Twin Cities Area

Transportation Authority

Transit Asset Management (TAM) Plan

FY2024-FY2026

275 East Wall Street
Benton, Michigan 49022

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Introduction

Efficient transportation that is an essential component of our vibrant community and makes it possible for everyone to have access to school, employment, health care, shopping, and recreation is what the Twin Cities Area Transportation Authority is thriving to ensure.

The Twin Cities Area Transportation Authority (TCATA) is a multi-service system providing transit services to all residents within urbanized Benton Harbor area in Berrien County, Michigan.

TCATA provides transportation services to and from work, school, medical appointments, shopping, and social activities. TCATA provides traditional fixed-route bus service and demand response like Dial-A-Ride.

TCATA is committed to comprehensive asset management that incorporates the people, processes, technology, data and information, and continual improvement needed to support effective agency asset management throughout an asset's useful lifetime.

Transit Asset Management planning applies to all recipients and sub-recipients of Federal financial assistance under 49 U.S.C. Chapter 53 that own, operate, or manage capital assets used in the provision of public transportation—defined at 49 U.S.C. 5302 as meaning regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income.

Capital Assets

A capital or transit asset is a unit of revenue vehicle, a facility, a unit of equipment, or an element of infrastructure used in public transportation. For TAM purposes, an agency is considered to hold capital responsibility if it influences the condition of an asset with financial resources.

The Lifecycle of an Asset Includes

The lifecycle of an asset covers procurement, operation, inspection, maintenance, rehabilitation, replacement, and disposal.

State of Good Repair (SGR)

A capital asset is in a State of Good Repair (SGR) when each of the following objective standards is met:

1. If the asset is in a condition sufficient for the asset to operate at a full level of performance. An individual capital asset may operate at a full performance level regardless of whether other capital assets within a public transportation system are in an SGR.
2. The asset can perform its manufactured design function.
3. The use of the asset in its current condition does not pose an identified unacceptable safety risk and/or deny accessibility; and
4. The asset's life-cycle investment needs have been met or recovered, including all scheduled maintenance, rehabilitation, and replacement (ULB).

Useful Life

Useful Life is the earliest replacement age of a capital asset. An asset's useful life is an estimate of the number of years it is likely to remain in service for cost-effective revenue generation.

Useful Life Benchmark (ULB)

Useful Life Benchmark (ULB) is defined as the expected lifecycle of a capital asset for a Transit Provider's operating environment, or the acceptable period of use in service for a Transit Provider's operating environment. ULB considers a provider's operating environment. The ULB differs from the useful life set forth in the 2008 FTA circular 5010.D, referring to eligibility for replacement of an asset with FTA funds. The ULB refers to the maximum age of the asset, or the point at which the asset enters the state of good repair backlog.

Transit Asset Management

Transit asset management is 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 (TAM) Plan

A Transit Asset Management (TAM) Plan establishes the objectives for an asset or group of assets as it relates to delivery service. It sets out the whole life plan for asset maintenance, overhaul, and renewal strategies by specifying capital asset inventories, condition assessments, decision support tools, and investment prioritization. A TAM plan must cover a horizon period of at least four years. By Federal Transit Administration definition, 49 U.S.C. 5326(b) and (c), Section 62.25, TCATA falls into the Tier II category and is therefore responsible to have the following elements in its TAM Plan:

1. Asset Inventory
2. Condition Assessments
3. Decision Support Tools
4. Prioritization of Investments.

An asset inventory must include all equipment, rolling stock, facilities, and infrastructure that a provider owns. A provider may exclude from its asset inventory any equipment with an acquisition value of less than $50,000 unless the asset is service vehicle equipment. The inventory also must include all rolling stock (revenue vehicles), passenger stations, administrative and exclusive use maintenance facilities, and guideway infrastructure owned by a third-party and used by the provider in the provision of public transportation. The level of detail in a provider's asset inventory should be commensurate with the level of detail in its program of capital projects. A transit provider is required to conduct a condition assessment on all inventoried assets for which the provider has direct capital responsibility, set targets, and develop a project-based prioritization of investments for those assets.

Accountable Executive

Every FTA recipient agency must designate an individual as the "Accountable Executive" for compliance with this rule. The rule requires the following of the Accountable Executive:

1. Responsibility for carrying out transit asset management practices at the agency.

2. Control and direction over the human and capital resources needed to develop and maintain its asset management plan.
3. Approves each annual performance target.
4. Self-certifies the TAM Plan via annual FTA Certifications & Assurances forms in TAMS.
5. Tasked with program preparation, monitoring and carrying out of the day-to-day activities in the provision of the TAM Plan.

The Accountable Executive for TCATA is:
Todd Shurn, Executive Director

Inventory of Assets

The inventory of capital assets (also known as "asset portfolio") is a listing or database of TAM Plan assets—facilities, equipment, and revenue vehicles, operated and/or maintained by an agency that supports the delivery of public transportation services. It is important to note that a TAM Plan covers all revenue and non-revenue vehicles and facilities acquired with or without FTA funds. In addition to assets owned, the inventory of capital assets captures leased assets and assets operated under contract as well as all assets that would be included in the program of projects that is contained in the Transportation Improvement Program (TIP).

