 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 meet 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 183 children and adults in FY 2020. Requests for custody social studies 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 2020, the HEPS section expects to conduct social studies for an estimated 4 adults to determine appropriate placement for children.

VII. CHILD CARE LICENSING, GROUP FOSTER HOME, AND FAMILY FOSTER HOME CERTIFICATION

For FY 2020, an estimate of 49 child care centers will be licensed and monitored by BOSSA. Licensing and monitoring of child care centers ensures quality of child care on island. As of the 3rd quarter of FY 2019, the Social Services Licensing Officer issued licenses to 40 child care centers, 2 family day care, and 5 group child care homes. Child care centers serve 13 or more children, while group foster homes serve at least 7 but not more than 12 children.

The Social Services Licensing Officer issues licenses to centers and group homes as required in Public Law 31-73. There were 40 licensed child care centers in FY 2018.

The Foster Care Licensing Social Worker issues licenses to family foster homes. As of July 19, 2019, there were 33 licensed family foster homes.

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

BOSSA continued to attend and participate in webinar trainings with Capacity Building Center for States, Region IX State/Territory Liaison and partnerships in Foster Recruitment, Retention and Foster Parent Training. BOSSA is in the researching, planning, and development stage to build a social media or world-wide website for community awareness on foster care recruitment.

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. 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.

BOSSA participates in the Healthy Mother, Healthy Babies and the Family Violence Awareness Month activities every year. During this event, BOSSA staff and host agencies provide information on CAN public education and foster home recruitment. Prevention, education and foster home recruitment efforts are also made at the health fairs held at the malls.

The CAN prevention and community education will be provided at schools, conferences, and to parents and professional groups upon request. BOSSA staff will participate in all community outreach activities and display prevention materials to educate the public on reporting child abuse & neglect throughout FY 2020.

BOSSA's public education activities are conducted by the Social Services Supervisors, Social Workers and Homemakers. The Mandated Reporters Presentation, Family Violence Date Rape Presentations and Community Youth Presentations are conducted by the Supervisors and Social Workers.

The FSS Supervisor and staff spearheaded the planning for the Child Abuse Prevention Month which BOSSA celebrates every year. BOSSA staff attended the Guam Legislature Flag Raising Ceremony and presentation of the Resolution for the 2019 Child Abuse Prevention Month and the 2019 Child Abuse Prevention Month Proclamation Signing that were all held at the Governor's Office.

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. 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 FSS Homemaker is assigned to represent BOSSA in the DPHSS breastfeeding coalition. The purpose of this coalition is to promote and spread the awareness of the importance of breastfeeding. BOSSA staff will have a display table to promote the services that BOSSA can offer to the public. Plans and activities for the coalition will continue in FY 2020.

B. Incident Determination Committee, Naval Hospital

There is an 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 Social Service Supervisors 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. CPS is invited to these meetings to share the outcome of their 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 victims of family violence, and their children. Alee Shelter II is for child abuse and neglect victims, and the Guma San Jose Shelters are for homeless individuals and families. BOSSA funds these shelters through the Foster Care Program.

The Management Analyst I (MAI) from the PMS 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 Invitation for Bid for services.

D. “The Art of Healing”

A FSS Homemaker 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 the 2019 Child Abuse Prevention and GBHWC Awareness Months at various community locations. BOSSA participates in these outreaches.

E. Early Childhood Care and Education (ECCE) Initiatives and Groups

The ECCE 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 BOSSA Administrator attends the meetings.

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.

G. 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. The BOSSA Administrator and Social Service Supervisors attend the meetings.

H. 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 quarterly basis to improve service delivery among providers. The BOSSA Administrator attends the meeting.

I. Foster Families Association (FFA)

BOSSA staff collaborate with Guam's Foster Families Association. Ongoing collaboration reflects the BOSSA commitment to offer support to the FFA.

BOSSA staff put time and effort in coordinating support for all activities of this association for the upcoming fiscal year. 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 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.

J. 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 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.

- Developing homeless programs and services through the involvement of different entities that may include both public and private organizations.

The BOSSA PCIII attends meetings every 3rd 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.

On January 25, 2019, the PCIII and a Homemaker joined other volunteers in conducting the annual PIT homeless count. The BOSSA team conducted the PIT count in the northern village of Guam. In FY 2018, there were total of 265 households and 854 individuals who were homeless during the PIT count.

On April 26, 2019, the PCIII and MAI participated in the Annual Passport to Services/Veteran Affairs Stand Down homeless outreach held at the Chamorro Village festival huts. 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. Canned foods, slippers, toiletries, and hygiene gift bags were given away. Free haircuts were also provided to the individuals.

K. 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.

L. Healing Hearts (Rape Crisis Center) Steering Committee

The BOSSA Administrator and SSSI 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 Office of the Attorney General. 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.

M. 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 fair draws in a large crowd because various health-related services are available to the public such as free immunization and health screening. Fathers are also involved in this event.

N. 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.

BOSSA maintains close collaboration with this program. 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.

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

O. 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 agencies, 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 Social Service Supervisor attend scheduled meetings of the GCASAFV.

P. 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 every quarter.

Q. 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. BOSSA is an active participant in this organization.

R. 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.

S. Sanctuary, Inc.

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 2020.

The core team is composed of BOSSA representatives: Social Service Supervisor, 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.

T. 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 staff coordinates all efforts on behalf of children under the temporary legal custody of the agency. The Social Service Supervisor will continue to serve on the board in this capacity for the FY 2020 project year.

U. 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.

V. University of Guam's Social Work Program

Every semester, students from the University of Guam (UOG) take on their practicum placement with 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. BOSSA staff will continue to assist these students for FY 2020.

W. 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 2020.

X. Law Revision Commission on Juvenile Justice

The commission is spearheaded by the Judiciary of Guam. 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 or Social Service Supervisor have been attending meetings as scheduled.

Y. Project Karinu (Loving Our Families) Community Evaluation Advisory Team (CEAT)

"Project Karinu", is 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 ages birth to five years 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 is to focus on children and families to have healthy minds, bodies, and spirits for lifelong success. 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 meetings.

Z. Guam Project Linking Actions for Unmet Needs in Children's Health (LAUNCH)

Guam Project LAUNCH is part of Guam's Early Childhood Comprehensive System (ECCS), Project Tinituhon. The ECCS is supported by the Guam Early Learning Council (GELC), making the initiative a cross-agency collaborative that provides leadership to build and integrate systems; improve the coordination and alignment of programs/services and workforce development; leverage resources; and collect, share, and use data. Guam Project LAUNCH promotes the wellness of young children age birth to 8 and their families located throughout the entire island, specifically focusing on promoting culturally and linguistically competent services and the reduction of disparities.

AA. Rigalu Foundation

The Rigalu Foundation is a non-profit organization promoting awareness and advocacy for foster care and early childhood development on Guam. Foster

care initiatives and public campaign gave rise to an increase in inquiries and applications for foster care.

AB. DPHSS Quality Improvement Council

The BOSSA 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.

AC. 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.

AD. 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 or Social Service Supervisor attends the meetings.

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

AF. 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 BOSSA 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 BOSSA to assist Social Workers, Social Service Supervisors, and the BOSSA Administrator by allowing access to the local crime databases to conduct background checks of clients.

AG. 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 or MAI 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.

AH. Criminal Justice Automation Commission (CJAC)

The BOSSA PCIII attends the monthly meetings. The commission ensures that the information on the resource data are solicited and collected from Guam's criminal justice resource entities. The commission is 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.

AI. Guam Advisory Panel for Students with Disabilities (GAPSD)

The Social Service Supervisor 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.

AJ. SPARK, It Starts with Us

The West Care Spark Program is fun and engaging relationship workshops that help individuals and his/her partner keep the spark alive. Spark is offered to committed couples (married or unmarried) between the ages of 18-35. The different workshops offered are: Stronger Relationships, Parenting, Money

Management, etc. The BOSSA Administrator or Social Service Supervisor attends the monthly meeting.

AK. Other Organizations

Civic organizations and families that have been instrumental in supporting foster children needs and activities include the Harvest Christian Community, Seventh Day Adventist Group, Coral Sea Real Estate, Guam Association of Realtors and other private Realtors, 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. DPHSS contracts with Catholic Social Services (CSS) to operate the Alee I and II, and Guma San Jose shelters.

BOSSA is involved in the development of the scope of work, contract preparation, and renewals 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, 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 34-116, 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. BOSSA is still modifying the system with the assistance of the BOSSA PCIII and MAI.

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 PhPro system and will manage reference files.

D. Standard Operating Procedures

The development of the Standard Operating Procedures (SOP) of BOSSA will continue in FY 2020. The BOSSA PCIII is responsible for completing this task. The SOPs will provide a standardized approach in determining and assessing safety and risks of all children.

E. BOSSA Continuity of Operations Plan

The Continuity of Operations Plan (COOP) 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, and updated the COOP.

