



COVID-19
Serial: 257

May 12, 2020

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To: Secretary of Samoan Affairs, CEOs, Commissioners, Presidents, Directors, and Executive Directors

From: Governor of American Samoa

Subject: COVID-19 COMPLIANCE REVIEW COMMITTEE

In light of the extraordinary amount of Federal Funding Assistance transmitted to the Territory of American Samoa to combat the deadly effects of the COVID-19 pandemic, it behooves us to adopt protocols to ensure that abuse and misuse of any penny of these funds are preempted.

Accordingly, the COVID-19 Compliance Review Committee is hereby established and charged with the overall primary responsibility of making sure that every expenditure of COVID-19 pandemic funds is thoroughly justified and fully compliant with the grants' terms and conditions. Moreover, the COVID-19 Compliance Review Committee will review whether established COVID-19 policies, rules, guidance, and advisories are fully complied with meticulously. Additionally, existing government policies connected with the procurement of supplies and services must also be exhaustively reviewed to ensure full compliance. In times of crisis, adherence to established policies are sometimes lax hence it is important that in our haste to procure supplies and services we don't compromise the integrity of our systems of internal controls.

The COVID-19 COMPLIANCE REVIEW COMMITTEE (C19CRC) membership will be comprised of the following individuals, and Mr. Robert Ho Chee will lead this committee and implementation of this essential endeavor. More members will be added as deemed necessary by the COVID-19 COMPLIANCE REVIEW COMMITTEE:

Mr. Robert Ho Chee, Commissioner, Office of Financial Institutions
Ms. Blanche Lulu Barber, Executive Director, ASED
Ms. Liua Fatuesi, Executive Director, Territorial Audit Office
Mr. Lefotu Vila, Department of Treasury
Ms. Alva S. Laulu, Territorial Audit Office
La Army Ly Matienzo, Territorial Audit Office


COVID-19 COMPLIANCE REVIEW COMMITTEE

March 12, 2020

Page 2

The C19CRC is empowered to access all Coronavirus related expenditure Transactions, and all relevant documents connected with the particular transactions will be made available as well without hesitation. The C19CRC is responsible directly to the Governor and its reports are to the Governor specifically. The work of the C19CRC is to start on the date of this Memorandum, and its scope of coverage starts with the issuance of the First Declaration. The C19CRC is to prepare weekly reports due Monday of each week detailing its work done during the relevant week.

All government entities receiving Coronavirus Funds must practice full transparency and accountability by providing every support to the C19CRS) when information is requested for the committee's review.


Lolo M. Moliga

cc: Honorable Lemanu Peleti Mauga, Lieutenant Governor
HTC Fiu J. Saelua, Chief of Staff
Nikolao Pula, Director, Office of Insular and International Affairs
Lydia Faleafine Nomura, DOI/OIIA Field Representative

**AMERICAN SAMOA GOVERNMENT
COVID-19 EXPENDITURE REQUEST FORM**

TO BE COMPLETED BY REQUESTOR FOR ALL COVID-19 PLANNED EXPENDITURES	
Today's Date:	Name of Department/Agency:
Name and Title of the Requestor:	
Purpose &. Description of Expenditure:	
Justification of Requested Expenditure:	
Total Cost of the Expenditure	
Agency Director's Signature:	
Territorial Coordinating Officer (TCO) Signature	
Governors Authorized Representative (GAR) Signature	
Treasurer Ueligitone Tonumaip'e'a Signature:	
Coronavirus Task Force Chairman Signature:	
Governor Lolo M. Moliga, Approving Authority:	

COVID 19 Expenditure Request Flow and Process

- Agencies / Departments / Offices with approved COVID 19 funds (grants or programs) plans.
- Complete COVID 19 RF with details of resource request; **initiate** discussions with Treasury Analyst, Budget Analyst and Procurement; Human Resource Support work with HR & Budget - All others must work with core agencies (Budget, Procurement, OPM and Treasury)
 - Personnel
 - Supplies and Materials
 - Contractual Services / Contracts / Leases
 - Travel
 - Other Expenses
 - Capital Outlays - Equipment, Office, Vehicles, etc
- Departments ⇨ EOC Ops Chief (ODAPM) ⇨ Governors Office (SP & Task Force) ⇨ Governors Office (COS) ⇨ Departments
- Departments route via appropriate ONESolution format, utilizing standard processes for grant funded expenditures.

