AMERICAN SAMOA GOVERNMENT
Public Health Emergency Declaration
COVID 19

Grants – COVID 19 Task Force & Compliance Committee
July 30, 2020
Agenda

• Opening Remarks
• Treasury
  – Department Workflow in ONESolution
  – Purchase Request Workflow
• COVID 19 Task Force
  – Expenditure Form v3
  – Process and Procedure
    • EOC
    • ODAPM
    • Governors Office – Special Program
    • Chief Procurement Officer – Procurement
• COVID 19 Compliance Review Committee
• Closing Comments
Treasury

• Standard Grant Account Establishment
  – ESTABLISHING GRANT ACCOUNTS
    • BUD 202 and required attachments
      – BUD-202 (completed and authorized)
      – Grant award letter.
      – Final grantor-approved budget.
      – Grant narrative (project description)
      – Grant terms and conditions.

• Budget Office
  • Reviews BUD 202 ensure all required supporting documents
  • When expenditures are routed appropriately, analyst ensures expenditure aligns to approved budgets

• Concerns – Examples of recent incidents
# COVID 19 Task Force

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

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

*ASG Form COVID19 Expenditure Form rv3*
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.

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**Department**
- Initiate COVID 19 Request Form
- Sign

**EOC**
- Log & File with EOC - ASDHS stamp
- Review with TCO and GAR
- Department must review with: Procurement
- Budget Analyst
- Treasury Analyst

**ODAPM**
- Prepare Summary of submitted COVID 19 Request Forms
- Ensure signature of TCO & GAR
- Deliver summary and original supporting documents to GO - SP

**GO - Task Force**
- Route for Task Force Review and Approval of Request Forms and supporting documentation

**GO**
- Once Expenditure Request Form is approved,
- Log and contact ODAPM to pick up and route back to EOC and Departments accordingly in ONESolution system.
Core Agencies - Support

- COVID 19 Task Force
  - Expenditure Form v3
  - Process and Procedure

- EOC
- ODAPM
- Governors Office – Special Program
- Chief Procurement Officer – Procurement
- Department must create PR in ONESolution- standard grant expenses
- Concern – Incidents that have occurred
COVID 19 Compliance Review Committee

• Compliance Committee Purpose

• Process & Audit
  – Roles of all involved and Responsibilities
  – Leading each program implementation
  – Work together
  – Assurances to our federal partners

• Committee Members and schedule meetings
Closing Comments

Territorial Coordinating Officer