

2020 – 2024



Northwestern Indiana
Transit Asset Management
Group Plan for Small Transit Providers

Updated 8/27/20

Introduction

This Transit asset management group plan is for all small transit providers in Northwestern Indiana. Every small provider in this plan is a subrecipient of the Northwestern Indiana Regional Planning Commission. Transit operators and their accountable executives participating in this plan are:

Transit Operator	Accountable Executive
City of LaPorte, TransPorte	Beth West
City of Valparaiso, ChicaGo Dash and V-Line	Beth Shrader
Lake County Community Services	Blossom Mabon
East Chicago Transit	Frank Rosado
North Township Dial-a-Ride	Lisa Holland
Opportunity Enterprises	Amanda Geary
Porter County Aging and Community Services	Bruce Lindner

Each subrecipient in this group plan, and all the subrecipients together qualify as a Tier II Plan.

This plan will outline a strategy for replacing revenue vehicles, service vehicles, and facility upgrades, and targets associated with those strategies. These targets were made in collaboration with all transit operators in the small group plan. When developing the plan, operators indicated that this is one small part in a large set of reforms to transit funding. As such, aggressive targets were unnecessary and would hinder progress in the broader planning effort. For instance, on paper many vehicles in the small group plan's fleet have met the end of their useful life, however most of the vehicles in question are already in awarded grants and are pending replacement. NIRPC is working with the operators to create efficiencies in the timing of vehicle replacements. This document will address some of those strategies. Operators also indicated that while some vehicles may have met the end of their useful life, many of the vehicles have been well-maintained and are functioning well, for the operator's needs. This document offers strategies to allow for flexibility on behalf of the operators to hold on to vehicles that may have met the end of their useful life, but are still highly functional.

This document allows for regular updates to the vehicle condition assessment and the prioritized list of investments. The document's four-year planning horizon will be updated annually, so that a new list of prioritized investments will be added in the furthest available year of the plan.

Asset inventory

The following asset inventory is a summary of all significant assets contained within the small group plan. Unlike many other transit systems, the operators in this small group plan have no significant valued assets that are not rolling stock or facilities. All equipment of significant value is often leased, outsourced to an outside maintenance provider, or is part of the broader agency and is not purchased or maintained with FTA funding.

NIRPC currently maintains an asset inventory of all significant assets among its subrecipients. The asset inventory for vehicles is attached as Appendix C. The asset inventory for vehicles contains the following fields:

Fields to be maintained in the Vehicle Asset Inventory	
NIRPC ID	End of Useful Life Year
Serial number	Current Years in Operation
Agency ID	Amount of Years Over the End of Useful Life Benchmark
Vehicle Model	Percent of Years Over the End of Useful Life Benchmark
Vehicle Type	Current Revenue Mileage
Lift (Y/N)	End of Useful Life Benchmark (Mileage)
Fuel Type (Gas, Diesel, Liquid Propane)	Percent of Miles Over the End of Useful Life Benchmark
Vehicle Type (Service, Non-service)	Estimated Replacement Year
Model Year	Condition Assessment
Cost (At time of purchase)	Inflation Years (Number of years of inflation between purchase and replacement)
Useful Life Benchmark (Years)	Estimated increase in cost due to inflation
Delivery Month	Estimated true cost of replacement (includes inflation added)
Delivery Year	Spare Status (Is this vehicle being used as a spare? Y/N)
End of Useful Life Month	Replacement Schedule: (2020 - 2024)

NIRPC will also maintains an asset inventory of all facility assets among its subrecipients. The asset inventory for facilities is attached as Appendix D. The asset inventory for facilities contains the following fields:

Fields to be maintained in the Vehicle Asset Inventory
Operator
Facility Address
Type of Facility
If federal funds have been used to update or maintain the facility (Y / N)
Average TERM Scale Rating for the Facility

Vehicle condition assessment

The vehicle condition assessment will be combined with the asset inventory. A field will contain the assessed condition of each vehicle in the fleet. Operators are required to submit a rating for each system on each vehicle, using a 0-10 rating scale. Each vehicle in the fleet will have each system rated when each vehicle is submitted for regular routine maintenance by a mechanic or other certified professional. All condition assessments must be completed annually, by the end of the federal fiscal year.

