Guam Recovery Office

Standard Operating Procedures

Version 1.1
2/10/2022

FOREWORD

In accordance with the National Response Framework (NRF) and by direction of the Governor of Guam, the Guam Homeland Security Advisor (HSA) and the Office of Civil Defense Administrator (OCDA) is In accordance with the National Response Framework (NRF) and by direction of the Governor of Guam, the Guam Homeland Security Advisor (HSA) and the Office of Civil Defense Administrator (OCDA) is responsible for establishing a National Incident Command Systems (NIMS) / Incident Command Systems (ICS) compliant structure and mechanism similar to US State governments for coordinated, incident response, and requesting and receiving federal assistance.

This document provides Standard Operating Procedures (SOP) for the Guam Recovery/Public Assistance Office (GRO) as a supplement to the FEMA Public Assistance Program and Policy Guide Version 4 (PAPPG) and Public Assistance Administrative Plans.

This SOP provides a reference for the Guam Government, GHS/OCD, interagency, and others assigned to staff and support the GRO during and after declared major disasters or emergencies. The document is intended for those who have a role in executing one or more functions within the GRO or who provide support to the GRO. It contains the GRO organizational structures, coordination and control procedures, operating procedures, reporting requirements, and processes.

Questions, comments, and suggested improvements related to this document are encouraged. Inquiries, information, and requests for additional copies should be directed in writing to the Guam Homeland Security/Office of Civil Defense, Recovery Office, 221-B Chalan Palasyo, Agana Heights, Guam 96910 or through our website at www.ghs.guam.gov.

David Cruz
Director

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Overview

When natural disasters occur, it is the responsibility of the local government to respond. When efforts are not sufficient to effectively cope with the direct results of the disaster, Federal assistance is available to supplement the local government. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93–288, as amended, (Stafford Act) was designed to do this. The Stafford Act authorizes the President to provide assistance to individuals (Individual Assistance) and to State and local governments as well as certain Private Non-Profit organizations (Public Assistance) to help them respond to and recover from a disaster. The objective of the Guam Recovery Office in conjunction with the Federal Emergency Management Agency's (FEMA) Public Assistance Program (PA) Grant Program is to provide assistance to our local government, and certain types of Private Nonprofit organizations so that our community can respond to and recover from major disasters or emergencies declared by the President.

Authority

Federal

The statute that authorizes FEMA to provide assistance via the PA Program is the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as Amended (Stafford Act), Title 42 of the United States Code (U.S.C.) § 5121 et seq.

Territorial

The Guam Recovery Office (GRO) was created on May 5, 2020, pursuant to Public Law 34-16 under Executive Order No. 2020-13 Relative to Ensuring Regular and Relative Reporting Regarding Expenditures Authorized Pursuant to the Public Health Emergency Declared to Respond to the COVID-19 Pandemic.

Purpose

The GRO serves in the capacity to ensure the island community can quickly recover from major disasters or emergencies, mitigate future damages, and develop strategies for Guam's long-term recovery from such events.

Vision

Build a joint recovery model for Guam to prepare, respond, and recover from disaster with resilience.

Mission Statements

- To standardize and modernize recovery activities in a unified manner
- To assist in the recovery from disasters in order to protect the lives, environment, economy, and property of the island of Guam.

Administration

The Director of the GRO is an appointed official tasked to:

- Identify and activate Recovery Support Functions per Governor's Executive Order and Guam all hazard recovery plan to coordinate recovery
- Identify lead Government of Guam agencies responsible for overall coordination of the recovery process
- Oversee the development and maintenance of recovery support function plans and Guam Recovery Plan
- Assume initial responsibilities for Public Assistance activities upon the Federal declaration of an emergency or disaster
- Work jointly with Guam Homeland Security/Office of Civil Defense to request FEMA Public Assistance grants
- Prepare and submit the Administrative Plans for Public Assistance for each declared disaster and list the roles and responsibilities of the Guam Recovery Office/Office of Civil Defense
- Provide minimum staffing to administer the FEMA Public Assistance Program
- Develop a long term continuity of operations plan for Recovery/Public Assistance staff after grant funding for management cost ends or is exhausted

Funding Source

FEMA provides supplemental federal disaster grant assistance through the Public Assistance (PA) Program. Funding is awarded for disaster recovery activities such as debris removal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private non-profit (PNP) organizations.

The Federal government usually provides 75 percent of the funding with the state or other non-federal source providing the remaining 25 percent (referred to as a cost-share-match). Which may differ for certain disaster declarations.

The GRO office is primarily funded by prior or "legacy" disasters as well as current and future Emergency Declarations and Major Disaster Declarations under Category Z Management Costs projects.

