



APTA SUDS-TAM-RP-004-19

Published: January 11, 2019

Transit Asset Management Working
Group

Communicating Your Transit Asset Management Plan

Abstract: This document provides guidance on communicating an agency's transit asset management plan to internal and external audiences.

Keywords: accountable executive, group plan sponsor, state of good repair (SGR), Tier I, Tier II, transit asset management plan (TAM plan)

Summary: This recommended practice identifies a method a transit organization could use to simplify its TAM plan communication efforts, including examples that support best practice and federal requirements.

Scope and purpose: The Code of Federal Regulations (CFR) details requirements for U.S. transit agencies to develop TAM plans in 49 CFR Part 625. The agency's TAM plan is required to include specific elements:

1. An inventory of assets
2. A condition assessment of inventoried assets
3. Description of decision support tools
4. A prioritized list of investments
5. TAM and SGR policy
6. Implementation strategy
7. List of key annual activities
8. Identification of resources
9. Evaluation plan

This regulation was initiated by the 2012 legislation "Moving Ahead for Progress in the 21st Century" (P.L. 112-141) and finalized/published in 2016. Communicating compliance with each TAM plan element should be simple and easy to understand. The steps detailed in this document will help agencies of all sizes communicate their TAM plans. The output of the document is a table, filled out by the user, which describes how each applicable TAM plan element is being fulfilled, in less than two pages.

This recommended practice represents a common viewpoint of those parties concerned with its provisions, namely transit operating/planning agencies, manufacturers, consultants, engineers and general interest groups. The application of any recommended practices or guidelines contained herein is voluntary. In some cases, federal and/or state regulations govern portions of a transit system's operations. In those cases, the government regulations take precedence over this standard. APTA recognizes that for certain applications, the standards or practices as implemented by individual transit agencies may be either more or less restrictive than those given in this document, unless referenced in federal regulations.

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Introduction

This introduction is not part of APTA SUDS-TAM-RP-004-19, “Communicating Your Transit Asset Management Plan.”

APTA recommends the use of this document by:

- individuals or organizations that operate rail transit systems;
- individuals or organizations that contract with others for the operation of rail transit systems; and
- individuals or organizations that influence how rail transit systems are operated (including but not limited to consultants, designers and contractors).

This document makes the following assumptions:

- The reader understands the difference between Tier I, Tier II and a group TAM plan sponsor.
- The reader understands the nine TAM plan requirements and applicability to his or her agency.
- The reader understands the applicable NTD reporting requirements.
- The agency’s TAM plan has been self-certified and signed by the accountable executive.

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1. Procedure

1. To better understand the end product, users should read the examples that apply to their agencies, provided in Appendix A. All information is editable and intended to be used as an example only; users should feel free to customize any part.

NOTE: Keep in mind that the examples listed in Appendix A are intended to be concise. All examples, regardless of an agency's classification, are less than two pages in length.

- a. Appendix A: Examples
 - i. Tier 1
 - ii. Tier 2
 - iii. Group TAM plan
2. Users should next decide if they would like to provide links to their agency's internal documents. The primary benefit of linking to corresponding documents is to provide an additional layer of credibility and to show alignment with other agency documents, indicating further asset management maturity.
 - a. Appendix A: Examples
 - i. Tier 1 with links
 - ii. Tier 2 with links
 - iii. Group TAM plan with links
3. Users should then choose the correct template based on individual needs.
 - a. Appendix B: Templates
 - i. Tier 1
 - ii. Tier 1 with links
 - iii. Tier 2
 - iv. Tier 2 with links
 - v. Group TAM plan
 - vi. Group TAM plan with links
4. Users should then fill out the template with their agency's information, using the examples in Appendix A as the guidepost. Each table contains a question or statement for each TAM plan element intended to help the user keep the explanation at a high level.

2. Intended use and benefits

The initial October 2018 deadline provides an immediate opportunity to communicate a TAM plan to internal and external audiences. The FTA highlights active communication as one of the steps to create a TAM culture within transit organizations. The FTA also highlights the importance of having a process in place to share required TAM information, including TAM plans and targets, with a metropolitan planning organization (MPO) and/or state DOT planning partners.

