



Speaker Won Pat <speaker@judiwonpat.com>

Message and Communications: Notice of Grant Application: JOG - Second Chance Act Prisoner Reentry Initiative

Speaker Won Pat <speaker@judiwonpat.com>

Thu, Apr 10, 2014 at 9:36 AM

To: Guam Legislature Clerks Office <clerks@guamlegislature.org>

4/10/2014/9/2014

Guam State Clearing House

Federal Grant Application (JOG)
09904141127N *emailed

32-14-1504

----- Forwarded message -----

From: Jerica Cruz <jerica.cruz@guam.gov>

Date: Wed, Apr 9, 2014 at 4:57 PM

Subject: Notice of Grant Application: JOG - Second Chance Act Prisoner Reentry Initiative

To: Speaker Won Pat <speaker@judiwonpat.com>

32-14-1504
 Office of the Speaker
 Judith T. Won Pat, Ed. D.
 Date: 4-10-14
 Time: 9:36am
 Received by: [Signature]

Hafa Adai,

Please see attached grant application and revised NOI submitted by the Judiciary of Guam.

--
Si Yu'os Ma'ase

Jerica Cruz

Grant Specialist - Guam State Clearing House
Office of the Lieutenant Governor of Guam
Ricardo J. Bordallo Governor's Complex, Adelup, Guam 96910
Phone: 1-671-475-9384
Fax: 1-671-477-2007

2014 APR 10 AM 9:45
 [Signature]

Ufisinin I Etmås Ge'helo'Gi Liheslaturan Guåhan
Office of Speaker Judith T. Won Pat Ed.D.
Kumiten Idukasion yan Laibirihan Publeko
 Committee on Education and Public Libraries & Women's Affairs


155 Hesler Place, Suite 201, Hagatna, Guam 96910
Tel: (671) 472-3586 Fax: (671) 472-3589
www.guamlegislature.com / speaker@judiwonpat.com

3 attachments

SPKR.pdf
309K

1504

JOG.pdf

 **JOG .doc**
4738K

 **Revised NOI.pdf**
80K



GUAM STATE CLEARINGHOUSE

P.O. Box 2950 Hagåtña, Guam 96932

Tel: (671) 475-9380

Website: www.gsc.guam.gov

Email: clearinghouse@guam.gov

EDDIE BAZA CALVO

I Maga'låhen Guahan

RAYMOND S. TENORIO

I Segundu Na Maga'låhen Guahan

Kate G. Baltazar

Administrator

April 9, 2014

HONORABLE JUDITH T. WON PAT, Ed. D.

Speaker gi I Mina'Trentai Dos Na Liheslaturan Guåhan

155 Hesler Place

Hagåtña, Guåhan 96910

Ref: Judiciary of Guam- Second Chance Act Prisoner Reentry Initiative

Hafa Adai Madam Speaker:

This communication is to respectfully notify you that the Guam State Clearinghouse (GSC) has received a federal grant application from the Judiciary of Guam. The GSC has accepted the application, assigned State Application Identifier (SAI) number 09904141127N, and has initiated the process for an area-wide review. Application information is provided below:

Grantor: US Department of Justice, Office of Justice Programs, Bureau of Justice Assistance

Grant Title: Second Chance Act Prisoner Reentry Initiative

Details: Funds from this grant program will be used for personnel, travel, contractual services, equipment, office supplies and material and other miscellaneous costs. There will be a recruitment of one Judicial Social Worker II for a period of three years; the travel of one staff from the Sex Offender Registry Unit to attend a polygraph training; four individuals to include but not limited to probation and parole administrators, judges, treatment providers and program administrators to attend relevant training or annual conferences; Funds will transform Guam's criminal justice response to recidivism by using data for evidence-based sentencing of offenders to assess and determine risk levels of probationers and parolees, and implement evidence based or best practices in treatment and education of offenders.

Start Date: 10/01/2014

End Date: 09/30/2017

Federal

Grant: \$749,868.00

Other: \$0

Total Amount: \$749,868.00

GSC conducts area-wide reviews and solicits comments through electronic communication. This notice is sent to you as a part of the review process. A digital copy of the grant proposal is attached for your perusal. The GSC point of contact designated for this application is Anna Pangelinan. Please submit any comments you may have pertaining to this proposal by **April 24, 2014** via email to anna.pangelinan@guam.gov.

Dangkolo Na Si Yu'os Ma'åse',

Kate G. Baltazar
Administrator

Cc: File



Judiciary of Guam

Administrative Office of the Courts
120 West O'Brien Drive, Hagåtña, Guam 96910-5174
Tel: (671) 475-3544/3278 • Fax: (671) 477-3184



HON. ROBERT J. TORRES
CHIEF JUSTICE

HON. ALBERTO C. LAMORENA III
PRESIDING JUDGE

JOSHUA F. TENORIO
ACTING ADMINISTRATOR OF THE COURTS

April 7, 2014

Memorandum

To: Hon. Raymond S. Tenorio
Lt. Governor of Guam

Attn: Ms. Kate Baltazar
Guam State Clearing House

From: Joshua F. Tenorio
Acting Administrator of the Courts

Subject: **SMART Supervision: Reducing Prison Populations, Saving Money, and Creating Safe Communities; FY2014 Competitive Grant Application, Solicitation # BJA-2014-3784**



Hafa Adai:

The Judiciary of Guam is requesting \$750,000 in federal funds from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance to implement the FY2014 Guam Community Supervision Transformation Program. Local matching funds are not required for the project.

The Judiciary intends to use the requested funds to transform Guam's criminal justice response to recidivism by using data for evidence-based sentencing of offenders to assess and determine risk levels of probationers and parolees, and implement evidence based or best practices in treatment and education of offenders.

Attached for your review are 2 copies of the proposal for your use. Please contact Court Programs Administrator Jacqueline Zahnen Cruz or Program Coordinator III Bryan J.C. Sualog at 475-3270 or 475-3577 respectively.

Senseramente,

Joshua F. Tenorio

Attachments



GUAM STATE CLEARINGHOUSE

P.O. Box 2950 Hagåtña, Guam 96932
Tel: (671) 475-9380
Website: www.guamclearinghouse.com
Email: clearinghouse@guam.gov

EDWARD J.B. CALVO
I Maga'låhen Guahan

RAYMOND S. TENORIO
I Segundu Na Maga'låhen Guahan

Grant Project Application Notice of Intent to Apply for Federal Assistance GSC FORM REVISED 03/21/2012

Guam State Clearinghouse Use Only	
Date Received:	04/06/2014
Received By:	Roc Ann Cruz
SAI Number:	09904141127N

Type of Application New Grant* Continuing Grant** Supplemental Grant** Other*

A.) DUNS Number B.) Date

C.) Applicant/Department Name

D.) Division

E.) Applicant Address

F.) Applicant/Department Point of Contact Information

Contact Person Name Phone Number

E-mail Address

G.) Due Date to Federal Agency

H.) Federal Funds

a.) Grant

b.) Other

I.) Non-Federal, Matching Funds

a.) Local

b.) In-Kind

c.) Other

J.) TOTAL FUNDS

K.) CFDA/Federal Program Name

L.) Federal Agency Name

M.) Federal Agency Address

N.) For Continuing or Supplemental Grants, Please provide the following information:

a.) Initial Grant Period

b.) Guam State Clearinghouse SAI Number

c.) Grant Year This Application Impacts

O.) Has the Federal Funding Agency been notified? YES NO

P.) During which Fiscal Year will this program be implemented?

Q.) If the project requires local funding in addition to the federal funding requested, please specifically identify source and rationale:

R.) This program is: Budgeted - Please identify legal budget authority

Non-Budgeted

S.) Will this program require the hiring of additional employees? Is YES, please provide the number of employees (both existing and new) and justification.

YES - Existing New NO

Three (3) Judicial Social Workers to facilitate the wrap around services being offered to probationers and parolees.

T.) List Departments and Agencies that would be affected directly or indirectly by this application

Guam Department of Corrections, Parole Division; Guam Behavioral Health and Wellness Center; Agency for Human Resources Development; Guam Department of Labor; Guam Community College; Guam Housing and Urban Renewal; Guam Department of Revenue and Tax, Division of Motor Vehicles; Guam Department of Public Health and Social Services

U.) Please provide a Project Summary with supporting documents if needed.

V.) Please answer the following:

- a.) Does this application require an Environmental Impact Study? YES NO
- b.) Will this application conflict with any existing law? YES NO
- c.) Is enabling legislation required? YES NO
- d.) Will the program require a maintenance of effort? YES NO
- e.) Are in-kind services allowed for this program? YES NO
- f.) Does this program allow an indirect cost rate to be applied? YES NO

SUBMITTED AND APPROVED BY:

Printed Name, Position/Title of Authorized Representative

SIGNATURE

Date



JUDICIARY OF GUAM

DUNS NUMBER: 855031522

FY2014 Guam Community Supervision Transformation Program

CFDA No. 16.812

April 7, 2014

GUAM JUDICIAL CENTER
120 WEST O'BRIEN DRIVE
HAGATNA, GUAM 96910

Grant Application Package

Opportunity Title:	BJA FY 14 Smart Supervision: Reducing Prison Population
Offering Agency:	Bureau of Justice Assistance
CFDA Number:	16.812
CFDA Description:	Second Chance Act Prisoner Reentry Initiative
Opportunity Number:	BJA-2014-3784
Competition ID:	
Opportunity Open Date:	02/04/2014
Opportunity Close Date:	04/07/2014
Agency Contact:	For assistance with any other requirements of this solicitation, contact the BJA Justice Information Center by telephone at 1-877-927-5657 or by e-mail at JIC@telesishg.com. The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time Monday through Friday and 8:30 a.m. to 8:00 p.m.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name:

Select Forms to Complete

Mandatory

[Application for Federal Assistance \(SF-424\)](#)

[Assurances for Non-Construction Programs \(SF-424B\)](#)

[Budget Narrative Attachment Form](#)

[Disclosure of Lobbying Activities \(SF-LLL\)](#)

[Other Attachments Form](#)

[Project Narrative Attachment Form](#)

Optional

[Faith Based EEO Survey](#)

Instructions

[Show Instructions >>](#)

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

Application for Federal Assistance SF-424		Version 02	
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify) _____
* 3. Date Received: Completed by Grants.gov upon submission.		4. Applicant Identifier: _____	
5a. Federal Entity Identifier: _____		* 5b. Federal Award Identifier: _____	
State Use Only:			
6. Date Received by State: _____		7. State Application Identifier: _____	
8. APPLICANT INFORMATION:			
* a. Legal Name: Judiciary of Guam			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 98-0061617		* c. Organizational DUNS: 855031522	
d. Address:			
* Street1: 120 West O'Brien Drive		_____	
Street2: _____		_____	
* City: Hagatna		_____	
County: _____		_____	
* State: _____		GU: Guam	
Province: _____		_____	
* Country: _____		USA: UNITED STATES	
* Zip / Postal Code: 96910		_____	
e. Organizational Unit:			
Department Name: Judiciary of Guam		Division Name: Probation Services Division	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix: _____		* First Name: Jacqueline	
Middle Name: Z		_____	
* Last Name: Cruz		_____	
Suffix: _____		_____	
Title: Court Programs Administrator			
Organizational Affiliation: _____			
* Telephone Number: (671) 475-3270		Fax Number: (671) 477-3184	
* Email: jzcruz@guamcourts.org			

Application for Federal Assistance SF-424

Version 02

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:**

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.812

CFDA Title:

Second Chance Act Prisoner Reentry Initiative

*** 12. Funding Opportunity Number:**

BJA-2014-3784

* Title:

BJA FY 14 Smart Supervision: Reducing Prison Populations, Saving Money, and Creating Safer Communities

13. Competition Identification Number:

Title:

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

Guam

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

FY 2014 Guam Community Supervision Transformation Program

Attach supporting documents as specified in agency instructions.

[Add Attachments](#)

[Delete Attachments](#)

[View Attachments](#)

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

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

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="749,868.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="749,868.00"/>

* 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.)

Yes No

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

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

[Empty text input area for Applicant Federal Debt Delinquency Explanation]

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
Completed on submission to Grants.gov	Acting Administrator of the Courts
APPLICANT ORGANIZATION	DATE SUBMITTED
Judiciary of Guam	Completed on submission to Grants.gov

Budget Narrative File(s)

* Mandatory Budget Narrative Filename:

To add more Budget Narrative attachments, please use the attachment buttons below.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
0348-0046

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: Judiciary of Guam * Street 1: 120 West O'Brien Drive Street 2: _____ * City: Hagatna State: GU: Guam Zip: 96910 Congressional District, if known: GU-00		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: 		
6. * Federal Department/Agency: Bureau of Justice Assistance	7. * Federal Program Name/Description: Second Chance Act Prisoner Reentry Initiative CFDA Number, if applicable: 16.812	
8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant: Prefix _____ * First Name Not _____ Middle Name _____ * Last Name applicable _____ Suffix _____ * Street 1 _____ Street 2 _____ * City _____ State _____ Zip _____		
b. Individual Performing Services (including address if different from No. 10a) Prefix _____ * First Name Not _____ Middle Name _____ * Last Name Applicable _____ Suffix _____ * Street 1 _____ Street 2 _____ * City _____ State _____ Zip _____		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: Completed on submission to Grants.gov * Name: Prefix _____ * First Name Joshua _____ Middle Name F _____ * Last Name Tenorio _____ Suffix _____ Title: Administrator of the Courts Telephone No.: _____ Date: Completed on submission to Grants.gov		

Other Attachment File(s)

* Mandatory Other Attachment Filename:

To add more "Other Attachment" attachments, please use the attachment buttons below.

Project Narrative File(s)

* Mandatory Project Narrative File Filename:

To add more Project Narrative File attachments, please use the attachment buttons below.



[Home](#) > [Apply for Grants](#) > Confirmation

Confirmation

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

Please do not hit the back button on your browser.

If your application is successfully validated and subsequently retrieved by the grantor agency from the Grants.gov system, you will receive an additional email. This email may be delivered several days or weeks from the date of submission, depending on when the grantor agency retrieves it.

You may also monitor the processing status of your submission within the Grants.gov system by clicking on the "Track My Application" link listed at the end of this form.

Note: Once the grantor agency has retrieved your application from Grants.gov, you will need to contact them directly for any subsequent status updates. Grants.gov does not participate in making any award decisions.