Public Assistance Program

The objective of the PA program is to provide supplemental assistance to states, local governments, and selected nonprofit organizations for the alleviation of suffering and hardship resulting from major disasters or emergencies declared by the President.

Disaster Declarations

There are two types of Declarations provided for in the Stafford Act: Emergency Declarations and Major Disaster Declarations. Both declaration types authorize the President to provide Federal disaster assistance. However, the cause of the declaration and type and amount of assistance differ.

- An Emergency Declaration can be declared for any occasion or instance when the President determines Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States. The amount of emergency assistance is capped at $5 million per single event unless continued assistance is needed to alleviate a threat to lives, public health, and safety.
- The President can declare a Major Disaster Declaration for any natural event (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, that the President believes has caused damage of such severity and magnitude that it is beyond the capability of the State and disaster relief organizations to respond. A major disaster declaration provides a wide range of Federal assistance programs for individuals and public infrastructure, including funds for both emergency and permanent work.

Application and Declaration Process

- Preliminary Damage Assessment (PDA) — The PDA is a joint assessment used to determine the magnitude and impact of an event's damage. FEMA and territory representatives will visit local applicants and view their damage first-hand to assess the scope of damage and estimate repair costs. The territory uses the results of the PDA to determine if the situation is beyond the combined capabilities of the local resources and to verify the need for supplemental federal assistance.
- Presidential Disaster Declaration — If it is determined that the damage is beyond the recovery capability, the governor will send a request letter to the President, directed through the Regional Director of the appropriate FEMA region. The President then makes the decision whether or not to declare a major disaster or emergency.
- Applicant Briefing by Grantee — The Applicants briefing is a meeting conducted by the territory to inform prospective applicants of available assistance and eligibility requirements for obtaining Federal assistance under the declared event. Applicants will prepare and submit their Requests for Public Assistance form during the briefing.
- Application Process — The Request for Public Assistance is FEMA's official application form that public and PNP's use to apply for disaster assistance (Form 90-49). The request must be submitted to the State Public Assistance Officer within 30 days of the date of declaration.
- Kick–Off Meeting with GRO Director — A Kickoff meeting is held with each applicant to assess the applicant's individual needs, discuss disaster related damage, and set forth a plan of action for repair of the applicant's facilities. The liaison will provide State specific details on documentation and reporting requirements.

Guam Recovery Office Staff Roles and Responsibilities (PA Program)

(Note: The GRO is a division of the Offices of Guam Homeland Security and Civil Defense. The detailed descriptions listed herewith can also be found in the latest versions of the PAPPG and PA Administrative Plans. Roles and responsibilities are subject to change.)

Project Formulation

The GRO supports FEMA personnel by liaising with applicants to develop project worksheets.

- Project Formulation and Cost Estimating — Project formulation is the process of documenting the damage to the facility, identifying the eligible scope of work and estimating the costs associated with that scope of work for each of the applicants projects.
- Project Review and Validation — The purpose of validation is to confirm the eligibility, compliance, accuracy, and reasonableness of small projects formulated by an applicant, and to ensure that the applicant receives the maximum amount of assistance available under the law.

Staff Roles and Responsibilities:

- Ensure all subrecipients are aware of eligibility requirements in support if FEMA PDMGs
- Conduct subrecipient briefing and kickoff meeting
- Attend scoping meeting
- Project formulation support
    - Supporting project identification, to include project formulation and small project validation.
    - Submitting documents necessary for award of grant assistance.

Obligation of Federal Funds

- Obligation of Federal Funds and Disbursement to Sub-grantees — FEMA and the Grantee share responsibility for making Public Assistance Program funds available to the sub-grantees. FEMA is responsible for approving projects and making the Federal share of the approved amount available to the Grantee through a process called obligation. Through obligation FEMA notifies the Grantee that the Federal funds are available but reside in a Federal account until the Grantee is ready to award grants to the appropriate sub-grantees.

Staff Roles and Responsibilities:

- Monitor completion of projects to ensure subrecipients:
    - Complete work in accordance with grant conditions
    - Adhere to approved scope of work
    - Adhere to environmental requirements
    - Account for and return any duplication of benefits received

  - Complete work within regulatory timeframes
  - Document changes in grant conditions and report them to FEMA
  - Comply with PA Program insurance requirements
- Conduct site visits of large projects when required
- Receive, evaluate, and process requests for time extensions from subrecipients in a timely manner
- Evaluate Improved Project requests from subrecipient and respond appropriately, including forwarding them to FEMA for approval.
- Submit all Alternate Project requests to FEMA for approval prior to the start of construction
- Ensure payment requests from subrecipients apply to funds expended on the eligible scope of work and comply with grant conditions
- Ensure subrecipients document requests for supplemental funds and submit the request to FEMA for review
- Coordinate payments to subrecipients for eligible work in a timely fashion

Reporting and Closeout

- Reporting– FEMA requires quarterly reports on the performance of the awarded project worksheets as well as financial reports on any relative drawdowns during the reporting period.
- Closeout– The purpose of closeout is to certify that all recovery work has been completed, appeals have been resolved and all eligible costs have been reimbursed. Closeout is an important step in the PA process.