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An individual familiar with his or her agency and MAP-21 should be able to use this tool to communicate the required elements of the TAM plan in less than five minutes and under two pages. This will make the TAM plan relevant to a broader audience.

Moving past the October 2018 deadline, the completed table (with linked documents) can act as a “table of contents” to an agency’s transit asset management system. The table can be viewed as a living document and updated as the agency’s TAM plan is revised, or as the agency’s asset management system matures.

Abbreviations and acronyms

CFR	Code of Federal Regulations
DOT	Department of Transportation
LMP	lifecycle management plan
MAP-21	Moving Ahead for Progress in the 21st Century
MPO	metropolitan planning organization
NATSA	North American Transportation Services Association
NTD	National Transit Database
SGR	state of good repair
TAM	transit asset management
xx	xx

Document history

Document Version	Working Group Vote	Public Comment/ Technical Oversight	CEO Approval	Policy & Planning Approval	Publish Date
First published	Sept. 9, 2018	Oct. 30, 2018	Nov.19, 2018	Jan. 4, 2019	Jan. 11, 2019

Appendix A: Examples

Tier 1

TABLE 1
Tier 1 Example

1. INVENTORY	
<i>Revenue vehicles</i>	1655 revenue vehicles: <ul style="list-style-type: none"> • 794 buses • 477 vans • 338 rail cars • 46 locomotives
<i>Infrastructure</i>	1,510,396 linear feet of track: <ul style="list-style-type: none"> • Light rail: 348,480 linear feet • Metro: 158,400 linear feet • Commuter rail: 15,840 linear feet of owned track • Freight rail: 987,676 linear feet
<i>Facilities</i>	204 facilities: <ul style="list-style-type: none"> • Administrative: 17 • General maintenance: 26 • Heavy maintenance: 1 • Bus loop: 4 • Parking lot: 24 • Parking site: 54 • Parking site (garage): 3 • Parking passenger station: 1 • Passenger station: 74
<i>Equipment</i>	315 nonrevenue vehicles: <ul style="list-style-type: none"> • 99 cars • 190 trucks • 3 vans • 23 equipment vehicles
2. CONDITION ASSESSMENT	
<i>Revenue vehicles</i>	Age-based analysis
<i>Infrastructure</i>	Guideway under performance restriction
<i>Facilities</i>	The agency is currently utilizing age-based condition assessment. In CY 2018 assessing (physical condition) 25 percent of facilities over the course of a four-year period per NTD requirements.
<i>Equipment</i>	Age-based analysis
3. DECISION SUPPORT TOOLS	
<i>What tools and processes do we use to prioritize funding around those assets described in our inventory?</i>	The agency utilizes TERM Lite as a decision support tool to estimate capital investment needs over a four-year period, as well as 20- to 30-year projections for long range planning, and estimate SGR backlog.
4. PRIORITIZED LIST OF INVESTMENTS	
<i>What is the result or output of those decision support tools and processes?</i>	The agency prioritizes its assets based on weighting criteria established in TERM Lite with emphasis on SGR and Safety (resulting from input by asset managers across all modes). TERM Lite weighting criteria are being utilized to organize capital project requests based on SGR needs.

