

OKLAHOMA DEPARTMENT OF TRANSPORTATION (ODOT)

TRANSIT ASSET MANAGEMENT (TAM) GROUP PLAN



2018



DOCUMENT APPROVAL (ACCOUNTABLE EXECUTIVES)

This Asset Management Group Plan has been approved by the following Accountable Executives with receipt of a signed letter of approval. Greyed out names means approval has not yet been received.

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EXECUTIVE SUMMARY

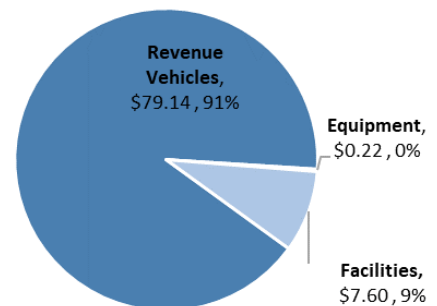
As the direct recipient of transit funding from the Federal Transit Administration (FTA), the Oklahoma Department of Transportation (ODOT) Transit Programs Division has developed this Group Transit Asset Management Plan (TAMP) to document the statewide approach to transit asset management. The Group TAMP will improve the practices of Oklahoma’s small transit providers as they operate and maintain their capital assets to ensure reliable and safe service delivery for transit riders across the state.

Of the 21 agencies who opted to participate in the Group TAMP, only four provide fixed route service in addition to demand-response service, with all others providing only demand-response service. While all the agencies are rural, the Cleveland Area Rapid Transit agency (CART) is a small urban operator that qualifies as a Tier II provider, and opted to participate in the Group TAMP.





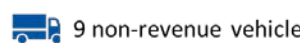



Asset Portfolio & Performance Targets

Altogether, participants in this Group TAMP operate 1,004 vehicles – 995 revenue vehicles and 9 service vehicles. In addition, they use 91 facilities to deliver the transit service, out of which only 20 are the direct capital responsibility of the agencies. Of these, most are administrative facilities, typically used for passenger dispatch and parking. With the total asset portfolio valued at \$87 million, revenue vehicles represent about 91 percent (\$79 million) of the total by value.



Following the federal guidelines for condition reporting, 16 percent of revenue vehicles and 22 percent of non-revenue vehicles are at or past their useful life. Physical facility condition inspections conducted by ODOT on behalf of the subrecipients found that 10 percent of the 20 facilities that are the direct capital responsibility of the agencies are rated below a three (3) on the FTA Transit Economic Requirements Model (TERM) scale.

Based on this performance baseline and an assessment of projected funding availability, the FY2018 performance target for this Tier II Group assumes continued deterioration of asset condition without any major investments towards improving the state of good repair.

INVENTORY	CURRENT PERFORMANCE	TARGET (2018) PERFORMANCE
 995 revenue vehicles	 16% at or past ULB	30% at or past ULB
 9 non-revenue vehicles	 22% at or past ULB	67% at or past ULB
 91 facilities	 10% in poor condition	10% in poor condition

Funding Analysis and Investment Prioritization

With the given performance baseline, the FY2018 projected backlog for the participants of this Group TAMP is \$23.4 million, with a total unconstrained need over the next 20 years of \$197.5 million – this makes an average need of \$9.88 million per year. Historically, capital funding for this Group has fluctuated based on receipt of discretionary bus and bus facilities grants (5339(b) funding program). With that, the projected average funding that the Group is expected to have available over the twenty-year analysis period is about \$2.53 million per year. This projection demonstrates that ODOT’s available funding is insufficient to address the average capital investment needs per year for the next 20 years or to clear the backlog. This finding is applicable for assets eligible for both rural (5311) and urban (5307) funding.

Funding Sub-Group	Projected Funding	Projected Need	Difference
5311	\$0.68M	\$9.07M	(\$8.39M)
5307	\$0.22M	\$0.81M	(\$0.59M)
Other	\$1.63M	-	\$1.63M
TOTAL	\$2.53M	\$9.88M	(\$7.35M)

ODOT’s projected funding levels of \$2.53 million per year are insufficient to address the average capital investment needs of \$9.88 million per year for the next 20 years.

With limited capital funding, available on an annual basis, ODOT’s Transit Programs Division typically awards capital investment projects once significant funds have been accumulated over a period. Funding primarily goes towards revenue vehicle replacements with some occasional capital funding towards facilities. Funding decisions consider asset state of good repair (condition) as well as other operating measures such as revenue miles and passenger trips.

For FY2019, 22 investments have been selected for funding at a total value of \$12.25 million. Note that this amount includes discretionary grant funding awarded by the FTA, making it an outlier year.

Subrecipient	Project
OSU-Stillwater Community Transit	1 Maintenance Facility Rehab
Red River Transportation Service	9 Minivan Replacements
Cherokee Strip Transit	7 Minivan Replacements
	13 ADA Minivan Replacements
Southern Oklahoma Rural Transportation System	3 Cutaway Bus Replacements
	11 ADA Minivan Replacements
KI BOIS Area Transit System	13 Minivan Replacements
	32 ADA Minivan Replacements



Subrecipient	Project
Southwest Transit	1 Minivan Replacement
Cimarron Public Transit System	2 New Cutaway Buses 2 Cutaway Bus Replacements 3 ADA Minivan Replacements
J.A.M.M. Transit	5 Minivan Replacements
First Capital Trolley	7 Minivan Replacements 1 New Cutaway Bus 17 ADA Minivan Replacements
Little Dixie Transit	6 Minivan Replacements 6 ADA Minivan Replacements
Pelivan Transit	2 Cutaway Bus Replacements 2 Minivan Replacements 1 ADA Minivan Replacement
Cleveland Area Rapid Transit	2 Bus Replacements
Enid Public Transit	2 Cutaway Bus Replacements
Central Oklahoma Transit System	1 ADA Minivan Replacement
Delta Public Transit	1 ADA Minivan Replacement
Washita Valley Transit	1 ADA Minivan Replacement

Continuous Improvement

This Group TAMP has been developed as a starting point for the Oklahoma Tier II provider Group to develop strategies to best utilize limited available funding to meet state of good repair investment needs. FTA regulations require updates of the Group TAMP every four years, at a minimum, giving the Group an opportunity to continuously improve the maturity of the Group asset management function both in the Transit Programs Division and at the subrecipient level. Key initiatives have been identified for consideration over the next four years towards stronger asset management practices.



<i>INITIATIVE</i>	<i>DESCRIPTION</i>
Group TAMP Process Review & Gap Assessment	Review the progress made in the first year of delivering the Group TAMP and develop strategies to improve. May include a formal gap assessment process.
Group TAMP Alignment with Capital Planning	Establish the link between the Group TAMP cycle and update process and the capital awards process. The Group TAMP will be reviewed and updated based on funding availability.
Asset Management Training	Develop a training program for subrecipient agencies on asset management principles, following up to the first asset management workshop.
Asset Management Manual	Develop a manual that documents the steps involved in the asset management planning process, including the necessary steps to produce this asset management plan.
Funding Allocation Review	Review the processes for allocating federal funding (5311 and 5339) to ensure that the best use is made of available resources, incorporating asset management principles.
Facility Condition Assessment Review	Review the first round of physical facility condition assessments to identify areas for improvement.
Asset Portfolio Dashboard	Develop a web-based dashboard linked to the online inventory database (MYLEOnet) that provides subrecipients and other stakeholders with a snapshot view of asset inventory, condition, and performance. The link to the database will reduce the offline data analysis needs and keep a current view of the portfolio.
Useful Life Benchmark (ULB) Workshop	Revisit the ULBs selected for the Group to identify values that more closely reflect the operating environments of the participants in the ODOT Group TAMP.
Service Demand Analysis & Alignment to Asset Management Needs	Conduct a thorough needs analysis to identify service levels at each subrecipient agency that would meet the transit demands of the communities served. Update the asset management analysis with the capital asset and asset management needs that would result based on the service levels established.
Investment Prioritization Framework/Tools	Provide training and/or resources to develop investment prioritization frameworks, tools, or processes for individual subrecipients to use in identifying the appropriate investments to propose to ODOT during the capital planning process.



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1 INTRODUCTION

This Oklahoma Department of Transportation (ODOT) Group Transit Asset Management Plan (TAMP) has been developed to document the statewide approach to transit asset management. The ODOT Group TAMP will improve the practices of Oklahoma’s small transit providers as they operate and maintain their capital assets to ensure reliable and safe service delivery for transit riders across the state. The plan has been developed in compliance with requirements defined in the Federal Transit Administration’s (FTA) Final Rule on Transit Asset Management (49 CFR 625 and 630).

What is Transit Asset Management (TAM)?

“The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation.” (49 CFR 625.5)

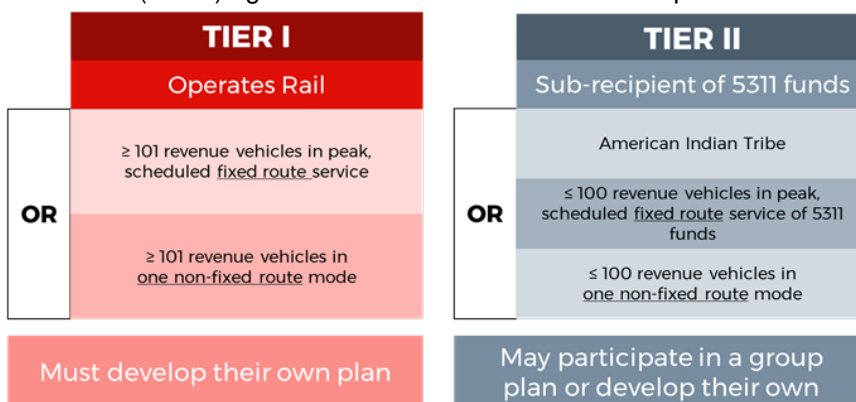
ODOT is the Governor’s designee for the administration of state and federal transit financial assistance grant programs for the state of Oklahoma. The financial assistance programs for the rural and small urban areas are administered by ODOT’s Transit Programs Division and include funding from the federal government and Oklahoma’s Public Transit Revolving Fund.

