



**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

October 18, 2023

GENERAL MEMORANDUM NO. 286 – 23

To: Secretary of Samoan Affairs, CEOs, Presidents and Executive Directors of Authorities, Directors, Agency and Office Heads

From: Acting Governor of American Samoa

Subject: Graduate School USA “New Grantee Orientation” Training Course

The Graduate School USA, with funding support from the Department of Interior and in conjunction with the Office of the Governor, has confirmed the following date for a training at the **American Samoa Community College Multipurpose Center**:

- **New Grantee Orientation - October 30, 2023** <https://learn.pitiviti.org/210>
This course is intended for grantees of federal funds either as a direct recipient or as a sub-recipient. Participants should be those individuals who manage and administer grants involving Federal Funds.

The training will be an 8-hour course and participants will receive eight (8) Continuing Professional Education (CPE) credits upon completion. A course description has been attached to this General Memorandum.

To ensure that we take full advantage of this training opportunity, I urge all Directors and Office Heads to identify relevant employees within your departments who would benefit from this course and arrange for their attendance.

Please have employees register at <https://learn.pitiviti.org/210> and provide their names to Mrs. Sisifo Taatiti at the Office of the Governor via email at sisifo.taatiti@go.as.gov.

Let us take advantage of this great opportunity for capacity building.

TALAUEGA E. V. ALE
Acting Governor

 American Samoa

New Grantee Orientation

 1 Day In-Person Course

COURSE DESCRIPTION

CONGRATULATIONS!! Your organization has received Federal grant funds and you have been assigned to manage the grant.

Do you think you are ready? Do you know all the administrative requirements that go along with Federal funds? Does your organization have the infrastructure to allow you to ensure that the grant objectives are met? If you cannot answer yes to all these questions, then this course may help you.

WHAT YOU WILL LEARN

At the completion of this course, you will be familiar with the administrative requirements for non-federal entities. In particular, we will address:

- Financial Management Requirements;
- Procurement Requirements;
- Reporting Requirements; and
- Close Out Requirements.


WHO SHOULD ATTEND

This course is intended for grantees of federal funds either as a direct recipient or as a sub-recipient. The attendees should be those individuals in the management and administration of grants that involve Federal Funds.

TUITION FEES

With funding support from the United States Department of the Interior, Office of Insular Affairs courses are available free of charge for government accountability professionals. Within the insular areas. The course fee is waived and there is no cost to register and attend. Professionals who do not meet the above criteria, please contact info@pitiviti.org.

 **October 30, 2023**

 **8 CPE Credit**

 **In-Person Delivery**

 **American Samoa Community College (ASCC) Multipurpose Center - 2609 Mapusaga Road, Pago Pago**

 **REGISTER NOW**
<https://learn.pitiviti.org/210>

 **ADD TO CALENDAR**
<https://evt.to/adsomuisw>

On-site Coordinator: Sisifo Taatiti
 **SEND EMAIL**
sisifo.taatiti@go.as.gov





COURSE DATE AND TIME

This course will take place in American Samoa on Wednesday 10/25 at the *American Samoa Community College (ASCC) Multipurpose Center - 2609 Mapusaga Road, Pago Pago, American Samoa* from 8:30 – 5:00 pm.

Wednesday

October 25, 2023

8:30 AM – 5:00 PM



INSTRUCTORS

Bob Adachi

Bob Adachi graduated from the University of California at Berkeley's Haas School of Business and began his Federal career with the Internal Revenue Service. Bob then joined the Environmental Protection Agency Office of the Inspector General and has been involved in every type of audit conducted within the OIG ranging from performance audit to financial audits of grantees and EPA direct contractors. He has also provided assistance to the Office of Investigations in connection with grant and contract-related fraud.

Bob has been the recipient of numerous awards including:

- President's Council for Integrity and Efficiency (PCIE) Awards for Excellence
- Council of the Inspectors General on Integrity and Efficiency (CIGIE) Awards for Excellence
- EPA Gold Medals for Commendable Service to the Agency
- OIG Honor Award for Exceptional Contributions

Bob was the Director of Forensic Audits for the EPA Office of Inspector General from October 2008 till his retirement in October 2015.

Bob has been an instructor with the Council of Inspectors General for Integrity and Efficiency, the Association of Government Accountants (AGA) and Graduate School USA. Bob has made presentations to various organizations including the AGA, the Association of Certified Fraud Specialists, the Northwest and Western Intergovernmental Audit Forum, as well as numerous Government conferences and training courses.

