

GUAM STATE CLEARINGHOUSE

FY2011 CITIZEN CENTRIC REPORT TO GUAM'S RESIDENTS

ABOUT

The Guam State Clearinghouse (GSC) was established as a response to Presidential E.O. 12372. This allowed the Government of Guam and its elected leaders to convene a dialogue on federal aid programs, grants, loans, contracts, contributions, appropriations, advances, direct Federal development and other Federal funding sources for Guam. Functioning as an agency under the direct purview of the Office of the Lieutenant Governor, the GSC serves as the single point-of-contact for all federal funding awarded to the territory. As mandated by law, Lieutenant Governor Ray Tenorio also holds the position of the GSC Director. The Director oversees the Administrator, Kate Baltazar, and five grant specialists. In January of 2012, the 31st Guam Legislature passed Public Law 31-168. This law removed the Guam Community College and the University of Guam from the GSC's jurisdiction. Presently, the jurisdiction of the GSC includes only government agencies.



Lieutenant Governor Ray Tenorio, Director

MISSION

The Guam State Clearinghouse's main function is to serve as the conduit between the federal government and the Government of Guam, relative to federal financial assistance. By initiating and facilitating the review of all federal grant applications, the Guam State Clearinghouse ensures that grant proposals for federal assistance are in accordance with the plans, policies, programs, objectives and procedures of the Government of Guam and are both fiscally prudent and environmentally responsible. The Guam State Clearinghouse also ensures the Government of Guam complies with all applicable federal laws relating to federal financial assistance and that there exists sound tracking, management and fiscal accountability for all federal programs awarded to the Government of Guam.

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PERFORMANCE

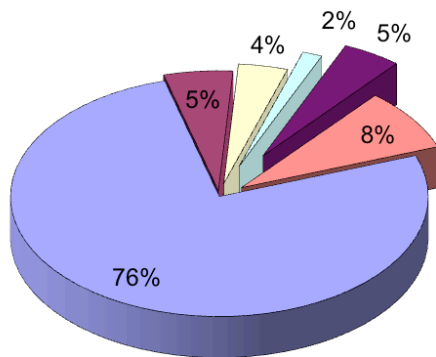
In 2011, the federal program functions of certain agencies were transferred to the Guam State Clearinghouse. Accordingly the Clearinghouse is in the process of identifying other agencies whose federal program responsibilities will be managed by the Clearinghouse as well. The Guam State Clearinghouse performs a critical service for entities that are without grant writers or grants personnel by assisting to write grant proposals and preparing applications on behalf of those entities.

In FY 2011 the Guam State Clearinghouse processed a total of 131 federal grant and loan applications and agreements from community, environmental, energy, public safety, judiciary, education, health, human resource, finance, administration, and

infrastructure agencies. Prior to the establishment of Public Law 31-168, the Clearinghouse also reviewed grant applications submitted by non-governmental organizations as well. Additional documents that are reviewed by the GSC include requests for release of funds, federal program state plans, and establishments of account. These processes involved a total of approximately \$408,049,253.00.

With the help of agency personnel, the GSC wrote and submitted numerous grant proposals in FY 2011. These proposals were written for the Guam Fire Department, the Guam Police Department, the Department of Corrections, and the Department of Agriculture. The overall total of the applications written by the GSC is \$3,800,000.

GUAM STATE CLEARINGHOUSE WORK RECEIVED IN FISCAL YEAR 2011



- Federal Grant Applications Processed- 100
- Requests for Release of Funds Processed- 7
- Grant Agreements Reviewed and Processed- 5
- Loan Applications Reviewed- 2
- State Plans Reviewed and Processed- 6
- Grant Writing for Agencies- 11



Kate G. Baltazar, Administrator

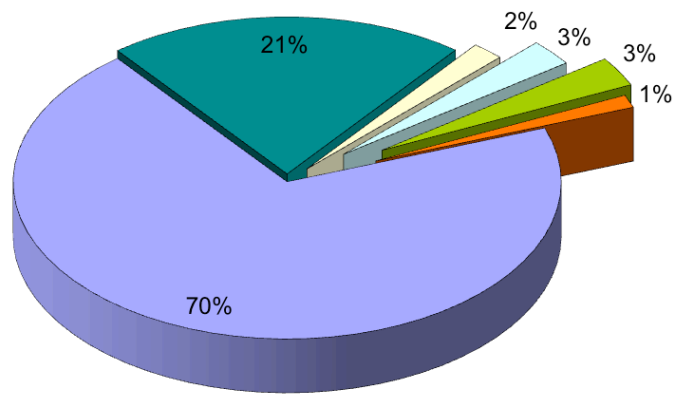


BUDGET

The Clearinghouse's staffing pattern is made up of an Administrator and five Grant Specialists. The Clearinghouse's budget consists mainly of In-Direct Cost funds. In FY 2011, the Clearinghouse was appropriated \$380,603 and expenses totaled \$345,609.

As illustrated in the expenditures chart, 70 percent of the budget was used for salaries while 21 percent was used for fringe benefits. Travel funds peak at 2 percent of the budget while contracts and office equipment come out to 3 percent each. The smallest part of the budget goes towards telephone services at 1 percent.

GUAM STATE CLEARINGHOUSE EXPENDITURES



- Regular Salaries
- Fringe Benefits
- Travel
- Contracts
- Office Equipment
- Telephone Services



FUTURE OUTLOOK

In an effort to provide the public with as much information as possible relative to applying for federal grants, the Guam State Clearinghouse is working to improve its website. Having the most recent versions of grant forms available online will help to simplify the complex application process for agencies government-wide. Having electronic submissions available via the GSC website can help to decrease the use of paper and expedite the routing process. This will also make the review processes more efficient overall.

The Guam State Clearinghouse is also working to offer reporting information online. Grantors, whether federal or non-governmental, require financial reporting either quarterly, bi-annually or annually from all grantees to keep track of funds and evaluate programs progress. Having this information available on our website can help the Guam State Clearinghouse keep its transparency in line with the rest of the government. Along with media advisories, the GSC website can also be used to announce grant applications submitted to GSC as it was in the past administration.

As local agencies look to the GSC for guidance, we learn more and more that training is critical. To better serve government agencies GSC has sent two grant specialists to Grant Training in Pennsylvania. For future training opportunities, the GSC plans to identify funding sources from the Department of Interior and through local funds provided through the GSC's annual budget. Training costs are broken down below:

1. **GRANTSMANSHIP TRAINING PROGRAM:** Hosted by the Grantsmanship Center. The 5-day workshop provides in-depth

instruction on planning programs, locating funding and writing grant proposals. Participants who successfully complete this program receive a Certificate of Completion for the training, a highly regarded certificate among grant professionals in both government and private sectors. Cost to send two (2) grant specialists from GSC is \$8,421.52.

2. **COMPETING FOR FEDERAL GRANTS TRAINING SEMINAR:** The Grantsmanship Center hosts the 'Competing for Federal Grants' training seminar. The 5- day training course is aimed primarily to improve the government's access to federal funding programs and consists of training that will help grant specialists better understand federal funding. Both opportunities will help maximize the territory's access to federal assistance. After GSC staff completes both programs, they will have increased their knowledge, skills and abilities to provide technical assistance to agencies and host various comprehensive grant training for the government of Guam. Cost to send five (5) grant specialists from GSC is \$20, 887.

In line with personnel training, lack of training in the government has proven difficult, not only for those agencies that do not have grant writers on staff, but also for existing federal programs coordinators. After GSC personnel receive the proper training and certifications, GSC will be able to offer comprehensive grant training seminars to agencies government-wide.