Failure to complete an annual condition assessment for each vehicle in an operator’s fleet will result in no TIP awards or grant executions for an operator’s vehicle replacements.

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Unless a vehicle has a system rated as “0” or “inoperable” it will not be submitted to FTA as a request for early retirement.

Each operator will use the following system rating score to assess each vehicle’s systems:

Score	Rating	Description
10	Excellent	Brand new, no major problems exist, only routine preventive maintenance
7 - 9	Good	Elements are in good working order, requiring only nominal or infrequent minor repairs (Greater than 6 months between minor repairs)
4 - 6	Moderate	Requires frequent minor repairs (less than 6 months between repairs) or infrequent major repairs (more than 6 months between major repairs)
1 - 3	Poor	Requires frequent major repairs (less than 6 months between major repairs)
0	Inoperable	In such a poor condition, that continued use presents potential problems

This score will be applied to the following ten vehicle systems:

System	Description	Score
Engine	Evaluate available compression tests, oil usage, oil analysis and noise	(1 - 10)
Drive-Train	Evaluate transmission and rear-end based on fluid analysis, shift quality, fluid leaks and noises	(1 - 10)
Electrical	Evaluate lights, switches, gauges, and other electrical mechanisms relative to general working conditions. Evaluate wiring condition especially front to back wiring	(1 - 10)
Suspension/Steering	Evaluate the suspension and steering capability throughout the vehicle, ensure that fluids are working, connections are solid, and the bus does not needlessly sway.	(1 - 10)
A/C, Heating	Evaluate cooling and heating capability throughout the bus in order to maintain passenger driver and comfort	(1 - 10)
Structure	Evaluate extent of crack and rust involvement in structure	(1 - 10)
Body Interior	Evaluate condition of floor, windows, seats, side and modesty panels and other interior items	(1 - 10)
Body Exterior	Evaluate extent of cracks, dents, and rust	(1 - 10)
Wheelchair Safety	Evaluate ability to load and unload passengers safely	(1 - 10)
Safety Systems	Evaluate the braking system including the emergency braking system, emergency exit windows, doors, hatches, etc.	(1 - 10)
Total Vehicle Score:		100

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The combined score of 1-10 across all ten systems on each vehicle will provide each driver with a score from 0-100. The higher the score, the better condition the vehicle is in. The condition assessment will be utilized in two ways:

1. Prioritization of all vehicles
2. Individual prioritization from transit operators on which vehicles to submit for replacement, if more than one vehicle qualifies for replacement in any given year

The scores and their ratings are as follows:

Score	Rating
81 - 100	Excellent
61 - 80	Good
41 - 60	Moderate
21 - 40	Poor
0 - 20	Unusable/Inoperable

Facility condition assessment

The facility condition assessment will be combined with the facility inventory. A spreadsheet will be maintained with the assessed condition of each used for transit purposes, regardless of if the facility was purchased or renovated with federal transit funding. Operators are required to submit a rating for each system for each facility, using a 0-5 “Term” rating scale as per FTA guidance. Each facility will have each system rated annually by the operator and submitted to NIRPC’s Compliance Manager, by the end of the federal fiscal year.

Failure to complete an annual condition assessment for every facility used for transit will result in no TIP awards or grant executions for an operator’s vehicle replacements.

All operator facilities must be categorized into the following facility types:

- Administrative Facility
- Maintenance Facility
- Passenger Facility
- Parking Facility
- Multi-use Facility

Each operator will use the following “TERM” condition scale to assess each facility’s systems:

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

The facility systems that must be rated using the “TERM” condition scale are:

