

MSHADONI SMITH: Hello and good afternoon everyone. Thank you for joining us for this TAM webinar on the 2022 TAM plan updates: expectations and tools. I am Mshadoni Smith-Jackson. I will be joined by Tamalynn Kennedy for this presentation and, our next slide.

We'll go over our agenda for the webinar. So our webinar is focusing on reviewing and reiterating the rule requirements, making specific highlights to focus on the TAM plan update, which is due in 2020. Uh, talk about a few tools and resources and as always, take your questions. Please feel free during anytime during this webinar to add your questions to the Q&A pod we will get to them at the end of the presentation as we are able. If we are unable to get to your question during the presentation, we will follow up directly so please feel free, please feel free to put your contact information in your question. I am noticing there is a comment that some of you are not able to hear me, um. I will ask someone to reach out to you directly to see if we can troubleshoot your sound, but if you can put into the Q&A if you are able to hear me, that would be helpful.

OK, thank you. Making the assumption that you are able to hear me, I want to focus on who the intended audience is for this webinar. It's basically everyone: those of you that are new to transit asset management and those of you that are coming back for refresher. Excuse me, next slide.

So the very first order of business is I want to welcome the new TAM program manager, Tamalynn Kennedy. You will be hearing from her shortly and this is her contact information. And um, yeah, she's taking over. For those of you that have been around in TAM for a number of years, you know that I used to be the TAM program manager and now we have TAM Program Manager 2.0, bigger and better. Next slide, please.

So getting into the meat of the presentation, we're going to go over some of the refresher items. And this applicability has not changed, but just to refresh your memory that the TAM rule does apply to all recipients of chapter 53 that own, operate or manage capital assets used in the provision of public transportation. A couple of nuances that I want to touch on again is that the TAM requirements does cover all assets, not just federally funded assets, as other FTA programs. It also only covers assets that are currently in Revenue Service. So if you are constructing a new facility, or you have a service that is not in revenue service yet, that is not required to be in your asset inventory until it does enter Revenue Service. It also includes vanpools assets that are owned or operated by the FTA recipient, and it does not include non-dedicated assets, for instance taxis used in demand response. You would just provide a representative vehicle in the NTD; you would not need to provide an inventory of all of the taxis. These are just a few examples of some of the nuances from the rule that I just wanted to go over again. Next slide.

Again, here are the deliverables, the required deliverables from the TAM rule. As you noticed, there are two different types of deliverables. There are the process deliverables listed on the left side and the reporting deliverables listed on the right side. Many of you may be more aware of the reporting deliverables because you report to the NTD each year with your data reports on your condition assessments, your asset inventory and your narrative reports. However, the process deliverables on the left hand side, even though they're not by FTA, they are the meat and potatoes of the TAM requirements; for instance, the TAM plan itself, a compliant TAM plan—meaning it is the appropriate type of TAM plan, a group plan sponsor TAM plan, a Tier 1 or Tier 2 individual TAM plan. And that's the primary focus of our presentation today: updating those TAM plans. But there are also requirements for record keeping, coordination, and certification. Next slide.

So, speaking of the TAM plans and compliant TAM plans, you would need to know what tier designation your agency is in order to develop the appropriate TAM plan. So here you see the description or the definition of a tier 1 and a tier 2 reporter. Tier 1 is primarily larger, multimodal and Tier 2 is primarily smaller, bus only, an American Indian tribe or sub recipient of 5311. So let's walk through a really quick example. Next slide.

So it's not quite an example, but this is a situation that applies to those of you, which is everyone, doing your TAM plan update right now. So when you're determining what tier plan to do, you need to consider the type of service that your agency is planning over the four year TAM plan horizon. So looking at the dark purple square rectangle: if you are planning to provide only Tier 2 level service, so under 100 vehicles um, across all fixed route modes or in one non-fixed route mode over the entire four year TAM planning horizon, then you can develop a tier 2 plan. However if at some point your agency is planning to increase service and you would no longer be a Tier 2 operator then you would want to do a Tier 1 plan. Again, you need to think about the level of service that you're planning to provide over the entire TAM plan horizon to determine the appropriate TAM plan tier. Next slide.