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TABLE 1
Tier 1 Example

5. TAM AND SGR POLICY	
<i>What are the guiding principles for asset management efforts at our agency?</i>	The agency established a directive, aligning with the state DOT TAM policy, as well as a TAM plan, satisfying all federal requirements. Initiation of improvement projects aimed at accelerating the maturation of the agency's asset management program.
6. IMPLEMENTATION STRATEGY	
<i>How are we going to execute the TAM plan at our agency?</i>	The TAM plan includes an implementation strategy, as well as the detailed list of 48 improvement projects (activities) that will be completed over the four- to six-year TAM horizon.
7. LIST OF KEY ANNUAL ACTIVITIES	
<i>What activities do we perform to maintain our TAM system?</i>	The agency performs the following annual activities: updates inventory, performs facility assessments at a rate of 25 percent per year, updates the asset performance measurement analysis, revises the TAM plan, lifecycle management plans (LMPs) for all modes to reflect new data analysis, updates performance targets, and fulfills NTD reporting requirements.
8. IDENTIFICATION OF RESOURCES	
<i>What resources do we need to execute TAM plan activities at our agency?</i>	The agency includes a detailed list of funding sources, a list of asset management personnel and key support staff with total expense cost, and costs of maintaining assets in a state of good repair in the TAM plan document.
9. EVALUATION PLAN	
<i>What is the agency doing to ensure that the TAM plan delivers the intended results?</i>	<p>The asset management program manager/coordinator leads all efforts in achieving asset management tasks and requirements for the agency, coordinating with internal and consultant support. Among those efforts:</p> <ul style="list-style-type: none"> • Leading the reporting of NTD requirements • Updating of TAM plan and LMPs for all operating modes • Completing improvement projects in the TAM plan • Leading facility assessments • Coordinating with capital programming for the call for projects to secure an SGR prioritized list of projects through the investment prioritization tool • Supporting Tier 2 asset management efforts • Completing inventory update and TERM Lite Analysis

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Tier 1 with links

TABLE 2
Tier 1 Example with Links

1. INVENTORY		Corresponding Documents
<i>Revenue vehicles</i>	1655 revenue vehicles: <ul style="list-style-type: none"> • 794 buses • 477 vans • 338 rail cars • 46 locomotives 	<ul style="list-style-type: none"> • Inventory—Revenue Vehicles
<i>Infrastructure</i>	1,510,396 linear feet of track: <ul style="list-style-type: none"> • Light rail: 348,480 linear feet • Metro: 158,400 linear feet • Commuter rail: 15,840 linear feet of owned track • Freight rail: 987,676 linear feet 	<ul style="list-style-type: none"> • Inventory—Infrastructure
<i>Facilities</i>	204 facilities: <ul style="list-style-type: none"> • Administrative: 17 • General maintenance: 26 • Heavy maintenance: 1 • Bus loop: 4 • Parking lot: 24 • Parking site: 54 • Parking site (garage): 3 • Parking passenger station: 1 • Passenger station: 74 	<ul style="list-style-type: none"> • Inventory—Facilities
<i>Equipment</i>	315 nonrevenue vehicles: <ul style="list-style-type: none"> • 99 cars • 190 trucks • 3 vans • 23 equipment vehicles 	<ul style="list-style-type: none"> • Inventory—Equipment
2. CONDITION ASSESSMENT		Corresponding Documents
<i>Revenue vehicles</i>	Age-based analysis	<ul style="list-style-type: none"> • Useful Life Benchmarks (ULB)
<i>Infrastructure</i>	Guideway under performance restriction	<ul style="list-style-type: none"> • Guideway Under Performance Restriction Procedure
<i>Facilities</i>	The agency is currently utilizing age-based condition assessment. In CY 2018 assessing (physical condition) 25 percent of facilities over the course of a four-year period per NTD requirements.	<ul style="list-style-type: none"> • Facilities Condition Assessment
<i>Equipment</i>	Age-based analysis	<ul style="list-style-type: none"> • Useful Life Benchmarks (ULB)
3. DECISION SUPPORT TOOLS		Corresponding Documents
<i>What tools and processes do we use to prioritize funding around those assets described in our inventory?</i>	The agency utilizes TERM Lite as a decision support tool to estimate capital investment needs over a four-year period, as well as 20- to 30-year projections for long range planning, and estimate SGR backlog.	<ul style="list-style-type: none"> • TERM Lite—Long Range Planning • Asset Information Strategy • Investment Prioritization Policy

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TABLE 2
Tier 1 Example with Links