Facility System / “Level”	Description
Substructure	<ul style="list-style-type: none"> • Foundations: Walls, columns, pilings, etc. • Basement: Materials, insulation, slab floor underpinnings
Shell	<ul style="list-style-type: none"> • Superstructure / structural frame: columns, pillars, walls • Roof: Roof surface, gutters, eaves, skylights, chimney surrounds • Exterior: Windows, doors, and all finishes (paint, masonry) • Shell appurtenances: Balconies, fire escapes, gutters, downspouts
Interiors	<ul style="list-style-type: none"> • Partitions: Walls, interior doors, fittings, and signage • Stairs: Interior stairs and landings • Finishes: Materials used on walls, floors, and ceilings
Conveyance	<ul style="list-style-type: none"> • Elevators and escalators • Lifts (movement of goods, vehicles, or people)
Plumbing	<ul style="list-style-type: none"> • Fixtures • Water distribution • Sanitary waste • Rainwater drainage
HVAC	<ul style="list-style-type: none"> • Energy supply • Heat generation and distribution systems • Cooling generation and distribution systems • Testing, balancing, controls and instrumentation • Chimneys and vents
Fire Protection	<ul style="list-style-type: none"> • Sprinklers • Standpipes • Hydrants and other fire protection specialties
Electrical	<ul style="list-style-type: none"> • Electrical service and distribution • Lighting and branch wiring (interior and exterior) • Communications and security • Other electrical system-related pieces such as lighting protection, generators and emergency lighting

Equipment (Admin and Maintenance Facilities only)	<ul style="list-style-type: none"> • Equipment related to the function of the facility, including maintenance or vehicle service equipment – does not include supplies.
Fare Collection	<ul style="list-style-type: none"> • Items including turnstiles, ticket machines, and any other major equipment requiring a capital request for replacement
Site	<ul style="list-style-type: none"> • Roadways/driveways and associated signage, markings, and equipment • Parking lots and associated signage, markings, and equipment • Pedestrian areas and associated signage, markings, and equipment • Site development such as fences, walls, and miscellaneous structures • Landscaping and irrigation • Site utilities

Decision support tools

The following decision support tools will be used in determining which vehicles are eligible for replacement in any given year. These support tools are comprised of four distinct parts:

Goal: A broad statement of a desired end condition or outcome; a unique piece of the agency’s vision. An example of a goal is to achieve and maintain a state of good repair.

Metric: A quantifiable indicator of performance or condition. An example is vehicle miles traveled. This metric could inform a performance measure, such as average accumulated mileage.

Performance Measure: An expression based on a metric to assess progress toward meeting established targets. An example of a performance measure is the percent of passenger vans that have met or exceeded their ULB.

Target: A quantifiable level of performance or condition, expressed as a numerical value for the measure, to be achieved within a specific time frame. An example of a target is 90% of the performance measure (i.e., % of assets that meet or exceed the ULB)

The support tools are as follows:

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Goal:	Metric:	Performance Measure:	Target:
NIRPC will not submit any vehicle replacement into a grant unless it is confirmed that the vehicle will meet the end of its useful life within the following calendar year.	<ul style="list-style-type: none"> Useful life benchmark Revenue miles traveled 	<ul style="list-style-type: none"> Number of vehicles in an approved grant that are more than a year from the end of their useful life. 	<ul style="list-style-type: none"> No vehicles submitted for replacement more than one year ahead of the end of their useful life.
<p>Vehicle replacements will be prioritized by the following conditions:</p> <ol style="list-style-type: none"> 1) Revenue vehicles have priority over maintenance vehicles 2) Years over the end of the useful life benchmark 3) Mileage over estimated end of useful life 4) Vehicle condition assessment 	<ul style="list-style-type: none"> Type of vehicle Age of vehicle Useful life benchmark Revenue miles traveled Non-revenue miles traveled Vehicle condition assessment Cost of replacement 	<ul style="list-style-type: none"> Number of revenue and non-revenue vehicles in operation that have met or exceeded the end of their useful life by mileage or years Annual cost of total vehicle replacements 	<ul style="list-style-type: none"> Not to exceed 50% of revenue vehicles that have met or exceeded the end of their useful life Not to exceed 90% of non-revenue vehicles that have met or exceeded the end of their useful life of the entire vehicle fleet
Vehicles with systems indicated as inoperable may be replaced ahead of the end of their useful life, pending FTA guidance.	<ul style="list-style-type: none"> Useful life benchmark Revenue miles traveled Vehicle condition assessment 	<ul style="list-style-type: none"> Number of vehicles that have a designated “inoperable” system indicated by the system rating score. 	<ul style="list-style-type: none"> No vehicles submitted for replacement because of an “inoperable” system.
Make the vehicle purchasing process more efficient by reducing the number of vehicles slated for replacement that are not eligible, or vehicles that are not available on the Indiana QPA or an identified state cooperative agreement	<ul style="list-style-type: none"> Vehicles that have been funded that have not yet met the end of their useful life Vehicles that have been funded while not on the Indiana QPA or other identified state cooperative agreement 	<ul style="list-style-type: none"> Number of vehicles that have been funded that have not yet met the end of their useful life Number of vehicles that have been funded while not on the Indiana QPA or other identified state cooperative agreement 	<ul style="list-style-type: none"> No vehicles that have been funded that have not yet met the end of their useful life No vehicles that have been funded while not on the Indiana QPA or other identified state cooperative agreement
All transit operator facilities will maintain an average of above “3 or above” according to the TERM scale.	<ul style="list-style-type: none"> TERM scale 	<ul style="list-style-type: none"> Average TERM scale for facility “levels” (1-5). Average not to be rated below “3” (2 or lower) per building. 	<ul style="list-style-type: none"> Not to exceed 90% of buildings rated 2 or lower as an average of the TERM scale.

