TRANSIT ASSET MANAGEMENT PLAN

Frequently Asked Questions

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ABOUT TRANSIT ASSET MANAGEMENT PLANS

State and federal laws and policies require public transportation grant recipients to develop and maintain transit asset management (TAM) plans. The Federal Transit Administration (FTA) issued transit asset management rules in 49 CFR Part 625 to comply with the federal mandate in 49 U.S.C. 5326. Similarly, WSDOT developed procedures for state grant recipients to meet asset maintenance and preservation planning requirements in RCW 35.84.060, RCW 36.56.121, RCW 36.57A.191, and RCW 81.112.086.

The primary purpose of TAM plans is to help ensure that grant recipients manage public transportation assets for safety, reliability, and cost-effectiveness. State and federal grant recipients satisfy asset management planning requirements by developing a TAM plan.

ABOUT THIS DOCUMENT

WSDOT's Public Transportation Division developed this document to answer questions about TAM plans.

This is a living document that will evolve as:

- The division receives more questions from partners and grantees.
- Regulations and policies related to TAM are updated.

This document doesn't supersede any grant agreement. If any sections of this document are inconsistent with the terms and conditions of your agreement, follow your grant agreement.

GENERAL QUESTIONS ABOUT TRANSIT ASSET MANAGEMENT PLANS

Q: Who needs to develop a transit asset management plan?

A: All WSDOT Public Transportation Division grantees (i.e., providers) who own, operate, or manage capital assets they use for providing public transportation must develop a TAM plan.

Q: What are the minimum required elements for a transit asset management plan?

A: At minimum, your TAM plan must include the following five elements:

Element 1:	An inventory of the number and type of capital assets (i.e., asset inventory).
Element 2:	A condition assessment of those inventoried assets for which you have direct capital responsibility (i.e., condition assessment).
Element 3:	A description of analytical processes or decision-support tools you use to estimate capital investment needs over time and develop your investment prioritization (i.e., analytical processes or decision-support tools).
Element 4:	A project-based prioritization of investments.
Element 5:	A maintenance plan for the assets that provides a preservation approach based on lowest life-cycle cost methodologies (i.e., maintenance plan).

Q: Do some grantees have additional elements that are required in their transit asset management plan?

A: Yes. FTA Tier 1 providers (i.e., agencies with 101 or more vehicles in revenue service during peak regular service across all fixed-route modes or in any one non-fixed-route mode) have additional TAM plan requirements in 49 CFR 625.25(b).

Q: Does my transit asset management plan only need to address grant funded assets?

A: No. You must include all assets you use in the provision of public transit, regardless of whether you bought the assets with federal, state, local, or private funds.

Q: Do I need to update my transit asset management plan on a regular basis?

A: Yes. You must update your TAM plan every four years at a minimum (i.e., the horizon period). You must complete your next update by Oct. 1, 2026.

During the update process, you must fully revisit the TAM planning process to create a new TAM plan for the current horizon period. Throughout the four-year horizon period, you may choose to amend your TAM plan to reflect changes to investment priorities, targets, or other unforeseen occurrences (e.g., a natural disaster) that affect the relevance of your TAM plan.

Q: When and how do I submit my transit asset management plan to WSDOT?

A: TAM plan updates are due to WSDOT by Oct. 1, 2026. If you're a new WSDOT Public Transportation Division capital grantee, a draft TAM plan is due to WSDOT prior to accepting your first grant funded asset. You can submit your TAM plan by uploading it to the WSDOT Grants Management System (GMS).

Q: How does WSDOT review transit asset management plans?

A: WSDOT reviews TAM plans and certifies that plans contain the required elements. Please note that if your organization receives direct funding from the FTA (i.e., federal funds that don't go through WSDOT), FTA has direct oversight responsibility for your TAM plan and may provide additional review. In this case, your organization has full responsibility for complying with federal rules and regulations related to TAM.

Q: Are there templates or other sources of information available for developing the elements of a transit asset management plan?

A: Yes. FTA maintains a transit asset management webpage with guidance documents, a template for developing TAM plans (TAMPLATE), frequently asked questions, and other resources.

The National Rural Transit Assistance Program (RTAP) provides resources, including example TAM plans, on their Transit Asset Management section of their Transit Manager's Toolkit.

