

Asset Inventory Checklist – Biannual Mileage, Service Status, and Condition Reporting Fall 2026

Background

WebGrants is DRPT's online grants administration and management system. The Inventory module within WebGrants has replaced TransAM for all asset management functions. Effective September 1, 2026, public transportation asset inventories must be maintained within the WebGrants system. The deadline for Status Reports (previously referred to as lifecycle actions) is September 30, 2026 (for this year only).

Access

Log in to [WebGrants](#). If you can't log in, please contact your Program Manager to reset your account.

Checklist

1. Ensure your asset managers or users who will be responsible for managing your agency's assets have access to WebGrants and are assigned to your asset inventory grant.
 - a. Refer to the following User Guide sections:
 - i. [Adding Org Staff to the Asset Inventory "Grant"](#)
2. Add any new assets that have entered service since your last inventory update. For many agencies, this will be before TransAM went offline in May.
 - a. *TIP: Take a photo of the vehicle VIN Tag and have any additional documentation collected before filling out the inventory form.*
 - b. Refer to the following User Guide Sections:
 - i. [Accessing the Asset Inventory Module](#)
 - ii. [Adding an Asset](#)
 - iii. [Editing an Asset](#)
3. Submit Status Reports (lifecycle actions) for all In-Service and Spare assets. **Due by September 30, 2026.**
 - a. *Tip: Run the "Assets – Lifecycle Compliance Report – External" in the Reports Module. This report provides a helpful snapshot of your active vehicle inventory and the most recent Lifecycle Actions for asset status and mileage.*
 - b. Refer to the following User Guide sections:
 - i. [Status Reports](#)
 - ii. [Inventory Reports](#)