The goal of public transportation in Oklahoma is to provide a safe and effective transportation network which will enhance and increase the mobility of persons with special needs, disadvantaged persons and the general population living in tribal, non-urbanized and small urban areas of the state. Public transportation plays a major role in the state, particularly for the elderly and disabled population as it is often the only mode of transportation available to them. The strategic management of transit assets is important to ensure that public transportation services are consistently reliable, safe, and efficient.

1.1 FEDERAL REQUIREMENTS

In 2016, FTA published the Transit Asset Management (TAM) Final Rule which requires public transportation providers to establish TAM performance measures and targets, develop a TAMP, and report asset performance to the National Transit Database (NTD). While all transit providers are subject to the rule, the FTA distinguishes requirements between larger and smaller or rural transit agencies as shown below. Large (Tier I) agencies are required to develop their own TAMPs, while smaller (Tier II) agencies can fulfill the TAMP Plan requirements either through participation in a group plan or with their own individual plan.

As a direct recipient of federal transit funding, ODOT is required to sponsor a Group TAMP for small transit providers in the state of Oklahoma. Per the Final Rule, all transit agencies must identify an Accountable Executive to approve their TAMP which is to be completed by October 1st, 2018.



TAMP Required Contents:

- Inventory of capital assets
- Condition assessment
- Description of decision support tools used to prioritize needs
- Project-based prioritization of investments

In addition to the TAMP, ODOT is required to establish a set of State of Good Repair (SGR) performance measures and targets for each of the asset classes in the portfolio to provide a basis for agencies to determine whether assets are in a condition sufficient to operate at a full level of performance.

ODOT Transit Programs Division has coordinated and consolidated asset inventory and condition data to develop this Group TAMP to meet the performance and NTD requirements in the Federal regulation. Following regulations, this document will be updated every four years.

1.2 GROUP TAMP PARTICIPANTS

For this Group TAMP, the 21 agencies listed in Table 1-1 opted to participate. Unlike the other rural agencies, Cleveland Area Rapid Transit agency (CART) is a small urban operator that qualifies as a Tier II agency, and opted to participate in the Group TAMP.

Table 1-1: Group TAM Plan Participants

Agency Abbr.	Agency Name	Type of Service		Service Area
		Fixed Route	Demand Response	
BCT	Beaver City Transit		X	City of Beaver, Forgan, Gate/Knowles, Balco and Turpin all in Beaver in County
CAR	Call- A- Ride Public Transit		X	Towns of Ada (including ECU), Byng, Latta, Pickett and Stonewall Within Pontotoc County
CART	Cleveland Area Rapid Transit	X	X	Within the City of Norman and University of Oklahoma
COTS	Central Oklahoma Transit System		X	Communities in Pottawatomie and Seminole counties.
CPTS	Cimarron Public Transit System		X	Operates in Creek, Pawnee, Osage, Washington and Kay counties.
CST	Cherokee Strip Transit		X	Counties of Alfalfa, Blaine, Grant, Kingfisher, Noble, and portions of Garfield and Kay.
DELTA	Delta Public Transit		X	Operates in McClain, Garvin and southern parts of Cleveland Counties in Oklahoma.
ENID	Enid Public Transit		X	Within the limits of City of Enid
FIRST	First Capital Trolley	X	X	City of Guthrie since 1988 and Logan, Lincoln and Payne Counties.
GT	Guymon- The Ride		X	Within the city limits of Guymon.
JAMM	J.A.M.M. Transit		X	Operates in Johnston, Atoka, Marshall and Murray Counties
KATS	KI BOIS Area Transit System		X	Counties of Adair, Okmulgee, Cherokee, Haskell, Hughes, Latimer, Leflore, McIntosh, Sequoyah, Pittsburg, Okfuskee and Wagoner
LITTLE	Little Dixie Transit		X	Hugo, Choctaw county; Antlers, Clayton in Pushmataha county; Broken Bow, Idabel in McCurtain County
MAGB	MAGB Transportation		X	Service to Major and Woods Counties but also privately services the remainder of Northwest Oklahoma (mostly but not limited to I-35 West and North of I-40)

MCT	Muskogee County Transit	X	X	Citizens in Muskogee County since 1986, City of Muskogee and Muskogee County residents
OSU	OSU-Stillwater Community Transit	X	X	Approx. 23 of the 27 sq. miles of the City of Stillwater City limits
PEL	Pelivan Transit		X	Rogers County, Delaware County, Ottawa County, Northern Tulsa County, Mayes County and Craig County
RED	Red River Transportation Service		X	Western, Southwestern and South Central Oklahoma since 1984 and also includes selected cities within the counties of Roger Mills, Beckham, Custer, Washita, Kiowa, Tillman, Cotton, Jefferson, Stephens, Woodward, Caddo, Carter (limited service), Comanche, Ellis, Dewey, and Canadian.
SORTS	Southern Oklahoma Rural Transportation System		X	Four counties of Bryan, Carter, Coal and Love and with limited service to Pontotoc county
SW	Southwest Transit		X	Covers Jackson, Harmon and Greer Counties with primary operations in Altus, Hollis, Mangum, and Granite
WVT	Washita Valley Transit		X	Communities in Grady County since 1997 and also includes towns of Chickasha, Rush Springs, Alex, Bradley, Ninnekah, Minco, Tuttle, Amber, Pocasset, and Verden.

1.3 ORGANIZATION OF THE GROUP TAMP

The Group TAMP is organized into six chapters following asset management best practices and incorporating the minimum elements required by 49 CFR 625. Table 1-2 identifies the Federal Final Rule requirements with the corresponding chapter in this Group TAMP that includes content to meet the requirement.

Table 1-2: ODOT Group TAMP Chapters and Content Organization

Requirements Reference	Requirement	ODOT Group TAMP Chapter
49 CFR § 625.25 (b)(1)	Inventory of the number and type of all capital assets a provider owns, except equipment with an acquisition value under \$50,000 that is not a service vehicle.	Chapter 3: Asset Portfolio
49 CFR § 625.25 (b)(1)	An inventory must also 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.	Chapter 3: Asset Portfolio
49 CFR § 625.25 (b)(2)	Condition assessment of those inventoried assets for which a provider has direct capital responsibility and to level of detail to monitor, predict performance of assets, and inform investment prioritization.	Chapter 2: Levels of Service Chapter 3: Asset Portfolio
49 CFR § 625.25 (b)(3)	Description of analytical processes or decision-support tools to estimate capital investment needs over time and develop its investment prioritization.	Chapter 4: Asset Lifecycle Strategies Chapter 6: Asset Management Enablers



Requirements Reference	Requirement	ODOT Group TAMP Chapter
49 CFR § 625.25 (b)(4)	Project-based prioritization of investments.	Chapter 5: Work Plans & Budget Forecasts
When developing its investment prioritization, a provider must:		
49 CFR § 625.33 (a)	Identify a program of projects to improve or manage the SGR of capital assets for which the provider has direct capital responsibility over the TAMP horizon period;	Chapter 5: Work Plans & Budget Forecasts
49 CFR § 625.33 (b)	Rank projects to improve or manage the SGR of capital assets in order of priority and anticipated project year;	Chapter 5: Work Plans & Budget Forecasts
49 CFR § 625.33 (c)	Ensure project rankings are consistent with its TAM policy and strategies;	Chapter 5: Work Plans & Budget Forecasts
49 CFR § 625.33 (d)	Give due consideration to state of good repair projects to improve those that pose an identified unacceptable safety risk;	Chapter 5: Work Plans & Budget Forecasts
49 CFR § 625.33 (e)	Take into consideration its estimation of funding levels from all available sources that it reasonably expects will be available in each fiscal year during the TAMP horizon period; and	Chapter 5: Work Plans & Budget Forecasts
49 CFR § 625.33 (f)	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.	Chapter 5: Work Plans & Budget Forecasts

2 LEVELS OF SERVICE

This section discusses the measurement of transit system performance from operating and asset condition perspectives. With the overall goal of asset management being to gain maximum value from transit assets, and to deliver the highest possible levels of service, it is important to link asset performance to operating performance and eventually, customer-facing service levels. Customer levels of service, or service standards, are the quantitative factors that help an agency track and improve the quality of service they provide. They are directly impacted by technical levels of service which include both the operating performance measures and asset condition performance measures.

2.1 RIDERSHIP TRENDS

The 21 agencies participating in this Group TAMP served an average of about 4 million riders from FY2014 through FY2017. With CART serving the highest population and MAGB (a new start transit system) serving the smallest, the average ridership per agency over the same period is about 195,000. Table 2-1 shows total ridership for each agency, highlighting the range of size of the providers participating in this Group TAMP. While almost all the agencies experienced decreases in ridership over the period, CART and ENID had increases in ridership. For CART, the increase is primarily associated with an increase in the use of transit by Oklahoma State University students.

Figure 2-1 summarizes the total Group ridership, showing that there has been a decline of about 12.7 percent in total ridership for all participating agencies (both fixed route and demand response) from FY 2014 to FY 2017.