And the reason why this matters is because there are different TAM plan elements related to the type of TAM plan. So everyone is required to do the first four elements, both Tier one and, well, Tier 1, Tier 2, and group plan sponsors are required to have an inventory of assets, do condition assessments annually on those assets described their decision support tools, and create an investment prioritization with ranking. Only Tier 1 operators are required to do the final five, although I do encourage any Tier 2 or group plan sponsor that wants to expand or develop a more robust TAM plan, you are allowed to do these last five: including the TAM in the state of good repair policy; implementation strategies of how you plan to achieve those policies; lists of key annual activities that you have planned to achieve your targets; and identification of resource needs both cash and knowledge, maybe even software that you would need in order to achieve those goals; and lastly, your evaluation or monitoring plan to know when you have actually achieved the goals that you set out.

So now I'm going to pass it over to Tammalyn and she's going to go into a few other areas.

TAMALYNN KENNEDY: Hello. Thank you, Mshadoni. Can everyone hear me? Sounds good. Thank you for the warm welcome and I look forward to working with many of you as the TAM program manager.

The purpose of the group plan option is to reduce the planning and reporting burden on smaller transit, transit agencies from having to develop an individual plan. Common group sponsors include state DOTs, MPOs, tier one agencies and tier 2 direct recipients. A group plan sponsor is typically the state DOT or direct or designated 5310 or 5307 recipient. Group Plan sponsors must offer participation to all sub recipients and have the option of inviting other small 5307 recipients to join the group plan. Sub recipients are allowed to opt out and develop their own plans. As Mshadoni covered, there are the four requirements for the group plans, Tier 2 plans, and if you're unclear about your group plan status, use the FTA checklist which is available on the website and linked in this presentation. Next slide, please.

For the asset inventory requirement, TAM plan and NTD reporting requirements are similar, but they are not the same. The TAM plans have the additional requirements of reporting non-rail fixed guideway, equipment assets over \$50,000 and all public transit assets regardless of capital responsibility, with the exception of third party equipment. Next slide, please.

The TAM plan update is a good time to revisit and clarify any agreements between your agency and other partners. This applies in the case of group plans as well as arrangements that your agency may have made with the State, MPO, local government or other transit agencies. It is important to document responsibilities and understand things like: shared assets, who reports on what, data sharing agreements, informal agreements required under the planning rule for how MPO, MPOs coordinate with state transit and other agencies. One way agencies can proactively understand these responsibilities is through an MOU or MOA. These documents will help the agencies identify roles and responsibilities before concerns develop. Next slide, please.

Now that we've talked about what makes a TAM plan, let's discuss the second aspect of the process, which is record keeping. It's important to continuously maintain records that support your TAM plan by sharing new and updated information each time you amend your TAM plan, which we will talk about in the difference between an amendment and an update a little bit later. So whether they're during the four year cycle or if you make update sections on a more frequent basis, you don't have to share your entire TAM plan every time you make a change you can just focus communication on the new information. So this applies to any changes in performance targets, investment strategies, and annual condition assessments. As I noted, it's worth keeping lines of communication open with your state and MPO partners if your goals or overall strategy changes. In addition to TAM requirements, it may be helpful for agencies to be mindful of connections with planning and making their TAM plan updates.

Some TAM plan requirements can overlap with planning actions such as performer space planning and programming. It also may be helpful for TAM staff to keep communication open between TAM and planning departments and share information between the two. And finally, some agencies make changes more frequently than others. Next slide, please.

For the group plan record keeping requirements: if you are a group plan sponsor or a member of a group plan, you have additional requirements to keep in mind. The group plan sponsor must provide evidence of coordination and communication amongst all group plan participants. They must also obtain notification of approval from each group plan participant's accountable executive. Group plan participants are responsible for identifying that executive and providing evidence of their participation in a group TAM plan. Again, for all of these submissions agencies must designate an accountable executive. Next slide, please.