The following asset categories are included in TCATA's Transit Asset Management Plan:

1. Equipment (all non-revenue service vehicles, all maintenance vehicles, all equipment greater than $50,000 in acquisition value)
2. Facilities (administrative/maintenance, passenger/parking)
3. Rolling Stock - Revenue Vehicles (buses and vans)

As of the present time, TCATA does not operate in any way (nor is responsible in any way in funding the replacement of) any asset within the following category:

- Infrastructure (substations, fixed guideway, railcars, ferries)

TCATA's complete Inventory of Assets (including facilities) and their condition are attached to this document as Appendix A - Inventory of Assets and Condition Assessments found on the TAM Plan ending pages.

Incidental Use

If any facilities, equipment, or revenue vehicles have been acquired with FTA funds for the provision of public transportation service and is also being used for non-transit use (incidental use) due to transit operating circumstances, this incidental use requires prior FTA approval. Such use must be compatible with the approved purposes of the project and not interfere with intended public transportation uses of project assets.

FTA must be contacted whenever FTA-funded assets are used for non-transit use. FTA requires formal approval, authorized with an approval letter issued to the transit system. This letter must be kept on file for the life of the asset, and/or the duration of the incidental use.

Condition Assessment

The condition assessment is a systematic process of inspecting and evaluating the visual and/or measured condition of TCATA assets. Furthermore, the condition assessment employs a rating scale encompassing the areas of facility or vehicle/equipment condition, maintenance, and safety. A well-established condition assessment process can help predict failure, identify unacceptable safety risks, initiate an evaluation of root causes, and integrate directly with proactive planning for the investments required to maintain reliable performance on TCATA's most critical assets.

Condition assessment data can be used to support asset management-related decision-making activities, including capital programming, performance modeling, and day-to-day maintenance. There is not a prescribed methodology or approach for conducting condition assessments for buses, equipment, and facilities. The only requirement is for the condition assessment and resultant rating to be sufficiently detailed to monitor performance and plan capital investments appropriately. Unlike for the asset inventory, FTA regulations only require a condition assessment for assets for which a transit provider has direct capital responsibility.

Eligible assets are subject to a condition assessment and performance measure. The performance measures are not reflective of the entire asset inventory or necessarily all the asset condition assessments. The rolling stock performance measure includes all revenue vehicles, separated by vehicle class. The facilities performance measure includes all administrative, maintenance, passenger, and parking facilities excluding bus shelters. The FTA's Default "Useful Life" have been adopted by TCATA for the following vehicle types currently present in the revenue vehicles and equipment fleet:

Below is the Performance Targets for Equipment, Facilities and Rolling Stock for TCATA 2024

Category	Class	Description	Measurement	ULB	Target	Current	Ratio
Rolling Stock	Bus	30' or less	% of fleet that exceeds useful life benchmark (ULB)	7 yrs	25%	30%	8/24
Rolling Stock	Van	25' or less	% of fleet that exceeds useful life benchmark (ULB)	4 yrs	50%	0%	0/0
Equipment	Trucks	Tow and plow truck	Varies	varies	75%	0%	0/2
Equipment	Cars	Staff cars	% of fleet that exceeds useful life benchmark (ULB)	4 yrs	75%	0%	0/2
Facility	Wilbert Brown Building	Administration / Maintenance	% of facility rated under 3 on TERM scale	40 yrs	0%	0%	0/1

A primary goal of the condition assessment is achieving a state of good repair, or the condition in which a capital asset can operate at a full level of performance. FTA will track the performance of revenue vehicles (Rolling Stock) and support vehicles (Equipment), by asset class, by calculating the percentage of vehicles that have met or exceeded the Useful Life Benchmark (ULB)—the maximum age and point at which the asset will have entered the State of Good Repair backlog.

In the defining of its State of Good Repair, the FTA's Default ULBs have been adopted by TCATA.

Below is the 2024 asset condition summary.

Asset Category	Count	Average Age	Condition	Average Book Value after Depreciation	% at or past ULB
Rolling Stock-Revenue	24	7.29 years	2.79	$463,812	11/24= 45%
Rolling stock-equipment	5	5.5 years	4	$15,456	1/5=20%
Shop Equipment	0	0	0	0	0
Facility	1	30 years	3.9	$156,499	0

The TERM (Transit Economic Requirements Model) scale is an analysis tool designed to assess the current physical conditions of existing transit assets based on the asset type, age, maintenance history, and past utilization. A facility is deemed to be in good repair if it has a condition rating of 3, 4, or 5 on this scale, and is deemed to not be in good repair if it has a rating of 1 or 2.

The proper maintenance of a facility is key to protecting the FTA investment and prolonging the useful life of the asset. **For Facilities, the minimum tolerable condition of TCATA assets will be 3.0 (TERM scale)**— meaning, the minimum threshold below which a measured condition will result in a mandatory action plan to remedy the situation. Please see **Appendices B through E** for the checklists TCATA uses to track the condition of its facilities.

The minimum tolerable condition rating will aid in identifying and prioritizing capital investment needs over the TAM plan. Additionally, primary level assets (Electrical, Plumbing, Fire Protection, etc.) upon inspection with a portion or all corresponding secondary level components assigned **a rating of 1.0 (TERM scale)** will warrant a structural or detailed review.

Decision Support Tools

Decision support tools are an analytic process or methodology used to help prioritize projects to improve and maintain the state of good repair of capital assets within a public transportation system based on available condition data and objective criteria. Additionally, they are used to assess financial needs for asset investments over time. Staff within an agency's maintenance, planning, financial, operations, and administrative departments commonly utilize a variety of management practices, policies, and technology to manage, maintain, and plan throughout the lifecycle of an asset.

