TRANSIT ASSET MANAGEMENT GROUP PLAN

6/7/2021

Group Sponsor - Valley Regional Transit

Contents

CHAPTER 1 – INTRODUCTION TO TRANSIT ASSET MANAGEMENT

Transit Asset Management Purpose

The purpose of developing the Valley Regional Transit (VRT) Group Transit Asset Management (TAM) Plan is to aid Valley Regional Transit Board of Directors as the Regional Public Transportation Authority for Ada and Canyon counties in achieving and maintaining a state of good repair (SGR) of all public transportation assets for the region. SGR is the condition in which a capital asset is maintained and able to operate at a full level of performance. This means that the asset:

1. Is able to perform its designed function;
2. Does not pose a known unacceptable safety risk; and
3. Its lifecycle investments have been met or recovered.

Transit Asset Management and State of Good Repair Policy Requirements

The Moving Ahead for Progress in the 21st Century Act (MAP-21) required the Secretary of Transportation to develop rules to establish a system to monitor and manage public transportation assets to improve safety and increase reliability and performance, and to establish performance measures. The Fixing America's Surface Transportation (FAST) Act reaffirmed this requirement. On July 26, 2016, FTA published the Transit Asset Management (TAM) Final Rule.

Transit Asset Management is the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risk, and costs over their life cycles for the purpose of providing safe, cost-effective, and reliable public transportation. TAM uses transit asset condition to guide how to manage capital assets and prioritize funding to improve or maintain a state of good repair.

The Final Rule groups providers into two categories: Tier I and Tier II.

- Tier I providers own, operate, or manage: rail, more than 100 vehicles across all fixed-route modes, or more than 100 vehicles in one non-fixed route mode.
- Tier II providers are subrecipients of 5311 funds, or an American Indian Tribe, or own, operate, or manage less than 101 vehicles across all fixed route modes, or less than 101 vehicles in one non-fixed route mode.

The TAM rule requires every transit provider that receives federal financial assistance under 49 U.S.C. Chapter 53 to develop a TAM plan or be a part of a group TAM plan prepared by a sponsor, e.g. Valley Regional Transit, Idaho Transportation Department – Public Transportation, etc. All TAM plans must contain:

- An inventory of assets
- A condition assessment of inventoried assets
- Management Approach
    - Documentation of a decision support tool
    - A prioritization of investments

Tier II providers may develop their own plans or participate in a group plan such as VRT's Group TAM Plan. Regardless of whether an agency develops its own TAM Plan or choses to participate in a group plan, each transit agency must designate an Accountable Executive to ensure that the necessary resources are available.

There are four transit agencies in Ada and Canyon counties that operate within the VRT region: Valley Regional Transit, Ada County Highway District (ACHD) Commuteride, Boise State Shuttle and Treasure Valley Transit (TVT). Since VRT and Idaho Transportation Department - Public Transportation (ITD-PT) are direct recipients of federal funds, both are required to have and offer Group Transit Asset Management Plans. ITD-PT has an independent sponsored Transit Asset Management (TAM) plan, that data is not included in this Group TAM Plan.

It is the expectation of VRT to have the support and feedback of Community Planning Association of Southwest Idaho (COMPASS), the Metropolitan Planning Organizations (MPO) and providers to define, implement, enhance and achieve the goals of the VRT Group TAM Plan set by the VRT Board of Directors. Each agency participating in VRT's Group TAM Plan (see Exhibit A - Roles and Responsibilities) will provide a written statement of participation from their designated Accountable Executive. An Accountable Executive is a single, identifiable individual within a transit agency who has direct control over the resources needed to implement an agency's safety plan and transit asset management practices, and who is responsible for the implementation of both of those requirements.

Participants choosing to opt-out of the VRT Group TAM Plan must notify VRT no later than 12 months prior to the next TAM plan due date. Providers cannot participate in more than one (1) TAM Plan.

VRT Group TAM Plan will be reviewed and updated accordingly, at minimum, every four years, which is equivalent to the Horizon Period.

How will Transit Asset Management Help the Region

Transit Asset Management (TAM) is the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles to provide safe, cost-effective, and reliable public transportation. TAM uses transit asset condition to guide how to manage capital assets and prioritize funding to improve or maintain a state of good repair.

Some of the ways TAM can help us address safety are:

- Reducing potential injuries or fatalities due to poor conditions, maintenance issues, or unexpected breakdowns
- Preventing, mitigating, responding, and recovering from emergency or adverse events
- Being prepared to take advantage of new technology and innovations

Some of the ways TAM can help us address operations are:

- Decreasing risk through proactive rather than reactive spending
- Prioritizing activities to realize more value from physical assets
- Optimizing maintenance planning and preventing backlogs
- Leveraging existing knowledge and expertise
- Reducing risk of breakdowns "behind the scenes" (e.g. maintenance facilities or computer systems) that can impact operations.

