BUREAU OF BUDGET & MANAGEMENT RESEARCH

OFFICE OF THE GOVERNOR
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DEC 02 2019

35GL-19-1285
Speaker Tina Rose Muña Barnes

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The Honorable Tina Muña Barnes
Speaker
I Mina' Trentai Singko Na Liheslaturan Guåhan
Thirty-Fifth Guam Legislature
Guam Congress Building
163 Chalan Santo Papa
Hagåtnå, Guam 96932

Dear Speaker Barnes:

Pursuant to §4123 of Chapter 4, Title 5 of the Guam Code Annotated, transmitted herewith is the Federal Receipts Report for the Fiscal Year (FY) Ending September 30, 2019.

As mandated, the report "compares the aggregate value of federal receipts that each designated state agency received for the previous fiscal year to the aggregate amount of federal funds to the total budget of the designated state agency for that fiscal year." Also contained within the report are Action / Operating Plans submitted by designated state agencies which outline steps to be taken in the event that federal receipts are reduced to respective programs within their entities.

As indicated in the Report, executive line department / agencies and autonomous / semi-autonomous entities *not* reflected in the Report had reported to the Bureau that they *did not* receive 100% federal or federal matching funds in FY2019.

Should you have any questions, please do not hesitate to contact me.

Senseramente,

Lester L. Carlson, Jr.

Attachments

Cc: Senator Joe S. San Agustin, Committee on General Government Operations, Appropriations, and Housing

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GOVERNMENT OF GUAM
FEDERAL RECEIPTS REPORT [Title 5 GCA, Ch. 4, § 4123(b)]
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GENERAL GOVERNMENT						
1. Office of I Maga'hagan Guahan & I Sigundo Maga'lahen Guahan (Offices of the Governor & Lt. Governor of Guam) 1/	**$0**	**$34,606,264**	**$34,606,264**	**$8,062,703**	**$42,668,967**	**81.1%**
Guam Buildup Office: A decrease in federal funding for operations and logistical support for the Guam Buildup Office will require downsizing operations, decreasing staff and operational expenses. Should funding cease altogether and there is still a requirement to continue operations, office staff and operations costs must be included in the Office of the Governor's overall annual budget.						
Serve Guam! Commission: Should there be a reduction in AmeriCorps State Formula Grants, the number of AmeriCorps programs sub-awards will subsequently be reduced. Accordingly, each budget line item of the Commission Support and Investment Fund grants will be reduced as necessary.						
Guam Community Outreach-Federal Programs Office: The STOP Violence Against Women and Sexual Assault Services grant programs help supplement efforts for both government and non-profit community based organizations to provide for crucial services such as emergency services for women and referral services; legal services for victims; training and technical assistance for law enforcement, prosecution, judges, and court practitioners; visitation and exchange; counseling; short-term individual and group support services; 24-hour hotline services; crisis intervention; advocacy; and accompaniment services. Should there be a reduction in federal funding, valuable services will unfortunately be reduced or will no longer be available to victims and survivors of domestic violence, sexual assault, dating violence, and stalking.						
Guam Homeland Security/Office of Civil Defense (OHS/OCD): Should the GHS/OCD receive a reduction in federal receipts, there will be prioritized spending in the following object classes: Salary, Benefits, Utilities - Water, Power, and Telephone, Contractual Services, Materials/Supplies, Equipment, and Travel. The GHS/OCD will scale all operations, projects, and programs accordingly. Individuals will either be furloughed, transferred, or terminated, starting with employees in the unclassified ranks and prioritized based on knowledge, skills, and abilities. Utilities will be prioritized to operate the Emergency Operations Center (EOC). The EOC serves as the hub during all disasters, emergency and catastrophic events. There is currently a Memorandum of Agreement for utilities cost share in place with the Guam Police Department (GPD) and Guam Fire Department (GFD). In the event the GHS/OCD is unable to cover its portion of the utilities costs, the GPD and GFD will be required to cover the cost to sustain dispatch and E-911 services. Funding of all remaining object classes will be determined as mandated by the situation. In order to maintain programs in the event of a loss of federal receipts, the GHS/OCD will require an operations appropriation.						
2. Department of Public Works	**$0**	**$19,102,799**	**$19,102,799**	**$19,808,270**	**$38,911,069**	**49.1%**
Federal Highway Administration (FHWA) Program: The FHWA funded section of the Division of Highways is currently in the process of developing a funding contingency plan.						

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National Highway Traffic Safety Administration (NHTSA) Program: In the event the Office of Highway Safety (OHS) receives a reduction in NHTSA federal receipts, there will be a decrease in funding for overtime and other personnel costs, and travel will be applied to sub-grantee's contracts or none will be applied to these contracts depending on the decrease in funding.						
3. **Department of Revenue and Taxation**	$0	$350,000	$350,000	$11,450,233	$11,800,233	3.0%
Motor Carrier Safety Assistance Program: If federal funding is reduced or eliminated for the Motor Carrier Safety Assistance Program, the Department of Revenue and Taxation would continue operations with what the Department's budget permits or seek other federal grants available to continue supporting the mission of the program, which is detrimental to the general public traversing our island highways and roadways.						
PROTECTION OF LIFE AND PROPERTY						
4. **Department of Corrections**	$0	$221,320	$221,320	$26,839,546	$27,060,866	0.8%
With the reduction of federal assistance, local funding may have to be diverted from critical areas of operation and personnel costs, or worst case scenario, continue with its current efforts which has yet to make a significant impact on the community. The payment of overtime will be impacted as well as the department's operational costs such as medical payments to vendors and the procurement of much needed supplies and equipment to sustain the needs of inmates, detainees, officers, and staff.						
5. **Department of Youth Affairs**	$0	$2,324,924	$2,324,924	$5,764,881	$8,089,805	28.7%

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	In the event of a possible reduction in federal receipts, the Department of Youth Affairs will make adjustments according to priority of program areas and mandates required by the Juvenile Justice and Delinquency Prevention Act of 2002. After-School Programs and Juvenile Justice Systems Improvements will be the first to be cut back or eliminated, as they are not mandated by law to fulfill. Planning and Administration will be reduced based on the percentage from new allocations. The State Advisory Group funding will be reduced and will meet less frequently, and/or members may choose to voluntarily waive their stipends. Compliance Monitoring and Disproportionate Minority Contact will operate with the remaining budget ensuring that all minimum requirements by law are met and that the overall mission and mandates of the grant and Office of Juvenile Justice and Delinquency Prevention are not jeopardized, which could result in the reduction of compliance activities and training.						
6.	**Guam Police Department**	$722,514	$0	$722,514	$34,218,431	$34,940,945	2.1%
	Recreational Boating Safety Program: Should the department not receive the additional federal grants, it will do its best to absorb what it can financially, particularly with the classified employees. The department will work to support budget object classes such as training, supplies, equipment, and capital outlay; however, if it is not feasible, then the GPD will have no choice but to discontinue the support and services of the program.						
7.	**Guam Customs and Quarantine Agency**	$0	$30,654	$30,654	$14,378,999	$14,409,653	0.2%
	In the event that federal funding for each category is reduced, dog food and veterinarian services would be supplied by the Guam Customs and Quarantine Drug Detector Dog Unit (DDDU), utilizing funding sources that sustain the DDDU's K9 Program. Training aids, supplies, and equipment will be scaled back if not eliminated.						
8.	**Guam Environmental Protection Agency**	$0	$3,565,535	$3,565,535	$4,109,879	$7,675,414	46.5%

