



GUAM REGIONAL TRANSIT AUTHORITY

Government of Guam

Eddie B. Calvo, Governor
Raymond S. Tenorio, Lt. Governor
Enrique Agustin, Executive Manager

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GUAM REGIONAL TRANSIT AUTHORITY (GRTA)

A Plan for Deploying the Resources Necessary to Properly Administer the FTA Programs

Department: GRTA's Federal Programs Administration Section

Scope: This plan exhibits that the Board of Directors, Executive Manager, Chief Planner, Planner II, Transportation Supervisor, and Administrative Aide are highly capable and contributing in managing the FTA grant programs

Purpose: A plan to demonstrate that GRTA have devoted adequate resources to manage the FTA grant programs

Board of Directors:

To date, the Board comprises of 6 members namely: GRTA's Board Chairperson Louise C. Rivera currently serves us the Mayor of Tamuning-Tumon-Harmon. The Board Vice-Chairman is Gerard Cruz who is an avid advocate of the rights of the disabled and also a paratransit rider. The Board Secretary is Jason Cruz is also a devoted advocate of the rights of the disabled and also a paratransit rider. The Board Members are the following: Vicente Gumataotao currently works us the Mayor of Piti Village. Ginger Porter from the University of Guam Center for Excellence in Developmental Disabilities Education, Research, and Service (CEDDERS) trains GRTA contracted transit employees concerning ADA training. Andrew Tydingco is the most recent member who has a radio talk show that discusses different disability issues on Guam.

The newest member of GRTA Board will be Mr. Jonas D. Macapinlac whose credentials have been submitted to the Governor of Guam for approval. As per 12 Guam Code Annotated, Autonomous Agencies, Chapter 6, Guam Regional Transit Authority, Section 6201, Board of Directors; GRTA Board shall consist of seven (7) members.

Newly-Hired Executive Manager: GRTA has hired a fully qualified chief executive officer meeting the qualifications established in 12 Guam Code Annotated, Autonomous Agencies, Chapter 6, Guam Regional Transit Authority, Section 6202, Executive Manager. He replaced GRTA's Chief Planner who was acting in the capacity of Interim Executive Manager for more the one and a half years.

GRTA's Chief Planner: Aside from his duty as Chief Planner, GRTA's Executive Manager has been assigned to handle GRTA Paratransit Eligibility Certification.

Newly-Hired Planner II: The GRTA Pilot Program to extend the hour of operations and to add 3 more transit fixed routes ended last November 30, 2014. Planner II was assigned to monitor the program. Effective last December 01, 2014, GRTA's Executive Manager has permanently assigned GRTA's Planner II to assist GRTA's Program Coordinator IV in administering most of the federal programs.

Newly-Hired Transportation Supervisor: Aside from his duties in overseeing the transit operations and resolving complaints, GRTA's Program Coordinator IV is currently training him to manage the Random Drug and Alcohol Program. In addition, he is currently being phased in to this program to handle the contracted employee drug-free awareness training and random drug and alcohol testing program.

On November 2014, GRTA submitted the final draft of Multi-Step Bid documents to the General Services Administration for the procurement of transit services to a qualified transit provider. GRTA anticipates that within 4 month period GRTA will be able to award a contract. In this document, GRTA will be handing over the responsibility of random drug and alcohol testing program to the awarded transit provider.

Newly-Hired Administrative Aide: Aside from assisting GRTA's Administrative Officer, the Administrative aide reviews the paratransit eligibility application for completeness prior to officially accepting the documents.

Effective Date: January 5, 2015

Approved By: 
ENRIQUE AGUSTIN
GRTA's Executive Manager



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RESOLUTION NO.: 2015-003

WHEREAS, the Guam Regional Transit Authority is duly established under 12 Guam Code Annotated (GCA), CHAPTER 6, and is thereby empowered to apply for and receive Federal Transit Administration (FTA) of the U.S. Department of Transportation (DOT) financial assistance; and

WHEREAS, FTA CIRCULAR 9040.1F, Chapter VII, State Management Plan, as amended, requires GRTA to describe the State's policies and procedures for administering the State-managed portions of FTA's Section 5310, 5311, and 5339 subject to FTA DOT approval; and

WHEREAS, to update the "Guam State Management Plan" as per the review finding of FTA FY 2014 State Management review on Section 1. Program Management.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GUAM REGIONAL TRANSIT AUTHORITY:

1. That the Guam Regional Transit Authority "Guam State Management Plan" (SMP) which is attached hereto as Exhibit "A" is hereby accepted and approved by the Board of Directors, the governing body of the Guam Regional Transit Authority.

BE IT FURTHER RESOLVED BY THE BOARD OF DIRECTORS OF THE GUAM REGIONAL TRANSIT AUTHORITY:

1. THAT a copy of the approved Resolution and the Guam Regional Transit Authority "Guam State Management Plan" attached hereto be submitted to FTA Regional Office Program Management Section for their record.

DULY AND REGULARLY ADOPTED ON THIS 15th DAY OF DECEMBER
2014.



Louise C. Rivera
Board Chairwoman



Gerard Cruz
Board Vice-Chairman



Jason Cruz
Board Secretary

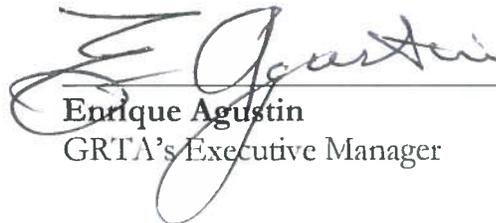


Vicente D. Gumatao
Board Member

Andrew Tydingco
Board Member

Ginger Porter
Board Member

Attest:



Enrique Agustin
GRTA's Executive Manager



GUAM STATE MANAGEMENT PLAN

Per FTA C9040. 1F, Chapter VII: State Management Plan
Fiscal Year 2015



Government of Guam
GUAM REGIONAL TRANSIT AUTHORITY
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Prepared by:
Rally M. Pilipina, mba
GRTA's Program Coordinator IV
(Federal Programs Administrator)