F. Annual Impact of the Compact of Free Association Report

The PMS PCIV completed the FY 2018 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 Freely Associated States (FAS), Republic of Palau and the Republic of Marshall Islands.

G. Technical Assistance on Evaluating Data

The Center for States, Capacity Building Collaborative currently provides technical assistance to BOSSA staff on building analytic/evaluative knowledge and skills.

H. New Foster Children Group Home

The Invitation for Bid specifications for a new foster children group home was routed to the Guam Services Agency office for their review. The new group home is expected to be completed by October 2019.

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.

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.

GUAM'S TITLE XX CONSOLIDATED BLOCK GRANTS PROGRAM

POPULATION TO BE SERVED FOR FY 2020

**POPULATION TO BE SERVED
FISCAL YEAR 2020
(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 are involved in adoption home studies which are received from the court. Children relinquished to the agency for adoption, foster children with permanency plan as adoption. Adults are 59 years old and younger or adults are 60 years old and older.	50 adults 28 children	X	
Case Management Services (Services are for children under the agency's legal and protective custody and their families; children and their families or caregivers who are in need of reunification services; all foster children in need of permanency; and foster children with special needs or who are in residential treatment centers)	Children on Guam ages 0-17 and their families, who have been referred for alleged child abuse and neglect. Court may extend jurisdiction to the agency for those children beyond 17 years of age. Adults are 59 years old and younger or adults are 60 years old and older.	148 adults 224 children	X	
Education and Training Services (Child abuse and neglect prevention and education, other education and training)	Individuals, children and their families who will be provided with education and training on CPS related information or other direct services information) i.e., school presentations and parent training conducted by Social Service Supervisors, Social Workers, and Homemakers. Adults are 59 years old and younger or adults are 60 years old and older.	729 adults 1,610 children	X	
Foster Care Services – Children	Children on Guam ages 0-17 who have been referred for alleged abuse and neglect, and under the agency's legal custody. Court may extend jurisdiction to the agency for those children beyond 17 years of age.	324 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	43 adults 290 children	X	

	them with household and personal care activities that improve or maintain adequate 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.	3 adult 14 children	X	
Prevention and Intervention Services (Family preservation and support services)	Children on Guam ages 0-17 and their families (who have been referred for alleged child abuse and neglect).	7 adults 6 children	X	
Protective Services – Adults (24-hour emergency shelter and support services for individuals and families who are homeless) (24-hour emergency shelter and support services for women who are victims of domestic violence)	(1) Individuals and families who lack a fixed, regular, and adequate nighttime residence. (2) Individuals and families who have a primary nighttime residence that is: A supervised publicly or privately operated shelter designed to provide temporary living accommodations; or a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. (3) Individuals and families who require emergency shelter due to unusual circumstances. EXCEPTIONS: Persons wanted by law, minors unaccompanied by parents, persons with psychiatric problems disabling them from independent living, persons abusing alcohol or drugs, and persons who are disabled to the extent that they cannot function independently. Women who are victims of domestic violence and referred to the emergency shelter, and who lacks resources or a place to stay.	352 adults	X	X
Protective Services – Children (1) Children on Guam referred for abuse and neglect. (2) 24-hour emergency shelter and support services for children accompanied by mother or caregiver and are victims of domestic violence	(1) Children 0-17 years of age, referred for abuse and neglect allegations for which an assessment and/or investigation was conducted. Court may extend jurisdiction to the agency beyond 17 years of age. (2) Children referred to the emergency shelter for victims of domestic violence, and who lacks resources or a place to stay.	1,561 children 158 children 277 children	X X	X X

(3) 24-hour emergency shelter and support 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.		X	X
Protective Services – Children with Disability (Children with disability referred for child abuse and neglect (CAN) allegations for which an assessment and/or investigation was conducted.)	Children with disability on Guam ages 0-17 years who have been referred for alleged abuse or neglect.	53 children	X	X
Transportation	Children ages 0 -17 years old on Guam and their families who have been referred for alleged child abuse and neglect. Court may extend jurisdiction to the agency for those children beyond 17 years of age. Adults are 59 years old and younger or adults are 60 years old and older.	92 adults 842 children	X	
Other Services: Day Care Licensing and Monitoring	Any individual interested in opening a day care center on Guam and meets licensing requirements. Adults are 59 years old and younger or adults are 60 years old and older.	49 adults	X	
Child Custody Social Study	Adults and their children who are involved in custody home studies for which home studies are received from the court. Adults are 59 years old and younger or adults are 60 years old and older.	131 adults 52 children	X	
Social Study to Determine Appropriate Placement for Children	Adults and their children who are involved in requests received by the agency for social studies to determine appropriate placement. Cases received from the courts for which a social study request is made on the home and family. Adults are 59 years old and younger or adults are 60 years old and older.	4 adults 0 children	X	
Family Foster Home, Group Home and Therapeutic Foster Home Certification	Any individual interested in becoming a foster parent or therapeutic foster parent and meets the licensing criteria. Agencies or organizations interested in operating a group home and meets the licensing requirements. Adults are 59 years old and younger or adults are 60 years old and older.	57 adults	X	

GUAM PRE-EXPENDITURE REPORT
TITLE XX, CONSOLIDATED BLOCK GRANTS PROGRAM
BUDGET PROPOSAL FOR
FY 2020

BUDGET JUSTIFICATION

111 REGULAR SALARY

\$ 2,209,016

Regular salary and increment for forty-six (46) full-time equivalent (FTE) positions.

112 OVERTIME SALARY

\$ 8,000

Overtime salary for thirty-five (35) Social Services Supervisors, Social Workers and Homemakers in the CPS Intake, Crisis Intervention, Investigation, and Case Management Units, and the Home Evaluation and Placement Services and Family Services Sections. This is essential as workers must remain on an on-call status in order to comply with Guam PL 20-209, which mandates the agency to respond to child abuse and neglect reports seven days a week on a twenty-four hour basis. Family Preservation workers provide intensive and other support services at all hours of the day for families in crisis. The \$8,000 is to establish the overtime salary category to expedite the allocation of funds when needed.

113 FRINGE BENEFIT

\$ 795,939

Fringe benefits for forty-six (46) FTE and one (1) administrative positions, which include retirement, life, medical and dental insurance.

220 TRAVEL

\$ 316,016

Travel cost for fourteen (14) 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 \$7,129 per training.

$\$7,129 \times 14 = \$99,806$

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.

$\$5,246 \times 20 \text{ children} = \$104,920$ $\$7,129 \times 10 \text{ workers} = \$71,290$

To cover local mileage reimbursement for the use of privately-owned vehicle (POV) by Bureau staff in case government-owned vehicles are not available. **\$40,000**

230 CONTRACTUAL

\$ 360,500

**Vehicle Repair/Towing/Safety Inspection/Oil Change
Maintenance Agreements \$24,000**

Annual cost for maintenance of eight (8) government-owned vehicles to include parts, tires, and labor.

Vehicle Cleaning \$2,000

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

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

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

Lease of Office Copier which includes Extra Meter Charge \$23,000

Cost for one year lease of Xerox Work Centre 7855PTG (Colored): \$6,000

Cost for one year lease of two (2) Xerox WorkCentre 7800i Series Color Multifunction Printer: \$17,000

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

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

Cell Phone Services \$3,000

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

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

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

CCTV System \$7,000

Preventive maintenance services for CCTV installed at the BOSSA office.

Public Address (PA) System \$3,500

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

BOSSA Staff Training and Development \$20,000

Cost for various staff training and development programs.

On-Call Language Translator \$3,000

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

On-Call Therapist for Staff \$25,000

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

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

Foster Parent Training \$10,000

Postage \$1,000

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

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

Staff Business/Calling Cards \$1,000

To cover staff business/calling cards for BOSSA Staff.

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

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

Miscellaneous 178,000

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

233 BUILDING RENTAL

\$ 112,680

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

$\$14,085.00 \times 8 \text{ months} = \$112,680.00 \text{ per annum}$

240 SUPPLIES

\$ 195,000

General Supplies \$161,000

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

Computer Software \$4,000

To upgrade existing computer software.

Blanket Purchase Order for Sundries \$30,000

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

250 EQUIPMENT

\$ 129,059

Desk Computers \$17,500

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

Laptop Computer \$4,000

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

Projector \$3,000

Telephone Instruments \$9,900

To purchase twenty (20) new telephone instruments for BOSSA staff.
33 x \$300 = \$9,900

Thumb Drive \$1,000

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

Other Basic Office Equipment \$91,659

To purchase basic office equipment that include shredders, fans, copiers, surge protectors, vacuum cleaners, ladder, tool boxes, scanners, chairs, height adjustable standing desk, furnitures, and other office equipment. \$91,659

271 DRUG TESTING CHARGES

\$ 750

Drug testing charges cost \$75.00 per employee.
10 employees x \$75.00 = \$750.00

363 UTILITIES/TELEPHONE

\$ 80,000

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

450 CAPITAL OUTLAY

\$ 50,000

To upgrade the filing system for the Records Room.