4. PRIORITIZED LIST OF INVESTMENTS		Corresponding Documents
<i>What is the result or output of those decision support tools and processes?</i>	The agency prioritizes its assets based on weighting criteria established in TERM Lite with emphasis on SGR and Safety (resulting from input by asset managers across all modes). TERM Lite weighting criteria are being utilized to organize capital project requests based on SGR needs.	<ul style="list-style-type: none"> • Approved Capital Projects 2018-2022
5. TAM AND SGR POLICY		Corresponding Documents
<i>What are the guiding principles for asset management efforts at our agency?</i>	The agency established a directive, aligning with the state DOT TAM policy, as well as a TAM plan, satisfying all federal requirements. Initiation of improvement projects aimed at accelerating the maturation of the agency's asset management program.	<ul style="list-style-type: none"> • Asset Management Policy
6. IMPLEMENTATION STRATEGY		Corresponding Documents
<i>How are we going to execute the TAM plan at our agency?</i>	The TAM plan includes an implementation strategy, as well as the detailed list of 48 improvement projects (activities) that will be completed over the four- to six-year TAM horizon.	<ul style="list-style-type: none"> • Asset Management Roadmap
7. LIST OF KEY ANNUAL ACTIVITIES		Corresponding Documents
<i>What activities do we perform to maintain our TAM system?</i>	The agency performs the following annual activities: updates inventory, performs facility assessments at a rate of 25 percent per year, updates the asset performance measurement analysis, revises the TAM plan, lifecycle management plans (LMPs) for all modes to reflect new data analysis, updates performance targets, and fulfills NTD reporting requirements.	<ul style="list-style-type: none"> • Annual Review Procedure • Annual Review Checklist
8. IDENTIFICATION OF RESOURCES		Corresponding Documents
<i>What resources do we need to execute TAM plan activities at our agency?</i>	The agency includes a detailed list of funding sources, a list of asset management personnel and key support staff with total expense cost, and costs of maintaining assets in a state of good repair in the TAM plan document.	<ul style="list-style-type: none"> • Organizational Chart • Annual Budget
9. EVALUATION PLAN		Corresponding Documents
<i>What is the agency doing to ensure that the TAM plan delivers the intended results?</i>	<p>The asset management program manager/coordinator leads all efforts in achieving asset management tasks and requirements for the agency, coordinating with internal and consultant support. Among those efforts:</p> <ul style="list-style-type: none"> • Leading the reporting of NTD requirements • Updating of TAM plan and LMPs for all operating modes • Completing improvement projects in the TAM plan • Leading facility assessments • Coordinating with capital programming for the call for projects to secure an SGR prioritized list of projects through the investment prioritization tool • Supporting Tier 2 asset management efforts • Completing inventory update and TERM Lite Analysis 	<ul style="list-style-type: none"> • Annual Review Procedure • Annual Review Checklist

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Tier 2

TABLE 3
Tier 2 Example

1. INVENTORY	
<i>Revenue vehicles</i>	47 revenue vehicles: <ul style="list-style-type: none"> • 1 car • 1 van • 45 buses
<i>Facilities</i>	3 facilities total: <ul style="list-style-type: none"> • Administrative/operational building • Maintenance building • Bus wash
<i>Equipment</i>	Equipment valued at \$15,000 or higher: <ul style="list-style-type: none"> • 5 ITS systems • Miscellaneous equipment
2. CONDITION ASSESSMENT	
<i>Revenue vehicles</i>	Age-based analysis or mileage
<i>Facilities</i>	The agency currently utilizes age-based condition assessment. In CY 2018 assessing (physical condition) 25 percent of facilities over the course of a four-year period per NTD requirements.
<i>Equipment</i>	Age-based analysis
3. DECISION SUPPORT TOOLS	
<i>What tools and processes do we use to prioritize funding around those assets described in our inventory?</i>	The agency utilizes TERM Lite as a decision support tool to estimate capital investment needs over a four-year period, as well as 20-year projections for long-range planning, and estimated SGR backlog.
4. PRIORITIZED LIST OF INVESTMENTS	
<i>What is the result or output of those decision support tools and processes?</i>	The agency updates inventory records and uses that information to assist in determining assets set for replacement. The agency also considers five criteria in the decision-making process.