GUAM STATE MANAGEMENT PLAN

a. Program Goals and Objectives:

It is the Guam Regional Transit Authority (GRTA) goal to provide reliable and accessible public transit and paratransit services to as many of Guam's residents, visitors, and persons with disabilities as possible. Public Transit service to each of Guam's 19 municipalities (villages) has been provided since March 15, 1988. Since January 26, 1992, island-wide paratransit service has been provided without restriction to all ADA Paratransit Eligible Persons who request service. Public Hearings are held to establish long-term service goals. With the very limited federal funds available for our continuing grant programs, GRTA feels that the most effective use of resources is to consolidate several small grants: 49 U.S.C. Section 5310 (Enhanced Mobility for Seniors & Persons with Disabilities Program), 49 U.S.C. 49 U.S.C. Section 5311 (Non-Urbanized Area Formula Program), 49 U.S.C. Section 5311 (b) (3) (Rural Transit Assistance Program (RTAP)), and 49 U.S.C. Section 5339 (Bus and Bus Facilities Formula Grants).

- (1) Consolidated continuing grant funds will be used for Paratransit Operations and State Administration.
- (2) No adverse effect on transportation for persons with disabilities and elderly persons will occur. On our paratransit fiscal year 2013 ridership report, the total number of paratransit riders was 41,531 persons with disabilities. As of September 30, 2013, 433 individuals are registered user of this service. Our current routes cover all 19 of Guam's villages. Eleven (11) buses provided, operated, maintained, and managed by our third party transit contractor are serving elderly persons in connection with Title III of the Older American's Act with curb-to-curb, and nutrition trips to senior citizens centers. Our public transit system serves all of the 16 senior citizens centers. Six (6) vehicles provided, operated, maintained, and managed by our third party transit contractor are used exclusively for servicing persons with disabilities and elderly persons. Currently, GRTA operating hours are as follows: the morning shift operates from 5:30 A.M. to 11:30 A.M. and the afternoon shift from 2:30 P.M. to 8:30 P.M.
- (3) GRTA utilizes the private transportation companies to the maximum extent feasible. For that reason, GRTA contracts all of our current transit services to private transportation companies.

The federal grant programs that GRTA receives include 49 U. S. C., Section 5309 or 5339 - the Capital Funding Grants for Bus and Bus Facilities Formula Grants. GRTA uses these funds to procure ADA accessible buses for expanding the current transit fleet, for the engineering and design of GRTA's Maintenance Facility, for the One-Call/One-Click Dispatch Center/Proposed Administration Office from Veterans Transportation and Community Living Initiative Grants to meet the terms of the 2030 Transportation Plan and the 2012-2015 Guam's Territorial Transportation Improvement Plan (TTIP). Aside from the Section 5309 or 5339 capital funding grant, FTA awarded to GRTA ARRA grant for the procurement of ADA accessible transit buses.

GRTA submits all these grant applications in FTA's TEAM-Web as well as to the Guam State Clearinghouse to fulfill the intergovernmental review requirements. The Guam Legislature and other concerned agencies of the Government of Guam review and approve these grant applications.

With the impending military buildup, the Guam Department of Public Works through their consultant-Parsons Brinckerhoff International, Inc.-developed GRTA's long-range plan called the 2030 Guam Transportation Plan and our short-term plan entitled as the 2012-2015 Guam's Territorial Transportation Improvement Plan (TTIP) in accordance with Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) guidelines and requirements.

b. Roles and Responsibilities:

GRTA is the designated State Agency to administer the Sections 5311, 5310, & 5311 (b) (3) continuing grant programs, the discretionary grant programs namely: the American Recovery and Reinvestment act (ARRA)-49 U.S.C., Section 5311, and the Capital Funding Grants for Bus and Bus Facilities Formula Grants-49 U.S.C., Section 5309 or 5339. GRTA's governing body-the Board of Directors-hires or appoints GRTA's Executive Manager to administer the daily functions of the agency. Other Government of Guam Agencies have no responsibility with regard to these programs. However, the Guam Legislature reviews schedules, routes, and fares before implementation, and the Guam State Clearinghouse coordinates the intergovernmental review of all grants to the Guam Legislature and other concerned Government of Guam Agencies.

GRTA, by law, has the exclusive franchise to provide public transit on Guam. Therefore, GRTA carries out projects directly. Private providers, local applicants, and other involved parties participate through competitive service provider contracts with GRTA. GRTA, therefore, manages the service provider contracts with the third party transit contractor providing day-to-day management, drivers, dispatchers, buses, and maintenance.

Other Government of Guam Agencies that have responsibilities with regard to these programs are as follows.

- (1.) After the Federal Register publication announcement of the FTA Annual List of Certifications and Assurances (Cs & As), GRTA has 90 days for the Executive Manager and the Attorney to pin the Cs & As in FTA TEAM-Web. Previously, the Governor of Guam delegated GRTA's Planner II to pin the Cs & As. With a permanent Executive Manager on board, GRTA is in the process of applying for the GRTA's Executive Manager to pin the Cs & As. without any current delegation of authority, the Governor of Guam will sign his application to access the TEAM-Web. GRTA's Executive Manager assures and certifies that all FTA requirements are complied with. The previous Assistant Attorney General who pinned has retired. The present Assistant Attorney General who is currently working with GRTA is in the process of applying for his access in TEAM-Web. Similarly, the Governor of Guam has to sign his application. The Assistant Attorney General assures and certifies that GRTA complies with local and federal requirements concerning all the federal grant programs.
- (2.) The Guam Legislature (GL) appropriates the annual local funding for the management and operations the Guam Public Transit System and to provide local matching funds for federal grants requiring local match. Further, GL reviews schedules, routes, and fares prior to implementation and receives the annual report from GRTA. Furthermore, the Legislative Transportation Committee (LTC) ensures oversight, accountability and quality of the management and operations of the Guam Public Transit System. Whenever it is necessary, the LTC conducts oversight hearings.
- (3.) The Guam State Clearinghouse (GSC) has the exclusive purview at the Guam level for all

federal programs and aids that have a direct and indirect effect on Guam. Accordingly, the GSC coordinates the intergovernmental review of all grants to the Guam Legislature and other concerned Government of Guam Agencies. Further, GRTA submits copies of all active federal grant TEAM-Web quarterly reports to GSC for their review. Should GRTA need assistance in resolving local and federal issues concerning the federal grant programs, GSC provides their expertise and manpower in resolving these issues.

