

## Questions from Feb. 22, 2018 TAM Refresher Webinar

1. **What about contingency vehicles?** None of any of the following are included in your tier determination calculation: spare, contingent, inactive or emergency vehicles. However active vehicle (spare and emergency) are included in your TAM plan inventory and targets.
2. **Are leased vehicles required to be included?** If you have direct capital responsibility than yes it would be included in your TAM plan, all revenue vehicles are reported to NTD. **And should software over \$50,000 be included?** It is not a regulatory requirement to include IT systems, but a provider may choose to include it in their TAM plan under the Infrastructure category as a “system”.
3. **If you fund van pool programs that use leased vehicles thru a 3rd party do you need to include in your tam plan and inventory?** If you operate the vanpool then yes
4. **To confirm...vanpool assets not owned by the authority (e.g. owned by the MPO), nor operated by the authority, yet the program is administered by the authority are NOT required to be included in the authority TAM.** Depends what is meant by “administered by” if you operate vanpool yes, if you only subsidize then no.
5. **Is our paratransit service contractor included in our TAM planning?** Vehicles operated in paratransit mode are included in a TAM plan.
6. **Again, difference between Tier I and Tier II.** Here is the Tier I/Tier II checklist:  
[www.transit.dot.gov/sites/fta.dot.gov/files/docs/regulations-and-guidance/asset-management/57026/tierchecklist1704.pdf](http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/regulations-and-guidance/asset-management/57026/tierchecklist1704.pdf)
7. **The Federal Register states that Group Plan sponsors are not required to provide Elements 5-9 on Slide 7. I think I heard that Sponsors are also expected to have those items?** A Group Tam Plan includes elements 1-4. If the Sponsor is also a Tier I operator they will produce two plans, 1) a 4-element Group plan on behalf of their tier II subrecipients, and 2) a 9-element tier I plan for their own assets.
8. **The TAM compliance checklist reference FTA TAM Guide Report number 027 but it looks like Report 098 is an updated TAM Plan Guide. There is also a TCRP Report 172. These guides are similar but which document is the best guide to use in writing our TAM Plan?** All of these reports are good but note that Report 098 (published 2016) is the updated version of Report 027 (published 2012).
9. **Should the target be “where do we want to be” or “where do we expect to be by end of year” given the funding/contracts in place for rolling stock and service vehicles?** That is a local decision.
10. **Was the ULB Cheat Sheet updated for 2018 or are the criteria by revenue vehicle still the same?** The ULB cheat sheet was not changed in 2018.

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11. **Can ULB be less than grant life?** The customized ULB is determined by the grantee but justification supporting exceptionally large or small ULBs may be requested. The ULB concept is to help agencies match their replacement cycle (represented by a customized ULBs) for better target setting and adherence. If your customized ULB is less than grant life (the age at which FTA will participate in replacement of a vehicle) it may be difficult for your agency to achieve performance targets.
12. **When are the tam -11 performance measures due?** Assuming this question is asking about Tier II targets, the answer is the NTD is currently open for optional reporting. The mandatory reporting begins in NTD report year 2018, depending on the grantee fiscal year the NTD report is due within four months after the end of the 2018 fiscal year, the targets reported will estimate performance measures for the agency's fiscal year 2019.
13. **Can ULB vary by manufacturer within the same asset class?** The customized ULB is entered by fleet. The default ULB for the asset type will be pre-filled but can be modified.
14. **On slide 18 what is the difference between SGR targets & TAM targets? Or are they synonymous?** They are used interchangeably and represent the performance measure targets for the four asset categories identified in the rule 49 C.F.R. 625.43
15. **What is the deadline for SGR targets for a rail system that is not yet operating in revenue service?** Only assets in revenue service are subject to the TAM rule. Once revenue service begins you will update your TAM plan (regardless of when it happens in the plan update cycle, as new service constitutes a major change) and subsequently report the new service in your next NTD report.
16. **Are the Asset Inventory Condition Reporting TAM Targets the MPO targets?** No, the MPO requirements including targets are described in 23 C.F.R. 450.306. The TAM rule requires the provider to share their TAM targets with their respective planning partners and it is encouraged that they work with their MPO and State Planning partners to set regional and state performance measure targets. However, those targets are not required to be the same as the providers' targets.
17. **So, there is no requirement for transit agencies to provide an annual target in 2018? They provide initial targets in 2017 and then the next target is due between October 2018-April 2019, depending on their fiscal year?** The regulation does require annual target setting beginning in Jan. 2017. However, the first mandatory reporting of those targets is in NTD report year 2018.
18. **Should we include as many facilities as we can in the Form A-15, even if the condition assessment is not completing yet?** Yes, the inventory of facilities should be complete even 100% of the condition assessments are not.

