



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

June 23, 2022

Ms. Mary Okada
President and Chief Executive Office
Guam Community College
P.O. Box 23069, GMF,
Barrigada, Guam 96921

Dear Dr. Okada:

I am pleased to inform you that the Office of Insular Affairs (OIA) is awarding \$74,040 from our Technical Assistance Program to Guam Community College (GCC) for the Grant writing, Fund Development, and Financial Management project, as detailed in the proposal submitted on April 13, 2022. OIA is funding a similar project for the Government of Guam, so we would like to encourage GCC to prioritize offering this training to non-profits and other institutes of higher learning, rather than Government of Guam employees.

The grant award documents are enclosed. Please contact Hailey McCoy at (202) 578-1771 or Hailey_McCoy@ios.doi.gov should you have any questions or concerns regarding these grants.

We look forward to working with you and your staff on implementing this project.

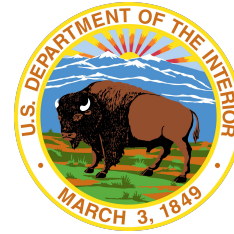
Sincerely,

Keone Nakoa
Deputy Assistant Secretary
Insular and International Affairs

Enclosures

1. DATE ISSUED MM/DD/YYYY 06/28/2022		1a. SUPERSEDES AWARD NOTICE dated except that any additions or restrictions previously imposed remain in effect unless specifically rescinded	
2. CFDA NO. 15.875 - Economic, Social, and Political Development of the Territories			
3. ASSISTANCE TYPE Project Grant			
4. GRANT NO. D22AP00112-00 Originating MCA #		5. TYPE OF AWARD Other	
4a. FAIN D22AP00112		5a. ACTION TYPE New	
6. PROJECT PERIOD MM/DD/YYYY From 06/01/2022		Through MM/DD/YYYY 09/30/2025	
7. BUDGET PERIOD MM/DD/YYYY From 06/01/2022		Through MM/DD/YYYY 09/30/2025	

NOTICE OF AWARD



AUTHORIZATION (Legislation/Regulations)
48 U.S.C. 1469d, General technical assistance

8. TITLE OF PROJECT (OR PROGRAM) Guam Community College Grant writing, Fund Development, and Financial Management	
9a. GRANTEE NAME AND ADDRESS GUAM COMMUNITY COLLEGE One Sesame Street Mangilao, GU, 96913-0000	9b. GRANTEE PROJECT DIRECTOR Mr. Patrick Maloney PO Box 23069 GMF Barrigada, GU, 96921-3025 Phone: 6716869646
10a. GRANTEE AUTHORIZING OFFICIAL Mary Okada 1 SESAME ST Mangilao, GU, 96923 Phone: (671) 735-5700	10b. FEDERAL PROJECT OFFICER Ms. Hailey McCoy 1849 C St, NW 3117 Washington, DC, 20240 Phone: 202-513-7746

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)		12. AWARD COMPUTATION																	
I Financial Assistance from the Federal Awarding Agency Only		a. Amount of Federal Financial Assistance (from item 11m) \$ 74,040.00																	
II Total project costs including grant funds and all other financial participation		b. Less Unobligated Balance From Prior Budget Periods \$ 0.00																	
		c. Less Cumulative Prior Award(s) This Budget Period \$ 0.00																	
		d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION \$ 74,040.00																	
		13. Total Federal Funds Awarded to Date for Project Period \$ 74,040.00																	
		14. RECOMMENDED FUTURE SUPPORT (Subject to the availability of funds and satisfactory progress of the project):																	
		<table border="1"> <thead> <tr> <th>YEAR</th> <th>TOTAL DIRECT COSTS</th> <th>YEAR</th> <th>TOTAL DIRECT COSTS</th> </tr> </thead> <tbody> <tr> <td>a. 2</td> <td>\$</td> <td>d. 5</td> <td>\$</td> </tr> <tr> <td>b. 3</td> <td>\$</td> <td>e. 6</td> <td>\$</td> </tr> <tr> <td>c. 4</td> <td>\$</td> <td>f. 7</td> <td>\$</td> </tr> </tbody> </table>		YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS	a. 2	\$	d. 5	\$	b. 3	\$	e. 6	\$	c. 4	\$	f. 7	\$
YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS																
a. 2	\$	d. 5	\$																
b. 3	\$	e. 6	\$																
c. 4	\$	f. 7	\$																
		15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:																	
		<table border="1"> <tr> <td> a. DEDUCTION b. ADDITIONAL COSTS c. MATCHING d. OTHER RESEARCH (Add / Deduct Option) e. OTHER (See REMARKS) </td> <td style="text-align: center; vertical-align: middle;">b</td> </tr> </table>		a. DEDUCTION b. ADDITIONAL COSTS c. MATCHING d. OTHER RESEARCH (Add / Deduct Option) e. OTHER (See REMARKS)	b														
a. DEDUCTION b. ADDITIONAL COSTS c. MATCHING d. OTHER RESEARCH (Add / Deduct Option) e. OTHER (See REMARKS)	b																		
		16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:																	
		a. The grant program legislation b. The grant program regulations. c. This award notice including terms and conditions, if any, noted below under REMARKS. d. Federal administrative requirements, cost principles and audit requirements applicable to this grant.																	
		In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.																	