TAM plans are certified by the agency's accountable executive. Please note that the group plan sponsor is not the same as a group plan accountable executive. Each plan participant must identify their executive. As part of the annual certifications and assurances process, transit agencies attest that they are following the requirements related to TAM. As a reminder, agencies do not formally submit their TAM plans, but we'll need to make them available for their triennial review. Triennial reviews and state management reviews started including oversight of TAM Rule compliance in 2019. By the next TAM Plan deadline all recipients should have gone through at least one oversight review. This includes those whose reviews have been pushed back due to COVID. Next slide, please.

And a few reminders about TAM plans: In summary, it's important for agencies to review the information they have from their past TAM plans' data collection, and other required reporting as they approach up TAM plan update. Agencies should ensure that they have the appropriate tier designated and that their plan meets all the required elements for that tier. Then their accountable executive has identified that the group plan sponsors and participants have fulfilled their respective obligations. And

TAM plans are shared with state and MPO planning agencies, and finally that sub re, sub recipients are monitored properly if applicable. Next slide, please.

So now that we understand again what's included in the TAM plan and what needs to be updated, let's break down how to approach the 2022 TAM plan update. Next slide, please.

First and foremost, think of the 2022 TAM Plan update as more than a data update. The update is not the same as an amendment and should not be treated as a simple update. Agencies submit amendments due to unexpected changes in TAM Plan elements like asset inventory, condition assessments or investment prioritization. This update is not just a revision to the original document, it is a complete review of the 2018 submissions. Think of this as an opportunity to look at your TAM plan with new eyes and start from scratch. Next slide, please.

As Mshadoni mentioned, this is a process. The updated TAM plan is an opportunity for transit agencies to improve their process on specific TAM plan elements such as data collection. How is data collected, cleaned, analyzed—has the process changed? Why or why not? Alignment with other agency and regional priorities, agency capital planning, regional SGR goals. New revised agency goals from the last update. This is also a chance to incorporate changes or updates new investment prioritization criteria, new safety documents or capital plans and updated TAM or SGR policies. So again, it's a chance to start from scratch and see what has changed in your agency over the past four years. Next slide, please.

Agencies have already reported on their targets and collected data for the three years since they, since they submitted their TAM plan. You can use this data to analyze trends and further inform your TAM plan update. To determine what needs to be updated and what new information may need to be included in the 2022 submission, agencies reflect on changes in the last four years and ask themselves what are my agencies goals today? What approaches and strategies is my agency using now that they weren't using in 2018? How is my agency collecting data? What data standards and systems have changed? What overall strategies does my agency use for safety planning? How has service changed in the last four years? How has my agency integrated technology into our vehicles or other systems in the last four years? These are just a sampling of questions to think about of how your agency may have changed from 2018 and how you may update, how that impacts your prioritization and other elements of your TAM plan. Next slide, please.

So every year, as part of your NTD submission you report performance targets and condition performance data that reflect whether or not you are meeting the targets. As a reminder, there is no punishment or reward for either meeting or missing the targets. While you are not required to include the measures or targets in the TAM plan we do recommend that you review the NTD submission data to understand your baseline data and trends. We also recommend that you revisit your TAM policies and investment prioritization to confirm that the strategies you are using are consistent with your targets, trends and any longer term goals or projections. Next slide, please.

Speaking of NTD submissions, as you know, for the first TAM plan and NTD reporting period, FTA allowed agencies to phase in conducting condition assessments and reporting condition of, for facilities. Initially, agencies were required to have 25% of their facilities assessed by 2019, 50% by 2020, 75% by 2021 and 100% by 2022. Due to the COVID health emergency, agencies are not required to have 75% of their facilities assessed by 2021, but must have 100% of their facilities assessed by 2022. This means that all TAM Plan facilities, that means for agencies that have capital responsibility, must have assessed

within four years by this time, that must have been assessed within four years by this time. Assessments that are older than four years need to be updated. If you have not completed condition assessments due to safety concerns regarding the public health emergency, please request a data waiver for this element from NTD, listing the facilities that are not yet assessed and the percent of total. I'll turn it back to Mshadoni to discuss tools and resources available to help you during this process.