Some of the ways TAM can help us address customer service/reliability are:

- Reducing unexpected delays in service, lost trips by identifying systemic failures
- Improving condition of stations and vehicles for cleanliness, customer experience
- Enhancing relationship and reputation with customer, stakeholders, and the media

Some of the ways TAM can help us save time, money, and resources are:

- Optimizing return on investment
- Understanding and managing our asset portfolio effectively
- Meeting pressure to deliver at lower costs
- Matching agency goals, priorities, and needs with actual spending/funding requests and project planning
- Investing in additional staff and time is a small expenditure to better allocate the entire budget, as it leads to overall life-cycle savings and ability to further invest back into the assets
- Reducing costs of managing assets over the course of their lives
- Preserving asset value—thinking about assets as money, and handling with responsibility
- Identifying projects that can be cancelled or postponed
- Bringing together these efforts in a more strategic, intentional way with data and evidence-based decision-making

About the Group TAM Plan

The Group TAM Plan contains four major components; the Asset Inventory Portfolio, the Condition Assessment, the Management Approach, as well as the Work Plans and Resources section. The ***Asset Inventory Portfolio*** provides guidance to plan participants on what assets are considered capital assets that support the delivery of public transportation services in Ada and Canyon counties. The ***Condition Assessment*** section includes the guidance on scoring capital assets included in the Group TAM Plan and how the actual conditions compare to the targets set for each asset category. The ***Management Approach*** will break out the information supporting the decision-making process, investment prioritization, risk management considerations, and strategies for maintenance, overhaul, disposal, acquisition, and renewal. The ***Reporting*** section outlines the proposed investments and any applicable capital investment activity schedules.

CHAPTER 2 – ASSET INVENTORY PORTFOLIO

The asset inventory process is the approach a transit agency takes in maintaining a register/portfolio of the assets it owns or is responsible for maintaining. An asset inventory is the first step in organizing and managing asset information. This plan emphasizes the importance of having a process to determine what should constitute the asset inventory, how the inventory should be organized, and the critical information that is needed to manage the items in the asset inventory over their lifecycle. FTA regulations require all providers to include the appropriate inventory of their assets used to provide public transportation, and a condition assessment of the assets for which it has direct capital responsibility in its asset management plan.

Regardless of an agency's asset management maturity, the inventory process is foundational. Asset management uses data from the inventory, including descriptive characteristics (such as estimated useful life, estimated remaining useful life, location, year of purchase, cost, quantity, condition, and maintenance history) to support decision-making. The asset inventory process provides data that can be used to support asset class–specific business processes (for example, comparing effectiveness of various maintenance practices on one asset class) and enterprise-level business processes (for example, capital programming and operations and maintenance budgeting). These processes require the integration and use of data from multiple sources.

The asset inventory is structured to include a hierarchy of assets that comprise a specific asset class. The asset inventory and the associated asset hierarchy can provide the common basis for integrating this information and using it for multiple purposes across the agency.

The first step in developing and maintaining an Asset Inventory Portfolio is to inventory all fixed and real property assets on an annual basis for which the provider has direct capital responsibility. The final rule, 49 CFR Parts 625 and 630, requires that a transit provider include in its asset inventory all equipment, rolling stock, facilities, and infrastructure that it owns.

Once an asset becomes a part of a transit provider's capital program, the transit provider must comply with the final rule's condition assessment, target setting (if applicable), and investment prioritization requirements.

See Exhibit C – Asset Categories

Asset Portfolio Summary:

Rolling Stock

Participating agencies will list each of their Rolling Stock inventory by fleet and by mode that they operate as revenue vehicles. Rolling stock will include all vehicles for which an agency utilizes as public transportation revenue vehicles, regardless of who has capital replacement responsibility.

Equipment

Equipment will be listed based on the number of service vehicles that they operate. Each agency will categorize the equipment for each applicable vehicle type:

- Automobiles,
- Trucks and Other Rubber Tire Vehicles, and
- Steel Wheel Vehicles

A provider will exclude from its asset inventory any equipment with an acquisition value of less than $50,000, unless the equipment asset is a service vehicle or if that asset will be included in a capital Program of Projects. Therefore, if a transit provider has direct capital responsibility for any asset that is currently included in its program of capital projects or an asset that the provider can reasonably anticipate it will include in its program of capital projects during the TAM plan horizon period.

Inventory for service vehicles will include all vehicles used as service vehicles.

Please note, the Equipment category for reporting performance targets to FTA does not include equipment that agencies own or use outside of service vehicles. VRT Group TAM Plan does require that VRT or its agent, to score all equipment that could be included in a Program of Projects. VRT also scores and analyzes other types of equipment for capital planning, e.g. Information Technology assets, shop equipment, bike equipment, and Administration assets.

Facility

Facility inventory will be classified according to FTA requirements:

- Passenger/Parking Facilities
- Administrative/Maintenance Facilities

Please reference the FTA Facilities Guidebook for more information. Inventory of facilities must only include those for which an agency has full or partial capital replacement responsibility.

Infrastructure

Transit agencies that operate or manage rail modes will report inventory for the track segments with performance restrictions. For each rail mode requires an individual score. Infrastructure scores only include track for which an agency has full or partial capital replacement responsibility. *(Note: At this time there are no Infrastructure Assets within Ada and Canyon counties purchased or operated with FTA funding.)*

See Exhibit G for asset inventory

CHAPTER 3 – CONDITION ASSESSMENT

Asset Condition

Asset Condition is a key component in a Transit Asset Management Plan. The overall condition rating will become the State of Good Repair (SGR) score for an asset. The purpose of the National TAM System is to tackle the Nation's growing SGR backlog by improving the condition of transit assets.