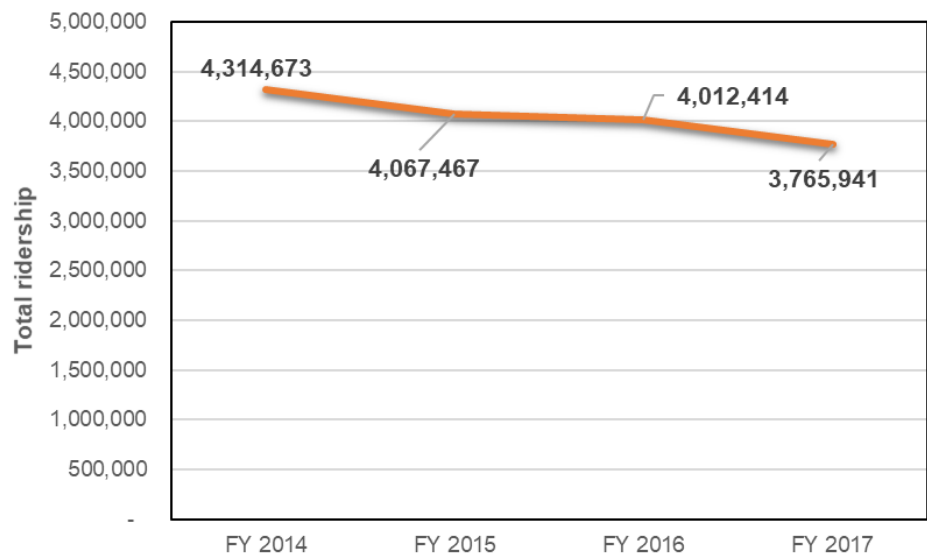


Figure 2-1 Total Ridership by Fiscal Year

There are several factors that may have contributed to this decline in total ridership for the Group. For one, gas price reductions have caused Oklahomans to choose to drive more frequently than using the transit service. In addition, with the service

provided being primarily demand-response service, agencies can face competition with rideshare services like Uber and Lyft. The convenience of an immediate pick up with these rideshare services overshadows the use of demand-response transit service which generally must be booked in advance and can be unavailable due to capacity. In general, ridership trends are also a symptom of population decline in rural areas, as people move more to urban areas primarily in the western part of Oklahoma.



For almost all the subrecipients who have faced a decline in ridership, operational funding constraints have limited their capacity to provide enough service to meet the demands of the areas they serve. This has been the main cause of the decline in ridership. Discontinuation of funding programs (e.g. JARC - Job Access and Reverse Commute Programs) and an overall decline in financial resources available, has resulted in an inability to hire enough personnel (particularly commercial drivers), acquire and maintain assets in operable condition, and operate their service in general. Ultimately, the current demands for the services these agencies provide are not able to be met given current funding levels; additional funding will likely cause an uptick in ridership levels.

Table 2-1: Total Ridership from FY2014 to FY2017

Sub-recipients	FY 2014	FY 2015	FY 2016	FY 2017	Percent Change
BCT	11,223	11,993	12,616	10,784	-3.9%
CAR	44,308	32,091	26,429	25,849	-41.7%
CART	1,034,894	1,043,844	1,244,464	1,266,031	22.3%
COTS	20,910	18,733	20,593	19,273	-7.8%
CPTS	126,085	121,692	114,539	117,436	-6.9%
CST	60,764	55,637	56,444	52,442	-13.7%
DELTA	43,661	34,583	34,874	34,491	-21.0%
ENID	41,281	41,385	40,026	50,019	21.2%
FIRST	138,561	132,279	126,566	125,490	-9.4%
GT	45,435	45,442	39,849	29,346	-35.4%
JAMM	161,001	159,377	141,914	141,829	-11.9%
KATS	731,695	717,015	638,987	595,226	-18.7%
LITTLE	166,285	135,177	127,392	115,330	-30.6%
MAGB	-	8,476	5,025	3,794	-55.2%*
MCT	113,040	106,303	96,579	50,501	-55.3%
OSU	729,709	675,707	629,335	549,101	-24.8%
PEL	201,006	176,223	179,395	176,646	-12.1%
RED	274,451	260,594	227,557	197,498	-28.0%
SORTS	219,359	160,901	133,924	112,040	-48.9%
SW	108,929	97,294	93,454	72,364	-33.6%
WVT	42,076	32,721	22,452	20,451	-51.4%
Grand Total	4,314,673	4,067,467	4,012,414	3,765,941	-12.7%
Average	215,734	193,689	191,067	179,331	-22.2%

*Percent change is from FY2015 to FY2017

2.2 OPERATING PERFORMANCE MEASURES

In addition to ridership, ODOT tracks specific operating performance measures to evaluate each agency's operations. Some of these measures are also used in the investment prioritization process to determine funding allocations per agency. Table 2-2 describes the performance metrics established by ODOT to monitor and track operational performance; measures for FY 2014 to FY 2017 are shown in Table 2-3.

Table 2-2: Transit Agency Performance Measures and Service Standards

Performance Measure	Definition
Revenue Miles	Number of miles traveled while in revenue service
Revenue Less Intercity Miles	Revenue miles minus intercity miles
Intercity Miles	Number of miles traveled between two or more urbanized areas which has the capacity to make a meaningful connection with scheduled intercity providers to a more distant point
Intercity "Feeder" Miles	Number of miles traveled for coordinated rural connections between small transit operators and with the capacity to make meaningful connection with scheduled intercity providers to a more distant point
Seat Miles	Number of seats available multiplied by the number of miles driven
Passenger Miles	Total number of miles traveled by passengers
Empty Miles	Total number of miles traveled by no passengers
Hours of Service	Number of hours operated by revenue vehicles while in service
Elderly trips	Trips for passengers who are 55 or older
Disabled trips	Trips for passengers who are disabled
Elderly and Disabled trips	Trips for passengers who are both elderly and disabled

Table 2-3: Operational Performance for FY 2014 to FY 2017

Performance Measure	FY 2014	FY 2015	FY 2016	FY 2017
Revenue Miles	19,518,357	18,731,923	17,700,701	16,910,484
Revenue Less Intercity Miles	15,175,895	15,157,847	14,608,845	14,122,509
Intercity Miles	109,067	135,108	148,515	93,265
Intercity Feeder Miles	4,233,395	3,438,967	2,943,341	2,694,709
Seat Miles	185,998,196	175,027,588	153,132,682	144,490,085
Passenger Miles	33,950,387	30,127,875	17,391,953	25,152,375
Empty Miles	6,684,342	6,467,034	6,167,067	No Data
Elderly Trips	403,504	375,941	360,420	358,085
Disabled Trips	340,706	287,397	282,106	247,965
Elderly and Disabled trips	179,015	180,312	194,712	199,079

2.3 ASSET PERFORMANCE MEASURES

Per federal regulations, all transit agencies are required to maintain capital assets in good condition as determined by a set of performance measures that are used to monitor the SGR of all capital assets. FTA requires tracking measures for each asset class and monitoring performance against annual performance targets. Table 2-4 summarizes the performance measures for ODOT’s asset classes, and the performance targets set for FY17.

Useful life benchmark (ULB) is the measure identified by the FTA to track the performance of revenue vehicles (rolling stock) and service vehicles (equipment). It is a projection for when an asset should be replaced based on the operating environment of the agency. For facilities assets, transit agencies must conduct physical condition assessments to generate a score using FTA’s Transit Economic Requirements Model (TERM) Scale shown in Table 2-5.

Table 2-4: ODOT Group TAMP FY 2017 SGR Performance Targets

Asset Category	Asset Class	Performance Measure	ULB	FY17 Target (%)
Rolling Stock	Automobile (AO)	Percentage vehicles that have met or exceeded their Useful Life Benchmark (ULB)	8	57.14
	Bus (BU)		14	16.92
	Over the Road Bus (BR)		14	0.00
	Cutaway (CU)		10	27.01
	Minivan (MV)		8	36.60
	School Bus (SB)		14	0.00
	Sport Utility Vehicle (SV)		8	0.00
	Van (VN)		8	21.92
Equipment (including non-revenue vehicles)	Automobile (AO)	Percentage vehicles that have met or exceeded their Useful Life Benchmark	8	50.0
	Minivan (MV)		8	100.0
	Van (VN)		8	100.0
	Cutaway (CU)		10	0.00
	Trucks (TR)		14	0.00
Facilities	Administrative and Maintenance	Percentage of facilities within in asset class rated below condition 3 on the TERM Scale	-	10.00
	Passenger and Parking		-	-

Table 2-5: TERM Rating Scale

Condition	Rating	Description
Excellent	5	No visible defects, new or near new condition, may still be under warranty if applicable
Good	4	Good condition, but no longer new, may have some slightly defective or deteriorated component(s), but is overall functional
Adequate	3	Moderately deteriorated or defective components; but has not exceeded useful life
Marginal	2	Defective or deteriorated component(s) in need of replacement; exceeded useful life
Poor	1	Critically damaged component(s) or in need of immediate repair; well past useful life

3 ASSET PORTFOLIO

This section provides a summary of the Oklahoma Tier II Group TAMP asset inventory and an overview of the condition for each asset category included, in accordance with 49 CFR 625.25(b)(1) and (2).

3.1 TRANSIT ASSET INVENTORY

ODOT’s rural transit providers rely on three asset groups to deliver their services: revenue vehicles, equipment, and facilities. ODOT uses MYLEOnet, a web-based inventory database system, to collect information about assets from the small providers to develop the inventory. A summary of the transit asset inventory is provided in Table 3-1.

Altogether, the Group currently operates 1,004 vehicles – 995 revenue vehicles and 9 service vehicles. Cutaways, minivans and vans represent 90 percent of the total revenue fleet. This large percentage is consistent with the service provided by rural transit agencies focused on demand response services. The nine service vehicles support service delivery in activities such as agency operations and passenger pick-ups due to vehicle breakdowns. In addition to vehicles, ODOT’s subrecipients use 91 facilities to deliver the transit service. ODOT has capital responsibility for 20 out of these 91 facilities as shown in Table 3-2. Due to the nature of the service provided, administrative facilities are the most predominant facility type, and typically these types of facilities also serve functions such as passenger dispatch and parking areas.

Table 3-1: ODOT Transit Asset Inventory

Asset Category	Asset Type	Quantity	Percentage
Revenue Vehicles	Automobile (AO)	7	0.7%
	Bus (BU)	65	6.5%
	Over the Road Bus (BR)	2	0.2%
	Cutaway (CU)	348	35.0%
	Minivan (MV)	470	47.2%
	School Bus (SB)	1	0.1%
	Sport Utility Vehicle (SV)	29	2.9%
	Van (VN)	73	7.3%
	Total	995	100.0%
Equipment (including non-revenue vehicles)	Automobile	2	22.2%
	Minivan	3	33.3%
	Van	2	22.2%
	Cutaway	1	11.1%
	Trucks Other Rubber Tire Vehicles	1	11.1%
	Total	9	100.0%
Facilities	Administrative	55	60.4%
	Administrative and Maintenance	10	11.0%
	Maintenance	6	6.6%
	Passenger or Parking	20	22.0%
	Total	91	100.0%

Table 3-2: ODOT's facilities with Direct Capital Responsibility

Asset Type	Total Quantity
Administrative	10
Administrative and Maintenance	5
Maintenance	5
TOTAL	20

The total inventory for the Tier II Group is estimated to be valued at \$87 million (total replacement cost in 2018 dollars) with revenue vehicles making up 91% of this value as shown in Figure 3-1.