MSHADONI: Thanks Tamalynn. Alright so up to support your update I just want to highlight some of the tools and resources that we have available for your use. Next slide. So I'm gonna talk about a featured resource which is our TAMPLATE. It's our web form support for TAM Plan development. It is originally, was designed for Tier 2 operators and group plan sponsors and it automatically populates your asset inventory information from the NTD. I do want to highlight that there is a new access to this tool, and that's through login.gov. If you have used the TAMPLATE in the past, you will need to reregister through login.gov to have access in the future. Next slide.

I want to point out a couple of things to think about though when using the TAM plan. Sorry, using the TAMPLATE for your TAM plan. I already mentioned that it automatically populates with the NTD asset data, but you must note that it only uses the most recently published in NTD data. So if you were to go there today, you would see that the most recently published NTD data is actually report year 19, because report year 20 has not yet been published, so you'll need to make sure that which data is actually being imported into the TAMPLATE. It is updated once a year when the NTD publishes their data, traditionally in the fall sometime around mid to late October. This year we expect it very soon. There's also the option of importing your data from the NTD or you can manually input your data, or you can do some combination of both. For instance, you can import your data once 2020 is available and then make adjustments for your inventory to reflect your, if you're in your report year 21 currently. Which everyone is, but you may need to manually update asset inventories to include the assets that are not reported to the NTD but are required to be a part of your TAM plan. And there are also other capabilities there what we call cloning a previous town plan and other features we're in phase three of the TAMPLATE development and we are continuing to look at ways to make it more user friendly and intuitive. But if you have more questions I direct you to some of our FAQs on the TAM website. Or as always, you can reach out to TAM@dot.gov. You can reach out to the TAM program manager, Tamalynn Kennedy or your regional points of contact. Um, next slide, please.

So this slide is just a listing of several resources that may assist you in reviewing some of those areas that Tamalynn pointed out. These are hyperlinked and all of these are available on the TAM webpage. So if you did download or yeah, if you did download this presentation, you can directly link from the presentation to these resources. I believe a link to this presentation was provided at the beginning of the webinar, but if you missed it, you can just go on our TAM webpage and this presentation will be there as well as all of these resources. Next slide.

I also want to mention we have an NTI training course that currently has space available, so if you need additional information about lifecycle management in your TAM program you can sign up for one of these offerings of the course that NTI is hosting November 15th or December 6th. It's a three day course I believe, 15 to 18. Yeah, it's a three day well, it's a three afternoon course. Um, and as I mentioned there are few seats available. You can sign up today at the link at the bottom of your screen. I do want to mention just very briefly that this course is not about TAM Plan development. It is about life cycle

management. However, it is an additional resource in order to enhance your knowledge of asset management. Next slide.

And this is my absolute favorite resource that I'd like to highlight for you guys and that is your TAM points of contact. Every region of FTA has at least one person identified as a go-to person for TAM questions. So you can get a little bit more personalized attention from your TAM points of contact listed here. And the regions are identified on the map. This information again is on our web page, but you may want to bookmark it for reaching out and developing relationship. Next slide.

And lastly, as I noted before, if you have additional questions, you can first try our web page. I do note that we have been adding to our FAQ, our FAQ page. So do bookmark that and go back there periodically to see if there's additional information, but there's always resources that are being refreshed on the web page. You can also cold contact that TAM team at TAM@dot.gov. This is a monitored mailbox and we will respond to your questions that are sent there or you can send them directly to our new TAM program manager Tamalynn Kennedy, and that is her email address right there on the screen. And with that, I think the next slide is the end of the presentation, so we're going to shift gears and start answering some of your questions. Alright.

Um? So I see there are a couple of questions that have been published. Tamalynn, I will read the question for you.

So Eileen Downing asks, is the TAMPLATE available to tier one agencies? Check your mute status. Tamalynn, unfortunately you're still muted. That looks like it worked.