The initial indicator of declining condition, SGR Score, will be used to inform decisions on asset replacement.

All asset inventory will be scored equally and annually by VRT or its agent with no special consideration given to any one agency. The inventory will then be presented to the Asset Management Lead. The Asset Management Lead will then analyze and categorize the asset inventory according to score, category and agency. Performance Targets and Measures will be proposed to the VRT Board of Directors for review, comment and approval.

Asset Condition Scoring Criteria Guidance

In order to ensure consistency and accuracy, all assets will be scored on an average of at least two (2) criterions, with age always being one (1) of the criterion. Listed below are the criterions for which an asset will be scored:

- **Age** will be scored based on percentage of useful life remaining. Useful life will be determined by Federal Transit Administration Circular 5010.1D, GAAP Guidelines and/or Industry Standards. See Attachment A for the Useful Life Standards.
- **Mechanical/Technical scoring** is based on how close an asset or component is to replacement or major overhaul. In order to obtain a better understanding of the assets mechanical condition, VRT will use the annual maintenance costs for each vehicle, including Preventative Maintenance costs, to determine a maintenance cost per mile. This cost per mile will apply a score to the complete mechanical Section of the TAM scores. The cost per mile will be completed on an annual basis.
    - If a known defect, such as a failed major individual component is known, then that individual component score can be applied to the individual portion of the mechanical score sheet. If repairs are made the score sheet should be updated, as those costs will not be reflected in maintenance costs for the year. Scores will not have a greater granularity than a half point. Refer to individual asset group inspection Standards Documents for confidence in reliability and specific examples.
- **Appearance scoring** is based on how an asset or component appears visually. Scores will not have a greater granularity than a half point. Refer to individual asset group inspection Standards Documents for specific examples.
- **Overall State of Good Repair scoring** will be an average of the scoring for Age, Mechanical/Technical and/or Appearance

See Exhibit D for more information/guidance on scoring criteria guidance.
See Exhibit E for the Rolling Stock/Equipment Score Sheet template and the Facilities Score Sheet Template.

Asset Condition Inspection Guidance

As stated above the Asset Inventory will be scored and inspected to determine the overall condition of the asset on an annual basis. While completing the scoring, the inspector should be looking at the overall

condition of the asset, including any loose, damaged, leaking or deteriorated items of the asset. Good inspection practices include physically touching, shaking and using other mechanical measures, if applicable, to assess the overall condition of the asset. The scoring forms must be used as it will be used as a communication tool to management on the condition of the asset. It will also be used as the data entry tool for the scoring results.

Administrative Guidelines

- A record of the inspection must be kept by completing a hard copy of the inspection sheet, as currently, VRT does not have the ability to complete the visual inspection sheet electronically.
- During inspections, note any defects such as worn, broken, damaged, or defective components, and assemblies, and any loose or missing hardware that may constitute a safety or service concern. These notes should be written on the scoring sheets.
- Once the scoring sheet is completed, it should be scanned into the TAM data location at VRT for future reference. The hard copy then can be filed. Each agency's sheets will be provided upon request.

CHAPTER 4 – MANAGEMENT APPROACH

Transit Asset Management Policy

The primary goal of ValleyConnect 2.0, the long-range transit plan, is to maintain a safe and reliable public transportation system. In 2018 the VRT Board of Directors adopted a Transit Asset Management Policy to recognize the importance of a transparent and equitable process for achieving and maintaining a State of Good Repair for all public transportation assets in the region. The policy identifies the processes and key steps necessary for FTA compliance, performance measurement, and reporting.

Resource Identification & Decision Support

The Federal Transit Administration (FTA) funds apportioned to the Boise Urbanized Area (Boise UZA) and Nampa Urbanized Areas (Nampa UZA) are crucial to the continued operation of public transportation services in the region. These congressional apportionments are used to fund operations, planning, mobility management, and state of good repair projects. In addition the appropriations can be used for capital and service expansion projects that meet the goals of the region's transportation plans. As the regional transportation authority and designated recipient of these funds, VRT engages a decision support process to identify needs and allocate limited resources. The process is used to prioritize projects that will improve and maintain the state of good repair of all regional public transportation assets.

The Decision Support Process is as follows:

1. TAM Group Plan participants will provide an updated inventory of all capital assets and any additional data requested for investment prioritization as described in this plan.
2. The Asset Management Lead will compile all available data and organize inventories by urbanized area, agency, and asset category.
3. The Asset Management Support will review available and projected federal funding available for transit capital investments in the region as programmed in the region's Transportation Improvement Program.
4. The Asset Management Support will bring to The VRT Board of Directors an analysis of these data and proposed investment prioritization on an annual basis for incorporation into the appropriate fiscal year's Capital Budget and development of a Capital Improvement Plan (CIP). The analysis will consist of a list of ranked projects and anticipated funding year.

Investment Prioritization

VRT Staff uses the following criteria and performance measures to develop recommendations for asset replacement investments to the VRT Board of Directors.

1. SGR Score – the output of the condition assessment process. The SGR score (0-5) provides an objective assessment of an asset that considers age, mechanical health, and appearance. The SGR scores are used in initial ranking of projects to prioritize those assets scoring at a 2.5 and below.
2. Useful Life/Useful Life Benchmark (UL/ULB) – the expected lifecycle or acceptable period of use of a capital asset as determined by the transit provider's operating environment. Available for rolling stock and equipment, UL/ULB are factors of the SGR score. Additional analysis of UL/ULB ensures federal compliance when proposing future replacement projects and scheduling within asset groups. See Exhibit B – FTA Useful Life Guidelines.

