

# FTA

FEDERAL TRANSIT ADMINISTRATION



U.S. Department of Transportation  
**Federal Transit Administration**

## FTA-Final TAM Performance Measure Guidebooks

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*Presented by*

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Office of Budget and Policy

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FTA

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## Introduction

**Mshadoni Smith:** All right, thank you. We're going to go ahead and get started. Welcome again to our final Guidebooks webinars, Condition Assessment Calculation & Performance Restriction Slow Zone Calculation Guidebooks.

Just a reminder that all audio is over your computer speakers. If you're having any difficulty, please take a look at the audio help file in the upper left-hand download pod.

Also, you will find two other documents, today's webinar can be downloaded there and also information on our brand-new online TAM performance measure and target setting course. There will be more information about this course as we go through the presentation today as well as if you have signed up for Gov Delivery you may have a notice in your inbox when you finish the webinar this afternoon that gives you more information about that free online course.

For those of you who are mostly familiar with the Adobe Connect set-up, but just in case, I like to give a really quick logistical overview on the left-hand side of your screen, in the bottom corner is our chat pod. Please feel free to enter questions throughout the presentation and we will get to them at the end of the presentation as time permits. At the central part of your screen is the caption pod. So if you are having difficulty hearing, you can read along with our presentation in the caption pod at the bottom of your screen.

And then, of course, the presentation.

So without further ado, I'm going to go ahead and get started. Your presenters today are myself, Mshadoni Smith, Anne Marie Resnick, our Region 3 TAM point of contact, and Maggie Schilling, who is the NTD Program Manager.

## Agenda

So we have three different topics that we're going to talk about this afternoon, and at the end we'll have question and answer. First we're going to go over the purpose of the webinar and some of the basic NTD data requirements, and then we're going to talk in a little more detail about the final guidebooks for infrastructure and facilities respectively.

## Background

So let's talk about the webinar purpose. So we're going to walk through the final guidebooks for the facility performance measure reporting and infrastructure performance measure reporting, making sure to highlight changes from the draft to the final versions that were published in the Federal Register.

Oh, this slide doesn't work so great.

## Direct Capital Responsibility

The MAP-21 amended transit law to require that covered agencies report facility and infrastructure condition and performance data to the NTD. This data supports requirements for Transit Asset Management and help calculate the state of good repair related measures.

Agencies are only required to conduct and report condition assessments for transit assets for which they have direct capital responsibility.

Now, I get quite a few questions about direct capital responsibility, so I thought I would go over it briefly here. This is directly pulled from our frequently asked questions on the TAM web page, [www.transit.dot.gov/TAM](http://www.transit.dot.gov/TAM), and it says that you have direct capital responsibility if you own the asset outright, if you own it jointly with another entity or if you're responsible for replacing, overhauling, refurbishing or conducting major repairs on that asset, or the costs of those activities are itemized in your budget.

You do not have direct capital responsibility if you don't own the asset and you're not responsible for those same items I just mentioned: replacing, overhauling, refurbishing or conducting major repairs.

So talking about in a little more detail and consideration, an infrastructure asset itemized as a capital line item in a budget does not necessarily mean you have direct capital responsibility. You must also have management or oversight responsibilities for that asset in your budget.

More details and considerations for facilities. You have capital responsibility if you own the facility, if your budget has formal capital allocation for the facility, or if you've recently paid for capital projects on the facility from your budget the transit department or division. Now, I know all of that information about capital responsibility we went through pretty quickly, but those descriptions are available on our frequently asked questions. This webinar we're going over today is talking about the final guidebooks.

All right, folks, I got a notice that you're still having some audio difficulty. If you are, please download the audio help PowerPoint in the upper left-hand download pod. This is not a conference line. This is a listen-only webinar. But if you have questions, please feel free to add them into the chat pod throughout the presentation and as time permits we'll get to it at the end.