TAMALYNN: Can you hear me now? I'm sorry. Yes, it is still available –it is available for tier one agencies. Tier one agencies can use the TAMPLATE. There's also, the TAMPLATE has an experimental section if you are interested in and just using that section without actually going forward in publishing a TAM plan using the TAMPLATE.

MSHADONI: That's a good point, Tamalynn. Um, we developed the experimental section for non-compliant TAM Plan development. Primarily looking for or providing a resource for research entities that may be were doing more research type investigation versus compliance investigation so that was the kind of the genesis of that experimental TAM plan. It within the TAMPLATE but it's actually available to anyone. So as you note, so yeah. So the next question is from anonymous, it says does by 2020 mean before January 1st, 2022? There is no context there, um, I am assuming they're asking about the TAM plan due date. Yes, I didn't, that would be October 1st, 2022. Thank you. If the person that sent that question, um, if that was inaccurate, please republish your question with the context. Apologies, it's unclear what was on the screen when you submitted that question.

The next question asked how do agencies request a data waiver. If you like Tamalynn, I could take this one. So the data waiver is a feature that is available via your NTD analyst. So it is it is a feature that's available, that has been available through the NTD outside of the TAM requirements. However, given the national health emergency and the potential for their condition assessment schedule to have been shortened or pushed back, um, there may be a need ... There may be a need to request a data waiver for

those facilities that you have not yet been able to either conduct the condition assessment or update your condition assessment. So you would request a data waiver from your NTD analyst at the time of your annual report.

Alright, the next question asked: if we are a member of the state TAM plan, so a group plan, when we have our triennial is the state document the one we submit for review?

TAMALYNN: Yes, that is your TAM plan that you are a part of. It's the group TAM plan, however, you want to be mindful of those record keeping requirements for plan participants, so that would also be evidence of your participation in the group TAM plan. Thank you.

MSHADONI: The next question asks: If we updated our TAM as part of the long range transportation plan update after the 2018 requirement, do we have to update the plan again?

TAMALYNN: As we mentioned, you, agencies may amend or update their TAM plan at any time, as things within their agency change. A new update is required by October 1st, 2022.

MSHADONI: OK, thank you. And here, this one is from "hear you loud and clear in Chicago" — I have an inkling who you may be—there is a question that says what triggers a TAM plan update besides the end of the four year horizon period? Do you want me to go ahead and answer this one?

TAMALYNN: Go ahead, Mshadoni.

MSHADONI: OK, so this question has come up previously in different iterations and one of the recommendations that we have provided is that your agency needs to develop a, I'll call it an SOP, but you may call it a memo or you may call it something else—what actually designates an update versus an amendment. So an update traditionally and by law are required it's anything that is significant, has a significant unexpected impact on your TAM plan. A pandemic maybe or a flood or a hurricane that floods your yard and several of your vehicles are out of commission and now your asset uh your inventory, your portfolio, is very different. Perhaps that would trigger an update in a mid-cycle versus waiting for the four year horizon period. However there is a potential that some agencies may decide that their leadership goal changes. Now I'm being extra here, but if their leadership changes their goals or there's a new strategic plan for their agency that would trigger a TAM plan update. But what actually those thresholds are, we have recommended that you determine them and document them as a part of your TAM plan.

All right, so Tamalynn would you like to add anything more to that?

TAMALYNN: No thank you for that explanation.

MSHADONI: OK, so the next question. If an agency has added new assets in 2021 or 2020, do we need to have condition assessments by 2020 or just within four years of acquisition?

TAMALYNN: So the four year condition assessment applies to facilities so no facility condition assessment should be older than four years. Um, now whether or not you need to have a condition assessment by 2022 is dependent on multiple factors, primarily because as we mentioned, if you use the TAMPLATE to populate your TAM plan, that would we use the most recent NTD data and that would be data from 2020. So Msh, do you want to weigh on this?