3. Safety Risk – the probability that delaying investment may result in injury, loss of life, or serious environmental damage. VRT will prioritize those projects that pose an identifiable safety risk.
4. Level of Service – the utilization of capital assets in the provision of public transit. Reviewed as part of funding requests from partner providers both participating and outside of the Group TAM Plan. VRT prioritizes investments in services with high utilization.
5. Funding Availability – the level of expected federal and local funding available in a given horizon. High ranking projects may be postponed if there is not a) sufficient federal funding in designated UZA b) sufficient local matching funds in the designated UZA, or c.) sufficient federal and local funding to complete the project. Low ranking projects may be advanced that can be addressed with newly available or distinctly applicable funding sources, are strategically linked to higher ranking projects, or other agency initiatives.

See Exhibit H for Investment Priorities.

Setting Performance Targets for Capital Assets

The VRT Board of Directors will set performance targets for each asset category, Rolling Stock, Equipment and Facilities, on an annual basis as part of its internal budgeting process to ensure assets are maintained according to the State of Good Repair and balance the priorities and targets that best reflect the local needs and funding availability from all sources.

Current and projected performance targets will be monitored annually and compared to the agency's TAM actual performance. Performance targets will be reviewed and target changes will be considered if the performance target is projected to be not attainable in the next two consecutive years or if the performance target is projected to be more than 10% above or below the set target.

VRT Group TAM Plan and Targets will be coordinated with the metropolitan, statewide and non-metropolitan planning processes. To the maximum extent practicable, the providers and Sponsor must coordinate with States and Metropolitan Planning Organizations in the selection of State and Metropolitan Planning Organization performance targets.

All recommendations made to FTA are at the discretion of, and are subject to change by the VRT Board of Directors.

CHAPTER 5 – REPORTING

Reporting – Asset Scoring, Performance Targets and Measures

Providers participating in the VRT Group TAM Plan will be required to have all assets scored by VRT or its agent, on an annual basis. Assets that will be scored are assets that will be included in a Program of Projects (POP) these are to include assets not purchased with federal funds. When one agency loans, leases or gifts an asset to another agency, the scoring and reporting of the asset will move to the agency that has physical custody of the asset.

The resulting information from the Annual Asset Inventory collection, which includes asset inventory scores and performance targets, will be submitted on an annual basis to the VRT Board of Directors for review and approval. Once the VRT Board of Directors has accepted the annual asset scoring and set the yearly Performance Targets, this information will be reported to the Community Planning Organization of Southwest Idaho (COMPASS) the MPO in July, and the Federal Transit Administration (FTA) through the National Transit Database (NTD) in December - January.

When analyzing performance targets and measures, it is important to first identify what factors are taken into account and what that data entails. VRT Board of Directors will utilize the following data when determining performance targets and measures for the VRT Group TAM Plan:

- Asset Age
  - Useful Life
  - Useful Life Benchmark (ULB)
- Asset Condition
  - Mechanical
  - Appearance

Useful life is the expected lifetime of the asset, or the acceptable period of use in service. Useful life of revenue rolling stock begins on the date the vehicle is placed in revenue service and continues until it is removed from service. VRT utilizes the Federal Transit Administration's (FTA) standards for determining useful life and useful life benchmark. See Exhibit B – FTA Useful Life Guidelines.

Appearance and Mechanical scoring will use the score sheet definitions found in Exhibit D: By utilizing separate scoring matrix for each category the score will reflect a more accurate current State of Good Repair (SGR) of each vehicle. It is based on the FTA's Transit Economic Requirements Model (TERM) with modifications to the Description for each category.

See National Transit Database Asset Inventory Module Reporting Guide for more information or definition, click on link to obtain the most recent version of the asset guide: https://www.transit.dot.gov/ntd/ntd-asset-inventory-module

Reporting Schedule and Required Information

Beginning in Report Year 2018, transit agencies are required to report FY 2019 performance targets to the National Transit Database (NTD) for assets for which they have capital replacement responsibility. Agencies will be able to report on their progress toward these goals with the FY 2019 National Transit Database report.

The VRT Board of Directors will review the proposed targets in January and set the targets in April on a yearly basis. This will ensure staff can enter the targets into NTD for the following fiscal year.

Narrative Report

Beginning in Report Year 2019, agencies must upload a narrative report to the NTD that outlines performance targets and their progress toward those targets. This narrative may include any changes in the transit system conditions that may affect progress toward targets. There is no prescribed format for the narrative report.

Performance Target Categories

Group Plan Sponsors must report performance targets for the following Categories:

Category	What to Report
Rolling Stock	Percentage of revenue vehicles within a particular asset class that have met or exceeded their Useful Life Benchmark (ULB) • Report one target for each vehicle type
Equipment	Percentage of service vehicles that have met or exceeded their ULB • Report one target for each vehicle type
Facilities	Percentage of facilities with a condition rating below 3.0 on the FTA Transit Economic Requirements Model (TERM) scale (1=Poor to 5=Excellent) • Report one target for each facility type (Maintenance/Administration, Passenger/Parking)
Infrastructure	Percentage of guideway track miles with performance restrictions by class • Report one target for each rail mode

Progress toward these targets is calculated and analyzed based upon the condition assessment data reported to VRT by participating agencies.

