

Grant Manager Workshops
for the Office of Insular Affairs (OIA)
Discretionary Grants



Workshop #4 – June 23, 2026
The PPR and Performance Management

Today's agenda ...

I – Reminders

II – The PPR and Performance Reporting

III – Questions, Answers,

Reminder #1

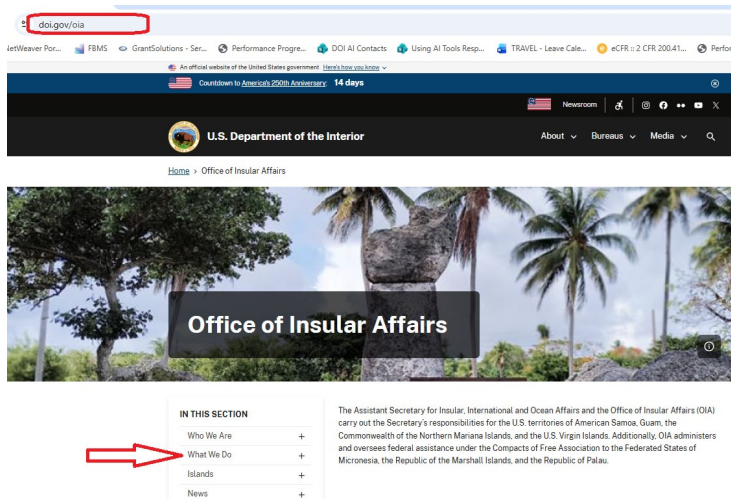
FY2026 Discretionary Grant Season - Status?

1. Application Cycle for FY2026 discretionary grant funds closed June 8
2. Grant Managers Reviewing and Scoring all Applications
3. Decisions ~ August 2026
4. Notifications of Award ~
August, September 2026
5. Rejections by end of fiscal year 2026 (9/30/2026)

Reminder #2 – OIA Website

<https://www.doi.gov/oia/monthly-workshops-on-oia-discretionary-grants>

1



2

What Insular Affairs Does

Policy & Coordination

- [Interagency Group on Insular Areas \(IGIA\), Territories](#)
- [Statements and Testimony](#)

Financial Assistance

- [Grant Programs & How to Apply](#)
- [NEPA Documentation](#)
- [Compact Grant Assistance](#)
- [Compacts of Free Association – Joint Economic Management Committees](#)
- [Compact Trust Funds](#)

We Do Islands

- [Reports on the Insular Areas](#)
- [The Compacts of Free Association and Living in the United States](#)

3

Discretionary Financial Assistance to the U.S. Territories and Freely Associated States



The Office of Insular Affairs (OIA) provides discretionary funding to the U.S. territories of American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands, as well as the three freely associated states which are the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau.

The OIA discretionary funding programs are the Technical Assistance Program (TAP), the Maintenance Assistance Program (MAP), and the Coral Reef and Natural Resources Initiative (CRNR) that includes funds to combat invasive species, the Brown Tree Snake Program, and the Energizing Island Communities (EIC) program.

All OIA discretionary funds when made available, usually in the Fall at the beginning of the new fiscal year, are posted on Grants.gov under CFDA# 15.875.

OIA DISCRETIONARY GRANT PROGRAMS

- [HELPFUL GUIDANCE, FAQs, AND RESOURCES](#)
- [WORKSHOPS ON OIA DISCRETIONARY GRANTS](#)

OTHER OIA FUNDING PROGRAMS

There are other OIA funding programs that are specific and targeted for certain purposes. Simple descriptions are provided in the link above and additional information may be found in the [OIA Budget](#) or the [Press Release Archive](#).

4

OIA WORKSHOPS ON DISCRETIONARY FUNDING

Download the Monthly Schedule, subject to change, [here](#).

March 31, 2026 – The Notice of Funding Opportunity

- [Presentation in PDF](#)
- [Video Recording](#)

April 27, 2026 - Administrative Necessities: SAM; ASAP; GS

- [Presentation in PDF](#)
- [Video Recording](#)
- [GAO Logic Model on Performance](#)

May 27, 2026 – The Grant Terms and Conditions and the ATP

- [Presentation in PDF](#)
- [Video Recording](#)
- [Checklist to consider re: environmental impacts](#)

<https://www.doi.gov/oia/monthly-workshops-on-oia-discretionary-grants>

Reminder #3

Due July 30 - FFR (Financial) and PPR (Performance) Reports

GrantSolutions.gov [TJoshua1]

Grants Management

< Back to search

Manage Reports

D25AP00163 [Edit Report Settings](#)

Native Seed Strategy for Rehabilitation and Restoration Project

GRANT PROGRAM: Technical Assistance Program

GRANTEE ORGANIZATION: [REDACTED]