For TCATA specifically, the following analytical process is designed to guide and support investment decision-making—including project selection and prioritization:

1. Management meetings to review asset performance and establish goals including Executive, Operations, Planning, Procurement, and Maintenance representatives.
2. Development of/update to departmental policies and procedures, including TCATA's facility and vehicle/equipment maintenance plans, TAM Plan, and purchasing polices.
3. Data collection, analysis, and review.

4. Update, record, and report data—Michigan Department of Transportation (MDOT) Public Transportation Management System (PTMS), National Transit Database (NTD), and the TCATA TAM Plan.
5. Management meetings to assess asset and transit system capital investment needs, based on safety deficiencies, ADA accessibility, agency capacity, consumer demand, maintenance needs, data, and available funding—compared with agency goals.
6. Development of the Investment Prioritization Listing—placement on the Transportation Improvement Program (TIP);
7. Contract advertising—Request for Proposal (RFP)/Invitation for Bid (IFB) procurement and award process.
8. Project/program implementation and monitoring.

Management Approach to Asset Management

The primary management approach utilized to maintain a State of Good Repair is risk mitigation. This management philosophy applies risk mitigation strategies (policies and procedures) throughout the assets life cycle, both from a maintenance perspective (breakdowns) and a safety & accessibility perspective (accidents/ADA requirements).

Throughout each asset's life cycle, TCATA shall monitor all assets for unsafe and inaccessible conditions. However, identifying an opportunity to improve the safety of an asset does not necessarily indicate an unsafe condition. When TCATA encounters and identifies an unacceptable safety risk associated with an asset, the asset shall be ranked with a higher investment prioritization to the extent practicable. TCATA's risk management philosophy is the proactive approach of identifying future projects and ranking preventive projects with better return on investment higher in the investment prioritization risk.

In addition, TCATA shall establish annual TAM goals—which are separate from annual SGR performance goals—based upon tangible criteria related to asset performance. TAM goals include monitoring the following criteria listed below:

1. **Safety Risks**—the measure of accidents annually, by Fixed Route or Demand Response with a goal of no more than five (5); and the measure of facility-related accidents to employees and customers, with a goal of no more than three (3).
2. **System Reliability**—on-time performance by mode, with a goal of 85.0% FR, and 55% for DR.
3. **Maintenance Resources**—number of vehicles out-of-service for sixty (60) days or more, by mode, with goal of no more than three (3).
4. **System Performance**—number of **Major System Failures** annually, by mode, with goals of no more than fifty (50) for demand response service, and no more than ten (10) for fixed route service; and the number of **Other System Failures** annually, by mode, with goals of no more than one hundred twenty-five (125) for demand response service; and no more than eleven (11) for fixed route service.

   (**Major System Failures:** Are defined as a mechanical element of the revenue vehicle that prevents the vehicle from completing a schedule vehicle trip or starting a new revenue trip, because actual movement is limited or is of safety concerns; examples include breaks, doors, engine cooling system, steering and front axle and rear axle suspension. **Other System Failures:** Are defined as some failure of other mechanical element of the revenue vehicle that prevents from the vehicle from starting a revenue

vehicle trip for example, for example, fare box, wheelchair lifts, heating, and ventilation.)

The TAM goal data – with goals for FY2024 are presented in the table below:

Note: (FR) = Fixed Route (DR) = Demand Response

Criteria	Measure	FY2023		FY2024	
		Goal	Actual	Goal	Actual
Safety Risks	No. of accidents annually (FR)	5.0	1	5.0	
	No of accidents annually (DR)	5.0	2	5.0	
	No. of facility related accidents to employees & customers	3.0	0	3.0	
System Reliability	On-Time Performance (FR)	85.0%	90.0%	85.0%	
	On-Time Performance (DR)	55.0%	60%	85.0%	
Maintenance Resources	No. of vehicles out-of-service for 60 or more days (FR)	3	0	1.0	
	No. of vehicles out-of-service for 60 or more days (DR)	3	0	1.0	
System Performance	No. of major system failures annually (FR)	10	10	50.0	
	No. of major system failures annually (DR)	50	7.0	10.0	
	No. of other system failures annually (FR)	11	5	125.0	
	No. of other system failures annually (DR)	125.0	15	11.0	

Performing an analysis of the asset life cycle at the individual asset level is just one management approach TCATA uses to maintain a State of Good Repair. This analysis follows the asset from the time it is purchased, placed in operation, maintained, and disposed of. The analysis is a snapshot of each asset's status.

The asset lifecycle stages consist of the following strategies:

1. Acquisition & Renewal Strategy (Design/Procurement)
2. Maintenance Strategy (Operate/Maintain/Monitor)
3. Risk Management Strategy (Mitigation)

Acquisition and Renewal

The following table details replacement and renewal strategies and the improvement activities related to TCATA owned assets listed by asset class. Descriptions of any planned changes or improvements to these processes are also included below:

Asset Category	Asset Class	Acquisition and Renewal Strategy
Revenue Vehicles	Bus	Replacement of support vehicles is based on useful life, ULB and funding availability. TCATA currently has eleven (11) revenue vehicles on order.
Equipment	Truck/Van/ Tow Truck	Replacement of support vehicles is based on useful life, ULB, vehicle condition, and funding availability.
Facilities	Passenger Station Admin and Maintenance	Facilities are maintained annually to extend use life and ULB. In the event a facility needs updating or expansion, the project is scheduled. Recently, January 2024, the HVAC system and the roof have been replaced. Restroom and other building components are scheduled

