

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



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



Workshop #5 – July 28, 2026
The Federal Financial Report (FFR) and SF-270

Today's agenda ...

I – Reminders

II – The FFR

III – Questions, Answers,

Reminder #1

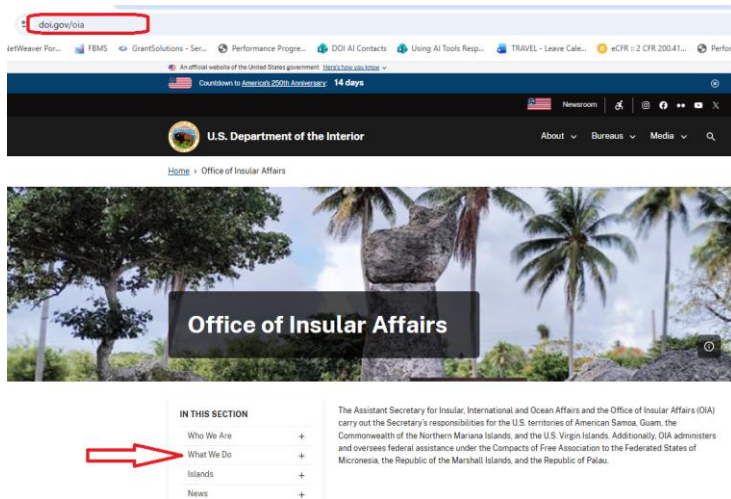
FY2026 Discretionary Grant Season - Status?

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 (CRNRI) 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

Native Seed Strategy for Rehabilitation and Restoration Project

Edit Report Settings

GRANT PROGRAM

GRANTEE ORGANIZATION

UEI

FAIN

Technical Assistance Program

FO

3

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 ⋮

Federal Financial Report (FFR)

- The FFR is due 30 days after the end of the reporting period
- financial information about individual grant awards
- track cash transactions, federal expenditures, unliquidated obligations, and any remaining unobligated balances
- Information should be submitted directly into Grant Solutions worksheet, but you may also include an attached SF-425

[All Reports](#)[FFR](#)[PPR](#)

Past Reporting Periods



TYPE	DUE DATE	REPORTING PERIOD	STATUS	ACTIONS
Semi-Annual PPR	07/30/2026 – Due in 9 days	01/01/2026 - 06/30/2026	Accepted	View Report
Semi-Annual FFR	07/30/2026 – Due in 9 days	01/01/2026 - 06/30/2026	Accepted	View Report
Semi-Annual PPR	03/21/2026 – Due 4 months ago	07/01/2025 - 12/31/2025	Accepted	View Report
Semi-Annual FFR	01/30/2026 – Due 6 months ago	07/01/2025 - 12/31/2025	Accepted	View Report
Semi-Annual PPR	07/30/2025 – Due 12 months ago	01/01/2025 - 06/30/2025	Accepted	View Report

1. Grant Issuing Organization ⓘ

Department of the Interior



2. Grant Number ⓘ

[REDACTED]



3. Organization Name ⓘ

GUAM COMMUNITY COLLEGE



Organization Address ⓘ

[REDACTED]



4a. UEI ⓘ

[REDACTED]



4b. EIN Number ⓘ

[REDACTED]



5. Account Number ⓘ

6. Report Type ⓘ

Semi-Annually



7. Basis of Accounting ⓘ



Cash



Accrual

8. Project/Grant Period ⓘ

07/02/2024 — 09/30/2028



9. Reporting End Date ⓘ

06/30/2026



Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014

Expiration Date: 01/31/2019

1. Federal Agency and Organizational Element to Which Report is Submitted [REDACTED]		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) [REDACTED]	
3. Recipient Organization (Name and complete address including Zip code) Recipient Organization Name: [REDACTED] Street1: [REDACTED] Street2: [REDACTED] City: [REDACTED] County: [REDACTED] State: [REDACTED] Province: [REDACTED] Country: USA: UNITED STATES ZIP / Postal Code: [REDACTED]			
4a. DUNS Number [REDACTED]	4b. EIN [REDACTED]		5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) [REDACTED]
6. Report Type ☐ Quarterly ☐ Semi-Annual ☐ Annual ☐ Final	7. Basis of Accounting ☐ Cash ☐ Accrual	8. Project/Grant Period From: [REDACTED] To: [REDACTED]	9. Reporting Period End Date [REDACTED]

10. Transactions

Use lines a-c for single or multiple grant reporting.

