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## STANDARD OPERATING PROCEDURE

GUAM EPA SOP# 08

Drawdown Procedures

VERSION 1

Effective Date: \_\_\_\_\_

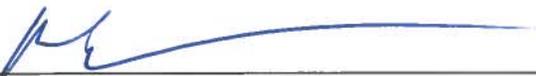
APPROVED:

  
\_\_\_\_\_  
Administrative Service Officer

04/28/2017  
Date

  
\_\_\_\_\_  
Deputy Administrator

04/28/2017  
Date

  
\_\_\_\_\_  
Administrator

04/28/2017  
Date

  
\_\_\_\_\_  
EPA Program Manager

4/28/2017  
Date

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## ATTACHMENTS

1. SF270 REIMBURSEMENT FORM
2. FGIA AS400 REPORT
3. DRAWDOWN CHECKLIST

I. PURPOSE

GEPA's ASD is responsible for all drawdowns 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 drawdowns processed through DOA's Division of Accounts, ASAP, DSMOA portal, and the US DOT Delphi invoicing system.

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
DOA:	Department of Administration
ASAP:	Automatized Standard Application for Payment
DSMOA:	Defense State Memorandum of Agreement
DOT:	Department of Transportation
ASO:	Administrative Service Officer
ASD Drive:	Admn >

#### IV. DRAWDOWN PROCEDURE

Listed below are the steps for the processing of drawdown expenditures determined by the Department of Administration (DOA) and may be changed as information and compliance needs are evaluated. All drawdown requests are made on at least a quarterly basis.

##### **ASAP DRAWDOWNS:**

- ASO requests list of expenditures from DOA via email.
- Once ASO receives email from DOA she/he extracts expenditures by fund and ensures all information is inputted (dates of transaction, check numbers, check dates, vendor name) on excel spreadsheet.
- ASO ensures all JVs are processed prior to drawdown request.
- ASO prepares drawdown checklist submits to US EPA Program Manager with request.
- ASO submits spreadsheet to US EPA for approval via email; estimated 4-5 business days for review. US EPA Program Manager (or his/her designee)
- If any amounts are denied, a reason must be provided by US EPA and inputted on checklist.
- Once approval is received via email, ASO submits drawdown via ASAP system.
  - Enter user name and password
  - From a drop list click "Initiate Payment Request"
  - Enter all required information (e.g. account, banking info)
  - Enter approved amount by each category
  - Submit for process
- ASO prints notification of drawdown submittal and submits to DOA via email.
- ASO reviews AS400 for receipt of reimbursement once inputted by DOA.
- ASO files supporting documents.

##### **DOT / DSMOA**

- ASO requests list of expenditures from DOA via email.
- Once email is received ASO extracts expenditures by fund.
- ASO prepares SF270 form submits to Administrator for approval.
- Once approval is received, ASO scans SF270 form and submits via DSMOA portal and Dephi Invoicing system.
- ASO prints notification of drawdown submittal and submits to DOA via email.
- ASO reviews AS400 for receipt of reimbursement once inputted by DOA.
- ASO files supporting documents

## VII. 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.

## VIII. RECORDS MANAGEMENT

All draw down documents 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

- Appendix A: ASAP recipient Enrollment Process
- <https://www.transportation.gov/cfo/delphi-invoicing-system>
- [DSMOA Portal](#)