

BUREAU OF BUDGET & MANAGEMENT RESEARCH

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

CARLOS P. BORDALLO DIRECTOR

> JOSE S. CALVO DEPUTY DIRECTOR

KALEO SCOTT MOYLAN LIEUTENANT GOVERNOR

CERTIFICATION

The Bureau of Budget and Management Research has certified that the Department/Agency total General Fund and/or Special Fund request for Fiscal Year 2006 is within the Governor's approved budget ceiling level for:

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY

It should be noted that the accuracy and justification of the information contained in the document is the responsibility of the aforementioned budget Department/Agency.

CARLOS P. BORDALLO
Acting
Date: 7. 21-65

Committee on Finance. Taxation and Commerce Office of Finance and Budget

Date Rcv'd:

Print Name:

Government of Guam Fiscal Year 2006 Budget

Agency Budget Certification

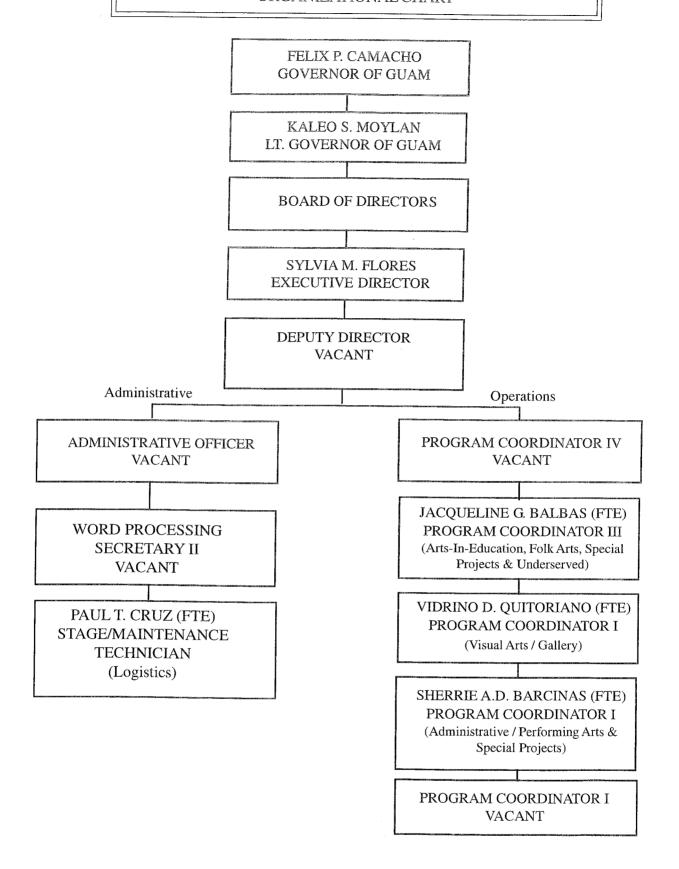
Guam Council on the Arts and Humanities Agency

Agency Head: Sylvia M. Flores, Executive Director

This is to certify that I have carefully reviewed the attached budget documents and find the amounts requested therein, to be sufficient to execute the mission, goals, and objectives of this department for Fiscal Year 2006. I further certify the accuracy of the information contained in this document.

Agency Head: Sylving Moreon Date: 7-8.15, 2005
(Signature)

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY ORGANIZATIONAL CHART



Government of Guam Fiscal Year 2006 Budget Agency Narrative

FUNCTION: Education and Culture

AGENCY: Guam Council on the Arts and Humanities Agency

MISSION STATEMENT:

To encourage and foster the opportunity for participation in the arts and humanities with programs designed to benefit citizens of all ages and from every sector of the community. It is also the responsibility of the arts council to insure that the role of the arts in the life of the community will grow and play a more significant part in the welfare and educational experience of our island residents. (Public Law 16-122).

GOALS AND OBJECTIVES:

GOAL 1: To continue developing public interest, participation and support of the arts and to continue efforts toward presenting the highest quality of arts available for the benefit of all citizens of the territory.