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Tier 2 with links

TABLE 3
Tier 2 Example with Links

1. INVENTORY		Corresponding Documents
<i>Revenue vehicles</i>	47 revenue vehicles: <ul style="list-style-type: none"> • 1 car • 1 van • 45 buses 	<ul style="list-style-type: none"> • Asset Inventory
<i>Facilities</i>	3 facilities total: <ul style="list-style-type: none"> • Administrative/operational building • Maintenance building • Bus wash 	<ul style="list-style-type: none"> • Asset Inventory
<i>Equipment</i>	Equipment valued at \$15,000 or higher: <ul style="list-style-type: none"> • 5 ITS systems • Miscellaneous equipment 	<ul style="list-style-type: none"> • Asset Inventory
2. CONDITION ASSESSMENT		Corresponding Documents
<i>Revenue vehicles</i>	Age-based analysis or mileage	<ul style="list-style-type: none"> • Useful Life Benchmark
<i>Facilities</i>	The agency currently utilizes age-based condition assessment. In CY 2018 assessing (physical condition) 25 percent of facilities over the course of a four-year period per NTD requirements.	<ul style="list-style-type: none"> • Facilities Physical Condition Assessment Procedure
<i>Equipment</i>	Age-based analysis	<ul style="list-style-type: none"> • Useful Life Benchmark
3. DECISION SUPPORT TOOLS		Corresponding Documents
<i>What tools and processes do we use to prioritize funding around those assets described in our inventory?</i>	The agency utilizes TERM Lite as a decision support tool to estimate capital investment needs over a four-year period, as well as 20-year projections for long-range planning and to estimate SGR backlog.	<ul style="list-style-type: none"> • TERM Lite—Long-Range Plan
4. PRIORITIZED LIST OF INVESTMENTS		Corresponding Documents
<i>What is the result or output of those decision support tools and processes?</i>	The agency updates inventory records and uses that information to assist in determining assets set for replacement. The agency also considers five criteria in the decision-making process.	<ul style="list-style-type: none"> • Agency Weighting Criteria • Approved Asset Renewal List

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Group TAM plan

TABLE 5
 Group TAM Plan Example

1. INVENTORY	
<i>Revenue vehicles</i>	<ul style="list-style-type: none"> • 679 buses • 66 vans • 14 cars
<i>Facilities</i>	41 total: <ul style="list-style-type: none"> • Administrative/maintenance: 13 • Administrative: 9 • Maintenance: 15 • Passenger/parking: 4
<i>Equipment</i>	Equipment valued at \$15,000 or higher: <ul style="list-style-type: none"> • Communications: 224 • Revenue collection: 86 • ITS: 197 • Nonrevenue vehicles: 50 • Trucks: 40 • Support vans: 13 • Maintenance equipment: 73
2. CONDITION ASSESSMENT	
<i>Revenue vehicles</i>	Age-based analysis or mileage
<i>Facilities</i>	Participating agencies currently utilize age-based condition assessments. In CY 2018 assessing (physical condition) 25 percent of facilities over the course of a four year period per NTD requirements.
<i>Equipment</i>	Age-based analysis
3. DECISION SUPPORT TOOLS	
<i>What tools and processes will group TAM plan participants use to prioritize funding around those assets described in their inventory?</i>	Participating agencies utilize TERM Lite as a decision support tool to estimate capital investment needs over a four-year period, as well as 20-year projections for long-range planning, and to estimate SGR backlog. A prioritization tool is also used to determine each agency's priorities and suggested breakouts for funding of those different agencies' needs.
4. PRIORITIZED LIST OF INVESTMENTS	
<i>What are the results or outputs of those decision support tools and processes?</i>	As part of the annual grant awards to sub-recipients, a prioritization tool is used to determine the ranking of capital awards. Condition assessment and local priorities formulate the order for which awards can be considered. While a useful tool, the team reviews information for final determination.
5. TAM AND SGR POLICY	
<i>What are the guiding principles for group TAM plan participants?</i>	A plan has been developed that includes participation from 23 local transit services. The plan lists assets and their conditions and how the plan will work toward asset replacement. It identifies sources and tools to be used to maintain plan goals and requirements.

