



Agency for Human Resources Development  
Ahensian Inadilanto Yan Guinaha Para Taotao

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Eddie Baza Calvo Governor of Guam • Ray Tenono, Lieutenant Governor of Guam  
Alfredo O. Antolin Jr. Director

29 March 2012

DIVISION OF WIA ADULT SERVICES AND WORKFORCE SYSTEM  
EMPLOYMENT AND TRAINING ADMINISTRATION  
U.S. DEPARTMENT OF LABOR  
200 CONSTITUTION AVE., NW, ROOM S-4209  
WASHINGTON, D.C. 20210

Attention: MS. HEATHER FLECK

Dear Ms. Fleck,

*Buenas yan Hafa Adai!*

We are writing this letter to request for a one (1) year extension of Guam's current Workforce Investment Act (WIA) and the Wagner-Peyser Strategic Plan for Program Year 2012 pursuant to TEGL 21-11 and also in support of Guam requesting that the U.S. Department of Labor extend the current approved existing waivers without revisions as follows:

1. Waiver of the required 50 percent employer contribution for customized training at WIA Section 101(8) (c).

This waiver will allow Guam to provide customized training to low-income adults with WIA Adult funds, and may provide customized training to dislocated workers with WIA funds. Guam will provide WIA funded customized training and serve those who are eligible participants.

2. Waiver of Section 123 that requires that providers of Youth program components be selected on a competitive basis.

Under this waiver, Guam is permitted to address barriers to allow its One Stop Career Center (OSCC) partners to directly provide all ten (10) youth elements. It will allow Guam service providers for youth programs to compete given the current high cost of administrative services.

3. Waiver of WIA Section 133(b) (4) to increase the allowable transfer of funds between Adult and Dislocated Worker funding streams allocated to a local area.

This will allow Guam the flexibility to serve Adult and Dislocated Worker targeted populations with WIA funds.

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The waivers submitted will assist us in our transformation process by allowing flexibility to work with employers, training and education providers and participants to ensure talent development and life long learning are afforded to our people.

As Guam faces tourism and military growth, it is incumbent upon the workforce system to be innovative and flexible to ensure that Guam is well equipped with a skilled and competitive workforce.

As you may be aware, the Governor of Guam, the Honorable Eddie Baza Calvo signed Executive Order 2011-08 on 30 March 2011 which restored the Agency for Human Resources Development (AHRD) to its status as a separate and distinct agency.

There is also a Memorandum of Agreement (MOA) between the AHRD and the Guam Department of Labor (GDOL) designating that AHRD as the administering entity of the Workforce Investment Act (WIA) funded programs as authorized and the GDOL is the administering entity of the Wagner-Peyser Act funded programs and that the two entities continue to work in concert to continue with the mandates as required under WIA and Wagner-Peyser Act.

There are two recently new Directors, each respectively for the AHRD and GDOL and we both have been officially confirmed by the Guam Legislature and sworn-in into office by the Governor of Guam in our capacities to run the agency and department and to do our fiduciary duties. Submitted with this letter, is an updated Program Administration Designees and Plan Signature page.

I am the new AHRD Director and have been employed with AHRD prior to its merger before and also worked for AHRD when it was merged with GDOL. I was the Program Coordinator IV and also became the administrator of the NEG (Chata'an and Pongsona) Programs, Incumbent Worker Training Program and the Summer Youth Employment Training Program. Back then, during the merger of both entities, I was employed as a Special Project Administrator and I am familiar with the programs and funding streams and also knowledgeable in the continuance of the WIA programs.

Mr. George A. Santos, the new Director of GDOL has a background in apprenticeship programs and was the Deputy Director with the Department of Administration prior to his appointment as GDOL Director.

In addition, we are happy to report today, that at the 29 March 2012 Guam Workforce Investment Board (GWIB) meeting held this afternoon, that the State Plan Extension was unanimously approved by the GWIB. It is important that I work in unison with the GWIB.





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Alfredo O. Antolin, Jr. Director

We intend to submit Guam's 5-year Strategic Plan between April 17, 2012 and September 15, 2012 as our hard working staff and the GWIB finalized the strategic plan.

Guam's Strategic Plan together with the Transformation Plans of Work for our strategic goals, remains our guidance in our efforts to develop and expand in support of a demand-driven workforce and high growth industries in today's changing labor market.