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U.S. Department of Defense, U.S. Department of Transportation, and U.S. Environmental Protection Agency (EPA) Grant Programs: The Agency would reassess its operational budget to meet federal requirements. GEPA will evaluate and prioritize the federally funded program line item budget to identify cuts to the program based on the least priority. GEPA would also explore, consult, and partner with Government and Non-Government Organizations and major federal agencies such as U.S. EPA, UOG (WERI), and Colleges of Engineering to augment and/or expand loss of federal funds. In addition, once GEPA is assigned an assistant Attorney General, they would be tasked to revisit all statutes and regulations which would result in the updating of the Agency's fines and fees.						
9. Guam Energy Office	**$0**	**$611,263**	**$611,263**	**$0**	**$611,263**	**100.0%**
Should federal receipts to the Guam Energy Office be reduced, the Office proposes the following: 1.) Evaluate and Prioritize line items of Federally Funded Program(s) by a.) Identifying budgeted line items necessary for program implementation; 2.) Prioritize federally funded positions by a.) Identify current personnel to continue program implementation within job duties; b.) Suspend new recruitment; c.) Notify unclassified or temporary personnel of expected last date of employment; d.) Work with Dept. of Administration to properly layoff classified personnel and/or assist with transferring to another agency. 3.) Extreme Measures if all federal receipts ceased: a.) Work with Dept. of Administration to properly layoff classified personnel and/or transfer to another agency; b.) No longer employ unclassified or temporary personnel; c.) Request Governor to issue Executive Order merging Guam Energy Office into a General Funded Agency or Autonomous Agency that can continue implementing certain tasks/activities by critical personnel necessary for economics, such tasks as tracking of sales of petroleum products and other unfunded local mandates still needed to be carried out.						
10. Office of the Attorney General	**$5,089,463**	**$2,595,877**	**$7,685,340**	**$15,039,063**	**$22,724,403**	**33.8%**
The Office of the Attorney General of Guam would take the following planned action(s), including but not limited to, should there be a reduction in federal receipts: 1.) Evaluate all federal expenditures to determine areas for suspension or reduction without impairing critical needed services or jeopardizing the grant, and determine alternative funding measures to accomplish goals/objectives; 2.) Prioritize operational expenses for continuity of programs and critically needed services to maintain agency mission; 3.) Build relationships, maintain partnerships, and develop strategies with other agencies, both governmental and non-governmental to share program services.						
PUBLIC HEALTH						

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11. Guam Behavioral Health and Wellness Center	**$0**	**$4,084,206**	**$4,084,206**	**$21,166,837**	**$25,251,043**	**16.2%**
Should there be a reduction in federal receipts, the Guam Behavioral Health and Wellness Center would: 1.) Analyze and evaluate current federal expenditures to determine any areas that can be minimized, discontinued, or otherwise done away with; 2.) Communicate with federal funding agencies regarding priorities and justify need by demonstrating through data collected, highlighting critical need and the fact that HHCC services are unduplicated on the island; 3.) Prioritize federal funding for line items that cannot be funded through alternative measures; 4.) Advocate for program funding to the Legislature to secure local funding to absorb areas affected by federal cuts; 5.) Continue building relationships and maintaining partnerships with other agencies, both governmental and non-governmental in order to share services and develop strategies for continuity of care; 6.) Re-evaluate current services being provided and scale back if necessary (last resort); 7.) Evaluate and prioritize program line item budget to identify cuts to the program based on the least priority; 8.) Prioritize operational expenses for the most critical need; 9.) Suspend recruitment of federally funded position(s); 10.) Follow Government of Guam Personnel Rules and Regulations to implement lay off procedures of classified and limited term appointments; 11.) In the event that layoff procedures are implemented, consult with DOA HR in assessing positions within the Government of Guam to transfer classified federally funded employees to other government agencies; 12.) Explore, consult, and partner with Non-Government Organizations, Foundations, and major Federal agencies to augment and/or expand loss of federal funds.						
12. Department of Public Health and Social Services	**$65,326,158**	**$188,529,424**	**$253,855,582**	**$62,429,031**	**$316,284,613**	**80.3%**
[REFER TO ATTACHMENT #1]						
13. Guam Memorial Hospital Authority	**$0**	**$344,674**	**$344,674**	**$138,798,799**	**$139,143,473**	**0.2%**
Should the GMHA lose federal funds, its operational plan, as mandated by law, is to continue providing patient care services to the island community. However, we will work with the Governor of Guam and the Guam Legislature for critically needed assistance in filling GMHA's financial gaps, to include the operations of both the Guam Memorial Hospital and Skilled Nursing Unit. In so doing, the GMHA will continue to meet its mission "to provide quality patient care in a safe environment" and be guided by its vision "to achieve a culture and environment of safety and quality patient care meeting national standards and addressing the needs of the community in a fiscally responsible, autonomous hospital."						

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COMMUNITY SERVICES						
14. Department of Integrated Services for Individuals with Disabilities	**$2,076,169**	**$0**	**$2,076,169**	**$919,081**	**$2,995,250**	**69.3%**
In the event federal receipts are decreased, the Division of Vocational Rehabilitation (DVR), which is the designated state unit responsible for administering federal vocational rehabilitation funds, will request for additional funding necessary to operate the program through the "reallotment process" that allows federal funds to be allocated from other states that are unable to use their full grant awarded funds. Secondly, the DVR will have a reduction in force to reduce the administrative costs of the program. Lastly, services to clients and other operational costs will be reduced, as an order of selection will be enforced where clients will be served based on their income and those with the most severe disabilities will be prioritized.						
RECREATION						
15. Department of Parks and Recreation	**$0**	**$413,040**	**$413,040**	**$4,011,678**	**$4,424,718**	**9.3%**
Should federal funds be reduced or eliminated, the plan will be to solicit for a more stable funding source, whether it be local or federal.						
INDIVIDUAL AND COLLECTIVE RIGHTS						
16. Guam Council on the Arts and Humanities Agency	**$296,700**	**$0**	**$296,700**	**$360,753**	**$657,453**	**45.1%**

