

Trans Am Entry Requirements

TransAM is the system DRPT uses to track the asset inventories of the transit providers across the Commonwealth. The asset data is currently used to determine when replacement assets should be funded, as well as to forecast state of good repair needs of the transit providers. Our recipients are responsible for updating the inventories when vehicles are received or sold, facilities are built or rehabbed, etc. Beginning in FY 20, capital funds will be allocated by a scoring mechanism similar to that of Smart Scale. The prioritization of replacement assets will be based on the data in TransAM, and it is imperative that that data is accurate. Below are specifics about which assets must be reflected in TransAM and how that data should be maintained.

1. All assets must be updated by **February 1 and August 1** of each year. This process includes removing old assets and adding newly received assets to the inventory, as well as, updating condition codes and mileage.
2. Rolling Stock –
 - a. The TransAM inventory should include all revenue vehicles that are purchased with state- controlled funding sources:
 - i. State controlled transit funding, including DRPT transit capital, I-66 Commuter Choice, I-66 Outside the Beltway, I-95/395 Annual Transit Payment, I-64 Toll Revenue, SMART SCALE, etc.
 - ii. State-controlled federal funding: e.g., 5311, 5310, 5339, CMAQ, RSTP, etc.
 - b. Include any vehicles that are being used to fulfill programmatic goals and that you intend to seek state funding to replace at the end of its useful life.
 - i. For example, a vehicle that was donated by a local resident is used to provide Human Service transportation. Although there is no state or federal funding in the vehicle, the service provider will usually ask DRPT to participate in funding the replacement. If the donated vehicle is not entered into TransAM, the application for funding a replacement cannot be prioritized as a State of Good Repair need.
 - ii. A vehicle was purchased with local or regional funding (NVTA, for example) and has reached its useful life. As in 2.b.i. above, if the locally-funded vehicle is not entered into TransAM, the application for funding a replacement cannot be prioritized as a State of Good Repair need.
 - c. Mid-life overhauls should be tracked in TransAM as a Life Cycle Event, subsequently increasing the useful life of the vehicle by 50%.
3. Equipment –
 - a. The two major categories under “Equipment” are Service Vehicles and large pieces of equipment, such as lifts or bus washes.
 - b. Although the federal Transit Asset Management (TAM) Plan only requires inclusion of items or groups of items valued in excess of \$50,000, all service vehicles must be entered into TransAM and updated as noted in item #1. When DRPT receives an application to replace a service vehicle, the information in TransAM must be up-to-date for the application to be evaluated as a state of good repair need.
 - c. Likewise, although the TAM Plan only requires including pieces of equipment that are over \$50,000 in value, any large individual assets (lifts, washes, etc) should be can be entered in TransAM so the application to replace an asset can be evaluated as a state of good repair need.
4. Facilities-
 - a. Facilities fall into 2 categories: administration and maintenance; or, passenger and parking.
 - i. The FTA defines “passenger stations” as significant structures with a separate right of way. A bus stop on a street or in a median is not a station is the bus stop does

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not have a separate enclosed building. Open shelters, canopies, lighting, signage or ramps for accessibility alone are not enough to establish a “passenger station.”

- ii. All transportation, transit or transfer centers, park-and-ride facilities, and transit malls if they have an enclosed structure (building) for passengers for items such as ticketing, information, restrooms, concessions, and telephones
- b. All facilities for which a transit agency has direct or shared capital responsibility must be entered into TransAM.
- c. An overall condition code must be updated in TransAM every six months (by **February 1 and August 1** of each year).

Please note that these requirements have been created in order to support both FTA-required Transit Asset Management Plans and the legislatively-required prioritization of state transit capital funding. If data is missing or entered incorrectly, it may impact the funding that the agency receives. For example, if you have entered a vehicle, but you have not updated the mileage in TransAM, your application to replace the vehicle may not score as high as it should. It is vital that all agencies ensure their assets are accurately reflected in TransAM by February 1. There will not be an opportunity offered for agencies to address data quality issues after the application cycle closes on February 1.