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19. **Are MPO's required to revisit/update TAM targets annually if they develop a transportation improvement program annually?** This is a question for the planning department but I receive it so much I have an FAQ in development. No, MPOs do not have to update their TAM targets annually. However, in consultation with the State DOTs and Transit providers, they may choose to revise or maintain their performance targets when they update their TIP's or MTP's regardless of the frequency of those updates. Please note that FTA Planning regulations do not require MPO's to update their TIP or MTP annually.
20. **Is there a comprehensive definition of "all assets" required by the TAM?** The rule states all capital assets used in the provision of public transportation.
21. **Slide 21 - Clarification.... e.g. vanpool vehicles with no capital obligation or directly operated must be included in agency inventory if agency administers program, correct?** If the grantee manages the program the vanpool is subject to the TAM rule.
22. **The guideway classification categories on the old NTD Form A-20 are different from the new Form A-20 and are incompatible with each other. It is difficult to maintain 2 classification schemes. Are the old guideway classification categories going to be eliminated?** The old guideway classifications will be replaced with the new classifications in report year 2018 for rail systems. The old classifications will remain for non-rail FG reported to the NTD.
23. **What is required of 5310 sub recipients of non-state entities?** The same requirements apply as State sponsored subrecipients.
24. **Does board have to approve or is accountable executive approval sufficient?** Rule states approval by the Accountable Executive, Board approval is at the agency's discretion.
25. **Which are the penalties if the TAM Plan is not fulfilled by Oct 18?** You will be out of compliance with federal regulations.
26. **How does a transit agency document "share" their TAM plan with the MPO?** This is a local decision but you could keep a record of the date when the information was transferred and to whom.
27. **Are there example performance metrics / targets examples available?** Please see Performance measure factsheet and the Calculating Performance Measures and Setting Targets Course.
  - [www.transit.dot.gov/sites/fta.dot.gov/files/docs/Factsheet%20TAM%20Performance%20Measures\\_041117.pdf](http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Factsheet%20TAM%20Performance%20Measures_041117.pdf)
  - [www.transit.dot.gov/TAM/Outreach#Training](http://www.transit.dot.gov/TAM/Outreach#Training)
28. **Why are MPOs required to set targets 180 days after the agencies have submitted to them 90 days after the fiscal year begins? Would that not be 3/4 of the year already ended before the**

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**targets are provided from the MPO's to the agencies to achieve in the FY?** The Planning regulation (23 CFR 450.306) stipulates MPOs must set their *initial* performance targets 180 days after the grantee. More information can be found on planning requirements at [www.transit.dot.gov/regulations-and-guidance/transportation-planning/performance-based-planning-resources](http://www.transit.dot.gov/regulations-and-guidance/transportation-planning/performance-based-planning-resources)

29. **So, we do not add contingency vehicles to our inventory if they are spares?** You will include vehicles that you use in revenue vehicle service in your TAM plan but not to determine your tier eligibility. (See question #1)
30. **Regarding the lease, do rented vehicles need to be reported?** Yes, for NTD a representative vehicle is reported. If they are dedicated assets then yes for TAM plan.
31. **How do you set targets for facilities if you are only required to submit 25% of the facilities until 2020? How do you address the other 75% in the performance target setting?** You can do more than 25% of your facility condition assessments. To be clear that means 25% of the total number of facilities not 25% of a building.

In practice, an agency might decide to do a representative sample of facilities and refine their targets as more information becomes available from the condition assessments. But it's likely that an agency has anecdotal information on the condition of their facilities that they can combine with their quantitative condition assessments and determine a target that meets their policies. Remember there are no rewards for making targets nor punishment for missing them.

32. **If a rural transit agency, who has FTA funded equipment/facility with federal interest, but is no longer a sub recipient and receive no operating or capital assistance, do they need to be part of the TAM plan?** The TAM rule applies to those assets with a remaining federal interest and thus those assets would need to be accounted for in a TAM plan. If that grantee is no longer on an active grant and never pursues another grant it might be challenging to for a group plan sponsor to convince them to come into compliance. There are some suggestions in the [Group Plan Sponsor Workbook](#) of how to avoid and/or handle this type of scenario.
33. **Where can we find an example of what a good spreadsheet looks like?** I do not have real world examples since TAM Plans are not yet due, however there is an idealized example [www.transit.dot.gov/sites/fta.dot.gov/files/docs/subdoc/46/nti-tam-plan-template-example\\_0.pdf](http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/subdoc/46/nti-tam-plan-template-example_0.pdf) on the TAM PLAN tab of TAM webpage. I would love to post a peer example to the Peer Library.
34. **When will the NTD downloadable (from the login) spreadsheets be available? They are not on there now. Big issue is some of the "generic" spreadsheets available on the NTD site have locked cells. The NTD prepopulates these, we need these to reduce rework and reformatting for submission. Also, where is form A90? And when is that available?** You can download the new forms as soon as you kick off your FY17 report in the system.