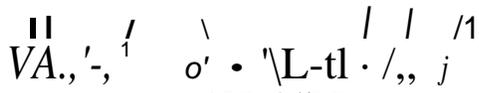
The GWIB, the AHRD along with GDOL staff and management works very closely with all stakeholders, Governor Calvo's administration and other elected officials who have stake in our workforce development, on how best to address some unique situations within our workforce system.

We continue to leverage resources and have integrated collaboration with our partners to promote employment opportunities for job seekers for workforce development and investment and to allow the flexibility to serve a unique jurisdiction more effectively.

Should you require additional information, please contact our office at (671) 475-7044 or via email at [do.antolin@dol.guam.gov](mailto:do.antolin@dol.guam.gov). We look forward with a great favorable reply to our letter.

*Si Yu'us Ma'ase!*

Sincerely,

  
ALQU:DO O. AN OliN, JR.  
Director  
Agency for Human Resources Development

- cc: The Honorable Eddie Baza Calvo, Governor of Guam
- Mr. George A. Santos, Director, Guam Department of Labor
- Mr. James Martinez, Chairman, Guam Workforce Investment Board
- Mr. John Jacobs, Federal Project Officer, U.S. Department of Labor

**Attachments**

- Program Administration Designees and Plan Signatures
- Executive Order No. 2011-08
- Memorandum of Agreement between the GDOL and AHRD



Attachment B

PROGRAM ADMINISTRATION DESIGNEES AND PLAN SIGNATURES

Name of WIA Title I Grant Recipient Agency:

The Agency for Human Resources Development

Address: 414 W. Soledad Avenue  
GCIC Building, Suite 400, Hagatna, Guam 96910

Telephone Number: (671) 475-7044

Facsimile Number: (671) 475-7045

E-mail Address: alfredo.antolin@dol.guam.gov

Name of State WIA Title I Administrative Agency (if different from the Grant Recipient):

The Agency for Human Resources Development

Address: 414 W. Soledad Avenue  
GCIC Building, Suite 400, Hagatna, Guam 96910

Telephone Number: (671) 475-7044

Facsimile Number: (671) 475-7045

E-mail Address: alfredo.antolin@dol.guam.gov

Name of WIA Title I Signatory Official:

ALFREDO O. ANTOLIN, JR., DIRECTOR, The Agency for Human Resources Development

Address: 414 W. Soledad Avenue  
GCIC Building, Suite 400, Hagatna, Guam 96910

Telephone Number: (671) 475-7044

Facsimile Number: (671) 475-7045

E-mail Address: alfredo.antolin@dol.guam.gov

Name of WIA Title I Liaison:

ALFREDO O. ANTOLIN, JR., DIRECTOR, The Agency for Human Resources Development

Address: 414 W. Soledad Avenue  
GCIC Building, Suite 400, Hagatna, Guam 96910

Telephone Number: (671) 475-7044

Facsimile Number: (671) 475-7045

E-mail Address: alfredo.antolin@dol.guam.gov

Name of Wagner-Peyser Act Grant Recipient/State Employment Security Agency:

George A. Santos, Director, Guam Department of Labor

Address: 414 W. Soledad Avenue  
GCIC Building, Suite 400, Hagatna, Guam 96910

Telephone Number: (671) 475-7043

Facsimile Number: (671) 475-7043

E-mail Address: \_\_\_\_\_

Name and Title of State Employment Security Administrator (Signatory Official):

George A. Santos, Director, Guam Department of Labor

Address: 414 W. Soledad Avenue  
GCIC Building, Suite 400, Hagatna, Guam 96910

Telephone Number: (671) 475-7043

Facsimile Number: (671) 475-7045

E-mail Address: george.santos@dol.guam.gov

Name and Title of the State Labor Market, Workforce Information, or Research Director:

George A. Santos, Director, Guam Department of Labor

Address: 414 W. Soledad Avenue  
GCIC Building, Suite 400, Hagatna, Guam 96910

Telephone Number: (671) 475-7043

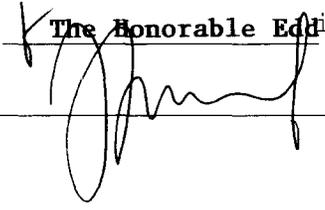
Facsimile Number: (671) 475-7045

E-mail Address: george.santos@dol.guam.gov

As the governor, I certify that for the State/Commonwealth of Guam, the agencies and officials designated above have been duly designated to represent the State/Commonwealth in the capacities indicated for the Workforce Investment Act, title I, and Wagner-Peyser Act grant programs. Later changes in the designation of officials will be provided to the U.S. Department of Labor as such changes occur.