Maintenance Strategy

The following table details the strategies and activities related to the operation, maintenance, and monitoring of Authority-owned assets, listed by asset class:

Asset Category	Asset Class	Maintenance Activity	Frequency
Revenue Vehicles	Bus	Wash/Clean and Vacuum	Daily, if used in revenue service
		Pre-Trip Inspection	Daily
		Post-Trip Inspection	Daily
		Engine Oil, Oil Filter, Chassis Lubrication	7,500 miles
		Transmission Inspection / Serviced; Fluid / Filter Change	30,000 miles
		Fuel Filters (Propane Engines)	10,000 miles
		Fuel Filters (Gas Engines – if equipped w/an Inline Filter)	30,000 miles
		Air Dryer Inspection / Filter Change	30,000 miles
		Camera System Inspection	Daily

Asset Category	Asset Class	Maintenance Activity	Frequency
		ADA Ramps/Lift Inspection	Daily/Serviced 5,000 miles
Revenue Vehicles	Van	Wash/Clean and Vacuum	Daily, if used in revenue service
		Pre-Trip Inspection	Daily
		Post-Trip Inspection	Daily
		Engine Oil, Oil Filter, Chassis Lubrication	7,500 miles
		Transmission Inspection / Serviced; Fluid / Filter Change	30,000 miles
		Fuel Filter (Gas Engines – If equipped with an Inline Filter	30,000 miles
		Camera System Inspection	Daily
		ADA Ramps/Lift Inspection	Checked Daily/Serviced 5,000 miles
Equipment	Truck/Van	Wash Clean and Vacuum	As needed
		Pre-Trip Inspection	Each Use
		Oil Change/Preventive Maintenance	4,500-5,500 Miles
		Transmission Serviced	30,000 Miles
Facilities	Wilbur Brown Admin and Maintenance facility	Facility and Equipment Inspection	Monthly, Quarterly, Bi-Annual, Annual and Semi-Annual
		State of Good Repair Facility and Equipment Inspection	Annual

Risk Management and Mitigation Strategy

Risk	Mitigation Strategy
Loss of significant amounts of federal/state/local funding.	Decreasing dependence on federal funding for capital improvements. Cutting back on maintenance and service activities that are in balance with budget. Requesting additional Federal, MDOT, and/or local funding to make up the difference. Extend asset useful life and ULB, if possible. Reducing staff and services.

Fuel supply chain disruption.	Maintain existing, secondary fuel contract. Fuel offsite in additional partnership with another transit agency, municipality, and/or private sector organization.
Parts supply chain disruption.	Establish partnerships with regional transit agencies and Original Equipment Manufacturers (OEMs) to retain parts supply chain. Keep retired vehicles for part salvage
Catastrophic loss of asset(s) due to natural or man-made disasters and hazards.	Establish backup facilities, use contingency vehicles and/or vehicles from partner transit agencies.

Investment Prioritization

A TAM plan must include an investment prioritization that identifies a provider's programs and projects to improve or manage over the TAM plan period the State of Good Repair (SGR) of capital assets for which the provider has direct capital responsibility. The investment prioritization analysis not only allows for a better, more informed investment decision process, but more clearly defines when an asset needs replacement. A provider must list projects to improve or manage the SGR of capital assets in order of priority and anticipated project year. Essentially, the investment prioritization analysis ranks by importance what capital assets are needed, how much, and when.

A provider's project rankings must be consistent with its TAM policy and strategies and cover four years. When developing an investment prioritization, a provider must consider its funding level estimate from all available sources that it expects will be available in each fiscal year during the TAM plan horizon period.

Additionally, a provider must give consideration to projects and programs that:

1. Both improve SGR and correct an identified or unacceptable safety risk.
2. Consider Americans with Disabilities Act (ADA) requirements under 49 CFR 37 concerning maintenance of accessible features and the alteration of transportation facilities.

For TCATA, this TAM Plan establishes a strategy for prioritizing asset acquisition that implements agency goals and objectives. The prioritization approach allocates transit agency funds used for Facility, Equipment, and Revenue Vehicle renovation or replacement based primarily on factors such as age, lifecycle costs, funding, environmental impacts, user benefits such as accessibility, travel time, and reliability, and overall service planning. Traditionally, TCATA has planned for the renovation or replacement of key assets within the period created between an asset's Useful Life (or earliest replacement age) and its Useful Life Benchmark (or maximum replacement age)—altogether within which a State of Good Repair can be attained.

The ranking of investment prioritization programs and projects will have information listed in a table format, with priority level expressed as: High, Medium, or Low. Each investment prioritization program or project shall contain a fiscal year and/or date in which the Authority intends to carry out the program or project to remain in a state of good repair. This output process is a list of ranked projects and programs at the asset class level that identify assets from the asset inventory. The investment prioritization shall be reviewed at least twice annually, or whenever significant changes in staff, assets, maintenance plans, and/or operations occur at TCATA.