- 1.a. To increase and broaden partnership opportunities for funding or programming support of the arts whenever possible for thee benefit of artists, arts organizations and the public.
- 1.b. To develop and encourage increased media coverage and participation at local artistic events whenever possible for the benefit of artists and an informed public.
- 1.c. To promote the arts within the territory through development of arts related promotional materials including posters, brochures, PSA's and other marketing activities.
- 1.d. To consolidate SAA arts programming activities to mirror NEA efforts under four titled programs including: Heritage & Preservation, Education and Access, Creation & Presentation, and Planning & Stabilization.
- 1.e. To encourage the participation and support of thee arts by all citizens within the territory as a means of improving our overall quality of life and to foster appreciation of our cultural pluralism as a positive alternative to the many social challenges that exist today.

GOAL 2: To develop and heighten public awareness of the value and importance that arts education plays in the quality formative education and through an enrichment of life in general.

OBJECTIVES

- 2.a. To develop and coordinate a high profile arts education conference involving key arts education professionals from the region, Hawaii, and thee mainland United States as a means of developing public awareness of the importance of arts education as a basic component of K to 12 learning.
- 2.b. To develop a partnership survey with DOE and UOG of public attitudes toward the subject of arts and arts education in the quality of their lives and educational experiences.
- 2.c. To broaden opportunities for arts educators and students to interact through and environment of art workshops effectively increasing their skill levels and knowledge of art techniques encompassing various art mediums.
- 2.d. To modify and streamline AIE residency activities in academic settings, yet expanding arts education presentation opportunities through newer more innovative approaches involving partnerships or collaborations with artists or arts organizations.
- 2.e. To encourage a program of excellence in arts education which incorporates all arts disciplines with a balanced understanding of its history, aesthetic philosophies and importance in the overall quality of education and life.
- GOAL 3: To further develop and sustain a Folk and Traditional Arts Program for the benefit all citizens that promotes a greater appreciation and understanding of the Chamorro heritage; to develop and sustain a Folk and Traditional Arts Program for thee benefit of all citizens that promotes a greater appreciation and understanding of the culture and heritage of thee various ethnic communities; and to foster opportunities for regional cultural exchange.

- 3.a. To continue in the development of thee folk and traditional arts within the territory and to improve opportunities for their involvement in cultural tourism efforts and in SAA arts programming.
- 3.b. To institute a policy of partnership toward sustained folk and traditional arts programming within the territory for thee benefit of folk artists.
- 3.c. To encourage and promote projects that document and preserve surviving Chamorro folk art traditions and other various ethnic group's art traditions in dance, music, and crafts for the benefit of all citizens and future generations.

- 3.d. To re-establish the annual Folk Arts Symposia and a means of centralizing public focus on the importance that folk heritage plays in the survival of the Chamorro legacy as a people in the ever-changing Pacific environment.
- 3.e. To encourage the involvement of traditional artists in decision and policymaking roles with respect to SAA folk arts planning.
- 3.f. To foster and encourage regional cultural exchange for the mutual benefit of traditional artists an both within the territory and for our Pacific neighbors of Micronesia, as well as for cultural participation at the quadrennial Festival of Pacific Arts.
- GOAL 4: To develop opportunities within the territory for partnership with underserved communities to share in and to benefit from the arts through increased participation and sustained funding.

OBJECTIVES

- 4.a. To increase opportunities of minority master artists in presenting and participating in territorial efforts to sustain Pacific folk and traditional heritage.
- 4.b. To support and encourage the development of Micronesian seafaring traditions within the territory as a means of preserving an important and vital Pacific folk tradition for the benefit of all citizens and future generations.
- 4.c. To increase opportunities for access and participation in SAA arts programming by all senior citizens within the territory.
- 4.d. To increase opportunities for partnership between artists, arts organizations and the SAA in instituting programs that address "at-risk" youth on Guam in presenting positive art alternatives to drug abuse and violent behavior.
- 4.e. To encourage arts access for individuals with disabilities within the territory and to increase opportunities for their participation in the arts through SAA 504 programming.
- GOAL 5: To encourage and promote excellence in the arts through sustained funding and increased programming opportunities including the development of a gallery facility within the territory.