- (4.) The Department of Administration's (DOA) Division of Accounts computerized accounting system handles GRTA's accounting system. GRTA's Administrative Officer provides the necessary documentation to be input to the AS400 computerized accounting system. Further, DOA current contract to a qualified accounting organization for the required annual independent single audits for all of Government of Guam line agencies still includes GRTA; even though, GRTA became an autonomous agency in FY 2011. Furthermore, DOA's Division of Accounts, Federal Grant Section draws down federal funds for GRTA in FTA's ECHO system.
- (5.) GRTA has been authorized by the Government Services Administration (GSA) to conduct only Request for Proposal solicitation for professional services; while, GSA conducts all other solicitations for GRTA other than RFP. GRTA takes care of equipment disposition entirely by itself by turning over unneeded equipment GSA in accordance with their regulations.
- (6.) A post-secondary institution is mandated to conduct all ADA transit-related trainings for all contracted transit operators and dispatchers. This training has been conducted by University Of Guam's Center for Excellence in Developmental Disabilities Education, Research, and Service.

The 2030 Guam Transportation Plan and the 2012-2015 Guam Transportation Improvement Plan (GTIP) were developed and approved in accordance with Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) requirements and procedures through the Guam Department of Public Works consultant Parson Brinckerhoff International Inc. (PB).

Interested applicants, private for profit operators, non-profit organizations, transportation providers and users, including social service agencies capable of purchasing services, are invited to submit their views to PB on the planning, coordination, allocation, consolidation and service provision. As a result, PB developed the above-mentioned plans and sought comments from the general public through public hearings as required by FHWA and FTA.

c. **Coordination:**

GRTA is in frequent contact with the social service agencies on Guam through letters, phone calls, public notices, and personal conversations. In addition, our public transit and paratransit services stop in front of or nearly every social service provider on Guam. The social service agencies we pass in front of or near include, all hospitals (2), all public health centers (3), all senior citizens centers (16), the housing agency (1), all post-secondary schools (2), most schools and many other social service or related entities. The Office of the Governor together with the Attorney General's Office assures and certifies that GRTA complies with all local and federal laws pertaining to our grant programs and the Guam State Clearinghouse coordinates the inter-governmental reviews all of the grant applications.

d. Eligible Subrecipients:

GRTA, by law, is the only eligible direct public transit recipient. However, any entity that meets federal requirements and has a local business license is eligible to participate via a competitive procurement service contract.

e. Eligible Services and Service Areas:

The entire territory of Guam is our service area and there are no state limitations imposed in addition to Federal Rules.

f. Eligible Assistance Categories:

Eligible assistance categories are the same as Federal categories. There are no restrictions on eligible expenses. Guam's policy on allocation of costs between administrative and operating categories is the same as the Federal Policy.

g. Local Share and Local Funding Requirements:

The Federal Law 48 U.S.C. Section 1469(a) and FTA Circular 9040.IF, Chapter III, Page 111-5, Section Ie permit federal agencies to consolidate any or all grants to each of the insular areas such as Guam and to waive requirements for matching funds, applications and reports. Furthermore, each insular area to use the consolidated grant funds for any purpose or program authorized for any of the consolidated grants.

Any local matching requirements for all unconsolidated federal grant programs, if any, will be met using Guam Highway Fund appropriated to GRTA.

h. Project Selection Criteria and Method for Distributing Funds:

GRTA uses an entirely discretionary selection process. To date, FTA has awarded GRTA the continuing grant funds for FY 2014 namely: Section 5310, Section 5311, Section 5311 (b) (3), and Section 5339 funds. In the future, GRTA will select and distribute funds base on preference to higher number of clients to serve, stability of the organization, and preference to organizations whose type of client is not currently served. All Section 5310, Section 5311 (b) (3), Section 5339 funds have been consolidated into a Section 5311 grant; therefore, no Section 5310, Section 5311 (b) (3) funds are available. However, if public transit and paratransit funds are adequate, then some or all Section 5310, Section 5311 (b) (3) funds may be made available for distribution under the above-mentioned guidelines. For the discretionary grant programs such as the ARRA and the Section 5309 or 5339 grant programs, GRTA utilizes similar project selection criteria and method for distributing funds.

Section 5311 contract applicants are competitive with low responsible bid. A majority of Guam's population is (168,000 as of 2014 est.) considered minority by U.S. standards (i.e. 10 percent white populace) so equity distribution of benefits is not a problem (see the February 16, 2014 GRTA Title VI Program Update per PTA Circular 4702.1A: Title VI and Title VI-Dependent Guidelines for Federal Transit Administration Recipients submitted to FTA).

i. Intercity Bus Transportation:

There is no intercity situation on Guam as Guam is only one governmental jurisdiction. In addition, all 19 municipal areas are served by the existing public transit system, which are all considered rural.

j. Annual Program of Projects Development and Approval Process:

GRTA notifies the public of the availability of Sections 5310 & 5311, 5311 (b) (3) continuing grant funds including all the discretionary grant funds namely the ARRA and the Section 5309 or 5339 Bus and Bus Facilities Formula Grants. After Guam receives its notice of Federal Allocation, interested applicants, private for profit operators, non-profit organizations, transportation providers and users, including social service agencies capable of purchasing services, are invited to submit their views to GRTA on the planning, coordination, allocation, consolidation and service provision of the transportation grant and Program of Projects proposed by GRTA staff.