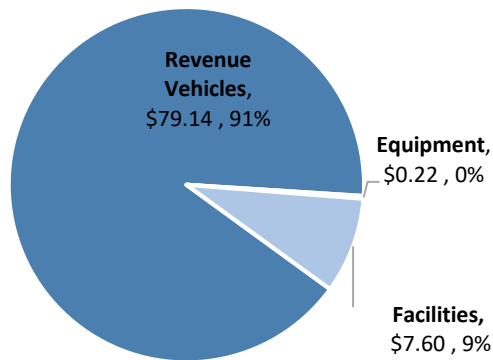


Figure 3-1: ODOT's Asset Inventory Valuation

3.2 ASSET CONDITION

With the Tier II Group asset portfolio comprised of assets of different types and ages, it is expected that condition deteriorates at different rates. Currently, ODOT employs an age-based approach to measuring rolling stock performance based on the Useful Life Benchmark (ULB), the period during which an asset can reasonably be expected to be used reliably and safely in Oklahoma's operating environment. For this Group TAMP, ODOT has adopted the FTA default ULBs. For facilities, physical inspections were conducted following the FTA's Facility Condition Assessment Guide¹. These two approaches produce condition ratings that are assessed against the targets which have been set for each asset class.

Table 3-3 through Table 3-5 provide a summary of the asset condition for each asset category. Per the TAM Final Rule, ODOT must submit overall condition ratings for each facility in its asset inventory for which it has direct capital responsibility. The Tier II Provider Group has direct capital responsibility for 20 out of the 91 facilities identified in the Asset Inventory. Table 3-5 provides a summary of the condition of those 20 facilities.

¹ Federal Transit Administration. Guidebook: Facility Condition Assessment.

Table 3-3: Revenue Vehicle Asset Performance by Asset Type

Asset Type	Total Quantity	ULB (Years)	Quantity at or Past FTA ULB*	Percent at or Past FTA ULB (%)
Automobile (AO)	7	8	4	57
Bus (BU)	65	14	5	8
Over the Road Bus (BR)	2	14	0	0
Cutaway (CU)	348	10	74	21
Minivan (MV)	470	8	60	13
School Bus (SB)	1	14	0	0
Sport Utility Vehicle (SV)	29	8	0	0
Van (VN)	73	8	15	21
TOTAL	995		158	16

* Snapshot as of the end of FY 2017 (September 30th, 2017).

Table 3-4: Equipment Asset Performance by Asset Type

Asset Type	Total Quantity	ULB (Years)	Quantity at or Past FTA ULB*	Percent at or Past FTA ULB (%)
Automobile	2	8	0	0
Minivan	3	8	0	0
Van	2	8	2	100
Cutaway	1	10	0	0
Trucks	1	14	0	0
TOTAL	9		2	22

* Snapshot as of the end of FY 2017 (September 30th, 2017).

Table 3-5: Facilities Asset Performance by Type

Asset Type	Total Quantity	Quantity Below 3 on TERM Scale*	Percent Below 3 on TERM Scale
Administrative	10	0	0.00
Administrative and Maintenance	5	2	40.00
Maintenance	5	0	0.00
TOTAL	20*	2	10

* Includes facility condition assessment as of April 18th, 2018.

3.3 FY2018 PERFORMANCE TARGETS

Based on the performance baseline established in the previous section and projections of available funding to be discussed in Chapter 5, Table 3-6 presents the FY 2018 performance targets selected on behalf of the Group by ODOT.

Table 3-6: FY 2018 Performance Targets.

Asset Category	Asset Class	Performance Measure	FY17 Performance*	FY18 Target*
Rolling Stock	Automobile (AO)	Percentage vehicles that have met or exceeded their Useful Life Benchmark (ULB)	57.14	57.14
	Bus (BU)		7.69	16.92
	Over the Road Bus (BR)		0.00	0.00
	Cutaway (CU)		21.26	27.01
	Minivan (MV)		12.77	36.60
	School Bus (SB)		0.00	0.00
	Sport Utility Vehicle (SV)		0.00	0.00
	Van (VN)		20.55	21.92
Equipment (including non-revenue vehicles)	Automobile (AO)	Percentage vehicles that have met or exceeded their Useful Life Benchmark	0.00	50.0
	Minivan (MV)		0.00	100.0
	Van (VN)		100.00	100.0
	Cutaway (CU)		0.00	0.0
	Trucks (TR)		0.00	0.0
Facilities	Administrative and Maintenance	Percentage of facilities within in asset class rated below condition 3 on the TERM Scale	10.00	10.00
	Passenger and Parking		-	-

*percent at or past ULB (rolling stock and equipment) or percent below 3 on the TERM scale (facilities)

4 ASSET LIFECYCLE STRATEGIES

This section presents guidance provided by ODOT's Transit Program Division for subrecipients' key management practices over the lifecycle of assets; including procurement, preventive maintenance, rehabilitation, replacement and disposal. These guidelines and policies are documented in detail in the ODOT State Management Plan (SMP), developed to manage Section 5311 and 5339 grant programs.

4.1 CAPITAL INVESTMENT DECISIONS

ODOT is responsible for actively pursuing available FTA Program funds for the development and maintenance of rural public transportation services and the distribution of these funds to eligible transit operators throughout the state. ODOT's Transit Programs Division (TPD) is charged with oversight of these activities.

Funding is received through federal public transportation financial assistance programs for non-urbanized areas of the state including Section 5311 and 5339. Section 5311 - Formula Grants for Rural Areas Program - supports public transportation and capital, planning and operating assistance for rural areas less than 50,000 population, while Section 5339 - Grants for Buses and Bus Facilities Program - provides funding to replace, rehabilitate and purchase buses and related equipment and construction of transit-related facilities. The Section 5311 and 5339 Programs are included as an element of ODOT's Statewide Transportation Improvement Program (STIP) and thereby go through the STIP review process.

5311 funding is primarily used for operating and administrative purposes, while capital funding primarily comes through the 5339 grant programs. Capital expenses include the acquisition, construction and improvement of public transit facilities and equipment needed for safe, efficient and coordinated public transportation. Eligible capital expenditures include, but are not limited to, buses, vans, paratransit vehicles, communication equipment, wheelchair lifts, vehicle rehabilitation and computer hardware and software.

Capital funds are allocated to subrecipients based on the performance in any of the measures described in Section 2.2 as well as asset condition (percent past ULB). The measures used change from year to year, determined annually by ODOT with input from the subrecipients at the time that funding is made available.

4.2 ASSET PROCUREMENT

Asset procurement follows all federal and state regulations, regardless of the amount of purchase. All purchases of equipment with a useful life of over one year, and a unit cost greater or equal to \$1,000 must be reported to the Transit Programs Division (TPD) using the inventory management tool. In addition, subrecipients must coordinate the procurement of capital items by notifying the TPD of their intent to make a capital purchase. TPD will oversee and assist the sub-recipients during the bid process review and delivery of the vehicles.

Most of the participants in this plan use State contracts, reports, quotes and policies, which include cost comparisons, bid processes etc. to reduce costs associated with the procurement.

4.3 ASSET MAINTENANCE

All the assets purchased with federal funds must be maintained in good working order by both ODOT and the sub-recipients. Subrecipients should, at a minimum, follow the manufacturer’s recommended maintenance schedule for all capital assets. All subrecipients should have a documented maintenance policy and plan, with specific goals and objectives, that meets FTA requirements.

Vehicle maintenance includes two major components: preventive maintenance and the repair function. Both components should be monitored through a maintenance management system, which could range from paper reports to specialized asset maintenance software. Preventive maintenance activities include daily pre-trip inspections by the vehicle operators, including daily checks of wheelchair lifts and associated accessibility equipment to ensure proper and safe working conditions.

Most of the participants in this plan follow their maintenance policy and plan by performing daily inspections and routine maintenance service as recommended by the manufacturer. Daily sheet reports and preventive maintenance schedules are also practiced to keep their assets safely in longer service.

4.4 ASSET REPLACEMENT

To ensure that vehicles are adequately maintained and remain in service for their normal service life, ODOT’s TPD has established minimum useful-life standards for vehicles funded with state or federal funds (see Table 4-1). Vehicles can be retired or replaced based on mileage and/or years in service, whichever surpasses useful life standards first. Note that these standards may be slightly different from the ULB used to determine the condition of the vehicle asset category.

Table 4-1: Vehicle Minimum Useful Life Standards

CLASSIFICATION	LENGTH	USEFUL LIFE
Small Vehicles (Minivans, Accessible & Standard Vans and Light-Duty Bus)	<20ft – 22ft.	4 years and/or 100,000 miles
Medium-Size Vehicles (Light-Duty Bus & Van Body on Chassis/Cutaway)	20ft - 25ft	5 years and/or 150,000 miles
Medium-Size Vehicles (Medium-Duty Transit Bus Chassis/Cutaway)	25ft – 30ft	7 years and/or 200,000 miles
Medium-Size Vehicles (Heavy-Duty Vehicle Bus)	30ft – 35ft	10 years and/or 350,000 miles
Large Vehicles (Heavy-Duty Transit Bus)	35ft or greater	12 years and/or 500,000 miles

4.5 ASSET DISPOSAL

Once a vehicle has reached the useful life threshold, it may be considered as a spare and is still subject to the lien and inventory requirements. If a vehicle is sold for more than \$5,000, subrecipients must use the funds to pay down the gross cost of another vehicle upon ODOT approval. Subrecipients may also request permission to dispose



vehicles and equipment. ODOT may, at its discretion, permit the subrecipient to sell the vehicle or equipment using the Department of Central Services Surplus Auction process, or through the auspice of a public auction. All proceeds shall be retained by the subrecipient for continuing and/or enhancing the program. This process is more often utilized for office furnishings and other equipment and only in special circumstances for rolling stock and real property items. Vehicles that require replacement prior to meeting their useful life may be disposed of after approval from ODOT.