- 5.a. To maintain a competitive policy for high quality arts programming and funding support awarded from the SAA.
- 5.b. To foster and develop potential opportunities, locally, nationally, and internationally, for artists of all disciplines to participate in including cultural presentations and contemporary art exhibits.

- 5.c. To encourage the development of high quality arts through individual participation at local art workshops and events.
- 5.d. To continue a highly competitive environment with the SAA administered Percent for the Arts program promoting excellence in the contemporary visual and traditional arts.
- 5.e. To actively pursue financial partnerships and collaborations with private corporations in presenting the highest quality arts programming available within the territory.
- GOAL 6: To encourage individual artists and arts organizations to play a more energetic role in cultivating heightened awareness of the arts through initiated arts activities within the territory.

- 6.a. To advocate the involvement of individual artists and arts organizations in SAA art program planning and policy development through public hearing efforts or consultation meetings.
- 6.b. To encourage and foster the development of arts organizations within the territory for the benefit of artists and citizens alike.
- 6.c. To assist artists and arts organizations in revenue raising endeavors by identifying resources available and to lend the necessary technical assistance in their grantsmanship effort.
- 6.d. To encourage on-going development of SAA staff skills toward providing technical assistance necessary for the benefit of artists and arts organizations alike.
- 6.e. To foster the use of modern technology such as the Internet in accessing a global resource information for the benefit of artists and cultural organizations on Guam, and to encourage the promotion of their particular works of art in the SAA's proposed Web pages or some alternate site.

Decision Package FY 2006

Department:	Guam Council on the Arts & Humanities Agency	Division/Section:	Basic State Grant

Program Title: Basic State Plan - Grants / Fellowship Program / Special Project

Activity Description: To administer federal and local monies in support of a variety of programs and services through project grants. To provide technical assistance in the implementation of special projects, i.e. annual Guam Micronesia Island Fair & Flame Tree Arts Festival, and quadrennial Festival of Pacific Arts.

Major Objective(s): To maximize our services and programs that will enhance, promote, raise arts, awareness, perpetuate the Chamorro culture, advocate of cultural diversity and acknowledges and services the various ethnic groups, such as Filipinos, Koreans, Chinese, and Micronesians, etc.

Short-term Goals: To support between 20-30 projects grants per fiscal year.

To provide technical assistance and support to public / private projects that service all citizens with emphasis placed on the underserved community.

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Workload Indicator:	FY 2004 Level of Accomplishment	FY 2005 Anticipated Level	FY 2006 Projected Level
Grants awarded in	24 grants funded	35 grants funded	An average of 30
all artistic disciplines	totaling \$149,500	totaling \$180,500	grants to be awarded
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Government of Guam Fiscal Year 2006 **Budget Digest**