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	With a reduction in federal receipts, Guam CAHA would not be able to operate and must request for additional funding from the General Fund to cover costs that are currently being paid with federal funds received. Those costs include gallery/office space lease, supplies, and telephone and contractual services.						
17.	**Department of Labor**	$47,000	$5,185,942	$5,232,942	$2,792,511	$8,025,453	65.2%
	In the event of reduction of federal grant funds and based on final allocation: 1.) Identify service areas that may be cut back such as a redundancy in programs; 2.) Reduce the number of limited term staff who provide services needed to handle the number of job seekers and employers receiving our services and redistribute case load among classified staff; 3.) Reduce the number of participants enrolled into programs to ensure that funding available is sufficient to provide services.						
18.	**Department of Military Affairs**	$1,285,214	$5,507,238	$6,792,452	$696,178	$7,488,630	90.7%
	In the event federal receipts are reduced, the Department of Military Affairs (DMA) will evaluate and prioritize line items funded by Appendices of the Master Cooperation Agreement by identifying personnel needed to carry out priority tasks to ensure needs of the Guam National Guard continue to operate efficiently and looking for cost-cutting measures such as suspending travel to off-island trainings/workshops, reducing expenses for office supplies, etc. Furthermore, the DMA will suspend all new recruitment actions to fill vacancies, notify unclassified or temporary personnel of expected last date of employment, freeze increments, and work with the Department of Administration for guidance in taking action to layoff classified personnel or assist with the transferring of classified personnel to other Government of Guam departments/agencies. Should all federal receipts be ceased, the DMA will no linger employ unclassified personnel, propose retirement for personnel who are qualified to retire, request the U.S. Fiscal and Property Office to fund personnel such as security guards and other critical DMA personnel to ensure Guam National Guard facilities continue being secured 24 hours, and request the Governor to issue an executive order to fund all other classified personnel for a designated period until the U.S. National Guard Bureau is able to provide funds through the Master Cooperation Agreement.						
	PUBLIC EDUCATION						

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19. Guam Public Library System	**$0**	**$162,713**	**$162,713**	**$1,217,900**	**$1,380,613**	**11.8%**
In the event there is a reduction in federal funding or if federal funding is ceased for the Guam Public Library System, the Program Coordinator I position, as authorized in one of the grant's Five-Year Plan, will have to be terminated; subscriptions for newspapers, magazines, online resources, and maintenance for all software currently in place will have to be terminated; and the department will have the inability to purchase books, DVD's, E-books, computer supplies, and equipment.						
20. Guam Department of Education	**$48,453,132**	**$17,667,924**	**$66,121,056**	**$230,368,941**	**$296,489,997**	**22.3%**
No Action Plan submitted.						
21. University of Guam	**$4,518,681**	**$11,424,207**	**$15,942,888**	**$33,242,258**	**$49,185,146**	**32.4%**
Guam CEDDERS Program: In the event that funding is reduced to Guam CEDDERS federal awards, work scopes will be cut back without compromising compliances, vacant positions will not be filled, and work assignments will be aligned to minimize cuts of existing positions. Should a grant be completely defunded, a reduction in staff will be necessary. A request will be made to allow the carry over of indirect cost and discretionary fund balances to succeeding fiscal year in order to continue to support CEDDERS mission of service to the community.						
Pacific Islands Climate Science Center; NASA EPSCoR; Pacific Cancer Registry; Guam Cancer Registry; Sea Grant; Cooperative Ecosystem Studies Unit; Ecofeed; Rural Energy for America Program: Research projects will be halted and possible project staff lay-offs.						
Guam EPSCoR - "Guam Ecosystem Collaboratorium": If there is a reduction in funds, actions will be dependent upon the severity of the cut. Procurement of equipment and supplies, funding cyberinfrastructure, Education, Outreach & Diversity (EOD) activities, and travel to National Science Foundation meetings will be reduced or curtailed accordingly. Salaries and benefits for staff and the Senior Research Faculty member will be maintained as long as possible and buyouts will be suspended as allowable.						

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	University of Guam/University of Hawaii Cancer Center Partnership Program: A cut in National Cancer Institute federal funds would impact UOG's ability to continue all projects and core activities. The University would have to decrease all activities and possibly lay off project staff.						
	HRSA Area Health Education Center Grant Program: Contracted services including tutoring, administrative/fiscal support, and travel to the Micronesian region will be reduced based on funding availability.						
	NIH U24 Pacific Island Cohort on Cardiometabolic Health (PICCAH) Grant Program: The faculty and staff will have reduction in time based on level of funding. Externally contracted staff/consultants may be reduced as necessary but will not affect the cohort data collection or the integrity of the study design.						
	NIH Building Undergraduate Infrastructure Leading to Diversity (BUILD) Enhancing Cross Disciplinary Infrastructure and Training at Oregon (EXITO) Program: Two staff can have their time reduced as the grant progresses without affecting student outcomes. There can be a decrease in the number of students accepted into the program depending on funding. There can be a limit on the number of faculty and staff who attend the annual training in Portland, Oregon from three people to a lower number as needed.						
	National Science Foundation (NSF) Campus Cyberinfrastructure Network Design Grant Program: If funding is reduced, the University will need to look at Non-Appropriated Funds (NAF) and University Technical Advisory Council (UTAC) funds to support the work needed for the NSF project.						
22.	**Guam Community College**	**$1,095,814**	**$5,640,639**	**$6,736,453**	**$18,473,437**	**$25,209,890**	**26.7%**
	Adult Education Grant Program: Adult Education grant reductions will result in corresponding reductions in the number of course offerings and a decrease in the number of students to be served under the Adult Education/Adult High School programs. The grant currently supports four full-time employees, two permanent and two limited term appointments (LTAs).						
	Federal Supplemental Educational Opportunities Grant Program: Reductions in this grant will result in direct reductions in the number and amount of student awards which provide need-based grant aid to eligible undergraduate postsecondary students to help meet educational expenses.						
	Federal Work-Study Grant Program: Reductions will result in the direct reduction in the number of students who will be awarded and the number of work-study hours available for students per semester.						
	Federal Pell Grant Program: If there is a reduction in the maximum Pell awards for the year, each student award will be reduced correspondingly. This may result in reduced student enrollment and courses for the academic year.						
	TRIO Student Support Services: Reduction in TRIO funding will result in reduced services to students such as tutors, counseling, and college preparation. The grant currently supports three full-time employees, one permanent and two limited term appointments (LTAs).						