## Final Guidebook Changes

Now we're getting into the webinar outright and we're focusing on the changes from the proposed guidebooks to the final guidebooks. The presentation has the delta symbol on slides where it has changed from proposed to final, and some of the larger items are that we clarified the intended audience, we received comments that we should clarify that this is for NTD reporting purposes. We've also provided more guidance on the calculation of performance measures, and remember these are minimum standards. So you can always go above, but this is kind of the minimum standard.

We also added steps to conducting and reporting a facility condition assessment, clarified some condition assessment terminology and added aggregation approach equations for infrastructure performance measure.

We'll go through these in more detail as we walk through the presentation, but I just want to give you an overview.

So next I'm going to turn it over to Anne Marie Resnick to talk about the infrastructure performance measure guidebook.

## Infrastructure Performance Measure Guidebook

**Anne Marie Resnick:** Hi, everyone, this is Anne Marie Resnick, as Mshadoni said, I am the TAM point of contact at Region 3 in Philadelphia. So I'm going to take you through the Performance Measure Reporting Guidebook for infrastructure.

So what we're looking for with infrastructure is a monthly average of the percentage of your track segments that are under a performance restriction. So we're going to take that monthly average and we're going to report it to NTD annually. And this is only applicable to agencies that are operating rail 6 guideway.

The data requirements for your reporting are that you have fixed guideway, your number of track miles, your full service speed, and the reasoning behind your performance restriction.

### Fixed Guideway

So, first, to get into the definition of the fixed guideway, this guidebook defines fixed guideway as a facility that uses and occupies a separate right-of-way or rail for exclusive use of public transportation.

The key takeaways here are this can include modes other than rail. It does not include shoulder lanes such as bus-on-shoulder systems. You can have a separated busway and fixed guideway also covers your catenary wire for trolley buses, however, only fixed guideway is being used to calculate your TAM infrastructure performance measure.

But the definition of your total track miles, this is a change from the proposed to the final; total track miles takes does not take directional route into account. For instance, in this picture, this would be one directional mile, however, we would report this as two track miles, if you're traveling in both directions on this track.

Full service speed is defined as your planned service speed at the time that your guideway was installed. So you may have a track that can accommodate speeds up to 110 miles an hour, however with installation you never intended to use that track at more than 100 miles an hour, then for your purpose 100 miles an hour would be your full service speed.

### Performance Restrictions

The definition of a performance restriction is a track segment where the maximum speed of vehicles is below your full service speed as intended at the time of your installation for that track segment. So your performance restriction will be measured at 9:00 a.m. local time on the first Wednesday of each month. If for some reason there is no service at 9:00 a.m. on the first Wednesday of the month, you pick another time in the peak on the first Wednesday of the month to measure.

So the process for calculating your performance restriction is first calculate your track mile, second identify any potential performance restriction. You then review the potential performance restriction and itemize your actual performance restriction. So you may review

your potential performance restrictions and realize some of them are not truly performance restrictions and they would not be included with your itemized restriction. You then are going to calculate your performance restriction length by month and use the average from each month to come up -- I'm sorry, your total from each month to come up with an annual average which will then document and report to NTD.

Here is an example of a list of track segments. You can see we have each track identified with a section, the from and to, which allows you to calculate number of track miles and the full service speed, which as we said would be at the time of installation.

So here is section A, goes from mile zero to mile .1, so we have a tenth of a mile there, which has a full service speed of 10 miles per hour.

The next segment goes 2.1 to 2.9. So that's a 2.8 mile segment with a full service speed of 40 miles per hour. This is data you use to identify your potential restriction.

So here we have potential restrictions. The first area has temporary speed restrictions due to rail defects. The second area is right-of-way maintenance. Third is a temporary speed restriction due to improper elevation. And the fourth is an improvement project at the station.

So in this case we identify all of these potential performance restrictions and collecting additional -- you can collect additional data beyond the minimum requirement that is optional, but that may assist you in your further identification and itemization of your restriction.