CHAPTER 6 – CLOSING

TAM is a tool to better organize what the region is already doing, align our organizational objectives, and channel it strategically. VRT has the opportunity to set this vision and communicate to the rest of the region the importance of their roles and how they will impact the TAM goals. With a mature TAM program, VRT will be able to make funding decisions that balance regional needs, including capital, preservation, maintenance, safety, operations, and workforce, in order to deliver reliable, high quality, service to our region and our customers at a price they are willing to pay.

Utilizing TAM VRT will be able to:

- Make investments based on regional priorities
- Incorporate TAM into *every* discussion—budgets, contracts, project scoping, hiring, etc.
- Evaluate, refine, and embed the program in the organization over time
- **Evaluate and manage potential risks** using high quality information on the state of our assets.

VRT will be able to **clearly communicate** to our stakeholders the SGR status and needs of the customers. TAM can provide us with the evidence to **tell our story** when it comes to:

- Making tradeoffs and communicating tough decisions to stakeholders
- Demonstrating that capital spending matches priorities
- Justifying agency needs and funding requests to the board
- Being transparent to the public and other stakeholders that we are taking care of assets and appropriately spending tax dollars
- Preventing, mitigating, responding to, and recovering from emergency or adverse events

The federal requirements are a starting point for this mature TAM program. Please keep these things in mind as VRT implements the required elements, current status, and next steps to move towards the vision.

APPENDICES AND EXHIBITS

Exhibit A – Roles and Responsibilities

In compliance with 49 CFR 625 each transit provider must designate an Accountable Executive who will have the authority of approving and implementing the TAM plan.

Role	Title	Agency
TAM Plan Sponsor		Valley Regional Transit
Accountable Executive	Executive Director	Valley Regional Transit
Asset Management Lead	Operations Director/Compliance Manager	Valley Regional Transit
Asset Management Support	Programming Planner	Valley Regional Transit
Asset Management Lead	Accountable Executive	Ada County Highway District - Commuteride
Asset Management Lead	Accountable Executive	Boise State University

Exhibit B – FTA Useful Life Guidelines

https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA%20TAM%20ULB%20Cheat%20Sheet%202016-10-26.pdf

Asset	Useful Life	Source	Useful Life Benchmark	Source
Buses/Light Vehicles				
Large heavy-duty transit buses 35'-40'	12 years/500,000 miles	FTA Circular 5010.1D	14 years/500,000 miles	FTA - Default ULB Cheat Sheet source: 2017 Asset Inventory Module Reporting Manual, p.53
Small heavy-duty transit buses 30'	10 years/350,000 miles	FTA Circular 5010.1D	14 years/490,000 miles	
Medium medium-duty transit buses 25'-35'; Sprinter bus	7 years/200,000 miles	FTA Circular 5010.1D	10 years/285,000 miles	
Medium light-duty transit buses 25'-35', BOC vehicles, Expansion vans	5 years/150,000 miles	FTA Circular 5010.1D	10 years/300,000 miles	
Light-duty vehicles (light-duty buses); Support vehicles; BOC (15-19 passenger), < 30 ft	4 years/100,000 miles	FTA Circular 5010.1D	8 years/200,000 miles	
Light-duty vehicles (vans, sedans) < 30 ft	4 years/100,000 miles	FTA Circular 5010.1D	8 years/140,000 miles	
Trolleys				
Fixed guideway steel-wheeled	25 years	FTA Circular 5010.1D		
Fixed guideway electric, rubber tires	15 years	FTA Circular 5010.1D		
Simulated trolleys (rubber tires, internal combustion engine)	Refer to bus useful life	FTA Circular 5010.1D		
Rail Vehicles	25 years, see circular	FTA Circular 5010.1D		
Ferries				
Passenger ferries	25 years	FTA Circular 5010.1D		
Other ferries (w/o refurbishment)	30 years	FTA Circular 5010.1D		
Other ferries (w/refurbishment)	60 years	FTA Circular 5010.1D		
Facilities				
Buildings- concrete, steel and frame construction	40 years	FTA Circular 5010.1D		

Other Capital Equipment				
Fare boxes	10 years	Manufacturer/Industry Standards		
Computer hardware	4 years	GAAP Guidelines/Industry Standards		
Computer hardware- Domain controllers	4 years	Industry Standards		
Mobile data computers (real-time dispatching)	7 years	Manufacturer		
Computer software	4 years	GAAP Guidelines/Industry Standards		
Computer software- HASTUS	4 years	Manufacture		
Computer software- ADP	4 years	Industry Standards		
Scheduling/fleet management software	4 years	GAAP Guidelines/Industry Standards		
Communications equipment, mobile radios, base stations	10 years	GAAP Guidelines/Industry Standards		
Security/Surveillance equipment, cameras for vehicles	Same as useful life of vehicle			
Security/Surveillance equipment, cameras for buildings	10 years	Industry Standards		
Shop equipment- Alignment machines, bus washing, tire changers	10 years	Manufacturer		
Bus lift	20 years	Manufacturer		
Wheelchair lift	Same as useful life of vehicle			
Bus shelters	15 years	Industry Standards		
Bus shelter/stop benches	10 years	Manufacturer		
Office furniture	10 years	Manufacturer		
Carpeting	5 years	Manufacturer		
Repeater tower	25 years	Manufacturer		
Engine for bus/trolley	4 years	Industry Standards		
Bus stop signage	10 years	Industry Standards		
HVAC parts	5 years	Grantee experience		
Asphalt parking lot	15 years	GASB		
Thermal diesel particle filter cleaner	10 years	Manufacturer		
Commercial roofing	15 years	Industry Standards		

