

GUAM'S TITLE XX CONSOLIDATED BLOCK GRANTS PROGRAM

POPULATION TO BE SERVED FOR FY 2016

**POPULATION TO BE SERVED
FISCAL YEAR 2016
(ESTIMATED)**

Service Activity	Eligibility Criteria	Estimated Number of Adults or Children to be Served	Funding Source	
			Title XX Consolidated Block Grants Program (100% Federal)	Foster Care Program or Other Local Funds (100% Local)
Adoption Services (Adoption promotion and support, adoption social studies)	Children and adults who will be referred for adoption services. Adults are 59 years old and younger or adults are 60 years old and older.	102 adults 70 children	X	X
Case Management Services (Services are for children under the agency's legal and protective custody and their families; children and their families or caregivers who are in need of reunification services; all foster children in need of permanency; and foster children with special needs or who are in residential treatment centers)	Children on Guam ages 0-17 and their families, who have been referred for alleged child abuse and neglect. Court may extend jurisdiction to the agency for those children beyond 17 years of age. Adults are 59 years old and younger or adults are 60 years old and older.	175 adults 264 children	X	X
Education and Training Services (Child abuse and neglect prevention and education, other education and training)	Individuals, children and their families who will be provided with education and training on CPS related information or other direct services information) i.e., school presentations conducted by Social Workers and Homemakers. Adults are 59 years old and younger or adults are 60 years old and older.	2415 adults 3312 children	X	X
Foster Care Services – Children	Children on Guam ages 0-17 who have been referred for alleged abuse and neglect. Court may extend jurisdiction to the agency for those children beyond 17 years of age.	260 children	X	X
Home Based Services	Children on Guam ages 0-17 and their families who have been referred to provide home-based services. This is to assist 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.	35 adults 263 children	X	X

Information and Referral Services	No eligibility criteria. Available to anyone in the community. Adults are 59 years old and younger or adults are 60 years old and older.	60 adults	X	X
Prevention and Intervention Services (Family preservation and support services)	Children on Guam ages 0-17 and their families (who have been referred for alleged child abuse and neglect) and their families.	4 adults 6 children	X	X
Protective Services – Adults (24-hour emergency shelter and support services for individuals and families who are homeless) (24-hour emergency shelter 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 and families publicly or privately operated shelter designed to provide temporary living accommodations; an institution that provides a temporary residence for children intended to be institutionalized; 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.	281 adults	X	X
Protective Services – Children (24-hour emergency shelter and support services for children who are victims of child abuse and neglect). Children referred for child abuse and neglect with allegations for which an assessment and/or investigation was conducted. Children who are victims of domestic violence and staying at the emergency shelter for victims of domestic violence.	Children on Guam ages 0-17 years who have been referred for alleged abuse or neglect. Children referred to the emergency shelter for victims of domestic violence, and who have no place to stay, or lacks resources.	770 children	X	X
Protective Services – Children with Disability (Children with disability referred for child abuse and neglect (CAN) allegations)	Children with disability on Guam ages 0-17 years who have been referred for alleged abuse or neglect.	57 children	X	X

for which an assessment and/or investigation was conducted.)				
Transportation	Children ages 0 -17 years old on Guam and their families who have been referred for alleged child abuse and neglect. Court may extend jurisdiction to the agency for those children beyond 17 years of age. Adults are 59 years old and younger or adults are 60 years old and older.	30 adults 340 children	X	X
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.	47 adults	X	X
Child Custody Social Study	Adults and their children who are involved in custody cases for which cases are received from the court. Adults are 59 years old and younger or adults are 60 years old and older.	111 adults 87 children	X	X
Social Study to Determine Appropriate Placement for Children	Adults and their children who are involved in requests received by the agency for social studies to determine appropriate placement. Cases received from the courts for which a social study request is made on the home and family. Adults are 59 years old and younger or adults are 60 years old and older.	6 adults 6 children	X	X
Family Foster Home, Group Home and Therapeutic Foster Home Certification	Any individual interested in becoming a foster parent or therapeutic foster parent and meets the licensing criteria. Agencies or organizations interested in operating a group home and meets the licensing requirements. Adults are 59 years old and younger or adults are 60 years old and older.	69 adults	X	X