Function: Education and Culture

Agency: Guam Council on the Arts and Humanities Agency

Program: Basic State Plan

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		A	В	С	D	E	F
					Govern	nor's Request	
AS400		FY 2004	FY 2005	FY 2006	FY 2006	FY 2006	FY 2006
Account		Expenditures &	Authorized	General	Federal	Other	Total Req.
Code	Appropriation Classification	Encumbrances	Level	Fund	Fund(s)	Fund 1/	(C+D+E)
		7					
	PERSONNEL SERVICES				1		
111	Regular Salaries/Increments	\$192,916	\$198,224	\$207,195	\$0	\$0	\$207,19
112	Overtime/Special Pay	0	0	0	0	0	
113	Benefits	50,659	51,851	51,970	0	0	51,97
	TOTAL PERSONNEL SERVICES	\$243,575	\$250,075	\$259,165	\$0	\$0	\$259,16
		7					
	OPERATIONS						
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$6,700	\$0	\$0	\$6,700
230	CONTRACTUAL SERVICES:	203,207	211,726	0	219,000	0:	219,000
233	OFFICE SPACE RENTAL:	0.	0	0	0	0	
240	SUPPLIES & MATERIALS:	2,419	5,000	712	5,000	0	5,712
250	EQUIPMENT:	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	0	0	0
	TOTAL OPERATIONS	\$205,626	\$216,726	\$7,412	\$224,000	\$0	\$231,412
	UTILITIES						
361	Power	\$10,000	\$11,000	\$0	\$10,000	so	\$10,000
362	Water/ Sewer	1,000	1,000	0	1,000	0	1,000
363	Telephone/ Toll	2,887	5,000	0	5,000	0	5,000
	TOTAL UTILITIES	\$13,887	\$17,000	\$0	\$16,000	\$0	\$16,000
					420,000		\$10,000
701	INDIRECT COST	\$0	\$0	\$0	\$0	so	\$0
				100	40	30	.90
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
			***	90	- 40	, , , , , , , , , , , , , , , , , , , ,	\$0
Γ	TOTAL APPROPRIATIONS	\$463,088	\$483,801	\$266,577	\$240,000	\$0	\$500.577
	1/ Specify Fund Source	\$\psi_000,000	\$465,801	\$200,577	\$240,000 [20 1	\$506,577
Γ	FULL TIME EQUIVALENCIES (FTEs)						
ļ.	UNCLASSIFIED	0.00	0.00	0.00	0.00	0.00	
	CLASSIFIED	0.00		0.00	0.00	0.00	0.00
ř	TOTAL FTES		0.00	0.00	0.00	0.00	0.00
L	LVIGLETES	0.00	0.00	0.00	0.00	0.00	0.00

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To attend the Americans for the Aropportunities for community leader						
opportuitties for community leaves	I D HEE EREECE	mg anu cuuc	areacht du crienceir	issues in the arts.	•	
Travel Date: June 3-5, 2006	ten er en generalförliche er er kötte er en fich	बीटो हिन्देक्ट राज्यानका र राज्यान क्षेत्रकार प्राप्त स्थान है है है है जा स्थान है कि स्थान है कि स्थान है कि स	No.	of Travelers: 1	*	
**NOTE: Preconference dates are	unknown	at this time.				
Position Title of Traveler(s)		Air Fare	Per diem	Registration	T	otal Cost
			\$ 1,350.00	\$ 680.00	\$	3,430.00
Executive Director	\$	1,400.00	Φ 1,200.00	φ υσυ.υυ	1 3	3,430.00
	\$	Francisco (Alexandro) (Alexand	\$	\$	\$	2,420.00
Executive Director **NOTE: Air Fare, per diem, & re	\$	Francisco (Alexandro) (Alexand	\$	\$	\$	3943V.UV
	\$	Francisco (Alexandro) (Alexand	\$	\$	\$	J943U.UU
	\$ gistration	are estimate	\$	\$	\$	3,430.00
**NOTE: Air Fare, per diem, & re To attend the National Assembly of	gistration Purpose State Art	are estimate Justifications Agencies A	sd costs and are son for Travel	subject to change	s m CA	
**NOTE: Air Fare, per diem, & re	gistration Purpose State Art	are estimate Justifications Agencies A	sd costs and are son for Travel nnual Conferen	subject to change	s m CA	
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**NOTE: Air Fare, per diem, & re To attend the National Assembly of is a member of NASAA. The Confe on the arts. Travel Date: Unknown at this tin Position Title of Traveler(s)	gistration Purpose State Art rence/Me	are estimate ye / Justification s Agencies A reting provide Air Fare	s - ed costs and are on for Travel nnual Conferen es means of fund No.	subject to change ce/Meeting. Gua ling sources and co of Travelers:1 Registration	s m CA	HA tion
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Air Fare

\$

No. of Travelers:

\$

\$

Registration

Total Cost

\$

Per diem

\$

Travel Date: _

Position Title of Traveler(s)

 $^{^{*}}$ Provide justification for more than one traveler to the same conference / training / workshop / etc.