Exhibit C –Asset Categories

https://www.gpo.gov/fdsys/pkg/FR-2016-07-26/pdf/2016-16883.pdf

DEPARTMENT OF TRANSPORTATION, Federal Transit Administration, 49 CFR Parts 625 and 630 [Docket No. FTA–2014–0020] RIN 2132–AB07, Transit Asset Management; National Transit Database - Asset Categories

ASSET CATEGORY		ASSET CLASS	INDIVIDIUAL ASSET
	Equipment	Construction	Crane Prime Mover
		Maintenance	Vehicle Lift Track Geometry Car
		Non-revenue Service Vehicles	Tow Truck Emergency Response Vehicle Supervisor Car Track Maintenance Vehicle
	Rolling Stock	Buses	40 Foot Bus 60 Foot Articulated Bus
		Other Passenger Vehicles	Cutaway Van Minivan
		Railcars	Light Rail Vehicle Commuter Rail Locomotive
		Ferries	Ferry Boat
	Infrastructure	Systems	Signal Substation
		Fixed Guideway	Track Segment Ballast Segment Exclusive Bus Right-of-Way Segment
		Power	Catenary Segment Third Rail Segment
		Structures	Bridge Tunnel Elevated Structure
	Facilities	Support Facilities	Maintenance Facilities Administrative Facilities
		Passenger Facilities	Rail Terminals Bus Transfer Stations
		Parking Facilities	Parking Garages Park-and-Ride Lots

FTA/NTD Reporting Asset Categories

Transit Asset Management Performance Measure Targets (A-90)

1) Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark

Performance Measure	2017 Target (%)
AB - Articulated Bus	
AO - Automobile	
BR - Over-the-road Bus	
BU - Bus	
CU - Cutaway	
DB - Double Decker Bus	
MV - Minivan	
OR - Other	
SB - School Bus	
SV - Sports Utility Vehicle	
VN - Van	

2) Equipment - Percent of service vehicles that have met or exceeded their useful life benchmark

Performance Measure	2017 Target (%)
Automobiles	
Trucks and other Rubber Tire Vehicles	
Steel Wheel Vehicles	

3) Facility - Percent of facilities rated below 3 on the condition scale

Performance Measure	2017 Target (%)
Passenger / Parking Facilities	
Administrative / Maintenance Facilities	

VRT Reporting Asset Categories

- Rolling Stock
  - AB – Articulated Bus
  - AO – Automobile
  - BR – Over the Road Bus
  - BU – Bus
  - CU – Cutaway
  - DB – Double Decker Bus
  - MV – Minivan
  - OR – Other
  - SB – School Bus
  - SV – Sport Utility Vehicle
  - VN – Van
- Equipment
  - Automobiles
  - Trucks and other Rubber Tire Vehicles

  - Steel Wheel Vehicles
  - Shop Equipment
  - IT - Information Technology – Hardware and Software
  - Administration Equipment, e.g. Furniture or other equipment
  - Bike
- Facilities
  - Passenger/Parking Facilities
  - Administrative/Maintenance Facilities

Exhibit D – Scoring Criteria Guidance

- Age will be scored based on percentage of useful life remaining. Useful life will be determined by Federal Transit Administration Circular 5010.1D, GAAP Guidelines and/or Industry Standards. See Attachment A for the Useful Life Standards.

Score	Definition
5.0	Asset has 100 - 80% useful life remaining.
4.0	Asset has 79.99 - 60% useful life remaining.
3.0	Asset has 59.99 - 40% useful life remaining.
2.0	Asset has 39.99 - 20% useful life remaining.
1.0	Asset has 19.99 - 0% useful life remaining.
0.5	Asset is beyond its useful life.

- Maintenance Cost per mile score table

Cost Per Mile	TAM Score
$0.00 - $0.25	5
$0.26 - $0.50	4
$0.51 - $0.75	3
$0.76 - $0.99	2
$1.00 an up	1

- Mechanical/Technical scoring is based on how close an asset or component is to replacement or major overhaul. Scores will not have a greater granularity than a half point. Refer to individual asset group inspection Standards Documents for confidence in reliability and specific examples.

Grade		Definition
5	Excellent	No visible defects, new or near new condition, may still be under warranty if applicable. No repair expense, normal preventative maintenance expense. Highest score after rebuilt is 4.5 Tires are excellent
4.5		Good condition, but no longer new, may have some slightly defective or deteriorated mechanical component(s) preventative maintenance expense, very(4.5)/minor(4) repair expense (cost per mile) tires are good
4	Good	
3.5	Adequate	

3		Moderately deteriorated or defective mechanical components normal preventative maintenance expense, repair expense is moderate cost per mile. Actual determines 3.5/3 Tires are moderate
2.5 2	Marginal	Defective or deteriorated component(s) in need of replacement. Preventative maintenance/repair expense is above budget, major repairs moderately high cost per mile. Actual determines score. Tires need attention
1.5 1	Poor	Critically damaged component(s) in need of immediate repair. Rebuild/replacement considered/scheduled, high cost per mile to maintain SGR. Tires need to be replaced
0.5 0	Replace	Not safe to use or operate, multiple major repairs or Asset is set for disposal/retirement.

