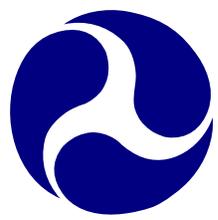


TEAM-Web User Guide

Chapter 7 *Execution*

By:
QSSI

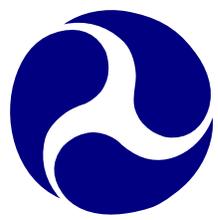
Version: 2.2
Date: 07/01/2008



Chapter 7 Change History

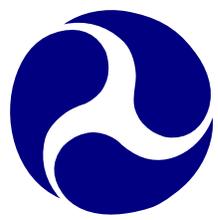
Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates. Updates to Comments/concurrence and Review/DOL Dates	Travis Klein, Sonya Ransome
2.0	04/23/2007	Major Formatting Changes and updates as required	Travis Klein
2.01	05/30/2007	Continued formatting changes and updates	Travis Klein
2.02	02/29/2008	Minor reference and wording modifications	Travis Klein, Patty String
2.1	05/02/2008	Supplemental Agreement modifications	Travis Klein
2.2	07/01/2008	Minor wording updates	Travis Klein, Naeem Ashraf

** Note: previous versions of the online User Guide may have been updated as needed without consistent versioning. Some previous change versions may be omitted or estimated. Versioning shall be consistent henceforth.*



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Execution

Overview

This chapter will cover the execution requirements and execution process in TEAM-Web.

FTA Award: Requirements for Executing

When FTA is satisfied with an application and sufficient funding is available, FTA will award funds for the Project.

After FTA has awarded funds for the Project, the Recipient should execute (PIN) the Award. When FTA and the Recipient enter their PINs for the Award, they are consenting to the terms and conditions of the Agreement governing the Project. The type of Agreement reflected in the “Award” tab page of the Execute Award window is determined by the selection made from the Project Type dropdown list in the Project Information window (*e.g.*, Grant Agreement, Cooperative Agreement, Other Transaction, *etc.*). The Government may withdraw its obligation to provide financial assistance if the Recipient does not execute the Award within 90 days after the “Obligation Date” (*i.e.*, the date on which the authorized FTA official PINed the award). The Agreement reflects dates when the FTA Official made the award and when the Recipient executed the Award.

The Recipient agrees to undertake and complete the Project, and provide for the use of Project facilities and equipment, in accordance with the terms of the Agreement or Agreement, the Approved Project Budget, the Project or Program schedules, and all applicable laws, regulations, U.S. DOT and FTA directives, and published Federal policies.

U.S. DOT regulation "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" (49 C.F.R. Part 18) applies to a grant or cooperative agreement with a Recipient that is a state, local or Indian tribal government. U.S. DOT regulation "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations" (49 C.F.R. Part 19) applies to a grant or cooperative agreement with a Recipient that is an institution of higher education or a nonprofit organization.



Execution (Execute Award)

1. A Recipient organization should execute an FTA award within ninety days of its approval. To execute VA-90-X209-00, the Recipient user with award execution privileges clicks **Execution** in the navigational menu, and then queries the project (see Figure 1).
2. For an award that has no supplemental agreement, the Execute Award screen opens with two tab pages. The Summary tab contains information about the project. The Award tab contains the agreement, and an entry field for the Recipient to PIN the award.