IMPORTANT NOTICE: If you do not receive a receipt confirmation and either a validation confirmation or a rejection email message within 48 hours, please contact us. The Grants.gov Contact Center can be reached by email at support@grants.gov, or by telephone at 1-800-518-4726. Always include your Grants.gov tracking number in all correspondence. The tracking numbers issued by Grants.gov look like GRANTXXXXXXXXXX.

If you have questions please contact the Grants.gov Contact Center: support@grants.gov
1-800-518-4726 24 hours a day, 7 days a week. Closed on federal holidays.

The following application tracking information was generated by the system:

Grants.gov Tracking Number:	GRANT11618873
Applicant DUNS:	85-503-1522
Submitter's Name:	Jacqueline Z Cruz
CFDA Number:	16.812
CFDA Description:	Second Chance Act Prisoner Reentry Initiative
Funding Opportunity Number:	BJA-2014-3784
Funding Opportunity Description:	BJA FY 14 Smart Supervision: Reducing Prison Populatio
Agency Name:	Bureau of Justice Assistance
Application Name of this Submission:	Judiciary of Guam
Date/Time of Receipt:	2014.04.04 12:51 AM, EDT

TRACK MY APPLICATION – To check the status of this application, please click the link below:

http://www.grants.gov/web/grants/applicants/track-my-application.html?tracking_num=GRANT

It is suggested you Save and/or Print this response for your records.

Abstract

Abstract: The goal of the **Judiciary of Guam's FY 2014 Guam Community Supervision Transformation Program** is to transform Guam's criminal justice response to recidivism by using data for evidence-based sentencing of offenders to assess and determine risk levels of probationers and parolees, and to implement evidence based or best practices in treatment and education of offenders.

The Judiciary has collaborated stakeholders including the Department of Corrections (DOC), to include its Parole Services Division, the Guam Behavioral Health and Wellness Center, Guam Community College, as well as internal members such as the Judiciary's Client Services and Family Counseling (CSFC) Division and the Probation Services Division to identify evidence-based and/or best practices and the materials and equipment needed for this program.

Mandatory program components include implementing evidence-based or best practice curricula for all court-ordered educational classes taught by Alternative Sentencing Officers, Probation Services Division, and provide on-site training to officers in instruction methods. The Judiciary will work with a research partner who will be responsible for designing the data collection system for the program and conduct a process and an outcome program evaluation. Participants who are uninsured will be enrolled into Medicaid, or other insurance through health exchanges, to connect them to treatment providers as appropriate. The Guam Community College will provide WorkKeys® assessments to participants who do not have a high school diploma.

The program's **target population** is male and female juveniles and adults who are under the supervision of probation or parole.

To **establish a baseline recidivism rate**, the research partner/evaluator will assess Probation's and Parole's current method for establishing a baseline; collect all relevant data needed to establish a baseline; and help improve Guam's current practices by implementing a proven method for establishing the baseline recidivism rate.

The use of a **validated risk assessment tool** is currently limited to the Judiciary's therapeutic courts, which use the Risk Prediction Index to predict the likelihood of the offender to recidivate during his or her term under supervision. A majority of probationers are not in therapeutic courts and therefore are not given any type of risk assessment. The Probation Division's Sex Offender Registry utilizes the Static 99, Acute 2007, and Stable 2007 assessment tools, which are evidence based. DOC and Parole do not currently utilize a validated risk assessment tool.

Program Narrative



PROGRAM NARRATIVE

This grant proposal is submitted pursuant to the Second Chance Act appropriation, FY2014 Smart Supervision Program (SSP), under Bureau of Justice Assistance (BJA) Competition ID number BJA-2014-3784, CFDA # 16.812. The Governor of Guam, Honorable Eddie Baza Calvo, has designated the Judiciary of Guam as the state agency authorized to apply for and administer grant funds (**Attachment A**). The Chief Justice of the Supreme Court of Guam, Honorable Robert J. Torres, has provided a letter of concurrence and support (**Attachment B**).

Guam's Profile. Guam is the largest and southernmost island in the Mariana Archipelago. Located in the western North Pacific Ocean, it houses one of the most strategically important U.S. military installations in the Pacific. Guam also serves as a critical distribution center within Micronesia and the rest of the Pacific and Asia because of its ports of entry and air links. In comparison to most Pacific Islands, Guam is one of the most progressive, modern societies in the Western Pacific. The estimated population of Guam in 2011 was 183,286. Guam's population is multi ethnic and multiracial. Chamorros comprise the largest ethnic group, accounting for 37.1% of the total population, Filipinos make up 26.3%, Whites make up 6.9%, other Pacific Islanders make up 11.3%, other Asians make up 6.3%, and other ethnic origins or races make up 2.3%, and mixed make up 9.81%. Guam is an organized, unincorporated territory of the U.S. with policy relations under the jurisdiction of the Office of Insular Affairs, U.S. Department of Interior. The island is unique as it has only one level of government that includes one police department, one correctional system, one judicial branch, and one attorney general's office.

Statement of the problem. The Guam criminal justice system is inundated with repeat offenders. **One in every 25 people** is on community supervision. The cyclical life of crime is evidenced by the overcrowding of Guam's only prison, and the growing number of defendants on pretrial status. Criminal sexual conduct cases are on the rise, as with burglaries, robberies and home invasions. Coincidentally, homelessness is on the rise.

Guam's criminal justice and mental health systems are in dire need of transformation to address **recidivism**. Guam's rate of recidivism is high. Quite often, clients return either during supervision or after successful completion of a term of probation or parole for a re-arrest/reoffend on new charges. Decisions with regard to sentencing, probation, parole and pretrial conditions are made without the use of critical risk assessment or evidence based data. Court-ordered educational classes and certain treatment are not evidence-based or best practices, and thus fail to meet the needs of probationers or pre-trial defendants. Best practices in supervision recommend that in addition to determining risk levels, supervision should be coupled with relevant programs and activities that support probationers and parolees while in the community. Clients should be organized in classes and treatment based on risk assessment level, a **sharp contrast** to Guam's current procedures of combining all risk levels together.

The Probation Services Division provides judicial monitoring and supervision to criminal offenders who are adjudicated and court-ordered to comply with probation conditions. They currently employ 60 probation officers supervising 7,143 clients.

Department of Corrections (DOC) has a staff of 162 uniformed correction officers to provide security to the 720 inmates and detainees. DOC currently monitors 240 parolees with a staff of only 6 parole officers, a ratio of 40 parolees to 1 officer.

Risk-based supervision is new to the Probation Services Division and is only currently provided to a limited number of clients in therapeutic courts (in a trial basis) since October 2013. The Risk Prediction Index (RPI) is software provided by the Federal Probation Office, District Court of Guam, and the version is somewhat obsolete. Officers were not trained in its use.

Parole conditions frequently go unmonitored due to a critical shortage of parole officers, the lack of risk assessment instruments and training necessary to effectively address recidivists.

The drug problem in Guam over the past decade continues to be crystal methamphetamine or "ice." Federal and local law enforcement agencies share the responsibility of enforcing Guam's drug laws through multijurisdictional efforts. In Calendar Year 2011, the task forces made 32 drug arrests and investigated 41 drug cases. There was a 167% increase over the 16 drug arrests in Calendar Year 2010. The relationship between drug abuse and drug trafficking are important in understanding the seriousness of Guam's property crime problem. Guam's property crime offenses consist of burglary, larceny theft, motor vehicle theft and arson.

Sex crimes are also on the rise. In 2011, the Judiciary of Guam's Sex Offender Registry Management Office reported 665 convicted sex offenders, a 12% increase from 2010.

Agencies that provide support services to probationers and parolees, such as transportation (Guam Mass Transit Authority), job training (Agency for Human Resources Development), public assistance and Medicaid (Department of Public Health and Social Services), housing (Guam Housing and Urban Renewal Authority), Guam identification card (Department of Revenue and Taxation), need greater collaboration to **coordinate and provide** wraparound services for these offenders to immediately address primary and secondary ancillary needs (e.g., housing, employment, food, etc.). It is likely that the outcomes for these individuals will vastly improve if services are coordinated through a **one-stop center** or similar concept to

minimize delays and meet an offender's immediate needs. The traditional "referral" process has proven ineffective.

While we recognize each agency's contribution to minimize recidivism, we are humbled by the baseline recidivism rates of probationers and parolees and have determined that a global response to address the totality of **recidivism in Guam** is an **absolute necessity**. Much remains to be done in order to positively affect the outcomes for this population and begin to curb and eventually reduce these rates.

The Judiciary has taken a couple of **proactive steps** to improve the management of sex offender cases using evidence-based sentencing principles. In June of 2013, the Judiciary of Guam received funding and technical assistance to improve **sex offender sentencing and management**. The training was offered by the Bureau of Justice Assistance and implemented by the National Center for State Courts. The Judiciary's application was approved and 3 experts were selected: Kurt Bumby, senior associate with the Center for Effective Public Policy and principal director for the Center for Sex Offender Management; Leilah Gilligan, senior manager with the Center for Effective Public Policy; and Suzanne Tallarico, principal court management consultant with the National Center for State Courts. The experts conducted a three-day seminar at the Guam Community College, January 6-8, 2014 entitled "A Comprehensive Approach to Sex Offenders: A Multi-Disciplinary Training Seminar." Attendees included members from the Judiciary and local stakeholders from agencies such as the Department of Corrections, Parole Board, Department of Public Health and Social Services, the Guam Behavioral Health and Wellness Center, the Office of the Attorney General, Department of Youth Affairs, Public Defender Services Corporation, and the Guam Bar Association. The seminar covered a broad range of topics including Pre-Sentence Investigation Writing.

In addition, the Judiciary applied for and received approval to send a 4-member team to an Evidence-Based Sentencing Workshop entitled **Smarter Sentencing to Reduce Recidivism** sponsored by the National Center for State Court's Center for Sentencing Initiatives on March 24-25, 2015 in Baltimore, Maryland. Members included a Judge, Deputy Chief Probation Officer, Defense Counsel, and a Prosecutor. The workshop was funded by the Bureau of Justice Assistance, Office of Justice Programs.

Evidence based strategies including risk or needs assessment instruments are utilized for a **limited** population. Probation Division's Sex Offender Registry Unit utilizes the Static 99, Acute 2007 and Stable 2007 risk assessment tools that are evidence based. All other probationers **are not assessed** through risk assessment tools. In addition, the only 2 therapeutic courts that utilize evidence-based treatment are Adult Drug Court and Mental Health Court which use the Matrix model.

Traditional methods of supervision and standard conditions of probation and parole deplete resources, waste manpower hours that could otherwise be spent on high-risk offenders, and are often unrealistic (e.g., probationer is ordered to obtain gainful employment but lacks the soft skills to properly fill out an application or create a resume).

There are two sources for evidence based practices: (1) the SAMHSA's National Registry of Evidence-based Programs and Practices (NREPP), and (2) the American Psychological Association (APA), Division 12 which has identified research supported psychological treatments for various psychological disorders.

Evidence based programs and practices are difficult to establish in the Judiciary's Client Services and Family Counseling Division (CSFC) setting, primarily due to the complex nature of human interactions and relationships. A standardized, one size fits all, programming approach to

treatment is the exception rather than the rule at CSFC. Treatment is more individualized to meet client and family needs. Therapists use components of various evidence based treatment in their work with clients in individual, couples, group and family therapy. These include: Biofeedback, Mindfulness, Cognitive Behavioral Therapy, Social Skills Training, Rational Emotive Behavior Therapy, Solution Focused Therapy, Brief Therapy. Evidence based practices and programs utilized at CSFC include: Motivational Interviewing, Children in Between, Relapse Prevention, and Child Parent Psychotherapy. There are no recognized evidence based programs specific to **domestic violence** offenders and **adult sexual offenders** in either the SAMHSA or APA site. CSFC uses a culturally sensitive modification of the Duluth Domestic Abuse Intervention Program and recently received training and began implementing the STOP Domestic Violence Program. Both programs use components of evidence based treatment in their curriculum.

Currently, there is only **one treatment provider** contracted by the court who treats sex offenders. The treatment currently provided to sex offenders on probation is **limited** and not comprehensive because it is not multi-modality, which is a best practice. Intensive sex offender treatment to include family, group treatment and polygraph examination is critical for public safety; however, this is lacking. There is very little in the form of evidence based programs for this population. The current treatment provider uses a combination of cognitive behavioral therapy with relapse prevention. **There is a critical need** to train clinicians in the current state of the art/best practices to treat sex offenders for both adult and juvenile offenders. An Integrated Model of Sex Offender Treatment suggests that the most effective treatment strategies/programs will be those capable of integrating a diversity of treatment interventions based upon what has been empirically shown to be effective with this population as a group, and based upon individual offender risk, dynamic treatment needs and response characteristics.

Treatment for juvenile sex offenders at CSFC is also provided in individual therapy and involves cognitive behavioral therapy, individual and family therapy, and relapse prevention where indicated. There is one evidence based program identified in the NREPP for Juvenile Sex Offenders. It is Multisystemic Therapy for Youth With Problem Sexual Behaviors (MST-PSB), and this is a program we are seeking to implement.

The Department of Corrections Parole Division does not use evidence based treatment or strategies, or risk assessment tools. Parolees are not categorized by their type of offenses. Rather, parolees are classified according to their time frame on parole. All parolees are classified under four types of classifications: Maximum, Medium, Minimum, and Intensive Supervision. The Parole Division does not utilize any technology to enhance supervision, e.g., ankle bracelet monitors, home monitor devices, etc.

The **baseline recidivism rate of probationers** under supervision of the Probation Services Division is **64%** of the 1,959 clients in pretrial, and **24%** of the 2,974 clients in Adult Probation. Recidivism is defined as any new arrest or re-offense while on probation or pretrial status.

The **baseline recidivism rate of parolees** under supervision at the Department of Corrections Parole Division is **50%**, of which 6% are for parole or probation revocation, and 44% are for new arrests. Recidivism is defined as any new arrest or re-offense.

We anticipate **implementation** of this project will improve the effectiveness and efficiency of the delivery of supervision by implementing risk needs assessments, utilization and standardization of risk prediction index by probation and parole officials to identify risk level, implement evidence-based or best practices for treatment and education of offenders. Departing

from conventional or traditional approaches in supervision to evidence based methods and greater collaboration with support agencies will assist our clients achieve a better quality of life.

The Judiciary continues to face significant financial challenges this fiscal year and is **unable** to implement this program without funding assistance. Its FY 2014 appropriation was approximately 6% lower than the amount requested. Several factors have combined to make local funding unavailable for this project, including a continuing government-wide budget shortfall and Court customer demands for increased services.

