

Downstate Illinois Grantee Transit Asset Management (TAM) Annual Checklist

Grantee Name: _____

This checklist includes all steps and information that must be provided to the Rural Transit Assistance Center (RTAC) on an annual basis. This information is the basis of the annual Capital Needs Assessment (CNA), supports National Transit Database (NTD) reporting, and the updates of the IDOT Group TAM Plan for Tier II operators.

General Information

- ❑ The Accountable Executive is identified and is informed of their role in approving the Group TAM Plan. *Name and position of Accountable Executive:*

Asset Inventory

- ❑ All existing Revenue Vehicles are reported in the CNA survey form for the current year.
- ❑ All existing Non-Revenue Vehicles are reported in the CNA survey form for the current year.
- ❑ All planned purchases of Expansion Vehicles are reported in the CNA survey form for upcoming years.
- ❑ All existing facilities that support public transportation services are reported in the CNA Facility # survey forms for the current year.
- ❑ All planned facility replacements or facility expansions are reported in the CNA Facility Replacement-Expansion form for upcoming years.
- ❑ All existing Facility Equipment assets valued above \$3,500 are reported in the CNA survey form for the current year.
- ❑ All assets over \$5,000 and funded by federal dollars are reported in the CNA survey form for the current year.
- ❑ All planned purchases of new equipment are reported in the CNA Facility Equipment Needs form for upcoming years.
- ❑ All existing ITS assets valued above \$3,500 are reported in the CNA survey form for the current year.

- ❑ All planned purchases of new ITS assets are reported in the CNA ITS Needs form for upcoming years.
- ❑ (If applicable) All existing Fixed Guideway and BRT assets are reported in the CNA survey form for the current year.
- ❑ (If applicable) All existing Rail and BRT Passenger Facilities are reported in the CNA survey form for the current year.
- ❑ (If applicable) All planned expansion projects for Rail or BRT are reported in the Capital Needs form for upcoming years.

Quality Checks

- ❑ All CNA survey forms are checked for completeness; there are no blank fields or missing information.
- ❑ All CNA survey forms are checked for accuracy:
 - ❑ All vehicle mileage readings are updated and correctly dated.
 - ❑ All planned or programmed investments have future purchase/completion dates.
 - ❑ All investments completed in the previous year have been updated to show as historic investments (moved from the previous year's planned/programmed category).
- ❑ All third-party vehicles and facilities (i.e., those that are leased or owned/operated by a contractor) have been included in the CNA survey forms and noted.

Condition Assessment Information

- ❑ Physical condition inspection results are included in the CNA Facility # survey forms for all facilities that were inspected to date.
 - ❑ ¼ of facilities are inspected annually or all facilities inspected by 2021.
- ❑ All physical condition inspection forms or other documentation of inspections are sent to RTAC for the previous year.

- ❑ Useful life benchmarks (ULB) are included for all Revenue and Non-Revenue Vehicles in the CNA survey forms.

Performance Measures

- ❑ Performance baseline reports from the CNA are reviewed and validated.
- ❑ Plans for replacement of Revenue Vehicles and Non-Revenue Vehicles by the end of the next fiscal year are provided at RTAC.
- ❑ Plans for replacement or renovation of Facilities by the end of the next fiscal year are provided to Mable Kreps at RTAC.
- ❑ Performance targets are reviewed and approved for use in IDOT statewide target setting.
- ❑ (If applicable) Grantee performance targets are provided to MPO.



For additional information, contact the Rural Transit Assistance Center (RTAC) at (309) 298-2141 or MR-Kreps@wiu.edu.