5 WORK PLANS AND BUDGET FORECASTS

Estimated investment needs and budget projections are key elements in sustaining safe and reliable transit operations. ODOT’s subrecipients investment needs are higher than budget projections; therefore, ODOT must prioritize investment to align with available funding and maintain a state of good repair of its subrecipients’ transit assets. This section highlights ODOT’s long-term budget needs, historical funding levels, and investment prioritization process.

5.1 CAPITAL FUNDING LEVELS

For the subrecipients participating in this Group TAMP, ODOT receives funding primarily through the FTA’s rural (5311), urban (5307), and bus and bus facilities grant programs (5339) to procure, operate, and replace transit assets. While all federal funding from Section 5339 is allocated to capital expenditures, only 6% of the total average funding from Section 5311 and 11% from Section 5307 is used for capital investments. The remaining funds are allocated to administrative and operating activities.

FTA’s Section 5339 funds are available for both rural and urban agencies; however, CART – the only small urban agency participating in this Group TAMP – is the only legal recipient of urban funding and cannot be awarded rural funding. With this minor complication for the Group TAMP analysis, the following discussion separates out funding sources and needs to paint as accurate a picture as possible. Figure 5-1 shows the distribution of capital funding that was available for the Group from FY 2013 to 2017.

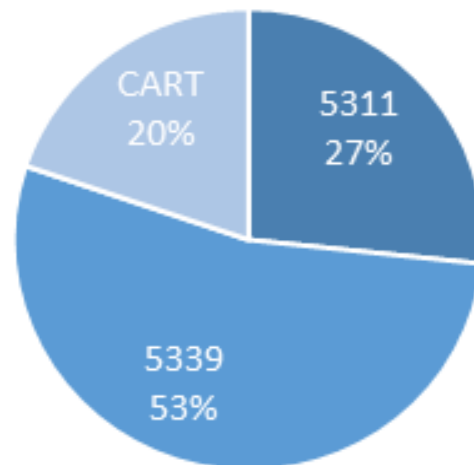


Figure 5-1 Distribution of capital funding sources for FY2013 to FY2017

Figure 5-2 shows the trend of capital funding levels for each funding source from FY 2013 through 2017 with straight average projections (accounting for inflation) for the next five years. Based on these projections, capital funds are estimated to be at an average of \$0.68 million per year for 5311, \$0.22 million per year for 5307 and \$1.63 million per year for other federal funding including 5339, for a total annual average funding forecast of \$2.53 million over the next five years. Funding projections following the historical trend (as opposed to a straight-line average) were also explored, resulting in similar annual average values.

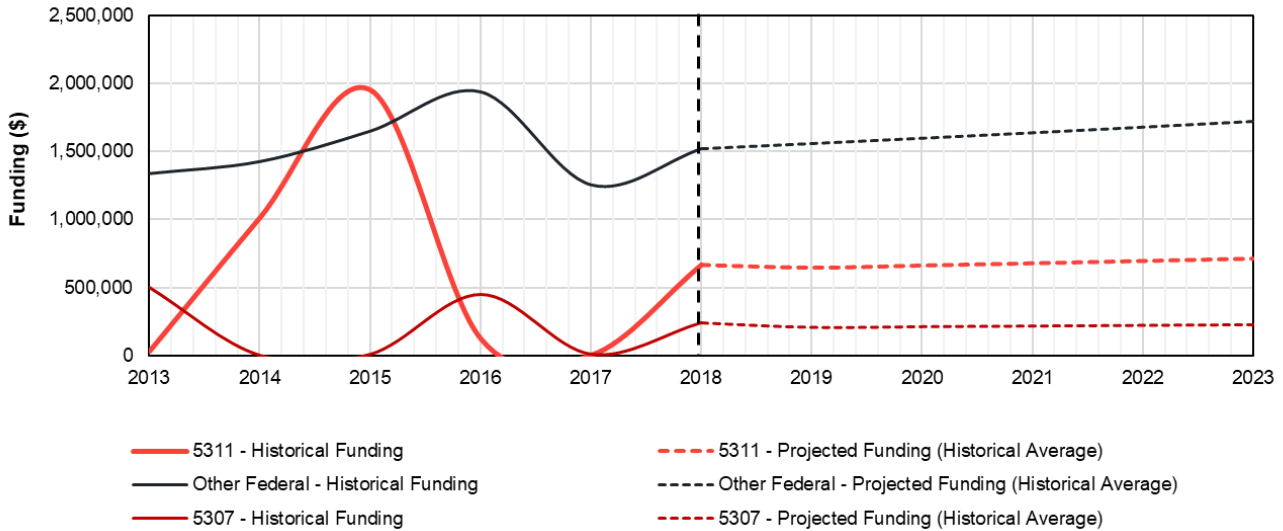


Figure 5-2: Projected capital funding based on historical funding levels

5.2 CAPITAL INVESTMENT NEEDS

For this Group TAMP, ODOT used an age-based decision-support tool to estimate unconstrained capital investment needs (i.e. to eliminate the backlog and maintain it at \$0) over a 20-year period. This tool estimates capital replacement needs based on each asset type, age, replacement cost, and expected useful life. Per the restrictions on expenditure based on funding source, the investment needs projections were also separated into rural and urban categories. Figure 5-3 shows the annual investment needs for rural subrecipients for the twenty-year period, with an annual average need of \$9.07 million per year.

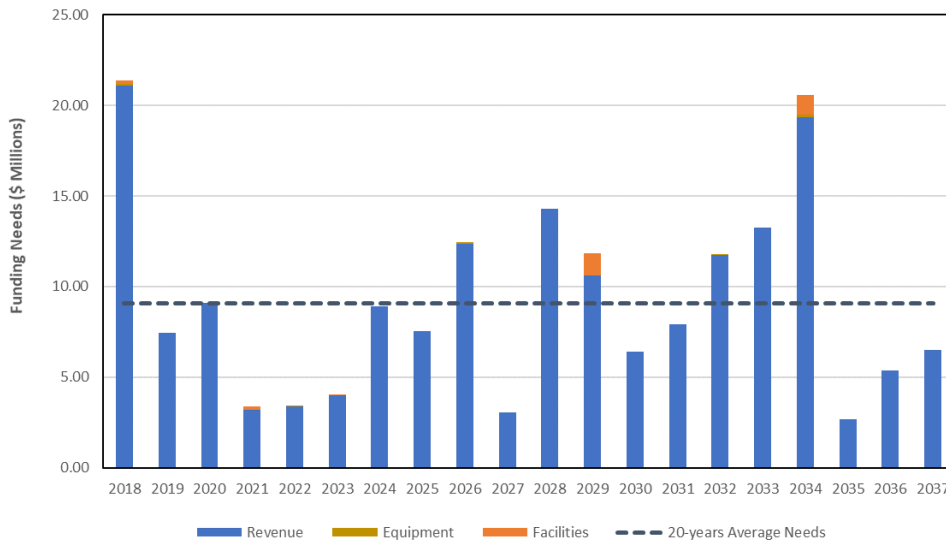


Figure 5-3 Rural Subrecipients 20-Year Capital Investment Needs

Similarly, Figure 5-4 shows the annual investment needs for the single urban subrecipient (CART), with an annual average of \$0.81 million per year.

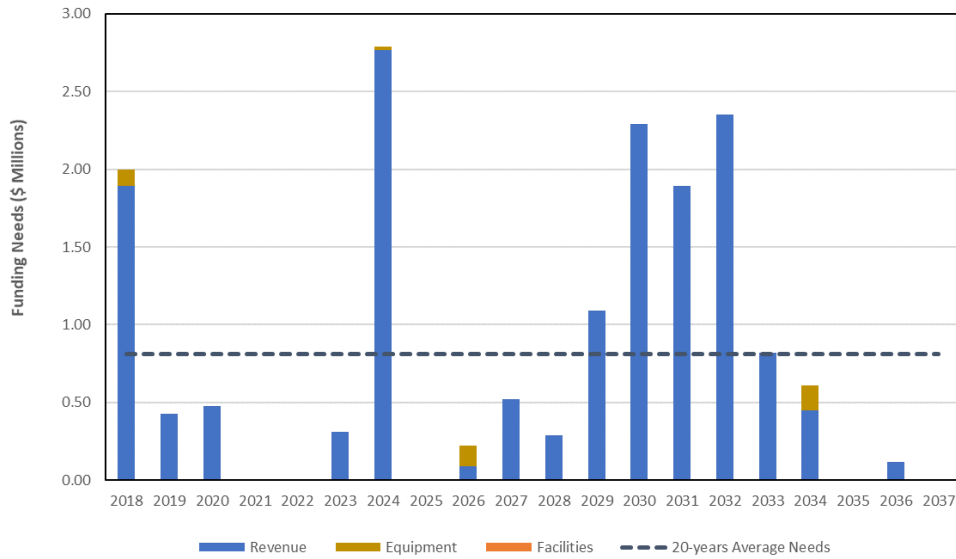


Figure 5-4 Urban Subrecipients (CART) 20-Year Capital Investment Needs

Together, the Group has an average annual 20-year capital need of \$9.88 million per year to maintain transit assets in a state of good repair – the consolidated investment needs chart for the Group is presented in Figure 5-5.