If the submitted views of interested applicants and others are in general agreement with the GRTA staff proposals, the Executive Manager together with GRTA's Board of Directors may adopt the GRTA staff proposal immediately or make changes. If there are new proposals or suggested changes, the interested applicants or others are given one (1) week to make a formal written proposal. The GRTA staff then reviews the proposals and presents their recommendation back to the Executive Manager together with GRTA's Board of Directors.

The Executive Manager together with GRTA's Board of Directors, in a public meeting, then, considers those proposals, and makes a final decision. The entire process should take no more than two weeks. Guam has no policy for the transfer of Section 5307 and/or Section 5311 apportionments between urbanized and nonurbanized areas since it does not currently receive Section 5307 apportionments.

Recently, the 2030 Guam Transportation Plan and the 2012-2015 Guam's Territorial Transportation Improvement Plan (TTIP) were developed and approved in accordance with Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) requirements and procedures through the Guam Department of Public Works consultant Parsons Brinckerhoff International, Inc.

k. Funds Transfers:

FTA designates all of Guam's 19 municipalities (villages) as non-urbanized areas. Hence, transferring Section 5307 and/or 5311 apportionments between urbanized and non-urbanized areas are not viable.

As an insular area, 48 U.S.C. 1469a and FTA Circular 9040. 1F, Chapter III, Page III-5, Section 1e allow GRTA to transfer Section 5310 (Elderly and Persons with Disabilities), 5311(b) (3) (Rural Transit Assistance Program (RTAP)), and Section 5339 (Bus and Bus Facilities Formula Grants) grant programs into a single grant - Section 5311. Accordingly, FTA permits GRTA:

- (1) Federal agencies to consolidate any or all grants to each of the insular areas and to waive requirements for matching funds, applications, and reports with respect to the consolidated grants; and
- (2) Each insular area to use the consolidated grant funds for any purpose or program authorized for any of the consolidated grants.

However, FTA does not allow the consolidation of all GRTA's discretionary grant funds such as the

ARRA and the Section 5309. GRTA must submit to FTA separate grant application for each grant program.

I. State Administration and Technical Assistance:

There are no local areas on Guam and therefore no resources and technical and management assistance are provided to local areas. The 15 percent Section 5311 State Administration funds are mostly used for administration and planning with smaller amounts used for technical assistance and research.

m. State RTAP:

Enhanced Mobility for Seniors and Persons with Disabilities (5310), RTAP (5311 (b)(3)), and Bus and Bus Facilities Formula Grants (5339) program management: Enhanced Mobility for Seniors and Persons with Disabilities, RTAP, and Bus and Bus Facilities Formula grants funds are consolidated into Section 5311 program to simplify the administration of the grant programs. Moreover, please refer to Section K of this plan.

n. Private Sector Participation:

- (1) Guam's procedures and requirements for achieving participation in local services by private providers at the beginning of the service development process and in the provisions of service are explained in items b., and j. Additionally, all major schedule, route, and fare changes must go through a public hearing and legislative review process that gives ample opportunity for private sector participation. As stated in section a. (3), it is Guam's policy to use private transportation providers to the maximum extent possible. Moreover, private transportation providers, thus far, have supplied all of Guam's Public Transit System needs.

A periodic review of existing services takes place to ensure that services are gotten at the lowest cost. When new services are offered or old services are altered, consideration will be given and competition will be encouraged to determine, if private enterprise can operate at fewer subsidies or no subsidy.

- (2) Guam's guidance to local applicants is basically the fund availability and the Section 5311 guidelines. The requirements are to submit the most cost effective plans, which serve the most people within the limitations of the available funding.
- (3) Guam's process for resolving conflicts or complaints from private transportation providers is twofold:
 - (a) On the subject of determining funding allocations, planning, or program of projects development, if there are complaints, GRTA's Ombudsperson together with the Appeals and Review Committee will review the complaint, if the complainant still is not satisfied, appeal may be submitted to FTA. If FTA does not wish to intervene, the complainant may go to the Superior Court of Guam.
 - (b) If it is at the level of awarding a Procurement Contract, then Guam has Procurement Regulations that govern complaints. The Procurement Regulations state that appeals are made first to the Chief Procurement Officer and then the complainant may go to the Superior Court of Guam.

- (4) Guam provides technical assistance to local recipients to assist them to involve the private sector and to private operators to assist them to participate in FTA-assisted service. The technical assistance is in form of verbal advice, availability of a small transportation library, and availability of FTA Guidelines and Materials.

o. Civil Rights:

The Title VI requirements are met per GRTA's latest FTA Civil Rights Title VI, Triennial Review dated February 16, 2014 (GRTA Title VI Program Update as per FTA Circular 4702.1 B: Title VI and Title VI-Dependent Guidelines for Federal Transit Administration Recipients). EEO requirements are a part of Government of Guam's overall hiring policies. Neither GRTA nor any of its contractors meet the threshold requirement of 50 or more transit-related employees, so that a formal EEO program is not required.

The Disadvantaged Business Enterprise program requirements are met per GRTA's Disadvantaged Business Enterprise (DBE) FY 2015-2017 Program as per 49 CFR Part 26-Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistant Programs, as amended that was submitted to FTA last August 19, 2014. The following required provisions are included in GRTA's DBE Program: assurance of nondiscrimination, prompt payment, DBE subcontractor payment reporting, return of retention requirements, subcontractor and lower-tier(s) to fully comply with this program, and certification of payments to DBE firms.

p. Maintenance:

See attached Standard Operating Procedure (SOP) for maintaining accessibility features and ensuring lift availability. The third party contractor's administration office must comply with current OSHA requirements and the maintenance facility must comply with the most recent requirements of the Guam EPA and OSHA.

p. Charter Rule:

Presently, GRTA does not provide charter service to the public transit riding public. Should GRTA decides to offer charter service with its third party contractors that are also private charter operators, the provisions of 49 C.F.R. Part 604-Charter Service do not apply since the requirements of this part shall not apply to private charter operators that receive federal assistance directly and indirectly under 49 U.S.C., Section 5309 or 5339, 49 U.S.C., Section 5310 and 49 U.S.C., Section 5311.

r. Section 504 and ADA Reporting:

Section 504 requirements are being met by serving persons with disabilities heavily through the Public Transit System, the Paratransit System, and Section 5310 program (all 11 transit vehicles comply with the ADA regulations-49 CFR Part 38).