The table below shows **TCATA's List of Prioritized Investments** listed by project year for the next four years (FY2022-FY2025) in conjunction TCATA's Metropolitan Planning Organization (MPO); Southwest Michigan Planning Commission (SWMPC) Transportation Improvement Program (TIP):

Project Year	Project Name	Asset/Asset Class	Cost	Priority
2024	Infrastructure for electric vehicle Charging	Building and site	$175,000	1
2024	Facility Upgrades: exterior steps, women's bathroom	Building	$300,000	1
2024	4 transit vans	Rolling Stock	$400,000	1
	3 electric transit vans	Rolling Stock	$310,000	1
	2 cutaway busses	Rolling Stock	$600,000	1
2025	Security upgrades	Fencing, lighting, cameras	$100,000	2
2025	2 electric busses	Rolling Stock	$250,000	2
2025	Door badge entry	Building	$100,000	3
2025	Computer hardware	Office equipment	$125,000	2
2026	Routing software	Dispatch office	$400,000	3

Conclusion

TCATA Transit Asset Management Plan enables continuing to provide an efficient, high-quality, safe, reliable, and accessible public transportation solution for Twin Cities, Michigan community. TCATA's current TAM Plan covers a period— from October 1, 2023, to September 30, 2025— and shall be incorporated in TCATA's capital and budget planning processes.

The TAM Plan will be updated and amended as needed over the four-year period, or whenever there are significant changes in staff, assets, maintenance plans, and/or operations. As more data is collected, additional monitoring categories and goals may be included to support condition and reliability-based decision making.

TCATA's rationale for establishing this TAM Plan is to improve the management of the transportation assets. TAM principles outlined in this document are embedded in TCATA's business practices to ensure sustainable effective operations.

Appendix A – Inventory of Assets and Condition

TWIN CITIES AREA TRANSPORTATION AUTHORITY

(TCATA) Dial- A- Ride

Fleet Inventory-Revenue Rolling Stock

8-19-2024

Fleet Number	Year	Model	VIN	Condition Rating	NOTES
05	1998	Ford Van	1FBSS31L8WHB80582	3	
21	2015	Ford E450	1FDFE4FS6FDA15771	3	Drivable body damage
23	2015	Ford E450	1FDFE4FS8FDA15712	1	Not drivable (engine)
24	2015	Ford E450	1FDFE4FS5ADA34839	1	
26	2016	Ford E450	1FDFE4FS4GDO31980	1	Not drivable (engine)
27	2015	Ford E450	1FDFE4FSXFDA15713	3	Dent and dings
30	2016	Ford E450	1FDFE4FS6GDC31981	1	Not drivable (engine)
32	2017	Ford E450	1FDFE4FS2HDC62212	3	Not drivable (engine)
35	2018	Ford E450	1FDFE4FS3JDC27748	3	Dent and dings
36	2018	Ford E450	1FDFE4FS1JDC27750	3	Dent and dings
37	2018	Ford E450	1FDFE4FS1JDC27749	3	Dent and dings
38	2018	Ford E450	1FDFE4FS1JDC27756	3	Dent and dings
39	2018	Ford E450	1FDFE4FS1JDC27753	3	Dent and dings
40	2018	Ford E450	1FDFE4FS1JDC27754	3	Dent and dings
41	2018	Ford E450	1FDFE4FS1JDC27755	1	Not drivable (Shell)
42	2018	Ford E450	1FDFE4FS1JDC27752	3	Dent and dings
43	2018	Ford E450	1FDFE4FS1JDC27751	3	Dent and dings
44	2015	Ford E450	1FDEE3FL9FDA02837	3	Dent and dings
45	2020	Ford E450	1FDFE4FS6KDC74077	3	Dent and dings
50	2021	Ford E450	1FDE4FN4MDC40734	4	
51	2021	Ford E450	1FDE4FN4MDC40733	4	
52	2021	Ford E450	1FDE4FN4MDC40735	4	
33	2017	Dodge Caravan	2C7WDGBG1HR802286	4	
34	2017	Dodge Caravan	2C7WDGBG1HR802258	4	
53	2024	Ford E450	1FDFE4FN1RDD43472	4	
54	2024	Ford E450	1FDFE4FN2RDD43674	4	

55 EV	2024	Ford Transit	1FTBW3XK0PKA78244	4	
56 EV	2024	Ford Transit	1FTBW3XK8PKA78847	4	
57EV	2024	Ford Transit	1FTBW3XK5PKA78997	4	
58	2024	Ford Transit	1FDVU5XG0RKA58245	4	
59	2024	Ford Transit	1FDVU5XG9RKA56784		
60	2024	Ford Transit	1FDVU5XG6RKA58377		
32 Revenue Vehicles				67/24= 2.79	

TWIN CITIES AREA TRANSPORTATION AUTHORITY

(TCATA) Dial- A- Ride

Fleet Inventory- Support

2-12-24

Fleet Number	Year	Model	VIN	Condition Rating	NOTES
46	2019	Dodge Ram 2500	3C6MR5AJ8KG637736	4	
47	2021	Freightliner Tow Truck	3ALACXFE5MDML2043	4	
48	2020	Ford Fusion	3FA6P0HD8LR167763	4	
49	2020	Ford Fusion	3FA6P0LU7R105827	4	
04	2014	Dodge Caravan	2C4RDBGER	4	Staff car
5 vehicles				20/5 =4	

Appendix B – Annual General Building Inspection Checklist

Facility Name/Address

Assessed by: Date:

FTA Transit Economic Requirement Model (TERM) Scores

Rating	Description	Condition
5	Excellent	**New or near-new;** an asset with no visible defects, rehabilitated or renovated.
4	Good	**Good condition;** some slightly defective or deteriorated components.
3	Adequate	**Average or minor wear;** moderately deteriorated or defective; has not exceeded useful life.
2	Marginal	**Worn from use;** defective or deteriorated; in need of replacement; exceeded useful life.
1	Poor	**Critically damaged;** or in need of immediate repair; well past useful life.