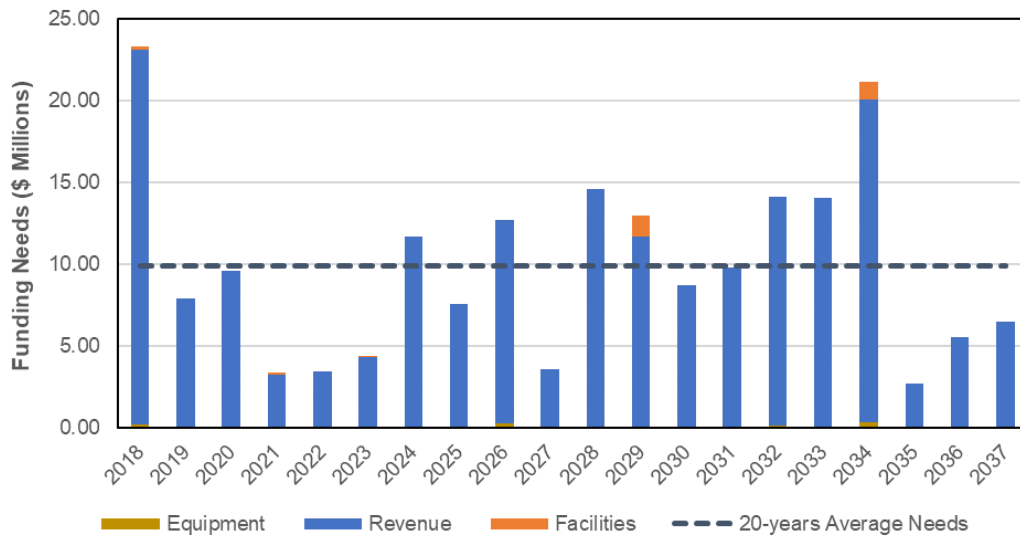


Figure 5-5: Group TAMP Participants 20-Year Capital Investment Needs

As shown, these investment needs are primarily driven by revenue vehicles, which represent more than 90 percent of the capital asset inventory estimated value. The total funding needs for FY 2018 are estimated to be over \$23 million (2018 dollars), and this value represents ODOT’s SGR backlog for the Tier II providers participating in this Group TAMP. Evidently, the projected funding levels for each subgroup and for the entire Group are insufficient to address the capital investment needs to maintain all assets in a state of good repair, as summarized in Table 5-1.

Table 5-1 Summary of Group TAMP Funding Analysis

Funding Sub-Group	Projected Funding	Projected Need	Difference
5311	\$0.68M	\$9.07M	(\$8.39M)
5307	\$0.22M	\$0.81M	(\$0.59M)
Other	\$1.63M	-	\$1.63M
TOTAL	\$2.53M	\$9.88M	(\$7.35M)

ODOT’s projected funding levels of \$2.53 million per year are insufficient to address the average capital investment needs of \$9.88 million per year for the next 20 years.

It is important to note that this funding analysis has captured the needs for eliminating the initial backlog and maintaining it at \$0, while also maintaining each agency’s service at current levels. As discussed in Section 2.1, ridership for the Group has decreased due to diminishing financial resources to meet the demand/need for the communities served. Service expansion to meet the transit needs of the state will require additional investments in new assets which would increase the projected capital investment needs. Future funding analyses will include these additional capital needs to expand service and increase service levels, to meet the needs of the state.

5.3 INVESTMENT PRIORITIZATION

For FY 2019, capital investments were sourced from 5339 and 5307 funding (for CART). ODOT received a particularly generous number of grants from the discretionary bus and bus facilities grant program (5339b) making a total amount of \$12.25 million available for capital expenditure. While this amount is significantly higher than ODOT’s typical capital funding, it is not expected to be sustained in the future, since over 50% of it is discretionary funding.

With this funding, the following projects have been prioritized for FY 2019. The list is shown in order of priority based on asset condition.

ODOT Allocation of Section 5339(a) Funding	
Criteria	Percentage
Total Fleet	20%
Passenger Trips	15%
Revenue Miles	15%
Population	10%
Guaranteed Vehicle	20%
Useful Benchmark	20%

Table 5-2: Selected Capital Investment Projects for FY 2019

	Subrecipient	Project
1	OSU-Stillwater Community Transit	1 Maintenance Facility Rehab
2	Red River Transportation Service	9 Minivan Replacements
3	Cherokee Strip Transit	7 Minivan Replacements 13 ADA Minivan Replacements
4	Southern Oklahoma Rural Transportation System	3 Cutaway Bus Replacements 11 ADA Minivan Replacements
5	KI BOIS Area Transit System	13 Minivan Replacements 32 ADA Minivan Replacements
6	Southwest Transit	1 Minivan Replacement
7	Cimarron Public Transit System	2 New Cutaway Buses 2 Cutaway Bus Replacements 3 ADA Minivan Replacements
8	J.A.M.M. Transit	5 Minivan Replacements
9	First Capital Trolley	7 Minivan Replacements 1 New Cutaway Bus 17 ADA Minivan Replacements
10	Little Dixie Transit	6 Minivan Replacements 6 ADA Minivan Replacements
11	Pelivan Transit	2 Cutaway Bus Replacements 2 Minivan Replacements 1 ADA Minivan Replacement
12	Cleveland Area Rapid Transit	2 Bus Replacements
13	Enid Public Transit	2 Cutaway Bus Replacements
14	Central Oklahoma Transit System	1 ADA Minivan Replacement
15	Delta Public Transit	1 ADA Minivan Replacement
16	Washita Valley Transit	1 ADA Minivan Replacement

6 ASSET MANAGEMENT ENABLERS

6.1 RESOURCES

For all the transit organizations participating in this Group TAMP, asset management activity is coordinated by the ODOT Transit Programs Division. As needed, representatives from each agency are brought together for discussions and workshops. At the agency level, this responsibility resides primarily within the departments of Finance (31%), Operations (29%), and Maintenance (27%), as shown in Figure 6-1. To manage each agency, ODOT assigns Project Managers, each responsible for a specific Group of agencies to coordinate throughout the year on the different aspects of the planning process, including the facility condition assessments.

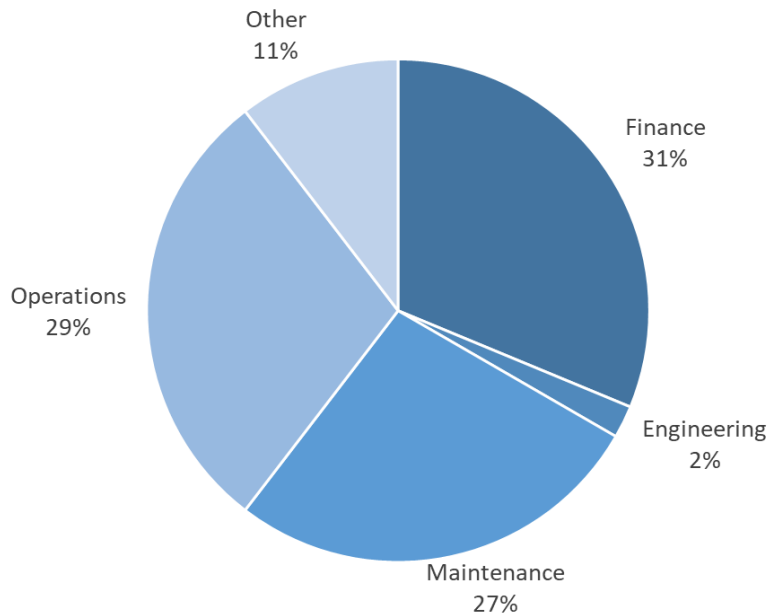


Figure 6-1 Distribution of work function for asset management staff at subrecipient agencies

6.2 DECISION SUPPORT TOOLS & PROCESSES

To support asset management, ODOT and its transit providers utilize several decision-support tools and processes summarized in Table 6-1.

Table 6-1: Decision Support Processes and Tools Used in the Asset Management

PROCESS/TOOL	DESCRIPTION/CONFIGURATION	OWNER
MYLEOnet Asset Management Module	Web-based transit asset inventory used to keep track of operating and capital costs, total annual revenue, revenue vehicle miles through monthly, quarterly and annual reports; also, supports reimbursement of claims.	ODOT



PROCESS/TOOL	DESCRIPTION/CONFIGURATION	OWNER
In-house Log Books	These books keep records of maintenance activities, costs, and type for each vehicle. It is also used to flag vehicles when past their useful life in years and miles.	WVT
Vehicle Maintenance and Service Life Tracking System	In-house developed system that tracks vehicle mileage and identifies vehicles that require routine maintenance based on mileage. Mileage information is updated weekly. Maintenance costs and vehicle condition is obtained from KATS maintenance shop records.	KATS
Maintenance Software	In-house developed system that tracks and reports all maintenance activities per vehicle throughout the service life. It is also supports preventive maintenance planning. This system compares maintenance needs against replacement cost for each vehicle, and this information is used to determine which vehicle to replace.	RED
Tracking System Software	System compares repair history and general vehicle performance to support vehicle replacement decisions.	LITTLE
Microsoft Excel Spreadsheets	In-house developed Excel spreadsheet that documents vehicle condition and needs and tracks preventive maintenance activities. It also compares repair expenses against replacement cost to determine is vehicle should be replaced.	JAMM, MCT
	In-house developed Excel spreadsheet used to track maintenance and schedule preventive maintenance. Tool tracks inventory and maintenance cost per vehicle. In addition, spreadsheet tracks monthly mileage and alerts when a vehicle has reached its maximum useful mileage or benchmark.	CART, SORTS
Fleet Network Verizon	Fleet management software that tracks maintenance activities, maintenance needs, warranty needs, and vehicle usage.	MCT
Inspection Sheets / Paper forms	Drivers complete these inspection sheets daily for each vehicle. Maintenance coordinator reviews sheets and processes repair requests if needed.	MCT, RED
Faster Reports	Tool used to track and summarize costs associated with maintenance of assets	CART
Cartegraph	Support fleet management activities and track all transit assets	ENID

PROCESS/TOOL	DESCRIPTION/CONFIGURATION	OWNER
Lucity Software	System tracks maintenance records on vehicles	GT (City of Guymon)
Routematch	System used for creating driver's schedules, logging rider's information, creating daily ride manifests, monitoring vehicle location, and keeping track of payment transactions.	PEL
Financial Management Software	Software provides support for budgeting activities and to keep track of cash flows. It also provides support to plan for transit asset procurement and asset disposition.	MAGB, SORTS
MIP Fund Accounting	Tool tracks asset depreciation and funding plans. System currently not used for decision making.	SW
Vehicle Replacement Decision Making Process	Once funding is available through ODOT, management decides if funds are available to replace or acquire new buses.	CAR, WVT
	Agencies run reports from systems that shows vehicles condition in terms of mileage and maintenance history. Then, this information is discussed with staff (e.g., maintenance supervisor) to identify which vehicles should be replaced.	LITTLE, KATS, MCT
	Staff review maintenance records and years of service for each vehicle, and decide which vehicle should be replaced based on age and maintenance costs. Process also includes an analysis of expansion needs.	COTS, CPTS, CST, DELTA, FIRST, RED, SW
	Monthly meetings to discuss issues with rolling stock and future funding	SORTS
CART Procurement Manual	Manual details processes and procedures for purchasing rolling stock	CART

7 CONTINUOUS IMPROVEMENT

This Group TAMP has been developed as a starting point for the Oklahoma Tier II provider Group to develop strategies to best utilize limited available funding to meet state of good repair investment needs. FTA regulations require updates of the Group TAMP every four years, at a minimum, giving the Group an opportunity to continuously improve the maturity of the asset management function both in the Transit Programs Division and at the subrecipient level. The following key initiatives have been identified for consideration over the next four years towards stronger asset management practices.

