AMERICAN SAMOA GOVERNMENT

Public Health Emergency Declaration

COVID 19

Grants – COVID 19 Task Force & Compliance Committee

July 30, 2020

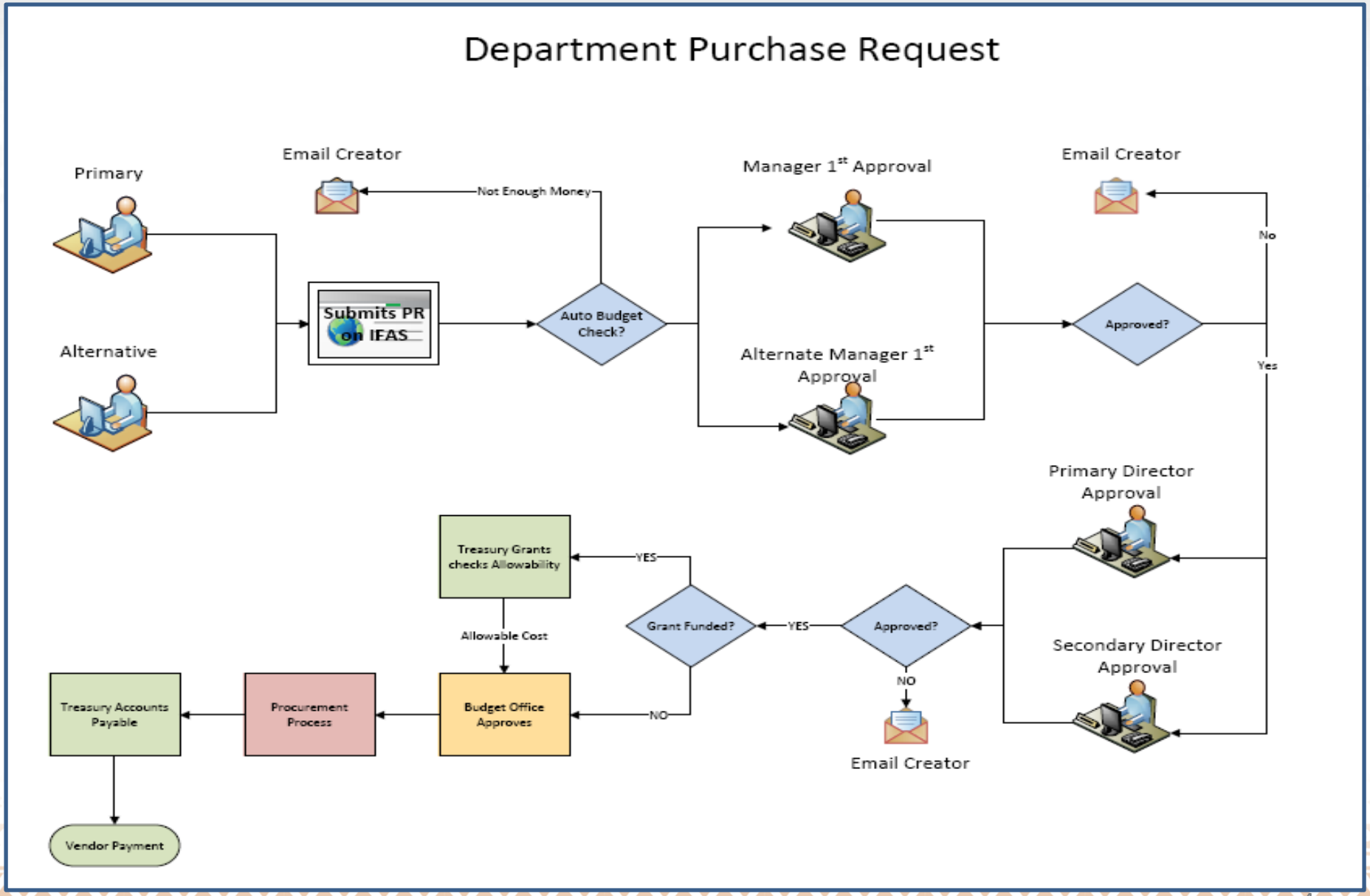
Agenda

- 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

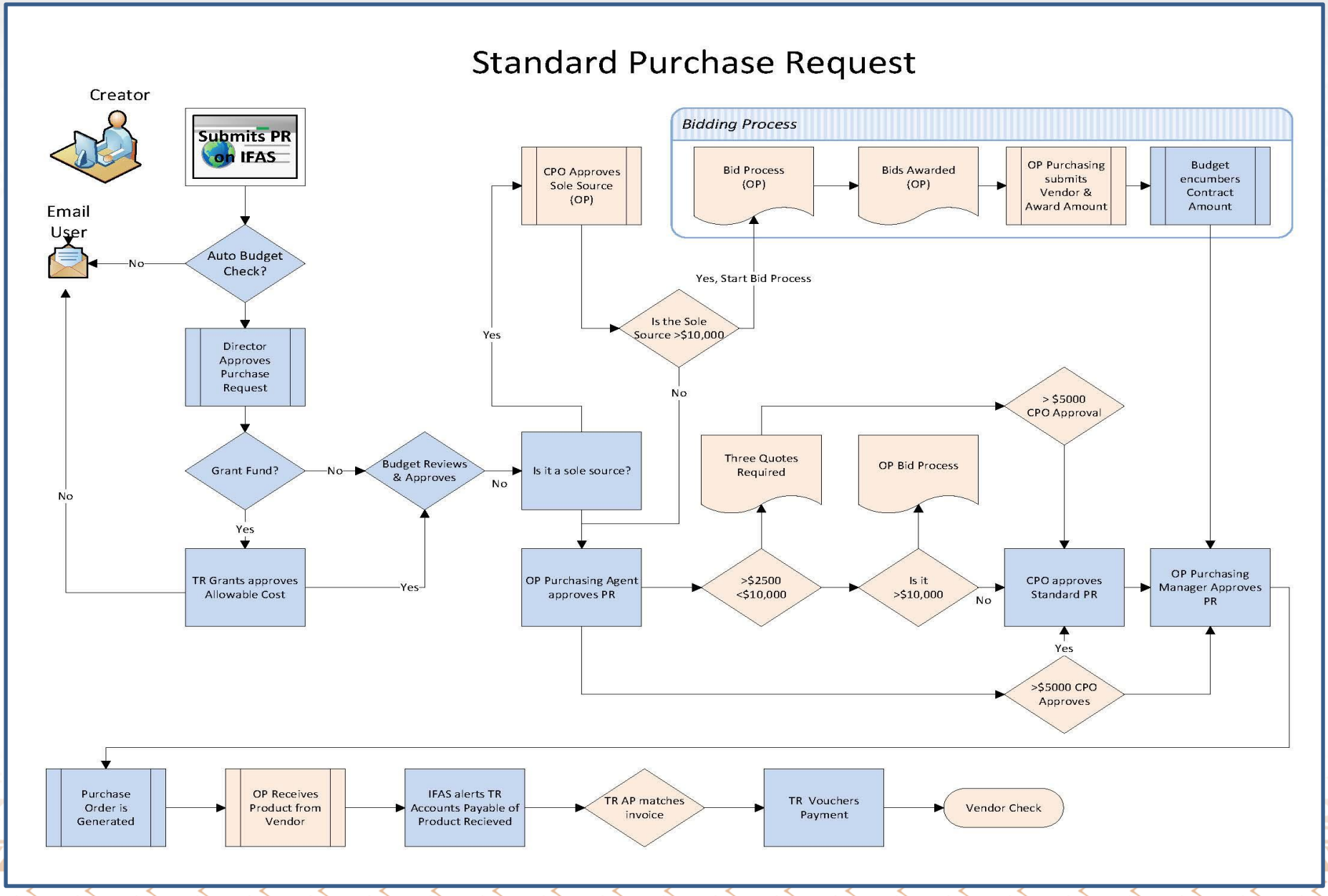
Treasury

- 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.
- <u>Budget Office</u>
    - Reviews BUD 202 ensure all required supporting documents
    - When expenditures are routed appropriately, analyst ensures expenditure aligns to approved budgets
- <u>Concerns – Examples of recent incidents</u>

Standard Process - OS



Standard PR - OS