Staff Roles and Responsibilities:

- Receive subrecipient closeout requests and ensure they complete all small project scopes of work
- Reconcile actual costs for large projects and provide summary documentation to FEMA in a timely manner
- Conduct or request final reconciliation on large projects as appropriate
- Process subrecipient requests for small project appeals
- Review appeals and send them to FEMA with sufficient justification to support recipient recommendation
- Ensure subrecipients adhere to the audit requirements of OMB Circular A-133
- Follow Federal and local requirements for grant management
- Submit PA quarterly progress and financial reports to FEMA for each disaster
- Notify subrecipients of all grant-related actions in a timely manner
- Respond to audit findings
- Submitting large project accounting and small project completion certification to FEMA.

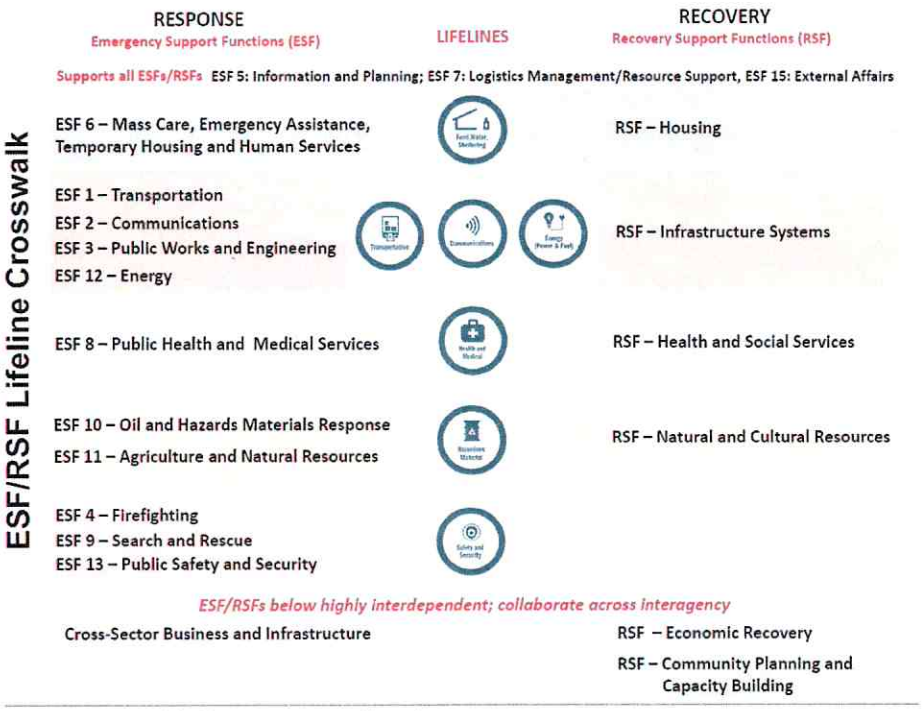
Guam Recovery Office Guiding Literature

National Disaster Recovery Framework

- The National Disaster Recovery Framework (NDRF) establishes a common platform and forum for how the whole community builds, sustains, and coordinates delivery of recovery capabilities. Resilient and sustainable recovery encompasses more than the restoration of a community's physical structures to pre-disaster conditions. Through effective coordination of partners and resources, we can ensure the continuity of services and support to meet the needs of affected community members who have experienced the hardships of financial, emotional, and/or physical impacts of devastating disasters.

  The primary value of the NDRF is its emphasis on preparing for recovery in advance of disaster. The ability of a community to accelerate the recovery process begins with its efforts in pre-disaster preparedness, including coordinating with whole community partners, mitigating risks, incorporating continuity planning, identifying resources, and developing capacity to effectively manage the recovery process, and through collaborative and inclusive planning processes. Collaboration across the whole community provides an opportunity to integrate mitigation, resilience, and sustainability into the community's short- and long-term recovery goals.

  The NDRF focuses on ensuring that the Nation will be able to achieve recovery following any incident regardless of size or scale, and considers the full spectrum of threats and hazards, including natural, technological/accidental, and adversarial/human-caused. The NDRF helps ensure that all communities can coordinate recovery efforts to address their unique needs, capabilities, demographics, and governing structures. It encourages an inclusive recovery process, engaging traditional and nontraditional whole community partners, and provides a strategic and national approach to lead, manage, and coordinate recovery efforts while increasing the resilience of our communities.



