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**BUREAU OF BUDGET AND MANAGEMENT RESEARCH**

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**STANDARD OPERATING PROCEDURES**

**SUBJECT:** Governor's Emergency Declaration (BBMR)

**EFFECTIVE DATE:** November 8, 2019

1. **§22402 of Chapter 22 of 5 GCA - *I Maga'lahren Guåhan* or *I Maga'hagan Guåhan***, the Governor of Guam makes an Emergency Declaration and exercises his/her authority under this section to utilize no more than \$250,000 from General Fund appropriations of the Executive Branch for expenses resulting from civil defense, public safety, or healthcare emergencies.
2. ***I Maga'lahren Guåhan* or *I Maga'hagan Guåhan*, the Governor of Guam issues Executive Order(s)** – Once issued and signed by the Governor, BBMR begins task of identifying General Fund appropriations of the Executive Branch up to \$250,000 to fund the declared emergency. Note that the Governor of Guam may issue more than one Executive Order for the emergency depending on the severity. If such is the case, BBMR may have to identify additional funding of \$250,000 for each Executive Order issued.
3. **Emergency Account(s) Established** - BBMR initiates a Request for Establishment of Account(s) based on the Governor's Executive Order and coordinates with the Division of Accounts of the Department of Administration on the establishment of the emergency expenditure account(s). Once established, these emergency expenditure account(s) are administered by the Guam Homeland Security - Office of Civil Defense (GHS-OCD).
4. **Modification of Account(s)** – BBMR, in coordination with the GHS-OCD, the Division of Accounts and General Services Agency of the Department of Administration may Modify the Emergency Expenditure Account(s) at the request of GHS-OCD to address any immediate funding needs (i.e. requisitions, purchase orders, overtime requirements) of the emergency.
5. **Reporting Requirements** - Per §22402 of Chapter 22 of 5 GCA, *I Maga'lahren Guahan* or *I Maga'hagan Guåhan*, the Governor of Guam shall provide a written report of the expenditures of such funds and its source to *I Liheslaturan Guåhan*, the Guam Legislature and the Public Auditor within five (5) days of such transactions.

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