REMARKS (Other Terms and Conditions Attached - ☒ Yes ☐ No)
TAP-Guam-2022-8
Technical Assistance Program
Guam Community College Grant writing, Fund Development, and Financial Management

GRANTS MANAGEMENT OFFICIAL:

Hailey McCoy, Grants Management Specialist
1849 C St, NW
3117
Washington, DC, 20240
Phone: 202-513-7746

17. VENDOR CODE 0070750399			18a. UEI FVMSV4WRXJU1		18b. DUNS 778900092		19. CONG. DIST. 98	
LINE#	FINANCIAL ACCT	AMT OF FIN ASST	START DATE	END DATE	TAS ACCT	PO LINE DESCRIPTION		
1	0051022506-00010	\$74,040.00	06/01/2022	09/30/2025	0412	TAP-Guam-2022-8		

NOTICE OF AWARD (Continuation Sheet)

PAGE 2 of 2

DATE ISSUED
06/28/2022

GRANT NO. D22AP00112-00

Performance Progress Report Cycle			
Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
06/01/2022	06/30/2022	Semi-Annual	07/30/2022
07/01/2022	12/31/2022	Semi-Annual	01/30/2023
01/01/2023	06/30/2023	Semi-Annual	07/30/2023
07/01/2023	12/31/2023	Semi-Annual	01/30/2024
01/01/2024	06/30/2024	Semi-Annual	07/30/2024
07/01/2024	12/31/2024	Semi-Annual	01/30/2025
01/01/2025	06/30/2025	Semi-Annual	07/30/2025
07/01/2025	09/30/2025	Final	01/28/2026

AWARD ATTACHMENTS

Guam Community College

D22AP00112-00

1. OIA Terms and conditions

U.S. Department of the Interior – Office of Insular Affairs (OIA)

GRANT TERMS AND CONDITIONS

Acceptance of a Federal Financial Assistance award from the Department of the Interior (DOI) carries with it the responsibility to be aware of and comply with the terms and conditions of award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by DOI and are subject to OIA's Standard Terms and Conditions as detailed in this document, as well as DOI's Standard Terms and Conditions which can be found at the following link: <https://www.doi.gov/sites/doi.gov/files/migrated/doi-standard-award-terms-and-conditions-effective-december-2-2019.pdf>.

1. Recipient Responsibilities

You as the recipient are responsible for compliance with the provisions of all laws and regulations governing the use of Federal grant funds, as applicable. In those instances in which you are not in compliance with applicable laws or regulations, or do not believe you can comply, you should immediately notify the Office of Insular Affairs (OIA). If feasible, the OIA will provide assistance to help correct the deficient area(s). **Failure of a recipient to comply with any applicable laws and regulations may be the basis for withholding payments and/or for grant termination. OIA strongly urges all grant recipients to review the changes to 2 CFR 200 that went into effect on November 12, 2020.**

2. Limitations on the Use of Grant Funds

Grant funds are not to be used for any purpose other than that for which they are offered without prior approval from the OIA. Any change in the approved scope of work or project budget must be submitted to the grant manager for approval. Changes shall not be implemented until the OIA grant manager sends written approval to the grantee. Costs associated with the administration of OIA grant projects and programs by the grantee are to be charged against the grant funds only as approved in the project budget.

3. National Environmental Policy Act (NEPA)

Prior to the start of any activity, the grantee will prepare documentation necessary to comply with DOI Secretarial Order (S.O.) 3389, the National Environmental Policy Act (NEPA) and all applicable environmental laws and regulations and submit them to OIA for review and approval. If an Environmental Assessment (EA) is required, the grantee and/or its agent will prepare a proposed EA for independent review by OIA. If it is determined that an Environmental Impact Statement (EIS) is required, the grantee shall prepare an EIS in accordance with 40 CFR 1506.2 and 1506.5.

a. Costs may not be incurred, and work may not commence on the project until OIA has issued an Authorization to Proceed (ATP). The grantee may, however, incur costs associated with obtaining all the required environmental documentation.

b. Upon project completion, an assessment should be conducted to report on significant impacts or findings which were or were not anticipated by the NEPA approval. This assessment should be appended to the final performance report, which is due in <https://www.GrantSolutions.gov> 120 days after expiration or termination of the agreement

