

Talauega Dr. Samasoni Asaeli
Director
American Samoa Department of Education

Dr. Roxanne Suaava-Salave'a
Deputy Director



Dr. Teresa Leiato-Atuatasi
Deputy Director

Folausaua Faafetai Teofilo
Deputy Director

DEPARTMENT OF EDUCATION
Pago Pago, American Samoa
Tel:(684) 633-5237 Fax: (684)633-4240

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To ALL ASDOE Personnel:

Greetings and Talofa,

We are pleased to announce the updated American Samoa Department of Education, Federal Grants Management Office (**ASDOE-FGMO) Federal Grants Policy and Procedures Manual 2024**). This was an ongoing project from late last year immediately following the USDOE Monitoring Visitation. In 6 months, we have come up with an updated manual to provide a clear insight into the management and oversight of federal grants, specifically the Consolidated Grant. The purpose of this manual is to provide a streamlined process of managing federal grants to improve efficiency, follow federal and local regulations, provide a breakdown of updated procedures to avoid confusion and misinformation, provide internal control and mitigate risk assessment, and most importantly, serve as a “how to” manual in dealing with federal grants.

In the management of federal grants, FGMO also relies heavily on partnering offices & divisions that play a pivotal role in making sure that the work is being done correctly, efficiently, and on time. The following offices with updated or newly established SOPs are listed below:

- **ASDOE Business Office**
- **ASDOE Finance Office**
- **ASDOE Educational Technology Division**
 - **Asset Infinity Management System**
- **ASDOE Personnel Office**
- **ASDOE Quality Assurance Office**
- **ASDOE Non-Public School Office**
- **ASDOE Warehouse Office**

The next step is to provide feedback from stakeholders on the content of all SOPs. The following documents will be shared on the ASDOE website so that it's public knowledge and information will be gathered on a short Google survey that will be shared with the manuals.

Also, meetings will be conducted to share information with all ASDOE personnel from the following list:

1. **ASDOE Leadership**
2. **ASDOE Consolidated Grant Project Leads**
3. **ASDOE Leadership Team**
4. **ASDOE Internal Offices**
5. **Stakeholders (Community, schools, NPS, Government, etc...)**

A schedule will be out soon to provide detailed information on days of training for both internal and external partners of ASDOE. We look forward to this new venture of making sure that policies and procedures are in place, and for ASDOE to be in full compliance with federal and local regulations.

ASDOE-Federal Grants Management Office

Approved by: _____


Talauega Dr. Samasoni Asaeli

Director

American Samoa Department of Education