Schedule B- Contractual

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		l Unit	Total	Funded in	FY 2005?
Item	Ouantity	Price	l Price	Ves	No
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			\$ 219,000.00	X	
Total Contractual			\$ 219,000.00	The second secon	S. C.

Schedule C - Supplies & Materials

		Unit		Total	Funded in	FY 2005?
Item	Quantity	Price	<u></u>	Price	Yes	No
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			\$	-	Maria de la casa de la compansión de la	
			\$	-		
			\$	-		
			\$	-		And the second second second
			 \$	5,712.00	X	
Total Supplies & Materials			\$	5,712.00	, , , , , , , , , , , , , , , , , , ,	

${\bf Schedule}\ {\bf D}\ {\bf -Equipment}$

		Unit	Total	Funded in	FY 2005?
Item	Quantity	Price	Price	Yes	No
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			\$ -		
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			\$ -		
			\$ -		
Total Equipment		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	\$ -		

Schedule E - Miscellaneous

		Unit	To	tal	Funded in	FY 2005?
Item	Quantity	Price	Pr	rice	Yes	No
			\$	_		
			\$	-		
			\$	-		
			\$	-	A1	
			\$	-		
			\$	-		
Total Miscellaneous			\$			

Schedule F - Capital Outlay

		Unit	Tot	al	Funded in	FY 2005?
Item	Quantity	Price	Pri	ce	Yes	No
			\$	-		
			\$	-		
			\$	-		
			\$	-		
			\$	-		
			\$	-		
tal Capital Outlay			\$	-		7. 7.3.3.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.

Government of Guam Fiscal Year 2006 Budget Agency Staffing Pattern PROPOSED

FUNCTIONAL AREA: Education and Culture

AGENCY: Guam Council on the Arts and Humanities Agency

PROGRAM: Basic State Plan

FUND:

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Continuent Operation Continuent Continue		1	Director (Agency Head)	Sylvia M. Flores (Unclassified)	1.5-8	\$61,939	98	08		PX .					8085					
Virtual Activity Consistent Virt	ļ	10	Deputy Director (Administration / Operations)	VACANT (Unclassified)	8-9T	0	0	0		0					0					
Authorities Officery Authorities Continuing Marchenist Continuing Marchenist Continuing Marchenist Continuing Marchenist March	<u></u>	7	Program Coordinator I (Visual Arts/Gallery Program)	Vidrino Quitoriano (Classified)	K-12	39,618	0	0		0					574				8.97	
Continue teach Cont		,	Administrative Officer (Administrative Support-All	VACANT										,						
Word Processing Secretary II Word Numbers) Hay South Hay Hay South Hay South Hay South Hay South Hay Hay South Hay Hay South Hay Hay South Hay Hay South Hay Hay South Hay	1	0 4	Program Coordinator III (Folk Arts / AIE Coordinator)	Jacqueline G. Balbas (Classified)	M-08	40,150	0	0	July 2006	359		8.43		0 0	0	7	3.10	20		
Shape Nations and Coordinated Household Supplications of Tobushier of Considered Household Coordinated Household (Classified) Factorina (Coordinated Household Montained Household Montain	I	w	Word Processing Secretary II (Administration / Operational Support)	VACANT (Not funded)	H-01	0	0	0		0				0	0			0	0	
Program Conciusion I Nat.CANT Sharinas Express Classification I Continued I Continued I Continued Concidence I Continued Continued Continued Concidence I Continued Continue I Continued Concidence I Continued Concidence I Continued Continue I Continued Concidence I Continued Continued Continue I Continue			Stage / Maintenance Technician (Programs/Operational Support)	Paul T. Cruz (Classified)	Н-07	26,965	0	•	January 2006	749				0	402				6.322	34.036
Program Conclusion of A. Chastified) Cha	1	7	Program Coordinator I	VACANT (Not funded)	K-01	0	0			0				0	0			0	0	9
Programs			Program Coordinator I (Performing Arts/Special Projects)	Sherrie A.D. Barcinas (Classified)	K-10	36,984	0	0	June 2006	431	37,415			0	543			0	8.482	45.897
1	!	6	Program Coordinator IV (Grants Management / % for the Arts/ Technical Support-All Programs	VACANT (Not funded)		0	0	0		0	0	0		0	0	•				
Color Colo	ł			Juan B. Rosario (Retiree)		0	•	0		0	0	0		0	0				591	165
1 0	, 1					0	0	0		0	0	0	0	0	0	0		0	0	0
1 0	- 1					0	0	0		0	0	0	0	0	0	0	0	0	0	0
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0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1				+	0 0	0 0	0		0	0	0	0	0	0	0	0	0	0	0
\$205,656 \$0 \$0 \$0 \$1,539 \$207,195 \$43,117 \$0 \$0 \$0 \$3,004 \$930 \$4471 \$547 \$51,970	1					0	0	0 0		0 0	0 0	0	0	0	0	0	0 0	0	0	0
	1			Grand Total:	╁	\$205,656	80	\$0	-	\$1,539	\$207,195	\$43,117	08	oS.	\$3.004	0268	\$4.471	\$447	\$51 970	9250 165