To purchase and upgrade work stations for Bureau staff.

701 INDIRECT COST - FEDERAL PROGRAM

\$ 430,101

Indirect cost is computed at the indirect cost rate of 19.40% of total salary.

Regular Salary \$2,209,016
Overtime Salary +8,000
Total Labor Cost \$2,217,016

Indirect Cost: 19.40% x \$2,217,016 = \$430,101

Please note: Indirect cost rate for fiscal year 2019 is 19.40%. There is no rate for fiscal year 2020.

TOTAL PROPOSED BUDGET:

\$ 4,687,061

Bureau of Social Services Administration, Guam Department of Public Health and Social Services
Fiscal Year 2020 Title XX, Consolidated Block Grants Program Pre-expenditure Report

**TITLE XX, CONSOLIDATED BLOCK GRANTS PROGRAM
ESTIMATED ALLOCATIONS
FISCAL YEAR 2020**

PROGRAMS	AMOUNT
Social Services Block Grant	\$ 289,990
Child Abuse and Neglect	\$ 103,052
Child Welfare Services	\$ 343,784
Children's Justice	\$ 63,533
Community Services Block Grant	\$ 968,076
Promoting Safe and Stable Families	\$ 67,785
Community Based Family Resource and Support	\$ 211,843
Family Violence Prevention	\$ 136,761
Low Income Home Energy Assistance Program	\$ 698,717
Promoting Safe and Stable Families (Discretionary State Grant)	\$ 304,501
Promoting Safe and Stable Families (Caseworker Visitation)	\$ 19,019
Sub-total:	\$ 3,207,061
Estimated Carryover of Fiscal Year 2019 Title XX, Consolidated Block Grants Funds	\$ 1,480,000.00
Grand Total:	\$ 4,687,061

**TITLE XX, CONSOLIDATED BLOCK GRANTS PROGRAM BUDGET
FISCAL YEAR 2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020**

OBJECT CODE	OBJECT CATEGORY		AMOUNT
111	Regular Salary	\$	2,209,016
112	Overtime Salary	\$	8,000
113	Fringe Benefit	\$	795,939
220	Travel	\$	316,016
230	Contractual	\$	360,500
233	Building Rental	\$	112,680
240	Supplies	\$	195,000
250	Equipment	\$	129,059
271	Drug Testing Charges	\$	750
363	Utilities/Telephone	\$	80,000
450	Capital Outlay	\$	50,000
701	Indirect Cost - Federal Program	\$	430,101
Total:			\$ 4,687,061

Bureau of Social Services Administration
 Staffing Pattern
 Fiscal Year 2020

POSITION NO.	POSITION TITLE	NAME OF EMPLOYEE	PAY GRADE/STEP	SALARY	INCREMENT DATE	INCREMENT AMOUNT	BENEFITS	TOTAL
ADMINISTRATION								
6869	Human Services Program Administrator	Rodriguez, Linda B.	R 06	79,034	09/02/20	-	24,794	103,828
***6879	Social Services Supervisor II	Vacant	P 01	55,488		-	18,200	73,688
ADMINISTRATIVE SERVICES UNIT								
**6733	Administrative Assistant	Vacant	J 01	31,076		-	17,200	48,276
6954	Administrative Assistant	Vacant	J 01	-		-	-	0
***6820	Word Processing Secretary II	Vacant	H 01	26,520		-	17,200	43,720
6957	Word Processing Secretary II	Vacant	H 01	-		-	-	0
6797	Customer Services Representative	Duenas, Ricky Gene C.	H 07	33,150	06/15/20	351	12,456	45,957
6970	Administrative Aide	Paulino Jr., Jaime D.S.	F 06	27,907	12/10/20	-	12,280	40,187
6870	Clerk III	Macaranas, Lorna Lynn S.N.	E 05	24,479	04/20/20	464	8,658	33,601
6897	Public Health and Social Services Aide	Vacant	E 01	-		-	-	0
SUBTOTAL:				277,654		815	110,788	389,257
PROGRAM MANAGEMENT SECTION								
6734	Program Coordinator IV	Ignacio, Elizabeth I.	O 09	66,392	11/02/20	-	20,393	86,785
6976	Program Coordinator III	Duarosan, Lerma G.	N 08	58,053	05/01/21	-	17,892	75,945
6971	Program Coordinator III	Willsey, James A.	N 08	58,053	08/01/21	-	19,587	77,640
***6956	Program Coordinator II	Vacant	M 01	40,762		-	17,200	57,962
6796	Management Analyst I	San Nicolas, Melissa A.M.	K 07	42,389	12/03/20	-	12,120	54,509
SUBTOTAL:				265,649		-	87,192	352,841

Bureau of Social Services Administration
 Staffing Pattern
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CHILD PROTECTIVE SERVICES SECTION

6894	Social Services Supervisor I	Gadia, Arlene T.	O 08	64,350	02/26/21	-	20,498	84,848
6922	Social Services Supervisor I	Carbullido, Tecla MP.	O 07	62,371	03/21/20	1,154	18,151	81,676
6975	Social Services Supervisor I	Muyco, Mae Fe D.	O 07	62,371	08/24/21	-	18,963	81,334
CPS Intake Unit								
6896	Social Worker II	Roduk, Wilbert	M 07	50,953	11/13/20	-	21,145	72,098
6872	Social Worker II	Manglona, Melanie A.	M 02	42,307	05/20/21	-	18,811	61,118
****6875	Social Worker I	Vacant	L 01					0
CPS Crisis Intervention Unit								
6686	Social Worker III	Reyes, Rosalind S.	N 08	58,053	05/27/21	-	23,165	81,218
6018	Social Worker II	Kahele, Mokihana L.C.	M 04	45,574	03/27/21	-	16,125	61,699
CPS Investigation Unit								
6889	Social Worker III	Lizama, Maeleen D.	N 07	56,268	06/03/20	595	17,508	74,371
6017	Social Worker III	Roberto, Norma J.	N 07	56,268	08/13/20	298	16,442	73,008
6691	Social Worker III	Tomy, Rockhudson B.	N 07	56,268	09/25/20	149	23,155	79,572
6016	Social Worker III	Blas, Mari D.	N 06	54,214	03/09/21	-	18,028	72,242
6692	Social Worker III	Sanchez, Tisha Lyn C.	N 06	54,214	10/16/20	-	18,457	72,671
***6876	Social Worker III	Vacant	N 01	45,014		-	18,200	63,214
6690	Social Worker III	Vacant	N 01	-		-	-	0
6877	Social Worker II	Marquez, Craig Alan M.	M 06	49,093	05/05/20	1,085	18,208	68,386
****6688	Social Worker II	Vacant	M 01					0

Bureau of Social Services Administration
 Staffing Pattern
 Fiscal Year 2020

CPS Case Management Unit

6874	Social Worker III	Escalera, Crispina N.	N 10	61,796	03/23/21	-	17,990	79,786
6015	Social Worker III	Jesus, Lydia M.	N 09	59,895	03/23/20	1,109	20,173	81,177
6687	Social Worker III	Gooden, Crystal JF	N 06	54,214	09/30/20	171	15,358	69,743
6884	Social Worker III	Escalera, Eileen V.	N 05	52,235	09/30/20	-	16,722	68,957
6968	Social Worker III	San Nicolas, Maureen A.	N 02	46,720	04/15/21	-	20,003	66,723
6882	Social Worker II	Sablan, Michelle L.	M 02	42,307	03/11/21	-	18,811	105,384
***6860	Social Worker III	Vacant	N 01	45,014		-	17,200	62,214
*6794	Social Worker III	Vacant	N 01			-		0
SUBTOTAL:				1,119,499		4,561	393,113	1,517,173

HOME EVALUATION AND PLACEMENT SERVICES SECTION

***6958	Social Services Supervisor I	Vacant	O 01	49,897		-	18,200	68,097
Licensing Unit								
6880	Social Worker III	Iwashita, Grace G.	N 08	58,053	08/05/20	921	18,188	77,162
*6795	Social Worker III	Vacant	N 01			-		0
6726	Social Services Licensing Officer	Quinata, Heide J.	M 01	-		-		0

Adoption/Custody Unit

6969	Social Worker III	Senior, Sarah T.	N 08	58,053	08/11/20	307	19,658	78,018
6693	Social Worker III	Brewster, Pamela B.	N 08	56,268	03/28/21	-	16,442	72,710
6881	Social Worker III	Kihleng, Simion J.	N 06	54,214	11/17/20	-	18,028	72,242
6868	Social Worker III	Chugrad, Cindy L.	N 01	-		-	17,296	17,296
SUBTOTAL:				276,485		1,228	107,812	385,525