So at this point you are going to go through your list of potential restrictions and identify your actual restriction. If you see here in the red box, segment A indicates that it's a temporary speed restriction due to rail defect. So the speed restriction is 10 miles per hour, however you note that the full service speed in that track segment is 10 miles per hour, so this is not a true restriction.

The second line, track segment B-1 has a full service speed of 40 miles per hour but is currently restricted to 10 miles per hour due to rail defect. That is a restriction that needs to be itemized.

Going on to the next slide we see now this is a list of all of our true itemized restrictions. The first line, B-1, is that temporary restriction due to rail defects and we have a few others listed as well totaling 2.19 track miles under restriction for this particular month.

We then take that and plug this into our table before we calculate our annual average. The numbers you see across the top of the slide are the month. The calculations we saw on the previous slide are in month number one here, totaling 2.19 at the bottom.

The 12 months of the year are averaged together to get a year-to-date average of 3.11. This table is also broken out by the reason for each restriction. So our total average for the year of 1.08 for maintenance, .49 for rail defects can help you make informed decisions going forward with your TAM plan.

So there is a glossary of terms on FTA's NTD glossary that may help you navigate some of the guidebooks and rules, and there is a sample performance restriction calculation form, which is used in all of the examples throughout the guidebook.

That is all I have as far as infrastructure reporting and I'll turn it back over to Mshadoni and Maggie.

**Mshadoni Smith:** Thanks, Anne Marie, and please keep your questions coming in. Maggie is answering them as she can during the webinar, but we'll also take a stab at them at the end to discuss them more.

## Facility Performance Guidebook

So next I am going to talk about the facility performance guidebook. And -- oh, gosh, I wanted to remind myself of something. But we have four different facility classes, administrative, maintenance, passenger and parking, where parking is immediately adjacent to a passenger facility, but we only have two performance measures, where we are combining administrative and maintenance and passenger and parking.

I also wanted to provide a couple of examples. These are just really generalized examples of what is considered a facility. So a park and ride lot, yes, that would be considered a facility. A guard shack; no, that would not be considered a facility.

Storage structure where transit work is performed would be a yes. A standalone restroom would be a no. And then as a general rule of thumb, if your facility has less than 100 square foot of person space, it is unlikely to be considered a facility for the facility condition assessment data form.

## Assessing and Reporting Facility Conditions and Performance Measures

In the guidebook we added steps to assessing and reporting facility conditions and performance measures as indicated by the delta there, these steps weren't itemized in the same way in the proposed guidebook, but there are five steps identified as facility type and rating levels, conduct assessment, aggregate results, calculate overall performance measure and then document and report.

### Identifying Facility Type and Rating Level

Step one is identify the facility type and rating levels. Remember we only have two performance measures that calculate over four types of facilities, administrative and maintenance, and passenger and parking. Here we have the primary rating levels or components of each of these type of facilities. On the left-hand side are the administrative and maintenance components and on the right side are the passenger and parking.

Which seeing the only differences are the equipment for admin and maintenance and fare collection for passenger and parking. Some of the sub components or secondary rating level examples would be if you take, for example, your sub structure as your primary rating level, the secondary would be foundations, walls, columns, pilings, et cetera.

If you're looking at site component, some of the secondary components would be roadways and associated signage, markings, utilities and equipment, and so forth and so on. I do want to mention really briefly the equipment component under administrative and maintenance facilities, because it's also an asset category, that is collected separate performance measure, and

equipment that is valued between \$10,000 and \$50,000 can be rated as a facility, but over \$50,000, it must be rated as equipment asset type.

Your equipment component could be related to the function of your facility, including maintenance or vehicle service equipment.

For the condition assessments, we use the five-point term rating scale. An asset is considered to be in a state of good repair if it has a rating of three or more on the TERM scale, as identified here, 5 is excellent, 1 is poor.