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Career and Technical Education Program: Reductions will result in the number of growth funded Career and Technical Education program initiatives that are funded. The grant currently supports four full-time limited term appointment (LTA) employees.						
ECONOMIC DEVELOPMENT						
23. Bureau of Statistics and Plans	**$0**	**$3,216,675**	**$3,216,675**	**$1,137,795**	**$4,354,470**	**73.9%**
The Bureau of Statistics and Plans would evaluate and prioritize federally funded program budget line items to identify cuts to the program based on the least priority and prioritize federally funded operational expenses with the most critical need. The Bureau would suspend Request for Personnel Action recruitments of federally funded positions and follow the Government of Guam Rules and Regulations to implement layoff procedures of classified limited term appointments. In the event that layoff procedures are implemented, consultations will be made with the Department of Administration's Human Resources Division in assessing positions within the government of Guam to transfer classified federally funded employees to other government agencies.						
24. Department of Agriculture	**$0**	**$4,287,379**	**$4,287,379**	**$4,175,323**	**$8,462,702**	**50.7%**
Should there be a reduction in federal receipts, the Department of Agriculture's plan would be to approach the Legislature for funds to pay for the affected division(s). The Government of Guam should provide for the shortfall because the responsibilities of these divisions (Forestry & Soil Resources and Aquatic & Wildlife Resources) is a Government of Guam function.						
OTHER DEPARTMENTS/AGENCIES						
25. Guam Housing and Urban Renewal Authority	**$0**	**$38,881,920**	**$38,881,920**	**$0**	**$38,881,920**	**100.0%**

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GHURA programs are 100% federally funded by the U.S. Department of Housing and Urban Development through its respective Program Office. Federal guidelines and the Authority's policies and procedures govern the processes established to lessen the impacts of reduced funding. Such processes include the establishment of reserve funds, strategic allocation of annual funds, conservation of expenditures, and careful review and preparation for capital improvement projects to ensure completion of activities and the ongoing implementation of housing services. Furthermore, the Authority maintains strong lines of communication with the federal funder to stay apprised of funding issues and possible impacts.						
26. Guam International Airport Authority	**$2,596,429**	**$2,000,000**	**$4,596,429**	**$49,525,273**	**$54,121,702**	**8.5%**
Most of the money received by the Authority is utilized for capital improvements to GIAA's airfield, air operations area, air terminal areas for safety and security, as well as specialized airfield equipment such as the Aircraft Rescue and Firefighting trucks. These funds are provided to the Authority on a reimbursable basis as grants are drawn down for completion of these projects or acquisition of equipment. Any additional funding that is not utilized may be reprogrammed for additional eligible projects in similar categories of de-obligated back to the grant issuing federal entity.						
27. Port Authority of Guam	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0%**
Non-compliant with reporting requirement per Title 5 GCA, Ch.4, §4123(b).						
28. Guam Waterworks Authority	**$0**	**$9,949,000**	**$9,949,000**	**$112,871,160**	**$122,820,160**	**8.1%**
As a contingency plan should federal funding be reduced or eliminated, the Guam Waterworks Authority will work to identify other funding sources (bonds, system development charges, internal revenues, etc.) to ensure project success.						

GOVERNMENT OF GUAM
FEDERAL RECEIPTS REPORT [Title 5 GCA, Ch. 4, § 4123(b)]
FY 2019 (October 1, 2018 - September 30, 2019)

	A	B	C	D	E	F
	FY 2019 ACTUAL (10-1-2018 to 9-30-2019)					
Government of Guam Department / Agency & Department / Agency Action Plan	Federal Matching Funds (Federal Share)	100% Federal Grant(s)	TOTAL [Federal Sources] [A + B]	TOTAL [Non-Federal Sources: GF & SF] P.L. 34-116 2/ & 3/	GRAND TOTAL FY 2018 (ALL SOURCES) [C + D]	FEDERAL RECEIPTS AS % OF TOTAL BUDGET [C / E]
GRAND TOTAL	$131,507,274	$360,703,617	$492,210,891	$825,870,638	$1,318,081,529	37.3%

COMMENTS / FOOTNOTES:

[NOTE: Executive line departments / agencies *not* listed above reported that they did not receive 100% federal or federal matching grants in FY 2019]

1/: Inclusive of FY 2019 Compact Impact Assistance and CIP Grants ($26,191,069); if excluded, total Federal Funds is $8,415,195 and Federal Receipts as percentage (%) of Total Funds is reduced to 51%.

2/: Inclusive of all appropriations made to executive line depts./agencies pursuant to P.L. 34-116 (FY 2019 Budget Act) or FY 2019 operating budgets (Autonomous / Semi-autonomous Depts./Agencies); appropriation levels are as of 9/30/2019 as reported in the Bureau's FY 2019 Appropriation Reserve Report submitted to the Guam Legislature on 10/11/2019.

3/: Inclusive of State / Local Matching Funds (General Fund and/or Special Fund sources)

Doc. No. 35-19-1285.

[ATTACHMENT #1]

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'LÅHI

LINDA UNPINGCO DENORCEY, MPH
DIRECTOR

LAURENT S.F. DUENAS, MPH, BSN, RN
DEPUTY DIRECTOR

Department of Public Health and Social Services

Action Plans for operating designated state agencies and its affected Federal programs should there be reductions in the Federal receipts that the designated agencies receive.

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		Program Action Plan	
Bureau/Program Title	**Action Item**	**Reduced Funding**	**Eliminated Funding**
Community Health Services Section (CHSS)			
Community Health Services Section	Staffing	• Implement the "*Thank God It's Thursday!*" Program (32 or 20-hour workweek). • Collaborate with CDC to provide technical assistance or other mechanisms such as identifying CDC public health fellows that can be assigned to Guam. • Collaborate with UOG to assign student interns to the program. • Request for participants from the Community Work Experience Program (CWEP). • Propose early retirement. • Temporarily cease recruitment of vacant positions. • Request for temporary suspension of increment schedules for current staff. • Request CDC Division of Cancer Prevention and Control Branch Chief for a temporary suspension of the 60:40 policy where no more than 40% of the total budget should be allotted for personnel (salaries and fringe benefits)	• Collaborate with higher management and CDC Project Officer to look into other funding sources. • Have staff profiled for other positions so they could be slotted into programs with continued funding (i.e., Healthy Future Funds, Guam Cancer Trust Fund) • Consolidation and/or cost allocation of staff based on programs' functions. • Implement furlough/layoff procedures, as needed.
	Travel	• Reduce the number of travelers to only 1.	• Eliminate off-island travel. • Collaborate with CDC Project Officer to obtain conference materials from required travels. • Request to have meetings, conferences, workshops, seminars, etc. recorded either voice or written. • Request for technical assistance needed from the CDC.
	Supplies	• Reduce the purchase of supplies to those that are needed to implement essential program strategies/interventions.	• Collaborate with other programs to share resources internally within the department as well as trade or borrow supplies. • Collaborate with external stakeholders for donations.
	Equipment	• Identify the lowest bid for equipment needed.	• Use a personal laptop for off-site presentations. • Collaborate with other programs within the bureau to borrow equipment needed.

