

West Virginia
Division of
Multimodal
Transportation
Facilities

Division of Public
Transit

Group Transit
Asset
Management
Plan

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Table of Contents

Definitions	ii
Executive Summary	vii
Section 1: Introduction and Compliance Requirement	1
1a: History Transit Asset Management.....	1
1b: Compliance Requirements and Resultant Process.....	2
1c: Transit Asset Management Plan (TAMP) Policy	4
1d: Revision History	4
Section 2: Role of The West Virginia Department of Transportation In Asset Management	5
2a: Description of State Plan	5
2b: Automated Vehicle Inventory System (AVIS)	5
2c: Relationship to Other Plans and Guidelines	6
2d: Provider Training	11
Section 3: Summary of Transit Systems.....	13
3a: List of Systems Covered by Plan and Type of System	13
3b: List of MPOs and Coordination of State Plan	17
3c: Operating Statistics.....	17
Section 4: Collection Methods and Frequency	19
Section 5: Defining State of Good Repair	24
5a: Rolling Stock	24
5b: Facilities	26
5c: Equipment	27
Section 6: Methods of Asset Condition Assessment	28
6a: Rolling Stock	28
6b: Facilities	29
6c: Equipment	32
Section 7: Current SGR by Asset Class.....	33
Section 8: SGR Goals	39
8a: Vehicles	39
8b: Equipment	39
8c: Facilities	39
Section 9: Procurement Priorities	40
Section 10: Method of Individual Asset Priority	42
Tables	43
Appendix 1 Financial Projections.....	47
Appendix 2 TAM Inventory	50
Appendix 3 Accountable Executive Listing	51
Appendix 4 Plan Revisions.....	53

Definitions

Accountable Executive: A single, identifiable person who has ultimate responsibility for carrying out the safety functions 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 carry out the agency's mission.

Asset Category: A grouping of asset classes, including a grouping of equipment, a grouping of rolling stock, a grouping of infrastructure, and a grouping of facilities.

Asset Class: A subgroup of capital assets within an asset category. For example, buses, trolleys, and cutaway vans are all asset classes within the rolling stock asset category.

Asset Inventory: A register of capital assets, and information about those assets.

Asset Management: A strategic and systematic process of operating, maintaining, and improving physical assets, with a focus on both engineering and economic analysis based upon quality information, to identify a structured sequence of maintenance, preservation, repair, rehabilitation, and replacement actions that will achieve and sustain a desired state of good repair over the lifecycle of the assets at minimum practicable cost.

Automated Vehicle Inventory System (AVIS): A database containing the inventory of transit vehicles, facilities and equipment employed by Section 5307, 5310 and 5311 funding direct recipients/subrecipients in West Virginia utilizing Microsoft Office Access software.

Capital Asset: A unit of rolling stock, a facility, a unit of equipment, or an element of infrastructure used for providing public transportation.

Coronavirus Aid, Relief, and Economic Security Act (CARES) of 2020: On March 27th, 2020 the CARES Act was signed into law providing support to industries affected by the COVID-19, including the transit industry.

COVID-19: A mild to severe respiratory illness that is caused by a coronavirus, is transmitted chiefly by contact with infectious material or with objects or surfaces contaminated by the causative virus, and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure.

Decision Support Tool: An analytic process or methodology: (1) 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; or (2) To assess financial needs for asset investments over time.

Direct Recipient: An entity that receives Federal financial assistance directly from the Federal Transit Administration.

Equipment: An article of nonexpendable, tangible property having a useful life of at least one year.

Exclusive-Use Maintenance Facility: A maintenance facility that is not commercial and either owned by a transit provider or used for servicing their vehicles.

Facility: A building or structure that is used in providing public transportation.

FTA: The Federal Transit Administration of the Department of Transportation of the United States of America.

FTA Section 5307 – Urbanized Area Formula Program: The program which makes Federal resources available to urbanized areas and governors to support public transportation in urban areas with a population of 50,000 or more.

FTA Section 5310 – Enhanced Mobility of Seniors & People with Disabilities Program: the program which makes Federal resources available to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options.

FTA 5311 – Rural Area Formula Program: The program which makes Federal resources available to States and Federally-recognized Indian tribes to support public transportation in rural areas with populations less than 50,000.

FTA 5339 – Buses and Bus Facilities Program: The program which makes Federal resources available to States and designated recipients to replace, rehabilitate, and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low or no-emission vehicles or facilities.