ESF RSF Lifeline Crosswalk Diagram

Public Assistance Program and Policy Guide

- The purpose of the Public Assistance Program and Policy Guide (PAPPG) is to define FEMA's PA Program and its policy and procedural requirements. Only the Assistant Administrator of Recovery at FEMA Headquarters has the authority to modify or waive PA Policy. The PAPPG provides high-level program delivery information and describes important PA functions that occur throughout the entire program delivery lifecycle. FEMA staff use the PAPPG to guide decision-making and ensure consistent implementation of the PA Program across the Nation. Separate FEMA policies and guidance documents that apply to the PA Program are referenced where applicable and listed.

  The PAPPG provides comprehensive PA policy to use when evaluating eligibility. It includes FEMA's policy statements and provides a summary of each step of the PA Program lifecycle beginning with pre-declaration activities through closure of the PA Program award for a declared incident.

  The PAPPG references and provides weblinks to other FEMA policies and documents such as standard operating procedures and job aids that provide detailed instructions for individuals involved with implementing each of the various steps.

Pre-Disaster Recovery Planning Guide for State Governments

- The Pre-Disaster Recovery Planning Guide for State Governments presents considerations for territorial government leadership and other stakeholders who will be involved in the recovery process after a disaster. It includes the foundational six-step planning process of the National Planning System that are specific to pre-disaster recovery planning at the territorial level. It also focuses on the challenges and unique partnerships necessary for successful, inclusive recovery.

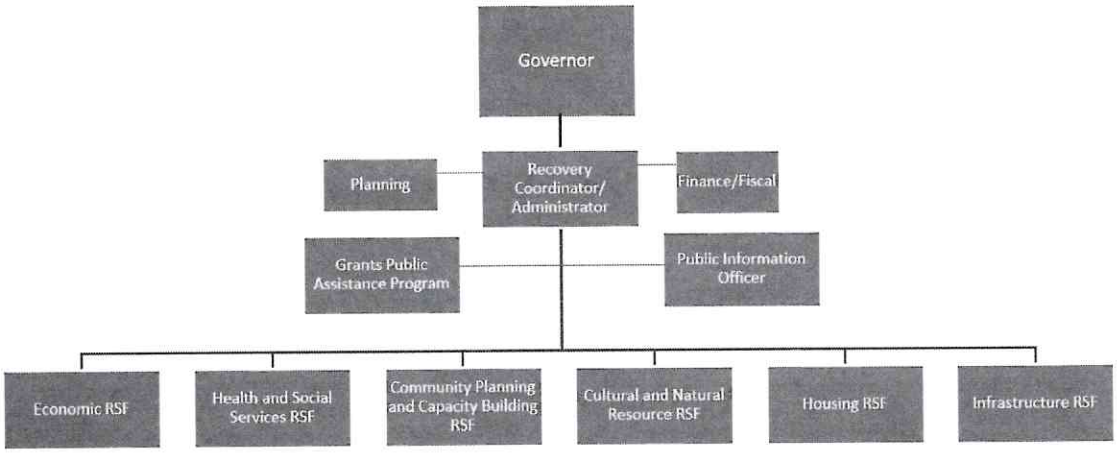
  Nongovernmental (NGOs) and nongovernmental philanthropy organizations are critical partners in recovery. The planning team should include them in developing a recovery plan and partnering in its implementation post-disaster. These organizations can also support recovery either in partnership with government entities or by filling capability gaps. Establish an understanding of the types of assistance these partners can offer, including both technical assistance and funding, and how to obtain this assistance. Confirm which organizations can be partners on post-disaster recovery activities. Examples of organizations that may have a role in supporting recovery efforts include:

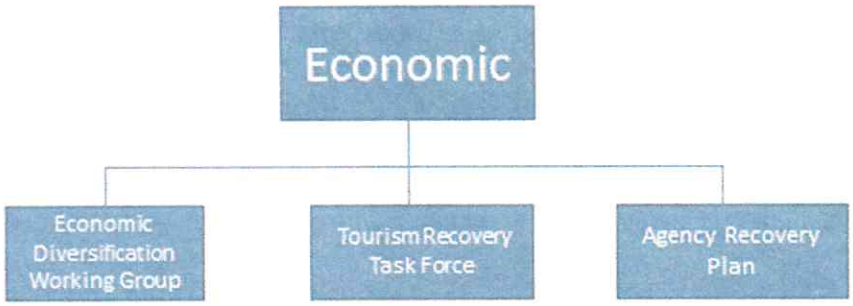
- National, regional, statewide, and community-based foundations
- Educational institutions
- Housing non-profits
- Chambers of commerce
- Faith-based organizations
- Lifeline operators and utility cooperatives
- Professional organizations
- American Red Cross
- Community Emergency Response Teams (CERTs)
- Independent national, regional, and local social services delivery agencies
- Support organizations for children, older adults, and people with disabilities and others with access and functional needs
- Fraternal organizations
- Regional planning commissions
- Independent charities
- Volunteer recruitment groups

