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GOVERNOR

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**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

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EXECUTIVE ORDER NO. 007 – 2025

**AN ORDER ESTABLISHING THE AMERICAN SAMOA GRANTS CLEARINGHOUSE
DIVISION**

Section 1. Authority

This Executive Order is issued under the authority granted to the Governor of American Samoa in Article IV, Sections 6 and 7 of the Revised Constitution of American Samoa, and Section 4.0111, American Samoa Code Annotated.

Section 2. Findings and Purpose

WHEREAS, the American Samoa Government depends substantially on federal grants to support core public services, infrastructure, education, healthcare, and community development programs; and

WHEREAS, fragmented grants management across departments has resulted in operational inefficiencies, missed funding opportunities, audit findings, compliance deficiencies, and risk of high-risk grantee designation by federal agencies; and

WHEREAS, federal regulations including 2 CFR Part 200 and Presidential Executive Order 12372 require centralized coordination, compliance oversight, and designation of a Single Point of Contact (SPOC) for intergovernmental review of federal assistance; and

WHEREAS, strengthening accountability, eliminating administrative silos, and ensuring no federal funding opportunity is lost due to lack of coordination requires establishing a centralized grants clearinghouse;

NOW, THEREFORE, by virtue of the authority vested in the Governor of American Samoa, it is hereby ordered as follows:

Section 3. Establishment of the American Samoa Grants Clearinghouse Division

- (a) **Creation:** There is hereby established within the Office of the Governor the American Samoa Grants Clearinghouse Division (ASGCD). The Division shall report directly to the Governor or his designee and serve as the central coordinating entity for all federal grants, territorial grants, and financial assistance awarded to executive branch departments, agencies, and semi-autonomous entities. The funding for ASGCD is included in the budget for the Office of the Governor.

- (b) **Scope of Authority:** The authority of the ASGCD extends to all grants, cooperative agreements, and financial assistance received by executive branch entities from federal agencies, territorial sources, and other funding organizations, regardless of amount or duration. Provided, however, that this Executive Order does not apply to grants administered by the American Samoa Criminal Justice Planning Agency.

Section 4. Functions and Responsibilities

The Division shall:

- (a) **Central Oversight and Coordination:** Provide centralized oversight of all grant activities; coordinate grant application processes; review all applications prior to submission for completeness, accuracy, and compliance; and facilitate interagency coordination to prevent duplication.
- (b) **Mandatory Notification and Submission:** Require all executive entities to:
 - (1) Notify ASGCD of intent to pursue any grant opportunity at least 15 business days before deadline (or as soon as practicable);
 - (2) Submit draft applications for clearance at least 10 business days before submission;
 - (3) Submit copies of executed agreements, awards, modifications, and correspondence within 5 business days of receipt;
 - (4) Submit copies of all reports to awarding agencies within 5 business days of submission;
 - (5) Immediately notify ASGCD of compliance issues, audit findings, or concerns from awarding agencies.
- (c) **Grants Tracking System:** Develop and maintain a comprehensive database tracking all grant activities including award information, recipient agencies, reporting requirements, compliance requirements, expenditures, performance metrics, audit findings, and document repository.
- (d) **Compliance Monitoring:** Conduct quarterly compliance reviews of high-risk grants; perform annual risk assessments; monitor reporting deadlines; track audit findings and corrective actions; and coordinate with Treasury, Budget Office, Attorney General, and Auditor.
- (e) **Training and Technical Assistance:** Develop standardized training on federal grants management requirements; conduct quarterly training sessions; provide on-demand technical assistance; and maintain resource library of guidance documents and templates.
- (f) **Single Point of Contact (SPOC):** Fulfill SPOC responsibilities under Presidential Executive Order 12372 including intergovernmental review of federal assistance, coordination with other SPOCs, and ensuring federal assistance aligns with territorial priorities.

- (g) **Strategic Grants Development:** Monitor federal funding announcements; identify opportunities aligned with territorial needs; facilitate collaborative multi-agency applications; and prepare annual grants opportunity assessments.
- (h) **Transparency and Reporting:** Prepare quarterly reports to the Governor detailing grant activities, compliance status, and risks; prepare annual comprehensive grants report; and coordinate with Treasury for federal transparency portal reporting.