Project Design and Implementation. The goal of this program is to transform Guam's criminal justice response to recidivism by using data for evidence-based sentencing of offenders to assess and determine risk levels of probationers and parolees, and implement evidence based or best practices in treatment and education of offenders. This will be accomplished by procuring and utilizing risk assessment instruments, developing new curriculum for alternative sentencing clients, institute evidence-based or best practices in treatment, and strengthen support services to set offenders up for success. Community supervision of offenders requires a **joint effort** from the Executive and Judicial branches of government: the Department of Corrections Parole Division, the Guam Parole Board, the Guam Behavioral Health and Wellness Center, and support agencies, as with the Judiciary of Guam's Probation Services Division, and Client Services and Family Counseling Division. **Overarching goals** of this solicitation are addressed through **program objectives** below.

Objective 1. Implement evidence-based or best practice curricula for all court-ordered educational classes taught by Alternative Sentencing Officers, Probation Services Division, and provide on-site training to officers in instruction methods.

Objective 2. Improve supervision strategies that will reduce recidivism by redesigning incentive and sanctioning strategies.

Objective 3. Reduce recidivism (re-arrest/reoffend) rates of probationers and parolees by 20% over the grant period.

Objective 4. Develop and implement strategies for the identification, supervision, and treatment of high risk / high needs supervisees that may serve as a model for other agencies throughout the nation.

Objective 5. Increase high school graduation rates of probationers and parolees by 20% over the grant period.

Objective 6. Promote and increase collaboration among agencies and officials who work in probation, parole, pretrial, law enforcement, treatment, reentry and related community corrections fields by convening an advisory committee.

Objective 7. Develop and implement strategies to identify and enroll uninsured supervisees into Medicaid, or other insurance through health exchanges, and to connect them to treatment providers as appropriate.

Objective 8. Objectively assess and / or evaluate the impact of innovation and evidence-based supervision and treatment strategies.

Objective 9. Demonstrate the use and efficiency of evidence-based practices and principles to improve the delivery of probation and parole supervision strategies and practices.

Objective 10. Evaluate distribution of Probation Division caseload, and explore whether consistency of cases based on offender will increase chances of rehabilitation.

Risk and needs assessment tools, risk prediction index, and uniformed risk management tools for general and sex offenders **would improve supervision strategies** aimed at reducing

recidivism. The project addresses the **mandatory project components** through ongoing collaborations demonstrating commitment to the proposed initiatives. Research by treatment providers and probation officials reveal that evidence based principles and assessment tools indicated herein (e.g., risk prediction index, etc.) are **appropriate** for this population. Evidence based principles to reduce the risk of reoffending should include: (1) Assess actuarial risk/needs, (2) Enhance intrinsic motivation, (3) Target intervention: risk, need, responsivity, dosage, intensity, (4) Skill train with direct practice, (5) Increase positive reinforcement, (6) Engage ongoing support in natural communities, (7) Measure relevant processes and practices, and (8) Provide measurement feedback.

The **research partner / evaluator** will be responsible for (a) data collection and analysis, (b) problem assessment, (c) strategy development, and (d) monitoring and evaluating performance. A data collection instrument for the program will be designed by the research partner and an outcome program evaluation will be conducted. This information will be used to educate and to measure program efficiency. The Judiciary of Guam's Case Management System, and Department of Corrections Parole Management Information System will be utilized to collect data.

The project will **promote** the use of evidence-based or best practices in treatment, probation educational and supervision strategies; plan and strategize for options to access healthcare for supervisees; expand collaboration with stakeholders; and evaluate the results of the newly implemented strategies.

Roles and responsibilities of the **research partner** include integrating current data from the Judiciary's Case Management System and statistics provided by DOC Parole to develop a strategic plan that encompasses all agencies involved in the supervision and rehabilitation of

parolees and probationers. The research partner will be responsible for assessing and making recommendations on current mandates and identifying the mechanisms for sustained funding and delivery of service to program participants. Throughout the grant period, the research partner will provide ongoing analysis, monitoring and assessment of the solution's impact and prepare a final report that thoroughly assesses the results of the project.

There are 7,143 probationers including pretrial defendants, and 240 parolees. This project is intended to serve all offenders with an emphasis on high to moderate risk levels.

Capabilities and Competencies. The Judiciary of Guam is the state administering agency and has been a federal grant recipient for at least a couple decades. The Judiciary's **Probation Services Division** is responsible for monitoring and supervising probationers, as well as providing status reports to the Judge on the client's progress. The **Chief Probation Officer** is the Project Manager responsible for overseeing the program and ensuring the goal and objectives are accomplished. **Client Services and Family Counseling Division** provides court-ordered treatment and counseling services. **Court Programs Office** is responsible for formulating state plans and submitting grant required reports, such as progress reports, performance metrics, and property inventory reports. **Financial Management Division** submits financial reports and ensures timely drawdowns. **Procurement Division** is responsible for purchasing all necessary program materials and supplies. **Human Resources Division** is responsible for hiring program personnel.

Department of Corrections (DOC) Parole Division provides supervision of parolees. **Guam Behavioral Health and Wellness Center (GBHWC)** provides comprehensive mental health and substance abuse prevention and treatment programs that are culturally sensitive and consumer driven. If needed, SSP participants will be referred to GBHWC for treatment and

continued care needs. **Agency for Human Resources Development (AHRD)** manages various workforce development programs for adults, youth, seniors and dislocated workers. Training includes soft skills, apprenticeship, vocational programs. **Department of Labor (DOL)** oversees the One Stop Career Center (OSCC), whose mission is to provide job seekers, students and employers access to a convenient, reliable, up-to-date broad range of coordinated employment, training and educational services and resources to improve employment outcomes. OSCC connects employers to potential employees through programs funded by the Workforce Investment Act.

Guam Community College (GCC) is the only community college in Guam and is a two year institution accredited by the Western Association of Schools and Colleges. GCC operates secondary and postsecondary career and technical programs, adult and continuing education, community education and short term specialized training programs. GCC will provide WorkKeys® assessment to participants who do not have a high school diploma or equivalent. **Guam Housing and Urban Renewal Authority (GHURA)** provides quality housing for low-income persons and services individuals with traditional housing barriers, to promote the civic involvement and economic self-sufficiency of residents, and to further the expansion of affordable housing on Guam. **Department of Revenue and Taxation, Division of Motor Vehicles (DRT)**: DRT will issue Guam Identification Cards to clients who do not have a valid identification card. **Department of Public Health and Social Services (DPHSS), Division of Public Welfare**: Program participants who require public assistance will be referred to DPHSS.

The Judiciary will work with its Procurement Division to issue a Request for Proposal for contractual services to hire a **research partner** who will be responsible for designing the data collection system for the program and conduct a process and an outcome program evaluation.

Qualifications of the research partner will include prior experience with “**action research**,” including prior work with probation or parole agencies and other criminal justice partners. Applicants should be experienced in several different data collection methodologies and in both quantitative and qualitative research methods, and should be able to conduct scientifically rigorous evaluations and be well versed in evaluation methods.

Data Collection Plan for the Solicitation’s Performance Measures. The Judiciary’s Probation Services Division, Client Services and Family Counseling Division, and the Department of Corrections’ Parole Division will be responsible for providing data and information needed by the research partner, for grant progress reports, and for data outlined in the performance measures section in the program solicitation.

Impact / Outcomes, Evaluation and Sustainment. The goal of this program can be found on page 8. **Objectives** can be found beginning on page 9.

Performance Measure (PM) for Objective 1. Develop new evidence-based or best practices curricula for court ordered educational classes: (a) Petty Theft Diversion, (b) Anger and Stress Management, (c) Alcohol Education Program, (d) Domestic Abuse Program, and (e) Court Crime Prevention. Performance will be documented by exit surveys prior to the development of new curricula, and after, as a comparison group.

PM for Objective 2. Identify and purchase standardized risk-based assessment instruments and/or software to be utilized by probation and parole officers, and provide on-site training. Performance will be documented by assessment instruments/software selected and purchased, number of clients assessed, risk level, varying conditions imposed (e.g., # drug tests and results, # check-ins, completion of educational classes and treatment, etc.), number of re-arrests/re-

offenses, services attained, officers trained, among others. Probation leadership, Court Programs Office and the research partner will monitor and evaluate performance.

PM for Objective 3. Performance will be documented by number of clients assessed, risk level, adherence to conditions imposed (e.g., # drug tests and results, # check-ins, completion of educational classes and treatment, etc.), and number of re-arrests/reoffenses within 15 months of risk assessment.

PM for Objective 4. Implement the use of risk assessment instruments at probation and parole offices, and develop corresponding standard operating procedures.

PM for Objective 5. Increase high school graduation rates of probationers and parolees by 20% over the grant period.

PM for Objective 6. Strengthen support services for probationers and parolees by coordinating needed services from: (a) **Housing.** Guam Housing and Urban Renewal Authority. (b) **Public assistance** (e.g., food stamps, medical care). Department of Public Health and Social Services. (c) **Guam Identification (ID) Card.** Department of Revenue and Taxation. (d) **Education.** Guam Community College (GCC). (e) **Soft skills and job training.** Agency for Human Resource Development. (f) **Employment placement.** Department of Labor.

PM for Objective 7. The social worker(s) proposed to be funded under this program will be responsible for assisting probationers, pre-trial and parole clients in applying for Medicaid and to coordinate other wraparound services.

PM for Objective 8. Objectively assess and / or evaluate the impact of innovation and evidence-based supervision and treatment strategies including current strategies and procedures.

PM for Objective 9. Demonstrate the use and efficiency of evidence-based practices and principles to improve the delivery of probation and parole supervision strategies and practices.

PM for Objective 10. Evaluate distribution of Probation Division caseload, and explore whether consistency of cases based on offender will increase chances of rehabilitation.

Survey responses and data will be monitored and evaluated by probation leadership, Court Programs Office, and the research partner. The impact of the program strategy is to institute best practices into prevention education classes, utilize risk based instruments to increase offender success, and institute evidence based treatment all intended to reduce recidivism. Data to be collected will be produced by the Judiciary of Guam's Case Management System, Department of Corrections Parole Information System, and the Guam Parole Board. An objective, third party evaluator / **research partner** will be contracted under the Judiciary's procurement regulations. The research partner will be relied upon to provide data and information necessary to make program modifications for clients to achieve ultimate success.

The affected agencies will work with the Guam Legislature to **sustain** the level of service provided by this program by presenting evidence (e.g., program evaluation) and data that recidivism levels have decreased. Collaborative partnerships will be leveraged to provide the long term support necessary to continue the level of service proposed under this program for probationers and parolees in the Territory. The **expected long term result** is an overall reduction in recidivism, an increase in high school graduation rates (or national job readiness certificate attainment), and gainfully employed taxpayers in Guam whose lives were positively affected by the supervision and treatment strategies implemented under this program.

**Budget Detail
Worksheet
And
Budget Narrative**

Budget Detail – Year 1 of 3

A. PERSONNEL		
Three (3) Judicial Social Worker II	\$17.84/hour x 2,080 hours	\$37,107.00
TOTAL PERSONNEL SALARIES:		\$111,321.00
In-Kind (Cash) Match:		
TOTAL IN-KIND MATCH:		\$0.00
B. FRINGE BENEFITS:		
Three (3) Judicial Social Worker II	Retirement: \$37,107 x 34.55%	\$38,460.00
	Health: \$37,107 x 4%	\$4,452.00
	Dental: \$37,107 x 1.49%	\$1,659.00
	Life: \$37,107 x 1%	\$1,113.00
	Medicare: \$37,107 x 1.45%	\$1,614.00
TOTAL FRINGE BENEFITS:		\$47,298.00
C. TRAVEL		
One (1) staff from the Sex Offender Registry Unit to attend polygraph training.	Average economy airfare from Guam is \$2,000/person x 1 travelers	\$2,000.00
	Average per diem rate at \$200.00 /day x 51 days (49 training days plus 2 travel day) x 1 traveler	\$10,200.00
Four (4) individuals to include but not limited to probation and parole administrators, judges, treatment providers and program administrators to attend relevant training or annual conferences.	Average economy airfare from Guam is \$2,000 / person x 4 Travelers	\$8,000.00
	Average per diem rate at \$200.00 / day x 7 days (5 conference days plus 2 travel days) x 4 travelers	\$5,600.00
	(Judiciary of Guam travel policies are applied)	
TOTAL TRAVEL:		\$25,800.00
D. CONTRACTUAL SERVICES		
Research Partner / Evaluator		\$50,000.00

Consultant Services		\$30,000.00
On site training for Risk Prediction Index		\$15,000.00
On site evidence based sex offender training		\$15,000.00
Bid Advertisements	\$500 per ad x 3 bid ads for 2 newspapers each	\$3,000.00
TOTAL CONTRACTUAL SERVICES:		\$113,000.00
E. OFFICE SUPPLIES AND MATERIALS:		
Office and administrative supplies and instructional material	To include but not limited to instructional material, paper, CD-RW, CD sleeves, labels, folders, pens, pencils	\$11,000.00
Drug Testing Supplies	To include but not limited to test cups, testing strips, latex gloves	\$10,000.00
Risk Prediction Index (Juvenile) Software		\$3,600.00
Risk Prediction Index (Adults) Software		\$14,400.00
TOTAL OFFICE SUPPLIES AND MATERIALS:		\$39,000.00
F. EQUIPMENT		
DVD Players / recorders	5 players (3 for probation; 1 Client Services Family Counseling Division, 1 Parole Division)	\$750.00
Flat screen TVs with wall mounts (min. 42")	5 TVs (3 for probation; 1 Client Services Family Counseling Division, 1 Parole Division)	\$2,500.00
Polygraph Machine (for sex offender treatment) with computer to include shipping and handling		\$8,500.00
TOTAL EQUIPMENT:		\$11,750.00

G. OTHER COSTS		
Certification fee for polygraph examiners course for 1 personnel		\$5,000.00
TOTAL OTHER COSTS:		\$0.00
H. INDIRECT COSTS		
TOTAL INDIRECT COSTS :		\$0.00
TOTAL DIRECT COSTS		\$353,172.00
TOTAL PROJECT COSTS		\$0.00
FEDERAL REQUEST		\$353,172.00
NON- FEDERAL AMOUNT (In-Kind)		\$0.00
NON-FEDERAL AMOUNT (**Cash match)		\$0.00