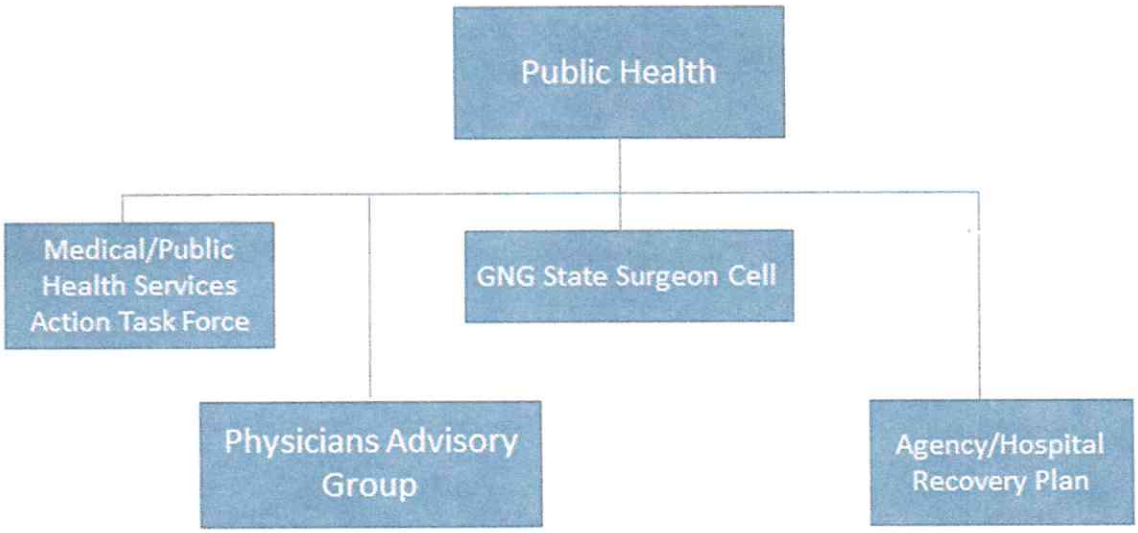
Appendices

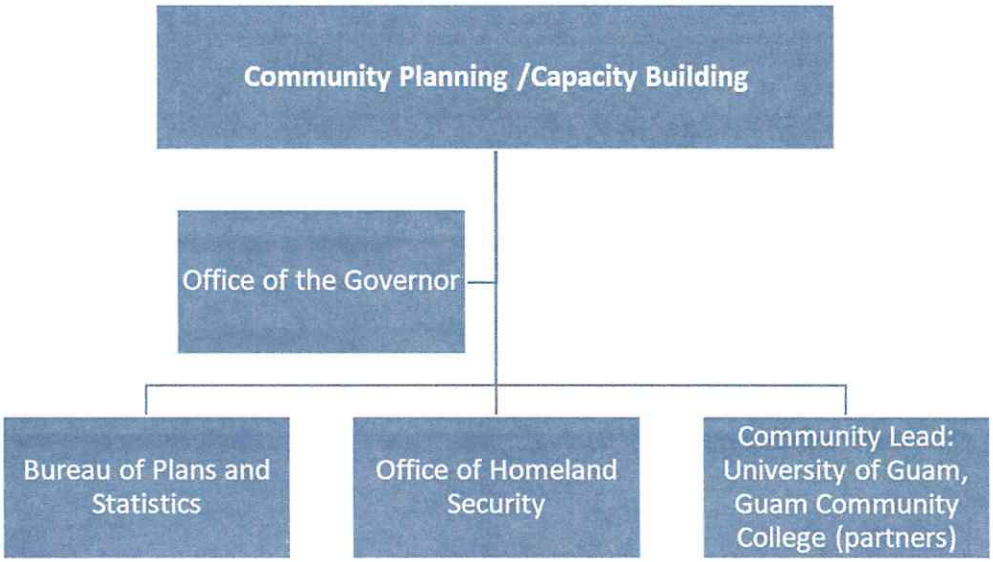
Appendix A: Guam Joint Recovery Office Stakeholder Organizational Chart

GUAM JOINT RECOVERY OFFICE ORGANIZATIONAL CHART




Economic
Economic Diversification Working Group
Tourism Recovery Task Force
Agency Recovery Plan