Guam July 27, 1987 Section 504 Program Plan met the requirements. In addition, given that Guam is a small island (212 square miles - 30 miles long by 5 to 8.5 miles wide) monitoring grant recipients and third party contractor are done by directly observing the situation and talking with program staff.

s. **NTD Reporting:**

Every end of the month, GRTA third party contractor submits raw data needed for the National Transit Database Report such as service and safety data, etc. GRTA's Planner II compiles and transforms these data to table/chart/graph forms for all end users. For Asset/infrastructure information, GRTA requests to the third party contractor a month prior to the submission deadline. In addition, GRTA's Administrative Officer compiles financial information dealing with federal funds such as operating and capital expenditures.

A month prior to the January 31 submission deadline of each fiscal year, GRTA's Program Coordinator IV completes and submits the National Transit Database Report online. Any validation responses necessary to revise the submitted NTD report are communicated and coordinated with the NTD program representative.

t. **State Program Management:**

Guam administers its program management responsibilities as follows:

- (1) **Procurement:** The Government of Guam centralized procurement agency handles all procurements. With computerized procurement system, the Department of Administration's (DOA) General Services Administration (GSA) performs its sole responsibility in procuring for all line agencies of Government of Guam. While GRTA has been designated as an autonomous agency of Government of Guam and empowered by the Guam Legislature to carry out in-house procurement, only solicitation for Request for Proposals are handled by GRTA and GSA carries out all other GRTA procurement solicitations.
- (2) **Financial Management:** GRTA has a Memorandum of Agreement with DOA for DOA to handle our financial and property management. DOA's Division of Accounts computerized accounting system handles GRTA financial and property management.
- (3) **Property Management:** DOA's Fixed Assets and Property Management Division handles GRTA's computerized property management system.
- (4) **Vehicle Use:** In GRTA outsourcing of the management, operations, and maintenance of its transit services, the third party contractor provides the transit vehicles.
- (5) **Maintenance:** also, the third party contractor maintains their own transit vehicles as part of the outsourcing contract for the management, operations, and maintenance of the Guam's Public Transit System. GRTA pays our third party contractors on an hourly basis.
- (6) **Disposition:** GRTA takes care of equipment disposition entirely by itself by turning over unneeded equipment to the Government of Guam centralized procurement agency, which is the General Services Administration in accordance with their regulations.
- (7) **Construction and Renovation of Facilities:** the Government of Guam centralized procurement agency and the Department of Public Works handle all projects concerning construction or renovation of facilities.

- (8) **Accounting Systems:** DOA's Division of Accounts computerized accounting system handles GRTA accounting system.
- (9) **Audit:** The Department of Administration contracts for annual independent single audits for all of Government of Guam line agencies including its own divisions. Since becoming an autonomous agency last fiscal year 2010, GRTA is still included in the Government of Guam-wide independent single audit.

In addition, GRTA is subjected to internal audits or reviews by Government of Guam's Bureau of Budget and Management Research, the Office of the Public Auditor and is additionally subjected to audit by the U.S. Department of Interior Inspector General located on Guam. Per Circular OMB A-128, GRTA must complete audits within one year after the end of the fiscal year. Then, GRTA submits to various Federal entities within 30 days after GRTA receives the final audit. GRTA submits copies of its annual independent single audits to the following:

- (a) Federal Audit Clearinghouse
Number: One (1)
Bureau of the Census
Data Preparation Division
1201 E. 10th Street
Jeffersonville, Indiana 47132

Mandate: OMB Circular No. A-128, Paragraph 13.g
Issued April 12, 1985, and
Questions and Answers on Single Audit Provisions
of Office of Management and Budget
Circular A-128, Paragraph 34
Issued November 1987

- (b) Regional Audit Manager
Number: Ten (10)
U.S. Department of the Interior
Office of Inspector General, North Pacific Region
238 Archbishop F.C. Flores Street
PDN Bldg., Suite 807
Hagatna, Guam 96910

Mandate: 48 U.S.C. Section 1422d
(Organic Act of Guam) and
OMB Circular No. A-128, Paragraph 13.f
Issued April 12, 1985.

- (c) Regional Administrator
Number One (1)
U. S. Department of Transportation
Federal Transit Administration
201 Mission Street, Suite 1650
San Francisco, California 94105

Mandate: OMB Circular No. A-128, Paragraph 13.f
Issued April 12, 1985.

- (d) National Single Audit Review Center
Number One (1)
U. S. Department of Transportation
Office of the Inspector General
1718 Peachtree Street, NW., Suite 376
Atlanta, Georgia 30309

Mandate: Federal Transit Administration,
Region IX Management Bulletin (RMB) NO. 191
Consolidation of Single Audit (OMB Circular A128) Responsibilities
Issued: Mach 1, 1993.