Budget Detail – Year 2 of 3

A. PERSONNEL		
Three (3) Judicial Social Worker II	\$17.84/hour x 2,080 hours	\$37,107.00
TOTAL PERSONNEL SALARIES:		\$111,321.00
In-Kind (Cash) Match:		
TOTAL IN-KIND MATCH:		\$0.00
B. FRINGE BENEFITS:		
Three (3) Judicial Social Worker II	Retirement: \$37,107 x 34.55%	\$38,460.00
	Health: \$37,107 x 4%	\$4,452.00
	Dental: \$37,107 x 1.49%	\$1,659.00
	Life: \$37,107 x 1%	\$1,113.00
	Medicare: \$37,107 x 1.45%	\$1,614.00
TOTAL FRINGE BENEFITS:		\$47,298.00
C. TRAVEL		
One (1) staff from the Sex Offender Registry Unit to attend polygraph training.	Average economy airfare from Guam is \$2,000/person x 1 travelers	\$2,000.00
	Average per diem rate at \$200.00 /day x 23 days (21 training days plus 2 travel day) x 1 travelers	\$4,600.00
Three (3) individuals to include but not limited to probation and parole administrators, judges, treatment providers and program administrators to attend relevant training or annual conferences.	Average economy airfare from Guam is \$2,000 / person x 3 Travelers	\$6,000.00
	Average per diem rate at \$200.00 / day x 7 days (5 conference days plus 2 travel days) x 3 travelers	\$4,200.00
	(Judiciary of Guam travel policies are applied)	
TOTAL TRAVEL:		\$16,800.00
D. CONTRACTUAL SERVICES		

TOTAL CONTRACTUAL SERVICES:		\$0.00
E. OFFICE SUPPLIES AND MATERIALS:		
General office and administrative supplies	To include but not limited to instructional supplies, paper, CD-RW, CD sleeves, labels, folders, pens, pencils	\$500.00
Drug Testing Supplies	To include but not limited to test cups, testing strips, latex gloves	\$5,000.00
Risk Prediction Index (Juvenile) Software		\$3,600.00
Risk Prediction Index (Adults) Software		\$14,400.00
TOTAL OFFICE SUPPLIES AND MATERIALS:		\$23,500.00
F. EQUIPMENT		
TOTAL EQUIPMENT:		\$0.00
G. OTHER COSTS		
Certification fee for Advanced Polygraph Course for 1 individual		\$5,000.00
TOTAL OTHER COSTS:		\$5,000.00
H. INDIRECT COSTS		
TOTAL INDIRECT COSTS :		\$0.00
TOTAL DIRECT COSTS		\$203,919.00
TOTAL PROJECT COSTS		\$0.00
FEDERAL REQUEST		\$203,919.00
NON-FEDERAL AMOUNT (In-Kind)		\$0.00
NON-FEDERAL AMOUNT (**Cash match)		\$0.00

Budget Detail -Year 3 of 3

A. PERSONNEL		
Three (3) Judicial Social Worker II	\$18.51/hour x 2,080 hours	\$38,501.00
TOTAL PERSONNEL SALARIES:		\$115,503.00
In-Kind (Cash) Match:		
TOTAL IN-KIND MATCH:		\$0.00
B. FRINGE BENEFITS:		
Three (3) Judicial Social Worker II	Retirement: \$38,501 x 34.55%	\$39,906.00
	Health: \$38,501 x 4%	\$4,620.00
	Dental: \$38,501 x 1.49%	\$1,722.00
	Life: \$38,501 x 1%	\$1,155.00
	Medicare: \$38,501 x 1.45%	\$1,674.00
TOTAL FRINGE BENEFITS:		\$49,077.00
C. TRAVEL		
Three (3) individuals to include but not limited to probation and parole administrators, judges, treatment providers and program administrators to attend relevant training or annual conferences.	Average economy airfare from Guam is \$2,000 / person x 3 Travelers	\$6,000.00
	Average per diem rate at \$200.00 / day x 7 days (5 conference days plus 2 travel days) x 3 travelers	\$4,200.00
	(Judiciary of Guam travel policies are applied)	
TOTAL TRAVEL:		\$10,200.00
D. CONTRACTUAL SERVICES		
TOTAL CONTRACTUAL SERVICES:		\$0.00
E. OFFICE SUPPLIES AND MATERIALS:		
Risk Prediction Index (Juvenile) Software		\$3,6000.00
Risk Prediction Index (Adults) Software		\$14,400.00
TOTAL OFFICE SUPPLIES AND MATERIALS:		\$18,000.00

F. EQUIPMENT		
TOTAL EQUIPMENT:		\$0.00
G. OTHER COSTS		
TOTAL OTHER COSTS:		\$0.00
H. INDIRECT COSTS		
TOTAL INDIRECT COSTS :		\$0.00
TOTAL DIRECT COSTS		\$192,780.00
TOTAL PROJECT COSTS		\$0.00
FEDERAL REQUEST		\$192,780.00
NON- FEDERAL AMOUNT (In-Kind)		\$0.00
NON-FEDERAL AMOUNT (**Cash match)		\$0.00

Budget Narrative – Year 1 of 3

A. PERSONNEL		
Three (3) Judicial Social Worker II <i>The Judiciary of Guam will employ three Judicial Social Workers who will facilitate the wrap around services being offered to probationers and parolees.</i>	\$17.84/hour x 2,080 hours	\$37,107.00
TOTAL PERSONNEL SALARIES:		\$111,321.00
In-Kind Match:		
TOTAL IN-KIND MATCH:		\$0.00
B. FRINGE BENEFITS:		
Three (3) Judicial Social Worker II Fringe Benefits: <i>The Judiciary of Guam will employ three Judicial Social Workers who will facilitate the wrap around services being offered to probationers and parolees.</i>	Retirement: \$37,107 x 34.55% Health: \$37,107 x 4% Dental: \$37,107 x 1.49% Life: \$37,107 x 1% Medicare: \$37,107 x 1.45%	\$38,460.00 \$4,452.00 \$1,659.00 \$1,113.00 \$1,614.00
TOTAL FRINGE BENEFITS:		\$47,298.00
C. TRAVEL		
One (1) staff from the Sex Offender Registry Unit to attend polygraph training. <i>One staff member of the Sex Offender Registry Unit will travel off island to attend the Express Basic Polygraph Course for 7 weeks. The 7 week course will consist of a combination of 3 weeks full time resident training and 4 weeks on the job internship working on real cases.</i>	Average economy airfare from Guam is \$2,000/person x 1 traveler Average per diem rate at \$200.00 /day x 51 days (49 training days plus 2 travel day) x 1 traveler	\$2,000.00 \$10,200.00
Four (4) individuals to include but not limited to probation and parole administrators, judges, treatment providers and program administrators	Average economy airfare from Guam is \$2,000 / person x 4 Travelers Average per diem rate at \$200.00 / day x	\$8,000.00 \$5,600.00

<p>to attend relevant training or annual conferences.</p> <p><i>Four individuals from the Judiciary of Guam and Department of Corrections, Parole Division will travel off island to attend trainings / conferences relevant to the supervision of probationers / parolees and / or enhancement of services to include evidence based practices / treatment modalities.</i></p>	<p>28 days (5 conference days plus 2 travel days) x 4 travelers</p>	
TOTAL TRAVEL:		\$25,800.00
D. CONTRACTUAL SERVICES		
<p>Research Partner / Evaluator</p> <p><i>The Judiciary of Guam will hire a research partner / evaluator to integrate current data from the Judiciary's Case Management System and statistics provided by DOC Parole to develop a strategic plan that encompasses all agencies involved in the supervision and rehabilitation of parolees and probationers. In addition, the research partner will be responsible for assessing and making recommendations on current mandates; identify the mechanisms for sustained funding and delivery of service to program participants; provide ongoing analysis, monitoring and assessment of the solution's impact and prepare a final report that thoroughly assesses the results of the project.</i></p>		\$50,000.00
<p>Consultant Services</p> <p><i>The Judiciary of Guam will hire a consultant to design and develop curriculum for probation educational classes in evidence based or best practices and a consultant to train alternative sentencing officers on instructional delivery methods.</i></p>		\$30,000.00
On Site Training for Risk Prediction		\$15,000.00

<p>Index</p> <p><i>The Judiciary of Guam will contract the services of a vendor to provide on site training for adult and juvenile clients in the Risk Prediction Index to probation officers, parole officers, parole board members, judges and justices.</i></p>		
<p>On Site Evidence Based Sex Offender Training</p> <p><i>The Judiciary of Guam will contract the services of a vendor to provide on site evidence based sex offender training for adult and juvenile clients to treatment providers</i></p>		<p>\$15,000.00</p>
<p>Bid Advertisements</p> <p><i>Bid advertisements for the research partner / evaluator and curriculum development will be published in the Pacific Daily News and Marianas Variety Newspapers, announcing the request for proposals.</i></p>	<p>\$500 per ad x 2 bid ads for 2 newspapers each</p>	<p>\$2,000.00</p>
<p>TOTAL CONTRACTUAL SERVICES:</p>		<p>\$113,000.00</p>
<p>E. OFFICE SUPPLIES AND MATERIALS:</p>		
<p>Office and administrative supplies and instructional material</p> <p><i>General office and administrative supplies to include but not limited to paper, folders, pens and labels will be purchased for the use of the social worker when providing services to probationers and parolees.</i></p> <p><i>In addition, instructional material such as the alcohol education program, anger and stress management program, domestic abuse project and petty theft diversionary program will be updated for the Alternative Sentencing Office, Probation Division, Client Services Family Counseling Division and Parole Division, Department</i></p>	<p>To include but not limited to instructional material, paper, CD-RW, CD sleeves, labels, folders, pens, pencils</p>	<p>\$11,000.00</p>

<i>of Corrections</i>		
Drug Testing Supplies <i>Drug testing supplies to include but not limited to test cups, test strips and latex gloves will be purchased to assist probation and parole officers in the supervision of clients and their abstinence from drug use</i>	To include but not limited to test cups, testing strips, latex gloves	\$10,000.00
Risk Prediction Index (Juvenile) Software <i>Risk Prediction Index Software for Juveniles will be purchased for 10 Probation Officers assigned to the Juvenile Probation Division of the Judiciary of Guam.</i>		\$3,600.00
Risk Prediction Index (Adults) Software <i>Risk Prediction Index Software for Adults will be purchased for 40 Probation / Parole Officers assigned to the Probation Services Division of the Judiciary of Guam and the Parole Division of the Department of Corrections.</i>		\$14,400.00
TOTAL OFFICE SUPPLIES AND EQUIPMENT:		\$39,000.00
F. EQUIPMENT		
DVD Players / recorders <i>DVD players will be used to play the instructional material for probationers and parolees receiving services at the Alternative Sentencing Office, Client Services Family Counseling Division and the Parole Division.</i>	5 players (3 for probation; 1 Client Services Family Counseling Division, 1 Parole Division)	\$750.00
Flat screen TVs with wall mounts (min. 42") <i>TVs will work with DVD players to play the</i>	5 TVs (3 for probation; 1 Client Services Family Counseling Division, 1 Parole Division)	\$2,500.00

<i>instructional material for probationers and parolees receiving services at the Alternative Sentencing Office, Client Services Family Counseling Division and the Parole Division.</i> Polygraph Machine (for sex offender treatment) <i>A polygraph machine will be used to test sex offender registry clients to ensure they are following their probationary orders.</i>		\$8,500.00
TOTAL EQUIPMENT:		\$11,750.00
G. OTHER COSTS		
Certification fee for polygraph examiners course for 1 personnel <i>One personnel from the Sex Offender Registry Unit will receive certification in conducting polygraph tests.</i>		\$5,000.00
TOTAL OTHER COSTS:		\$5,000.00
H. INDIRECT COSTS		
TOTAL INDIRECT COSTS:		\$5,000.00
TOTAL DIRECT COSTS		\$353,169.00
TOTAL PROJECT COSTS		\$0.00
FEDERAL REQUEST		\$353,169.00
NON-FEDERAL AMOUNT (In-kind)		\$0.00
NON-FEDERAL AMOUNT (Cash match)		\$0.00

Budget Narrative – Year 2 of 3

A. PERSONNEL		
Three (3) Judicial Social Worker II: <i>The Judiciary of Guam will employ three Judicial Social Workers who will facilitate the wrap around services being offered to probationers and parolees.</i>	\$17.84/hour x 2,080 hours	\$37,107.00
TOTAL PERSONNEL SALARIES:		\$111,321.00
In-Kind Match:		
TOTAL IN-KIND MATCH:		\$0.00
B. FRINGE BENEFITS:		
Three (3) Judicial Social Worker II Fringe Benefits: <i>The Judiciary of Guam will employ three Judicial Social Workers who will facilitate the wrap around services being offered to probationers and parolees.</i>	Retirement: \$37,107 x 34.55% Health: \$37,107 x 4% Dental: \$37,107 x 1.49% Life: \$37,107 x 1% Medicare: \$37,107 x 1.45%	\$38,460.00 \$4,452.00 \$1,659.00 \$1,113.00 \$1,614.00
TOTAL FRINGE BENEFITS:		\$47,298.00
C. TRAVEL		
One (1) staff from the Sex Offender Registry Unit to attend polygraph training. <i>One staff member of the Sex Offender Registry Unit will travel off island to attend the Advanced Polygraph Course and Certification for 3 weeks. This course is intended for those who have successfully completed the basic polygraph course.</i>	Average economy airfare from Guam is \$2,000/person x 1 travelers Average per diem rate at \$200.00 /day x 23 days (21 training days plus 2 travel day) x 1 traveler	\$2,000.00 \$4,600.00
Three (3) individuals to include but not limited to probation and parole administrators, judges, treatment providers and program administrators to attend relevant training or annual conferences.	Average economy airfare from Guam is \$2,000 / person x 3 Travelers Average per diem rate at \$200.00 / day x 7 days (5 conference days plus 2 travel days) x 3 travelers	\$6,000.00 \$4,200.00

