



EDWARD M. BIRN  
Director (Direktot)

EDITH C. PANGELINAN  
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF  
ADMINISTRATION**  
DIPATTAMENTON ATMENESTRASION  
**DIRECTOR'S OFFICE**  
(Ufisinan Direktot)  
Telephone (Telifon): (671) 475-1101/1250



LOURDES A. LEON GUERRERO  
Governor (Maga'håga)

JOSHUA F. TENORIO  
Lt. Governor (Sigundo Maga'låhi)

**COVID-19 BEREAVEMENT ASSISTANCE FUND – Guidelines  
EO2020-35**

The Covid-19 Bereavement Assistance Fund is established pursuant to Executive Order (EO) 2020-35 relative to providing financial assistance to medical and health providers and families of Covid-19 related fatalities.

Section 3, of EO 2020-35 directs the Department of Administration Benefits Section (DOA Benefits) to create the Covid-19 Bereavement Assistance Fund (Fund) to assist the families of individuals who have died due to Covid-19 or Covid-19 related complications in the amount of \$10,000 per decedent.

The Fund should be distributed in accordance with program requirements, which shall include the following process and requirements:

- 1. Identifies Guam residents who have died due to Covid-19 or Covid-19 related complications, as determined by the Guam Memorial Hospital.**
  - a. The Guam Memorial Hospital Authority (GMHA), Guam Regional Medical City (GRMC), or US Naval Hospital Guam shall provide a certified document advising of a Covid-19 or Covid-19 related death; or
  - b. A death certificate from the Guam Department of Public Health and Social Services must be submitted indicating death as a Covid-19 or Covid-19 related complications;
  - c. For decedents below 1 day of age, decedent must have been living at the time of birth (live birth);
  - d. Government issued identification of decedent;
  - e. Death Certificate must indicate Guam as place of residence and place of death.
- 2. Ensures that a proper recipient of the grant is identified, pursuant to program guidelines.**
  - a. Completion of the "Government of Guam Covid-19 Bereavement Assistance Fund Notarized Affidavit" (Affidavit);
  - b. Government issued identification of claimant must be accompanied with a notarized Affidavit;
  - c. A one-time assistance Fund of \$10,000 will be disbursed to the claimant submitting the Affidavit for the decedent.
- 3. Provides a system of reporting, including auditable certification to ensure accountability.**
  - a. Upon certification of required documentation, DOA Benefits will forward necessary information to DOA Division of Accounts for payment processing;
  - b. DOA Benefits will maintain all master listing and files;
  - c. Covid-19 claims may be submitted for payment unless otherwise directed.

**Approved:**

\_\_\_\_\_  
Edward M. Birn, Director  
Department of Administration

\_\_\_\_\_  
Date