Bureau of Social Services Administration
 Staffing Pattern
 Fiscal Year 2020

FAMILY SERVICES SECTION

6849	Social Services Supervisor I	Santos, Geraldine R.	O 06	60,094	02/24/21	-	20,967	81,061
****6878	Social Worker II	Vacant	N 01	-			-	0
Family Support Services Unit								
6973	Homemaker	Salas, Norma J.	G 08	31,892	02/07/21	-	9,386	41,278
6959	Homemaker	Quitugua, Rita B.	G 07	30,911	12/10/20	-	11,536	42,447
6972	Homemaker	Quinene, Julia S.A.	G 07	30,911	07/11/20	253	11,357	42,521
6891	Homemaker	Roberto, Territa S.	G 07	30,911	10/21/20	-	13,091	44,002
6694	Homemaker	Flores, Hilary T.	G 05	28,695	11/16/20	-	8,425	37,120
***6974	Homemaker	Vacant	G 01	24,729		-	11,136	35,865
***6867	Homemaker (in lieu of Program Coordinator I)	Vacant	G 01	24,729		-	11,136	35,865
SUBTOTAL:				262,872		253	97,034	360,159
TOTAL:				2,202,159		6,857	795,939	3,004,955

Notes:

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

Performance Measure Calculations

STATE: Guam	FISCAL YEAR: 2020	Report Period: 10/01/2019-09/30/2020
Contact Person: LINDA UNPINGCO DENORCEY, MPH	Phone Number: (671) 735-7102	
Title: Director	E-Mail Address: linda.denorcey@dphss.gov.guam	
Agency: Dept. of Public Health and Social Services	Submission Date: September 01, 2019	

	Services	A Projected SSBG Allocation (pre- expenditure report)	B Actual SSBG Allocation Expenditures (post- expenditure report)	C Amount Spent as Planned up to 100%	D=C/A Percent Spent as Planned
1	Adoption Services	253,313	179,530	179,530	71%
2	Case Management	536,228	474,386	474,386	88%
3	Congregate Meals				
4	Counseling Services				
5	Day Care--Adults				
6	Day Care--Children				
7	Education and Training Services	160,018	83,884	83,884	52%
8	Employment Services				
9	Family Planning Services				
10	Foster Care Services--Adults				
11	Foster Care Services--Children	402,590	322,309	322,309	80%
12	Health-Related Services				
13	Home-Based Services	106,728	93,628	93,628	88%
14	Home-Delivered Meals				
15	Housing Services				
16	Independent/Transitional Living Services				
17	Information & Referral	28,014	13,663	13,663	49%
18	Legal Services				
19	Pregnancy & Parenting				
20	Prevention & Intervention	143,059	81,717	81,717	57%
21	Protective Services--Adults	119,564	18,329	18,329	15%
22	Protective Services--Children	1,685,480	1,045,193	1,045,193	62%
23	Recreation Services				
24	Residential Treatment				
25	Special Services--Disabled				
26	Special Services--Youth at Risk				
27	Substance Abuse Services				
28	Transportation	88,253	72,631	72,631	82%
29	Other Services***	520,401	297,437	297,437	57%
	Total	4,043,648	2,682,707	2,682,707	66%

25	Special Services--Disabled						25	Special Services--Disabled			
26	Special Services--Youth at Risk						26	Special Services--Youth at Risk			
27	Substance Abuse Services						27	Substance Abuse Services			
28	Transportation	72,631	4	72,634	X		28	Transportation	842	92	0
29	Other Services...	297,437	18,010	315,446	X		29	Other Services...	47	188	29
30	Administrative Costs	83,321	224,843	308,164			30	SUM OF RECIPIENTS OF SERVICES	4,959	1,463	51
31	SUM OF EXPENDITURES FOR SERVICES	2,766,027	3,426,290	6,192,317							

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

** Please list the sources of these funds:

SSBG, Title XX, Consolidated Block Grants Program

*** Please list other services: Please see below

...	Other Services	SSBG Expenditures		Expenditures of All Other Federal, State and Local funds**	Total Expenditures	Provision		Children	Adults			Total Adults	Total
		SSBG Allocation	Funds transferred into SSBG*			Public	Private		Adults Age 59 Years & Younger	Adults Age 60 Years & Older	Adults of Unknown Age		
1	Day Care Licensing and Monitoring	35,588		3,613	39,201	X		0	33	11	0	44	44
2	Child Custody Home study	161,293		10,284	171,578	X		47	108	11	0	119	166
3	Home study to Determine Appropriate Placement for Children	11,928		514	12,442	X		0	2	0	0	2	2
4	Family Foster Home, Group Home and Therapeutic Foster Home Certification	88,627		3,599	92,226	X		0	45	7	0	52	52
	TOTAL FOR OTHER SERVICES	297,437		18,010	315,446			47	188	29	0	217	264

26	Special Services--Youth at Risk												
27	Substance Abuse Services												
28	Transportation	88,253	X		88,253	X				307	60	9	0
29	Other Services***	520,401	X		520,401	X				72	204	10	0
31	SUM OF EXPENDITURES FOR SERVICES	4,043,648	X		4,043,648	X							214

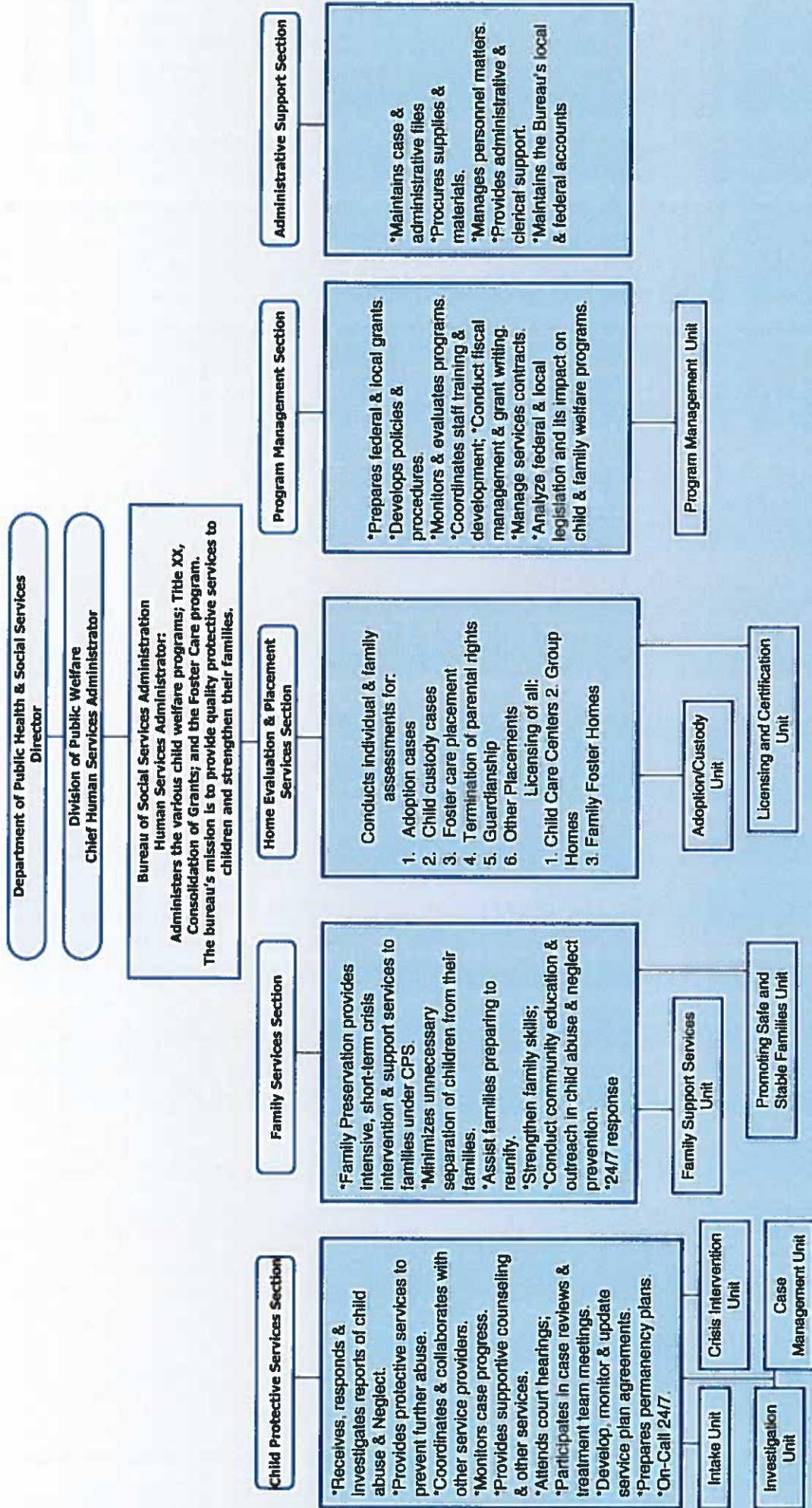
* From which block grant(s) were these funds transferred? Not Applicable