Excellent means it's basically no visible defects, new or near new condition and could still be under warranty, whereas poor would be critically damaged or in need of immediate repair and well past its useful life.

### Conduct the Assessment

So the second step in the process of calculating your performance measure would be to conduct the assessment. So you would examine your component and sub components, determine and assign their TERM rating scales and you can use area or percentages of area or numbers of units to estimate your secondary level quantities.

Some of the recommendations from the final guidebook are to collect some information prior to conducting your assessment, including agency inspection and maintenance procedures and schedules, inspection schedule alignment with reporting schedules, data needs, warranty and so on.

This is just an example of some condition assessment tasks for the component interior. Some of the specific tasks would be to include the soundness and finish of drywall, partitions, interior doors, fittings, ceiling tiles and signage. Inspect the stairs, including fire and access issues and so forth. That would help you to determine the rating on the TERM scale as identified here.

A sample form is also provided in the final guidebook. Again, this is an optional form. It's not a required form, but it itemizes the rating levels and quantity of assets and what rating -- TERM rating you would give to each component.

### Calculate Overall Facility Condition Rating

So the third step would be to aggregate the results. So once the conditions of an individual facility are assessed and aggregated, the next step is to calculate the overall condition rating for the facility. So once you have identified which component rating, you can use one of these three approaches to determine the overall facility rating.

So I'm just going to go through these briefly. There's the weighted average approach, which basically you take the sum of all of your ratings for each of the components and you multiply it by the replacement cost over the sum of all the replacement costs. So it gives you a weighted average of the cost to rating level of the components in your facility.

The next approach is the median value approach and this is a more arithmetically -- I don't know the word, but I think you know what I'm saying -- you just take the middle value of the series of your sorted list of component ratings.



So on the upper left-hand side you see an even-numbered list and you basically split it in half and then the lower number, which represents at least 50% of the rating, or you take the middle value, if you have an odd-numbered list and you just say, hey, well, we're just taking a mathematical approach -- I can't say that other word -- to determining our facility condition rating based on what the median value is of all of the components in the facility.

And then the last approach is kind of like a "whatever else is out there". So it's an alternative weighting approach.

And we kind of leave that up to you to determine what that approach is, as long as you can document it and justify it and that it's repeatable, and provides a rating on the five-point term condition scale, it potentially could fall under the alternative weighting approach.

### Calculate Performance Measure

The fourth step is to calculate the actual performance measure. So up to this point we've been measuring the parts of the facility.

So we started off with a rating level or components and identifying them on the TERM scale, then we kind of rolled that up to the entire facility and gave the facility its own TERM rating and now we have to conduct the performance measure.

The performance measure is the combination of all the facilities in that category -- excuse me, not category -- but that grouping, and then you come up with performance measures. So we have the two groupings, admin and maintenance, passenger and parking that require performance measures, and you just take the percentage of facilities under each class with a TERM rating below three.

So in this example you have two passenger facilities with a rating of four and two parking facilities with a rating of two. So the number of facilities with a rating below three is two -- oh, gosh, this sounds so confusing, but there are only two facilities that are rated below 3 on the TERM scale, so 2 over the sum is 50%. So that would be your performance measure. It's not the same as your target, but that's where you start in terms of identifying where you want to set your targets.

### Resources

So we're about halfway through our time and we're at the end of our presentation.

I do want to, again, point out that the guidebooks are final and you can find them on the TAM web page also linked here on our presentation, and I also want to highlight again the new course that we have available, Calculating Performance Measures and Setting Targets. It's available now -- today is the very first day that it has been available.

It is being provided through TSI. You can get to it through this web page, [www.dot.gov/tsi](http://www.dot.gov/tsi), and there's registration instructions on the TAM web page as well as downloadable in the pod in the upper left-hand corner.