I further certify that we will operate our Workforce Investment Act and Wagner-Peyser Act programs in accordance with this Plan and the assurances herein.

Typed Name of Governor The Honorable Eddie Baza Calvo, Governor of Guam

Signature of Governor  Date \_\_\_\_\_



OFFICE OF THE GOVERNOR  
 HAGAÑA, GUAM 96910  
 TJB:A.

**EXECUTIVE ORDER NO. 2011- 08**

**RELATIVE TO RESTORING THE AUTONOMY OF THE AGENCY FOR HUMAN RESOURCES DEVELOPMENT**

WHEREAS, it is the duty of the Government of Guam to exercise from time to time the structure of the Executive Branch and determine and effect such changes as are necessary for the betterment; and

WHEREAS, Executive Order No. 2003-16 placed the Agency for Human Resources Development (AHRD) under the administrative jurisdiction of the Department of Labor (DOL); and

WHEREAS, the statutory defined purpose of DOL is to elevate the welfare of individual wage earners, improve the working conditions of individual wage earners, and advance training and employment opportunities of individuals; and

WHEREAS, the statutory defined purpose of ABRD is to assess and coordinate the manpower needs of the entire local economy; coordinate the employment program to affect the labor market; and administer workforce development programs pursuant to the Workforce Investment Act of 1998; and

WHEREAS, the Missions of POT and AHRD are mutually disparate, making these entities ill-suited for mutual integration; and

WHEREAS, the performance and delivery of services of ABRD are subject to becoming compromised when juxtaposed by administrative supervision and control of DOL; and

WHEREAS, the management and operation of ABRD is not necessarily more effective and efficient due to being subsumed by the administrative supervision and control of DOL; and

WHEREAS, Executive Order No. 2003-16, placing AHRD under the administrative jurisdiction of DOL, did not intend in any way to affect the savings of the Government of Guam

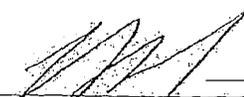
NOW THEREFORE, I, EDWARD J. CALVO, Governor of Guam, by virtue of the authority vested in me by the Organic Act of Guam, as amended; do hereby order as follows:

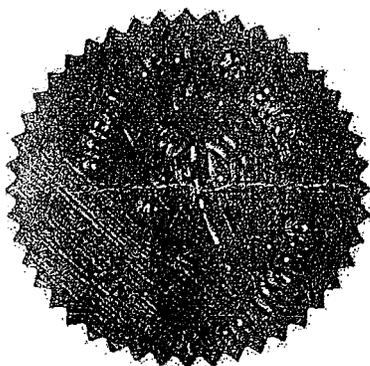


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SIGNED AN}) PROMULGATED atHagama, r,Guam this30tl} dayofMarch 1.011.

  
EDWARD L. BALVO  
Governor of Guam



MEMORANDUM OF AGREEMENT

BETWEEN THE

GUAM DEPARTMENT OF LABOR

AND THE

AGENCY FOR HUMAN RESOURCES DEVELOPMENT

The Memorandum of Agreement is entered into on the effective date indicated below by the approval of the Governor by and between the Department of Labor and the Agency for Human Resources Development for the following purposes:

RECITALS

WHEREAS, Guam is designated as a single local workforce investment area State;

WHEREAS, The Agency for Human Resources Development is the administering entity of the Workforce Investment Act funded programs as authorized;

WHEREAS, The Guam Department of Labor is the administering entity of the Wagner-Peyser Act funded programs, the Disabled Veterans Outreach Program and the Senior Community Service Employment Program as authorized;

WHEREAS, Section 134 (c) of the Workforce Investment Act requires states to establish a One-Stop Delivery System;

WHEREAS, the Guam Department of Labor is the operator of the One-Stop in accordance with Section 134 (c) of the Workforce Investment Act;