UEI: FC [REDACTED] 3

FAIN: [REDACTED]

Current Reporting Period

TYPE	DUE DATE	REPORTING PERIOD	STATUS	ACTIONS
Semi-Annual FFR	07/30/2026 - Due in about 1 month	01/01/2026 - 06/30/2026	Not Started	Start Report ⋮
Project Final FFR	01/28/2028 - Due in over 1 year	08/10/2023 - 09/30/2027	Not Started	Start Report ⋮
Project Final PPR	01/28/2028 - Due in over 1 year	08/10/2023 - 09/30/2027	Not Started	Start Report ⋮
Semi-Annual PPR	07/30/2026 - Due in about 1 month	01/01/2026 - 06/30/2026	Not Started	Start Report ⋮

Performance Progress Report

(Follow form Instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted Department of the Interior		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use PPR Attachment) [REDACTED] 8	
3a. UEI [REDACTED] 8		3b. EIN [REDACTED]	
4. Recipient Organization Name: [REDACTED]			
5. Recipient Organization Address:			
Street1: [REDACTED]		County: [REDACTED]	
Street2: [REDACTED]		Province: [REDACTED]	
City: [REDACTED]		ZIP / Postal Code: [REDACTED] 4	
State: [REDACTED]			
Country: UNITED STATES			
6. Project Period From: 07/25/2023 To: 09/30/2027		7. Reporting Period From: 01/01/2025 To: 06/30/2025	
8. Report Type <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final			
9. Performance Narrative: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: Performance Narrative are displayed on the next page			
10. Certification: By signing this report, I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents. [REDACTED]			

Performance Reporting and the 2CFR200

[2 CFR 200.329 https://www.ecfr.gov/current/title-2/section-200.329](https://www.ecfr.gov/current/title-2/section-200.329)

When reporting program performance,

- the recipient or subrecipient **must relate financial data and project or program accomplishments to the performance goals and objectives of the Federal award.**
- the recipient or subrecipient must **provide cost information to demonstrate cost-effective practices** (for example, through unit cost data) when required by the terms and conditions of the Federal award.
- Reporting requirements must clearly indicate a standard against which the recipient's or subrecipient's **performance can be measured.**

Performance Reporting – The NOFO

Performance Metrics – Using quantifiable metrics, identify the ways your project will track and measure the expected outputs corresponding to social, economic, or environmental outcomes to be achieved.

You must demonstrate measurable progress and how proposed activities will lead to successful completion of the project.

Each applicant must include at least one performance measure (output & outcome) that corresponds to the proposed project objective.

If the grant is chosen for award, the applicant will include performance measures as part of the required Performance Progress Report narrative that is submitted through GrantSolutions.gov every 6 months. If activity is delayed or performance goals are not met, the grantee must submit a detailed explanation as to why.

Performance Reporting and the GT&C

Performance Goal Table



Performance Goals	Reporting
<p><i>[Insert Performance goal including the expected output and outcomes, and how they are being tracked and measured.]</i></p> <p><i>Ex: Establish system for data management and Access. Measured by number of software updates, monthly data backups and level of updated data and statistics.</i></p> <p><i><u>Outcome: More efficient reporting at Finance Office</u></i></p>	<p><i>[Insert update on achieving this goal, including recent tracking, and how progress is affecting the overall goal of the project.]</i></p> <p><i>Ex: XXX software system has been procured and installed, training for staff to commence in the next quarter. Monthly data backups have occurred for the last three months, and initial work has begun to develop new data on trade statistics.</i></p> <p><i><u>Outcome: Customers reporting higher satisfaction with govt services</u></i></p>
<p><i>Ex: Strengthened financial management practices, resulting in more accurate, transparent, and reliable financial reporting.</i></p> <p><i><u>Outcome: This is helping improve Single Audit accuracy and completion.</u></i></p>	<p><i>Ex: X number of employees have attended audit bootcamp training, X number of employees have attended AGA professional development training. Audit findings in the FY 2023 audit decreased by 50%.</i></p> <p><i><u>Outcome: Increased accountability and better grant recipient performance.</u></i></p>

Performance Reporting and Scoring

Merit Review

1. The Project Narrative is clear, detailed, with identifiable and measurable performance outcomes. Maximum Points: 20

20	The project description is clear, with identifiable and measurable performance outcomes. The proposal identifies both external and internal factors that could impact achieving results. It includes strategies to mitigate these factors or indicates that no such factors are present.
10	The project description and desired outcome are somewhat detailed, with performance measures partially identified. The proposal outlines external and internal factors that could impact achieving results, but it does not cover mitigation strategies for all identified factors.
0	The project description is unclear and there are no performance measures identified. The proposal lacks mention of external and internal factors that could impact results.