During inspection using the TERM scale (5-1) above, grade the areas listed below on the degree conditions are present.

(TERM ratings of 1 will warrant a structural or detailed review).

Structure/Substructure and Site	5	4	3	2	1	Comments/Actions
Building address or identification clearly visible	☐	☐	☐	☐	☐	
Interior and exterior lights in working order	☐	☐	☐	☐	☐	
Exits onto public streets free from visibility obstructions	☐	☐	☐	☐	☐	
Building sides accessible to emergency equipment	☐	☐	☐	☐	☐	
Building appears to be in good repair inside and out	☐	☐	☐	☐	☐	
Interior walls, tiles and carpeting free from cracks or other damages	☐	☐	☐	☐	☐	
Facility exterior checked (including windows) for defects	☐	☐	☐	☐	☐	
Paved drives and walks inspected (i.e. lifts, cracks, etc.)	☐	☐	☐	☐	☐	
Stairs, landings and handrails secure (inspect bottom of each step)	☐	☐	☐	☐	☐	
Facilities periodically inspected and documented	☐	☐	☐	☐	☐	
All sewer clean out caps and irrigation covers in place	☐	☐	☐	☐	☐	
Door hardware checked; screws tightened; hinges and locks lubed	☐	☐	☐	☐	☐	
Entrance doors close slowly to avoid hazards to fingers	☐	☐	☐	☐	☐	
Substructure/foundation/basement free of damage/water intrusion	☐	☐	☐	☐	☐	
Average Structure/Substructure and Site Rating	☐	☐	☐	☐	☐	

Heating System	5	4	3	2	1	Comments/Actions
A 3” clearance around all heating equipment and hot water tanks	☐	☐	☐	☐	☐	

Heating System (continued)	5	4	3	2	1	Comments/Actions
Furnace/boiler rooms kept locked; door operation	☐	☐	☐	☐	☐	
Furnace/boiler rooms free from combustible storage	☐	☐	☐	☐	☐	
Preventative Maintenance (PM) Schedule updated	☐	☐	☐	☐	☐	
Unit has been cleaned, serviced regularly with documentation	☐	☐	☐	☐	☐	
The filter condition; clean	☐	☐	☐	☐	☐	

Thermostats in working order	☐	☐	☐	☐	☐	
Vents cleanliness	☐	☐	☐	☐	☐	
Pipes or lines free from leakage of fluids	☐	☐	☐	☐	☐	
Electrical supply undamaged; functional	☐	☐	☐	☐	☐	
No excess accumulation of paper or flammable material	☐	☐	☐	☐	☐	
Staff members reminded, keep combustibles away from heaters	☐	☐	☐	☐	☐	
Average Heating System Rating	☐	☐	☐	☐	☐	

Electrical System	5	4	3	2	1	Comments/Actions
Electrical distribution panels and entrance switches secured	☐	☐	☐	☐	☐	
Electrical circuits clearly identified	☐	☐	☐	☐	☐	
Electrical switches and receptacles in good repair	☐	☐	☐	☐	☐	
Ground Fault Interrupters provided on circuits in proximity to water	☐	☐	☐	☐	☐	
A “lock-out” procedure in place	☐	☐	☐	☐	☐	
Average Electrical System Rating	☐	☐	☐	☐	☐	

Air Conditioning System	5	4	3	2	1	Comments/Actions
Preventative Maintenance (PM) Schedule updated	☐	☐	☐	☐	☐	
Unit is serviced regularly, with documentation	☐	☐	☐	☐	☐	
Filter changed (30 days), and clean	☐	☐	☐	☐	☐	
Unit is clean, operating efficiently	☐	☐	☐	☐	☐	
Thermostats in good working order	☐	☐	☐	☐	☐	
Cleanliness of vents	☐	☐	☐	☐	☐	
Pipes or lines free from leakage of fluids	☐	☐	☐	☐	☐	
Energy supply undamaged; functional	☐	☐	☐	☐	☐	
Average Air Conditioning Systems Rating	☐	☐	☐	☐	☐	

Fire Protection	5	4	3	2	1	Comments/Actions
Automatic sprinkler system in general working order	☐	☐	☐	☐	☐	
The main sprinkler control valve is accessible	☐	☐	☐	☐	☐	
All valves supplying water or air to the system open and functional	☐	☐	☐	☐	☐	

Fire Protection (Continued)	5	4	3	2	1	Comments/Actions
System operation actively monitored by an alarm company	☐	☐	☐	☐	☐	
Valve operation actively monitored by an alarm company	☐	☐	☐	☐	☐	
Sprinkler system tested on a quarterly basis and documented	☐	☐	☐	☐	☐	
Fire detection system in general working order	☐	☐	☐	☐	☐	
Degree to which the system protects the entire building	☐	☐	☐	☐	☐	

System provides a functional alarm signal in the building	☐	☐	☐	☐	☐	
System tested on a monthly basis and documented	☐	☐	☐	☐	☐	
Main alarm panel in general operating condition	☐	☐	☐	☐	☐	
Fire alarm system unobstructed; conspicuous and readily accessible	☐	☐	☐	☐	☐	
Fire extinguishers inspected monthly and documented, all tags current	☐	☐	☐	☐	☐	
Average Fire Protection Rating	☐	☐	☐	☐	☐	