Section 5. Compliance Requirements

- (a) **Mandatory Compliance:** All executive branch departments, agencies, and entities are directed to fully comply with all directives, policies, and procedures issued by the ASGCD.
- (b) **Prohibition on Bypass:** No executive branch entity shall submit a grant application or execute a grant agreement without prior notification to and review by the ASGCD as specified in Section 4(b). Applications or agreements executed in violation may be subject to remedial action by the Governor.
- (c) **Access to Information:** All executive entities shall provide ASGCD full and timely access to all grant-related information, documentation, records, and personnel necessary to fulfill oversight functions.
- (d) **Enforcement:** In cases of non-compliance, ASGCD may issue written notices to agency heads; require corrective action plans; and recommend suspension of application authority until deficiencies are remediated.
- (e) **Appeals:** Agencies may submit written appeals to the Governor within 10 business days of receiving notice of an ASGCD decision. The Governor's decision is final.

Section 6. Leadership and Staffing

- (a) **Division Administrator:** The Division shall be led by an Administrator (Territorial Chief Grants Officer) appointed by and serving at the pleasure of the Governor. The Administrator shall:
 - (1) Possess demonstrated expertise in federal grants management and federal regulations;
 - (2) Serve as the Territory's SPOC under Presidential Executive Order 12372;
 - (3) Report directly to the Governor or his designee;
 - (4) Have authority to issue policies and procedures to implement this Order;
 - (5) Serve as primary liaison for grant compliance with federal awarding agencies.
- (b) **Staffing:** The Division shall be staffed with personnel as necessary and as resources permit, including grants compliance specialists, development specialists, data management personnel, training coordinators, and administrative support. The Governor may assign existing personnel, authorize new positions, or utilize contractors to staff the Division.

- (c) **Collaboration:** All department and line agency staff with grant responsibilities shall work with the ASGCD to accomplish the goals of this Executive Order.

Section 7. Implementation

- (a) **Implementation Phases:** Within 30 days: Establish infrastructure, identify personnel, conduct initial meetings with department heads, begin grant inventory, and draft initial policies.

Within 180 days: Complete grant inventory, establish tracking database, issue comprehensive written policies, conduct initial training, establish interagency agreements, and develop templates.

Within 365 days: Complete implementation of all functions; conduct first annual compliance review; prepare first annual report; and develop strategic plan for ongoing operations.

- (b) **Policy Development:** The Administrator shall develop and issue detailed implementing policies and procedures within 180 days, including standardized forms, processes, and guidance documents.

Section 8. Reporting

- (a) **Quarterly Reports:** The Administrator shall submit quarterly reports to the Governor within 30 days following each fiscal quarter, including summary of applications and awards, compliance status, audit findings, training activities, upcoming deadlines, and recommendations.
- (b) **Annual Report:** The Administrator shall submit an annual comprehensive grants report to the Governor within 90 days following the fiscal year end, including complete inventory, funding totals by agency and program, expenditure analysis, compliance status, performance outcomes, and strategic recommendations.

Section 9. General Provisions

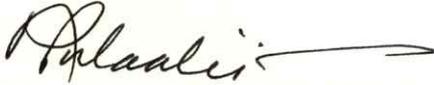
- (a) **Compliance with Law:** Nothing herein supersedes federal law, federal regulations, the Revised Constitution, or the American Samoa Code. All actions shall comply with 2 CFR Part 200, Presidential Executive Order 12372, and other applicable federal requirements.
- (b) **Rescission:** Executive Order No. 012-2013 is hereby rescinded. All functions, responsibilities, and authorities previously assigned to the Office of Grants Oversight and Accountability are transferred to the ASGCD.
- (c) **Transition:** All personnel, equipment, records, and resources previously assigned to the Office of Grants Oversight and Accountability are transferred to the ASGCD.
- (d) **Severability:** If any provision of this Order is held invalid, other provisions remain in effect.

- (e) **No Private Right of Action:** This Order is intended solely to improve internal executive branch management and creates no enforceable right or benefit for any party against the Government.
- (f) **Amendment:** This Order may be amended by subsequent executive order. The Administrator may issue supplemental policies consistent with this Order.

Section 10. Effective Date

This Executive Order is effective immediately upon signing and shall remain in effect until further order of the Governor.

Dated: November 11, 2025


PULAALI'I NIKOLAO PULA
Governor of American Samoa