Public Health
Medical/Public Health Services Action Task Force
GNG State Surgeon Cell
Physicians Advisory Group
Agency/Hospital Recovery Plan


Community Planning /Capacity Building
Office of the Governor
Bureau of Plans and Statistics
Office of Homeland Security
Community Lead: University of Guam, Guam Community College (partners)

Appendix B:Checklist for FEMA Public Assistance Grant Program

Checklist for FEMA Public Assistance Grant Program

Check	Activity
☐	Keep good records - Establish, organize, maintain, and retain documentation especially details of tasks performed, hours for each task per person per day, the location of the task, equipment usage time by date, location, task, operator, and equipment rates, and contract purchase orders.
☐	Conduct a local assessment and report damages to the State.
☐	Participate in Preliminary Damage Assessment, if you have an opportunity.
☐	Watch for declaration of emergency by the Governor.
☐	Watch for declaration of a major disaster or emergency by the President.
☐	Designate a representative to interact with the State and FEMA.
☐	Attend the Applicants' Briefing scheduled by the State.
☐	Submit your Pre-application (Request for Public Assistance) form to the State.
☐	Attend the Kickoff Meeting scheduled for you, the State, and FEMA. If needed, request Immediate Needs Funding or Expedited Payments.
☐	Identify damages within 60 days of your Kickoff Meeting.
☐	If you prepare them yourself, submit Subgrant Applications (Project Worksheets) for small projects within 60 days of your Kickoff Meeting.
☐	Complete Subgrant Applications (Project Worksheets) with the FEMA Project Specialist and Technical Specialists, if appropriate, to identify scope of work, costs, and Special Considerations (i.e., insurance, hazard mitigation, historic preservation, and environmental compliance including floodplain management) pertaining to your damages and recovery plans.
☐	Be aware of the timelines for accomplishing work. From the date of Presidential declaration: • 6 months for debris removal and emergency protective measures • 18 months for permanent work • If there is no change in scope of work or increase in costs, the State may approve extensions for up to 12 months for debris removal and emergency protective measures and up to 48 months for permanent work. Other extensions require FEMA approval.

This document and the information contained within are provided via the U.S. EPA's website on Federal Funding for Utilities - Water/Wastewater - in National Disasters (Fed FUNDS). For further information, please visit http://water.epa.gov/infrastructure/watersecurity/funding/index.cfm.

Check	Activity
☐	Be mindful that temporary relocations of essential facilities are limited to 6 months and that extensions require justification.
☐	Manage the accomplishment of work and costs.
☐	Participate in site inspections by the State and FEMA.
☐	Cooperate with progress reporting as required by the State.
☐	File appeals if you disagree with an action or decision: • Within 60 days of receipt of notice of the action or decision being appealed • For net small project overruns, within 60 days of the completion of all small projects
☐	Close out small projects when all are completed. Close out large projects as each project is completed.
☐	Close out large projects as each project is completed.
☐	Cooperate with audits of your program and financial records by the State, FEMA, and the U.S. Department of Homeland Security Office of Inspector General at any time during the process.

Grants Management Technical Assistance (GMTA)

Final Closeout Checklist

The checklist below may be used as a guide for non-Federal entities in closing out their grant programs. Please work with your FEMA program contact to ensure all other program-specific closeout requirements are met. Refer to the 'Closeout Reporting Requirements' section of the FEMA Preparedness Grants Manual for more information on Preparedness grant closeout.

	☑	Notes:
Programmatic Reporting		
Depending on grant program, may include: • **All Biannual Performance Progress Reports (PPR)** for Preparedness grant programs. • **Final Performance Progress Report (PPR)** for Preparedness grant programs • **Biannual Strategy Implementation Report (BSIR)** for Homeland Security Grant Programs (HSGP), Tribal Homeland Security Grant Programs (THSGP), National Security Grant Programs (NSGP), Emergency Management Performance Grant Programs (EMGP) • **Threat and Hazard Identification and Risk Assessment (THIRA)** for Homeland Security Grant Programs (HSGP), Tribal Homeland Security Grant Programs (THSGP), Emergency Management Performance Grant Programs (EMPG) • **Stakeholder Preparedness Review** for Homeland Security Grant Programs (HSPG), Tribal Homeland Security Grant Programs (THSGP), Emergency Management Performance Grant Programs (EMPG) • A qualitative narrative summary of the impact of those accomplishments throughout the entire Period of Performance submitted to the respective FEMA Program Analyst • Other documents required by program guidance, NOFOs, appendices to the FEMA	☐	• Provides an overall summary of: grant administration; disbursement of funds used to support program goals; and alignment with approved grant application. • For awards received prior to November 12, 2020, the recipient must submit final reporting no later no later than 90 days after the end of the Period of Performance; FEMA or the pass-through entity may approve extensions as requested. • For awards received on or after November 12, 2020, the recipient must submit final reporting no later no later 120 days after the end of the Period of Performance; subrecipients must submit final reporting to the pass-through entity no later than 90 days after the end of the Period of Performance; FEMA or the pass-through entity may approve extensions as requested, per 2 C.F.R. § 200.344(a).