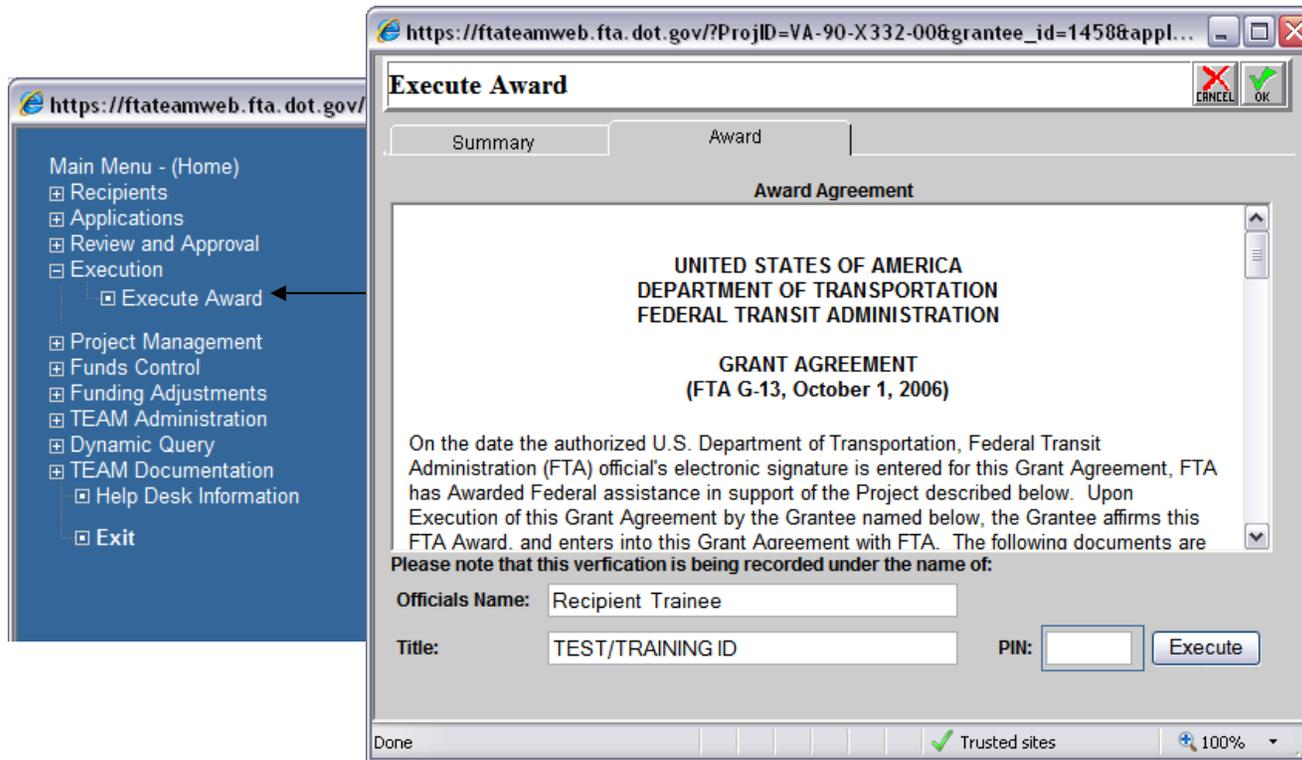


Figure 1

Note: An award with a supplemental agreement includes another tab for the Designated Recipient. The Designated Recipient must PIN the agreement before the Recipient official executes the agreement. A project must be executed before funds can be drawn on/disbursed.

Execute Award – Summary Tab

Figure 2 illustrates the Summary Tab of the Execute Award feature and its read-only information.