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TABLE 5
 Group TAM Plan Example

6. IMPLEMENTATION STRATEGY	
<i>Collectively, how are we going to execute the group TAM plan?</i>	The group TAM plan involves the cooperation and agreement of 23 transit services planning for continual improvement of SGR through a combination of physical inspections of facilities and historical life expectancy of vehicles and risk management. 25 percent of facilities are inspected each year so that all are updated by the required four-year plan renewal. TERM Lite results, along with ATP review, help meet key goals.
7. LIST OF KEY ANNUAL ACTIVITIES	
<i>What activities will each participating agency perform to maintain the group TAM plan?</i>	Asset inventories are updated annually, and a quarter of facilities are inspected to determine need for adjustment of performance targets. TERM Lite results are updated.
8. IDENTIFICATION OF RESOURCES	
<i>What resources are needed to execute the group TAM plan activities?</i>	The staff of the state recipient that oversees local transit services, along with the local staffs, coordinate using the TAM plan. Federal, state and local funding is used to maintain assets.
9. EVALUATION PLAN	
<i>What are we doing to ensure that the group TAM plan delivers the intended results?</i>	The asset management team will annually review each service's inventory records for accuracy and with TERM Lite results maintain the plan for SGR.

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Group TAM plan with links

TABLE 6
 Group TAM Plan Example with Links

1. INVENTORY		Corresponding Documents
<i>Revenue vehicles</i>	<ul style="list-style-type: none"> • 679 buses • 66 vans • 14 cars 	<ul style="list-style-type: none"> • Revenue Vehicle Inventory by Agency
<i>Facilities</i>	41 total: <ul style="list-style-type: none"> • Administrative/maintenance: 13 • Administrative: 9 • Maintenance: 15 • Passenger/parking: 4 	<ul style="list-style-type: none"> • Facility Inventory by Agency
<i>Equipment</i>	Equipment valued at \$15,000 or higher: <ul style="list-style-type: none"> • Communications: 224 • Revenue collection: 86 • ITS: 197 • Nonrevenue vehicles: 50 • Trucks: 40 • Support vans: 13 • Maintenance equipment: 73 	<ul style="list-style-type: none"> • Equipment Inventory by Agency
2. CONDITION ASSESSMENT		Corresponding Documents
<i>Revenue vehicles</i>	Age-based analysis or mileage	<ul style="list-style-type: none"> • Useful Life Benchmark by Agency
<i>Facilities</i>	Participating agencies currently utilize age-based condition assessments. In CY 2018 assessing (physical condition) 25 percent of facilities over the course of a four year period per NTD requirements.	<ul style="list-style-type: none"> • Facilities Physical Condition Assessment Procedure
<i>Equipment</i>	Age-based analysis	<ul style="list-style-type: none"> • Useful Life Benchmark by Agency
3. DECISION SUPPORT TOOLS		Corresponding Documents
<i>What tools and processes will group TAM plan participants use to prioritize funding around those assets described in their inventory?</i>	Participating agencies utilize TERM Lite as a decision support tool to estimate capital investment needs over a four-year period, as well as 20-year projections for long-range planning, and to estimate SGR backlog. A prioritization tool is also used to determine each agency's priorities and suggested breakouts for funding of those different agencies' needs.	<ul style="list-style-type: none"> • TERM Lite—Long Range Priorities by Agency
4. PRIORITIZED LIST OF INVESTMENTS		Corresponding Documents
<i>What are the results or outputs of those decision support tools and processes?</i>	As part of the annual grant awards to sub-recipients, a prioritization tool is used to determine the ranking of capital awards. Condition assessment and local priorities formulate the order for which awards can be considered. While a useful tool, the team reviews information for final determination.	<ul style="list-style-type: none"> • Approved Capital Projects by Agency • Priorities by Agency

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TABLE 6
 Group TAM Plan Example with Links