<p><i>Three individuals from the Judiciary of Guam and Department of Corrections, Parole Division will travel off island to attend trainings / conferences relevant to the supervision of probationers / parolees and / or enhancement of services to include evidence based practices / treatment modalities.</i></p>		
<p>TOTAL TRAVEL:</p>		<p>\$16,800.00</p>
<p>D. CONTRACTUAL SERVICES</p>		
<p>TOTAL CONTRACTUAL SERVICES:</p>		<p>\$0.00</p>
<p>E. OFFICE SUPPLIES AND MATERIALS:</p>		
<p>General office and administrative supplies</p> <p><i>General office and administrative supplies to include but not limited to paper, folders, pens and labels will be purchased for the use of the social worker when providing services to probationers and parolees.</i></p>	<p>To include but not limited to instructional supplies, paper, CD-RW, CD sleeves, labels, folders, pens, pencils</p>	<p>\$500.00</p>
<p>Drug Testing Supplies</p> <p><i>Drug testing supplies to include but not limited to test cups, test strips and latex gloves will be purchased to assist probation and parole officers in the supervision of clients and their abstinence from drug use</i></p>	<p>To include but not limited to test cups, testing strips, latex gloves</p>	<p>\$5,000.00</p>
<p>Risk Prediction Index (Juvenile) Software</p> <p><i>Risk Prediction Index Software for Juveniles will be purchased for 10 Probation Officers assigned to the Juvenile Probation Division of the Judiciary of Guam.</i></p>		<p>\$3,600.00</p>

Risk Prediction Index (Adults) Software		\$14,400.00
<i>Risk Prediction Index Software for Adults will be purchased for 40 Probation / Parole Officers assigned to the Probation Services Division of the Judiciary of Guam and the Parole Division of the Department of Corrections.</i>		
TOTAL OFFICE SUPPLIES AND EQUIPMENT:		\$23,500.00
F. EQUIPMENT		
TOTAL EQUIPMENT:		\$0.00
G. OTHER COSTS		
Certification fee for Advanced Polygraph Course for 1 individual		\$5,000.00
<i>One personnel from the Sex Offender Registry Unit will maintain their certification to conduct polygraph tests by attending the 3 week advanced polygraph training.</i>		
TOTAL OTHER COSTS:		\$5,000.00
H. INDIRECT COSTS		
TOTAL INDIRECT COSTS :		\$0.00
TOTAL DIRECT COSTS		\$203,919.00
TOTAL PROJECT COSTS		\$0.00
FEDERAL REQUEST		\$203,919.00
NON-FEDERAL AMOUNT (In-kind)		\$0.00
NON-FEDERAL AMOUNT (Cash match)		\$0.00

Budget Narrative- Year 3 of 3

A. PERSONNEL		
<p>Three (3) Judicial Social Worker II :</p> <p><i>The Judiciary of Guam will employ three Judicial Social Workers who will facilitate the wrap around services being offered to probationers and parolees.</i></p> <p><i>On the third year of employment, the Judicial Social Workers will receive a salary increment</i></p>	\$18.51/hour x 2,080 hours	\$38,501.00
TOTAL PERSONNEL SALARIES:		\$115,503.00
In-Kind Match:		
TOTAL IN-KIND MATCH:		\$0.00
B. FRINGE BENEFITS:		
<p>Three (3) Judicial Social Worker II Fringe Benefits:</p> <p><i>The Judiciary of Guam will employ three Judicial Social Workers who will facilitate the wrap around services being offered to probationers and parolees.</i></p> <p><i>On the third year of employment, the Judicial Social Workers will received a salary increment</i></p>	<p>Retirement: \$38,501 x 34.55%</p> <p>Health: \$38,501 x 4%</p> <p>Dental: \$38,501 x 1.49%</p> <p>Life: \$38,501 x 1%</p> <p>Medicare: \$38,501 x 1.45%</p>	<p>\$39,906.00</p> <p>\$4,620.00</p> <p>\$1,722.00</p> <p>\$1,155.00</p> <p>\$1,674.00</p>
TOTAL FRINGE BENEFITS:		\$49,077.00
C. TRAVEL		
<p>Three (3) individuals to include but not limited to probation and parole administrators, judges, treatment providers and program administrators to attend relevant training or annual conferences.</p> <p><i>Three individuals from the Judiciary of Guam and Department of Corrections, Parole Division will travel off island to attend trainings / conferences relevant to the supervision of probationers / parolees and / or enhancement of services to include</i></p>	<p>Average economy airfare from Guam is \$2,000 / person x 3 Travelers</p> <p>Average per diem rate at \$200.00 / day x 7 days (5 conference days plus 2 travel days) x 3 travelers</p>	<p>\$6,000.00</p> <p>\$4,200.00</p>

<i>evidence based practices / treatment modalities.</i>		
TOTAL TRAVEL:		\$10,200.00
D. CONTRACTUAL SERVICES		
TOTAL CONTRACTUAL SERVICES:		\$0.00
E. OFFICE SUPPLIES AND MATERIALS:		
Risk Prediction Index (Juvenile) Software <i>Risk Prediction Index Software for Juveniles will be purchased for 10 Probation Officers assigned to the Juvenile Probation Division of the Judiciary of Guam.</i>		\$3,600.00
Risk Prediction Index (Adults) Software <i>Risk Prediction Index Software for Adults will be purchased for 40 Probation / Parole Officers assigned to the Probation Services Division of the Judiciary of Guam and the Parole Division of the Department of Corrections.</i>		\$14,400.00
TOTAL OFFICE SUPPLIES AND EQUIPMENT:		\$18,000.00
F. EQUIPMENT		
TOTAL EQUIPMENT:		\$0.00
G. OTHER COSTS		
TOTAL OTHER COSTS:		\$0.00
H. INDIRECT COSTS		
TOTAL INDIRECT COSTS :		\$0.00
TOTAL DIRECT COSTS		\$192,780.00

TOTAL PROJECT COSTS		\$0.00
FEDERAL REQUEST		\$192,780.00
NON-FEDERAL AMOUNT (In-kind)		\$0.00
NON-FEDERAL AMOUNT (Cash match)		\$0.00

Budget Summary- Year 1- Year3

BUDGET CATAGORY	AMOUNT
A. PERSONNEL	\$338,145.00
In-Kind Match	\$0.00
B. FRINGE BENEFITS	\$143,673.00
C. TRAVEL	\$52,800.00
D. CONTRACTUAL SERVICES	\$113,000.00
E. OFFICE SUPPLIES AND MATERIALS	\$80,500.00
F. EQUIPMENT	\$11,750.00
G. OTHER COSTS	\$10,000.00
H. INDIRECT COSTS	\$0.00
TOTAL DIRECT COSTS	\$749,868.00
TOTAL PROJECT COSTS	\$749,868.00
FEDERAL REQUEST	\$749,868.00
NON-FEDERAL AMOUNT (In-kind)	\$0.00
NON-FEDERAL AMOUNT (Cash match)	\$0.00

Attachment A

Governor of Guam's Letter of Designation for State Administering Agency



EDDIE BAZA CALVO
Governor

RAY TENORIO
Lieutenant Governor

Office of the Governor of Guam.

February 27, 2014

The Honorable Robert J. Torres
Chief Justice
Judiciary of Guam
Guam Judicial Center
120 West O'Brien Drive
Hagåtña, Guam 96910

Dear Chief Justice Torres,

I hereby designate the Judiciary of Guam as an entity of the Government of Guam to apply for and administer the Smart Supervision: Reducing Prison Populations, Saving Money, and Creating Safer Communities Program from the U.S. Department of Justice, Office of Justice Programs, bureau of Justice Assistance.

I understand a reentry court committee was created in 2012 and its membership includes the following key stakeholders from the Office of the Attorney General, the Public Defender Service Corporation, the Alternate Public Defender, The Guam Behavioral Health and Wellness Center, the Department of Labor, the Agency for Human Resources Development, the Department of Corrections, Parole Board, the Department of Public Health and Social Services, the Guam Housing and Urban Renewal Authority, and the Guam Bar Association. I further understand the Judiciary will continue collaboration with the aforementioned stakeholders.

If this program is implemented, it will improve probation and parole success rates, which would improve public safety, reduce admissions to prison and jail, save taxpayer dollars, and provided needed services to help reduce recidivism.

Thank you in advance for undertaking this effort.

Si Yu'os Ma'åse',



EDDIE BAZA CALVO

I Maga 'låhen Guåhan
Governor of Guam

Ricardo J. Bordallo Governor's Complex • Adelup, Guam 96910
Tel: (671) 472-8931 • Fax: (671) 477-4826 • governor.guam.gov • calendar.guam.gov



Eddie Baza Calvo



@eddiebazacalvo



@governorcalvo



governorofguam

Attachment B

**Chief Justice of Guam
Letter of Concurrence for
Grant Application**



Judiciary of Guam



Administrative Office of the Courts
120 West O'Brien Drive, Hagåtña, Guam 96910-5174
Telephone: (671) 475-3300 • Facsimile: (671) 475-3337
www.guamcourts.com

HON. ROBERT J. TORRES
CHIEF JUSTICE

HON. ALBERTO C. LAMORENA III
PRESIDING JUDGE

JOSHUA F. TENORIO
ACTING ADMINISTRATOR OF THE COURTS

March 26, 2014

Denise E. O'Donnell
Bureau of Justice Assistance Director
820 Seventh Street NW
Fourth Floor
Washington, DC 20531

Re: Smart Supervision Grant Program

Dear Director O'Donnell:

This letter serves to endorse the Judiciary's application for the Smart Supervision: Reducing Prison Populations, Saving Money, and Creating Safer Communities FY 2014 Competitive Grant application. As Chief Justice, I have been consulted relative to the application and wholeheartedly support the intent of the proposed funding to improve outcomes for probationers and parolees.

The Smart Supervision Grant will provide funds to reduce recidivism rates by promoting the collaboration among agencies and officials who work in probation, parole, pretrial, law enforcement, treatment, reentry, and related community corrections fields; and implementing evidence based practices or best practices for parolees and probationers.

The Judiciary will collaborate with key stakeholders from the Department of Corrections, to include their Parole Services Division, the Guam Behavioral Health and Wellness Center, the Agency for Human Resources Development, the Guam Department of Labor, Guam Community College, Guam Housing and Urban Renewal Authority, and the Department of Public Health and Social Services Public Welfare Division.

On behalf of the Judiciary, I am reiterating our support of the Smart Supervision Grant.

Sincerely,

Robert J. Torres
Chief Justice of Guam

Attachment C

**Letter from Community
Supervision Agency Executive**



JUDICIARY OF GUAM

Probation Services Division
120 West O'Brien Drive • Hagåtña, Guam 96910-5174
Telephone: (671) 475-3448 • Facsimile: (671) 477-4944



JOHN Q. LIZAMA
Chief Probation Officer

MELANIE W. BRENNAN
Deputy Chief Probation
Officer

March 19, 2014

Hon. Alberto C. Lamorena III
Presiding Judge
Superior Court of Guam
Judiciary of Guam
120 West O'Brien Drive
Hagatna, Guam 96910

Re: Letter of Support

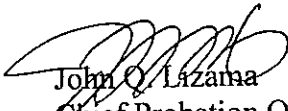
Hafa Adai Presiding Judge Lamorena:

On behalf of the Judiciary of Guam's Probation Services Division, I submit this letter in support for the Judiciary of Guam's grant application for the FY 2014 Smart Supervision Program under the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA).

As chief of the Judiciary's Probation Services Division, I am fully committed to collaborating with the Department of Corrections, the Parole Services Division, a research partner, and all other stakeholders to research and implement evidence-based practices or best practices to improve probation success rates, which in turn will improve community safety, reduce admissions to prisons and jails, and save taxpayer dollars.

We look forward to the implementation of this program and hope the Judiciary will be approved for funding.

Senseramente,


John Q. Lizama
Chief Probation Officer



DEPARTMENT OF CORRECTIONS

Depattamenton Mangngurihi

P.O. Box 3236
Hagatna, Guam 96932



Eddie Baza Calvo
Governor

Jose A. San Agustin
Director

Ray Tenorio
Lt. Governor

March 19, 2014

Hon. Alberto C. Lamorena III
Presiding Judge
Superior Court of Guam
Judiciary of Guam
120 West O'Brien Drive
Hagatna, Guam 96910

Re: Letter of Support

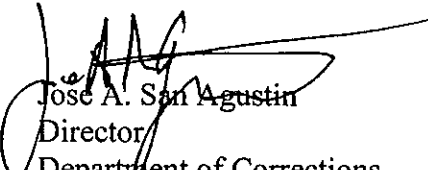
Hafa Adai:

On behalf of the Guam Department of Corrections, I submit this letter in support of the Judiciary of Guam's grant application for the FY 2014 Smart Supervision Program under the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA).

As Director for the Department of Corrections, I welcome the opportunity to collaborate with the Judiciary, a research partner, and all other stakeholders developing and testing innovative strategies and implementing evidence-based approaches that increase community safety and reduce violent crime by effectively addressing individuals' risk and needs and reducing recidivism.

We look forward to the implementation of this program and hope the Judiciary will be approved for funding.

Senseramente,


Jose A. San Agustin
Director
Department of Corrections





DEPARTMENT OF CORRECTIONS

Depattamenton Mangngurihi

P.O. Box 3236
Hagatna, Guam 96932



Eddie Baza Calvo
Governor

Jose A. San Agustin
Director

Ray Tenorio
Lt. Governor

March 19, 2014

Hon. Alberto C. Lamorena III
Presiding Judge
Superior Court of Guam
Judiciary of Guam
120 West O'Brien Drive
Hagatna, Guam 96910

Re: Letter of Support

Hafa Adai:

On behalf of the Guam Department of Corrections, I submit this letter in support of the Judiciary of Guam's grant application for the FY 2014 Smart Supervision Program under the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA).

As acting chief parole officer for the Department of Corrections, I welcome the opportunity to collaborate with the Judiciary, a research partner, and all other stakeholders developing and testing innovative strategies and implementing evidence-based parole approaches that increase community safety and reduce violent crime by effectively addressing individuals' risk and needs and reducing recidivism.

We look forward to the implementation of this program and hope the Judiciary will be approved for funding.

Senseramente,

Lisa Monique T. Castro
Acting Chief Parole Officer
Parole Services Division
Department of Corrections





GUAM PAROLE BOARD

*Government of Guam
P.O. Box 3236
Hagatna, Guam 96932
(671) 735.4133/34 (Tel.)
(671) 734.4490 (Fax)*

March 19, 2014

Hon. Alberto C. Lamorena III
Presiding Judge
Superior Court of Guam
Judiciary of Guam
120 West O'Brien Drive
Hagatna, Guam 96910

Re: Letter of Support

Hafa Adai Honorable Presiding Judge Lamorena III:

Again, Dangkalu Na Si Yu'us Ma'ase for applying for this grant and including the Guam Parole Board in the process!

On behalf of the Guam Parole Board, I submit this letter in support of the Judiciary of Guam's grant application for the FY 2014 Smart Supervision Program under the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), and Bureau of Justice Assistance (BJA).

