



FEDERAL TRANSIT ADMINISTRATION

# Transit Asset Management

## Checklist #3

### Am I in compliance with the TAM rulemaking?

#### Applicable TAM Rule Language

##### § 625.25 Transit Asset Management Plan Requirements.

(a) General. (1) Each tier I provider must develop and carry out a TAM plan that includes each element under subsection (b) of this section.

(2) Each tier II provider must develop its own TAM plan or participate in a group TAM plan. A tier II provider's TAM plan and a group TAM plan only must include elements (1)-(4) under subsection (b) of this section.

(3) A provider's Accountable Executive is ultimately responsible for ensuring that a TAM plan is developed and carried out in accordance with this part.

(b) Transit asset management plan elements. Except as provided in subsection (a)(3) of this section, a TAM plan must include the following elements:

- (1) An inventory of the number and type of capital assets. The inventory must include all capital assets that a provider owns, except equipment with an acquisition value under \$50,000 that is not a service vehicle. An inventory also must include third-party owned or jointly procured exclusive-use maintenance facilities, passenger station facilities, administrative facilities, rolling stock, and guideway infrastructure used by a provider in the provision of public transportation. The asset inventory must be organized at a level of detail commensurate with the level of detail in the provider's program of capital projects;
- (2) A condition assessment of those inventoried assets for which a provider has direct capital responsibility. A condition assessment must generate information in a level of detail sufficient to monitor and predict the performance of the assets and to inform the investment prioritization;
- (3) A description of analytical processes or decision-support tools that a provider uses to estimate capital investment needs over time and develop its investment prioritization;
- (4) A provider's project-based prioritization of investments, developed in accordance with section 625.33 of this part;
- (5) A provider's TAM and SGR policy;
- (6) A provider's TAM plan implementation strategy;
- (7) A description of key TAM activities that a provider intends to engage in over the TAM plan horizon period;
- (8) A summary or list of the resources, including personnel, that a provider needs to develop and carry out the TAM plan; and
- (9) An outline of how a provider will monitor, update, and evaluate, as needed, its TAM plan and related business practices, to ensure the continuous improvement of its TAM practices.

**§ 625.29 Transit asset management plan: horizon period, amendments, and updates.**

- (a) Horizon period. A TAM plan must cover a horizon period of at least four (4) years.
- (b) Amendments. A provider may update its TAM plan at any time during the TAM plan horizon period. A provider should amend its TAM plan whenever there is a significant change to the asset inventory, condition assessments, or investment prioritization that the provider did not reasonably anticipate during the development of the TAM plan.
- (c) Updates. A provider must update its entire TAM plan at least once every four (4) years. A provider's TAM plan update should coincide with the planning cycle for the relevant Transportation Improvement Program or Statewide Transportation Improvement Program.

**§ 625.31 Implementation deadline.**

- (a) A provider's initial TAM plan must be completed no later than two years after the effective date of this part.
- (b) A provider may submit in writing to FTA a request to extend the implementation deadline. FTA must receive an extension request before the implementation deadline and will consider all requests on a case-by-case basis.

**§ 625.45 Setting performance targets for capital assets.**

- (a) General. (1) A provider must set one or more performance targets for each applicable performance measure.
- (2) A provider must set a performance target based on realistic expectations, and both the most recent data available and the financial resources from all sources that the provider reasonably expects will be available during the TAM plan horizon period.
- (b) Timeline for target setting. (1) Within three months after the effective date of this part, a provider must set performance targets for the following fiscal year for each asset class included in its TAM plan.
- (2) At least once every fiscal year after initial targets are set, a provider must set performance targets for the following fiscal year.
- (c) Role of the accountable executive. A provider's Accountable Executive must approve each annual performance target. (d) Setting performance targets for group plan participants.
- (1) A Sponsor must set one or more unified performance targets for each asset class reflected in the group TAM plan in accordance with subsections (a)(2) and (b) of this section.
- (2) To the extent practicable, a Sponsor must coordinate its unified performance targets with each participant's Accountable Executive.
- (e) Coordination with metropolitan, statewide and non-metropolitan planning processes. To the maximum extent practicable, a provider and Sponsor must coordinate with States and Metropolitan Planning Organizations in the selection of State and Metropolitan Planning Organization performance targets.