TAP Program Goals

The Technical Assistance Program (TAP) provides discretionary grant funding support **to address urgent economic, financial, government service and capacity challenges in the insular areas**, with a focus on unmet needs where other federal support is unavailable. Urgent and immediate needs identified by government leadership can be prioritized. Applicants must justify their requests by clearly defining the need or problem they aim to address...

CRNR Program Goals

The Coral Reef and Natural Resources (CRNR) Initiative provides grant funding to **protect and strengthen critical natural resources in the insular areas**. CRNR funds support efforts that **enhance food security, bolster local tourism and fishing economies, safeguard shoreline assets and infrastructure, reduce threats to human health, and protect native marine and terrestrial species**. funding may also be used to **combat invasive species that pose public nuisances, create public health risks, or threaten to overwhelm natural resources vital to community well-being and economic resilience**.

Performance Reporting – GAO Logic Model



Problem Statement					
<i>What problems or issues does the project attempt to solve or address? What is needed by the target population and what strategies will lead to positive change?</i>					
Project Objective 1: [State the project objective here and divide the logic model by each objective. Objectives are concrete and viewed as targets under the general goal.]					
Needs	Inputs	Activities	Outputs	Outcomes	Impact
<i>What are the needs of the community, based on the social, political and economic condition of the country or region?</i>	<i>What human and financial resources will be used for this project?</i> <i>[Staff, Time, Money, Materials, Equipment, Partners]</i>	<i>What activities will be conducted to meet the needs or address the issues of the community?</i> <i>[Conduct workshops, meetings; Deliver services; Provide training; Facilitate; Partner]</i> <i>List activities and match numbering from M&E plan (e.g. Activity 1.1, Activity 1b).</i>	<i>What will be produced or delivered or who will participate in activities?</i> <i>[Products created or resources developed; Services delivered; Participants (e.g. NGOs, local citizens, media, host country government officials) reached]</i> <i>Measured with performance indicators</i>	<i>What changes will happen after an activity has been implemented?</i> <i>[Increased awareness, knowledge, or attitudes; Improved skills; Change in behavior, practice, or decision making; Policy change]</i> <i>Measured with performance indicators</i>	<i>What long-term changes will occur in the social, <u>cultural</u> political or economic context?</i>
Project Objective 2: [Add rows as necessary to report on all project objectives.]					
Needs	Inputs	Activities	Outputs	Outcomes	Impact
Assumptions			External Factors		
<i>What factors need to occur, or which stakeholders or grantees need to be involved, for the project to be successful? How and why will proposed activities lead to proposed outputs, and how will outputs lead to outcomes?</i> <i>[Country's political and economic condition; Skills and knowledge level of intended beneficiary; Implementer's organizational capacity; Level of engagement by stakeholders]</i>			<i>What factors that are not in the control of the project—e.g. changes in government policies or the political situation—could affect expected activities, outputs and outcomes?</i> <i>[Change in government policies, such as NGO restrictions; Change in political situation, such as a coup or civil unrest; Involvement from other donors and implementers]</i>		

AI and Performance Reporting

Best Practices in Performance Management for Grants

1. Establish Clear Performance Goals

- Define expected outputs and outcomes at the beginning of the grant period.
- Align goals with the approved Scope of Work and strategic program objectives.
- Use measurable indicators (e.g., data systems, reporting accuracy, service outcomes).

2. Maintain Timely & Accurate Reporting

- Submit performance reports and financial reports on schedule (typically every 6 months).
- Ensure consistency across reporting platforms (e.g., GrantSolutions, ASAP.gov).
- Keep documentation updated to demonstrate active use and compliance.

3. Monitor Progress & Expenditures Regularly

- Track spending against budget; flag variances early.
- Validate receipts, contracts, and proof of expenditures before reimbursement.
- Use monitoring to ensure alignment with performance goals.

4. Comply With Grant Terms & Conditions

- Follow rules on allowable costs, procurement, branding, environmental review (NEPA), and record retention.
- Address missing documents promptly and maintain organized files.

5. Communicate Proactively With Grant Managers

- Engage early on issues, delays, or needed modifications (e.g., no-cost extensions).
- Clarify expectations for reimbursements vs. advances and required documentation.

6. Prepare for Closeout from Day One

- Maintain records throughout the project to simplify final reporting and reconciliation.
- Confirm that all deliverables, data, and financials are complete before closeout.
- Understand that timely closeout affects audit outcomes and future funding eligibility.

Chat GPT's (AI) Logic Model Framework: Deep Seabed Mining Public Education

Inputs (Resources)

Grant funds from federal or private sources.

Project staff, local educators, and Samoan cultural liaisons.

Scientific data and economic reports on deep seabed mining benefits.