FEMA

	☑	Notes:
Preparedness Grants Manual, or terms and conditions of the award		
Financial Reporting		
• **Final Federal Financial Report (Form SF-425)** for Disaster and Non-Disaster programs	☐	• Federal Financial Report must not include any unliquidated obligations and account for all funds awarded, whether spent or reported as an unobligated balance and agree with the final drawdown report. • While performance under the grant – including associated costs for any product/services – must occur within the Period of Performance, such costs can be liquidated within the Liquidation Period that follows the Period of Performance end date; for awards received prior to November 12, 2020, this Liquidation Period is 90 days; for awards received on or after November 12, 2020, this Liquidation Period is 120 days, pursuant to 2 C.F.R. § 200.344(b). • For awards received prior to November 12, 2020, the recipient must submit final reporting no later no later than 90 days after the end of the Period of Performance; FEMA or the pass-through entity may approve extensions as requested. • For awards received on or after November 12, 2020, the recipient must submit final reporting no later no later 120 days after the end of the Period of Performance; subrecipients must submit final reporting to the pass-through entity no later than 90 days after

	☑	Notes:
		the end of the Period of Performance; FEMA or the pass-through entity may approve extensions as requested, per 2 C.F.R. § 200.344(a).
Equipment Documentation		
If applicable: • **Form SF-428(b)** • **Form SF-428(c)**	☐	• These forms are only required if deemed necessary by FEMA
Real Property Documentation		
• **Form SF-429**	☐	
Record Retention Procedures		
• Non-Federal entities should plan for retention of records pertinent to their award, following the requirements of 2 C.F.R. § 200.334. • A recommended best practice is to include designation of a point of contact for record access, taking staff turnover into account	☐	• Extensive record retention requirements apply and differ depending on context. *See* 2 C.F.R. § 200.334.
Subrecipient Closeout Package		
In cases of subawards, pass-through entities are responsible for coordinating the following, pursuant to 2 C.F.R. § 200.332(a)(3) and § 200.332(a)(6): • Collection of closeout records for all subawards • Send a notification of award closure to all subrecipients	☐	• Pass-through entities should also plan for retention of subrecipient records pertinent to their award, following the requirements of 2 C.F.R. § 200.334

Appendix D: Executive Order No.2020-13

UFISINAN I MAGA'HÅGA
OFFICE OF THE GOVERNOR

LOURDES A. LEON GUERRERO
MAGA'HÅGA • GOVERNOR

JOSHUA F. TENORIO
SIGUNDO MAGA'LÅHI • LIEUTENANT GOVERNOR

Via Hand Delivery
***and* E-mail: speaker@guamlegislature.org**

May 5, 2020

HONORABLE TINA ROSE MUÑA BARNES
Speaker
I Mina'trentai Singko Na Liheslaturan Guåhan
35th Guam Legislature
Guam Congress Building
163 Chalan Santo Papa
Hagåtña, Guam 96910

Re: Executive Order No. 2020-13

Dear Madame Speaker:

Pursuant to Public Law 34-16, transmitted herewith is the following Executive Order:

> **EXECUTIVE ORDER NO. 2020-13:**
> RELATIVE TO ENSURING REGULAR, RELIABLE, AND RELEVANT REPORTING REGARDING EXPENDITURES AUTHORIZED PURSUANT TO THE PUBLIC HEALTH EMERGENCY DECLARED TO RESPOND TO THE COVID-19 PANDEMIC

If you have any questions, please contact my office at # 475-9475/76.

Senseramente,

SOPHIA SANTOS DIAZ
Legal Counsel

Enclosure(s): Executive Order No. 2020-13

cc via email: *Maga'hågan Guåhan*
Sigundo Maga'låhen Guåhan
F. Philip Carbullido, Chief Justice of Guam
Compiler of Law
Central Files
Cabinet Members

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OFFICE OF THE GOVERNOR
HAGÅTÑA, GUAM 96932
U.S.A.