- Appearance scoring is based on how an asset or component appears visually. Scores will not have a greater granularity than a half point. Refer to individual asset group inspection Standards Documents for specific examples.

Grade		Definition
5	Excellent	No visible defects, new or near new condition, no body work done, paint is shiny, clean, no chips or dents. Interior/Engine new/clean.
4.5 4	Good	Good condition, but no longer new, may have some slightly defective or deteriorated body component(s), paint still shines, minor chips
3.5 3	Adequate	Moderately deteriorated or defective body components, some body work, paint good some chips, nicks. Engine compartment shows age
2.5 2	Marginal	Defective or deteriorated body component(s) in need of replacement paint is dull, many defects, could have rust damage
1.5 1	Poor	Major body damage/repair, paint is damaged, interior damaged, worn out, carpet/flooring have holes.
0.5 0	Replace	Not safe to use or operate, multiple major repairs or Asset is set for disposal/retirement.

- Overall State of Good Repair scoring will be an average of the scoring for Age, Mechanical/Technical and/or Appearance.

Age	Mechanical	Appearance	Overall SGR Score
5.0 – 0.5	5.0 – 0.0	5.0 – 0.0	Average of Scores 5.0 – 0.0

Exhibit E – Score Sheets Templates

Vehicle Scoresheet Template

Date:		Vehicle ID Nos:		Asset Nos:	
Location:		Mileage/Hub:		Fleet Nos:	
Inspector:		Vehicle Type:	Cutaway	Year Man'd/Rebuilt:	
		Useful Life Benchmark(% Used):		Age:	

Scoring area

Appearance				Function/Mechanical	
Exterior Condition	**Scoring**	**Interior Condition**	**Scoring**	**Mechanical Systems**	**Scoring**
Body: Dents/damage/repaired		**Panels / Controls / Alarms**		**Hubs/Airsystems / Steering / Axles**	
Paint/wrap: Bright/faded/chips		**Freshness**		**Power Train includes:**	
Lettering: Bold/fresh/faded/damaged		**Front Carpets / Matts**		Cooling System/Electrical	
Visibility Aides : Windshield/Mirrors		**(Van only) Rear Carpet**		Engine / Transmission	
Wheels: New/damaged/hubcaps missing		**Driver Seat**		**HVAC / Interior Structure / Doors**	
Side Step / Running Boards: If equipped		**Passenger Seats**		**Lift or Ramp**	
Exterior Average		**Interior Average**		**Mechanical Systems Score**	
				(State of Good Repair Mechanical Score)	
Overall Appearance Score		**Useful Life Score**		**Total Score**	
(State of Good Repair Appearance Score)		(Useful Life Score)			

Appearance Scoring

Grade		Definition
5	Excellent	No visible defects, new or near new condition, no body work done, paint is shiny, clean, no chips or dents. Interior/Engine
4.5 4	Good	Good condition, but no longer new, may have some slightly defective or deteriorated body component(s), paint still shines, minor chips
3.5 3	Adequate	Moderately deteriorated or defective body components, some body work, paint good some chips, nicks. Engine compartment
2.5 2	Marginal	Defective or deteriorated body component(s) in need of replacement paint is dull, many defects, could have rust damage
1.5 1	Poor	Major body damage/repair, paint is damaged, interior damaged, worn out, carpet/flooring have holes.
0.5 0	Replace	Not safe to use or operate, multiple major repairs or Asset is set for

Mechanical Scoring

Grade		Definition
5	Excellent	No visible defects, new or near new condition, may still be under warranty if applicable. No repair expense, normal PM expense. Highest score after rebuilt is 4.5 Tires are
4.5 4	Good	Good condition, but no longer new, may have some slightly defective or deteriorated mechanical component(s) PM expense, very(4.5)/minor(4) repair expense (cost per mile)
3.5 3	Adequate	Moderately deteriorated or defective mechanical components normal PM expense, repair expense is moderate cost per mile. Actual determines 3.5/3 Tires are
2.5 2	Marginal	Defective or deteriorated component(s) in need of replacement. PM/repair expense is above budget, major repairs moderately high cost per mile. Actual determines
1.5 1	Poor	Critically damaged component(s) in need of immediate repair. Rebuild/replacement considered/scheduled, high cost per mile to maintain SGR. Tires need to be replaced
0.5 0	Replace	Not safe to use or operate, multiple major repairs or Asset is set for disposal/retirement.