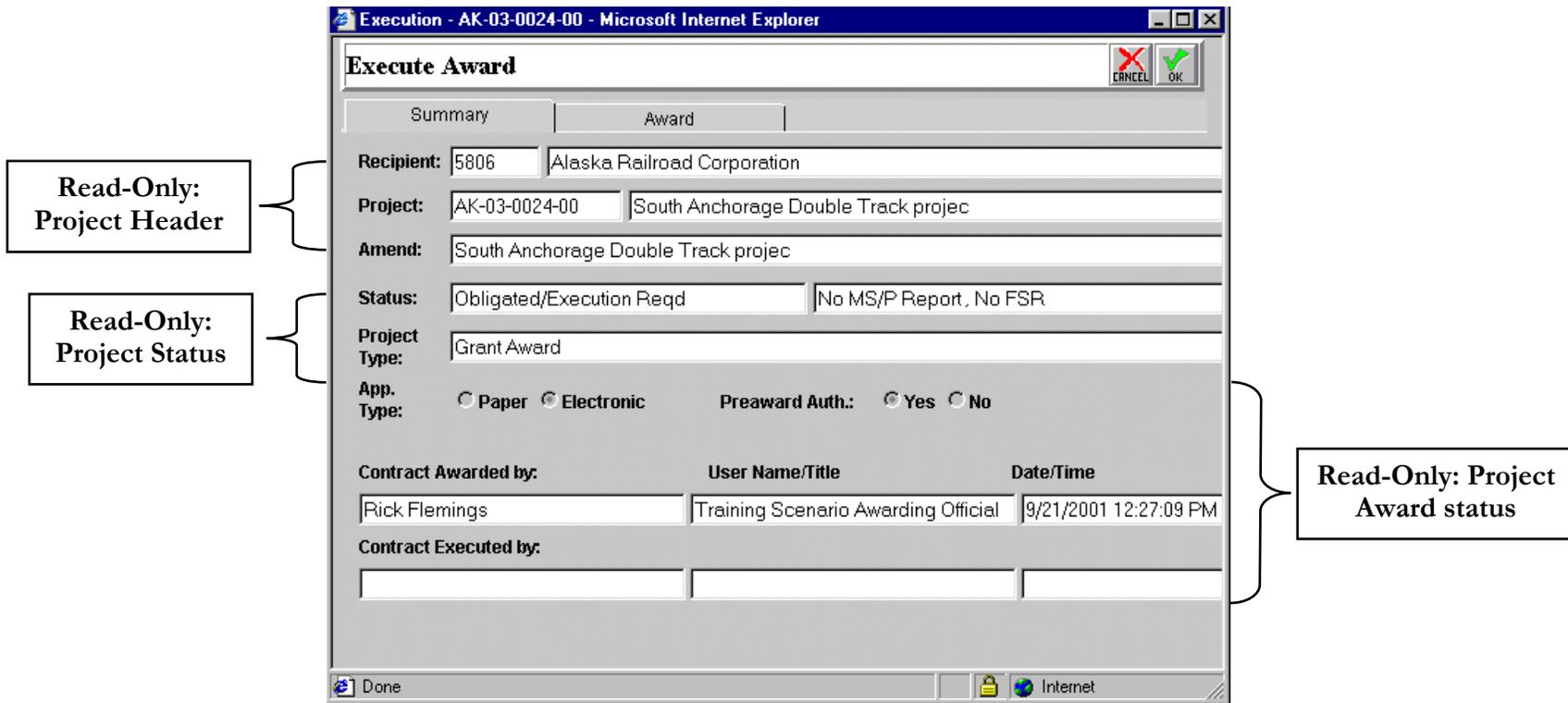


Figure 2

Execute Award – Award Tab

1. The **Award** tab has the Award Agreement information. Enter the PIN number and click **Execute** (see Figure 3). Note that only authorized officials have a PIN for executing an award.



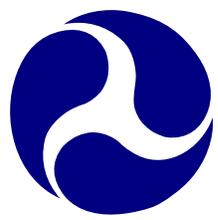
2. A pop-up message appears indicating that the project was successfully executed; click **Close** and TEAM-Web returns to the Project Query Results window. The status in the Project Details now reads 'Active'.
3. Any execution transactions are sent nightly to the accounting system (Delphi) in preparation for future draw down/disbursement requests.



Figure 3

Execute Award – Supplemental Agreement

- The **Supplemental Agreement** tab is used when there is a supplemental agreement (the Supplemental Agreement Tab will not appear unless a supplemental agreement is required – see Figure 3 for when one is not required, and Figure 4 for when one is required). In this case, the Designated Recipient must PIN the grant before the Recipient may PIN the grant.



- Supplemental agreements are only permitted for certain section/ section of statute (5307- Urbanized Area Formula, 5316- JARC, 5317- New Freedom) grant awards where the Recipient applying for the grant has specified that it have a designated Recipient.
- **Supplemental Agreement** can be selected in the General tab of the Project Information tool for the acceptable Section of Statutes. If the proper parameters are met, a grant will be flagged for a Supplemental Agreement with Create Project, Copy Project, Assign Project Number, and Change Project Number.
 - If any of the 5307, 5316, or 5317 Section of Statutes are selected and a Designated Recipient is identified by the system that is not the same as the Project Recipient ID, then the Supplemental Agreement will not only become active, but it will also default to “Yes.” If any of the 5307, 5316, or 5317 Section of Statutes are selected and a Designated Recipient does not exist or is the same as the Project Recipient ID, then the Supplemental Agreement will become active in Project Information, but it will instead to default to “No.” In either case, the user will have the option of changing the Supplemental Agreement selection in the Project Information screen. (Note: if a Section of Statute that does not allow for a Supplemental Agreement is selected, the Supplemental Agreement radio buttons in the Project Information screen will be read only/ grayed out).
- Once FTA awards the project, the status becomes ‘Sup Agrmt Execution Req.’
- The Designated Recipient will PIN the award, and then the Recipient will execute the grant.
- If the Supplemental Agreement option is not marked appropriately on the Project Information page, it can be modified by a user prior to submission of the application. FTA staff can later view the selection in the Reservations screen at the time of fund(s) reservation, but may not modify the selection (the field is read-only).