As chairperson of the Guam Parole Board, I welcome the opportunity to collaborate with the Judiciary, a research partner, and all other stakeholders to implement evidence-based practices and principles or best practices to improve parolee success rates, and reduce recidivism amongst parolees preventing them from returning to an already overpopulated prison system.

We hope and pray the Judiciary will be approved for funding and we look forward to the implementation of this program!

Senseramente,

MiChelle Hope Taitano
Chairperson

Attachment D

Letter from Research Partner



JUDICIARY OF GUAM

Administrative Office of the Courts

Guam Judicial Center, 120 West O'Brien Drive, Hagåtña, Guam 96910
Telephone: (671) 475-3270 / 300-3202 / 475-3474 / 475-3475 / 475-3200
Facsimile: (671) 300-8926



ROBERT J. TORRES
Chief Justice of Guam

JOSHUA F. TENORIO
Administrator of the Courts, Acting

ROBERT S. CRUZ
Deputy Administrator of the Courts

JACQUELINE ZAHNEN CRUZ
Court Programs Administrator

March 26, 2014

Hon. Alberto C. Lamorena III
Presiding Judge
Superior Court of Guam
Judiciary of Guam
120 West O'Brien Drive
Hagatna, Guam 96910

Re: Letter of Support

Dear Presiding Judge Lamorena:


Hafa adai. I am writing this letter in support of the Judiciary of Guam's grant application for the FY 2014 Smart Supervision Program under the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA).

As Court Programs Administrator for the Judiciary of Guam, I have undergone training to monitor and evaluate programs and have years of experience with collecting and reporting of data, developing strategies, and evaluating various programs at the Judiciary. I will work with stakeholders to procure the services of an independent evaluator to assist with this project.

I welcome the opportunity to collaborate with the Department of Corrections, Probation Division, and all other stakeholders in the development and testing of innovative strategies and implementing evidence-based and best practices for parolees and probationers with the ultimate goal of improving the outcomes for this population, reducing recidivism and increasing public safety.

We look forward to the implementation of this program and hope the Judiciary will be approved for funding.

Senseramente,


Jacqueline Z. Cruz

Attachment E

Project Timeline

Project Timeline

Goal: To transform Guam's criminal justice response to recidivism by using data for evidence-based sentencing of offenders to assess and determine risk levels of probationers and parolees, and implement evidence based or best practices in treatment and education of offenders.	
Objective 1: Implement evidence-based or best practice curricula for all court-ordered educational classes taught by Alternative Sentencing Officers, Probation Services Division, and provide on-site training to officers in instruction methods.	
Expected Completion Date	Responsible Person
April-June 2015	Alternate Sentencing Officer (ASO), Probation Services Division
Objective 2: Implement supervision strategies that will reduce recidivism by redesigning incentive structures.	
Expected Completion Date	Responsible Person
2015	Probation Services Division Parole Division
Objective 3: Reduce recidivism (re-arrest/reoffend) rates of probationers and parolees by 20% over the grant period.	
Expected Completion Date	Responsible Person
Throughout the grant period	Probation Services Division Parole Division
Objective 4: Develop and implement strategies for the identification, supervision, and treatment of high risk/high needs supervisees that may serve as a model for other agencies throughout the nation.	
Expected Completion Date	Responsible Person
Throughout the grant period	Probation Services Division, Parole division, Research Partner/evaluator, Judicial Educator
Objective 5: Increase the high school graduation rates of probationers and parolees by 20% over the grant period.	
Expected Completion Date	Responsible Person
Throughout the grant period	Probation Services Division Parole Division
Objective 6: Develop and increase collaboration among agencies and officials who work in probation, parole, pretrial, law enforcement, treatment, reentry and related community corrections fields by convening an advisory committee.	
Expected Completion Date	Responsible Person
Throughout the grant period	Probation Services Division
Objective 7: Develop and implement strategies to identify and enroll uninsured supervisees into Medicaid, or other insurance through health exchanges, and to connect them to treatment providers as appropriate.	
Expected Completion Date	Responsible Person
Throughout the grant period	Probation Services Division

Objective 8: Objectively assess and /or evaluate the impact of innovation and evidence-based supervision and treatment strategies.	
Expected Completion Date	Responsible Person
Throughout the grant period	Research Partner/Evaluator Probation Services Division Parole Division
Objective 9: Demonstrate the use and efficiency of evidence-based practices and principles to improve the delivery of probation and parole supervision strategies and practices.	
Expected Completion Date	Responsible Person
Throughout the grant period	Research Partner/Evaluator Probation Services Division Parole Division
Objective 10: Evaluate distribution of Probation Division caseload, and explore whether consistency of cases based on offender will increase chances of rehabilitation.	
Expected Completion Date	Responsible Person
Throughout the grant period	Research Partner/Evaluator Probation Services Division

Attachment F

Position Descriptions and Resumes

CHIEF PROBATION OFFICER

Nature of Work in this Class:

Serves as the Chief Probation Officer with responsibility for planning, organizing, directing and coordinating the activities of the Probation Division, Superior Court of Guam. Major functions of the Division are to conduct pre-sentence and other investigations as required, recommend sentencing, classification and treatment plans of defendants referred to the Division by the court, and to supervise, re-direct and provide surveillance to clients placed on probation or referred to the Division on special court imposed supervision.

Illustrative Examples of Work:

Plans, organizes, directs and coordinates the operations of Probation Division;

Formulates and directs Division's policies and procedures;

Directs on-going programs, formulates and implements new programs and conducts periodic reviews;

Oversees all investigative and supervision aspects of probation;

Coordinates Division activities; maintains close contact with law enforcement and correctional organizations and social agencies, public and private community and resources;

Supervises, oversees and controls expenditures of the Division;

Participates in and coordinates data collection and statistics;

Prepares the Division's annual budget, appears at Legislative hearings to present and justify budget requests;

Conducts staff meetings and conferences;

Represents the Division at meetings and conferences with Local and Federal agencies;

Serves on committees of government and community groups; appears in court to render professional opinions and recommendations.

Chief Probation Officer
May 1988 (amended)
Page 2

Knowledge and Abilities Required:

Knowledge of the principles and practices of supervision and public administration including budgeting;

Knowledge of public relations, social, psychological, economical and emotional factors influencing the behavior and attitudes of individuals;

Knowledge of techniques and methods of social work and/or counseling, research methods and techniques;

Ability to plan, organize, control and direct the operations and activities of a large division of the court;

Ability to analyze and evaluate facts in decision making;

Ability to speak effectively before small and large audiences, write comprehensive reports clearly and concisely;

Ability to organize, train, direct and evaluate the work of subordinates;

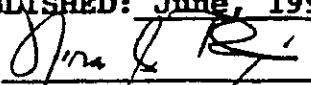

Ability to establish and maintain effective working relations with personnel of their agencies and with the general public.

Qualification Requirements:

Master's degree in Behavioral Science or related field from a recognized college or university, and five (5) years of experience in Probation or Correctional Institution work of which two (2) years must be in the supervisory capacity; or

Bachelor's degree in Behavioral Science or closely related field from a recognized college or university, and seven (7) years of experience in Probation or Correctional Institution work of which two (2) years must be in the supervisory capacity.

**SUPERIOR COURT OF GUAM
JOB STANDARD**

POSITION TITLE: ALTERNATIVE SENTENCING OFFICER
POSITION STATUS: Classified Unclassified P/T F/T
FLSA CATEGORY: Non-Exempt **EEO CATEGORY:** Protective Services
HAY POINTS: (KH) E I 2 = 175 (PS) D 3 (29) = 50 (AC) D 1 C = 57
TOTAL POINTS: 282 **PAY GRADE:** K
DATE ESTABLISHED: June, 1996 **PREPARED BY:** Human Resources Staff
CONCURRED:  **APPROVED:** 
HR ADMINISTRATOR **ADMINISTRATIVE DIRECTOR**

NATURE OF WORK IN THIS CLASS:

This is professional alternative sentencing work which involves the processing and supervision of juvenile and/or adult clients who are ordered by the courts to participate in the court's alternative sentencing programs and services.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

Conduct intake interviews and prepare all the necessary documents for processing; explains programs in which defendants have been ordered to participate in.

Attend and present written and oral testimonies in court hearings; confers with judges and other court officials, defense counsels and representatives from the Attorney General's Office regarding client case status.

Recommends placement services for clients ordered to perform community service; design appropriate treatment plans utilizing available government and community resources; provide casework services to clients and their families to aid in achieving a more satisfactory adjustment to specific problems or situations.

Supervises and monitor clients; provides guidance and direction to achieve personal adjustments for compliance to court orders; reports violations of non-attendance or non-compliance; prepares completion and termination notices.

Maintain close working relationship with various agencies and community organizations who participate in the community service program; monitors client participation and performance; acts as a mediator for personal or performance problems encountered between the client and the service agency.

Prepares installment payment plans for Petty Theft Diversionary and Alcohol Treatment Program tuition fees; maintain files on payments.

ALTERNATIVE SENTENCING OFFICER
PAY GRADE: K

Sets up displays for various community or government functions.

Compiles and prepares statistical reports as required.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of crime prevention and social casework.

Knowledge of modern principles of alternative sentencing work and related court procedures.

Knowledge of individual or group behavior.

Knowledge of Territorial laws affecting adult and juvenile alternative sentencing work as well as policies and procedures governing the function of alternative community service.

Ability to utilize existing and appropriate community agencies and resources in performing alternative sentencing functions geared at a rehabilitative plan.

Ability to establish and maintain and effective working relationships with clients and families from a variety of ethnic and cultural backgrounds.

Ability to establish and maintain satisfactory working relationships with fellow employees, judges, representatives from social agencies, community organizations, and law enforcement officials.

Ability to maintain records and make oral and written reports therefrom.

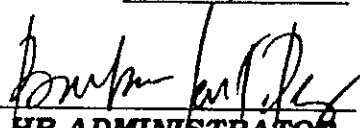
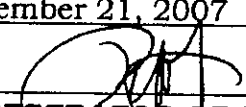
Ability to communicate effectively orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

- (A) Graduation with an Associate's degree from a recognized college or university in Criminal Justice or closely related field, plus one (1) year work experience in social or human service field.
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**JUDICIARY OF GUAM
HUMAN RESOURCES DIVISION
CLASS STANDARD**

POSITION TITLE: CLIENT SERVICES & FAMILY COUNSELING ADMINISTRATOR
POSITION STATUS: Classified Unclassified P/T F/T
FLSA CATEGORY: Exempt EEO CATEGORY: Administrator
HAY POINTS: (KH) F II 3 = 400 (PS) E 3 (38) = 152 (AC) E 2 P = 200
TOTAL POINTS: 752 PAY GRADE: R
DATE ESTABLISHED: June, 1996 REVISED: May 6, 2002, February 2006 &
December 21, 2007

CONCURRED:  APPROVED: 
HR ADMINISTRATOR **ADMINISTRATOR OF THE COURTS**

NATURE OF WORK IN THIS CLASS:

The nature of this position is essentially professional administrative and managerial. The incumbent will exercise independent judgment in organizing, planning and directing the daily operations of the Client Services and Family Counseling Division and its staff engaged in performing professional services for the Superior Court.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples may not include all the duties listed, nor do they cover all the duties which may be performed as required).

Organizes, plans and directs the daily operations of the Client Services and Family Counseling staff to ensure that appropriate court services are provided as required by the Judges and court policies.

Directs and oversees the family counseling, psychological and psychiatry services provided to court clients to ensure that appropriate services are provided in accordance with applicable statutes.

Analyzes and evaluates court policies, procedures and programs to ensure compliance with applicable statutes, and submits recommendations of changes for purposes of improving court client services.

Develops and implements new investigative and counseling/mediation programs and approaches to improve services to clients.

Meets with the appropriate court staff and other specialists in various fields with affecting services to discuss and plan court policies, procedures and programs to address problems and to report on and answer questions relative to the administration of the division.

CLIENT SERVICES & FAMILY COUNSELING ADMINISTRATOR
PAY GRADE: R

Analyzes Client Services and Family Counseling budgetary needs relative to staff development and competence based training and submit projections, justifications, and request therefrom.

Performs detailed reviews of proposed legislation and legal opinions affecting the division and prepares written summaries.

Assess and evaluate job performances of subordinate staff members and ensures that the quality client care and services is in conformance with appropriate professional standards.

Prepares various types of administrative reports and correspondences on division and/or program activities.

Represents division and court to community and outside agencies as directed, for making appearances and attending meetings to explain the purpose, function and role of the division.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of current principles of supervision and management.

Knowledge of appropriate Guam statutes relating to family law matters.

Knowledge of the principles and methods of program interpretation and implementation.

Ability to organize and supervise a unit of employees; evaluate and analyze program plans and operations, and make recommendations regarding policies and operational methods for improvement.



Ability to obtain and control sensitive confidential data and maintain professional records and statistics.

Skill in the operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

Graduation with a Masters degree from a recognized accredited college or university in social work or related human service field and work experience supplemented with supervisory and administrative experience.

**JUDICIARY OF GUAM
HUMAN RESOURCES DIVISION
CLASS STANDARD**

POSITION TITLE: COURT PROGRAMS ADMINISTRATOR
POSITION STATUS: Classified Unclassified P/T F/T
FLSA CATEGORY: Exempt EEO CATEGORY: Professional
HAY POINTS: (KH) F II 3 = 400 (PS) E 3 (38) = 152 (AC) E 2 P = 200
TOTAL POINTS: 752 PAY GRADE: R
DATE ESTABLISHED: October, 2001 REVISED: December 21, 2007
CONCURRED:  APPROVED: 
HR ADMINISTRATOR ADMINISTRATOR OF THE COURTS

NATURE OF WORK IN THIS CLASS:

This is complex independent professional work involved in the administration, planning, development, and monitoring of federal and/or local grants/aids programs in the Judiciary of Guam. Employees in this class perform complex professional duties which include the formulation and coordination of federal and local grants management and administration.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Develops and supervises the monitoring and maintenance of federally funded proposals, state plans, policies, budgets and administrative practices to insure compliance with federal regulations, polices and guidelines.

Maintains close liaison and confers with federal and local officials, regional offices, and officials of the government of Guam agency representatives, and other professional persons regarding grants administered or potentially awarded.

Ensures that all projects are properly monitored and that evaluations are conducted in accordance with federal laws, rules and regulations.