MSHADONI: Sure, I will note that all assets should have a condition assessment every year. We only require you to report the condition assessments for facilities to the NTD every year, so that means if you have a new asset the chances of it being in good condition are high. So your condition assessment should be fairly easy to do for year 2022 TAM plan. And any condition assessments need to be as Tamalynn mentioned within four years. But each condition assessment can only be four years old. So if you bought new assets in 21 or 20 they basically would be at the highest condition level for your 22 TAM plan. Cool. Alright. Assuming you bought them new OK, I just thought about that. OK, maybe there needs to be a little bit more thinking about that, but yes, you do need to include all of your assets' condition assessments.

The next question is: are actual TAM plans publicly available, for example can I see BART's TAM plan like I can see NTD reports for other agencies?

Why are you picking on BART? Or maybe BART is the shining example? Maybe that's what you mean by that. Tamalynn—

TAMALYNN: So um agencies can self-submit TAM plans to APTA. APTA has hosted some TAM plans on their website again and that is voluntarily. That is voluntary.

MSHADONI: Yes, and we also, FTA, sometimes asks for access. If you want to share your TAM Plan and you definitely are, um, you are available to do that, it's just not required to be submitted for compliance. That is not a compliance check that you submitted to FTA; however we don't have a repository of all of the TAM plans, primarily because they're not required to be submit to FTA, for you to identify some agency and say I want to look at their TAM plan, however there are many agencies that publish their TAM plan on their web page so you could potentially find a publicly available TAM plans and the TAM community is very supportive. If there is an agency that you specifically want to see what they have done, you probably could reach out to them and ask to see it. But FTA does not provide a repository of TAM plans, such as the NTD.

OK. OK, next question. Referring to facilities, OK so um, the question asker previously about the 2022 has provided some context and they were asking about facility condition assessment requirements on slide 21. And the question, sorry, and the question is are agencies required to have 100% of agency facilities assessed by January 1st, 2022? The first bullet on the slide just says 2022.

TAMALYNN: So for the, the TAM plan has one standard due date of October 1st, 2022 for all agencies. However, for NTD reporting that is based on the end of your fiscal year. So when your, for NTD reporting, your report might not be due until April of 2022. Mshadoni, do you anything to add?

MSHADONI: Um, no. I believe the first bullet is, it should say report year 2020. So 100% of agency facilities um reported to, the condition assessments reported to the NTD and report year 2022. Is that right? Or is it 21?

TAMALYNN: 2022

MSHADONI: OK. Alright, so the next question, this may have been mentioned, but if the TAM plan is updated mid cycle does that reset the four year cycle? If updated in 2020, would my next update be 2024?

TAMALYNN: You are still, as Mshadoni mentioned, it's good to have that documentation of what constitutes an update or amendment for your own agency. Um again these are not, the TAM Plans are not collected by the FTA but you must have a compliant TAM plan for evidence in your triennial review.

MSHADONI: That, that's accurate I, I would, I would add on to that if you have done all of the compliance checks that we've identified here, meaning you have reevaluated your asset inventory, all of your condition assessments, I'm not sure whether you're doing a tier 1 or Tier 2 plan in 2020, then yes, your four year horizon window would be 2024. It is imperative that you have documentation that states that. That you went through the full update in 2020 and that you could support that in your triennial review because they will be looking to see if your TAM plan does meet the requirements and if you're off cycle that probably would be an opportunity for a microscope to be reviewing your TAM plan.

Alright, so the next question from Andy R. in Kansas City. I would like clarification on asset reporting. TAM plan needs to report all vehicles or assets associated with Revenue Service, a federally funded vehicle used for a federally—this is a long question—a federally funded vehicle used for internal non-Revenue Service would not be reported in the TAM, but a non- federally funded vehicle used for customer ridership, say a paratransit would need to be reported correct?

TAMALYNN: So. Non-Revenue Service vehicles are required as part of the equipment requirement to be reported, and again, that is regardless of whether or not it's federally funded or not. And all revenue vehicles, regardless of funding used in providing public transit service, would be reported. Did I hit the questions Mshadoni? I'm sorry my screen is a little wonky over here.