5. TAM AND SGR POLICY		Corresponding Documents
<i>What are the guiding principles for group TAM plan participants?</i>	A plan has been developed that includes participation from 23 local transit services. The plan lists assets and their conditions and how the plan will work toward asset replacement. It identifies sources and tools to be used to maintain plan goals and requirements.	<ul style="list-style-type: none"> • Group Plan—Policy & Coordination
6. IMPLEMENTATION STRATEGY		Corresponding Documents
<i>Collectively, how are we going to execute the group TAM plan?</i>	The group TAM plan involves the cooperation and agreement of 23 transit services planning for continual improvement of SGR through a combination of physical inspections of facilities and historical life expectancy of vehicles and risk management. 25 percent of facilities are inspected each year so that all are updated by the required four-year plan renewal. TERM Lite results, along with ATP review, help meet key goals.	<ul style="list-style-type: none"> • Group Plan—Implementation Strategy
7. LIST OF KEY ANNUAL ACTIVITIES		Corresponding Documents
<i>What activities will each participating agency perform to maintain the group TAM plan?</i>	Asset inventories are updated annually, and a quarter of facilities are inspected to determine need for adjustment of performance targets. TERM Lite results are updated.	<ul style="list-style-type: none"> • Annual Activities by Agency
8. IDENTIFICATION OF RESOURCES		Corresponding Documents
<i>What resources are needed to execute the group TAM plan activities?</i>	The staff of the state recipient that oversees local transit services, along with the local staffs, coordinate using the TAM plan. Federal, state and local funding is used to maintain assets.	<ul style="list-style-type: none"> • TAM Plan Resources by Agency
9. EVALUATION PLAN		Corresponding Documents
<i>What are we doing to ensure that the group TAM plan delivers the intended results?</i>	The asset management team will annually review each service's inventory records for accuracy and with TERM Lite results maintain the plan for SGR.	<ul style="list-style-type: none"> • Group Plan Evaluation Procedure

Appendix B: Templates

Tier 1

TABLE 7
 Tier 1 Template

1. INVENTORY	
<i>Revenue vehicles</i>	
<i>Infrastructure</i>	
<i>Facilities</i>	
<i>Equipment</i>	
2. CONDITION ASSESSMENT	
<i>Revenue vehicles</i>	
<i>Infrastructure</i>	
<i>Facilities</i>	
<i>Equipment</i>	
3. DECISION SUPPORT TOOLS	
<i>What tools and processes do we use to prioritize funding around those assets described in our inventory?</i>	
4. PRIORITIZED LIST OF INVESTMENTS	
<i>What is the result or output of those decision support tools and processes?</i>	
5. TAM AND SGR POLICY	
<i>What are the guiding principles for asset management efforts at our agency?</i>	
6. IMPLEMENTATION STRATEGY	
<i>How are we going to execute the TAM plan at our agency?</i>	
7. LIST OF KEY ANNUAL ACTIVITIES	
<i>What activities do we perform to maintain our TAM system?</i>	
8. IDENTIFICATION OF RESOURCES	
<i>What resources do we need to execute TAM plan activities at our agency?</i>	
9. EVALUATION PLAN	
<i>What is the agency doing to ensure that the TAM plan delivers the intended results?</i>	

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Tier 1 with links

TABLE 8
Tier 1 Template with Links

1. INVENTORY		Corresponding Documents
<i>Revenue vehicles</i>		
<i>Infrastructure</i>		
<i>Facilities</i>		
<i>Equipment</i>		
2. CONDITION ASSESSMENT		Corresponding Documents
<i>Revenue vehicles</i>		
<i>Infrastructure</i>		
<i>Facilities</i>		
<i>Equipment</i>		
3. DECISION SUPPORT TOOLS		Corresponding Documents
<i>What tools and processes do we use to prioritize funding around those assets described in our inventory?</i>		
4. PRIORITIZED LIST OF INVESTMENTS		Corresponding Documents
<i>What is the result or output of those decision support tools and processes?</i>		
5. TAM AND SGR POLICY		Corresponding Documents
<i>What are the guiding principles for asset management efforts at our agency?</i>		
6. IMPLEMENTATION STRATEGY		Corresponding Documents
<i>How are we going to execute the TAM plan at our agency?</i>		
7. LIST OF KEY ANNUAL ACTIVITIES		Corresponding Documents
<i>What activities do we perform to maintain our TAM system?</i>		
8. IDENTIFICATION OF RESOURCES		Corresponding Documents
<i>What resources do we need to execute TAM plan activities at our agency?</i>		
9. EVALUATION PLAN		Corresponding Documents
<i>What is the agency doing to ensure that the TAM plan delivers the intended results?</i>		