WHEREAS, Section Sec. 134(c)(1)(a) and Section 134(c)(1)(b) requires states to provide core services described in subsection (d)(2) of the act and provide access to intensive services and training services as described in paragraphs (3) and (4) of subsection (d), including serving as the point of access to individual training accounts for training services to participants in accordance with subsection (d)(4)(G);

WHEREAS, the Guam Department of Labor and the Agency for Human Resources Development have an approved state plan to include a request to extend through Program Year 2011 (July 1, 2011 thru June 30, 2012) submitted on March 24, 2011 to U.S. Department of Labor;

WHEREAS, the Guam Department of Labor and the Agency for Human Resources Development continue to work in concert in a manner unaffected by the recent reinstatement of administrative supervision and control to their respective directors;

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**JUN 13**

Office of the Attorney General of Guam

NOW, THEREFORE, the Guam Department of Labor (hereinafter referred to as "DOL") and the Agency for Human Resources Development (hereinafter referred to as "AHRD") (hereinafter collectively referred to as "agencies"), in consideration of mutual covenants hereafter set forth, agree to the following:

- I. Both DOL and AHRD mutually acknowledge and agree that there will be no alteration or modification of the funding allocations between DOL and AHRD as they currently exist and are currently implemented. In other words, the funding structure for any and all programs, functions, personnel, office space, supplies and/or equipment that are currently funded for AHRD by DOL and/or for DOL by AHRD shall remain unaffected as they currently exist. Any such alteration or modification proposed by either agency shall occur if mutual consent is established by both agencies as to terms and conditions of said alteration or modification.
- II. Both DOL and AHRD mutually acknowledge and agree that the agencies will continue to share resources and services provided to both agencies by the following divisions, whether they are currently within the administrative purview of DOL or AHRD, as these divisions so provided said respective services just before the issuance of Executive Order No. 2011-08: Management Information Systems (MIS) Division; Fiscal and Support Division; Human Resources Division; Planning Division. The above divisions shall continue to provide applicable services to both agencies in the same manner and fashion as they did just before the issuance of Executive Order No. 2011-08. Any such alteration or modification proposed by either agency shall occur if mutual consent is established by both agencies as to terms and conditions of said alteration or modification.
- III. Both DOL and AHRD mutually acknowledge and agree that various programs, functions and/or services under the administrative supervision and control of one of the agencies, but which are currently funded by the other agency, will continue to be so funded as they were at the time just before the issuance of Executive Order No. 2011-08. Such programs, functions and/or services referred to by this paragraph include but are not limited to the following which are currently administered by DOL but fully funded by AHRD: Bureau of Women's Affairs; One Stop Career Center (OSCC); Rapid Response (as a subset of the OSCC). The participation by both agencies in the operation of the OSCC will continue as dictated by the Guam Strategic Workforce Investment Plan ("State Plan"). Any such alteration or modification regarding the funding of these entities proposed by either agency shall occur if mutual consent is established by both agencies as to terms and conditions of said alteration or modification.
- IV. Both DOL and AHRD mutually acknowledge and agree that certain personnel currently assigned to various divisions which provide services and resources to both agencies will continue to remain assigned to their respective divisions so that continued shared services will continue unabated to both agencies. Therefore, the following positions currently assigned to their respective divisions will continue to be so assigned and will continue to perform their duties as currently assigned under that particular divisions, so that services to both agencies by these divisions shall remain unaffected:

Fiscal and Support- one (1) Budget Analyst, one (1) Special Projects Coordinator, one (1) Procurement Officer, one (1) Payroll Officer, two (2) Customer Service Representatives, and one (1) Administrative Assistant; Management Information Systems -one (1) Systems and Programming Administrator, one (1) Computer Operator II, one (1) Computer Operator I, and one (1) WE Computer Trainee; Planning Division – one Planner IV, one (1) Program Coordinator II, one (1) Special Projects Coordinator, one (1) Program Coordinator I. Any such alteration or modification proposed by either agency shall occur if mutual consent is established by both agencies as to terms and conditions of said alteration or modification.