So I've mentioned it several times through this webinar about our TAM web page. And here is the link to that web page. There are a lot of good information resources available there. This

training course that is coming out that I just mentioned through TSI is an online course and it's intended to be paced based on your abilities or sophistication and you can take as much time or as little time with it as you like. This webinar kind of just did a very brief overview of these guidebooks, not a deep dive, whereas the course goes into a lot more detail about both of the guidebooks and the other performance measures for the vehicle asset categories, both equipment and rolling stock.

In addition it gives a high level discussion of target setting consideration, so I would encourage you to consider taking that course. In addition, FTA may be providing additional webinars on these topics. If you feel they are warranted.

So with that, I am going to turn it over to Maggie to kind of go through any of the questions that either she may have already answered and wants to bring to the attention of the audience or some questions she may not have answered or been able to answer yet.

## Questions

Do we have a definition for major repairs?

We do not.

What if you own the asset but beneficial use has been transferred to a freight operator and they are the ones maintaining the asset?

If you own the asset you are responsible for insuring that a condition assessment is done for that asset if it is a facility, or that a performance restriction calculation is done and reported to NTD if it is right-of-way.

What is the definition of track miles? We thought it was opposite of what was on the slide.

I think this has to do with the original guidebook was written as if the performance restriction was based on directional route models. Based on input from the industry we adjusted that to be track miles. So you will see that change reflected in the new guidebook. The performance restriction for essentially the Slow Zone metric is based on track miles and not on directional rail miles.

If a train or multiple trains are going slowly out of necessity regardless of reason, localized, but there was no directive supervision to go slowly, does that recorded incident qualify as a right-of-way performance restriction?

No. Performance restrictions are essentially your formalized Slow Zones. When you direct operators to slow down in a certain area based on the condition of your track; that is reportable as a Slow Zone. If an operator sees someone, you know, a trespasser running beside the track and makes the decision to slow down for safety reasons, based on training and common sense; that would not be a recordable Slow Zone. That is just safe operation. Thank you.

Is special track work turnouts or crossovers included in total track miles or restriction miles?

So all of your in-service track would be included in your performance restriction calculation. So any special track work that you have in service would be included. Out of service track, so your yards, any -- I guess most turnouts probably would not be out of service, but any track that you do not use in service for revenue service would not be included in your performance restriction calculation.

Oftentimes we only have a restriction on one track. This is very common in the industry. How should we reflect using track miles?

If you have two parallel tracks one mile each, that is two track miles. So you would say -- say one is under performance restriction, one mile of performance restriction.

Would support vehicles under 50K qualify as equipment?

There is an equipment component of admin maintenance facilities, which was provided in this webinar. There is also an equipment category which is related to non-revenue service vehicles and other maintenance and construction equipment over \$50,000.

What if a piece of equipment is also part of the HVAC and in what section should it be assessed?

Building condition assessment, essentially what we're saying is look at those and assess those and let those inform the overall assessment of the building. In the crudest terms that's what we're saying. If you have a piece of equipment that you're going to inventory separately but you think it's a critical part and informs the condition of your building -- we're not asking you to do and report condition assessments of all of your equipment to us. It is only for the building at large. If you think it informs the overall condition of your building I would encourage you to include it in the HVAC system as part of what informs the ultimate roll-up of your condition assessment for the facility.

Is yard track included any of the track reporting and rating or under yard facility?

Yard track is not included in the performance restriction. So it's only your revenue service track. I said in-service before revenue service track. So yard track would not typically be and you wouldn't include it in your performance metric.

Is there a sample TAM plan that people can use?

We do not have a sample TAM plan but we do have a small provider TAM plan template that many tier 2 agencies have been using as a guide. We also have the TAM Guide which is not a template at all. It's 270 some pages but it's a very comprehensive guide that walks through all of the considerations in a TAM plan. We don't have a template for tier 1 simply because tier 1 plan is going to be so unique and specific to that agency that it would probably be fairly useless to have a template.

We had another question, a couple questions, when will this presentation and the one from the building an asset inventory presentation be on the TAM web page?