MSHADONI: Yeah, I think that's everything. I believe you corrected the one statement that was inaccurate in the question about the non-Revenue Service vehicles, those are actually included as equipment. I feel as if there's something specific behind this that we are not aware of, and if that is the case, Andy, please feel free to reach out to us— either Tamalynn directly or TAM@dot.gov to help us better understand the situation that generated this question.

Alright, the next question is from “I can hear you” OK, great. We've had questions about a facility that is leased by a third party contractor and if that facility should be included in the state TAM plan. Third party contractor and [mumbles]. Really the first part of this question, you have to ask is if you have capital responsibility. If you do that is a whole different set of questions; if you don't, then no you wouldn't include it. Um, the city applies, of, here's the second part of your question, which leads me to think you do have capital replacement responsibility which means you would need to include it in your TAM plan—the city applies to us all, wait, the city applies to us for 5311 funds for their share. Catherine, is this the same question for their shared ride taxi service. That service is provided by company and company B. Thank you for providing your email address, cause we may need to contact you directly to get more context on these questions. First of all, if they're separate questions or related and—this situation as you stated, we probably need a little bit more, but I will say in general as a rule of thumb the first thing you should ask when you're trying to determine “do I need to include this in my TAM plan” is, do I have capital replacement responsibility? In most cases that answer is yes. Then the answer is yes to including it in your asset inventory.

Alright the next question is does non-revenue equipment over 50K have to be reported?

TAMALYNN: That is reported in the TAM plan; is not required to report it in your NTD annual reporting.

MSHADONI: That is correct for service vehicles. I'm curious if he's talking about actual equipment or I assumed this was a, apologies, if this anonymous person is talking about actual equipment, like heavy equipment.

TAMALYNN: Correct then it is right so. Um, non-Revenue Service vehicles, even if they are less than 50,000, need to be reported to both in both the TAM plan and NTD requirements. Heavy equipment like um some sort of lift, hoist, something like that is over 50,000 dollars in your, uh, that is required in the TAM plan but not NTD.

MSHADONI: Thanks for thanks for clarifying that Tamalynn. So we only have 5 minutes left. But I believe that we can get to at least Amy's question, perhaps another. So Amy from Yuba Sutter Transit asks: should the TAM plan be an approval agenda item for our board prior to the 2020 due date?

TAMALYNN: Thank you Amy. I would advise that it is, but you again within your own agency, it's important to understand who is the accountable executive that you're determining for your TAM plan and, is that, um, and how does your board impact that. And again, if you have this documented some way that would also be beneficial. Mshadoni, what are your thoughts?

MSHADONI: I agree with your assessment; that it is an agency decision, how you get approval from your accountable executive where there it's going through your board process or some other process. However, if that is your process to get a board approval then yes, you would definitely want to do that prior to the 2022 date because at that point you want to have an accountable executive approved TAM plan that would be your compliant TAM plan if it has not yet been approved, then it's not yet a compliant TAM plan. So back yourself off in how far in advance you need to work in order to have that accountable executive approved plan by October 1st, 2022.

Alright, and I am going to guess this will be our last question. Um, we currently have everything done. In the original Excel spreadsheet—wow, you have a historical item there—do we have to move everything over to the login.gov template or is that optional and a helping tool?

TAMALYNN: You are not obligated to use the TAMPLATE. There is. That is completely optional and it is a tool that is there as a resource for those who would like to use it.

MSHADONI: Well said. OK, um it doesn't look like we have any other questions here. Um, let's see and we only have two minutes left in our presentation so I am going to thank you all for your attention this afternoon.

And again, I'm going to welcome Tamalynn to the FTA family and our TAM family, and hope that you all will take an opportunity to introduce yourself and add her as a contact. She will be leading our TAM program, she will be leading our TAM program and you will be seeing her as the face of TAM for the foreseeable future. So we're very happy to have her on board and I'm very grateful for your time this afternoon. Again, the presentation is currently posted on our web page and the recording of this event will be posted on our YouTube channel and accessible through our webpage coming soon after the event. And with that, we will adjourn.