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

*** Please list other services: Please see below

	SSBG Expenditures	SSBG Allocation	Funds transferred into SSBG*	Expenditures of All Other Federal, State and Local funds**	Total Expenditures	Provision					Total Adults		
						Public	Private	Children	Adults Age 59 Years & Younger	Adults Age 60 Years & Older		Adults of Unknown Age	
1		81,400			81,400	X			0	40	4	0	44
2		254,195			254,195	X			65	69	6	0	140
3		16,814			16,814	X			7	12	0	0	19
4		167,992			167,992	X			0	83	0	0	83
	TOTAL FOR OTHER SERVICES :	520,401			520,401	X			72	204	10	0	286

Bureau of Social Services Administration Functional Chart



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

**FY 2020
CERTIFICATIONS**

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

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

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

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

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

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

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

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

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

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

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

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

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

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

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


LINDA UNPINGCO DENORCEY, MPH/Director
Authorized Signature/Title

Date: 8/13/19

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


LINDA UNPINGCO DENORCEY, MPH/Director
Authorized Signature/Title

Date: 8/13/19

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


LINDA UNPINGCO DENORCEY, MPH/Director
Authorized Signature/Title

Date: 8/13/19

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


LINDA UNPINGCO DENORCEY, MPH/Director
Authorized Signature/Title

Date: 8/13/19

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

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 01/31/2019

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	GUAM DPHSS, DIRECTOR
APPLICANT ORGANIZATION	DATE SUBMITTED
LINDA UNPINGCO DENORCEY, MPH	8/13/11

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

**FY 2020
SINGLE AUDIT REPORT**

GOVERNMENT OF GUAM

SINGLE AUDIT REPORTS

YEAR ENDED SEPTEMBER 30, 2017

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Honorable Eddie B. Calvo
Governor
Government of Guam:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Government of Guam (GovGuam) as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise GovGuam's basic financial statements, and have issued our report thereon dated June 25, 2018. Our report includes a reference to other auditors and emphasis-of-matters paragraphs for the implementation of new accounting standards and a matter regarding the GovGuam Retirement Fund. Other auditors audited the financial statements of the GovGuam Retirement Fund, the Antonio B. Won Pat International Airport Authority, the Guam Housing and Urban Renewal Authority, the Guam Housing Corporation, and the Guam Preservation Trust, as described in our report on GovGuam's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those other auditors.

For purposes of this report, our consideration of internal control over financial reporting and our tests of compliance with certain provisions of laws, regulations, contracts and grants, and other matters did not include the Chamorro Land Trust Commission, Guam Ancestral Lands Commission, Guam Community College, the Guam Department of Education, the Guam Economic Development Authority, the Guam Educational Telecommunications Corporation, the Guam Memorial Hospital Authority, the Guam Power Authority, the Guam Visitors Bureau, the Guam Waterworks Authority, the Port Authority of Guam, the Solid Waste Operations Fund, the Guam Highway Fund, the Tourist Attraction Fund, and the University of Guam, which were all audited by us. We have issued separate reports on our consideration of internal control over financial reporting and our tests of compliance with certain provisions of laws, regulations, contracts, and grant agreements, and other matters for these entities. Other auditors issued separate reports on their consideration of internal control over financial reporting and their tests of compliance with certain provisions of laws, regulations, contracts, and grant agreements, and other matters for the GovGuam Retirement Fund, the Antonio B. Won Pat International Airport Authority, the Guam Housing and Urban Renewal Authority, the Guam Housing Corporation, and the Guam Preservation Trust. The findings, if any, included in those reports are not included herein.

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE

Honorable Eddie B. Calvo
Governor
Government of Guam:

Report on Compliance for Each Major Federal Program

We have audited the Government of Guam's (GovGuam's) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of GovGuam's major federal programs for the year ended September 30, 2017. GovGuam's major federal programs are identified in the summary of auditors' results section of the accompanying Schedule of Findings and Questioned Costs.

As discussed in Note 2b to the Schedule of Expenditures of Federal Awards, GovGuam's basic financial statements include the operations of certain entities whose federal awards are not included in the Schedule of Expenditures of Federal Awards for the year ended September 30, 2017. Our audit, described below, did not include the operations of the entities identified in Note 2b as these entities conducted separate audits in accordance with the Uniform Guidance, if required.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of GovGuam's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about GovGuam's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

Report on Internal Control Over Compliance

Management of GovGuam is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered GovGuam's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of GovGuam's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. However, as discussed below, we identified certain deficiencies in internal control over compliance that we consider to be material weaknesses and significant deficiencies.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies in internal control over compliance described in the accompanying Schedule of Findings and Questioned Costs as items 2017-002, 2017-004, and 2017-007 to be material weaknesses.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiencies in internal control over compliance described in the accompanying Schedule of Findings and Questioned costs as items 2017-001, 2017-003, 2017-005, and 2017-006 to be significant deficiencies.

GovGuam's response to the internal control over compliance findings identified in our audit are described in the accompanying Corrective Action Plan. GovGuam's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

GOVERNMENT OF GUAM

**Summary of Schedule of Expenditures of Federal Awards, by Grantor
Year Ended September 30, 2017**

<u>Federal Agency</u>	<u>Federal Expenditures</u>
U.S. Department of Agriculture	\$ 114,091,339
U.S. Department of Commerce	1,667,352
U.S. Department of Defense	4,030,186
U.S. Department of Housing and Urban Development	236,826
U.S. Department of the Interior	18,938,188
U.S. Department of Justice	3,616,708
U.S. Department of Labor	5,207,891
U.S. Department of Transportation	17,883,275
National Foundation on the Arts and the Humanities	405,121
U.S. Environmental Protection Agency	3,021,413
U.S. Department of Energy	263,055
U.S. Department of Education	1,675,854
U.S. Department of Health and Human Services	113,876,214
Corporation for National and Community Service	1,288,724
U.S. Department of Homeland Security	2,598,549
GRAND TOTAL	\$ <u>288,800,695</u>

Note: All awards are received direct from the Federal agency.

See accompanying notes to Schedule of Expenditures of Federal Awards.

GOVERNMENT OF GUAM

Schedule of Expenditures of Federal Awards
Year Ended September 30, 2017

Federal CFDA Number	Federal Grantor/Program or Cluster Title	Expenditures	Amounts Passed Through To Subrecipients
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT			
14.235	Supportive Housing Program	\$ 236,826	
	U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT TOTAL	\$ 236,826	
U.S. DEPARTMENT OF THE INTERIOR			
	Fish and Wildlife Cluster:		
15.605	Sport Fish Restoration	\$ 930,487	
15.611	Wildlife Restoration and Basic Hunter Education	1,112,647	
	Subtotal Fish and Wildlife Cluster	2,043,134	
15.615	Cooperative Endangered Species Conservation Fund	303,305	
15.622	Sportsfishing and Boating Safety Act	32,066	
15.634	State Wildlife Grants	82,273	
15.875	Economic, Social, and Political Development of the Territories	16,104,669	\$ 9,806,627
15.904	Historic Preservation Fund Grants-In-Aid	372,741	
	U.S. DEPARTMENT OF THE INTERIOR TOTAL	\$ 18,938,188	\$ 9,806,627
U.S. DEPARTMENT OF JUSTICE			
16.017	Sexual Assault Services Formula Program	\$ 27,790	\$ 26,772
16.527	Supervised Visitation, Safe Havens for Children	57,438	49,390
16.528	Enhanced Training and Services to End Violence and Abuse of Women	17,106	
16.540	Juvenile Justice and Delinquency Prevention Program	20,468	
16.554	National Criminal History Improvement Program (NCHIP)	330,115	
16.575	Crime Victim Assistance	579,342	177,524
16.580	Edward Byrne Memorial State and Local Law Enforcement Assistance Discretionary Grants Program	67,227	
16.582	Crime Victim Assistance/Discretionary Grants	2,680	
16.585	Drug Court Discretionary Grant Program	227,512	
16.586	Violent Offender Incarceration and Truth in Sentencing Incentive Grants	-	
16.588	Violence Against Women Formula Grants	509,561	367,241
16.589	Rural Domestic Violence, Dating Violence, Sexual Assault, and Stalking Assistance Program	12,877	
16.593	Residential Substance Abuse Treatment for State Prisoners	23,791	18,043
16.606	State Criminal Alien Assistance Program	519,791	
16.710	Public Safety Partnership and Community Policing Grants	442,131	
16.727	Enforcing Underage Drinking Laws Program	46,448	
16.738	Edward Byrne Memorial Justice Assistance Grant Program	502,107	354,326
16.742	Paul Coverdell Forensic Sciences Improvement Grant Program	19,546	15,173
16.750	Support for Adam Walsh Act Implementation Grant Program	121,776	
16.751	Edward Byrne Memorial Competitive Grant Program	5,331	5,331
16.754	Harold Rogers Prescription Drug Monitoring Program	17,683	
16.812	Second Chance Act Reentry Initiative	65,965	
16.816	John R. Justice Prosecutors and Defenders Incentive Act	23	
	U.S. DEPARTMENT OF JUSTICE TOTAL	\$ 3,616,708	\$ 1,013,800

See accompanying notes to Schedule of Expenditures of Federal Awards.

