



# GUAM REGIONAL TRANSIT AUTHORITY

## Government of Guam

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### GUAM REGIONAL TRANSIT AUTHORITY (GRTA)

#### Standard Operating Procedure (SOP) for Submitting the TEAM-Web Quarterly Report in a Timely Manner

**Department:** GRTA Grant Administration Section

**Scope:** To develop a procedure in submitting the TEAM-Web Quarterly Narrative Reports

**Purpose:** To ensure the timely submission of the TEAM-Web Quarterly Narrative Reports for all active grants

**Procedures:**

1. For all active grants in TEAM-Web, GRTA will submit in TEAM-Web the quarterly milestone/progress and federal financial reports within 30 days after the end of the calendar quarter. Annual reports shall be due 90 calendar days after the project year;
2. GRTA's newly-hired Planner II will apply for access to FTA TEAM-Web and will serve as the alternate, when GRTA's Program Coordinator IV is on leave;
3. The first week after the end of the calendar quarter, GRTA's Planner II will gather all the financial information from GRTA's Administrative Officer who is in charge of accounting, procurement, and human resource management. GRTA's Planner II will, then, provide all these information to GRTA's Program Coordinator IV for federal financial reporting in TEAM-Web;
4. The first week after the end of the calendar quarter, GRTA will submit in TEAM-Web the required quarterly narrative reports consisting of the milestone/progress and the federal financial reports for that period;
5. Immediately after the submission of the reports in TEAM-Web, GRTA will notify by email FTA Regional Office Program Management section that the quarterly narrative reports are currently available in TEAM-Web for their review;
6. GRTA will response immediately to the FTA review comments for that reporting period by email.

**Effective Date:** January 5, 2015

**Approved By:**

  
ENRIQUE AGUSTIN  
GRTA's Executive Manager



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## GUAM REGIONAL TRANSIT AUTHORITY (GRTA)

### Timetable of Grant Completion and Closeout of Inactive Grants

**Department:** GRTA Grant Administration Section

**Scope:** This timetable applies to the General Services Administration, GRTA Procurement, and GRTA Grant Administration Section

**Purpose:** To provide a timetable for grant completion and closeout of the inactive grants

Timetable of Completion and Closeout of Inactive Grants							
FTA Grant Number	Project Description	Develop Specifications	Announce Bid or Proposal	Bid or Proposal Award	Federal Funds Drawdown	Closeout in TEAM-Web	Remarks
GU-04-0001	Procure four 30 foot ADA accessible buses	Procuring in US GSA does not require bus specifications	Should FTA grant GRTA request to extend the funds drawdown for the procurement of buses, GRTA plans to procure buses from the U. S. General Services Admin. This is anticipated to happen on 2/15/2015.	Since US GSA has listing of bus manufacturers including the bus prices, bidding award and placing of bus orders are immediate. Thus, GTRA anticipates the <b>bid award on 3/15/2015.</b>	Current drawdown deadline is <b>9/30/2015.</b>  It will take the bus manufacturer about <b>12 to 18 months</b> to assemble the buses completely. Thus, GRTA would like to extend the drawdown deadline to <b>9/30/2016.</b>	If the drawdown deadline of this grant is extended to <b>9/30/2016</b> , the grant closeout will happen on or before <b>11/30/2016.</b>	A window of opportunity to negotiate exists concerning the extension of the drawdown deadline, should GRTA provide this timetable to FTA.
GU-04-0002	Procure one 30 foot ADA accessible bus and three greater than 30 foot ADA accessible buses						
GU-04-0003	Partial Preliminary Engineering and Design of GRTA Maintenance Facility	Development of the Request for Proposal (RFP) documents will be from <b>3/1/2015 to 6/1/2015.</b>	The official announcement of the RFP will be <b>7/1/2015</b>	The RFP award will happen after <b>3 months</b> which will be on <b>10/1/2015.</b>	Current drawdown deadline is <b>9/30/2015.</b>  It will take the awarded Architectural and Engineering company <b>about 12 months</b> to complete the preliminary plans and assessments. Thus, GRTA would like to	If the drawdown deadline of this grant is extended to <b>9/30/2016</b> , the grant closeout will happen on or before <b>11/30/2016.</b>	

					extend the drawdown deadline to <b>9/30/2016</b> .		
GU-86-X001	Procure three 30 foot ADA accessible buses and one greater than 30 foot accessible transit buses	Done	2/15/2015	5/15/2015	GRTA is currently looking for bus manufacturers or dealerships that have available buses that can be acquired readily to meet the drawdown deadline of <b>9/30/2015</b> .	Two months after the drawdown, GRTA will closeout the grant application on <b>11/30/2015</b> .	This grant is mandated to expire on <b>9/30/2015</b> .

**Effective Date:** January 5, 2015

Approved By:   
 ENRIQUE AGUSTIN  
 GRTA's Executive Manager