The May 23rd webinar, I am trying to get on to our web page. We're having technical difficulties and I have not been able to load it to our web page, but hopefully I can get that

cleared this week. I've been trying to do it for a while. I apologize for that. It will be posted hopefully before this one, but at a minimum with this one.

Can you please confirm that park and ride, commuter ride lots not adjacent to any passenger facility are not part of these evaluations?

I cannot confirm that because if it's a parking ride commuter ride lot it's also a passenger facility, where you're picking up your passengers for the commute. I'm making that assumption. So it is a bus stop, then it still would be considered a passenger facility. And that parking lot would be adjacent to it. If it is more than just a parking lot, and is a parking passenger facility.

When do you expect to next update the asset inventory reporting module?

I'm assuming this is a question about the NTD, the actual NTD asset reporting module. The NTD asset inventory reporting module we actually are finalizing incorporation of design into our online reporting system right now. And I had a meeting this morning about it. So we will roll it out when NTD reporting opens this fall. You'll be able to begin reporting extended asset information into the NTD in the fall optionally. Again, it's not required until the fall of 2018 with your 2018 report, if you began reporting at that time. And we will allow -- we are now finalizing direct upload capabilities, so you can essentially enter into Excel and upload that into the NTD asset inventory. So you will see that this fall when you kick off your fiscal year 2017 NTD report.

If there's ongoing construction or reason a station must be bypassed, does that count towards performance restriction? Not going slower, but just not stopping there?

No. If you actually reduce the speed to go through that construction area, then, yes, that would be considered a performance restriction. If you slide through it at your normal rate of speed and just don't stop there, not a performance restriction.

Should condition assessments of infrastructure such as piers be done in the same way as facilities?

So you are welcome to do a condition assessment of any of the assets that you have for your own record keeping. We do not require you to report condition assessments for any piece of infrastructure that is not a facility.

Now that the definition of facility has been changed to single building I no longer know where to apply for the site when there is more than one building. A situation that exists at almost all locations. I programmed the database to aggregate condition ratings by entire site as facility.

You would have to respond to each of your individual structures as an independent facility.

As a state DOT if we have a new applicant at what point would that be included in the current TAM plan?

When their facilities go into revenue service. When their assets go into revenue service.

Is there a bus specific TAM webinar available?

No. if you're a bus-only facility, if you have under 101 buses you are a tier 2 operator and you could potentially take the tier 2 course or look at some of the tier operator materials to help out with your considerations.

Is there a threshold for number of parking spaces in a park and ride?

We don't have a threshold for a number of parking spaces.

Looking at the TAM website last update May 2017, are the links on this web the final rule?

Yes, they are the final guidance on the guidebooks. The final rule was published a while back and that is also available on the TAM web page.

The question about crossovers was referring to the diagonal tracks connecting the two parallel tracks.

So, yes, for crossovers, if you are -- revenue service, they would be part of your revenue track.

Can you provide a link to this recorded Webinar?

We will be providing -- the recorded webinar will be available on the TAM website. We don't have the link at the moment. We haven't posted it yet, but it will be available and you can find it on the TAM website.

I think Donna also was having a difficult time downloading the webinar document from the download pod. I reposted it in that pod. Hopefully that has helped. It's a much smaller -- it's a PowerPoint version versus the PDF version, and maybe you'll be able to download it that way.

As a state DOT we did a \$20,000 roof repair on county-owned transit facility. Would we will responsible for reporting that facility?

Not necessarily. So if you have capital replacement responsibility for a facility, you are responsible. So if you have ownership and on the hook for capital replacement, you are responsible for that facility and the facility is used in public transportation. If you provide funding for \$20,000 in repair for a site that is owned by someone else and that's a funding agreement that you have entered into but you do not own or have ultimate capital or replacement responsibility for that facility you're not responsible for reporting it.

For the purpose of meeting NPO requirements what do we have to provide them?