			• Collaborate with other programs within the department to survey and transfer unwanted or surplus of equipment. • Collaborate with external stakeholders for donations.
	Printing of forms, brochures, and other educational materials	• Reduce the total quantity for printing by the vendor. • Maximize the use of the copier machine.	• Scan and email copies of forms and materials. • Seek support from external stakeholders.
	Media Awareness Campaign	• Reduce media (traditional and social) awareness campaign on health promotions such as the Tobacco Free Guam Quitline, BRFSS survey, diabetes prevention, and self-management, tobacco cessation, breast and cervical cancer early detection, etc. • Chose the optimal media avenue that will be the most comprehensive coverage.	• Seek alternate funding source(s) to run an awareness campaign with other programs, agencies, or departments. If alternate sources(s) unavailable, cease advertisement/promotion campaign. • Collaborate and partner with stakeholders for PSAs and additional media promotions. • Promote through Live Healthy Guam, Guam Comprehensive Cancer Coalition Facebook accounts, and other non-profit organization websites.
	Work Plan/Budget	• Initiate a review of the current work plan. Identify objectives and strategies to be eliminated based on the level of the funding cut. • Revise the budget narrative to reduce funding and/or redirect funding within object classes. • Work with CDC Project Officer to approve recommendations for changes.	• If unsuccessful in securing funds, cease all operations and discontinue the prevention programs.
Guam Comprehensive Cancer Control Coalition (GCCC) Program	Contractual Services (Evaluator and Consultants)	• Identify possible consultants that can provide services at a decreased amount. • Collaborate with the Project Officer to decrease the number of objectives and strategies the program identified to implement. Strategies may be eliminated from the budget (i.e., venues for cancer conferences).	• Identify and continue to support strategies that are able to be accomplished via collaborations with stakeholders. • Provide manpower support (only) as needed. • Collaborate with higher management and CDC Project Officer to identify and implement mechanisms for the program to be funded through the Guam Cancer Trust Fund.

		• Initiate a review of the current program work plan. Identify objectives and strategies to be eliminated based on the level of the funding cut. Revise Budget Narrative. • Work with CDC project officer to approve recommendations for changes • Redirect funding (object classes) based on revised Budget Narrative • Request CDC Division of Cancer Prevention and Control Branch Chief for a temporary suspension of the 60:40 policy where no more than 40% of the total budget should be allotted for personnel (salaries and benefits) • Discuss with staff about the voluntary participation in the Thank God Its Thursday (TGIT) Program (30-32 hr. work week) • Request for temporary suspension of increment schedules for current staff • Implement furlough/ layoff procedures, as needed	• Identify and Initiate requests for supplemental local funding. (i.e. Guam Cancer Trust Fund) • Profile staff for other local positions that has adequate funding • Consolidation and/or cost allocation of staff based on programs' functions • Implement furlough/ layoff procedures • If unsuccessful with securing funds: Cease all operations and discontinue the program
Guam Breast and Cervical Cancer Early Detection (GBCCED) Program	Contractual Services (Physicians, Laboratory, and Imaging)	• Reduce the number of breasts and cervical cancer screening and diagnostic services to qualified women. • Identify service providers (physicians, laboratory and imaging services) that can conduct cancer screening and diagnostic services at a decreased amount. • Collaborate with the Project Officer to decrease the number of objectives and strategies the program identified to implement. Strategies that will be eliminated from the budget (i.e., venues for cancer conferences and the number of enrollment).	• Collaborate with higher management and CDC Project Officer to identify and implement mechanisms for the program to be funded through the Guam Cancer Trust Fund. Priority will be for the provision of screening and diagnostic services to qualified women.
Behavioral Risk Factor Surveillance System (BRFSS) Program	Contractual Services (BRFSS Survey)	• Reduce the number of months for data collection for the BRFSS Survey. • Reduce the number of sample size for the survey. • Reduce the number of completes for both landlines and cell phones.	• Collaborate with higher management and CDC Project Officer to identify and implement mechanisms for the program to be funded through other funding sources. Otherwise, cease data collection services.

Tobacco Prevention and Control Program (TPCP)	Contractual Services (Tobacco Free Guam Quitline)	• Reduce tobacco/nicotine cessation services from 24 hour/7 days to scheduled hours only. • Reduce the number of Nicotine Replacement Therapy aids such as the gum or patch. • Reduce the number of schools that can participate in the Brief Tobacco Intervention Youth Referral Program to the Tobacco-Free Guam (TFG) Quitline.	• Collaborate with higher management and CDC Project Officer to identify and implement mechanisms for the program to be funded through other funding sources. Otherwise, cease operations for the TFG services.
Diabetes Prevention and Control Program (DPCP)	First Aid CPR Trainings and Health Coach Trainings	• Reduce the number of training conducted and venues for the training. • Reduce the number of health coaches trained.	• Collaborate and partner with the Guam Diabetes Association to fund the training.
Guam Office of Minority Health	Culturally and Linguistically Appropriate Services (CLAS) Training	• Reduce the number of training conducted and venues for the training. • Reduce the number of participants for the CLAS training.	• Collaborate and partner with the external stakeholders to fund the training.
Bureau of Family Health and Nursing Services (BFHNS)			
Title V Maternal and Child Health		• Clinical services will be capped • Consolidate program personnel functions or detail personnel to include additional duties and responsibilities • Reorganization of clinics and services offered • Reduce or cut-back on overhead expenses to include but not limited to: office supplies, medical supplies, and equipment. • Freeze salary increments of current personnel. • Reduce contractual funding for Nurse Practitioner services.	• Have staff profiled for other positions so they can be slotted into any program that has continued funding • Consolidation/reorganization based on functions within the Division • The program will cease operations and discontinue services. • Initiate requests for supplemental local funding.
Maternal, Infant, Early Childhood Home Visiting (MIECHV)		• Home Visiting services will be capped • Consolidate program personnel functions or detail personnel to include additional duties and responsibilities • Reorganization of program services offered • Reduce or cut-back on overhead expenses to include but not limited to: office supplies, supplies, training,	• Have staff profiled for other positions so they can be slotted into any program that has continued funding • Consolidation/reorganization based on functions within the Division • The program will cease operations and discontinue services.

			• Initiate requests for supplemental local funding.
Bureau of Nutrition Services (BNS)			
• U.S. Department of Agriculture – Special Supplemental Program for Women, Infants, and Children • Preventive Health and Health Services Block Grant (PHHSBG) - Reduce Childhood Obesity Program (RCOP) • Lifestyle Disease Prevention and Control Program		For Administration: • Initiate request for the availability of supplemental local funding source. Note: Program Management: • Will initially consult federal grantor for guidance as to adverse impact to program operations; • Reduce/halt overtime costs; • Reduce/halt recruitment of vacant positions; • Reduce expenses to include but not limited to travel/training, contractual services, office supplies, equipment, and capital outlay; • Freeze salary increment of current personnel; 32-hour work/ week; • Implement furlough/ layoff procedures; For Food Funding: • Reduce/halt new certifications; Reduce /program benefits;	For Administration: • Initiate request for the availability of supplemental local funding sources. Note: Program Management: • Will initially consult federal grantor for guidance as to the adverse impact on program operations; • Have staff profiled for other positions so they could be slotted into a program that has continued funding; • Consolidation/Reorganization based on functions within the division; • Voluntary demotion for all current program personnel; • Propose retirement for those with ≥ 25 years of service; Cease operation/discontinue services; For Food Funding: • Cease operations/discontinue services;
Bureau of Primary Care Services (BPCS)			

