



## OFFICE OF THE GOVERNOR

PAGO PAGO, AMERICAN SAMOA 96799

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EXECUTIVE ORDER NO. 009 -2007

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AN ORDER ESTABLISHING THE AMERICAN SAMOA GOVERNMENT POLICY ON GRANT ADMINISTRATION AND COORDINATION OF GRANT EFFORTS FOR EFFECTIVE AND EFFICIENT MANAGEMENT OF GRANTS WITHIN THE TERRITORY

Section 1. Purpose and Authority

The purpose of this Policy Statement on Grant Administration is to establish policies for the administration of grants in the American Samoa Government. The authority to issue policies and procedures on grant administration is founded on Section 6, Title IV of the Revised Constitution of American Samoa.

Section 2. Persons, agencies and areas affected

This is a Territory-wide Policy Statement affecting all public agencies and departments in American Samoa that research, seek, apply for, or administer grants or other forms of assistance.

Section 3. Policy

- a. Authority to Apply for Grant Funding – Only the Governor of American Samoa or a duly authorized designee may sign and submit grant applications on behalf of the American Samoa Government.
- b. Coordination of Grant Policy and Grant Operations – The American Samoa Government must be able to track and manage grants at all stages of the grant process from funding research through project closeout. To accomplish this policy requirement, the Office of Federal Programs has been established within the Office of the Governor. The Office of Federal Programs shall be responsible for:
  1. Developing, revising, and disseminating the official grants policies and procedures of the American Samoa Government.
  2. Coordinating the tracking of grant applications, awards, and major project management decisions associated with awarded grants.
  3. Assisting agencies and departments with the interpretation and application of Territorial, Federal, or other grant policies.

4. Assisting with the resolution of disputes between the American Samoa Government and funding sources.
5. Offering grants-related training and technical assistance services.

c. Acceptance of Grants – The Governor of American Samoa or an approved designee are the only persons authorized to sign and accept grant awards on behalf of the American Samoa Government.

d. Proposal Development – The Office of Federal Programs, located within the Office of the Governor, is American Samoa's point of contact for funding research and opportunities. The role of the Office of Federal Programs in this regard is to:

1. Research appropriate funding opportunities.
2. Inform all agencies and departments about relevant funding opportunities.
3. Upon request, assist with proposal development.
4. Review proposals written by other agencies and department upon request.
5. Offer training and technical assistance in proposal development

Agencies and departments are responsible to develop and share their own expertise in grant proposal writing and to use the services of the Office of Federal Programs when needed.

e. Departmental Responsibility for Grants – Agency/Department heads and key technical staff are responsible for generating funding ideas, helping to identify funding opportunities, participating in program planning and proposal development, and managing the day-to-day functions associated with a successful grant award.

The director of each and every agency or department is accountable for all grants within his or her departmental jurisdiction. In cases where more than one agency or department is responsible for a grant, a lead agency/department shall be designated for accountability. Each agency/department head shall:

1. Appoint a grants liaison for the agency/department.
2. Designate a project manager for each and every grant awarded to the agency/department.
3. Implement awarded grant projects according to the terms and conditions of each grant award.
4. Ensure that the designated grants liaison for the agency/department tracks grant awards and consults with the Office of Federal Programs on a regular basis.
5. Ensure that the designated grants liaison and all project managers know how to designate project expense codes, complete grant drawdown forms, and monitor project funding using prescribed procedures.
6. Ensure that requests for grant funds are promptly submitted to minimize the advance use of Territorial funds.
7. Ensure that project reporting requirements and deadlines for submissions are strictly observed.

f. Treasury Department Grant Functions and Responsibilities – As the head of the Treasury Department and the Chief Financial Officer of the Territory, the American Samoa Treasurer shall:

1. Have exclusive authority to deposit all grant funding received by the American Samoa Government into appropriate accounts designated by Treasury departmental personnel.
2. Establish appropriate account code assignments for charging costs to grants. (Account code assignments must not conflict with the items of cost contained in the approved grant budget.)
3. Record revenues and expenditures associated with approved grants.
4. Ensure that the accounting system of the American Samoa Government is capable of tracking revenue and expenditures associated with each and every grant award regardless of how grant funding is appropriated.
5. Issue regular reports at least monthly on the status of grant-funded projects to operating agencies/departments and issue special reports when needed to the Territorial Auditor and the Office of Federal Programs.
6. Counter-sign grant drawdown requests, whether on an advance or reimbursement basis.

g. Internal Audit of Approved Grants – All grants awarded to the American Samoa Government are subject to the possibility of a compliance audit in accord with the most currently approved audit plan of the Territorial Audit Office. The Governor may request a special internal audit of any grant awarded to the American Samoa Government.

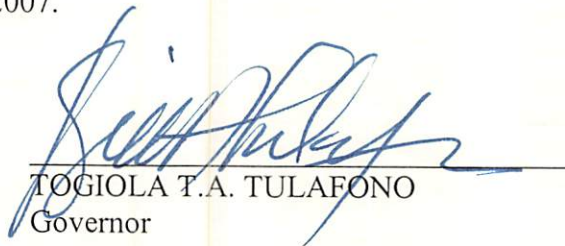
#### Section 4. Policy Implementation

The Office of Federal Programs shall be responsible for implementing this Policy on Grant Administration through procedures or other guidance documents.

#### Section 5. Status of Previous Policies and Procedures – Supersession

This Order supersedes all previous policies on grant administration adopted by the American Samoa Government or its agencies/departments. Any existing procedures shall be amended to conform to this Policy Statement.

Dated: August 6, 2007.

  
TOGIOLA T.A. TULAFONO  
Governor

cc: Per Standard List  
Office of Federal Programs