Federal Cash

a. Cash Receipts ⓘ	\$ 0.00	
b. Cash Disbursements ⓘ	\$ 0.00	
c. Cash on Hand (a-b) ⓘ	\$ 0.00	🔒

Section 10 is where you fill in the pertinent information.

Lines A-C should account for your cash receipts, meaning drawdowns. This can either be for just the reporting period, or it can be for the life of the grant. I personally prefer to see the entirety of the grant.

Line A – should show how much you have drawn down

Line B – should be how much you've spent

Line C- should show the different. In GS, it calculates this for you automatically. This number should either be ZERO or A NEGATIVE NUMBER. **IF IT IS A POSITIVE NUMBER, YOU NEED TO EXPLAIN WHY. This means you have not spent all the money you have drawn down, which is not normally a good thing. You need to put an explanation in the comments under section 12, or add an attachment with the explanation.**

Federal Expenditures and Unobligated Balance

Use lines d-o below for single grant reporting.

d. Total Federal funds
authorized ⓘ

\$ 338,021.02



e. Federal share of
expenditures ⓘ

\$ 0.00

f. Federal share of unliquidated
obligations ⓘ

\$ 0.00

g. Total Federal Share (sum of lines
e and f) ⓘ

\$ 0.00



h. Unobligated balance of Federal
Funds (d-g) ⓘ

\$ 338,021.02



Line D – amount of grant funding – GS fills this in automatically

Line E – the amount of money you have paid out for this project – whether drawn down or not – this should typically match line 10B

Line F – costs that have been incurred that you have not yet paid for

Line G- This will add line's E&F to show the total cost spent on the project – GS calculates this for you

Line H – Deducts G from D – GS calculates this for you

Recipient Share

i. Total Recipient Share Required ⓘ	\$ 0.00	
j. Recipient Share of Expenditures ⓘ	\$ 0.00	
k. Remaining Recipient Share to be Provided (i-j) ⓘ	\$ 0.00	🔒

Program Income

l. Total Federal Program Income Earned ⓘ	\$ 0.00	
m. Program Income expended in accordance with the deduction alternative ⓘ	\$ 0.00	
n. Program Income expended in accordance with the addition alternative ⓘ	\$ 0.00	
o. Unexpended program income (line l minus line m and line n) ⓘ	\$ 0.00	🔒

If you are contributing separate funding to the grant, please account for it in Lines 10 i-k

OIA doesn't typically fund projects that accrue program income, but if for some reason you do, please account for it in lines 10 L-O

11. Indirect Expense

+ Add Expense

g. Totals		
\$0.00 Base	\$0.00 Amount charged	\$0.00 Federal share

If you have applied any Indirect Cost to your grant, please account for it here. You click Add Expense (shown above) and this box will pop up.

Indirect expense is a whole other topic to discuss, but if you have questions about this, please reach out to your grant manager.

Add Indirect Expense ✕

a. Indirect Cost Rate Type ⓘ Final ▾

b. Indirect Cost Rate ⓘ % 15

c. Expense Period ⓘ 07/03/2023 - 06/30/2026 📅

d. Base Amount ⓘ \$ 50000

e. Amount Charged(Rate X Base) ⓘ \$ 7500 🔒

f. Federal Share ⓘ \$ 7500

Cancel Done

12. Add Remarks

Add any explanations deemed necessary or information required by the Federal sponsoring agency in compliance with governing legislation.

Start typing...

2000

Add attachments (optional)

Supported file formats include xls, doc, pdf, jpg/jpeg, png and ppt. A maximum of 5 files may be uploaded, and total combined file size cannot exceed 5GB. All files will be scanned for viruses.

Attention: Do not upload any files containing personally identifiable information, such as name and social security number or any other information that could be used to distinguish a person's identity.