- (10)**Closeouts:** GRTA initiates closeout procedures immediately after all funds are expended and all work activities for the project are completed. GRTA submits a Final Financial Status Report (SF-269A) and a final budget and revised program of projects to FTA's Transportation Electronic Award Management System (TEAM) web.

u. Other Provisions:

Guam's procedures for compliance with other Federal requirements are as follows:

- (1) **Section 13(c) labor protection:** All Section 5311 participants are required to sign an agreement to comply with Section 13(c).
- (2) **Environment Protection:** The Guam State Clearinghouse reviews all applications for environmental impact.
- (3) **Buy America Provisions:** Buy American provisions are included in federally-funded vehicle procurement bid documents.
- (4) **Alcohol Testing:** Per 49 CFR Part 655: Prevention of alcohol Misuse and Prohibited Drug Use in Transit Operations Section 655.3 states that recipients and subrecipients receiving federal assistance or any third party contractor of a recipient or subrecipient receiving federal assistance under 49 USC 5307, 5339, 5311, and 23 USC 103(e) (4) are required to establish and conduct a multifaceted anti-drug and alcohol misuse testing program. GRTA has an alcohol-testing and alcohol misuse programs in effect.
- (5) **Drug Testing:** Per 49 CFR Part 655: Prevention of alcohol Misuse and Prohibited Drug Use in Transit Operations Section 65.5.3 states that recipients and subrecipients receiving federal assistance or any third party contractor of a recipient or subrecipient receiving federal assistance under 49 USC 5307, 5309 or 5339. 5311, and 23 USC 103(e) (4) are required to establish and conduct a multifaceted anti-drug and alcohol misuse testing program. GRTA has a drug-testing and an anti-drug programs in effect.
- (6) **Drug-Free Workplace:** GRTA complies with the drug-free workplace requirements by posting Drug-Free Workplace Signs and by issuing a policy statement, which every employee of GRTA and its third party contractor are required to concur. Further, the drug-free

workplace provisions and agreements to implement drug testing are included in all contracts. GRTA will be conducting anti-drug training for all covered employees of the third party contractor.

(7) Pre-Award and Post-Delivery Audit of Rolling Stock Purchases made with Federal Funds: In connection with the impending procurement of ADA accessible transit vehicles using the ARRA and Section 5309 or 5339 grant funds, per 49 CFR Part 663, GRTA will comply with the pre-award and post-delivery audits as follows:

- (a) Pre-Award:** Including Buy America Purchaser's Requirements Certification requirements and, where appropriate, manufacturer's Federal Motor Vehicle Safety Standards (FMVSS) Certification requirement into any bid documents and reviewing all submitted bids to insure that they contain complete information prior to awarding the formal contract. The review will be in writing and be issued prior to the award of the formal contract.
- (b) Post-Award:** GRTA through the Guam Department of Public Works will certify that all delivered vehicles are determined to meet contract specifications by conducting visual inspection and road testing.

In addition, before the transfer of title can occur, a Post-Delivery Audit to all delivered vehicles must be completed to ensure that the vehicle manufacturer has complied with the Buy America requirements. To comply with 49 CFR Part 663, GRTA must complete the Post-Delivery Certification and the Post-Delivery Purchaser's Requirements Certifications.



GUAM REGIONAL TRANSIT AUTHORITY

Government of Guam

Eddie B. Calvo, Governor
Raymond S. Tenorio, Lt. Governor
Enrique Agustin, Executive Manager

P.O. Box 2896
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GUAM REGIONAL TRANSIT AUTHORITY (GRTA)

Standard Operating Procedure (SOP) for Maintaining Accessibility and ensuring Lift Availability

Department: GRTA and Service Contractors

Scope: This Standard Operating Procedure applies to GRTA and Service Contractors

Purpose: To require that the service contractors conduct maintenance and inspection procedures for ensuring accessibility features and lift availability and that documentation is also maintained.

Procedures:

1. Immediately prior to any revenue vehicle leaving the yard for its run, the bus operator must conduct the Pre/Post Trip Inspection Procedure, and that the inspection report must be completed and submitted to the maintenance officer;
2. Immediately after any revenue vehicle returns to the yard from its run, the bus operator must conduct the Pre/Post Trip Inspection Procedure, and that the inspection report must be completed and submitted to the maintenance officer;
3. For every revenue vehicle, the "A" Service Maintenance Procedure must be performed every 5,000 miles and that the inspection report must be completed and submitted to the maintenance officer;
4. For every revenue vehicle, the "B" Service Maintenance Procedure must be performed annually, and that the inspection report must be completed and submitted to the maintenance officer;
5. For every revenue vehicle, the maintenance schedule provided in Table 3-1 must be performed at the indicated intervals and that the inspection report must be completed and submitted to the maintenance officer;
6. GRTA shall have access at all times without prior notice, to maintenance records for periodic and random review.

Effective Date: January 5, 2015

Approved By:


ENRIQUE AGUSTIN
GRTA's Executive Manager

GUAM MASS TRANSIT

"A" SERVICE MAINTENANCE CHECK LIST

W/O #

VEHICLE NUMBER	ODOMETER/HOURMETER:	MECHANIC:	DATE:		STATUS:	
			START:	COMPLETE:	UP:	
					DOWN:	
ITEM		OKAY	BAD	ITEM	OKAY	BAD
1. BODY CLAMPS AND CROSS MEMBERS				17. WHEEL AND TIRE SERVICE		
2. INSPECT BRAKE LINES				18. A/C SYSTEM SERVICE AND INSPECTION		
3. INSPECT ANTIFREEZE LEVEL				18.1 CLEAN EVAPORATOR & CONDENSER		
4. INSPECT BRAKE FLUID LEVEL				18.2 CLEAN EVAPORATOR FILTER		
5. INSPECT POWER STEERING FLUID				18.3 PRESSURES: LT L: H: RT: L: H:		
6. INSPECT TRANSMISSION FLUID LEVEL				19. LUBE CHASSIS/DOORS		
7. WINDSHIELD WASHER FLUID				20. HYDRAULIC BRAKE SERVICE (IF APPLICABLE)		
8. WINDSHIELD WIPERS				21. AIR FILTER REPLACEMENT		
9. INSPECT EXHAUST SYSTEM				22. REPLACE OIL		
10. INSPECT FUEL LINES				23. REPLACE OIL FILTER		
11. INSPECT BRAKES				24. REPLACE FUEL FILTER		
11.1 FRONT LH WARE: % used				25. INSPECT INTERIOR		
11.2 FRONT RH WARE: % used				26. UPHOLSTERY/SEATS		
11.3 REAR LH WARE: % used				27. EMERGENCY EXITS AND ALARMS		
11.4 REAR RH WARE: % used				28. GLASS/MIRRORS		
12. INSPECT CHASSIS				29. CHARGING SYSTEM VOLTS		
13. INSPECT ENGINE BELTS				30. SAFETY EQUIPMENT		
14. INSPECT HOSES				31. LIFT INSPECTION/SERVICE/OPERATION		
15. INSPECT LIGHTS				32. SECUREMENT DEVICES		
16. INSPECT SUSPENSION				33. ADA EQUIPMENT		

