

Am I in Compliance with the TAM Final Rule?

The following checklist is for recipients and subrecipients of federal financial assistance that own, operate, or manage capital assets in the provision of public transportation. To determine which of these provisions apply to your agency, use the [Am I a Tier I or Tier II agency?](#), [Group Plan Sponsor](#), and [Group Plan Participant](#) checklists. For questions about applicability and requirements of the TAM rule not addressed in this checklist, please see the [TAM FAQs](#).

Tier I and Tier II recipients and Group Plan Sponsors

Complete?

1. Do I have a TAM plan that covers a four year period?
2. Was the TAM plan updated within the last four years?
3. Do I have a TAM plan that includes all of the required elements? (Tier I providers and group plan sponsors, see applicable sections.)
 - a. An asset inventory for all assets used in the provision of public transportation, including those owned by third parties?
 - b. A condition assessment of all assets in my asset inventory for which I have direct capital responsibility.
 - c. An investment prioritization that:
 - Ranks projects to improve or manage the state of good repair over the horizon period,
 - Includes all capital assets for which I have direct capital responsibility, and
 - Is at the asset class level
 - d. Did I document the analytical processes and decision support tools used in developing my TAM plan?
4. Do I have documentation that I calculated performance for:
 - Equipment (non-revenue service vehicles): the percentage of those vehicles that have either met or exceeded their ULB for all assets for which I have direct capital responsibility.
 - Rolling Stock (revenue vehicles): the percentage of revenue vehicles by vehicle type that have either met or exceeded their ULB for all assets for which I have direct capital responsibility.
 - Infrastructure (rail fixed-guideway, track, signals, and systems): the percentage of track segments with performance restrictions for all assets for which I have direct capital responsibility.
 - Facilities: the percentage of facilities within an asset group rated below condition 3 on the TERM scale for all assets for which I have direct capital responsibility. Condition assessments have been conducted within the last four years.

Complete?

5. Do I have documentation that I set performance targets annually to project the following fiscal year for:
- Equipment
 - Rolling Stock
 - Infrastructure
 - Facilities
6. Did my Accountable Executive approve the performance targets?
7. Did I make my TAM plan, any supporting records or documents, performance targets, investment strategies, and the annual condition assessment report available to the State and/or MPO that provides my funding?

Group Plan Sponsors

The below questions relate to all assets in a group plan inventory which include all participants' assets.

8. Did I create a group plan for participants that meets the associated requirements?
- a. Does the group plan include a list of participants?
 - b. Have I ensured that each participant is included in only one group plan?
 - c. Have I received and maintained documentation of opt-outs?
 - d. Have I ensured that each of my subrecipients is either participating in a group plan or has developed its own plan?
 - e. Have I received all necessary and relevant information from participants?
 - f. Have I coordinated the TAM plan development process with all participants' Accountable Executives?
 - g. Have I made the plan available in an easily accessible format to participants?
 - h. Do I have documentation that I set unified performance targets annually to project the following fiscal year that covers all assets in the group plan inventory?
 - i. Did I make my sponsored Group TAM documents available to the State and/or MPO that provides funding to any of my group plan participants?

Tier I Recipients

Complete?

For questions related to group plan sponsors see the previous section, even if you are a tier I operator as well as a group plan sponsor. The below questions apply to the individual tier I plan assets.

9. Do I have a tier I TAM plan that includes all of the required elements?
 - a. Documentation of a TAM and SGR policy?
 - b. An implementation strategy that outlines a plan to achieve its asset management goals?
 - c. A written description of the key annual activities needed to implement the TAM plan for each year of the plan's horizon?
 - d. A summary or list of the resources, including personnel, that the recipient needs to develop and carry out the TAM plan?
 - e. An evaluation plan that outlines how I will monitor, update, and evaluate, as needed, its TAM plan and related business practices, to ensure the continuous improvement of its TAM practices?

Once you can answer yes to the above questions, your agency should be in compliance with the transit asset management final rule.