COVID 19 Task Force

AMERICAN SAMOA GOVERNMENT
COVID-19 EXPENDITURE REQUEST FORM

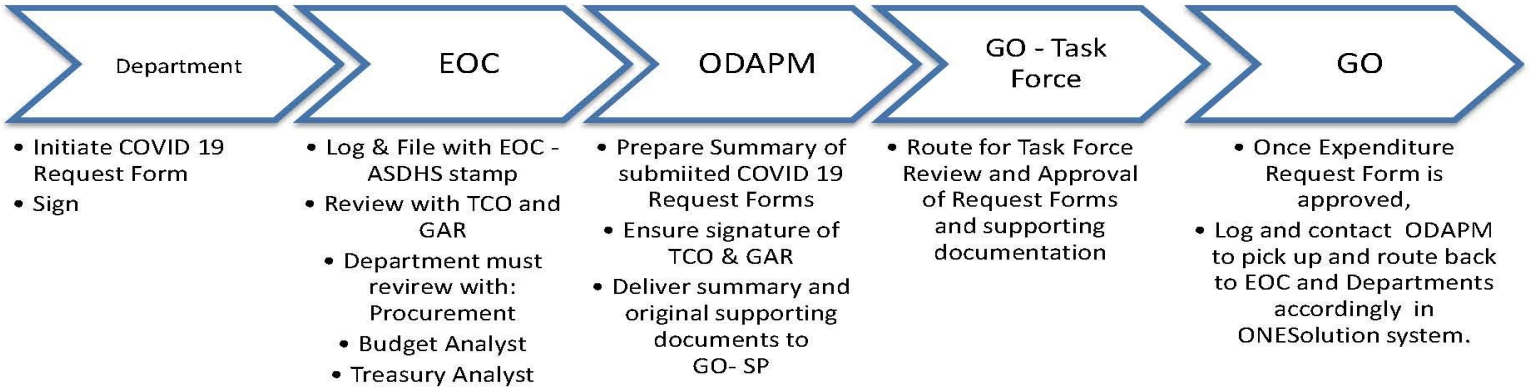
TO BE COMPLETED BY REQUESTOR FOR ALL COVID-19 PLANNED EXPENDITURES	
Today's Date:	Name of Department/Agency:
Name and Title of the Requestor:	
Purpose &. Description of Expenditure:	
Justification of Requested Expenditure:	
Total Cost of the Expenditure	
Agency Director's Signature:	
Territorial Coordinating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

ASG Form COVID19 Expenditure Form rv3

Process

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.



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