Emergency Evacuation and ADA Access	5	4	3	2	1	Comments/Actions
All exits/travel paths identified with illuminated "EXIT" signs	☐	☐	☐	☐	☐	
Travel paths to exits allow unobstructed movement of personnel	☐	☐	☐	☐	☐	
Exits unlocked and fully operational	☐	☐	☐	☐	☐	
Working emergency lights in general operating condition	☐	☐	☐	☐	☐	
Emergency lights working; tested periodically and documented	☐	☐	☐	☐	☐	
Evacuation diagrams posted throughout the building	☐	☐	☐	☐	☐	
Function/condition of automated doors for Persons with Disabilities	☐	☐	☐	☐	☐	
Presence and condition of signage for Persons with Disabilities	☐	☐	☐	☐	☐	
Average Emergency Evacuation and ADA Access Rating	☐	☐	☐	☐	☐	

Equipment/Fare Collection (**mark only if Present at Faculty**)	5	4	3	2	1	Comments/Actions
Functional of all lifts	☐	☐	☐	☐	☐	
Function/condition of floor sweepers/scrubbers, mowers, hilos, etc.	☐	☐	☐	☐	☐	
Air compressor (checked for leaks, oil added if needed)	☐	☐	☐	☐	☐	
Air lines checked, drained of moisture	☐	☐	☐	☐	☐	
Function and condition of automated fare collection equipment	☐	☐	☐	☐	☐	
Function and condition of automated pass dispensing equipment	☐	☐	☐	☐	☐	
Average Equipment/Fare Collection Rating	☐	☐	☐	☐	☐	

Appendix C – Annual Visual Roof Inspection Checklist

Facility Name/Address

Assessed by: Date:

FTA Transit Economic Requirement Model (TERM) Scores

Rating	Description	Condition
5	Excellent	**New or near-new;** an asset with no visible defects, rehabilitated or renovated.
4	Good	**Good condition;** some slightly defective or deteriorated components.
3	Adequate	**Average or minor wear;** moderately deteriorated or defective; has not exceeded useful life.
2	Marginal	**Worn from use;** defective or deteriorated; in need of replacement; exceeded useful life.
1	Poor	**Critically damaged;** or in need of immediate repair; well past useful life.

During inspection using the TERM scale (5-1) above, grade the areas listed below on the degree conditions are present.

(TERM ratings of 1 will warrant a structural or detailed review).

Roof Components	5	4	3	2	1	Comments/Actions
Roofing areas free from debris accumulation	☐	☐	☐	☐	☐	
Drainage system functioning; no evidence of standing water	☐	☐	☐	☐	☐	
Roofing areas free from any signs of physical damage	☐	☐	☐	☐	☐	
Degree to which indications of structural deformation observed	☐	☐	☐	☐	☐	
Please complete for the design of the rooftop(s) at this facility						
Flat/Membrane Roof						
Condition of coating	☐	☐	☐	☐	☐	
Granular loss	☐	☐	☐	☐	☐	
Punctures or tears	☐	☐	☐	☐	☐	
Cracks (Alligatoring)	☐	☐	☐	☐	☐	
Blisters (Fishmouths)	☐	☐	☐	☐	☐	
Ponding	☐	☐	☐	☐	☐	
Average Structure/Substructure and Site Rating	☐	☐	☐	☐	☐	

Roof Features	5	4	3	2	1	Comments/Actions
Fascia	☐	☐	☐	☐	☐	
Soffit	☐	☐	☐	☐	☐	
Flashing	☐	☐	☐	☐	☐	

Roof Features (continued)	5	4	3	2	1	Comments/Actions

Gutters/Downspouts	☐	☐	☐	☐	☐	
Chimney/Vents	☐	☐	☐	☐	☐	
Fall Arrest Anchors	☐	☐	☐	☐	☐	
Control Zone Access	☐	☐	☐	☐	☐	
Drains/Vents	☐	☐	☐	☐	☐	
Average Roof Features Rating	☐	☐	☐	☐	☐	

Ceilings, Interior and Exterior Walls	5	4	3	2	1	Comments/Actions
Ceiling Conditions						
Cracks	☐	☐	☐	☐	☐	
Water Staining	☐	☐	☐	☐	☐	
Water Leaks	☐	☐	☐	☐	☐	
Seasonal Change	☐	☐	☐	☐	☐	
Exterior Wall Conditions						
Deformed Finish	☐	☐	☐	☐	☐	
Surface Deterioration	☐	☐	☐	☐	☐	
Staining	☐	☐	☐	☐	☐	
Interior Wall Surfaces						
Cracks	☐	☐	☐	☐	☐	
Water Staining	☐	☐	☐	☐	☐	
Water Leaks	☐	☐	☐	☐	☐	
Deformed Finish	☐	☐	☐	☐	☐	
Seasonal Change	☐	☐	☐	☐	☐	
Window Leaks	☐	☐	☐	☐	☐	
Door/Window Alignment	☐	☐	☐	☐	☐	
Average Ceiling, Interior and Exterior Walls Rating	☐	☐	☐	☐	☐	

Appendix D – Annual Plumbing Inspection Checklist

Facility Name/Address

Assessed by: Date:

FTA Transit Economic Requirement Model (TERM) Scores

Rating	Description	Condition
5	Excellent	**New or near-new;** an asset with no visible defects, rehabilitated or renovated.
4	Good	**Good condition;** some slightly defective or deteriorated components.
3	Adequate	**Average or minor wear;** moderately deteriorated or defective; has not exceeded useful life.
2	Marginal	**Worn from use;** defective or deteriorated; in need of replacement; exceeded useful life.
1	Poor	**Critically damaged;** or in need of immediate repair; well past useful life.