4. Marketing and Branding

A graphic of the U.S. flag, accompanied by the following language, "Funding provided by the U.S. Department of the Interior, Office of Insular Affairs", should be displayed on all signage that is intended to identify the project and funders, as appropriate. The graphic and language should be included for all programs, projects, assistance, activities, and public communications, including news articles, partially or fully funded by the Office of Insular Affairs. The U.S. flag may replace or be used in conjunction with the Department of the Interior, Office of Insular Affairs seal. If the seal is displayed, it must remain intact and unchanged, and may only be displayed using either the standard color scheme or a single color that complements the background where it appears. The U.S. flag and language should be publicly displayed on the final product. The OIA grant manager should be contacted for an electronic version of the U.S. flag and Office of Insular Affairs seal if needed.

5. Scope of Work Requirements

- a. Costs associated with the administration of OIA grant projects and programs are to be charged against the grant funds only as approved in the project budget from the proposal. Outside expertise may be procured and charged against the grant only if it is included in the project budget and approved by OIA.
- b. Any substantial change in the scope of work or project budget must be submitted to the Grant Manager. The project revisions shall not be implemented until the OIA Grant Manager sends written approval to grantee. If a construction activity is involved and the grantee proposes a substantial change to the scope of work or if significant new circumstances or information emerge, OIA will determine whether supplemental environmental documentation must be prepared to comply with NEPA and all other environmental laws and regulations. This determination must be made prior to OIA approval of any project revisions.

The OIA Grant Manager must be informed in writing of any changes to the proposed project schedule that are likely to cause substantial delays to the project's completion.

6. Procurement of Goods and Services with Grant Funds and Record Retention

All grant awards and sub-awards must fully comply with the procurement regulations as detailed in the applicable subparts of 2 CFR 200, Subpart D, "Post Federal Award Requirements", including updates to the NDAA Micro-Purchases and Simplified Acquisition Thresholds policy, implemented on December 23, 2017; and all other Congressional directives and guidance for the use or reprogramming of appropriated funds. Records related to this award, including procurement records, must be retained and made accessible per the requirements of the applicable retention and access requirements as detailed in 2 CFR 200, Subpart D, .333-.337, "Record Retention and Access.". The OIA shall have the right to access any pertinent books, documents, papers, or other records of grantees and sub-grantees which are pertinent to the grant, including but not limited to procurement records, to determine compliance with the applicable laws and regulations.

7. Capital Assets: Land, Buildings, Equipment

- a. Capital assets, equipment and disposition, 2 CFR 200.11 to 200.13 and 2 CFR 200.311, and Depreciation, 2 CFR 200.436 and 2 CFR 200, Appendices III through IX. Capital assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with Generally Accepted Accounting Principles, Capital assets include: (a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and (b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially

increase their value or useful life (not ordinary repairs and maintenance).

- b. When tangible personal property (equipment and supplies) is present, a SF-428, Tangible Personal Property Report is required to be completed and submitted to OIA through <https://www.GrantSolutions.gov>. The SF-428 is a standard form used to collect information related to tangible personal property (equipment and supplies). The form consists of the cover sheet, SF-428, and three attachments to be used as required: Annual Report, SF-428A; Final (Award Closeout) Report, SF-428B; and a Disposition Request/Report, SF-428C. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information. As of January 2021, all reports must be submitted through GrantSolutions (see “Reporting Requirements” section below).
- c. When real property is present, a SF-429, Real Property Status Report is required to be completed and submitted to OIA through <https://www.GrantSolutions.gov>. The SF-429 is a standard report used to report real property status, SF-429A, or to request agency instructions on real property, SF-429B and C, that was/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under the agreement. This includes real property that was improved using Federal funds and real property that was donated to a Federal project in the form of a match or cost share donation. This report is to be used for awards that establish a Federal Interest on real property. This report should be used to report on or request instructions for single/individual and/or multiple parcels of real property (land, buildings, etc.). The report elements are contained in SF-429A, and the request elements are contained in SF-429B and C. As of January 2021, all reports must be submitted through GrantSolutions (see “Reporting Requirements” section below).

8. Grant Fund Payment and Drawdown Requirements

A completed SF-270 Request for Advance or Reimbursement, along with supporting documentation (e.g. receipts, invoices), must be submitted to the OIA grant manager for the drawdown of funds. The SF-270 shall specify the OIA grant number, recipient bank account number in which the funds are to be deposited as well as the American Banking Association (ABA) routing number, for the electronic transfer of funds. The frequency of drawdowns is up to the grantee’s discretion. When the grant expires, the final liquidation period is 120 days after expiration.