QUESTIONS ABOUT ELEMENT 1: ASSET INVENTORY

Q: Is there a template and instructions for how to complete the inventory for capital assets?

A: Yes. Email Shannon Shula, transit asset management, at shannon.shula@wsdot.wa.gov for a copy of the template and instructions.

Q: What assets do I need to include in the inventory?

A: There are four categories of capital assets you must include in a TAM asset inventory:

- Rolling stock (i.e., vehicles)
- Equipment
- Facilities
- Infrastructure

You must include all vehicles in the inventory.

For non-vehicle equipment, you must include any equipment with an original acquisition value greater than $50,000. For grant funded non-vehicle equipment, you must include assets in the inventory with an original acquisition value of $10,000 or more.

You must include all facilities and infrastructure in the inventory.

Q: Is the inventory in the transit asset management plan the same inventory that I submit to WSDOT for the annual asset inventory?

A: Yes, the asset inventory in the TAM plan is the same inventory you must update annually and to WSDOT by Feb. 15 each year.

Q: Is the National Transit Database annual asset inventory reporting the same as the annual asset inventory that I submit to WSDOT on Feb. 15 annually?

A: No. While there is similarity in the National Transit Database annual asset inventory reporting (a mandatory process for all organizations receiving FTA funds) and the annual asset Inventory you submit to WSDOT, the WSDOT submittal includes additional information and applies to grantees who receive both state and federal grant funding.

QUESTIONS ABOUT ELEMENT 2: CONDITION ASSESSMENT

Q: What is a condition assessment?

A: A condition assessment is an evaluation of the current condition of each asset, including age, mileage (for vehicles), performance, maintenance history, etc. Condition assessments generally rate asset conditions on a scale from 1-5, with 1 being poor and 5 being excellent.

QUESTIONS ABOUT ELEMENT 3: ANALYTICAL PROCESSES OR DECISION-SUPPORT TOOLS

Q: What does it mean to describe the "…analytical processes or decision-support tools that a provider uses to estimate capital investment needs over time…"?

A: This is the method or "formula" you use to turn raw data (e.g., the age of a bus or the condition of a facility) into a prioritized "to-do list" for allocating funds for asset repair or replacement.

FTA provides the following definition in 49 CFR 625.5:

> *Decision support tool* means an analytic process or methodology:
>
> (1) To help prioritize projects to improve and maintain the state of good repair of capital assets within a public transportation system, based on available condition data and objective criteria; or
>
> (2) To assess financial needs for asset investments over time.

ELEMENT 4: PROJECT-BASED PRIORITIZATION OF INVESTMENTS

Q: What does it mean to include a "…provider's project-based prioritization of investments"?

A: This means a prioritized list of investments your agency uses to maximize the benefits to assets. The prioritized list of investments is the outcome of the process you use in Element 3 to identify and prioritize asset management needs.

ELEMENT 5: MAINTENANCE PLAN

Q: What should I include in the maintenance plan?

A: Your maintenance plan should include the preventative maintenance activities you'll perform to keep your assets in a "state of good repair." As an example for vehicles, this would include the schedule for inspections and how often you will replace filters, tires, brake pads, etc.

Q: What does "state of good repair" mean?

A: FTA defines state of good repair in 49 CFR 625.5:

> State of good repair (SGR) means the condition in which a capital asset is able to operate at a full level of performance.

49 CFR 625.41 further describes the three standards for assessing state of good repair:

> (a) The capital asset is able to perform its designed function;
>
> (b) The use of the asset in its current condition does not pose an identified unacceptable safety risk; and
>
> (c) The life-cycle investment needs of the asset have been met or recovered, including all scheduled maintenance, rehabilitation, and replacements.

English

Title VI Notice to Public

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equity and Civil Rights (OECR). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OECR's Title VI Coordinator at (360) 705-7090.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the Office of Equity and Civil Rights at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

Español

Notificación de Titulo VI al Público

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Información de la Ley sobre Estadounidenses con Discapacidades (ADA, por sus siglas en inglés)

Este material puede estar disponible en un formato alternativo al enviar un correo electrónico a la Oficina de Equidad y Derechos Civiles a wsdotada@wsdot.wa.gov o llamando a la línea sin cargo 855-362-4ADA(4232). Personas sordas o con discapacidad auditiva pueden solicitar la misma información llamando al Washington State Relay al 711.