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35. **Non-Self-propelled vehicles should not be included on NTD reporting. Should they be included in the TAM plan and inventory?** Equipment over \$50,000 should be included in your TAM plan inventory, in addition to the maintenance and construction vehicles (self-propelled and road worthy) that are reported to NTD.
36. **Are there any requirements that condition assessments for Facilities be performed by an objective third party entity and not executed internally?** No, the Condition Assessment Guidebook can be used by internal agency staff to conduct facility condition assessments and report to NTD.
37. **Does NTD report allow for upload of data from excel?** Currently, only the asset inventory forms allow upload from excel using the template provided in the system. We plan to extend this functionality to other areas of the NTD report in report year 2018
38. **To confirm...vanpool assets not owned by the authority (e.g. owned by the MPO), nor operated by the authority, yet the program is administered by the authority are NOT required to be included in the authority TAM.** A transit provider that ONLY subsidizes a vanpool does not have to include those assets in its TAM plan. Any other arrangement may require inclusion and should be discussed directly with your region or with the TAM program Manager.
39. **Slide 21 - Clarification.... e.g. vanpool vehicles with no capital obligation or directly operated must be included in agency inventory if agency administers program, correct?** see previous answer
40. **Would a commuter rail system that does not own track or stations still need to report those assets in its inventory and condition assessment?** All assets used in provision of public transit must be included in your TAM inventory, only assets that you have capital responsibility for (plus any passenger facility and track) must be in your NTD inventory. Only facilities for which you have direct capital responsibility require a condition assessment submit to NTD.
41. **Are there example performance metrics / targets examples available?** Yes, the [TAM webpage](#) has a [performance management Tab](#), [Factsheet](#) and [Peer library](#) examples. There is also a self-paced online training course [Calculating Performance Measures and Setting Targets](#).
42. **Will agencies be locked into the initial or past asset classifications? Can we change them in the future as we learn more?** When the TAM plan is updated you can overhaul your inventory, the asset hierarchy in the TAM plan is an agency decision. The hierarchy in the NTD is standard.
43. **What is the minimum acceptable consideration of a funding constraint in Step 4 Prioritization? Is a simple statement "Well, we will have the money" sufficient?** From the rule Preamble "A TAM plan should provide a transit provider with quantitative information that may be provided to a transit board and local funding bodies to support a strategic justification for the allocation of additional funds." The statement does not appear sufficient to justify a quantitative prioritization. Additionally, the from the rule Preamble "In order to set achievable SGR goals

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*and in order to do a meaningful investment prioritization, a transit provider needs to know what resources it anticipates needing and what is available. The resources could include financial, human, equipment, and software.”*

44. **We set targets for service vehicles and used custom ULB for automobiles, minivans, vans and SUVs. It appears that the AIM module A (90) only has three classes to report automobiles, trucks and rubber wheel and steel wheel. How to we handle the custom ULB since they are all different?** You should review the [NTD asset inventory reporting manual](#) for explicit reporting instructions however the ULB is reportable by fleet so your customized ULB can be entered for a specific fleet of asset class (auto) for example.
45. **Will self-reporting agencies fill out their own A-90 if they are part of a group DOT sponsored plan or are they covered by the A-90 submitted by the sponsor?** The group plan sponsor submits the targets (A-90) for the Group Plan participants. A new resource the [Group Plan Sponsor Workbook](#) offers suggestions and information for group plans that might be useful.
46. **Should we include as many facilities as we can in the Form A-15, even if the condition assessment is not completed yet?** Yes, your complete inventory is due even though only 25% of the total number of facilities must have a condition assessment reported in the first mandatory report year.
47. **Do sub-recipients of Tier II providers do a TAM for their entire asset portfolio or just the vehicles procured through the pass-through funding?** If the subrecipient is a chapter 53 grantee they are subject to the TAM rule and requirements the same as any subrecipient. The TAM rule describes all assets to include those not purchased with federal funds but used in the provision of public transportation.
48. **Is there a document that describes the various fields and possible responses for the NTD A-15 and the A-20 forms and defines all the classifications? I could not find a document. I was never able to finish uploading A-20 due to errors. How can we test our software in advance to be sure we can upload when the reporting window opens again? (I am working on export inventory data to Excel modules)** There a few document you should review the [NTD asset inventory reporting manual](#) for explicit reporting instructions and the NTD Policy Manual [www.transit.dot.gov/ntd/manuals](http://www.transit.dot.gov/ntd/manuals).
49. **Would a camera system > \$50,000 be treated the same as the software question?** Yes, it could either be an infrastructure or equipment asset but it would be included in your TAM inventory.

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Suggested further technical assistance topics  
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1. Perhaps a future discussion about IT (hardware & software) as capital assets because they are a large set of capital assets (systems).
2. Would like more details regarding the Identification of Resources Element.
3. A webinar focused primarily on Tier II would be very much appreciated.

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4. Workshop for sponsors on difference between SGR goals and TAM targets.
5. MPO specific webinar is needed (\*Submit by several participants).
6. Distinguish facilities from equipment somehow associated with a facility. The facilities guidebook suggests "equipment" as a subsystem of facilities, and comments on \$10,000 and \$50,000 thresholds.
7. We don't own the vehicles but they are used to provide our services.
8. More info for MPOs who are also group plan sponsors.