Table 7-1: Key Initiatives to Improve Asset Management

<i>INITIATIVE</i>	<i>DESCRIPTION</i>
Group TAMP Process Review & Gap Assessment	Review the progress made in the first year of delivering the Group TAMP and develop strategies to improve. May include a formal gap assessment process.
Group TAMP Alignment with Capital Planning	Establish the link between the Group TAMP cycle and update process and the capital awards process. The Group TAMP will be reviewed and updated based on funding availability.
Asset Management Training	Develop a training program for subrecipient agencies on asset management principles, following up to the first asset management workshop.
Asset Management Manual	Develop a manual that documents the steps involved in the asset management planning process, including the necessary steps to produce this asset management plan.
Funding Allocation Review	Review the processes for allocating federal funding (5311 and 5339) to ensure that the best use is made of available resources, incorporating asset management principles.
Facility Condition Assessment Review	Review the first round of physical facility condition assessments to identify areas for improvement.
Asset Portfolio Dashboard	Develop a web-based dashboard linked to the online inventory database (MYLEOnet) that provides subrecipients and other stakeholders with a snapshot view of asset inventory, condition, and performance. The link to the database will reduce the offline data analysis needs and keep a current view of the portfolio.
Useful Life Benchmark (ULB) Workshop	Revisit the ULBs selected for the Group to identify values that more closely reflect the operating environments of the participants in the ODOT Group TAMP.



<i>INITIATIVE</i>	<i>DESCRIPTION</i>
Service Demand Analysis & Alignment to Asset Management Needs	Conduct a thorough needs analysis to identify service levels at each subrecipient agency that would meet the transit demands of the communities served. Update the asset management analysis with the capital asset and asset management needs that would result based on the service levels established.
Investment Prioritization Framework/Tools	Provide training and/or resources to develop investment prioritization frameworks, tools, or processes for individual subrecipients to use in identifying the appropriate investments to propose to ODOT during the capital planning process.

APPENDIX A: KEY DEFINITIONS

Accountable Executive

Defined by 49 U.S.C. Chapter 53 as a “single, identifiable person who has ultimate responsibility for carrying out the safety management systems of a public transportation agency; responsibility for carrying out transit asset management practices; and control or direction over the human and capital resources needed to develop and maintain both the agency’s public transportation agency safety plan, in accordance with 49 U.S.C. 5329(d), and the agency’s transit asset management plan in accordance with 49 U.S.C. 5326.

Transit Asset or Transit Capital Asset

A depreciable physical Asset required to support transit service either directly or indirectly, including vehicles, stations, facilities, guideway and systems Assets, whether mobile or fixed.

Asset Inventory

Refers to a register of agency’s assets and information about those assets.

Lifecycle

The time interval that begins with the acquisition of a Transit Asset, and ends with the disposal of the Transit Asset. Lifecycle phases may include planning, design, procurement, construction, operations, maintenance, rehabilitation, and asset replacement/disposal.

State of Good Repair (SGR)

Defined by 49 U.S.C. Chapter 53 as the “condition in which a [transit asset or] capital asset is able to [safely] operate at a full level of performance.” The State of Good Repair is further defined by an asset’s Useful Life Benchmark (for rolling stock and equipment) or physical condition (for facilities). Assets are considered in a State of Good Repair when they do not meet or exceed their ULB or physical condition threshold. Vehicle and equipment assets, for example, are considered in a State of Good Repair, when rated as a 2.5 or above on TERM Lite scale, where 2.5 is equivalent to the ULB set for an asset class. Additionally, facilities, are considered in a State of Good Repair when rated as a 3 or above on FTA’s TERM scale. *Also see definition for Useful Life Benchmark.*

State of Good Repair (SGR) Backlog

The cumulative dollar value of deferred capital maintenance and replacement needs.

Term Scale

The five-category rating system used in the FTA’s TERM Model to describe the condition of an asset, where 5 is excellent condition and 1 is poor condition.

Tier I Transit Provider

An entity that receives Federal financial assistance under 49 U.S.C. Chapter 53, either directly from FTA or as a subrecipient, that owns, operates, or manages either (1) one hundred and one (101) or more vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode, or (2) rail transit.

Tier II Transit Provider

An entity that receives Federal financial assistance under 49 U.S.C. Chapter 53, either directly from FTA or as a subrecipient that owns, operates, or manages (1) one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, (2) a subrecipient under the 5311 Rural Area Formula Program, (3) or any American Indian tribe.

Transit Asset Management (TAM)

Defined by 49 U.S.C. Chapter 53 as “the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation.”

Transit Asset Management Plan (TAMP)

This document, which describes: the capital asset inventory; condition of inventoried assets; TAM performance measures, targets, and prioritization of investments aligned with the agency’s strategic goals and objectives; as well as the strategies, activities, and resources required for delivering this plan (including decision support tools and processes); and other agency-wide approaches to continually improve TAM practices.

Group TAM Plan

Defined by 49 U.S.C. Chapter 53 as “a single TAM Plan that is developed by a sponsor on behalf of at least one tier II provider.

Useful Life

Defined by 49 U.S.C. Chapter 53 as “either the expected life cycle of a capital asset or the acceptable period of use in service determined by FTA.” It generally defines the minimum eligibility for retirement, replacement, or disposal of an asset.

Useful Life Benchmark (ULB)

Defined by 49 U.S.C. Chapter 53 as “the expected life cycle or the acceptable period of use in service for a capital asset, as determined by a transit provider, or the default benchmark provided by FTA.” The ULB is the realistic expectation for when an asset would be disposed or replaced based on operating environment and procurement timelines. It is not the same as “Useful Life” in FTA grant programs, is reported by age (in years), and usually only pertains to rolling stock or equipment. It is a single number shared for or within specified asset classes, although may vary across different asset classes and providers.



APPENDIX B: ACCOUNTABLE EXECUTIVE APPROVALS



TRANSIT ASSET MANAGEMENT GROUP PLAN

ACCOUNTABLE EXECUTIVE APPROVAL

I, Joyce Clark (Name), Accountable Executive of Beaver City Transit (Subrecipient Agency), confirm that I have reviewed the 2018 Oklahoma Transit Asset Management Group Plan prepared by the Oklahoma DOT Transit Programs Division.

Per the regulations established by the Federal Transit Administration, I hereby approve the TAM Group Plan and all the information contained therein, including the annual performance targets for Fiscal Year 2018.

Signed: 

Date: September 20, 2018



TRANSIT ASSET MANAGEMENT GROUP PLAN

ACCOUNTABLE EXECUTIVE APPROVAL

I, Jeff Epperly (Name), Accountable Executive of Pontotoc County Public Transit Authority (Subrecipient Agency), confirm that I have reviewed the 2018 Oklahoma Transit Asset Management Group Plan prepared by the Oklahoma DOT Transit Programs Division.

Per the regulations established by the Federal Transit Administration, I hereby approve the TAM Group Plan and all the information contained therein, including the annual performance targets for Fiscal Year 2018.

Signed: Jeff Epperly

Date: 9-27-18

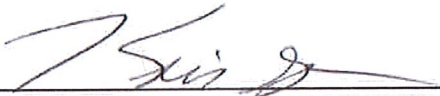


TRANSIT ASSET MANAGEMENT GROUP PLAN

ACCOUNTABLE EXECUTIVE APPROVAL

I, Kris Glenn (Name), Accountable Executive of Cleveland Area Rapid Transit (CART) (Subrecipient Agency), confirm that I have reviewed the 2018 Oklahoma Transit Asset Management Group Plan prepared by the Oklahoma DOT Transit Programs Division.

Per the regulations established by the Federal Transit Administration, I hereby approve the TAM Group Plan and all the information contained therein, including the annual performance targets for Fiscal Year 2018.

Signed: 

Date: 9-25-18



TRANSIT ASSET MANAGEMENT GROUP PLAN

ACCOUNTABLE EXECUTIVE APPROVAL

I, Tina Lowery (Name), Accountable Executive of Central Oklahoma Transit System (Subrecipient Agency), confirm that I have reviewed the 2018 Oklahoma Transit Asset Management Group Plan prepared by the Oklahoma DOT Transit Programs Division.

Per the regulations established by the Federal Transit Administration, I hereby approve the TAM Group Plan and all the information contained therein, including the annual performance targets for Fiscal Year 2018.

Signed: Tina Lowery

Date: 9-27-18



TRANSIT ASSET MANAGEMENT GROUP PLAN

ACCOUNTABLE EXECUTIVE APPROVAL

I, Laura Corff (Name), Accountable Executive of United Community Action Program, Inc. (Subrecipient Agency), confirm that I have reviewed the 2018 Oklahoma Transit Asset Management Group Plan prepared by the Oklahoma DOT Transit Programs Division.

Per the regulations established by the Federal Transit Administration, I hereby approve the TAM Group Plan and all the information contained therein, including the annual performance targets for Fiscal Year 2018.