*Night Differential / Hazardous / Worker's Compensation / etc.

1/: FY 2005 (current) GovGuam contribution for Life Insurance is \$153 per annum; Subject to change in FY 2006

Government of Guam Federal Program Inventory FY 2005 (Current) / FY 2006 (Estimated) Funding

FUNCTION: Education and Culture

AGENCY: Guam Council on the Arts and Humanities Agency

PROGRAM: Basic State Plan

	Ą	В	D.	D	E	4	9		
				FY 2005			FY 2006		
Federal Grantor Agency / Federal Project Title	C.F.D.A. No. / Enabling Authority	Grant Award Number	Match Ratio Federal / Local:	Received / Projected	Estimated Funding	Local Matching Funds	Federal Matching Funds	100% Federal Grants	Grant Period
National Endowment for the Arts	45.007	04-6100-2064	50/50	240,100	506,577	266,577	240,000		10/01/05-09/30/06
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								COLUMN CO	
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Government of Guam Fiscal Year 2006 Budget Equipment / Capital and Space Requirement

Function: Education and Culture

Agency: Guam Council on the Arts and Humanities Agency Program: Basic State Plan

EQUIPMENT/CAPITAL LISTING: Description	Quantity	Percentage of Use	Comments
10' X 20' POP UP TENT	4	50	V VAAAAARVARUJ
13" TV (MGA)	1	50	
14' LADDER	1	50	
15'X30' LATTE STONE BACKDROP	1	50	
15'X30' OLD HAGATNA SCENE BACKDROP	1	50	
19" MGA TV	1	50	
2 DOOR CABINET (BEIGE)	2	100	
2 DOOR CABINET (GREY) 68"X36"	2	100	
3 DRAWER ENTERTAINMENT CENTER	2	100	
36"X80" WOODEN DOOR (GREY)	1	100	
4 DRAWER FILING CABINET (BEIGE)	8	100	
4 DRAWER FILING CABINET (BLACK)	1	100	
4'X8' FOLDING PANEL	6 SETS	100	
8.5' X 17' NUNU TREE BACKDROP	1	50	
8'X11' LONG LATTE STONE BACKDROP	1	50	
8'X11' SHORT LATTE STONE BACKDROP	1	50	
8'X20' OUTDOOR GREEN CARPET	1	50	
AM/FM CD PLAYER (HOME STEREO SYSTEM)	1 1	100	
ANTIQUE CONFERENCE TABLE W/ 6 CHAIRS	1	100	
APC BACK UP	4	100	
ARTIFICIAL X-MAS TREE	1	25	
BRASS COATED EASELS	6	100	
BROTHER TYPEWRITER	1	100	
BROWN BOOK SHELVES	3	100	
BULLETIN BOARD (22"X35")	1	100	
BULLETIN BOARD (24"X26")	2	100	7 11/11/11/11/11/11
CASH REGISTER	1	25	
CHAIRS (BROWN)	7	100	- All All All All All All All All All Al
COLOR / BLACK / WHITE XEROX COPIER PRO40	1	100	
COMPUTER LAPTOP	1	50	44.44.44.44.44.44.44.44.44.44.44.44.44.
COMPUTER SOFTWARES	15	50	
COMPUTER STAND (BROWN)	1	100	
CONFERENCE TABLE (BROWN)	1	100	
DELL COMPUTER W/ KEYBOARD/ TOWER/ MOUSE	3	100	
DESK CUBICLES (6'X6') W/ DESK	5	100	
DISPLAY CABINET W/ GLASS TOP (4'X3'2"X22")	4	100	
DISPLAY CABINET W/ GLASS TOP (5'X3'2"X22")	1	100	
DISPLAY SHELVES W/ GLASS (2'X5'X3')	2	100	
DOLLEY (RED)	1	100	
DTK MONITOR /TOWER / KEYBOARD & MOUSE	1 set	100	
DVD HANDY CAMCORDER	1	75	
EXECUTIVE TABLE (GREY / 3'X6')	1	100	
FAX MACHINE KXF550	1	0	To be transferred to GSA
ENDER PA SYSTEM	1	50	
FIRE EXTINGUISHER	3	100	
FOAM BOARD MAGALAHI STATUE	1	25	
OLDING TABLE (WHITE)	6	100	
FOLDING TABLE (BROWN)	1	100	
HTACHI CD PLAYER	1	50	
	2	50	
IP LASER JET 4 PLUS PRINTER	2		