REMARKS:

REPAIRS:

PARTS USED:

COMPLETED BY:		DATE:	W/O #
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GUAM MASS TRANSIT

DRIVER'S DAILY BUS PRE/POST INSPECTION REPORT

VEHICLE #: _____ DRIVER: _____
 ROUTE #: _____ DATE: _____
 START MILEAGE: _____ END MILEAGE: _____

FILLED OUT BY THE DRIVER PRIOR TO DEPARTURE AND TO BE SUBMITTED PRIOR TO SECURING

ITEM	DESCRIPTION	PRE		ITEM	DESCRIPTION	POST	
		GOOD	BAD			GOOD	BAD
EXTERIOR:	EMERGENCY EXITS/ALARMS			28			
1	FUEL TANK/CAP			29	SUN VISOR		
2	BATTERY/COMPARTMENT			30	INTERIOR MIRRORS		
3	WINDSHIELDS, WINDOWS			31	SERVICE BRAKE		
4	CURBSIDE BODY			32	PARKING BRAKE		
5	REAR BODY			33	WINDSHIELD WIPERS		
6	ROADSIDE BODY			34	LOW AIR ALARM		
7	FRONT BODY			35	WIPER WASH SYSTEM		
8	EXTERIOR MIRRORS			36	AIR CONDITIONING		
9	CROSSOVER MIRRORS			37	BACK UP ALARM		
10	FRONT TIRE WARE			38	INTERIOR LIGHTS		
11	REAR TIRE WARE			39	ADA EQUIPMENT		
<i>ENGINE COMPARTMENT:</i>				40	WHEELCHAIR RESTRAINTS		
12	ENGINE OIL LEVEL			41	LIFT CYCLE OPERATION		
13	TRANSMISSION FLUID LEVEL			42	MANUAL LIFT HANDLE		
14	BRAKE FLUID RESIVIOR LEVEL			43	WEBB CUTTER		
15	ENGINE BELTS			<i>LIGHTS:</i>			
16	LIFT FLUID LEVEL			44	HEAD LIGHTS		
17	POWER SREERING FLUID LEVEL			45	TURN SIGNALS		
<i>INTERIOR:</i>				46	HAZARD LIGHTS		
18	INTERIOR CONDITION			47	8 WAY WARNING LIGHTS		
19	STANCHIONS, VANITY PANELS			48	STOP ARM/ STOP ARM LTS		
20	1st AID/BODY FLUID SPILL KIT			49	TAIL LIGHTS/BRAKE LIGHTS		
21	EMERGENCY WRNG DEVICES			50	REVERSE LIGHTS		
22	FIRE EXTINGUISHER			FLUIDS QTY ADDED			
23	SEATS & SEAT BELTS			FUEL			
24	INSTRUMENTS/GAUGES			OIL			
25	HORN			TRANSMISSION FLUID			
26	STEPS/STEPWELL LIGHT			COOLANT			
27	EMERGENCY EXITS			BRAKE FLUID			

COMMENTS PRE: _____

COMMENTS MUST BE SUPPLIED FOR ALL ITEMS MARKED BAD

COMMENTS POST: _____

DISCREPANCY REPORT ISSUED? YES: _____ NO: _____ MILES DRIVEN: _____

DISPATCHER'S SIGNATURE OUT: _____ DRIVER'S SIGNATURE OUT: _____

DISPATCHER'S SIGNATURE IN: _____ DRIVER'S SIGNATURE IN: _____

THIS REPORT IS MANDATORY FOR EVERY VEHICLE AND MUST BE MAINTAINED FOR 90 DAYS FROM THE DATE COMPLETED, IN ACCORDANCE WITH 49 CFR, VOL. 5, CH. 3, PARTS 392.7, 392.8 AND 396.11

GUAM MASS TRANSIT

DRIVER'S DAILY BUS PRE/POST INSPECTION REPORT

VEHICLE #: _____ DRIVER: _____
 ROUTE #: _____ DATE: _____
 START MILEAGE: _____ END MILEAGE: _____

FILLED OUT BY THE DRIVER PRIOR TO DEPARTURE AND TO BE SUBMITTED PRIOR TO SECURING

ITEM	DESCRIPTION	PRE		ITEM	DESCRIPTION	POST	
		GOOD	BAD			GOOD	BAD
EXTERIOR:	EMERGENCY EXITS/ALARMS			28			
1	FUEL TANK/CAP			29	SUN VISOR		
2	BATTERY/COMPARTMENT			30	INTERIOR MIRRORS		
3	WINDSHIELDS, WINDOWS			31	SERVICE BRAKE		
4	CURBSIDE BODY			32	PARKING BRAKE		
5	REAR BODY			33	WINDSHIELD WIPERS		
6	ROADSIDE BODY			34	LOW AIR ALARM		
7	FRONT BODY			35	WIPER WASH SYSTEM		
8	EXTERIOR MIRRORS			36	AIR CONDITIONING		
9	CROSSOVER MIRRORS			37	BACK UP ALARM		
10	FRONT TIRE WARE			38	INTERIOR LIGHTS		
11	REAR TIRE WARE			39	ADA EQUIPMENT		
<i>ENGINE COMPARTMENT:</i>				40	WHEELCHAIR RESTRAINTS		
12	ENGINE OIL LEVEL			41	LIFT CYCLE OPERATION		
13	TRANSMISSION FLUID LEVEL			42	MANUAL LIFT HANDLE		
14	BRAKE FLUID RESIVIOR LEVEL			43	WEBB CUTTER		
15	ENGINE BELTS			<i>LIGHTS:</i>			
16	LIFT FLUID LEVEL			44	HEAD LIGHTS		
17	POWER SREERING FLUID LEVEL			45	TURN SIGNALS		
<i>INTERIOR:</i>				46	HAZARD LIGHTS		
18	INTERIOR CONDITION			47	8 WAY WARNING LIGHTS		
19	STANCHIONS, VANITY PANELS			48	STOP ARM/ STOP ARM LTS		
20	1st AID/BODY FLUID SPILL KIT			49	TAIL LIGHTS/BRAKE LIGHTS		
21	EMERGENCY WRNG DEVICES			50	REVERSE LIGHTS		
22	FIRE EXTINGUISHER			FLUIDS QTY ADDED			
23	SEATS & SEAT BELTS			FUEL			
24	INSTRUMENTS/GAUGES			OIL			
25	HORN			TRANSMISSION FLUID			
26	STEPS/STEPWELL LIGHT			COOLANT			
27	EMERGENCY EXITS			BRAKE FLUID			