9. No-cost extension requests

- a. If the recipient determines additional time is required to complete the project's original scope with the funds already made available, an authorized official of the recipient institution may submit a request to the awarding officer to extend the award for up to one year. Extension requests must be made at least ten calendar days before the original period of the performance ending date and explain the reason for the request. Extensions are not automatic and not merely to use unobligated balances. The awarding official will inform the recipient in writing as to whether an extension request has been granted.
- b. The request must contain, at a minimum, the following information:
 - The length of additional time required to complete project objectives and a justification for the extension.
 - A summary of progress to date (a copy of the most recent report progress report is acceptable provided the information is current).
 - An estimate of funds expected to remain unobligated on the scheduled period of performance end date.
 - A projected timetable to complete the portion(s) of the project.
- c. More than one no-cost extension is unallowable except when there are exceptional circumstances. The grantee's Authorized Representative must submit the requirements identified

through an "extenuating circumstance" justification and provide the minimum information required in this notice.

10. Reporting Requirements

- a. A SF-425 Federal Financial Report and a narrative project status report will be submitted **in Grant Solutions** semi-annually, according to the following schedule:

Reporting Period	Semiannual Report Due Date
January 1 – June 30	July 31
July 1 – December 31	January 31

- b. Reports are due within 30 days of the end of the period. Final reports are due 120 days after the expiration or termination of the award.
- i. Upon project completion, an assessment should be conducted to report on significant impacts or findings which were or were not anticipated prior to project commencement. This assessment should be appended to the final performance report. A template may be provided at the recipient's request.

For additional requirements on sub-awards and executive compensation, refer to 2 CFR 170.

11. Conflicts of Interest

- a. Applicability
- i. This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.
- ii. In the procurement of supplies, equipment, construction, and services by recipients and by sub-recipients, the conflict of interest provisions in 2 CFR 200.318 apply.
- b. Requirements
- i. Non-Federal entities must avoid prohibited conflicts of interest, including any significant financial interests that could cause a reasonable person to question the recipient's ability to provide impartial, technically sound, and objective performance under or with respect to a Federal financial assistance agreement.
- ii. In addition to any other prohibitions that may apply with respect to conflicts of interest, no key official of an actual or proposed recipient or sub-recipient, who is substantially involved in the proposal or project, may have been a former Federal employee who, within the last one (1) year, participated personally and substantially in the evaluation, award, or administration of an award with respect to that recipient or sub-recipient or in development of the requirement leading to the funding announcement.
- iii. No actual or prospective recipient or sub-recipient may solicit, obtain, or use non-public information regarding the evaluation, award, or administration of an award to that recipient or sub-recipient or the development of a Federal financial assistance opportunity that may be of competitive interest to that recipient or sub-recipient.
- c. Notification
- i. Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass-through entity in accordance with 2 CFR 200.112, Conflicts of interest.

- ii. Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by sub-recipients.
- d. Restrictions on Lobbying. Non-Federal entities are strictly prohibited from using funds under this grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR Part 18 and 31 USC 1352.
- e. Review Procedures. The Financial Assistance Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement, and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.
- f. Enforcement. Failure to resolve conflicts of interest in a manner that satisfies the Government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including suspension or debarment (see also 2 CFR Part 180).

12. Data Availability

- a. Applicability. The Department of the Interior is committed to basing its decisions on the best available science and providing the American people with enough information to thoughtfully and substantively evaluate the data, methodology, and analysis used by the Department to inform its decisions.
- b. Use of Data. The regulations at 2 CFR 200.315 apply to data produced under a Federal award, including the provision that the Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award as well as authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
- c. Availability of Data. The recipient shall make the data produced under this award and any subaward(s) available to the Government for public release, consistent with applicable law, to allow meaningful third party evaluation and reproduction of the following:
 - (i) The scientific data relied upon;
 - (ii) The analysis relied upon; and
 - (iii) The methodology, including models, used to gather and analyze data.

13. Contact Information

- | | |
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| <ul style="list-style-type: none">a. <u>Recipient grant manager:</u>
Patrick Maloney
Program Specialist
Guam Community College
P.O. Box 23069, GMF,
Barrigada, Guam 96921
patrick.maloney@guamcc.edu
Phone: (671) 735-5554
Fax: (671) 734-1003 | <ul style="list-style-type: none">b. <u>OIA grant manager:</u>
Hailey McCoy
Grants Management Specialist
Office of Insular Affairs
U.S. Department of the Interior
1849 C Street, NW - MS 3117
Washington, DC 20240
Phone: 202-513-7746
Hailey_McCoy@ios.doi.gov |
|--|--|

14. Terms and Conditions Reminder

This Agreement is subject to both DOI's Standard Terms and Conditions which are incorporated by weblink, and the above-listed Special Terms and Conditions. Failure to comply with program objectives, terms and conditions of the grant award, and reporting requirements may result in the withholding of funds and/or termination of the grant.