Choose Files to Upload

or drag and drop them here

Again, if you have Cash on Hand showing in Line 10 C, **you must include an explanation in this section!!**

This is where you can also attach a PDF SF-425 if you have one

13. Certification

- ☐ By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)



Hailey Mccoy

Grants Management Specialist, Departmental Offices

✉ hailey_mccoy@ios.doi.gov
☎ 202-513-7746

Enter full name.....

Typing your name acts as your electronic
signature for the document.

Submit Report

[Check for Errors](#)

Last step – click the box to certify, type your name into the text box, (GS automatically fills in your contact information), and then click Submit Report

Questions about FFRs?

SF-270

REQUEST FOR ADVANCE OR REIMBURSEMENT <i>(See instructions on back)</i>		OMB APPROVAL NO. 0348-0004		PAGE OF PAGES
		1. TYPE OF PAYMENT REQUESTED a. "X" one or both boxes ☐ ADVANCE ☒ REIMBURSEMENT b. "X" the applicable box ☐ FINAL ☒ PARTIAL		2. BASIS OF REQUEST ☒ CASH ☐ ACCRUAL
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED Department of the Interior - Office of Insular Affairs		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY D26AP00785		5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST 4
6. EMPLOYER IDENTIFICATION NUMBER 	7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER 	8. PERIOD COVERED BY THIS REQUEST FROM (month, day, year) April 1, 2026 TO (month, day, year) April 30, 2026		
9. RECIPIENT ORGANIZATION Name: Number and Street: City, State and ZIP Code:		10. PAYEE (Where check is to be sent if different than item 9) Name: Number and Street: City, State and ZIP Code:		

- Most grants should be on reimbursement basis, if you are requesting an advance payment you must have pre-approval from grant manager
- You don't need to fill out boxes 4 and 7

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED					
PROGRAMS/FUNCTIONS/ACTIVITIES ▶		(a)	(b)	(c)	TOTAL
D26AP00785					
a. Total program outlays to date (As of date)		\$ 50,000.00	\$	\$	\$ 50,000.00
b. Less: Cumulative program income					0.00
c. Net program outlays (Line a minus line b)		50,000.00	0.00	0.00	50,000.00
d. Estimated net cash outlays for advance period					0.00
e. Total (Sum of lines c & d)		50,000.00	0.00	0.00	50,000.00
f. Non-Federal share of amount on line e					0.00
g. Federal share of amount on line e					0.00
h. Federal payments previously requested					0.00
i. Federal share now requested (Line g minus line h)		0.00	0.00	0.00	0.00
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1st month				0.00
	2nd month				0.00
	3rd month				0.00
12. ALTERNATE COMPUTATION FOR ADVANCES ONLY					
a. Estimated Federal cash outlays that will be made during period covered by the advance					\$
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period					
c. Amount requested (Line a minus line b)					\$ 0.00

AUTHORIZED FOR LOCAL REPRODUCTION

(Continued on Reverse)

STANDARD FORM 270 (Rev. 7-97)
Prescribed by OMB Circulars A-102 and A-110

Put the drawdown request in Line 11a

- All expenses can go in one column – you don't need to separate different expenses into columns a, b, c – but you can if you'd like
- You can just include the amount you are requesting now – while you can include the amount previously requested and have it calculate your total costs, OIA typically just wants to see what you are requesting now
- **OIA REQUIRES SUPPORTING DOCUMENTS FOR ALL DRAWDOWNS-THEY NEED TO MATCH YOUR REQUEST**

- Just sign and send!
- ASAP does not tell us when there is a drawdown – you must email the SF-270 and supporting documents to your grant manager

13. CERTIFICATION		
I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.	SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	DATE REQUEST SUBMITTED July 21, 2026
	TYPED OR PRINTED NAME AND TITLE	TELEPHONE (AREA CODE, NUMBER, EXTENSION)
This space for agency use		

Public reporting burden for this collection of information is estimated to average 60 minutes per

Questions about SF-270?

Next Meeting: August 25, 2026

Financial Reporting – NEPA 101



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

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