
BUREAU OF BUDGET AND MANAGEMENT RESEARCH

STANDARD OPERATING PROCEDURES

SUBJECT: Guam State Clearinghouse Review Process (BBMR)

EFFECTIVE DATE: November 8, 2019

The Guam State Clearinghouse was created following Executive Order 12372 signed by President Ronald Reagan in 1982. The Guam State Clearinghouse was created in 1983 and placed under the direct purview of the Lieutenant Governor of Guam, as per Title 5 of the Guam Code Annotated.

The three main functions of the Guam State Clearinghouse:

1. Intergovernmental Review

- a. The Guam State Clearinghouse performs several functions as outlined in Title 5, Guam Code Annotated, Chapter 2, §2101.
- b. One of these functions is to conduct intergovernmental and area wide review of all federal grant applications applied for by the Government of Guam. This process was established in accordance with Presidential Executive Order 12372 and is outlined in this section.
- c. Is it covered under Presidential Executive Order 12372? The associated grant application will specify if it is required.
 - i. If YES, Intergovernmental Review (IGR) will be initiated.
 - ii. If NO, Area Wide Review (AWR) will be initiated.
 - iii. Note: Regardless of the type of review, notices will be emailed to the same people and documents will be routed to the same offices.
- d. IGR Review Timeline
 - i. Standard review IGR/AWR timeline is 30 days. The GSC must receive the grant application at least 30 days prior to submission for a proper review.
 - ii. 15 days for comments
 - iii. 15 days for legal/fiscal review and Governor's signature
- e. Other Documents
 - i. The GSC reviews and approves documents other than federal grant applications. These documents include:
 1. Cursory Review
 2. Requests for Establishment of Account
 3. Request for Release of Funds
 4. State Plan Reviews
 5. Requests for Grant Modification

2. Monitoring and Compliance

- a. All Government of Guam agencies receiving federal grant monies are required to copy the GSC on federal grant report submissions.
- b. This is to ensure that deliverables are being met and expenditures are made on a timely basis.
- c. As per Guam law: 5GCA §2101

3. Training and Development

- a. Apart from Department of Administration training that may be offered, the GSC remains the authority on grant training and federal submission guidelines.

Guam State Clearinghouse – BBMR’s Review Process:

- Verify that the application amount (including any applicable matching requirements) is consistent with the respective grant opportunity announcement in the Catalog of Federal Domestic Assistance (CFDA)
- Ensure that all budgetary calculations and breakdowns are accurate and consistent with local prevailing rates and are allowable under the program
- Indicate that the grant application has an indirect cost calculation (where applicable). Percentage applied against direct salaries and must be in accordance with the approved negotiated rate
- Verify method of funding (Single Letter of Credit, Treasury Check, etc.)
- Ensure that the applicant agency is current with expenditure reporting, especially if the grant application is for a continuing program or project
- Verify that salary levels (where applicable) for continuing and new positions are consistent with the Guam Civil Service Commission’s (CSC) Competitive Wage Pay Plan
- Ensure that applicants have requested for the Omnibus Territorial Waiver (\$200K) or written justification for not requesting the waiver
- Ensure that applicants identify viable sources of monetary matches (where applicable)
- Ensure that its review is complete and submitted to the GSC within fifteen (15) calendar days
- Executive Order No. 2012-01 (Requirements):
 - Any personnel who manages or oversees federally funded programs must comply with the Guam State Clearinghouse mandates and applicable federal program provisions concerning the recapture of indirect cost outlay
 - Formal documentation and application for indirect cost reimbursement to respective federal funding entities is a standard requirement (annually) of federally funded program recipients
 - The recapture of indirect cost entitlements that are authorized by federal law are monitored by Guam State Clearinghouse
 - Guam State Clearinghouse reports the total Indirect Cost applied for by department and program
 - Departments/agencies who do not apply for Indirect Cost shall submit evidence of Grantor notification
 - Must indicate the reason Indirect Cost will not be reimbursed/funded

A copy of Executive Order No. 2012-01 can be found on BBMR's Website:
<http://bbmr.guam.gov>

NOTE: This SOP is subject to change by the Bureau of Budget & Management Research