**Questions**

I. Am I a recipient or subrecipient of Federal financial assistance?

Yes: Continue to next question.

No: TAM rule does not apply to me.

2. Do I own, operate, or manage capital assets used in the provision of public transportation?

Yes: The TAM rule applies to me. Continue to next question.

No: The TAM rule does not apply to me.

3. Am I tier I or tier II? Circle one.

Use [Checklist #1](#) for tier I/II to determine this.

4. Am I a group plan sponsor or participant? Circle one.

Use [Checklist #2a](#) and [Checklist #2b](#) to determine this.

5. Am I currently carrying out a TAM plan that I developed?

Yes: My TAM plan was established on (date) \_\_\_\_\_.

No: I need to do so by October 2018 or request an extension in writing from FTA (625.31(b)).

## Resources:

Checklists for [Group Plan Sponsors](#) and [Participants](#).

[Transit Asset Management Guide](#)

6. What is my time horizon period? \_\_\_\_\_ Is this at least 4 years?

Yes: Continue to next question.

No: My TAM plan needs to cover at least 4 years.

7. Have I experienced any significant unexpected change during the horizon period that impacts my TAM plan (for example funding shortfalls, natural disasters, etc.)?

Yes: I need to update or amend my TAM plan to account for this

No: Continue to next question.

8. Has my TAM plan been updated in the past 4 years?

Yes: Continue to next question.

No: I need to update it.

9. Does my TAM plan include these elements? Circle responses. (625.25)

	<b>Tier I</b>	<b>Tier II</b>
1. Inventory of Capital Assets	Yes or No	Yes or No
2. Condition Assessment	Yes or No	Yes or No
3. Identification of Decision Support Tools or Processes	Yes or No	Yes or No
4. Investment Prioritization	Yes or No	Yes or No
5. TAM and SGR Policy	Yes or No	n/a
6. Implementation Strategy	Yes or No	n/a
7. List of Key Annual Activities	Yes or No	n/a
8. Identification of Resources	Yes or No	n/a
9. Evaluation Plan	Yes or No	n/a

10. How many asset classes do I have in each asset category in my inventory? Have I set targets? Fill in table below:

<b>Asset Category</b>	<b>Number of asset classes</b>	<b>SGR Targets</b> (check box if yes)
Equipment		[ ]
Rolling stock		[ ]
Infrastructure		[ ]
Facility		[ ]

11. Have I established performance targets for each asset class in the table above? (625.45)

Yes: Great

No: I need to set performance measure targets annually by asset class for the coming year.

## Resources for performance measures:

[Guideway Performance Assessment Guidebook](#)

[Facility Condition Assessment Guidebook](#)

[Transit Asset Management Guide](#)

12. Have I reported TAM data to the National Transit Database (NTD)?

Yes: Continue to do this annually in accordance with NTD reporting deadlines.

No: I need to report data annually to NTD.

## Resources for reporting requirements to NTD:

[TAM NPRM and NTD guidance crosswalk](#)

[NTD Asset Inventory Module Reporting Manual](#)

[NTD User Manual](#)

13. Does my data report include projected targets for the next fiscal year?

Yes: Continue to next question.

No: It needs to do so. See Target Setting resources for assistance.

14. Does my data report include condition information and performance results?

Yes: Continue to next question.

No: My report needs to include this.

15. Have I completed and submitted to NTD a narrative report on changes in transit system conditions and the progress toward achieving previous performance targets?

Yes: Continue to next question.

No: I need a narrative report annually beginning with my FY2019 NTD report.

16. Have I shared records (TAM plan, performance measures, and investment strategies) with my relevant planning organization?

Yes: Good.

No: I need to share records because States and MPOs are required to integrate the goals, objectives, performance measures, and targets of any plans developed by transit providers under 49 U.S.C. chapter 53.