Resources

Checklists:

- [Am I Tier I or a Tier II agency?](#)
- [Am I required to be a Group TAM Plan sponsor?](#)
- [Am I going to be a participant in a Group TAM Plan?](#)

Performance measures:

- [TAM Infrastructure Performance Measure Reporting Guidebook](#)
- [TAM Facility Performance Measure Reporting Guidebook](#)
- [Transit Asset Management Guide](#)
- [TAM Performance Measures Fact Sheet](#)

Reporting to NTD:

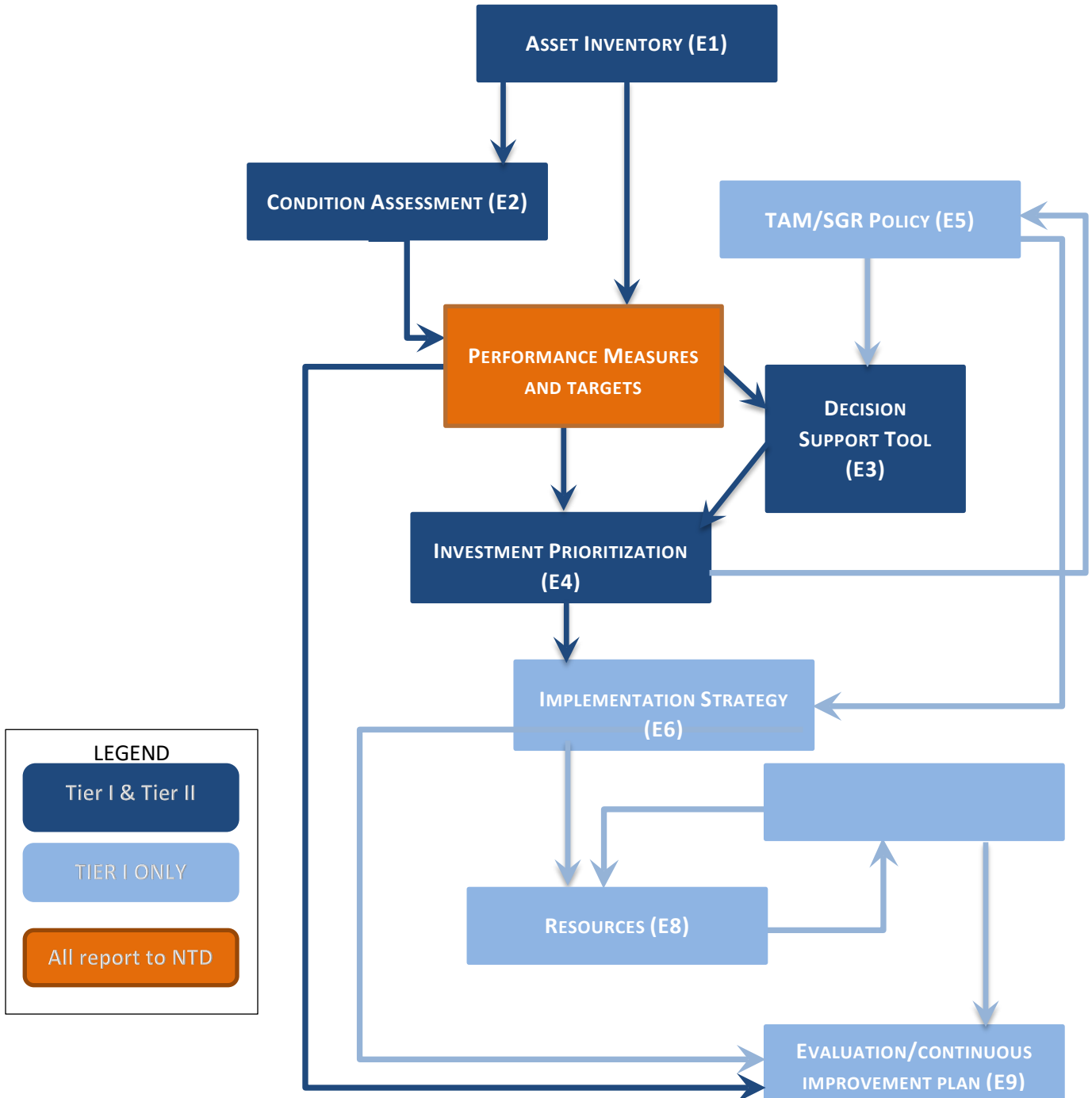
- [TAM NPRM and NTD Guidance Crosswalk](#)
- [NTD Policy Manuals](#)
- [NTD Annual Reporting User Guide](#)

Definitions:

Public Transportation is defined by law as “regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income.” 49 U.S.C. § 5302(14).