GOVERNMENT OF GUAM

Schedule of Expenditures of Federal Awards
Year Ended September 30, 2017

Federal CFDA Number	Federal Grantor/Program or Cluster Title	Expenditures	Amounts Passed Through To Subrecipients
NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES			
45.025	Promotion of the Arts-Partnership Agreements	\$ 262,790	\$ 92,975
45.310	Grants to States	<u>142,331</u>	
	NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES TOTAL	<u>\$ 405,121</u>	<u>\$ 92,975</u>
U.S. ENVIRONMENTAL PROTECTION AGENCY			
66.600	Environmental Protection Consolidated Grants for the Insular Areas-Program Support	\$ 3,001,232	
66.804	Underground Storage Tank Prevention, Detection and Compliance Program	20,181	
66.810	Chemical Emergency Preparedness and Prevention Technical Assistance Grants Programs	<u>-</u>	
	U.S. ENVIRONMENTAL PROTECTION AGENCY TOTAL	<u>\$ 3,021,413</u>	
U.S. DEPARTMENT OF ENERGY			
81.041	State Energy Program	\$ 134,697	
81.042	Weatherization Assistance for Low-Income Persons	<u>128,358</u>	
	U.S. DEPARTMENT OF ENERGY TOTAL	<u>\$ 263,055</u>	
U.S. DEPARTMENT OF EDUCATION			
84.034	Public Library Services	\$ -	
84.053	Vocational Education_State Councils	-	
84.126	Rehabilitation Services-Vocational Rehabilitation Grants to States	1,011,967	
84.177	Rehab Services-Independent Living Services for Older Individuals Who are Blind	38	
84.187	Supported Employment Svcs for Individuals with the Most Significant Disabilities	33,017	
84.403	Consolidated Grant to the Outlying Areas	<u>630,832</u>	
	U.S. DEPARTMENT OF EDUCATION TOTAL	<u>\$ 1,675,854</u>	
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES			
93.041	Special Programs for the Aging-Title VII, Chapter 3-Programs for Prevention of Elder Abuse, Neglect, and Exploitation	\$ 8,719	
93.042	Special Programs for the Aging: Title VII, Chapter 2: Long Term Care Ombudsman Services for Older Individuals	36,428	
93.043	Special Programs for the Aging-Title III, Part D-Disease Prevention and Health Promotion Services	<u>39,232</u>	<u>\$ 39,232</u>
	BALANCE FORWARD	<u>\$ 84,379</u>	<u>\$ 39,232</u>

See accompanying notes to Schedule of Expenditures of Federal Awards.

GOVERNMENT OF GUAM

Schedule of Expenditures of Federal Awards
Year Ended September 30, 2017

Federal CFDA Number	Federal Grantor/Program or Cluster Title	Expenditures	Amounts Passed Through To Subrecipients
	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES BALANCE FORWARD	\$ 12,173,303	\$ 1,127,936
93.323	Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)	208,061	
93.324	State Health Insurance Assistance Program	47,864	
93.336	Behavioral Risk Factor Surveillance System	52,321	
93.369	ACL Independent Living State Grants	8,312	
	Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Cluster:		
93.505	Affordable Care Act Maternal, Infant, and Early Childhood Home Visiting Program	897,277	
93.870	Maternal, Infant and Early Childhood Home Visiting Grant Program	5,520	
	Subtotal MIECHV Cluster	<u>902,797</u>	
93.521	The Affordable Care Act: Building Epidemiology, Laboratory, and Health Information Systems Capacity in the Epidemiology and Laboratory Capacity for Infectious Disease (ELC) and Emerging Infections Program (EIP) Cooperative Agreements;PPHF	335,760	
	TANF Cluster:		
93.558	Temporary Assistance for Needy Families	1,516,797	
	Subtotal TANF Cluster	<u>1,516,797</u>	
93.560	Family Support Payments to States Assistance Payments	1,007,718	
93.563	Child Support Enforcement	4,147,679	
	CCDF Cluster:		
93.575	Child Care and Development Block Grant	4,882,963	
	Subtotal CCDF Cluster	<u>4,882,963</u>	
93.597	Grants to States for Access and Visitation Programs	53,694	
93.630	Developmental Disabilities Basic Support and Advocacy Grants	259,411	
93.667	Social Services Block Grant	2,835,422	
93.735	State Public Health Approaches for Ensuring Quitline Capacity Funded in part by Prevention and Public Health Funds (PPHF)	36,818	
93.745	PPHF: Health Care Surveillance/Health Statistics – Surveillance Program /	52,454	
93.758	Preventive Health and Health Services Block Grant funded solely with Prevention and Public Health Funds (PPHF)	268,953	
93.767	Children's Health Insurance Program	27,816,959	
	Medicaid Cluster:		
93.778	Medical Assistance Program	54,657,116	
	Subtotal Medicaid Cluster	<u>54,657,116</u>	
93.779	Centers for Medicare and Medicaid Services (CMS) Research, Demonstrations and Evaluations	-	
	BALANCE FORWARD	\$ <u>111,264,402</u>	\$ <u>1,127,936</u>

See accompanying notes to Schedule of Expenditures of Federal Awards.

GOVERNMENT OF GUAM

Notes to Schedule of Expenditures of Federal Awards Year Ended September 30, 2017

1. Scope of Audit

The Government of Guam (GovGuam) is a governmental entity established by the 1950 Organic Act of Guam, as amended, and has the powers of a body corporate, as defined in the Act and local statutes. All significant operations of the Government of Guam are included within the scope of the audit. The U.S. Department of the Interior has been designated as the Government of Guam's cognizant agency for the Single Audit.

2. Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of GovGuam under programs of the federal government for the year ended September 30, 2017. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. Because the Schedule presents only a selected portion of the operations of GovGuam, it is not intended to and does not present the financial positions or changes in financial positions of GovGuam.

3. Summary of Significant Accounting Policies

a. Basis of Accounting:

All expenditures and capital outlays that represent the federal share are reported as expenditures. Expenditures reported on the Schedule are reported on the modified accrual basis of accounting, consistent with the manner in which the Government of Guam maintains its accounting records. This includes earned reimbursements under different formula grants and entitlement programs that are accounted for as revenues in the General Fund of the Government of Guam and Supplemental Nutrition Assistance Program (SNAP) electronic benefits transfer (EBT) during the period. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. GovGuam does not elect to use the de minimis indirect cost rate allowed under the Uniform Guidance.

b. Reporting Entity:

For purposes of complying with The Single Audit Act of 1984, as amended in 1996, GovGuam's reporting entity is defined in Note 1A to its September 30, 2017 basic financial statements; except that the Guam Department of Education, the GovGuam Retirement Fund, and all of the discretely presented component units are excluded. Accordingly, the accompanying Schedule of Expenditures of Federal Awards presents the federal award programs administered by GovGuam, as defined above, for the year ended September 30, 2017.

GOVERNMENT OF GUAM

**Reconciliation of Schedule of Expenditures of Federal Awards to
Basic Financial Statements
Year Ended September 30, 2017**

	2017 Expenditures
Federal Grants Assistance Fund:	
Total expenditures	\$ 316,011,608
Less local match and contributions	<u>(31,832,100)</u>
Federal expenditures, transfers, and other uses	284,179,508
 <u>CFDA #</u>	
Superior Court of Guam:	
16.554 National Criminal History Improvement Program (NCHIP)	330,115
16.585 Drug Court Discretionary Grant Program	227,512
16.750 Support for Adam Walsh Act Implementation Grant Program	115,537
16.812 Second Chance Act Reentry Initiative	65,965
84.403 Consolidated Grant to the Outlying Areas	630,832
 Fund 105 Community Health Centers:	
93.224 Health Centers Program	1,788,660
Variance	<u>1,462,566</u>
Total Federal Expenditures Subject to Audit	\$ <u>288,800,695</u>

GOVERNMENT OF GUAM

Schedule of Findings and Questioned Costs
Year Ended September 30, 2017

Section I - Summary of Auditors' Results

Financial Statements

1. Type of report the auditors issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified

Internal control over financial reporting:

- 2. Material weakness(es) identified? No
- 3. Significant deficiency(ies) identified? Yes
- 4. Noncompliance material to financial statements noted? No

Federal Awards

Internal control over major federal programs:

- 5. Material weakness(es) identified? Yes
- 6. Significant deficiency(ies) identified? Yes
- 7. Type of auditors' report issued on compliance for major federal programs:
 - SNAP Cluster Qualified
 - CFDA # 15.875 Qualified
 - Highway Planning and Construction Cluster Qualified
 - CFDA # 66.600 Qualified
 - All other major programs Unmodified
- 8. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? Yes
- 9. Identification of major federal programs:

CFDA

<u>Numbers</u>	<u>Name of Federal Program or Cluster</u>
	SNAP Cluster
12.401	National Guard Military Operations and Maintenance (O&M) Projects
15.875	Economic, Social and Political Development of the Territories
16.527	Supervised Visitation, Safe Havens for Children Highway Planning and Construction Cluster
45.025	Promotion of the Arts - Partnership Agreements
66.600	Environmental Protection Consolidated Grants for the Insular Areas - Program Support Aging Cluster Medicaid Cluster

GOVERNMENT OF GUAM

Schedule of Findings and Questioned Costs, Continued
Year Ended September 30, 2017

Finding No.: 2017-001
Federal Agency: U.S. Department of Agriculture
CFDA Program: 10.551/10.561 SNAP Cluster
Federal Award No.: 2017 7GU400GU4
Area: Reporting - FNS-46 – *SNAP Issuance Reconciliation Report*
Questioned Costs: \$0

Criteria:

In accordance with applicable special reporting requirements, States must accurately report the reconciliation of SNAP benefits actually issued with the State’s Master Issuance File on FNS-46 – *SNAP Issuance Reconciliation Report* on a monthly basis.

Condition:

For three (or 25%) of twelve FNS-46 reports tested, total issuances were reported inaccurately, as follows:

<u>Report Month</u>	<u>Issuances Per Report</u>	<u>Issuances Per EBT Contractor</u>	<u>(Under) Over Reported</u>
Jul 2017	\$ 8,484,667	\$ 8,594,918	\$ (110,251)
Aug 2017	\$ 8,710,268	\$ 8,631,186	\$ 79,082
Sep 2017	\$ 8,541,759	\$ 8,617,910	\$ (76,151)
Sep 2017 Revised	\$ 8,632,822	\$ 8,617,910	\$ (14,912)

Subsequently, the July and August reports were accurately revised and resubmitted in January 2018. The September report was revised and resubmitted in March 2018; however, the revised total issuance remains underreported by \$14,912.

Cause:

Government of Guam management did not effectively monitor compliance with applicable special reporting requirements.

Effect:

The Government of Guam is in noncompliance with applicable special reporting requirements. No questioned cost is presented as actual issuances are supported by underlying EBT Contractor records.

Recommendation:

Government of Guam management should more closely monitor the reconciliation and reporting process so that the required monthly reporting and reconciliations of SNAP benefits actually issued with the State’s Master Issuance File are accurate in accordance with applicable special reporting requirements.

Views of Auditee and Planned Corrective Actions:

The Government of Guam describes corrective action in the Corrective Action Plan. See full response in the Corrective Action Plan.

GOVERNMENT OF GUAM

**Schedule of Findings and Questioned Costs, Continued
Year Ended September 30, 2017**

Finding No.: 2017-003
Federal Agency: U.S. Department of the Interior
CFDA Program: 15.875 Economic, Social and Political Development of the Territories
Area: Procurement and Suspension and Debarment
Questioned Costs: \$61,500

Criteria:

In accordance with applicable procurement and suspension and debarment requirements, a state must follow the same policies and procedures it uses for procurements from its non-federal funds. Therefore, the following procurement regulations apply:

1. Sole source procurement may be used, provided that the responsible procurement authority determines in writing that there is only one source for the required supply, service, or construction item.
2. A complete record of each procurement shall be maintained, including the invitation for bid, the bid packages received, and a record showing the basis for determining the successful bidder, who should be the lowest responsible and responsive bidder.

Condition:

In prior audit finding 2016-002, noncompliance was cited for Contract C160600400. Instead of following competitive sealed bidding procedures, a change order was issued to an existing contractor to build six additional bus stops at locations that were not part of the scope of the existing contract. In essence, sole source procurement was followed. However, the procurement file does not contain a written determination as to why there is only one source for the additional bus stops, and the procurement file for the existing contract shows that there had been eight bidders. In FY 2017, expenditures were charged to the noncompliant contract, as follows:

<u>Federal Award No.</u>	<u>Transaction No.</u>	<u>Date</u>	<u>Vendor No.</u>	<u>Prior Reference</u>	<u>FY 2017 Expenditures</u>
D15AF00038	0623696	01/09/17	G1066001	C160600400	\$61,500

Cause:

The Government of Guam did not enforce compliance with applicable procurement requirements.

Effect:

The Government of Guam is in noncompliance with applicable procurement requirements, and a questioned cost of \$61,500 exists.

Identification as a Repeat Finding: 2016-002

Recommendation:

The responsible procurement personnel should enforce compliance with the applicable procurement and suspension and debarment requirements and should provide the requested procurement files that demonstrate compliance.

GOVERNMENT OF GUAM

**Schedule of Findings and Questioned Costs, Continued
Year Ended September 30, 2017**

Finding No.: 2017-004
Federal Agency: U.S. Environmental Protection Agency
CFDA Program: 66.600 Environmental Protection Consolidated Grants for the Insular Areas - Program Support
Federal Award No.: 00906314
Area: Procurement and Suspension and Debarment
Questioned Costs: \$11,069

Criteria:

In accordance with applicable procurement requirements, a complete record of each procurement shall be maintained to demonstrate effective broad-based competition. Furthermore, the following requirements apply:

1. For small purchases of supplies or services between \$500 and \$15,000 (or \$25,000 effective August 7, 2017), no less than three positive written quotations from businesses shall be solicited, recorded, and placed in the procurement file.
2. Sole source procurement is not permissible unless a requirement is available from only a single supplier. In cases of reasonable doubt, competition should be solicited.

Condition:

For one (or 20%) of five transactions tested, aggregating \$18,758 of \$288,464 in total program non-payroll costs, the sole source method was used to procure water testing supplies based on a vendor's self-certification that it is the sole provider of the required supplies. However, there is no written documentation on file from independent research or independent sources that substantiates the vendor's claim.

<u>Prior Reference</u>	<u>Date</u>	<u>Vendor No.</u>	<u>Amount</u>	<u>FY 2017 Expenditures</u>
P176A01297	01/26/17	I0096172	\$ 11,069	\$ 11,069

Cause:

The Government of Guam did not enforce compliance with applicable procurement requirements.

Effect:

The Government of Guam is in noncompliance with applicable procurement requirements, and a questioned cost of \$11,069 exists.

Recommendation:

The responsible procurement personnel should enforce compliance with the applicable procurement and suspension and debarment requirements and should provide the requested procurement files that demonstrate compliance.

Views of Auditee and Planned Corrective Actions:

The Government of Guam describes corrective action in the Corrective Action Plan. See full response in the Corrective Action Plan.

GOVERNMENT OF GUAM

**Schedule of Findings and Questioned Costs, Continued
Year Ended September 30, 2017**

Finding No.: 2017-006
Federal Agency: U.S. Department of Health and Human Services
CFDA Program: 93.778 Medical Assistance Program
Federal Award No.: 1705GQ5MAP
Area: Eligibility
Questioned Costs: \$8,482

Criteria:

In accordance with applicable eligibility requirements, such documents as application worksheets, social security cards, proof of citizenship, proof of residency, notice of action, verification of employment forms, and recertification forms should be maintained on file to substantiate eligibility determinations. Furthermore, information should be requested from other agencies in the State and other State and Federal programs in verifying the financial eligibility of an individual.

Condition:

For 2 (or 3%) of 60 case files tested, aggregating \$74,366 of \$80,567,438 in total program benefits, the case file was not provided for examination:

	<u>Case #</u>	<u>Service Date</u>	<u>Claim Amount</u>	<u>FY 2017 Claims Paid</u>
1	33004742004	04/14/2016	\$ 20	\$ 15,245
2	33008039403	02/05/2017	<u>118</u>	<u>176</u>
			<u>\$138</u>	<u>\$ 15,421</u>

Cause:

The Government of Guam did not effectively manage case files. There is no system in place to track usage and location of participant files.

Effect:

The Government of Guam is in noncompliance with applicable eligibility requirements. Projected questioned costs exceed \$25,000, and known questioned costs of \$8,482 exist, as follows:

Costs Questioned Above	\$ 15,421
X Federal Share	<u>55%</u>
Total Questioned Cost	\$ <u>8,482</u>

Identification as a Repeat Finding: 2016-008

Recommendation:

The responsible personnel should implement monitoring and recordkeeping controls over maintaining compliance with applicable eligibility requirements.

Views of Auditee and Planned Corrective Actions:

The Government of Guam describes corrective action in the Corrective Action Plan. See full response in the Corrective Action Plan.