Researches and identifies potential sources of federal funds for divisions of the Judiciary; reviews and recommends to the Administrator of the Courts, or his designee, the approval of grant applications and proposals, and submits requests for continued or supplemental funding award of ongoing projects or programs up for renewal.

Prepares various reports required by federal rules and regulations with respect to the financial state of funded programs.

COURT PROGRAMS ADMINISTRATOR
PAY GRADE: R

Prepares and monitors local program budget and required reports.

Prepares annual performance, semi-annual and quarterly progress reports required by federal rules and regulations for federally funded programs; and monitors financial reports and reimbursement requests to insure timely submission.

Maintains consultative relationships and assists the local and federal agencies, with respect to the status of federal grant programs, policies and activities.

Interprets and maintains policies, procedures, regulations and other guidelines pertinent to the drug court program.

Develops programs and practices in order to insure harmonious relationships with the Judiciary, other governmental agencies, and the Guam state clearinghouse.

Maintains comprehensive records and administrative files of federal and local grants awarded to the Judiciary. Participates in the development and conduct of surveys and research studies; prepares and makes readily available correspondences, reports, manuals, handbooks, as it relates to grants administration.

Assists in the preparation and maintains program annual budget, and grant support activities.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of court's organizational infrastructure.

Knowledge of federal and local laws, policies, regulations, and procedures affecting federal grants and aids.

Knowledge of the principles and practices of public administration.

Knowledge of applicable computer word processing, spreadsheet, and database applications.

Ability to interpret and apply rules, regulations, and procedures pertaining to federal and local grant programs.

Ability to plan and administer federal grants and aids, programs and activities.

Ability to make decisions in accordance with federal and local laws, policies, rules, regulations and other program guidelines.

COURT PROGRAMS ADMINISTRATOR
PAY GRADE: R

Ability to work and communicate effectively with the public, government officials (local and federal), Judiciary employees, network agencies in a professional and courteous manner.

Ability to communicate effectively, orally and in writing.

Ability to conduct meetings and make formal presentations.

Ability to organize and maintain accurate grant program files, reports and related documentation for official review and inspection.

MINIMUM EXPERIENCE AND TRAINING:

- A. Graduation from a recognized college or university with a Master's degree in Business or Public Administration, or related science, plus four (4) years of experience in planning, developing and coordinating the administration of federal grants and aids; inclusive of one (1) year of supervisory experience; or
- B. Graduation from a recognized college or university with a Bachelor's degree in Business or Public Administration, or related science, plus five (5) years of experience in planning, developing and coordinating the administration of federal grants and aids; inclusive of one (1) year of supervisory experience; or
- C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**JUDICIARY OF GUAM
HUMAN RESOURCES DIVISION
CLASS STANDARD**

POSITION TITLE: **PROCUREMENT & FACILITIES MANAGEMENT ADMINISTRATOR**
POSITION STATUS: Classified Unclassified P/T F/T
FLSA CATEGORY: Exempt EEO CATEGORY: Administrator
HAY POINTS: (KH) F II 3 = 400 (PS) E 3 (38) = 152 (AC) E 2 P = 200
TOTAL POINTS: 752 PAY GRADE: R
DATE ESTABLISHED: April 1, 1986 REVISED: May 6, 2002 & December 21, 2007

CONCURRED:  APPROVED: 
HR ADMINISTRATOR **ADMINISTRATOR OF THE COURTS**

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of the various supply management functions in the court system.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Administers procurement, perpetual inventory and surplus property programs in the court system.

Makes a variety of technical and administrative decisions, determinations, and conclusions in connection with direction and coordination of procurement, warehousing, and distribution of supplies.

Devises and installs new or established procedures and methods governing procurement, warehousing, and distribution; secures and analyzes supply requirement forecasts, stock issue reports and other controlling data; develops plans and procedures for solving critical or complex procurement, warehousing and distribution problems or programs.

Responsible for procuring, disposal and transfer of the agency's surplus property; serves as the agency's technical advisor in supply problems, makes final decisions and determinations of awards and contracts for supplies.

Conducts continuous study, analysis and planning for formulating long range supply requirements, plans, programs and policies.

**PROCUREMENT & FACILITIES MANAGEMENT ADMINISTRATOR
PAY GRADE: R**

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices, techniques and procedures in supply management programs and operations.

Ability to administer the programs and activities of the various supply management functions in the court system.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and implement changes in organization, policies and procedures to improve effectiveness.

Ability to interpret and apply pertinent laws, regulations and policies governing the purchasing of commodities.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) Three (3) years of experience in the various phases of supply work, including procurement, supply cataloging, warehousing, contracting, stock controlling, one (1) year of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in public or business administration, or closely related field; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**JUDICIARY OF GUAM
HUMAN RESOURCES DIVISION
CLASS STANDARD**

POSITION TITLE: HUMAN RESOURCES ADMINISTRATOR
POSITION STATUS: Classified Unclassified P/T F/T
FLSA CATEGORY: Exempt EEO CATEGORY: Professional
HAY POINTS: (KH) F II 3 = 400 (PS) E 3 (38) = 152 (AC) E 2 P = 200
TOTAL POINTS: 752 PAY GRADE: R
DATE ESTABLISHED: April 1, 1986 REVISED: May 6, 2002 & December 21, 2007
CONCURRED: *[Signature]* APPROVED: *[Signature]*
HR ADMINISTRATOR ADMINISTRATOR OF THE COURTS

NATURE OF WORK IN THIS CLASS:

This is administrative work in analyzing and developing improved personnel and managerial procedures and practices in the Judicial System.

Employee in this class performs professional work which involves planning, organizing, directing and participating in a program for analyzing organizational units and managerial, technical and clerical processes and related functions for the purpose of improving managerial policies and practices, organization, methods and procedures.

The Human Resources Administrator has immediate responsibility for the development, implementation and administration of a comprehensive personnel program, for representing top management in personnel matters, and for determining overall Judicial personnel policies, procedures and practices.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Plans, implements, administers and directs the personnel and management analysis functions for Judicial System; assigns and guides the work of personnel specialists in studies and ultimate solutions of various court administrative problems; processing of employee appeals and grievance; enforcement and administration of personnel laws, rules and regulations; and other subject area involving the employment and merit system of the Superior Court of Guam.

Confers with employees and employee groups and committees on employee relation matters and serves as the organization advocate on grievances and appeals to the personnel and budget committee, employee relations, as well as other employee protection or delegates this as appropriate to subordinate staff.

Develops and implements personnel policy and management improvement programs; drafts manuals and other guide materials; salaries, grades, and adjustments related thereto for all court employees; prepares organizational and functional charts, graphs,

HUMAN RESOURCES ADMINISTRATOR
PAY GRADE: R

tables, summaries and narrative reports regarding matters such as recruitments, training, employee relations, work simplification, and system models.

Directs, through subordinates, the recruitment, classification, compensation, employee relations benefits administration, health and safety/risk management, affirmative action, advocacy, training and administration of Judges compensation and benefits programs.

Directs, through subordinates, personnel programs related to judicial offices requiring interface with and integration of local system.

Directs staff in conducting a program of applied research studies to validate selection procedures, cause and effect of attitudes and employee behavior.

Participates in long-range organizational planning and policy development, with particular reference to personnel management.

Participates in or directs staff in the negotiations with representatives of employee organization to reach an understanding of wages, hours, employee benefits, and other negotiable matters.

Interprets court policies, rules and regulations concerning personnel and administrative policies to court administrators, supervisors and employees.

Counsels employees on promotional and transfer possibilities, training and employee relations; researches and develops methods and techniques for use in personnel administration.

Confers with court administrator and judges on personnel and management problems; promotes understanding of the objectives and methods of the merit system among court officials, employees and the general public.

Assists in formulating program plans and justifications; recommends organizational, operational and legal changes; review completed assignments and endorses recommendations or request further study.

Prepares and administers operating budget for the division and makes recommendations for other operational budget relating to salary, employee benefits and staffing.

Serves as the organization representative with other government office officials with regards to compensation, fringe benefits, personnel practices and procedures and trends in Human Resources Administration.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs other related duties as required.

HUMAN RESOURCES ADMINISTRATOR
PAY GRADE: R

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the principles and practices of personnel administration and techniques.
- Knowledge of the principles and practices of public administration.
- Knowledge of Federal Law and Common Law with respect to personnel administration.
- Ability to administer a public personnel services program.
- Ability to develop and install methods and procedures for improving, maintaining, and facilitating personnel processes.
- Ability to apply and interpret personnel laws, rules and regulations and other appropriate program guidelines.
- Ability to evaluate operational effectiveness and recommend and implement changes in personnel laws, rules and regulations, policies and procedures to improve program effectiveness.
- Ability to analyze and interpret personnel management data and devise solutions to public personnel problems.
- Ability to prepare charts, layouts, forms, handbooks, memoranda and other media of information and instructions.
- Ability to communicate effectively, orally and in writing.
- Ability to conduct administrative research and develop and install methods and procedures.
- Skilled in issuing administrative opinion, case law in reference to human resources inquiries and information.

MINIMUM EXPERIENCE AND TRAINING:

- (A) Five (5) years of professional public personnel experience, one (1) year of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social science or closely related field; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

CHIEF PAROLE OFFICER

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of the Parole Services Division in the Department of Corrections.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Administers the programs and activities of the Parole Services Division.

Formulates and initiates new and revised techniques and procedures of parole supervision.

Develops and establishes casework methods and standards; reviews pre-placement study performed by Parole Officers and social history submitted by the adult facility; determines proper action to be taken in the event of parolee arrest or other parole violation and makes necessary arrangement for the detention and return of parolee to the institution.

Investigates alleged violations and reports to the Territorial Parole Board, all applications for pardon, commutation of sentences, reprieve or remission of fine or forfeiture and other acts of executive clemency.

Confers with parole officers, social workers, police officials, court officials, the Territorial Parole Board, and other law officials; submits reports of findings and recommendations on parole cases; organizes and leads staff orientation and training in parole supervision and case preparation.

Directs the preparation and maintenance of records and reports; reviews, analyzes, and determines actions on reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the modern objectives and methods of parole work.

Knowledge of social resources and agencies which can be of assistance in the rehabilitation of parolees.

Knowledge of the statutes, rules and regulations, policies and procedures governing the Parole Services Division.

Knowledge of casework principles and methods.

Knowledge of the current social, economic, and health problems and resources with emphasis on factors relating to crime.

Ability to administer the programs and activities of the Parole Services Division.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend/implement changes in operation, policies and procedures to improve effectiveness.

Ability to work effectively with criminally disturbed and maladjusted individuals, the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

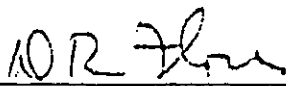
(a) Two years of experience as a Parole Officer III or equivalent work and graduation from a recognized college or university with a Bachelor's degree in social or behavioral science; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission

**JUDICIARY OF GUAM
HUMAN RESOURCES DIVISION
JOB STANDARD**

POSITION TITLE: JUDICIAL SOCIAL WORKER II
POSITION STATUS: Classified Unclassified P/T F/T
FLSA CATEGORY: Non-Exempt EEO CATEGORY: Professional
HAY POINTS: (KH) E 1 2 = 200 (PS) D 3 (29) = 57 (AC) D 1 C = 50
TOTAL POINTS: 307 PAY GRADE: L
DATE ESTABLISHED: November 2006 PREPARED BY: Human Resources Staff
CONCURRED: *Samuel J. Poy* APPROVED: *[Signature]*
HR ADMINISTRATOR ADMINISTRATOR OF THE COURTS

NATURE OF WORK IN THIS CLASS:

This is moderately complex professional social work involved in the application of social work principles and theories in the diagnosis and treatment of adult and elderly wards who have social problems.

An employee in this class performs moderately complex professional work independently on an ongoing basis and participates in the full range of complex professional duties under close supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Interviews clients and other appropriate persons to obtain information and makes preliminary assessment of cases referred to the Office of Public Guardian for guardianship services or to make proper referrals.

Develops an assessment and service plan for the client; provides counseling to assist with adjustment problems; places Public Guardian wards in appropriate facilities; prepares all forms and documents necessary to achieve service plan.

Participates in treatment team meetings and in the selection, summarization, and presentation of case data from a variety of sources for casework planning, supervisory conferences, and consultation.

Coordinates with various individuals, families and agencies to compile information for assessment or referral for Psychometric testing and evaluation; coordinates with pharmacies for medical prescriptions of wards which may include pick-up and delivery of medicines; transports wards to and from scheduled appointments.

Confers with public officials, agency representatives, and other professional persons regarding specific cases.

Prepares and maintains comprehensive case histories, records, statistics, reports and evaluations concerning information secured and services rendered to wards.

May attend court hearings on behalf of the wards, or as requested.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the social casework principles and techniques.

Knowledge of applicable computer word processing, spreadsheet, and database applications.

Ability to work and communicate effectively with the public, government officials (local and federal), court employees, and to network effectively with agencies in a professional and courteous manner.

Ability to exercise sound judgement in the solving of social work problems and making decisions in accordance with federal and local laws, policies, rules, and regulations and other program guidelines.

Ability to conduct meetings and make formal presentations.

Ability to understand the dynamics of human behavior of individuals and groups.

Ability to refer clients to appropriate agency resources.

Ability to utilize relevant personality theory, casework method, supervision, and consultation in social work practices.

Ability to organize and maintain records and prepare comprehensive reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

A) Graduation from a recognized college or university with a Bachelor's degree in Social Work;
or

B) Graduation from a recognized college or university with a Bachelor's degree in social or behavioral science and one (1) year of professional social work experience.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

Attachment G

Letters of Support



Superior Court of Guam
Judicial Center
120 West O'Brien Drive
Hagåtña, Guam 96910
Telephone: (671) 475-3410/3500
Fax: (671) 477-1852



Hon. Alberto C. Lamorena III
Presiding Judge

March 24, 2014

Denise E. O'Donnell
Bureau of Justice Assistance Director
810 Seventh Street NW
Fourth Floor
Washington, DC 20531

Re: Smart Supervision Grant Program

Dear Director O'Donnell:

This letter serves to express support for the Judiciary's application for the Smart Supervision: Reducing Prison Populations, Saving Money, and Creating Safer Communities FY 2014 Competitive Grant application. As Presiding Judge, I led the effort to improve probation and parole services through this grant application.

The Smart Supervision Grant will provide funds to reduce recidivism rates by promoting the collaboration among agencies and officials who work in probation, parole, pretrial, law enforcement, treatment, reentry, and related community corrections fields; and implementing evidence based practices or best practices for parolees and probationers.

