

GOVERNMENT OF GUAM
OFFICE OF THE GOVERNOR
AGANA, GUAM

EXECUTIVE ORDER NO. 74-32

CLEARINGHOUSE PROCEDURES

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,

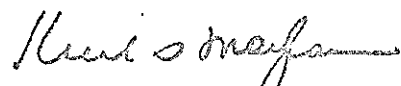
or Executive Orders in conflict with this order are hereby superseded;
and do hereby designate the Bureau of Budget and Management Research
as the State Clearinghouse for Guam.

This Order shall be effective upon approval of the Governor.

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


CARLOS G. CAMACHO
Governor of Guam

COUNTERSIGNED:


KURT S. MOYLAN
Lieutenant Governor

11-1-74



GOVERNMENT OF GUAM
AGANA, GUAM 96910

September 12, 1974

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

OFFICE OF THE GOVERNOR
AGANA, GUAM

CLEARINGHOUSE DESIGNATION AND PROCEDURES

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

DEPARTMENT AND
AGENCIES

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

Dept. receives grant approval, telegram, etc.

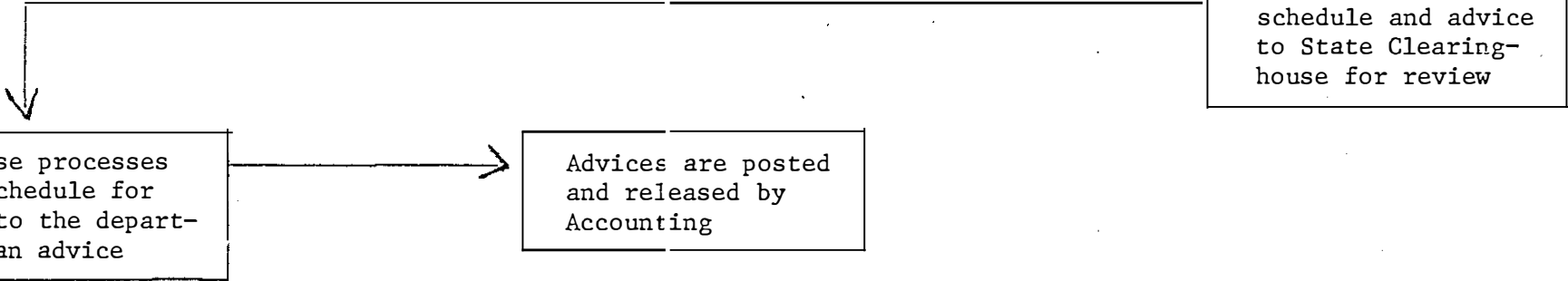
Account Nos.
and
Balances

Depts. complete allotment schedule & advice as required

Sends allotment schedule and advice to State Clearinghouse for review

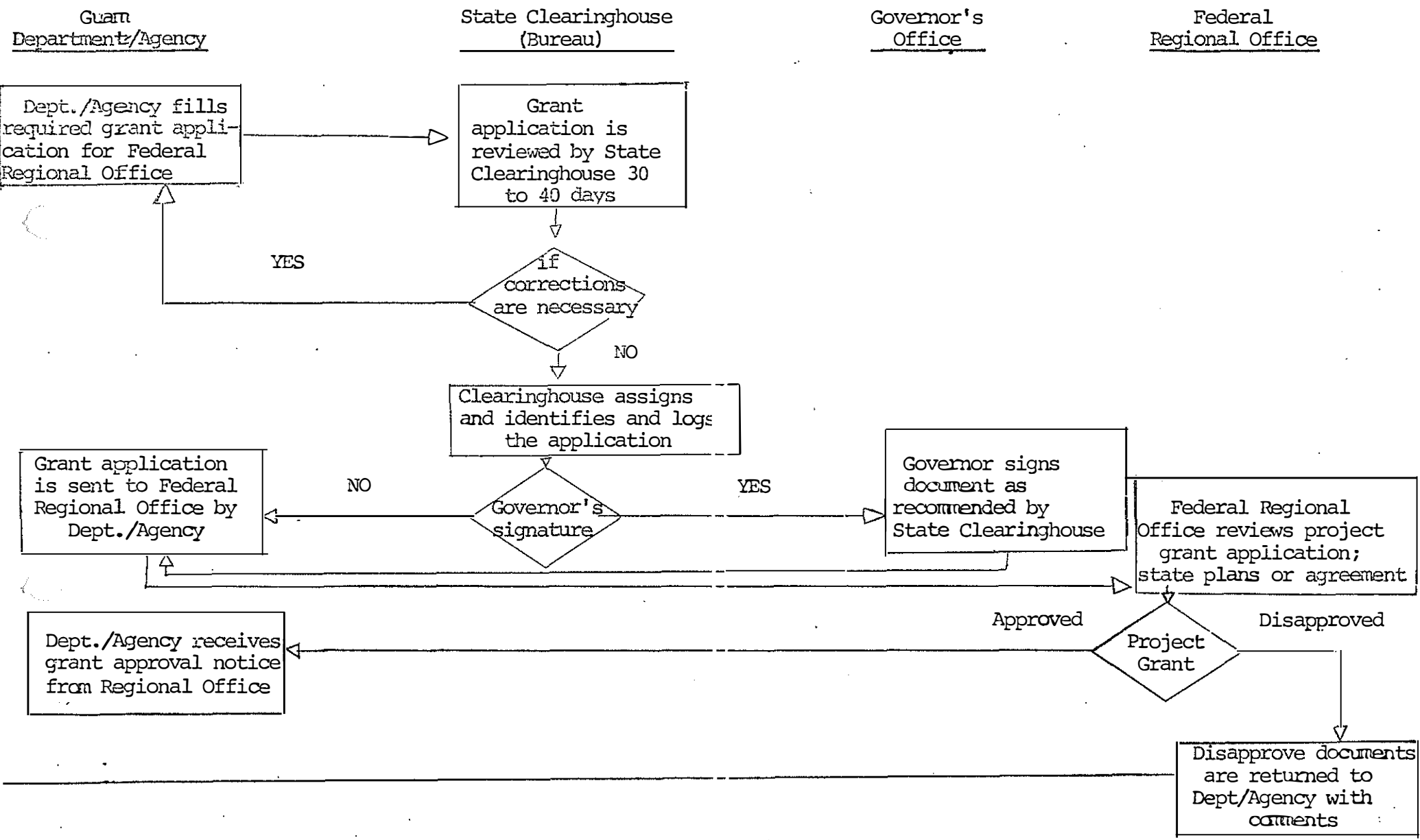
Clearinghouse processes allotment schedule for new grants to the department, plus an advice

Advices are posted and released by Accounting



PROPOSED SYSTEM
GUAM - CLEARINGHOUSE APPLICATION PROCESS

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PRESENT SYSTEM

GUAM - CLEARING HOUSE APPLICATION PROCESS

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