한국어-Korean

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미국 장애인법(ADA) 정보

본 자료는 또한 평등 및 민권 사무국에 이메일 wsdotada@wsdot.wa.gov 을 보내시거나 무료 전화 855-362-4ADA(4232)로 연락하셔서 대체 형식으로 받아보실 수 있습니다. 청각장애인은 워싱턴주 중계 711로 전화하여 요청하실 수 있습니다.

русский-Russian

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tiếng Việt-Vietnamese

Thông báo Khoản VI dành cho công chúng

Chính sách của Sở Giao Thông Vận Tải Tiểu Bang Washington (WSDOT) là bảo đảm không để cho ai bị loại khỏi sự tham gia, bị từ khước quyền lợi, hoặc bị kỳ thị trong bất cứ chương trình hay hoạt động nào vì lý do chủng tộc, màu da, hoặc nguồn gốc quốc gia, theo như quy định trong Mục VI của Đạo Luật Dân Quyền năm 1964. Bất cứ ai tin rằng quyền bảo vệ trong Mục VI của họ bị vi phạm, đều có thể nộp đơn khiếu nại cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng (OECR) của WSDOT. Muốn biết thêm chi tiết liên quan đến thủ tục khiếu nại Mục VI và/hoặc chi tiết liên quan đến trách nhiệm không kỳ thị của chúng tôi, xin liên lạc với Phối Trí Viên Mục VI của OECR số (360) 705-7090.

Thông tin về Đạo luật Người Mỹ tàn tật (Americans with Disabilities Act, ADA)

Tài liệu này có thể thực hiện bằng một hình thức khác bằng cách email cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng wsdotada@wsdot.wa.gov hoặc gọi điện thoại miễn phí số, 855-362- 4ADA(4232). Người điếc hoặc khiếm thính có thể yêu cầu bằng cách gọi cho Dịch vụ Tiếp âm Tiểu bang Washington theo số 711.

Arabic - العَرَبِيَّة

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السادس في مكتب المساواة والحقوق المدنية على الرقم 7090-705 (360).

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أو عن wsdotada@wsdot.wa.govيمكن توفير هذه المواد في تنسيق بديل عن طريق إرسال رسالة بريد إلكتروني إلى مكتب المساواة والحقوق المدنية على
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中文 – Chinese

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Af-soomaaliga – Somali

Ciwaanka VI Ogeysiiska Dadweynaha

Waa siyaasada Waaxda Gaadiidka Gobolka Washington (WSDOT) in la xaqiijiyo in aan qofna, ayadoo la cuskanaayo sababo la xariira isir, midab, ama wadanku kasoo jeedo, sida ku qoran Title VI (Qodobka VI) ee Sharciga Xaquuqda Madaniga ah ah oo soo baxay 1964, laga saarin ka qaybgalka, loo diidin faa'iidooyinka, ama si kale loogu takoorin barnaamijyadeeda iyo shaqooyinkeeda. Qof kasta oo aaminsan in difaaciisa Title VI la jebiyay, ayaa cabasho u gudbin kara Xafiiska Sinaanta iyo Xaquuqda Madaniga ah (OECR) ee WSDOT. Si aad u hesho xog dheeraad ah oo ku saabsan hanaannada cabashada Title VI iyo/ama xogta la xariirta waajibaadkeena ka caagan takoorka, fadlan la xariir Iskuduwaha Title VI ee OECR oo aad ka wacayso (360) 705-7090.

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Agabkaan ayaad ku heli kartaa qaab kale adoo iimeel u diraaya Xafiiska Sinaanta iyo Xaquuqda Madaniga ah oo aad ka helayso wsdotada@wsdot.wa.gov ama adoo wacaaya laynka bilaashka ah, 855-362-4ADA(4232). Dadka naafada maqalka ama maqalku ku adag yahay waxay ku codsan karaan wicitaanka Adeega Gudbinta Gobolka Washington 711.

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Español - Spanish

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tiếng Việt-Vietnamese

các dịch vụ dịch thuật

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한국어-**Korean**

번역 서비스

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Русский - Russian

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اَلْعَرَبِيَّةُ - Arabic

الترجمة دمات خ

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Af-soomaaliga - Somali

Adeegyada Turjumaada

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中文 – Chinese

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