Figure 4

1. From the main menu click on Recipients, query for the desired recipient, and click on Modify Recipients.
2. Enter the Designated Recipient’s ID in the **Designated Recipient** field (see Figure 5).



Organization: 5600 CITY OF PRATTVILLE	
Acronym: PRATTVILLE CITY	NTDB Code: 0
Street: 101 West Main Street	FY Start: October
City/State/Zip: PRATTVILLE AL 36067 3052	Assistance: <input checked="" type="radio"/> Yes <input type="radio"/> No
Phone Number: 3343613601 x00000	Designated Recipient: 1019 CITY OF MONTE
Fax Number: 3343613608	MPO: 1019 CITY OF MONTE
Internet Addr.:	Type: Public, Not a Contractor
Cost Center: 78400	State DOT: <input type="radio"/> Yes <input checked="" type="radio"/> No
Geog. Location:	OST Type: City
Last Updated:	
Active: <input checked="" type="radio"/> Yes <input type="radio"/> No	
DBE: <input type="radio"/> Yes <input checked="" type="radio"/> No	

Figure 5

3. If a 5307, 5316, or 5317 Section of Statute is selected, the Supplemental Agreement radio buttons are modifiable and will default to “Yes” if the designated Recipient is appropriately different from the Project Recipient ID (1019 is different from 5600 in Figure 5). You still have the option of marking the Supplemental Agreement “No” In the Project Information screen (see Figure 6).



Project Information

General | Control Totals | UZA/Cong Dist | Earmarks | Security

Recipient: 6708 KTCT&C
K.T.C. TOURS & CHARTERS

Project: TEST TEST test test

Project Type: Grant Award

New/Amendment: New

Amend Reason: Initial Application

Recip. Type: Small Business

Sec of Statute: 49 USC 5307 - Urbanized Area Formula (FY2006 forward)

Fed Dom Asst#: 20.507 - Federal Transit_Formula Grants

FTA Proj Mgr:

Recip Contact:

State Appl ID:

Est Start/End:

Rec by State:

EO 12372 Review: Yes No N/A

Contract No:

Rev Date:

Planning Grant: Yes No

Program Date: 5/30/2007

Program Page:

Application Type: Paper Elect

Supplemental Agreement: Yes No

Project Description

Figure 6

4. The Supplemental Agreement must be PINNED by the Designated Recipient.
5. Before the Designated Recipient can PIN the Supplemental Agreement, the status should read: “Obligated/Sup Agmt Execution Reqd” (see Figure 7)



Project Details		
Project Number:	AL-90-X143-00	FY2000
Application Type:	Electronic	
Entered:	1/19/2000	
Recip. Contact:	Mac Champion	
FTA Manager:	David Mucher/Brian Glenn	
Status:	Obligated/Sup Aqmt Execution Reqd	
Description:	Capital & Preventive Maintenance	
Recipient:	5600	CITY OF PRATTVILLE

Execution (MI-90-X370-00) - Microsoft Internet Explorer

Execute Award

Summary | Award | Supp. Agreement

Recipient: 2107 CITY OF DETROIT DEPARTMENT OF TRANSPORTATION

Project: MI-90-X370-00 FY 2001 Section 5307 Carryover Fund

Amend: FY 2001 Section 5307 Carryover Fund

Status: Obligated/Sup Aqmt Execution Reqd No MS/P Report, No FSR

Project Type: Grant Award

App. Type: Paper Electronic Preaward Auth.: Yes No

Contract Awarded by:	User Name/Title	Date/Time
Donald Gismondi	Deputy Regional Administrator	9/10/2001 1:55:05 PM

Contract Executed by:

Supp. Agreement Executed by:

Figure 7

6. The Designated Recipient will have rights to PIN the award at the bottom of the screen in the Supp. Agreement Tab (see Figure 8)
7. Once the Designated Recipient has entered his or her PIN, the Recipient can return to the Award Tab and PIN.

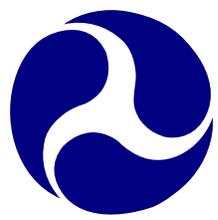
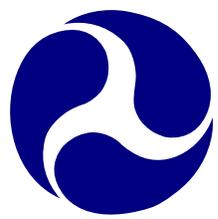


Figure 8



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