WHEREAS, the Coordinator of Federal Programs Office acted as the State Clearinghouse in Guam for several years; and

WHEREAS, the Coordinator of Federal Programs Office, as a result of a reorganization in July, 1971, merged with the Bureau of Budget and Management Research; and

WHEREAS, the Coordinator's Office is no longer in existence, and the Bureau of Budget and Management Research has assumed the Clearinghouse responsibilities; and

WHEREAS, there is now an "Executive Budget Act" (P. L. 12-115) which has established the Bureau of Budget and Management Research as the agency responsible for developing overall coordination of Guam's financial and program planning functions, of which federal programs are an integral part; and

WHEREAS, there exists an Office of Management and Budget (OMB) Circular A-95 which outlines the need for each state to develop clearinghouse procedures to insure fundamental coordination and communication amongst the myriad of Federal programs administered within each state; and

WHEREAS, there is a need for better coordination and control among all federally-assisted programs (including the so-called 100% federal programs and "block grants") being administered by the government of Guam, and between federal and local programs.

NOW, THEREFORE, by virtue of the authority vested in me by Sections 6(b) and 10(c) of the Organic Act of Guam, I, Carlos G. Camacho, Governor of Guam, do hereby promulgate and approve the attached "State Clearinghouse" Procedures to be followed by all departments and agencies in the Executive Branch. All prior rules, regulations, policies, memoranda,
or Executive Orders in conflict with this order are hereby superseded;
and do hereby designate the Bureau of Budget and Management Research
as the State Clearinghouse for Guam.

This Order shall be effective upon approval of the Governor.

Signed and promulgated at Agana, Guam this 29th day of
October, 1974.

CARLOS G. CANACHO
Governor of Guam

COUNTERSIGNED:

KURT S. MOYLAN
Lieutenant Governor
Memorandum

To: Director of Bureau of Budget & Management Research

From: Attorney General

Subject: Proposed State Clearinghouse Procedures

Attached is a copy of the comments of the Department of Administration on subject requesting revision of the proposal. I believe the suggestion has merit and recommend that the draft be revised in accordance therewith.

RICHARD D. MAGEE
Acting

Attachment
Section 1. Definition:
To coordinate the actions of departments and agencies regarding the formulation, evaluation, and review of federal programs and projects. It will be known as the Project Notification and Review System (PNRS) for an expeditious process of intergovernmental coordination and review of proposed projects.

Section 2. Objective:

a. To review all grants requests, all existing programs, and all programs to be implemented by the various Government of Guam departments and agencies, and to assure coordination of related projects and programs;
b. To assure that projects are not inconsistent with comprehensive plans;
c. To determine if any legislation is required for funding; and
d. To review and make recommendations to the Governor on programs requiring his signature.

Section 3. Clearinghouse Procedures:
Step 1. Potential applicant desiring federal assistance conducts inquiries with federal agency.

Step 2. Applicant notifies State Clearinghouse about the project for which it intends to apply for assistance, by providing five (5) copies of application forms (PNRS) and federal statute. The Clearinghouse application review requires 30 to 40 days.

Step 3. State Clearinghouse notifies other departments and agencies which might have programs affected by the proposed project.

Step 4. State Clearinghouse arranges a conference (if appropriate or necessary) with applicant within 30 days of receipt of application forms. Agencies and departments affected will also attend. The objective of a conference will be to:
   a. Explore project in greater detail;
   b. Identify possible conflicts or mutuality of intent;
   c. Resolve conflicts; and
   d. Strengthen project application.

Step 5. If corrections are necessary, the State Clearinghouse will notify applicant that corrections are necessary.

Step 6. Applicant resubmits a revised application to State Clearinghouse for comments.

Step 7. State Clearinghouse submits any formal comments to applicant, or the Governor, as required.

Step 8. If the Governor's signature is required, the Governor forwards application, with or without comments, to applicant for forwarding.

Step 9. Applicant submits application to federal agency, including comments, if any; or, if none, a statement that requirements have been followed.
Section 3. Clearinghouse Procedures (continued)

Step 10. Federal agency considers application and comments and informs the Agency of action taken thereon, who informs the Clearinghouse via memo.

Step 11. At this point the applicant or using agency should take appropriate action to identify and include any related local or federal funds in their operations budget for the affected fiscal year. (Note: This step may have been taken already, if it was deemed prudent and appropriate.

Step 12. If disapproved, the applicant will reapply if desired.

Step 13. The Department of Administration, Treasurer, receives grant approval, letter of credit authority, checks, voucher, etc. and informs, via copy of the documents, the applicant (or using agency), the Accounting Division, and notifies Clearinghouse, if necessary.

Step 14. Applicant or Using Agency submits allotment schedule and advice to State Clearinghouse for review, approval, and release of funds.
PROPOSED
GRANT RECEIPT AND RELEASE PROCESS

GUAM STATE CLEARINGHOUSE

DEPARTMENT OF ADMINISTRATION AND TREASURER

Accounting & Treasurer posts, checks, letter of credit, vouchers also assigns job order number for new projects.

DEPARTMENT AND AGENCIES

Dept. receives grant approval, telegram, etc.

Dept. complete allotment schedule & advice as required

Sends allotment schedule and advice to State Clearinghouse for review

Clearinghouse processes allotment schedule for new grants to the department, plus an advice

Advices are posted and released by Accounting
PROPOSED SYSTEM

GUAM - CLEARINGHOUSE APPLICATION PROCESS

Guam
Department/Agency

Dept./Agency fills required grant application for Federal Regional Office

YES

Grant application is reviewed by State Clearinghouse 30 to 40 days

if corrections are necessary

NO

Clearinghouse assigns and identifies and logs the application

YES

Governor signs document as recommended by State Clearinghouse

NO

Federal Regional Office reviews project grant application; state plans or agreement

Approved

Disapproved

Dept./Agency receives grant approval notice from Regional Office

Disapprove documents are returned to Dept./Agency with comments

Project Grant

Governor's Office

State Clearinghouse (Bureau)

Federal Regional Office
PRESENT SYSTEM
GUAM - CLEARING HOUSE APPLICATION PROCESS

Federal Regional Office

Guam Departments and Agencies

Guam State Clearing House

Guam Governor's Office

Dept. fills necessary document for grant request as required by Federal Reg. Office

if document requires Gov's signature is sent to GSC

YES

State Clearing House reviews grant document before submission to Gov's Office

if corrections are necessary

YES

Necessary corrections are hereby made by the Depts & Agencies as requested by SCH

Federal Regional Office reviews all grant application

NO

Grant Approval

NO

Signed document is returned to Dept which forwards to regional office

NO

Grant Approval is forwarded to Depts or Agencies of... Treasurer

YES

State Clearing House verifies corrections, then grant application is forwarded to Gov's Office

Government reviews and signs document if in order