Prioritized list of investments

The aforementioned decision support tools provide a prioritized list of investments. Investments will be prioritized by:

1. Service or non-service vehicle
2. Percent of years over end of useful life benchmark
3. Percent of mileage over end of useful life benchmark
4. Vehicle condition assessment

Appendix C contains a prioritized list of investments for 2020 – 2024. Appendix D contains a list of facility improvement projects to maintain TERM scales for facility levels at a 3 or above.

Programmatic rules

In addition to the decision support tools, the following programmatic rules will apply when considering vehicle replacements:

- If an operator has more than one vehicle that has met the end of its useful life, they may choose to swap the priorities of the vehicles if the vehicle swapped has a lower condition assessment
- NIRPC will not submit any vehicle replacement into a grant unless it is confirmed that the vehicle will meet the end of its useful life within the following calendar year, the vehicle will be bumped into the following priority year and all other vehicles will advance in priority
- Preliminary specs on vehicle replacements and capital purchases are due before FTA grant submissions and/or TIP applications
- NIRPC will not approve any vehicle replacement into the TIP unless it is part of the Indiana State QPA or an identified state cooperative agreement
- NIRPC will not submit any vehicles for early replacement to FTA if none of the vehicle's systems have been rated as "inoperable"
- Operators will have to submit an annual condition assessment for every vehicle in their fleet
- Vehicles will only be replaced until the cap of 5307 funding designated 10% for vehicle replacements has been reached
- Vehicle replacements will be funded through other funding categories, such as CMAQ, 5310, and 5339 before spending 5307 funding on replacements. This assumes there is funding left in each other funding program after those programs consider all proposed projects for the year.
- Vehicles may be purchased beyond the cap, if it allows the region to meet the goal of 50% or fewer revenue vehicles in operation that have met the end of their useful life; 20% or fewer of revenue vehicles that have met the end of their useful life, but are pending replacement; and 10% or fewer service vehicles met the end of their useful life.
- Late or missing data submissions may result in denied vehicle replacements or approval for federal funds. Including:
 - NTD
 - ALOP
 - Other subrecipient reporting:
 - Vehicle Usage & Accident
 - Drug & Alcohol Testing
 - Disadvantage Business Enterprise Report

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- Preventive Maintenance Reporting
- Operating Assistance Financial Report
- Capital Cost of Contracting Financial Report
- Income Financial Report
- ADA Review Documentation
- Biennial Review Documentation
- Certifications and Assurance Compliance
- Availability of Local Match Annual Report
- Triennial Review Documentation
- State Board of Accounts Audit
- Procurement Documentation
- Projects in the TIP that have not been obligated in two years after their original program year, will be cancelled, adding the total of cancelled federal funds into the availability for funds in the upcoming year.
- If an operator does not have enough local match to replace multiple vehicles in a single year, the operator may choose to “bump” a vehicle from one year to another, advancing the priority of all other replacements, provided the group can maintain its ULB thresholds.