Relation between TAM Plan Elements

The graphic below shows the logical relationship between TAM plan elements for tier I and tier II agencies. While this graphic does not indicate relationships required by the rule, following the flow of the graphic will encourage consistency between plan elements and plan that meets all requirements.



Applicable TAM Rule Language:

§ 625.25 Transit Asset Management Plan Requirements.

(a) General.

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

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

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

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

(1) An inventory of the number and type of capital assets. The inventory must include all capital assets that a provider owns, except equipment with an acquisition value under \$50,000 that is not a service vehicle. An inventory also must include third-party owned or jointly procured exclusive-use maintenance facilities, passenger station facilities, administrative facilities, rolling stock, and guideway infrastructure used by a provider in the provision of public transportation. The asset inventory must be organized at a level of detail commensurate with the level of detail in the provider's program of capital projects;

(2) A condition assessment of those inventoried assets for which a provider has direct capital responsibility. A condition assessment must generate information in a level of detail sufficient to monitor and predict the performance of the assets and to inform the investment prioritization;

(3) A description of analytical processes or decision-support tools that a provider uses to estimate capital investment needs over time and develop its investment prioritization;

(4) A provider's project-based prioritization of investments, developed in accordance with section 625.33 of this part;

(5) A provider's TAM and SGR policy;

(6) A provider's TAM plan implementation strategy;

(7) A description of key TAM activities that a provider intends to engage in over the TAM plan horizon period;

(8) A summary or list of the resources, including personnel, that a provider needs to develop and carry out the TAM plan; and

(9) An outline of how a provider will monitor, update, and evaluate, as needed, its TAM plan and related business practices, to ensure the continuous improvement of its TAM practices.

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

(a) Horizon period. A TAM plan must cover a horizon period of at least four (4) years.

(b) Amendments. A provider may update its TAM plan at any time during the TAM plan horizon period. A provider should amend its TAM plan whenever there is a significant change to the asset inventory, condition assessments, or investment prioritization that the provider did not reasonably anticipate during the development of the TAM plan.

(c) Updates. A provider must update its entire TAM plan at least once every four (4) years. A provider's TAM plan update should coincide with the planning cycle for the relevant Transportation Improvement Program or Statewide Transportation Improvement Program.

§ 625.31 Implementation deadline.

(a) A provider's initial TAM plan must be completed no later than two years after the effective date of this part.

(b) A provider may submit in writing to FTA a request to extend the implementation deadline. FTA must receive an extension request before the implementation deadline and will consider all requests on a case-by-case basis.

§ 625.33 Investment prioritization

(f) When developing its investment prioritization, a provider must take into consideration requirements under 49 CFR 37.161 and 37.163 concerning maintenance of accessible features and the requirements under 49 CFR 37.43 concerning alteration of transportation facilities.

§ 625.45 Setting performance targets for capital assets.

(a) General.

(1) A provider must set one or more performance targets for each applicable performance measure.

(2) A provider must set a performance target based on realistic expectations, and both the most recent data available and the financial resources from all sources that the provider reasonably expects will be available during the TAM plan horizon period.

(b) Timeline for target setting.

(1) Within three months after the effective date of this part, a provider must set performance targets for the following fiscal year for each asset class included in its TAM plan.

(2) At least once every fiscal year after initial targets are set, a provider must set performance targets for the following fiscal year.

(c) Role of the accountable executive. A provider's Accountable Executive must approve each annual performance target.

(d) Setting performance targets for group plan participants.

(1) A Sponsor must set one or more unified performance targets for each asset class reflected in the group TAM plan in accordance with subsections (a)(2) and (b) of this section.

(2) To the extent practicable, a Sponsor must coordinate its unified performance targets with each participant's Accountable Executive.

(e) Coordination with metropolitan, statewide and non-metropolitan planning processes. To the maximum extent practicable, a provider and Sponsor must coordinate with States and Metropolitan Planning Organizations in the selection of State and Metropolitan Planning Organization performance targets.