EXECUTIVE ORDER NO. 2020-13

RELATIVE TO ENSURING REGULAR, RELIABLE, AND RELEVANT REPORTING REGARDING EXPENDITURES AUTHORIZED PURSUANT TO THE PUBLIC HEALTH EMEREGENCY DECLARED TO RESPOND TO THE COVID-19 PANDEMIC

WHEREAS, on March 14, 2020, I, Lourdes A. Leon Guerrero, *I Maga'hågan Guåhan*, Governor of Guam, acting pursuant to the power provided to me by the Organic Act and the laws of Guam, declared a public health emergency in the island of Guam, due to the dangers posed by the 2019 novel coronavirus ("COVID-19"); and

WHEREAS, since first declaring the state of emergency in Executive Order No. 2020-03, I have twice extended the public health emergency in additional intervals of thirty (30) days; and

WHEREAS, on March 22, I requested and on March 27, 2020, President Donald J. Trump declared Guam a disaster area and directed that federal aid be made available to assist with our response the pandemic; and

WHEREAS, this Administration recognizes and supports the right of the people to know and understand where and how government funds are directed; and

WHEREAS, pursuant to the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), Guam has received one hundred and seventeen million nine hundred and sixty-eight thousand two hundred and fifty-seven dollars and eighty cents ($117,968,257.80); and

WHEREAS, on April 22, 2020, the United States Treasury issued Guidance on the use of funding made available by the CARES Act; and

WHEREAS, money provided to the government of Guam under the CARES Act must be expended by December 30, 2020; and

WHEREAS, to best account and allocate for needs that have arisen as a result of the public health emergency, a budget is necessary to guide spending of money received under the CARES Act; and

WHEREAS, on my instruction, the Bureau of Budget Management and Research has developed a budget for the utilization of funds received by the government of Guam under the CARES Act, which has been transmitted to the Legislature; and

WHEREAS, the first major expenditure of CARES Act funding will be through disaster relief under *Prugråman Salåppe' Ayudon I Taotao,* which I have announced today under Executive Order No. 2020 -12; and

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HAGÅTÑA, GUAM 96932
U.S.A.

WHEREAS, while the Office Public Accountability will eventually conduct an audit of all spending under the CARES Act, it is appropriate that an independent, third-party review occur concurrently; and

WHEREAS, I have established a panel, composed of representatives from government, business groups, and medical professionals, to offer advice relative to recovery efforts; and

WHEREAS, unlike most other disasters that Guam has suffered and recovered from, the COVID-19 pandemic is unique in that we must begin recovery efforts even while the disaster continues to occur; and

WHEREAS, to best address the needs of the disaster and the recovery, it is appropriate to establish a Recovery Office.

NOW, THEREFORE, I, LOURDES A. LEON GUERRERO, *I Maga'hågan Guåhan,* Governor of Guam, by virtue of the authority vested in me by the Organic Act of Guam, as amended, do hereby order:

1. **RECOVERY OFFICE.** There is hereby established a COVID-19 Pandemic Recovery Office ("Recovery Office"). The Recovery Office shall be responsible for working with the Federal Emergency Management Agency relative to the current disaster and is authorized to provide information, assurances, requests, or justifications on behalf of the Governor of Guam. Additionally, the Recovery Office shall support the work of the Governor's Guam Recovery Panel of Advisors.

2. **PUBLICATION OF RESPONSES TO REQUESTS FOR DOCUMENTS UNDER THE SUNSHINE REFORM ACT OF 1999.** Effective immediately, responses provided by any executive branch line agency to requests for documents related to this emergency shall be submitted to the Office of the Attorney General for posting on its website. Such submission shall be made no more than two (2) business days from the date of the response to the Sunshine Act request. Executive branch line agencies shall compile all responses provided relative to this disaster since the declaration of the public health emergency on March 14, 2020 and similarly submit them to the Office of the Attorney General for posting.

3. **REPORT EXPENDITURES.** On a monthly basis, provide reports of expenditures for goods and services in response to and directed toward recovery from the COVID-19 pandemic and this public health emergency, or any extension thereof. These reports shall be transmitted to the Legislature and posted on the website of the Office of the Governor.

4. **CONCURRENT REVIEW AND REGULAR REPORTING OF CARES ACT EXPENDITURES.** On a regular basis, independent, third-party review will be performed relative to all expenditures made under the budget developed. This review shall ensure compliance with applicable federal and local law and require

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accountability and transparency on the part of all entities involved in the utilization of CARES Act funding.

SIGNED AND PROMULGATED at Hagåtña, Guam, this **5th** day of **May 2020**.

LOURDES A. LEON GUERRERO
Maga'hågan Guåhan
Governor of Guam

Attested by:

JOSHUA F. TENORIO
Sigundo Maga'låhen Guåhan
Lieutenant Governor of Guam

Appendix E: SOP Record of Changes

Record of Changes

	Change Type	**Date of Change**
1	Version 1.0	2/1/22
2	Version 1.2- Overall edits, additional sections, charts	2/10/22
3		
4		
5		