Government of Guam Fiscal Year 2006 Budget Equipment / Capital and Space Requirement

	796/44		
IBM SELECTRIC TYPEWRITER	2	100	
LARGE 4 DRAWER / LIFT UP FILING CABINETS (GREY) 68"X36"	4	100	
LATTE STONE PODIUM	1	100	
MACINTOSH COMPUTER MOUSE AND KEYBOARD	1 set	25	
MAKITA DRILL 6337D	1	50	
MARBLE GLASS SHELVES (2'X3'1/2)	2	100	
MERIDIAN OFFICE PHONE (BEIGE)	1	100	
MERIDIAN OFFICE PHONES (BLACK)	3	100	
NOBILUS MONITOR / TOWER / KEYBOARD & MOUSE	1	50	
NORTEL OFFICE PHONE	1	100	
PANASONIC VCR	1	50	
PANASONIC VHS/DVD PLAYER	1	50	
PAPER CUTTER	2	50	
QUASAR VCR	1	50	
RECEPTION COUNTER	1	100	
RIDING MOWER	2	0	1 Inoperable; 1 on loan at Dept. of Chamorro Affairs
ROLLING CHAIR (GREEN)	5	100	, and a second s
ROLLING EXECUTIVE HIGH BACK CHAIR	1	100	
SAMSUNG MICROWAVE	1	100	
SANYO SMALL WHITE REFRIGERATOR	1	100	
SKILL SAW 5150	1	50	
SML 2 DRAWER FILING CABINETS (GREY)	5	100	
SML 3 DRAWER FILING CABINETS (GREY)	7	100	
SONY CASSETTE PLAYER	1	50	
SPEAKER STAND	2	50	
STAND ALONE CHAIR (GREEN)	5	100	
SUNROC WATER DISPENSER	1	100	
FOWER DISPLAY CABINETS W/ GLASS (7'2"X22)	2	100	
TRANE 3 1/2 TON A/C	1	0	Awaiting Transfer of Property
VINYL TILES	6 BXS	0	Unused
WERNER 12' WOODEN LADDER	1	50	
WESTCLOCK WALL CLOCK	1	100	
WHITE BINDING SYSTEM (GBC)	1	50	
WHITE FAN	2	0	Inoperable
VHITE PEDESTALS	11	100	
CEROX 575 FAX MACHINE	1	100	

SPACE REQUIREMENT (for Personnel and Equipment/Capital)	Total Program Space (Sq. Ft.):		
Description	Square Feet	Percent of Total Program Space	Comments