GOVERNMENT OF GUAM

Schedule of Findings and Questioned Costs, Continued
Year Ended September 30, 2017

Finding No.: 2017-007, Continued
 CFDA Program: 15.875 DOI Economic, Social and Political Development of the Territories
 CFDA Program: 20.205 DOT Highway Planning and Construction
 CFDA Program: 66.600 EPA Environmental Protection Consolidated Grants for the Insular Areas - Program Support
 Area: Equipment and Real Property Management
 Area: Capital Assets
 Questioned Costs: \$0

Condition, Continued:

2. Inventory records, capital asset ledgers, and the general ledger are not reconciled or updated, as follows:

a) Approximately \$50M of construction in progress included consulting and project management costs dated 7 to 10 years old. Allocation by project has not been determined. An adjustment was subsequently recorded to transfer these project costs from construction in progress to depreciable assets and were allocated by project as of 09/30/17.

<u>Reference</u>	<u>Per Capital Asset Register</u>
C080600079	\$ 1,705,280
C100600802	6,231,563
C100600803	5,482,693
C100600808	4,833,602
C100601880	5,720,299
C100601881	6,498,226
C110601140	1,547,516
C120601240	2,079,936
C130601490	7,004,521
C130601491	2,115,599
C130601493	2,342,091
C130601492	4,919,570
	<u>\$50,480,895</u>

b) Construction in progress included projects of approximately \$92M that were 4 to 10 years old, of which \$35.6M was identified to be substantially completed as of 09/30/17. An adjustment was subsequently recorded to transfer these assets as depreciable as of 09/30/17.

<u>Description</u>	<u>Incurred as of 09/30/17</u>	<u>O/S Bal as of 9/30/17</u>
Guam Museum	\$25,376,849	\$1,491,379
REPLACEMENT OF YLIG BRIDGE	7,235,486	50,000
TUMON BAY IMPROVEMENTS	3,734,186	-
FARMERS CO-OP/DEDED0 FLEA MARKET	3,470,729	-
RTE.17 REHAB & WIDENING	2,527,162	-
TOTAL	<u>\$42,344,412</u>	<u>\$1,541,379</u>

GOVERNMENT OF GUAM

**Schedule of Findings and Questioned Costs, Continued
Year Ended September 30, 2017**

Finding No.: 2017-007, Continued
CFDA Program: 15.875 DOI Economic, Social and Political Development of the Territories
CFDA Program: 20.205 DOT Highway Planning and Construction
CFDA Program: 66.600 EPA Environmental Protection Consolidated Grants for the Insular Areas -
Program Support
Area: Equipment and Real Property Management
Area: Capital Assets
Questioned Costs: \$0

Condition, Continued:

- d) We were unable to verify the existence of \$489K of capital assets. The asset listing did not include sufficient information to identify locations or descriptions. The net book value of each item is \$0.

<u>REF</u>	<u>Description</u>	<u>Cost</u>
5621F	PACKER TRUCK	\$ 113,944
5621F	REFUSE COLLECTION TRUCK	139,663
5621F	TRACKER LOADER	<u>235,300</u>
		<u>\$ 488,907</u>

3. Capital assets were not recorded in accordance with the applicable capitalization policy. \$435K were less than the \$50,000 threshold per the applicable capitalization policy or were not capitalizable expenses. The net book value of each item is \$0.

<u>REF</u>	<u>Description</u>	<u>Cost</u>
5621F	FULL FEATURE PORTABLE RADIOS (23)	\$ 128,155
5621F	PERSONAL COMPUTERS	59,928
5621F	30 ea Computers Dell Optiplex GX270S 3.0	82,530
5621F	Purchase of Computer	75,833
5621F	Computer System, 26ea@ 3,421.62	<u>88,962</u>
		<u>\$ 435,408</u>

4. Construction costs were not easily identifiable by project. The capital asset subsidiary ledger included details of transactions from the general ledger and were not organized in a manner that could be identified by project.

Cause:

The processes over inventory, maintenance and reconciliation of capital assets are not routine. A reliable equipment management system has not been fully developed. Instead, the Division of Accounts within the Department of Administration utilizes multiple Excel worksheets for capital asset management purposes.

Effect:

The Government of Guam is in noncompliance with applicable equipment management requirements. The underlying capital outlays are not considered questioned costs as corrective action is in progress. This noncompliance applies to the following major programs, for which cumulative capital outlays over the past five years exceed FY 2017 materiality levels: CFDA numbers 15.875, 20.205, and 66.600.

Identification as a Repeat Finding: 2016-009.

GOVERNMENT OF GUAM

**Summary of Unresolved and Resolved Questioned Costs Arising from
Prior Year Single Audits
Year Ended September 30, 2017**

	<u>Prior Year Listed Unresolved Questioned Costs</u>	<u>Questioned Costs Resolved During the Year</u>	<u>End of Year</u>
Unresolved Questioned Costs FY 15	\$ 348	\$ 348	\$ -
Unresolved Questioned Costs FY 16	<u>432,056</u>	<u>-</u>	<u>432,056</u>
	\$ <u>432,404</u>	\$ <u>348</u>	432,056
Add Questioned Costs for FY 2017			<u>135,451</u>
Total Unresolved Questioned Costs at September 30, 2017			\$ <u>567,507</u>

Unresolved Questioned Costs by CFDA Program:

<u>CFDA #</u>	<u>Program Name</u>	<u>2017</u>	<u>2016</u>	<u>Total</u>
15.875	DOI	\$ 61,500	\$ 63,385	\$ 124,885
66.600	EPA	11,069	-	11,069
93.224	Health Center Program	-	966	966
93.243	Substance Abuse and Mental Health Services	54,400	204,110	258,510
93.778	Medicaid	<u>8,482</u>	<u>163,595</u>	<u>172,077</u>
	Totals	\$ <u>135,451</u>	\$ <u>432,056</u>	\$ <u>567,507</u>

Finding No.: 2017-003

Responding Agency: Department of Administration

Responsible personnel: Director of Public Works or Designee

1. Department of Administration's Director or Designee will seek the assistance from Chief of Procurement (DOA, GSA) to enforce compliance of applicable procurement and suspension and debarment requirements to Department of Public Works and to request procurement files that validates compliance. Memorandum addressed to the DPW's Director will be sent no later than 30 days after issuance of FY17 Single Audit Report to provide said documentation.

Finding No.: 2017-004

Responding Agency: Department of Administration,

Responsible personnel: Administrator of Guam Environmental Protection Agency or Designee

1. Department of Administration's Director or Designee will seek the assistance from Chief of Procurement (DOA, GSA) to enforce compliance of applicable procurement and suspension and debarment requirements to Department of Public Works and to request procurement files that validates compliance. Memorandum addressed to the GEPA's Administrator will be sent no later than 30 days after issuance of FY17 Single Audit Report to provide said documentation.

Finding No.: 2017-005

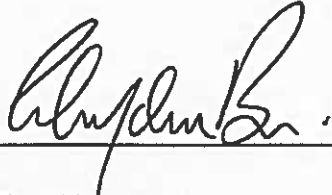
Responding Agency: Department of Administration

Responsible personnel: Director of Guam Behavioral Health and Wellness Center or Designee

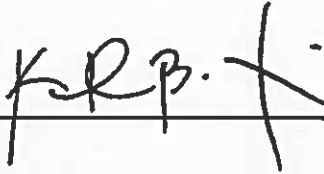
1. Department of Administration's Director or Designee will seek the assistance from Chief of Procurement (DOA, GSA) to enforce compliance of applicable procurement and suspension and debarment requirements to DPHSS and to request procurement files that validates compliance.
2. DOA's General Accounting Supervisor (GAS), Federal Branch will meet with program coordinator for Project Launch within 30 days after issuance of FY17 Single Audit report to request for copies of procurement files for transactions listed to demonstrate compliance. A memorandum or e-mail will be sent no later than 30 days after this initial meeting to reiterate the importance of maintaining complete procurement records for any product/services acquired.

DOA's GAS will also request for training from GSA for personnel in charge of the program to get the information they need to comply with procurement regulations.

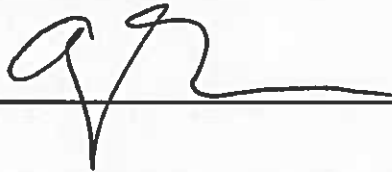
3. DOA will request for mandatory attendance of a Fixed Asset personnel for any project commencement ensure proper accounts are established to help with the preparation of periodic reports which document a project's percentage of completion.
4. DOA will work with non-component unit government agencies, departments, or divisions to obtain their capital assets reports timely to so that it will be included in the Capital Asset report.



Edward M Birn, Director



Kathrine B Kakigi, Financial Manager



Armi Lynn R Lujan, General Accounting Supervisor, Federal Grants