- V. Both DOL and AHRD mutually acknowledge and agree that certain personnel currently assigned to various divisions, which provide services and resources to one of the agencies even though that division and its personnel are funded by the other agency, will continue to remain assigned to their respective divisions so that continued services will continue to the beneficiary agency by the funding agency. Therefore, the following positions currently assigned to their respective divisions will continue to be so assigned and will continue to perform their duties as currently assigned under that particular divisions, so that services to one agency by the other by these divisions shall remain unaffected: Bureau of Women's Affairs -- one (1) Special Projects Coordinator; One Stop Career Center -- one (1) Program Coordinator IV (currently vacant), one (1) Employment Development Supervisor, three (3) Employment Development Workers I, one (1) Administrative Aide; Rapid Response – one (1) Program Coordinator I, one (1) Administrative Assistant; Office of the Director of Labor – one (1) Special Projects Coordinator, one (1) Word Processing Secretary, two (2) Administrative Aides. Any such alteration or modification proposed by either agency shall occur if mutual consent is established by both agencies as to terms and conditions of said alteration or modification.
- VI. Both DOL and AHRD mutually acknowledge and agree that the provisioning of office space by one agency to the other and/or the subleasing of office space by one agency to the other shall continue in the same manner and fashion as existed just before the time of issuance of Executive Order No. 2011-08. Specifically, DOL is the contracted lessee of approximately 23,000 square feet of office space at the GCIC Building and subleases approximately 1,607.25 square feet of office space to the Bureau of Statistics and Planning. Additionally, DOL allows AHRD to occupy approximately 2,221.05 square feet of office space, comprised of the following: Workforce Investment Act Division (413.34 sf), One Stop Career Center (396.81 sf), Bureau of Women's Affairs (52.26 sf), AHRD Director's office (217.73 sf), Fiscal (600.94 sf), Systems (313.53 sf), Planning (104.51 sf), and Retention and Monitoring Unit (121.93 sf). DOL occupies the remaining area of approximately 19,171.7 square feet. DOL will continue to allow AHRD to sublease and/or occupy the aforementioned office space according to the arrangement for such as existed between the agencies just before the time of issuance of Executive Order No. 2011-08. Regarding the above, AHRD will continue to pay rent as currently established for the office space currently designated for Bureau of Women's Affairs with the acknowledgement that this division is a function of DOL. AHRD will continue to pay its pro rata share of 75% of the rent for office space currently occupied by Fiscal. AHRD will continue to pay for 100% of the rent for the office space currently occupied

by the Systems division and the Planning division with the acknowledgement that these divisions provide resources and services to both agencies. Any such alteration or modification proposed by either agency shall occur if mutual consent is established by both agencies as to terms and conditions of said alteration or modification.

**VII. Both DOL and AHRD mutually acknowledge and** agree that any and all supplies, equipment, and/or materials currently in the possession and/or control of either agency shall be allocated, distributed, and/or utilized in accordance with the arrangement(s) for such, if any exists or existed, at the time just before the issuance of Executive Order No. 2011-08, and shall continue to be so allocated, distributed, and/or utilized as indicated. Any such alteration or modification proposed by either agency shall occur if mutual consent is established by both agencies as to terms and conditions of said alteration or modification.

**VIII.** At any time DOL or AHRD hereto may, by written notice to the other, terminate this Agreement in whole or in part either for convenience or for default.

**IX.** This Agreement may only be modified in a writing signed by both the Director of DOL and the Director of AHRD.

**X.** The terms of this Agreement shall become effective on the date it is signed by the Governor of Guam and shall be binding upon the parties hereto and their respective representatives, successors, and assigns.

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IN WITNESS WHEREOF, the parties hereby execute this Agreement between the Department of Labor and the Agency for Human Resources Development, effective the day and year the Governor of Guam affixes his signature.

GUAMIAN DEPARTMENT OF LABOR

AGENCY FOR HUMAN RESOURCES DEVELOPMENT

LEAH BETH O. NAHOLOWAA  
Director

Date: 11/10/11

FRANK C. ROBERTO  
Acting Director

Date: 11/10/11

APPROVED:

BENITA A. MANGLONA  
Director, Bureau of Budget and  
Management Research

Date: 11/10/11

APPROVED AS TO LEGALITY AND FORM:

LEONARDO M. RAPADAS  
Attorney General of Guam

Date: 11/10/11

APPROVED:

RAYMONUS TENORIO  
Acting Governor of Guam

Date: 11/10/11

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JUN 13 2011

Office of the Attorney General of Guam  
Civil/Solicitor Division