Appendix A: Vehicle Condition Assessment Worksheet

Vehicle Condition Reporting Form

NIRPC ID: _____
 Agency ID: _____
 VIN / Serial: _____
 Vehicle Model: _____
 Vehicle Year: _____
 Vehicle Type: _____
 Lift: Y / N
 Mileage: _____

Assessment completed by: (Print) _____

(Signature) _____

Accountable Executive: (Print) _____

(Signature) _____

	Vehicle System:	Score: (1 - 10)	Notes:
1.	Engine		
2.	Drive-Train		
3.	Electrical		
4.	Suspension / Steering		
5.	A/C , Heating		
6.	Structure		
7.	Body Interior		
8.	Body Exterior		
9.	Wheelchair Safety		
10.	Safety Systems		
	Total Score:		

Score Rating

- 81 - 100 Excellent
- 61 - 80 Good
- 41 - 60 Moderate
- 21 - 40 Poor
- 0 - 20 Unusable/Inoperable

Appendix B: Facility Condition Assessment Worksheet

Facility Type: _____

Address: _____

Have federal funds been used to purchase or renovate this property? Y / N

If so, what and when?

Date	Funds used for:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Assessment completed by: (Print) _____

(Signature) _____

Accountable Executive: (Print) _____

(Signature) _____

Score Rating

- 5 - Excellent:** No visible defects, new or near new condition
- 4 - Good:** Good condition, may be defective or detreated, but is still functional
- 3 - Adequate:** Moderately detreated, has not exceeded useful life
- 2 - Marginal:** Defective or deteriorated; exceeded useful life
- 1 - Poor:** Critically damaged or in need of immediate repair, well past useful life

	Facility Level:	Term Scale: (1 - 5)	Notes:
1.	Substructure		
2.	Shell		
3.	Interiors		
4.	Conveyance		
5.	Plumbing		
6.	HVAC		
7.	Fire Protection		
8.	Electrical		
9.	Equipment		
10.	Fare collection		
11.	Site		
	Total Facility Assessment:		

RESOLUTION 18-18

A RESOLUTION OF THE NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION TO ADOPT THE NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION TRANSIT ASSET MANAGEMENT GROUP PLAN FOR SMALL PROVIDERS, AS REQUIRED BY 49 CFR 625.45.

WHEREAS, the citizens of Northwest Indiana require a safe, efficient and effective regional transportation system that maintains and enhances regional mobility and contributes to improving the quality of life in the region; and

WHEREAS, the Northwestern Indiana Regional Planning Commission, hereafter referred to as "the Commission" is the designated metropolitan planning organization for the Lake, LaPorte, and Porter Counties of Indiana; and

WHEREAS, the Commission is a Designated Recipient of Federal Transit Administration grant funds as defined by 49 U.S.C. § 5307(a)(2); and

WHEREAS, the Transit Asset Management (TAM) Final Rule issued by the Federal Transit Administration (FTA) requires transit providers to set performance targets for state of good repair (SGR) by January 1, 2017; and

WHEREAS, the Commission together with the seven Transit Operator Sub-Recipients: City of La Porte, City of East Chicago Transit, North Township Dial-a-Ride, Opportunity Enterprises, Porter County Aging and Community Services, and South Lake County Community Services together qualify to participate in a Tier II Group Transit Asset Management Plan; and


WHEREAS, the NIRPC Technical Planning Committee provides the Commission with technical advice and recommendations, and concurs with this resolution; and

NOW THEREFORE, BE IT RESOLVED by the Northwestern Indiana Regional Planning Commission officially adopts the NIRPC Transit Asset Management Group Plan for Small Providers.

Duly adopted by the Northwestern Indiana Regional Planning Commission this 18th day of October 2018.


Geof R. Benson
Chairperson

ATTEST:


Karen Freeman-Wilson
Secretary