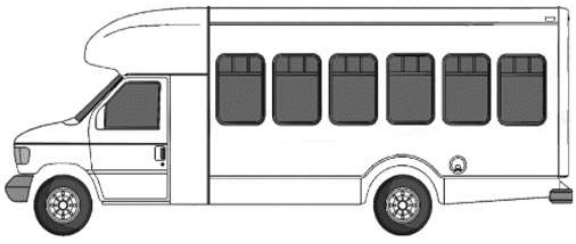
Comments:

Date:		Vehicle ID Nos:		Asset Nos:	
Location:		Mileage/Hub:		Fleet Nos:	
Inspector:		Vehicle Type:	Cutaway	Year Man'd/Rebuilt:	
		ULB:		Age:	

Please Select Vehicle from the AppearMechanical Form, to update the vehicle displayed below.

Mark area of chips(C), dents(D), scratches(S), mars(M), and describe

Driver Side



Facilities Template

Date:							Asset Nos:							
Location:							Fleet Nos:							
Inspector:							Year Man'd/Rebuilt:					Age:		
Rating Area													Rating Result Excellent = 5.0, Good = 4.0, Fair = 3.0, Poor = 2.0, Inadequate/Replace = 1.0	
		Appearance					Function/Mechanical							
		5	4	3	2	1	5	4	3	2	1			
	Useful Life	Excellent/New	Good	Satisfactory	Poor	Replace	Excellent/New	Good	Satisfactory	Poor	Replace	Age	Comments	
Building - Office												#DIV/0!	AVG SGR Score - Building - Office	
Building - Shop												N/A	AVG SGR Score - Building - Shop	
		#DIV/0!					#DIV/0!							
Site												#DIV/0!	AVG SGR Score - Site	

Exhibit F – Acronyms

Acronym	Word or Phrase
ACHD	Ada County Highway District
CIP	Capital Improvement Plan
CFR	Code of Federal Regulations
COMPASS	Community Planning Association of Southwest Idaho
FTA	Federal Transit Administration
FAST	Fixing America's Surface Transportation
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
ITD-PT	Idaho Transportation Department - Public Transportation
MPO	Metropolitan Planning Organizations
MAP-21	Moving Ahead for Progress in the 21st Century Act
NTD	National Transit Database
POP	Program of Projects
SGR	State of good repair
TAM	Transit Asset Management
TERM	Transit Economic Requirements Model
TVT	Treasure Valley Transit
U.S.C.	United States Code
ULB	Useful Life Benchmark
VRT	Valley Regional Transit

Exhibit G – Assets

Asset Portfolio as of October 1, 2020

Rolling Stock

Fixed Route

Cutaway	24
Van	1
Motor Bus	39

Demand Response

Cutaway	29
Van	19
Minivan	5

Vanpool

Van	102
Minivan	2

Equipment

Equipment

15,000 lb. Lift Post (set of 4)	7
4-Post Alignment Lift	1
Accounting Software System	
Radio System	
Fixed Route Software	
Demand Response Software	
Cradlepoint Routers	
Transit Signal Priority Equipment	
VoiP Phone System	
Vehicle Annunciators	
Automatic Passenger Counters	
Fare Collection System	

Service / Support Vehicles

Service Vehicle - Truck	4
Support Vehicle - Van	5
Support Vehicle - Sedan	4
Service Vehicle – Van	1

Facilities

Passenger / Parking	
Main Street Station	Emmett - P & R
Boise State Ambassador Booth	Middleton - P & R
Boise State Transit Center	Ada County Passenger Stations
Boise State P & R - Elder Street	Canyon County Passenger Stations
College of Western Idaho - P & R	Inter County Passenger Stations
Administrative / Maintenance	
Boise State Maintenance Facility	Canyon County Maintenance Facility
Ada County Maintenance Facility	Meridian Administration Facility

Exhibit H – Investment Prioritization FY22-FY25 (Draft Example)

UZA	Asset Groups	Estimated Cost	Project Year
LU	Rolling Stock - Fixed Route	3,200,000	FY20/21
LU	Rolling Stock - Demand Response	1,000,000	FY21/22
LU	Rolling Stock - Boise State	170,000	FY21
LU	Rolling Stock - Vanpool	169,384	FY22
LU	Facility - Fueling System	390,800	Pending
LU	Facility - Bus Wash	290,000	Pending
LU	Facility - Site	120,000	Pending
LU	Facility - Office	67,000	Pending
LU	Facility - Shop	243,000	FY23
LU	Equipment - Shop	150,000	FY23
LU	Equipment - Service Vehicle	55,000	FY22
LU	Boise State Facility - Shop	85,000	FY23
SU	Facility - Office	700,000	FY22
SU	Facility - Shop	935,000	FY22
	SGR Score 1.5 – 1.9	**7,575,184**	

UZA	Asset Groups	Estimated Cost	Project Year
LU	Rolling Stock - Fixed Route	3,200,000	FY21-FY25
LU	Rolling Stock - Demand Response	1,800,000	FY22
LU	Rolling Stock - Boise State	85,000	FY21
LU	Rolling Stock - Vanpool	254,076	FY23/24
LU	Facility - Bus Wash	35,000	Pending
LU	Facility - Office	500,000	FY23
LU	Facility - Shop	228,000	FY23
LU	Equipment - Support Vehicle	210,000	FY23
LU	Boise State Facility - Office	255,000	FY22
LU	Boise State Facility - Shop	20,000	FY22
SU	Facility - Shop	140,000	FY22
LU/SU	Rolling Stock - Demand Response	248,000	FY22-24
LU/SU	Facility - Office	125,000	Pending
	SGR Score 2.1 - 2.5	**7,100,076**	