Venues for community meetings (*Fales*), local radio airtime, and print media.

Activities (Planned Work)

Developing bilingual materials (English and Samoan) summarizing seabed mining concepts.

Hosting village town halls and informational workshops across Tutuila, Manu'a, and Swains Island.

Broadcasting educational segments on local radio stations (e.g., WVUV) and television.

Engaging local schools and youth groups through interactive presentations.

Outputs (Direct Deliverables)

Number of workshops successfully hosted in local villages.

Count of attendees participating in educational town halls.

Volume of bilingual brochures or fact sheets distributed.

Total airtime hours of radio or TV educational broadcasts.

Short-Term Outcomes (Learning)

Increased public awareness of what deep seabed mining is and its proposed economic benefits.

Improved community understanding of the technology and potential revenue streams for American Samoa.

Intermediate Outcomes (Action & Dialogue)

Active community participation in local public comment periods or government-led panels.

Local leaders and families utilizing educational resources to discuss marine management.

Long-Term Outcomes (Condition Change)

An informed public capable of actively participating in territory-wide policy discussions.

Stronger community alignment between environmental stewardship and sustainable economic development.

Performance Reporting - Example

Performance Report:

Performance Goal	Accomplishment	Outcome
To provide tires for [redacted] firetrucks	[redacted] procured 10 firetruck tires. Currently, the Authority has 4 operational firetrucks.	Readiness of ARFF (Aircraft Rescue and Firefighting) to respond to any emergencies is ensured. ARFF now has sufficient tire supply to maintain operational firetrucks.
To procure needed safety equipment to properly handle emergencies at the port	The Authority procured the following safety equipment: 90 pcs. Life Jackets; 5 units Life Rafts; 2 units Shelter Tents; 1 unit 4x4 Pickup Truck. Procurement for additional emergency supplies is ongoing as of June 30.	Completeness of supplies is crucial for emergency response. The Authority has already stocked essential emergency equipment for use in emergency/critical situations.
To create a storage container to house the safety equipment	[redacted] purchased 1 unit of 20-foot container to store emergency supplies.	Availability and accessibility of emergency supplies during emergencies is improved. All procured supplies and equipment is safely stored and can be easily accessed when needed.

There are many ways to report on performance and it will vary depending on the grant or the project that has been funded. This is just one current, simple chart example used in a performance narrative report that follows a performance logic model to demonstrate outcome and accomplishment in use of funds.

DUE JULY 30th

Plus
NARRATIVE

Recommend
PICTURES

Other
Measurable
Ways

to show
Performance/
Progress

Performance Progress Report

(Follow form Instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted Department of the Interior		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use PPR Attachment) [REDACTED] 8			
3a. UEI [REDACTED] 8		3b. EIN [REDACTED]			
4. Recipient Organization Name: [REDACTED]					
5. Recipient Organization Address: Street1: [REDACTED] County: [REDACTED] Street2: [REDACTED] Province: [REDACTED] City: [REDACTED] ZIP / Postal Code: [REDACTED] 4 State: [REDACTED] Country: [REDACTED]					
6. Project Period From: [07/25/2023] To: [09/30/2027]		7. Reporting Period From: [01/01/2025] To: [06/30/2025]		8. Report Type <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	
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Next Meeting: July 28, 2026

Financial Reporting – the FFR and the SF270



OFFICE OF INSULAR AFFAIRS
Discretionary Grant Management Workshops
TAP, MAP, CRNR, EIC, BTS

Dates and Workshop Topics

Tuesday, June 23, 2026, 6:00 p.m. Eastern

- The Performance Reporting Requirement
- The PPR in detail – timely reporting

Tuesday, July 28, 2026, 6:00 p.m. Eastern

- The FFR and the Form SF270 and Required Attachments (Advance/Reimbursement)
- Payment Status Tracker in ASAP
- Excel tracker

Tuesday, August 25, 2026, 6:00 p.m. Eastern

- National Environmental Policy Act (NEPA) 101 (US Army Corps of Engineers)

Tuesday, September 29, 2026, 6:00 p.m. Eastern

- Branding OIA Logos and Communicating Success

Tuesday, October 27, 2026, 6:00 p.m. Eastern

- Grant Closeout and Reporting Requirements

Cancelling
June 27
Saturday



Questions?

Grant Managers - Territories

Merriam_Porter@ios.doi.gov – Virgin Islands

Hailey_McCoy@ios.doi.gov - Guam

Tanya_Joshua@ios.doi.gov - American Samoa

Krystina_Alfano@ios.doi.gov - CNMI

Grant Managers – Freely Associated States

Rebecca_Zepeda@ios.doi.gov

Martin_Moore@ios.doi.gov

Weihao_Feng@ios.doi.gov