Signed: Laura Corff

Date: Sept. 21, 2018



TRANSIT ASSET MANAGEMENT GROUP PLAN

ACCOUNTABLE EXECUTIVE APPROVAL

I, Rita Kroll, Transit Director (Name), Accountable Executive of Northern Oklahoma Development Authority dba Cherokee Strip Transit (Subrecipient Agency), confirm that I have reviewed the 2018 Oklahoma Transit Asset Management Group Plan prepared by the Oklahoma DOT Transit Programs Division.

Per the regulations established by the Federal Transit Administration, I hereby approve the TAM Group Plan and all the information contained therein, including the annual performance targets for Fiscal Year 2018.

Signed: Rita Kroll

Date: 9-25-18

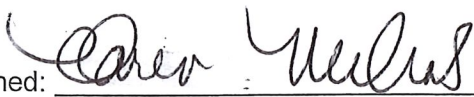


TRANSIT ASSET MANAGEMENT GROUP PLAN

ACCOUNTABLE EXECUTIVE APPROVAL

I, Karen Nichols (Name), Accountable Executive of Delta Comm. Action Fnd. Inc. (Subrecipient Agency), confirm that I have reviewed the 2018 Oklahoma Transit Asset Management Group Plan prepared by the Oklahoma DOT Transit Programs Division.

Per the regulations established by the Federal Transit Administration, I hereby approve the TAM Group Plan and all the information contained therein, including the annual performance targets for Fiscal Year 2018.

Signed: 

Date: 9-25-18



TRANSIT ASSET MANAGEMENT GROUP PLAN

ACCOUNTABLE EXECUTIVE APPROVAL

I, William Shewey, City of Enid Mayor (Name), Accountable Executive of Enid Public Transportation Authority (Subrecipient Agency), confirm that I have reviewed the 2018 Oklahoma Transit Asset Management Group Plan prepared by the Oklahoma DOT Transit Programs Division.

Per the regulations established by the Federal Transit Administration, I hereby approve the TAM Group Plan and all the information contained therein, including the annual performance targets for Fiscal Year 2018.

Signed: William E. Shewey Date: 9/28/2018



TRANSIT ASSET MANAGEMENT GROUP PLAN

ACCOUNTABLE EXECUTIVE APPROVAL

I, Melisa Foster (Name), Accountable Executive of First Capital Trolley (Subrecipient Agency), confirm that I have reviewed the 2018 Oklahoma Transit Asset Management Group Plan prepared by the Oklahoma DOT Transit Programs Division.

Per the regulations established by the Federal Transit Administration, I hereby approve the TAM Group Plan and all the information contained therein, including the annual performance targets for Fiscal Year 2018.

Signed: Melisa Foster Date: 9/24/18



TRANSIT ASSET MANAGEMENT GROUP PLAN

ACCOUNTABLE EXECUTIVE APPROVAL

I, Kim L. Peterson (Name), Accountable Executive of City of Guymon - The Ride (Subrecipient Agency), confirm that I have reviewed the 2018 Oklahoma Transit Asset Management Group Plan prepared by the Oklahoma DOT Transit Programs Division.

Per the regulations established by the Federal Transit Administration, I hereby approve the TAM Group Plan and all the information contained therein, including the annual performance targets for Fiscal Year 2018.

Signed: _____

A handwritten signature in blue ink, appearing to read 'K L Peterson', is written over a horizontal line.

Date: _____

9-24-2018



TRANSIT ASSET MANAGEMENT GROUP PLAN

ACCOUNTABLE EXECUTIVE APPROVAL

I, LaQuita Thornley (Name), Accountable Executive of JAMM Transit/INCA CAP (Subrecipient Agency), confirm that I have reviewed the 2018 Oklahoma Transit Asset Management Group Plan prepared by the Oklahoma DOT Transit Programs Division.

Per the regulations established by the Federal Transit Administration, I hereby approve the TAM Group Plan and all the information contained therein, including the annual performance targets for Fiscal Year 2018.

Signed: LaQuita Thornley

Date: 9/24/18




TRANSIT ASSET MANAGEMENT GROUP PLAN

ACCOUNTABLE EXECUTIVE APPROVAL

I, Carroll Huggins (Name), Accountable Executive of KI BOIS Community Action Foundation, Inc. (Subrecipient Agency), confirm that I have reviewed the 2018 Oklahoma Transit Asset Management Group Plan prepared by the Oklahoma DOT Transit Programs Division.

Per the regulations established by the Federal Transit Administration, I hereby approve the TAM Group Plan and all the information contained therein, including the annual performance targets for Fiscal Year 2018.

Signed: 

Date: September 24, 2018



TRANSIT ASSET MANAGEMENT GROUP PLAN

ACCOUNTABLE EXECUTIVE APPROVAL

I, Jeanne McMillin (Name), Accountable Executive of Little Dixie Community Action (Subrecipient Agency), confirm that I have reviewed the 2018 Oklahoma Transit Asset Management Group Plan prepared by the Oklahoma DOT Transit Programs Division.

Per the regulations established by the Federal Transit Administration, I hereby approve the TAM Group Plan and all the information contained therein, including the annual performance targets for Fiscal Year 2018.

Signed: Jeanne McMillin

Date: 9/25/18

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SEP 28 2018
Transit Programs
Division



TRANSIT ASSET MANAGEMENT GROUP PLAN

ACCOUNTABLE EXECUTIVE APPROVAL

I, William Johnston, Executive Director (Name), Accountable Executive of MAGB Transportation, Inc. (Subrecipient Agency), confirm that I have reviewed the 2018 Oklahoma Transit Asset Management Group Plan prepared by the Oklahoma DOT Transit Programs Division.

Per the regulations established by the Federal Transit Administration, I hereby approve the TAM Group Plan and all the information contained therein, including the annual performance targets for Fiscal Year 2018.

Signed: William Johnston

Date: 9/20/2018



TRANSIT ASSET MANAGEMENT GROUP PLAN

ACCOUNTABLE EXECUTIVE APPROVAL

I, Darla Bennett (Name), Accountable Executive of Muskogee Co. Transit (Subrecipient Agency), confirm that I have reviewed the 2018 Oklahoma Transit Asset Management Group Plan prepared by the Oklahoma DOT Transit Programs Division.

Per the regulations established by the Federal Transit Administration, I hereby approve the TAM Group Plan and all the information contained therein, including the annual performance targets for Fiscal Year 2018.

Signed: Darla Bennett

Date: 9/28/18



TRANSIT ASSET MANAGEMENT GROUP PLAN

ACCOUNTABLE EXECUTIVE APPROVAL

I, Tom Duncan (Name), Accountable Executive of OSU Transit (Subrecipient Agency), confirm that I have reviewed the 2018 Oklahoma Transit Asset Management Group Plan prepared by the Oklahoma DOT Transit Programs Division.

Per the regulations established by the Federal Transit Administration, I hereby approve the TAM Group Plan and all the information contained therein, including the annual performance targets for Fiscal Year 2018.

Signed: _____

Date: _____

9/28/2018



TRANSIT ASSET MANAGEMENT GROUP PLAN

ACCOUNTABLE EXECUTIVE APPROVAL

I, Kendra Sue McGeedy (Name), Accountable Executive of Relivan Transit / NTTC (Subrecipient Agency), confirm that I have reviewed the 2018 Oklahoma Transit Asset Management Group Plan prepared by the Oklahoma DOT Transit Programs Division.

Per the regulations established by the Federal Transit Administration, I hereby approve the TAM Group Plan and all the information contained therein, including the annual performance targets for Fiscal Year 2018.

Signed: _____

K S McGeedy

Date: _____

9-28-18



TRANSIT ASSET MANAGEMENT GROUP PLAN

ACCOUNTABLE EXECUTIVE APPROVAL

I, Brent Morey (Name), Accountable Executive of Red River Transportation (Subrecipient Agency), confirm that I have reviewed the 2018 Oklahoma Transit Asset Management Group Plan prepared by the Oklahoma DOT Transit Programs Division.

Per the regulations established by the Federal Transit Administration, I hereby approve the TAM Group Plan and all the information contained therein, including the annual performance targets for Fiscal Year 2018.

Signed: _____

Date: _____

9-28-18



TRANSIT ASSET MANAGEMENT GROUP PLAN

ACCOUNTABLE EXECUTIVE APPROVAL

I, Allen Leaird (Name), Accountable Executive of Southern Oklahoma Rural Transportation System Big Five Community Services, Inc. (Subrecipient Agency), confirm that I have reviewed the 2018 Oklahoma Transit Asset Management Group Plan prepared by the Oklahoma DOT Transit Programs Division.

Per the regulations established by the Federal Transit Administration, I hereby approve the TAM Group Plan and all the information contained therein, including the annual performance targets for Fiscal Year 2018.

Signed: Allen Leaird

Date: 9/28/18



TRANSIT ASSET MANAGEMENT GROUP PLAN

ACCOUNTABLE EXECUTIVE APPROVAL

I, Ingrid Gifford (Name), Accountable Executive of
Southwest Oklahoma Community
Action Group, Inc. (Subrecipient Agency), confirm that I have reviewed
the 2018 Oklahoma Transit Asset Management Group Plan prepared by the Oklahoma DOT Transit
Programs Division.

Per the regulations established by the Federal Transit Administration, I hereby approve the TAM Group
Plan and all the information contained therein, including the annual performance targets for Fiscal Year
2018.

Signed: _____

Date: 9/20/2018



TRANSIT ASSET MANAGEMENT GROUP PLAN

ACCOUNTABLE EXECUTIVE APPROVAL

I, Sharlotte Key (Name), Accountable Executive of Washita Valley Community Action (Subrecipient Agency), confirm that I have reviewed the 2018 Oklahoma Transit Asset Management Group Plan prepared by the Oklahoma DOT Transit Programs Division.

Per the regulations established by the Federal Transit Administration, I hereby approve the TAM Group Plan and all the information contained therein, including the annual performance targets for Fiscal Year 2018.

Signed: 

Date: 9-27-18