Tier 2

TABLE 9
Tier 2 Template

1. INVENTORY	
<i>Revenue vehicles</i>	
<i>Facilities</i>	
<i>Equipment</i>	
2. CONDITION ASSESSMENT	
<i>Revenue vehicles</i>	
<i>Facilities</i>	
<i>Equipment</i>	
3. DECISION SUPPORT TOOLS	
<i>What tools and processes do we use to prioritize funding around those assets described in our inventory?</i>	
4. PRIORITIZED LIST OF INVESTMENTS	
<i>What is the result or output of those decision support tools and processes?</i>	

Tier 2 with links

TABLE 10
Tier 2 Template with Links

1. INVENTORY		Corresponding Documents
<i>Revenue vehicles</i>		
<i>Facilities</i>		
<i>Equipment</i>		
2. CONDITION ASSESSMENT		Corresponding Documents
<i>Revenue vehicles</i>		
<i>Facilities</i>		
<i>Equipment</i>		
3. DECISION SUPPORT TOOLS		Corresponding Documents
<i>What tools and processes do we use to prioritize funding around those assets described in our inventory?</i>		
4. PRIORITIZED LIST OF INVESTMENTS		Corresponding Documents
<i>What is the result or output of those decision support tools and processes?</i>		

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Group TAM plan

TABLE 11
 Group TAM Plan Template

1. INVENTORY	
<i>Revenue vehicles</i>	
<i>Facilities</i>	
<i>Equipment</i>	
2. CONDITION ASSESSMENT	
<i>Revenue vehicles</i>	
<i>Facilities</i>	
<i>Equipment</i>	
3. DECISION SUPPORT TOOLS	
<i>What tools and processes will group TAM plan participants use to prioritize funding around those assets described in their inventory?</i>	
4. PRIORITIZED LIST OF INVESTMENTS	
<i>What are the results or outputs of those decision support tools and processes?</i>	
5. TAM AND SGR POLICY	
<i>What are the guiding principles for group TAM plan participants?</i>	
6. IMPLEMENTATION STRATEGY	
<i>Collectively, how are we going to execute the group TAM plan?</i>	
7. LIST OF KEY ANNUAL ACTIVITIES	
<i>What activities will each participating agency perform to maintain the group TAM plan?</i>	
8. IDENTIFICATION OF RESOURCES	
<i>What resources are needed to execute the group TAM plan activities?</i>	
9. EVALUATION PLAN	
<i>What are we doing to ensure that the group TAM plan delivers the intended results?</i>	

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Communicating Your Transit Asset Management Plan

Group TAM plan with links

TABLE 12
 Group TAM Plan Template with Links

1. INVENTORY		Corresponding Documents
<i>Revenue vehicles</i>		
<i>Facilities</i>		
<i>Equipment</i>		
2. CONDITION ASSESSMENT		Corresponding Documents
<i>Revenue vehicles</i>		
<i>Facilities</i>		
<i>Equipment</i>		
3. DECISION SUPPORT TOOLS		Corresponding Documents
<i>What tools and processes will group TAM plan participants use to prioritize funding around those assets described in their inventory?</i>		
4. PRIORITIZED LIST OF INVESTMENTS		Corresponding Documents
<i>What are the results or outputs of those decision support tools and processes?</i>		
5. TAM AND SGR POLICY		Corresponding Documents
<i>What are the guiding principles for group TAM plan participants?</i>		
6. IMPLEMENTATION STRATEGY		Corresponding Documents
<i>Collectively, how are we going to execute the group TAM plan?</i>		
7. LIST OF KEY ANNUAL ACTIVITIES		Corresponding Documents
<i>What activities will each participating agency perform to maintain the group TAM plan?</i>		
8. IDENTIFICATION OF RESOURCES		Corresponding Documents
<i>What resources are needed to execute the group TAM plan activities?</i>		
9. EVALUATION PLAN		Corresponding Documents
<i>What are we doing to ensure that the group TAM plan delivers the intended results?</i>		