So for the purpose of meeting the TAM requirements, when you finish your TAM plan in October 2018, you will share that with your NPO and your state planning partners. Prior to that, I think 180 days after the initial targets were due, you will have to share with them your targets. So just a written list of your asset classes and the targets that you have set for those asset classes and your useful life benchmark for the vehicle-based performance measures is all that you are required to provide them. But this actually gives me an excellent plug into a webinar that our planning office is holding -- when are they doing that?

They're doing that June 20th. So I think that's two weeks, on a Tuesday, and I may have put that flyer -- I did not put that flyer, but I was planning to put that flyer in the download pod. I'll go ahead and do that now, but it's also linked in our TAM web page.

What are the implications of using FTA default useful life benchmarks, for example 42 years for a ferry, if we maintain a ferry in state of good repair beyond 42 years should we ask to approve a different benchmark for this and all ferries?

You can set the useful life benchmark for any revenue equipment. We provide a default to help guide you for creating that. Some people were concerned with, well, what should I set as useful life benchmark. Defaults are there to give you a ballpark. If you intend to keep the ferry 70 years and you think you can keep it in a state of good repair, you can essentially enter 70 years as your useful life benchmark when you report this to the NTD. Our acceptance of your report is our approval of that adjusted benchmark, so no issue with that if your operations dictate such.

And if your question is more so what is the benefit, what is the drawbacks, there's more information provided in that online course about setting useful life benchmarks and targets. So I would encourage you take a look at that course.

When you mentioned bus-only facilities in tier 2 course, what does it consist of or do you have a link I can use as a resource?

Yes, that link is on the TAM web page that you have up in front of you under our outreach and training. You'll see the NTI description of the course.

We rent half of a building from county government that houses customer service for para-transit division about four miles away. We do not own or provide maintenance. The county government owns the building. Would we provide a condition assessment for this facility?

If you don't own it, you don't have capital replacement responsibility. You are not responsible for condition assessment.

Our downtown bus station is owned by the city and not our agency. We dock the buses and electronic board that list bus departure times. This is all first floor of the bus station. There's a parking garage owned by the city and not the transit agency. Would the transit agency need to report in the TAM plan?

Yes. Any passenger station -- I guess this is the caveat to that. Any passenger station that you use and revenue service is reportable in inventory. If you have capital replacement responsibility you are also responsible for doing a condition assessment. You do not have capital replacement responsibility you are only required to report the passenger facility and the inventory. Basic information about it, where it is, how large it is, and you do not have to do a condition assessment or report that to us.

I also wanted to add or to clarify that this person is not a transit department within the municipality, because that distinction between us and them, if you're a department within a county, FTA does not distinguish between us and them in that scenario. You are one entity. The grantee in that situation. And if that is the case, you will, I guess, have to consider if -- especially for administrative buildings, if it's an inherent transit use of that facility, to determine whether or not that is quote/unquote an administrative building.

For instance, if you have an office in city hall, we don't need you to do a facility condition assessment of city hall, because it's not an inherent transit use.

How would you rate a building used for administrative and maintenance, also a passenger parking structure that is partitioned and used for adjacent maintenance and administrative facilities?

A building that is mixed use, I believe our guidance in the NTD reporting is that if it is for administrative and maintenance it would be classified as a general maintenance building. So you would treat it the same way as any other building when doing condition assessment of it, but report it to us as a general maintenance.

Passenger parking structure partitioned and used for adjacent maintenance and administrative facilities, I think you could probably do this in one of two ways. I don't think we have direct guidance for this, but my approach would be, if you can draw a distinct line between the section that is used for passenger parking and report that as one facility and the section that is used for maintenance and administrative, report that as, you know, administrative and maintenance, if there's a distinguishing line. That is how I would handle that particular issue.

Is it possible to utilize mileage instead of years for buses?