	Staffing	• Cut working hours to 32 hours per week. • Collaborate with UOG to assign student interns to the program. • Request for participants from the Community Work Experience Program (CWEP). • Temporarily cease recruitment of vacant positions.Reduce the number of travelers to only 1.	• Suspend recruitment of vacant positions. • Transfer positions to Program Income Fund.
	Travel		• Eliminate off-island travel.
	Supplies and Equipments	• Reduce purchase of supplies to those that are needed to implement essential program strategies/interventions. • Reevaluate needed supplies and prioritize. • Identify lowest bid for equipment needed.	• Collaborate with other programs to share resources internally within the department as well as trade or borrow supplies. • Collaborate with external stakeholders for donations.
Health Professional Licensing Office (HPLO)			
Emergency Medical Services for Children State Partnership Grant	Classified Positions: Program Coordinator III (50% Federal: 50% Local) Community Program Aide (vacant) (100% Federal)	• Hiring Freeze for vacant positions • Procurement reduction of office and medical supplies, equipment and contractual services • Freeze increments • Cancel all federal travels 32-hour work week	• Initiate request for supplemental local funding. • The local government must in good faith identify local funding sources to continue employment for affected employees. • Consolidation and/or Re-organization based on similar and/or other program functions. • Affected personnel to be profiled and slotted and transfer into local funded program. • Reduction in salary/demotion. • Rights to other positions (bumping) and/or layoff For drastic measures, to cease all program operations and discontinue services.
Bureau of Communicable Disease Control (BCDC)			

Epidemiology and Laboratory Capacity (100% Federal funded FTEs)		• Freeze increment schedules for current staff. • Cut back on overhead expenses such as supplies, equipment, vehicle lease, telephone costs. • Cut back on employee travel - No off-island training. • 32 hr. work week	• Initiate request for supplemental local funding. • Have staff profiled for other local positions so they could be slotted into program that has continued funding • For drastic measure: Cease all operation and discontinue services
Immunization and Vaccines for Children (100% Federal funded FTEs)		• Cut back on overhead expenses such as supplies, equipment, vehicle lease, telephone costs. • Freeze increment schedules for current staff. • Cut back on employee travel - No off-island training • 32 hr. work week	• Initiate request for supplemental local funding. • Have staff profiled for other local positions so they could be slotted into program that has continued funding • For drastic measure: Cease all operation and discontinue services
Laboratory (4 FTE 100% Federal; 3 FTE 100% local; 1 CLTA)		• Terminate CLTA positions and cease recruitment of vacancies. • Cut back on overhead expenses such as supplies, equipment, vehicle lease, telephone costs. • Freeze increment schedules for current staff. • Cut back on employee travel - No off-island training • 32 hr. work week	• Initiate request for supplemental local funding. • Scale back on laboratory services.
Pharmacy (100% local 3 FTEs)		• 32 hr. work week	• Initiate request for Initiate request for supplemental local funding. • Scale back on pharmacy services.
STD/HIV (100% Federal funded FTEs)		• Cut back on overhead expenses such as supplies, equipment, vehicle lease, telephone costs. • Freeze increment schedules for current staff. • Cut back on employee travel - No off-island training • 32 hr. work week	• Initiate request for supplemental local funding. • Force Retirement for those with ≥ 25 years of service • Voluntary demotion. • Have staff profiled for other positions so they could be slotted into program that has continued funding. • Consolidation/Reorganization based on each bureau's' functions within the division. • For drastic measure: Cease all operation and discontinue services.

Tuberculosis Disease Control (6 FTE 100% Federal; 2 FTE 100% local)		• Cut back on overhead expenses such as supplies, equipment, vehicle lease, telephone costs. • Hiring Freeze for vacant Positions and consolidate some staff functions within each bureau or temporary reorganization or consolidation of bureau's functions within the division. • Have staff profiled for other local positions so they could be slotted into program that has continued funding • Freeze increment schedules for current staff. • Cut back on employee travel - No off-island training • 32 hr. work week	• Initiate request for supplemental local funding.
Family Planning & Reproductive Health (100% Federal FTEs		• Cut back on overhead expenses such as supplies, equipment, vehicle lease, telephone costs. • Freeze increment schedules for current staff. • Cut back on employee travel - No off-island training • 32 hr. work week	• Initiate request for supplemental local funding.

DIVISION OF ENVIRONMENTAL HEALTH

Reduced Federal Funding Operating Plan for FY 2020

Federal Grant	Federal Reduced Funding Operating Plan
Comprehensive Opioid Abuse Site-Based Program Grant FY 2019	• Staff salary/benefits will be funded locally using a combination of the Controlled Substance Diversion Fund and the General Fund. • Deliverables (equipment, supplies) not procured will be re-evaluated and based on priority will be cut or placed under local funds (Controlled Substance Diversion Fund, General Fund, Environmental Health Fund) if funding is available. • Contractual services for hosting and maintenance of the Guam PDMP database will be renegotiated with the vendor and placed on local funds. • The BJA Harold Rogers PDMP Grant is a non-continuing, competitive grant, and has not been subject to sequestration reductions in the past. We anticipate that the current grant award will not be reduced during the grant period.
FDA AFDO Category 1 & 3 Grants	• Staff salary/benefits are currently being funded using local funds and will not change if current grant is reduced or funding is discontinued.

DIVISION OF SENIOR CITIZENS

Reduced Federal Funding Operating Plan for FY 2020

The Division of Senior Citizens', "ACTION PLAN" on how its designated State Office on Aging and its affected Federal programs will meet its personnel and operational requirements should Federal funding be cut, reduced or eliminated is described below.

Table 1: Programs including Operational Requirements to be impacted: The State Office on Aging, Home and Community Based Programs, Elder Abuse Prevention and Discretionary Programs funded through federal-local matched funds (Maintenance of Effort MOE), local overmatch funds and 100% federally funded programs are illustrated below by programs funded in whole and/or in part with federal funds.

Table 1: Programs including Operational Requirements to be Impacted

	Programs	Local Overmatch	Federal MOE	Federal 100%
1.	State Office on Aging	S	S	
2.	Title III B: Supportive Services	S	S	
3.	Title III C1: Elderly Nutrition Program, Congregate Meals		S	
4.	Title III C2: Home-Delivered Meals Program	S	S	
5.	Title III D: Preventive Health			S
6.	Title III E: National Family Caregiver Support Program		S	
7.	Nutrition Services Incentive Program			S
8.	Title VII: Elder Abuse			S
9.	Title VII: Ombudsman			S
10.	Senior Medicare Patrol Project			S
11.	State Health Insurance Assistance Program			S

Table 2: Break-Down of FY2019 Division of Senior Citizens Federal Receipts Reports details the Federal Grant Funded Program, Percentage of Federal Awards Received, Code of Federal Domestic

Assistance (CFDA), and Fiscal Year 2019 Federal and Local Funds received for the federal funding grant requirements, as reported in the Federal Receipts Reports for FY2019.

