Group TAM Plan Sponsor Workbook

AASHTO Council on Public Transportation – Multi-State Transit Technical Assistance Program (MTAP) Winter Meeting November 2017

Mshadoni Smith TAM Program Manager
Today’s Presentation

• Group Plan Sponsor Workbook
  ▪ Background & Purpose
  ▪ Intended Audience
  ▪ Content

• Feedback

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Background & Purpose

• Group Plan Concept
  ▪ 4-element TAM plan on behalf of Subrecipients
    ▪ 5311 & 5310 definitely
    ▪ 5307 by mutual agreement
  ▪ Consolidated administrative efforts
  ▪ Minimize burden on small grantees
  ▪ In general follows the funding structure

• Not Guidance
  ▪ Considerations and suggestions for “how” to Sponsor a group plan where regulation is vague or silent
Intended Audience

- Group Plan Sponsors
  - State DOT
  - MPO
  - Direct recipient with subrecipients (ex. LA Metro)
  - Designated recipient with subrecipients (ex. MTC)
  - Tribes
- Some value for Group plan participants
State Role in Group TAM plan

- Sponsor and coordinate TAM plan
- Ensure participants have understanding of data needs & schedule
  - Inventory of assets
  - Condition assessments
- Provide opportunity for input on project prioritization
- Provide opportunity for review and comment on the plan
III. **Background**: A brief overview of the TAM Final Rule and concept of a group plan.

IV. **Applicability**: Helps readers understand if they are required to develop a group plan and identify their participants.

V. **Expectations of Sponsors**: Helps identify who is involved in each element of the group plan and offers suggestions on how to make these decisions.

VI. **Developing a Group Plan**: Deals directly with the elements of a TAM plan and the coordination and reporting responsibilities.

VII. **Other Considerations**: Unique or less frequent scenarios that sponsors may encounter when developing group plans, including funding and oversight considerations.

VIII. **Resources**: A list of resources that can be useful in developing a group plan.
Expectations of Sponsor

- Defining Group
- Defining Roles
- Communication***

- Eligibility for participation in the group plan;
- Plans and timeline and deadlines for TAM plan development;
- Data needs and formats from agencies;
- Procedures for having policy discussions;
- Plans for setting targets and prioritizing investments;
- Thresholds for amending the TAM plan;
- Thresholds for a TAM plan update;
- Coordination with planning organizations; and,
- Expectations for the process of opting out.
## Developing a Group Plan

<table>
<thead>
<tr>
<th>Element</th>
<th>Sponsor</th>
<th>Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overarching</strong></td>
<td>• Writes plan</td>
<td>• Supports plan</td>
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<tr>
<td></td>
<td></td>
<td>• Accountable Executive approves plan</td>
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<tr>
<td><strong>TAM Asset Inventory</strong></td>
<td>• Coordinate consolidation</td>
<td>• Collect asset data</td>
</tr>
<tr>
<td></td>
<td>• Develop/modify database or software</td>
<td>• Submit data in format required on schedule</td>
</tr>
<tr>
<td></td>
<td>• Define data collection elements and formats</td>
<td></td>
</tr>
<tr>
<td><strong>Condition Assessment</strong></td>
<td>• Define data collection methodology and schedule</td>
<td>• Support/conduct condition assessment</td>
</tr>
<tr>
<td></td>
<td>• Manage data (i.e. database/software)</td>
<td>• Submit data to sponsor in format required on schedule</td>
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<tr>
<td></td>
<td>• Submit data to NTD**</td>
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<tr>
<td><strong>Decision Support Tools</strong></td>
<td>• Share guiding policies including weighting or ranking priorities</td>
<td>• Communicate goals and needs</td>
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<tr>
<td></td>
<td>• Develop tools</td>
<td>• Provide information to support tool</td>
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<tr>
<td></td>
<td>• Analyze &amp; interpret data</td>
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## Developing a Group Plan (2)

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</table>
| **Investment Prioritization** | • Gather additional data  
• Prioritize projects (iterative step)  
• Generate ranked list of projects | • Share info on all funding sources with sponsor  
• Share existing Capital Investment Plans  
• Coordinate with sponsor |
| **Annual Target Setting** | • Coordinate target setting with the participating transit providers’ Accountable Executives, to the extent practicable  
• Report targets to NTD | |
| **Annual Narrative Report** | • Develop the Annual Narrative Report  
• Submit narrative to NTD | |
| **NTD Asset Inventory**   | • For those participants that do not report independently, report basic TAM information including:  
  o Agency profile  
  o Asset inventory  
  o Facility condition assessment (as applicable) | • Those participants that report independently to NTD are responsible for reporting basic TAM information including:  
  o Agency profile  
  o Asset inventory  
  o Facility condition assessment (as applicable) |
Feedback_Expanded Concepts

• Using this as a focus group
• Workbook is DRAFT
• Expanded concepts:
  ▪ Accountable Executive
  ▪ Shared assets
  ▪ Investment prioritization
  ▪ Reporting to NTD
Feedback_New Concepts

- Thresholds for amendment vs update
- Timeframe for defining group
- Oversight approach/Documentation
- Subrecipient non-compliance
FTA Regional POCs

Regional Contacts

For more information about specific issues related to your agency's situation, refer to the regional points of contact below.

<table>
<thead>
<tr>
<th>Region</th>
<th>Individual</th>
<th>FTA Title</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Matt Keamy</td>
<td>Supervisory Transportation Program Specialist</td>
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<tr>
<td>2</td>
<td>Sheldon Soleyn</td>
<td>General Engineer</td>
</tr>
<tr>
<td>3</td>
<td>Anne Marie Resnick</td>
<td>Financial Analyst</td>
</tr>
<tr>
<td>4</td>
<td>Guanying Lei</td>
<td>General Engineer</td>
</tr>
<tr>
<td>5</td>
<td>Kris Welch</td>
<td>Community Planner</td>
</tr>
<tr>
<td>6</td>
<td>Cheryle Tyson</td>
<td>Regional Engineer</td>
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<tr>
<td>7</td>
<td>Bill Kalt</td>
<td>Transportation Program Specialist</td>
</tr>
<tr>
<td>8</td>
<td>Larry Squires</td>
<td>Community Planner</td>
</tr>
<tr>
<td>9</td>
<td>Susan Ko</td>
<td>General Engineer</td>
</tr>
<tr>
<td>10</td>
<td>James (Steve) Saxton</td>
<td>Transportation Program Specialist</td>
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