During inspection using the TERM scale (5-1) above, grade the areas listed below on the degree conditions are present.

(TERM ratings of 1 will warrant a structural or detailed review).

Plumbing Inspection	5	4	3	2	1	Comments/Actions
Look for signs of leaks in all exposed pipes and in areas where pipes run through the walls or foundation.	☐	☐	☐	☐	☐	
Look for signs of corrosion, which could indicate a problem with the water or with the pipe itself. Watch for green stains around brass and copper fittings and on shutoff valves – a sign of either corrosion or electrolysis caused by mismatched metals. This will cause leaks and bad connections if left uncorrected.	☐	☐	☐	☐	☐	
Check the water pressure. Low pressure could mean a problem with the line or just sediment buildup in the faucet aerator.	☐	☐	☐	☐	☐	
Check drains for speed of drainage; a slow drain may have a clog or a blocked vent pipe. Look for a full swirling drain; bubbling drains are a sign of a problem.	☐	☐	☐	☐	☐	
Watch for cracked tiles. Tap on tiles looking for loose or hollow ones, which could be masking rotted backer-board behind them.	☐	☐	☐	☐	☐	
Turn on/off faucets, check for leaks around handles and valves. Faucets should be easy to use. Check for cracks in the sink basin.	☐	☐	☐	☐	☐	
Check on the state of caulking to see if replacement is needed.	☐	☐	☐	☐	☐	
Look inside the burner chamber of the water heater for rust flakes. Check the flame – it should be an even blue, with no yellow. A yellow flame indicates soot or a problem with the gas-air mixture, meaning the jets need cleaning.	☐	☐	☐	☐	☐	
Drain water heater to remove sediment that has settled to the bottom. Sometimes leaks in faucets are caused by hard water wearing out the washers.	☐	☐	☐	☐	☐	
General state and condition of the water heater.	☐	☐	☐	☐	☐	

Plumbing Inspection (continued)	5	4	3	2	2
Flush the toilets to ensure proper operation	☐	☐	☐	☐	☐
Open toilet tanks (if applicable) and look for worn or missing parts.	☐	☐	☐	☐	☐
Look for cracks on the toilet tank or bowl.	☐	☐	☐	☐	☐
Check toilet function for "running" after completing flush sequence, which may indicate a slow leak	☐	☐	☐	☐	☐
Manipulate the toilet base to be sure it doesn't rock, which might indicate a leak has damaged the floor around it.	☐	☐	☐	☐	☐
General state and condition of high-use fixtures (restrooms, custodial closets, water fountains, break rooms).	☐	☐	☐	☐	☐
Average Plumbing Inspection Rating	☐	☐	☐	☐	☐

To complete this section, enter the rating averages from each of the previously completed ten (10) component areas found on Appendices C and D; then determine the median value of all scores to determine the Median Facility Composite Rating.

Facility Composite Rating	5	4	3	2	1	Comments/Actions
Structure/Substructure and Site	☐	☐	☐	☐	☐	
Heating System	☐	☐	☐	☐	☐	
Electrical System	☐	☐	☐	☐	☐	
Air Conditioning System	☐	☐	☐	☐	☐	
Fire Protection	☐	☐	☐	☐	☐	
Emergency Evacuation and ADA Access	☐	☐	☐	☐	☐	
Equipment	☐	☐	☐	☐	☐	
Roof Components	☐	☐	☐	☐	☐	
Roof Features	☐	☐	☐	☐	☐	
Ceiling, Interior and Exterior Walls	☐	☐	☐	☐	☐	
Plumbing Inspection	☐	☐	☐	☐	☐	

Average Facility Composite Rating	5	4	3	2	1	Reviewer Initials:
	☐	☐	☐	☐	☐	

Appendix E – Monthly Building Inspection Checklist

Facility Name/Address

Assessed by: Date:

Month Inspection Completed

□ JAN □ FEB □MAR □ APR □ MAY □ JUN □ JUL □ AUG □ SEP □ OCT □ NOV □ DEC

Please complete the follow sections

HVAC System	YES	NO	N/A	Comments/Actions
Filters Changed	□	□	□	
Preventative Maintenance Worked Completed	□	□	□	
Fire Suppression System	**YES**	**NO**	**N/A**	**Comments/Actions**
Extinguishers Inspected	□	□	□	
Exit Signs Lit	□	□	□	
Condensation Drain Emptied	□	□	□	
Dry System Air Pressure Checked	□	□	□	
IT Box and Tank Checked	□	□	□	
Head in Good Condition	□	□	□	
General Building Maintenance	**YES**	**NO**	**N/A**	**Comments/Actions**
Please indicate whether Preventative Maintenance is needed				
Hot Water Heater	□	□	□	
Plumbing	□	□	□	
Back Flow Preventer Inspection	□	□	□	
Garage Area	□	□	□	
Carpet	□	□	□	
Flooring	□	□	□	
Roof	□	□	□	
Overhead Doors	□	□	□	
Service Doors	□	□	□	
Lighting	□	□	□	
Generator	□	□	□	
Other:	□	□	□	
Other:	□	□	□	