Table 2: Break-Down of FY2019 Division of Senior Citizens Federal Receipts Reports

No.	Federal Grant Funded Program	Federal %	CFDA	FY19 Loc Matching $	FY19 Fed Matching $	FY19 100% Federal $
1.	Title VII Elder Abuse Prevention	100%	93.041			11,870
2.	Title VII Ombudsman	100%	93.042			42,086
3.	Title III-D Preventive Health	100%	93.043			61,649
4.	Title III-B State Office on Aging	75/25%	93.044	55,243	165,728	
5.	Title III-B Supportive Services	85/15%	93.044	139,666	791,438	
6.	Title III-C1 Congregate Meals	85/15%	93.045	130,150	737,514	
7.	Title III-C2 Home Delivered Meals	85/15%	93.045	195,436	1,107,473	
8.	Senior Medicare Patrol Project	100%	93.048			95,000
9.	State Health Insurance Assistance Program	100%	93.324			47,043
10.	Title III-E National Family Caregivers	75/25%	93.052	150,254	450,763	
11.	Title III Nutrition Services Incentive Program	100%	93.053			395,828

Action Plan for Programs Cut, Reductions and/or eliminated by federal funding is presented in Table 3, below. Any reductions, cuts and/or elimination of federal funds affecting contracts will have be mutually agreed upon with contractors/vendors/subrecipients and contracts and/or purchase orders will have to be adjusted accordingly.

Table 3: Action Plan for Programs Cut, Reductions and/or Funding eliminated

No.	Program	Cut/Reduced Funding	Eliminated Funding
1.	State Office on Aging	The division is understaffed and to eliminate positions will only continue to diminish the workload outcome and performance markers of the division that would adversely affects staff morale. Request for the general fund to absorb this cost and adjustments be made.	Request for the general fund to absorb this cost and adjustments be made.
2.	Title III B: Supportive Services	Implement the Prioritization of Services as Stated in the FY2020-2023 Guam Four Year State Plan. The clients to be provided services will be those identified to be in greatest social-economic need.	Implement the Prioritization of Services The clients to be provided services will be those identified to be in greatest social-economic need.
3.	Title III C1: Elderly Nutrition Program, Congregate Meals	Implement the Prioritization of Services as Stated in the FY2020-2023 Guam Four Year State Plan. The clients to be provided services will be those identified to be in greatest social-economic need.	Implement the Prioritization of Services The clients to be provided services will be those identified to be in greatest social-economic need.
4.	Title III C2: Home-Delivered Meals Program	Implement the Prioritization of Services as Stated in the FY2020-2023 Guam Four Year State Plan. The clients to be provided services will be those identified to be in greatest social-economic need.	Implement the Prioritization of Services The clients to be provided services will be those identified to be in greatest social-economic need.
5.	Title III D: Preventive Health	Reduce/cut grant services in line with federal reductions.	Reduce/cut grant services in line with federal reductions.

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Table 3- Continued Action Plan for Programs Cut, Reductions and/or eliminated Funding

No.	Program	Cut/Reduced Funding	Eliminated Funding
6.	Title III E: National Family Caregiver Support Program	Implement the Prioritization of Services as Stated in the FY2020-2023 Guam Four Year State Plan. The clients to be provided services will be those identified to be in greatest social-economic need.	Implement the Prioritization of Services The clients to be provided services will be those identified to be in greatest social-economic need.
7.	Nutrition Services Incentive Program	Reduction, cut, and/or elimination of grant funding will reduce the amount of reimbursement projected/received for meals.	Reduction, cut, and/or elimination of grant funding will reduce the amount of reimbursement for meals.
8.	Title VII: Elder Abuse	Reduce/cut grant services in line with federal reductions.	Reduce/cut grant services in line with federal reductions.
9.	Title VII: Ombudsman	Reduce/cut grant services in line with federal reductions.	Reduce/cut grant services in line with federal reductions.
10.	Senior Medicare Patrol Project	- Implement the Prioritization of Services as Stated in the FY2020-2023 Guam Four Year State Plan. -Reduce expenses to include but not limited to travel /training, contractual services, office supplies, and equipment -Cease recruitment for vacant Positions and consolidate some staff functions within each bureau or temporary reorganization or consolidation of bureau's functions. -Reduce Grant deliverables -Increase relationship with community partners, volunteers, and CMS services to provide IR&A and Medicare related services.	- Integrated program information within Division of Senior Citizens' program activities to the greatest extent possible and practicable - Consolidate Bureau functions and activities -Reduce/eliminate certain Grant operations
11.	State Health Insurance Assistance Program	- Implement the Prioritization of Services as Stated in the FY2020-2023 Guam Four Year State Plan. -Reduce expenses to include but not limited to travel /training, contractual services, office supplies, and equipment	- Integrated program information within Division of Senior Citizens' program activities to the greatest extent possible and practicable - Consolidate Bureau functions and activities

		-Cease recruitment for vacant Positions and consolidate some staff functions within each bureau or temporary reorganization or consolidation of bureau's functions. -Reduce Grant deliverables - Increase relationship with community partners, volunteers, and CMS services to provide IR&A and Medicare related services.	- Reduce/eliminate certain Grant operations

DIVISION OF DIVISION OF PUBLIC WELFARE
Reduced Federal Funding Operating Plan for FY 2020

Bureau of Economic Security (BES)

Program	Cut/Reduced Funding	Eliminated Funding
Supplemental Nutrition Assistance Program (SNAP)	• Hiring Freeze for some vacant Positions. • Reduction on procurement of office supplies and equipment. • Freeze increment schedules for current staff. • 32 hr. work week • Cutback on off-island travels.	• Initiate request for supplemental local funding. and reduce the income guideline based on local budget appropriation • Voluntary demotion. • Have staff profiled for other positions so they could be slotted into program that has continued funding. • Consolidation/Reorganization based on current bureau's functions. • For drastic measure: Cease all operation and discontinue services.
Temporary Assistance for Needy Families (TANF)	• Hiring Freeze for some vacant Positions. • Reduction on procurement of office supplies and equipment. • Freeze increment schedules for current staff. • 32 hr. work week • Cutback on off-island travels	• Initiate request for supplemental local funding and reduces the income guideline based on local budget appropriation • Voluntary demotion. • Have staff profiled for other positions so they could be slotted into program that has continued funding. • Consolidation/Reorganization based on current bureau's functions. • For drastic measure: Cease all operation and discontinue services.
Adult Programs (OAA, AB, APTD)	• Hiring Freeze for some vacant Positions. • Reduction on procurement of office supplies and equipment.	• Initiate request for supplemental local funding and reduce the income guideline based on local budget appropriation • Voluntary demotion.

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	• Freeze increment schedules for current staff. • 32 hr. work week • Cutback on off-island travels	• Have staff profiled for other positions so they could be slotted into program that has continued funding. • Consolidation/Reorganization based on current bureau's functions. • For drastic measure: Cease all operation and discontinue services.