The Judiciary will collaborate with key stakeholders from the Department of Corrections, to include their Parole Services Division, the Guam Behavioral Health and Wellness Center, the Agency for Human Resources Development, the Guam Department of Labor, Guam Community College, Guam Housing and Urban Renewal Authority, and the Department of Public Health and Social Services Public Welfare Division.

On behalf of the Judiciary, I am reiterating our support of the Smart Supervision Grant.

Sincerely,

Alberto C. Lamorena III
Presiding Judge

A handwritten signature in black ink, appearing to be "Alberto C. Lamorena III", written over a large, stylized scribble.



Judiciary of Guam

CLIENT SERVICES AND FAMILY COUNSELING DIVISION

Guam Judicial Center • 120 W. O'Brien Drive • Hagåtña, Guam 96910
Telephone: (671) 475-3101/3383 • Fax No.: (671) 472-5450



Robert J. Torres
Chief Justice

Alberto C. Lamorena, III
Presiding Judge

Joshua F. Tenorio
Administrator of the Courts, Acting

Virginia W. Yasuhiro
Administrator

March 19, 2014

Hon. Alberto C. Lamorena III
Presiding Judge
Superior Court of Guam
Judiciary of Guam
120 West O'Brien Drive
Hagatna, Guam 96910

Re: Letter of Support

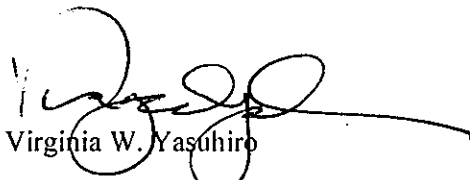
Hafa Ada Presiding Judge Lamorena:

As the Judiciary of Guam's Client Services & Family Counseling (CSCF) Administrator, I submit this letter in support of the Judiciary's grant application for the FY 2014 Smart Supervision Program under the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA).

I have worked with the Department of Corrections (DOC) on previous projects and I am pleased to continue working with the DOC to implement evidence-based practices or best practices to assist probation clients as well as parolees to reduce recidivism rates and increase community safety.

We look forward to the implementation of this program and hope the Judiciary will be approved for funding.

Senseramente,


Virginia W. Yasuhiro



**GUAM BEHAVIORAL
HEALTH AND WELLNESS
CENTER**

(formerly Department of Mental Health & Substance Abuse)

March 19, 2014

790 Gov. Carlos G. Camacho Rd.
Tamuning, Guam 96913
Phone: 671.647-1901
Fax: 671.649.6948

Hon. Alberto C. Lamorena III
Presiding Judge
Superior Court of Guam
Judiciary of Guam
120 West O'Brien Drive
Hagatna, Guam 96910

EDDIE BAZA CALVO
Governor

RAY TENORIO
Lieutenant Governor

REY M. VEGA
Director

PETER ALEXIS D. ADA
Deputy Director

Re: Letter of Support

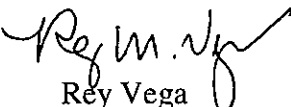
Hafa Adai:

On behalf of Guam Behavioral Health and Wellness Center, I submit this letter in support of the Judiciary of Guam's grant application for the FY 2014 Smart Supervision Program under the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA).

As Director of the Guam Behavioral Health and Wellness Center, I am committed to working with the Judiciary as well as the Department of Corrections to implement evidence-based practices or best practices to assist probation clients and parolees to reduce recidivism rates and increase community safety.

We look forward to the implementation of this program and hope the Judiciary will be approved for funding.

Senseramente,


Rey Vega

Attachment H

Applicant Disclosure of Pending Applications

Judiciary of Guam

**ATTACHMENT H
Disclosure of Pending Applications**

**Judiciary of Guam
120 West O'Brien Drive
Hagatna, Guam 96910**

FY 2014 Guam Community Supervision Transformation Program

The Judiciary of Guam does not have pending applications submitted within the last 12 months for federally funded grants or subgrants that include requests for funding to support the same project being proposed under this solicitation. The Judiciary of Guam will cover the identical cost items outlined in the budget narrative and budget detail worksheet in the application under this solicitation.

Attachment I

Research and Evaluation Independence and Integrity

Judiciary of Guam
Guam Community Supervision Transformation Program

ATTACHMENT I
Research and Evaluation Independence and Integrity

To ensure research and evaluation independence and integrity, the Judiciary of Guam will adhere to promulgates policies and procedures as established in the Judicial Council of Guam Procurement Regulations dated March 19, 2004. These procurement procedures provide safeguards to ensure research and evaluation objectivity and integrity are realized.

The following is an excerpt from the Judiciary of Guam Procurement and Facilities Management Standard Operating Procedures (SOP), which provides responsibilities and uniform procedures for the operation of the purchasing and contracting of functions within the Procurement and Facilities Management Division.

MANAGEMENT CONTROL PROGRAM

The Procurement Management Administrator and Procurement Supervisors are responsible for conducting risk assessments when dealing with Judiciary procurement and programs that it is responsible for. As minimum, the Procurement Management Administrator will establish a management control checklist that will cause the review of established processes and procedures that are in place. The Management control self-inspection checklist should be designed to test established management controls. Self-inspections should be conducted annually. After each self-inspection, an after action report will be prepared for file and a copy to the Administrator of the Courts (AOC). The Procurement Management Administrator will take immediate steps to correct the findings listed on the after action report.

CONTRACTING RESPONSIBILITY

The Administrator of the Courts (AOC) is the designated Purchasing and Contracting Office for the Judiciary of Guam. The AOC shall ensure that procurement is done in accordance with the Judicial Council of Guam Procurement Regulations.

LEGAL REVIEWS

In order to ensure properly prepared and awarded contracts, legal reviews play a crucial role in ensuring that essentials of contract law and form are met. All contemplated procurement exceeding \$15,000.00 shall have a legal review prior to formal solicitation and prior to contract award. Additionally, all real estate, real property contracts shall be reviewed for legal sufficiency and form. Modifications and change orders to contracts in excess of \$1,000.00 shall also be reviewed for legal sufficiency. The Judiciary of Guam Staff Attorney or his designee is responsible for performing legal review of procurement and contracting actions.

STANDARDS OF CONDUCT

- i. High standards of conducting public business are set by law and regulation. Judiciary personnel assume a position of great trust and responsibility when they handle public funds. It is, therefore, imperative that the highest public confidence and individual integrity be maintained.
- ii. Acceptance of gifts or favors can result in criminal prosecution. A small minority of contractors and potential contractors are willing to advertise the fact that a favor in the "right hands" will produce business. Whenever a gratuity is delivered to purchasing or contracting personnel (i.e. left on their desk, in their car, etc.), it will be returned to the contractor. Items deemed unreturnable will be turned over to the individual's supervisor along with an explanation of the circumstances of receipt, known or suspected. Whenever in doubt, call the Procurement & Facilities Management Administrator or consult with the staff attorney.

UNAUTHORIZED RELEASE OF CONTRACT INFORMATION

- i. Disclosure of advanced information regarding the development of requirements of any proposed contract to commercial vendors and contractors or their representatives is prohibited.
- ii. Every precaution must be taken to safeguard information contained in purchase requests against disclosure to unauthorized personnel.
- iii. Information concerning proposed contract will be released to all potential contractors as simultaneously as practicable through the duly designated contracting personnel in order that one potential contractor or supplier may not be disseminated in accordance with existing procedures and in connection with the discharge of official duties.

SECTION X. PROFESSIONAL SERVICES

A. GENERAL

- i. Professional services will be acquired in accordance with Judicial Council of Guam Procurement Regulations, Section 6 (C) and this SOP. The Procurement Office will utilize a Request for Proposal (RP) for the acquisition of Professional Services.
- ii. This section does not apply to the hiring of interns, law clerks, attorneys, judges or justices, pro tempore, marriage counselors, therapists, psychiatrists, physiologists, interpreters or services related to the contracting of services related to legal research.

B. RESPONSIBILITIES

- i. PROJECT OFFICER
 - a. The requesting division should perform the responsibilities of the Project Officer whenever possible. If it cannot, they must appoint a Project Officer. A Project Officer serves as the Judiciary's technical expert and must be an individual knowledgeable of the requirement.
 - b. Assist Procurement personnel in development of the RFP and evaluation criteria in which a contractor will be selected.

- c. Serves as the Purchasing Officer Representative in the administration of the contract from a technical perspective and recommending payments for work completed.

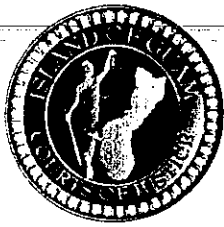
- ii. **PROCUREMENT OFFICE**

- a. Prepares for the Purchasing Officer's / AOC's review and approval required determinations prior to soliciting proposals.
- b. Receives IPO and Scope of Work (SOW) from the requesting division. It is the Procurement Office's responsibility to review the SOW, solicit proposals, evaluate proposals, draft documents and make a recommendation for award to the Purchasing Officer / AOC.
- c. Administers contracts from beginning to end of the contract.

C. PROCEDURES

- i. A Project Officer must be assigned to the acquisition. The Project Officer is responsible for writing the SOW for the requesting division and coordinating the acquisition with the Procurement Office.
- ii. The Project Officer must coordinate funding for the procurement prior to initiating procurement procedures.
- iii. Request for professional services will be prepared on an IPO and submitted to the Procurement Office through normal channels. A copy of the SOW must be submitted within the IPO. The SOW should be as detailed as possible to insure that interested firm(s) have a clear understanding of the requirement. Well written SOW define what is minimally acceptable to the Judiciary, who is responsible for various project elements, and when the requirements of the project have been satisfied. A clearly articulated SOW protects the interest of the Judiciary and the Contractor. As a minimum, the SOW should be prepared in the following format:
 - a. Introduction and scope of work
 - b. Requirements
 - c. References
 - d. Delivery
 - e. Progress and Compliance
 - f. Notes and other information
 - g. Reports
 - h. Standards

The Judiciary of Guam will utilize these established procedures to manage procurement awards under this program, which will mitigate or eliminate potential conflicts of interest, personal, organizational or financial.



Judiciary of Guam



Administrative Office of the Courts
120 West O'Brien Drive, Hagåtña, Guam 96910-5174
Tel: (671) 475-3544/3278 • Fax: (671) 477-3184

HON. ROBERT J. TORRES
CHIEF JUSTICE

HON. ALBERTO C. LAMORENA III
PRESIDING JUDGE

JOSHUA F. TENORIO
ACTING ADMINISTRATOR OF THE COURTS

April 7, 2014

Memorandum

To: Hon. Raymond S. Tenorio
Lt. Governor of Guam

Attn: Ms. Kate Baltazar
Guam State Clearing House

From: Joshua F. Tenorio
Acting Administrator of the Courts

Subject: **SMART Supervision: Reducing Prison Populations, Saving Money, and Creating Safe Communities; FY2014 Competitive Grant Application, Solicitation # BJA-2014-3784**

Hafa Adai:

The Judiciary of Guam is requesting \$750,000 in federal funds from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance to implement the FY2014 Guam Community Supervision Transformation Program. Local matching funds are not required for the project.

The Judiciary intends to use the requested funds to transform Guam's criminal justice response to recidivism by using data for evidence-based sentencing of offenders to assess and determine risk levels of probationers and parolees, and implement evidence based or best practices in treatment and education of offenders.

Attached for your review are 2 copies of the proposal for your use. Please contact Court Programs Administrator Jacqueline Zahnen Cruz or Program Coordinator III Bryan J.C. Sualog at 475-3270 or 475-3577 respectively.

Senseramente,

Joshua F. Tenorio

Attachments



GUAM STATE CLEARINGHOUSE

P.O. Box 2950 Hagåtña, Guam 96932
Tel: (671) 475-9380
Website: www.guamclearinghouse.com
Email: clearinghouse@guam.gov

EDWARD J.B. CALVO
I Maga'låhen Guahan

RAYMOND S. TENORIO
I Segundu Na Maga'låhen Guahan

Grant Project Application Notice of Intent to Apply for Federal Assistance GSC FORM REVISED 03/21/2012

Guam State Clearinghouse Use Only	
Date Received:	04/08/2014
Received By:	Raymond Cruz
SAI Number:	09904141127N

Type of Application New Grant* Continuing Grant** Supplemental Grant** Other*

A.) DUNS Number

B.) Date

C.) Applicant/Department Name

D.) Division

E.) Applicant Address

F.) Applicant/Department Point of Contact Information

Contact Person Name Phone Number

E-mail Address

G.) Due Date to Federal Agency

H.) Federal Funds

a.) Grant

b.) Other

I.) Non-Federal, Matching Funds

a.) Local

b.) In-Kind

c.) Other

J.) TOTAL FUNDS

K.) CFDA/Federal Program Name

L.) Federal Agency Name

M.) Federal Agency Address

N.) For Continuing or Supplemental Grants, Please provide the following information:

a.) Initial Grant Period

b.) Guam State Clearinghouse SAI Number

c.) Grant Year This Application Impacts

O.) Has the Federal Funding Agency been notified? YES NO

P.) During which Fiscal Year will this program be implemented?

Q.) If the project requires local funding in addition to the federal funding requested, please specifically identify source and rationale:

R.) This program is: Budgeted - Please identify legal budget authority
 Non- Budgeted

S.) Will this program require the hiring of additional employees? Is YES, please provide the number of employees (both existing and new) and justification. YES - Existing New NO

Three (3) Judicial Social Workers to facilitate the wrap around services being offered to probationers and parolees.

T.) List Departments and Agencies that would be affected directly or indirectly by this application

Guam Department of Corrections, Parole Division; Guam Behavioral Health and Wellness Center; Agency for Human Resources Development; Guam Department of Labor; Guam Community College; Guam Housing and Urban Renewal; Guam Department of Revenue and Tax, Division of Motor Vehicles; Guam Department of Public Health and Social Services

U.) Please provide a Project Summary with supporting documents if needed.

- V.) Please answer the following:
- a.) Does this application require an Environmental Impact Study? YES NO
 - b.) Will this application conflict with any existing law? YES NO
 - c.) Is enabling legislation required? YES NO
 - d.) Will the program require a maintenance of effort? YES NO
 - e.) Are in-kind services allowed for this program? YES NO
 - f.) Does this program allow an indirect cost rate to be applied? YES NO

SUBMITTED AND APPROVED BY:

Printed Name, Position/Title of Authorized Representative



SIGNATURE

Date