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ALL LIVING THINGS OF THE EARTH ARE ONE

STANDARD OPERATING PROCEDURE

GUAM EPA SOP# 07

Preparation of Required Reports for Federal Grants

Version 1


Effective Date: _____

APPROVED:




Administrative Service Officer

04/28/2017
Date

 for Yvette Cruz

Deputy Administrator

04/28/17
Date



Administrator

04/28/17
Date



EPA Program Manager

4/28/2017
Date

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ATTACHMENTS

1. MBE/WBE FORM
2. FEDERAL FINANCIAL REPORT
3. STATEMENT OF ANNUAL CERTIFICATION

I. PURPOSE

GEPA's ASD is responsible for all reporting's from the Federal Government for GEPA in line with the requirements of federal award program CFDA number 66.600, Environmental Protection Consolidated Grants-Programs Support of GEPA and GEPA award specific programmatic conditions under 2CFR §200.207.

II. APPLICABILITY AND SCOPE

This procedure applies to all transactions of reporting processed through GEPA's Administrative Services Division.

III. SUMMARY OF PROCEDURE

This procedure describes all steps related to the processing of drawdowns from start to finish.

IV. DEFINITION OF TERMS

GEPA:	Guam Environmental Protection Agency
ASD:	Administrative Services Division
CFDA:	Catalog of Federal Domestic Assistance
DBE:	Disadvantaged business enterprises
FFR:	Federal Financial Report
AA:	Administrative Assistant
ASO:	Administrative Service Officer
ASD Drive:	Admn >

IV. REPORTING PROCEDURE

Listed below are the steps for the processing of reporting of can be found in the ASD shared drive.

DBE FORM: (Due no later than October 30)

- ASO reviews any and all contracts that fall under the DBE form.
- ASO fills out DBE EPA 5700-52A form
- ASO provides documents to Administrator for signature.
- Administrator signs and submits to ASO for processing.
- ASO scans and sends to USEPA via email: DBE admin and Program Manager

FFR: (Due no later than December 31)

- ASO reviews expenditures for fiscal year end.
- ASO fills out FFR form
- ASO provides documents to Administrator for signature.
- Administrator signs and submits to ASO for processing.
- ASO scans and sends to USEPA and Las Vegas via email: Program Manager and Grants Specialist

QUARTERLY REPORTS: (Due 30 days after close of each quarter)

- Each Program submits quarterly reports by the 15th of January, April, July and September of every year to AA. (If the 15th falls on a weekend the reports are due the following working day)
- AA prepares cover memo for Administrator signature.
- Administrator signs and returns to AA for processing.
- AA receives and submits via email to US EPA Program Manager

VII. ANNUAL STATEMENT DUE DECEMBER 31

ASO submits statement to US EPA Program Manager via email that this SOP was followed in preparation of required reports and that all reports were submitted on time.

VIII. TRACKING

Tracking of documents are available on the ASD shared drive. Note that these

are occasionally updated based on the routing process and revisions made on the procedures.

IX. RECORDS MANAGEMENT

All reports are kept in a filing cabinet located in ASD. All other reading files, etc. are scanned and filed in the Administrative Scanned Documents folder located in the ASD shared drive. Administrative staff makes it an internal policy to keep files for five (5) years only, with the exception of personnel and travel files for audit and information purposes.

IX. REFERENCES

- www.epa.gov/osbp
- www.epa.gov/ffr