



GUAM STATE CLEARINGHOUSE

**P.O. Box 2950
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I Maga'låhen Guahan

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KATE G. BALTAZAR
Administrator

JAN 28 2015

CIRCULAR NO. 2015-01

TO: All Directors & Agency Heads
From: Kate Baltazar
Administrator
Subject: Guam State Clearinghouse (GSC) Grant Report Submissions

Buenas yan Hafa Adai! In an effort to consistently monitor federal reporting requirements and progress of grants and programs through the government, we are requesting the following information, to be submitted quarterly:

Grant Matrix/Chart

- Federal grants/ project names
- Grant numbers
- Funding agencies
- Reporting timeline (monthly, quarterly, etc) and specific deadlines
- Date of award
- Amount of award
- Balance/ unspent funds
- Grant expiration

Federal Reports

In addition, all federal reports submitted to grantors in the respective quarter must be attached to the grant matrix/chart.

Submission Dates

- Friday, February 13, 2015- Period covering October 1- December 31, 2014
- Friday, May 15, 2015- Period covering January 1- March 31, 2015
- Friday, August 14, 2015- Period covering April 1- June 30, 2015
- Friday, November 13, 2015- Period covering July 1- September 30, 2015

Submissions must be in the following format: one (1) hard copy delivered to the Guam State Clearinghouse office located in Adelup, as well as electronic copy sent via email to your respective GSC point of contact.

Thank you in advance for your assistance. If you have any questions, please feel free to contact me anytime at kate.baltazar@guam.gov or at 475-9384

Senseramente,

KATE G. BALTAZAR
Administrator

Cc: Lt. Governor
Governor's Chief of Staff
Lt. Governor's Chief of Staff

**OFFICE OF THE GOVERNOR
CENTRAL FILES**

RECEIVED BY _____
TIME 11:0 DATE 1/28/2015