COMMENTS PRE: _____

COMMENTS MUST BE SUPPLIED FOR ALL ITEMS MARKED BAD

COMMENTS POST: _____

DISCREPANCY REPORT ISSUED? YES: _____ NO: _____ MILES DRIVEN: _____

DISPATCHER'S SIGNATURE OUT: _____ DRIVER'S SIGNATURE OUT: _____

DISPATCHER'S SIGNATURE IN: _____ DRIVER'S SIGNATURE IN: _____

THIS REPORT IS MANDATORY FOR EVERY VEHICLE AND MUST BE MAINTAINED FOR 90 DAYS FROM THE DATE COMPLETED, IN ACCORDANCE WITH 49 CFR, VOL. 5, CH. 3, PARTS 392.7, 392.8 AND 396.11

B. CLEANING

Regular cleaning with mild soap (i.e. dish soap, car wash liquid) and drying thoroughly will protect lift painted surfaces. Cleaning is especially important in areas where roads are salted in winter. Make sure that lift pivot points remain clear and clean prior to lubrication.

C. MAINTENANCE SCHEDULE

Under normal operating conditions, maintenance inspections are required at least every six months (1750 cycles) and a thorough inspection should be performed at service intervals referenced in Table 3-1. Service should be increased under conditions of heavier use (more than 10 cycles per day).

TABLE 3-1: MAINTENANCE SCHEDULE	
SERVICE POINT	ACTION TO PERFORM
DAILY SAFETY CHECK	
Overall Condition	Listen for any abnormal noises as lift operates (i.e., grinding or binding noises).
Control Pendant	Check that control pendant is not damaged and cable connectors are tight.
TWO-WEEK SAFETY CHECK	
Overall Condition	<ol style="list-style-type: none"> 1. Listen for any abnormal noises as lift operates (i.e., grinding or binding noises). 2. Inspect underside of vehicle to be certain nothing is out of the ordinary.
Control Pendant	Check that control pendant is not damaged and cable connectors are tight.
Electrical Wiring	Inspect electrical wiring for frayed wires, chafed wires, loose connectors, etc.
Vehicle Interlock	Place vehicle in NON-INTERLOCK mode and attempt to operate lift.
Decals	Be certain that all lift decals are affixed properly, clearly visible and legible. Replace if necessary.
Handrails	Be certain that all handrail fasteners are properly tightened.
Lift Mountings and Support Points	<ol style="list-style-type: none"> 1. Be certain that all lift mounting and support points are in proper order and free from damage. 2. Be certain that all mounting bolts are sufficiently tight.
Main Lifting Pivots	Be certain all traveling frame pins are installed properly, free from damage and locked in position.
Platform and Platform Attachment Points	Be certain platform operates properly during lift functions without obstruction(s).
Inner Rollstop	<ol style="list-style-type: none"> 1. Be certain that inner rollstop operates properly during lift functions without obstruction(s). 2. Be certain that inner rollstop deploys fully as platform stops at proper vehicle floor level.
Platform Rollstop	Be certain that rollstop operates properly without obstruction(s) when it contacts ground.
Hydraulic Power Unit	 CAUTION
	<p>DO NOT ADD FLUID UNTIL PLATFORM IS LOWERED TO GROUND LEVEL. ADDING FLUID WHILE LIFT IS STOWED WILL CAUSE TANK TO OVERFLOW WHEN PLATFORM IS LOWERED.</p> <ol style="list-style-type: none"> 1. Check for visible hydraulic fluid leakage. 2. Be certain backup pump manual release valve is lightly-snug.
SIX-MONTH SAFETY CHECK (or @ 1750 cycles of operation)	
Handrails	Be certain that all handrail fasteners are properly tightened.

TABLE 3-1: MAINTENANCE SCHEDULE

SERVICE POINT	ACTION TO PERFORM
Cleaning and Lubrication	<ol style="list-style-type: none">1. Clean lift with a mild soap and wipe dry. Rub down all surfaces with a light oil using a soft cloth to avoid rusting of material. Wipe clean any excess oil.2. Following labeled directions on container, spray lubricant (Curtisol Red Grease No.88167 or WD-40), lubricate lift as specified in Lift Lubrication Points diagram. Wipe any excess grease from surrounding areas.
Hydraulic Power Unit	While platform is at GROUND LEVEL , be certain that pump hydraulic fluid level is maintained at required FULL level. Add only Texaco 01554 Aircraft Hydraulic Oil or equivalent U.S. mil spec H5606G fluid.
 CAUTION ANNUAL SAFETY CHECK DONE BY AN AUTHORIZED RICON DEALER.	
ANNUAL SAFETY CHECK (or @ 3500 cycles of operation)	
Hydraulic Cylinder, Hoses and Fittings	<ol style="list-style-type: none">1. Check Hydraulic Cylinder for evidence of leaks.2. Inspect hydraulic hoses for damage.3. Be certain that all fittings are tightly secured.
END OF TABLE	