Bureau of Management Support (BMS)

Program	Cut/Reduced Funding	Eliminated Funding
Supplemental Nutrition Assistance Program (SNAP) and SNAP Guam Employment Training Program (GETP)	• Cut back on overhead expenses such as supplies, equipment, telephone costs • Hiring freeze for vacant positions and consolidate some staff functions within each bureau or temporary reorganization or consolidation of bureau's functions within the division • Freeze increment schedules for current staff • Cut back on employee travel - No off-island training • 32 hr. work week • Initiate request for local supplemental funding. • Cease participation of non-ABAWD participants and focus strictly on ABAWDs required to meet the work requirement. • Reducing	• Initiate request for supplemental local funding and reduce the income guideline based on local budget appropriation • Force Retirement for those with ≥ 25 years of service • Voluntary demotion • Have staff profiled for other positions so they could be slotted into program that has continued funding • Consolidation/Reorganization based on each bureau's' functions within the division • For drastic measures: Cease all operation and discontinue services • Suspending all participation of SNAP E&T Participants/volunteers. • Terminating MOU with Guam DOL.

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	Transportation support services from $100 to $80 month. • Reducing work related support service from $250 to $100 • Reducing amount of MOU between Guam DOL and DPHSS.	
Temporary Assistance for Needy Families (TANF)	• Initiate request for local supplemental funding • Cut back on overhead expenses such as supplies, equipment, telephone costs • Hiring freeze for vacant positions and consolidate some staff functions within each bureau or temporary reorganization or consolidation of bureau's functions within the division • Freeze increment schedules for current staff • Cut back on employee travel - No off-island training • 32 hr. work week	• Initiate request for supplemental local funding and reduce the income guideline based on local budget appropriation • Force Retirement for those with ≥ 25 years of service • Voluntary demotion • Have staff profiled for other positions so they could be slotted into program that has continued funding • Consolidation/Reorganization based on each bureau's' functions within the division • For drastic measures: Cease all operation and discontinue services
Child Care Development Fund (CCDF)	• Amend the State Plan to decrease the income guideline and increase program co-payment. • Cut back on overhead expenses such as supplies, equipment, telephone costs • Hiring freeze for vacant positions and consolidate some staff	• Initiate request for supplemental local funding and amend the State Plan to decrease the income guideline and increase program co-payment • Force Retirement for those with ≥ 25 years of service • Voluntary demotion • Have staff profiled for other positions so they could be

	functions within each bureau or temporary reorganization or consolidation of bureau's functions within the division • Freeze increment schedules for current staff • Cut back on employee travel - No off-island training 32 hr. work week	slotted into program that has continued funding • Consolidation/Reorganization based on each bureau's' functions within the division • For drastic measures: Cease all operation and discontinue services

Bureau of Social Services Administration (BOSSA)

Program	Cut/Reduced Funding	Eliminated Funding
Title XX, Consolidated Block Grant Program (100% Federal)	• Cut back on overhead expenses to include, but not limited to supplies, equipment, vehicle cleaning, telephone costs, copier machines, CCTV system, PA system, cleaning of office furniture, printing, and advertising • Cut back on office rental. Look for cheaper and smaller office space. • Cut back on staff training • Cut back or eliminate expenses for on-call therapist for staff, and foster parent training • To supplement federal grant program due to cuts made, the bureau will reduce the contract amount paid to emergency shelters, thereby reducing services for homeless adults and families, and reduce amount paid to emergency shelter for women who are victims of domestic violence (DV), and their children, thereby reducing services for DV victims. By	• Initiate request for supplemental local funding • Force retirement for those with ≥ 25 years of service • Voluntary demotion, transfer, layoff, bumping of staff • Have staff profiled for other positions so they could be slotted into program that has continued funding • Consolidation/Reorganization based on each bureau's functions within the division • For drastic measure: Cease all operations and discontinue services

	doing so, the bureau can maintain compliance to the Guam Child Protective Act. Cuts in supplies mean decreases in emergency supplies for children. We will work with the families we serve by having them help to pay for the needs of children while under our care. The bureau will continue to work with the community, to include non-profit organizations for the needs of foster children. Look into no-cost online training courses for foster parents. • Hiring freeze for vacant positions and consolidate some staff functions within each bureau or temporary reorganization or consolidation of bureau's functions within the division. Family Preservation (FP) services will be scaled back to the degree that funds are cut, but the FP Social Worker will continue to provide case assessments for Child Protective Services (CPS) cases in order to provide stability to families and thus prevent out of home care for children. Reducing out of home care for children will mean less foster care payments to be made, less foster children health premiums to be paid, and less CPS cases to manage. In the event of a severe shortage of direct services staff needed to	

	comply with the mandates of the Guam Child Protective Act, the bureau will utilize administrative staff and Homemakers to assist with CPS intake while Social Workers focus on case assessments, Person in Need of Services petitions, investigations, and case management. Social Workers from other units may also be tasked to work on CPS cases in order to meet our mandates • Scale back or make adjustments on CPS timelines/deadlines indicated on SOPs, and on work flow deadlines, to the degree that funds are reduced. Streamline or eliminate non workflow functions and bureau processes, i.e. prioritize only those reports that are absolutely necessary across all programs. Program monitoring for contracted social services (emergency shelters for victims of family violence and child abuse and neglect, and emergency shelters for the homeless) shall be cut back from quarterly monitoring to twice a year. • Freeze increment schedules for current staff • Cut back on employee travel. Off-island travel shall be limited to emergency placements or transports of foster children, or to meet the medical needs of foster children. No off-island training • 32-hour work week	

Bureau of Health Care Financing Administration (BHCFA)

Program	Cut/Reduced Funding	Eliminated Funding
Medicaid Assistance Program	• Initiate request for local supplemental funding. • Amend the Medicaid State Plan to decrease the program reimbursement rate/fee schedule. • Cut back on overhead expenses such as supplies, equipment, vehicle lease, telephone costs. • Hiring Freeze for vacant positions and consolidate some staff functions within each bureau or temporary reorganization or consolidation of bureau's functions within the division. • Freeze increment schedules for current staff. • Cut back on employee travel - No off-island training • 32 hr. work week	• Initiate request for supplemental local funding and amend the Medicaid state plan to decrease the program provider reimbursement or fee schedule. • Force Retirement for those with ≥ 25 years of service • Voluntary demotion. • Have staff profiled for other positions so they could be slotted into program that has continued funding. • Consolidation/Reorganization based on each bureau's' functions within the division. • For drastic measure: Cease all operation and discontinue services.
Medicaid-HIT	• Cut back on overhead expenses such as supplies, equipment, vehicle lease, telephone costs. • Hiring Freeze for vacant • Positions and consolidate some staff functions within each bureau or temporary reorganization or consolidation of bureau's functions within the division. • Freeze increment schedules for current staff. • Cut back on employee travel - No off-island training • 32 hr. work week	• Voluntary demotion • Have staff profiled for other positions so they could be slotted into program that has continued funding • Cease operation and discontinue services

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