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

**BUDGET PROPOSAL FOR
FY 2016**

BUDGET JUSTIFICATION

111	REGULAR SALARY	\$ 2,183,228
	Regular salary and increment for forty-eight (48) full-time equivalent (FTE) positions. (See appendix A)	
112	OVERTIME SALARY	\$ 1,000
	Overtime salary for thirty-eight (38) Social Services Supervisors, Social Workers and Homemakers in the CPS Intake, Crisis Intervention, Investigation, and Case Management Units, and the Home Evaluation and Placement Services and Family Services Sections. This is essential as workers must remain on an on-call status in order to comply with Guam PL 20-209, which mandates the agency to respond to child abuse and neglect reports seven days a week on a twenty-four hour basis. Family Preservation workers provide intensive and other support services at all hours of the day for families in crisis.	
113	FRINGE BENEFIT	\$ 838,424
	Fringe benefits for forty-eight (48) FTE positions which include retirement, life, medical and dental insurance. (See Appendix A)	
220	TRAVEL	\$ 74,100
	Travel cost for six (6) staff who will attend training sessions not available on the island on areas of child abuse and neglect, family preservation, adoption, child custody, addressing poverty and homelessness, and other pertinent trainings. This will provide opportunities to gather and share information with other States in the assessment and treatment of child abuse and neglect. Airfare, per diem and conference registration fee amount to \$4,900 per training.	
	4,900 x 6 = 29,400	
	Cost for foster children who will travel off-island for medical evaluations and for foster care, relative foster care, guardianship or adoptive placements. This also includes cost for workers who must accompany these children.	
	\$3,800 x 7 children = \$26,600 \$4,700 x 3 workers = \$14,100	
	To cover local mileage reimbursement of the use of privately-owned vehicle (POV) by Bureau staff in case leased vehicles or official vehicle are not available. \$4,000	
230	CONTRACTUAL	\$ 645,511
	Lease of eight (8) vehicles \$55,000	
	Annual cost of eight (8) leased vehicles inclusive of maintenance services, towing, and loaner vehicle services.	

Vehicle Repair/Towing/Oil Change/Maintenance Agreements \$3,000

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

Vehicle Cleaning \$500

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

Guma San Jose Homeless Expansion Project \$324,516

Annual cost to a private, non-profit organization to provide 24-hour emergency shelter and support services to families with children who are homeless.

\$27,043 per month x 12 months = \$324,516

Management Information System/PhPro System \$123,750

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

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

Lease of Office Copier \$21,500

Cost for one year lease of Xerox Machine Work Centre 7556/XKP065524 (Colored): \$9,000

Cost for one year lease of Xerox Machine 7775/RFX000797 (Colored): \$10,000

Cost for one year lease of Xerox Machine 4250/MAC600084: \$2,500

Office Typewriter, Copier, Laptop Computer, Desktop Computer/Ncomputing, Scanner, Preventive Maintenance of Access Control Doors, Printer Maintenance Service Agreements \$29,000

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

Cell Phone Service \$1,800

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

Purchase and Installation of Additional Closed Circuit Television (CCTV) System \$3,000

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

CCTV System \$7,000

Preventive maintenance services for CCTV installed at the BOSSA office.

Public Address (PA) System \$7,000

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

Office Uniforms \$7,000

To purchase office uniforms for BOSSA staff.

Professional Membership Fees \$4,845

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

BOSSA Staff Training and Development \$24,000

Cost for various staff training and development programs.

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

Foster Parent Training \$3,000

Postage \$2,000

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

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

Staff Business/Calling Cards \$1,000

To cover staff business/calling cards for BOSSA Staff.

Office Water Bottle \$2,000

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

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

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

Miscellaneous 15,000

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

233 BUILDING RENTAL

\$ 112,680

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

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

240 SUPPLIES

\$ 42,000

General Supplies \$30,000

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

Computer Software \$3,000

To upgrade existing computer software.

Blanket Purchase Order for Sundries \$3,000

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

Blanket Purchase Order for Office Supplies \$6,000

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

250 EQUIPMENT

\$ 78,400

Desk Computers \$52,000

To purchase fifteen (15) new computers at \$3,500 per computer. Computers will be for Social Workers and Homemakers for case reports, internet research, PhPro child welfare management information system and other purposes.

Laptop Computer \$4,000

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

Projector \$3,000

Computer Hardware \$3,000

To upgrade existing computer hardware.

Telephone Instruments \$6,000

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

Thumb Drive \$400

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

Other Basic Office Equipment

To purchase basic office equipment that include shredders, fans, copiers, surge protectors and other office equipment. **\$10,000**

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

\$ 25,000

To upgrade the filing system for the Records Room.