The performance measures for the TAM plan and for the NTD for buses and all revenue vehicles is useful life. The benchmark is in years. It is not reportable to us in mileage. It must be translated into years for reporting purposes to FTA. You are, of course, welcome to use whatever metric is useful for you in your TAM plan as you flesh it out but you do need to translate it into a year benchmark for both the TAM plan ultimately and reporting to us.

What is the webinar topic you're planning?

We're having an entire webinar series that we're planning, which will be several topics. We haven't finalized any topics yet but the June 20th webinar is based -- is the NPO state of good repair targets coordination, which is being hosted by FTA's Planning Office.

If we have a facility we expanded 20 years ago and remodeled the old portion, how do we report this?

This is a facility where you have an addition that is newer than the original and then the original is remodeled.

I would say for this -- I mean, you have to take it in totality, so you have to look at, you know, the total systems within, you know, where do you think that they would average out in a condition assessment.

And it's not age based for the facility. So whether they were built, expanded, remodeled, the age doesn't necessarily matter. It's the condition of it.

If we have useful life seven years in non-revenue support and reached useful life is acceptable to extend useful life one or two years at a time?

So in this case, this will all be publicly reported. So this will all be made public on the NTD website. I'm assuming what you're saying is we set a benchmark of seven years and then seven-



year mark we decide, actually we're going to keep it nine years, so I'm going to go back and retroactively change that useful life benchmark from seven years to nine years. So in reality you're not going to be able to go back in time. You're going to be reporting performance metric into the future, so basically in 2018 you're going to report your metrics for fiscal year 2019, so then when you report your actual performance in 2019 we've captured your performance metric, you know, roughly 8-9 months before you finish out that year.

So, yes, you can change the metric for the next year going forward, but your actual performance for the year in which you exceeded your original seven-year useful life benchmark will still be reflected in the reporting system, if that makes sense.

Do ferries need to include infrastructure assets since neither condition assessment nor performance restrictions need to be reported on them?

All of your assets need to be in your TAM plan. Mshadoni may assert this more strongly than I do. There is what reportable to the FTA, which are condition assessments and performance restriction information and useful life benchmarks on certain subset of assets reportable to NTD and by NTD, the FTA. But in the TAM plan that you create for compliance with the TAM program, any major pieces of infrastructure or assets that you own that fall within the guidelines of that role need to be included in your own Transit Asset Management plan to be compliant with that rule and with FTA guidance and guidelines.

This was part of the reason why we tightened up the intended audience for these guidebooks, because these guidebooks are intended to help users report to the NTD.

This is not the extent of the TAM requirements. The TAM compliance requirements are broader than this. These are the more detailed refined and specific requirements to calculate performance measures so they are standardized amongst all the NTD reporters.

The TAM plan is going to be much more unique to your operation and your agency.

We no longer know what to do about the assessment of a site since we have a facility with more than one building? How do we allocate the ground on the site to the buildings?

Pick one. Same with parking facility, multiple buildings, you pick one and you associate it, as long as you consistently associate it with that facility, that is acceptable.

Should we report a bus an individual asset including all the components on the bus or do we report the bus and separately report each of the asset components?

You only report the bus.

We do not ask you -- also you don't do a condition assessment on a bus. You give us useful life benchmark. Take the bus and I bought it this year and plan to keep it in service 14 years before I retire it. When you report to NTD the first time, I bought it this year and I'm going to keep it 14 years. Useful life benchmark is 14 years. Then each year you tell us 14 years, 14 years, when we hit 14 years you either tell us that bus went away per my plan or I actually am keeping that bus longer.

And that will affect the targets that you set for that bus's performance.



I think that is our time. One minute to spare.

**Mshadoni Smith:** Thank you all very much for your active participation. As I mentioned before, I am going to do my best to get this webinar up soon, but we've been having a little bit of technical difficulty and so I'm going to get that up there as soon as possible.

One final parting word. I did post that flyer to the June 20th webinar in the download pod in the upper left if any of you guys are interested in participating.

And with that I bid you a good afternoon.

Thank you!