To purchase and upgrade work stations and filing cabinets for Bureau staff.

701 INDIRECT COST - FEDERAL PROGRAM

\$ 523,969

To cover the cost allocation of regular salaries and fringe benefits of two (2) staff from the Division of Public Welfare. These staff will provide indirect administrative support to Title XX , Consolidated Block Grant Program and its intended plan use.
\$61,568.00

Indirect cost is computed at the indirect cost rate of 21.17% of total salary.

Regular Salary \$2,183,228
Overtime Salary +1,000
Total Labor Cost \$2,184,228

Indirect Cost: 21.17% x \$2,184,228 = \$462,401

Please note: Indirect cost rate for fiscal year 2014 is 21.17%. There is no rate for fiscal years 2015 and 2016.

TOTAL PROPOSED BUDGET:

\$ 4,605,062

Bureau of Services Administration, Guam Department of Public Health and Social Services
Fiscal Year 2016, Title XX, Consolidated Block Grants Program Pre-expenditure Report

**TITLE XX, CONSOLIDATED BLOCK GRANTS PROGRAM
ESTIMATED ALLOCATIONS
FISCAL YEAR 2016**

PROGRAMS	AMOUNT
Social Services Block Grant	\$ 299,880
Child Abuse and Neglect	\$ 72,554
Child Welfare Services	\$ 356,133
Children's Justice	\$ 66,120
Community Services Block	\$ 954,088
Community Based Child Abuse Prevention (Family Resource)	\$ 220,500
Family Violence Prevention	\$ 147,207
Low Income Home Energy Assistance Program	\$ 677,242
Family Preservation and Support Services Program (Promoting Safe and Stable Families)	\$ 383,978
Family Preservation and Support Services Program (Promoting Safe and Stable Families) Caseworker Visits	\$ 19,552
Sub-total:	\$ 3,197,254
Estimated Carryover of Fiscal Year 2015 Title XX, Consolidated Block Grants Funds	\$ 1,407,808.00
Grand Total:	\$ 4,605,062

**TITLE XX, CONSOLIDATED BLOCK GRANTS PROGRAM BUDGET
FISCAL YEAR 2016
OCTOBER 1, 2015 - SEPTEMBER 30, 2016**

OBJECT CODE	OBJECT CATEGORY		AMOUNT
111	Regular Salary	\$	2,183,228
112	Overtime Salary	\$	1,000
113	Fringe Benefit	\$	838,424
220	Travel	\$	74,100
230	Contractual	\$	645,511
233	Building Rental	\$	112,680
240	Supplies	\$	42,000
250	Equipment	\$	78,400
271	Drug Testing Charges	\$	750
363	Utilities/Telephone	\$	80,000
450	Capital Outlay	\$	25,000
701	Indirect Cost - Federal Program	\$	523,969
Total:			\$ 4,605,062

Performance Measure Calculations

STATE: Guam	FISCAL YEAR: 2014	Report Period: 10/01/2015-09/30/2016
Contact Person: James W. Gillan	Phone Number: (671) 735-7102	
Title: Director	E-Mail Address: james.gillan@dphss.guam.gov	
Agency: Dept. of Public Health and Social Services	Submission Date: September 01, 2015	

	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	217,203	192,278	192,278	89%
2	Case Management	410,639	343,299	343,299	84%
3	Congregate Meals				
4	Counseling Services				
5	Day Care--Adults				
6	Day Care--Children				
7	Education and Training Services	163,574	66,783	66,783	41%
8	Employment Services				
9	Family Planning Services				
10	Foster Care Services--Adults				
11	Foster Care Services--Children	323,757	303,424	303,424	94%
12	Health-Related Services				
13	Home-Based Services	105,464	78,984	78,984	75%
14	Home-Delivered Meals				
15	Housing Services				
16	Independent/Transitional Living Services				
17	Information & Referral	56,140	25,441	25,441	45%
18	Legal Services				
19	Pregnancy & Parenting				
20	Prevention & Intervention	153,114	37,641	37,641	25%
21	Protective Services--Adults	77,484	14,410	14,410	19%
22	Protective Services--Children	1,272,468	1,017,558	1,017,558	80%
23	Recreation Services				
24	Residential Treatment				
25	Special Services--Disabled				
26	Special Services--Youth at Risk				
27	Substance Abuse Services				
28	Transportation	100,147	80,816	80,816	81%
29	Other Services***	491,081	346,564	346,564	71%
	Total	3,371,071	2,507,198	2,507,198	74%