Full Level of Performance: The objective standard established by FTA for determining whether a capital asset is in a state of good repair.

Horizon Period: The fixed period of time within which a transit provider will evaluate the performance of its TAM plan. FTA standard horizon period is four years.

Implementation Strategy: A transit provider’s approach to carrying out TAM practices, including establishing a schedule, accountabilities, tasks, dependencies, and roles and responsibilities.

Infrastructure: The underlying framework or structures that support a public transportation system.

Investment Prioritization: A transit provider’s ranking of capital projects or programs to achieve or maintain a state of good repair. An investment prioritization is based on financial resources from all sources that a transit provider reasonably anticipates will be available over the TAM plan horizon period.

Life-Cycle Cost: The cost of managing an asset over its whole life.

Metropolitan Planning Organization (MPO): A Federally-mandated and Federally-funded transportation policy-making organization in the United States that is made up of representatives from local government and governmental transportation authorities.

National Transit Database (NTD): A Federal reporting program formed in 1974 for transit agencies receiving Federal Transit Administration (FTA) funding. It serves as a primary repository for all transit-related data and statistics in the United States.

Participant: A tier II provider that participates in a group TAM plan.

Performance Management: Required performance standards and measures.

Performance Measure: An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets (e.g., a measure for on-time performance is the percent of trains that arrive on time, and a corresponding quantifiable indicator of performance or condition is an arithmetic difference between scheduled and actual arrival time for each train).

Performance Target: A quantifiable level of performance or condition, expressed as a value for the measure. Performance targets must be met within a time period required by the Federal Transit Administration (FTA).

Public Transportation: 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.

Public Transportation System: The entirety of a transit provider's operations, including the services provided through contractors.

Public Transportation Agency Safety Plan: A transit provider's documented comprehensive agency safety plan.

Recipient: An entity that receives Federal financial assistance under 49 U.S.C. Chapter 53, either directly from FTA or as a subrecipient.

Rolling Stock: All revenue vehicles used in the provision of public transit services. This would not include vehicles used in closed door services (e.g., senior services, special programs with eligibility requirements), even if the vehicles were funded through FTA's Section 5310 Program.

Rural Transit Organization: Operators of public transportation services in areas with populations less than 50,000 that receive Section 5311 funding.

Service Vehicle: A unit of equipment that is used primarily either to support maintenance and repair work for a public transportation system or for delivery of materials, equipment, or tools.

Small Urban Transit Organization: Operators of public transportation services in areas between 50,000 and 200,000 in population that receive Section 5307 funding.

State of Good Repair (SGR): The condition in which a capital asset is able to operate at a full level of performance.

Subrecipient: An entity that receives Federal transit grant funds indirectly through a State or a direct recipient.

TERM Scale: The five (5) category rating system used by the State of West Virginia Division of Multimodal Transportation Facilities - Public Transit to describe the condition of an asset: 5.0—Excellent, 4.0—Good; 3.0—Fair, 2.0—Poor, and 1.0—Bad.

Tier I Provider: A recipient 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 Provider: A recipient 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): 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 (TAMP) Plan: A plan that includes an inventory of capital assets, a condition assessment of inventoried assets, a decision support tool, and a prioritization of investments.

Transit Asset Management (TAM) Policy: A transit provider's documented commitment to achieving and maintaining a state of good repair for all of its capital assets. The TAM policy defines the transit provider's TAM objectives and defines and assigns roles and responsibilities for meeting those objectives.

Transit Asset Management (TAM) Strategy: The approach a transit provider takes to carry out its policy for TAM, including its objectives and performance targets.

Transit Asset Management (TAM) System: A strategic and systematic process of operating, maintaining, and improving public transportation capital assets effectively, throughout the life cycles of those assets.

Transit Provider (provider): A recipient or subrecipient of Federal financial assistance under 49 U.S.C. Chapter 53 that owns, operates, or manages capital assets used in providing public transportation.

Transit Authority: A government entity, engaged in public transportation, created pursuant to the provisions of Chapter 8, Article 27 of the West Virginia State Code, which can receive Federal funds, issue revenue bonds, and is managed and controlled by a board.

Useful life: Either the expected life cycle of a capital asset or the acceptable period of use in service determined by FTA.

Useful life benchmark (ULB): 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.

West Virginia Department of Transportation (DOT): An agency of government of West Virginia comprised of the Division of Highways; Division of Motor Vehicles; Division of Multimodal Transportation Facilities, and the Parkways, Economic Development and Tourism Authority (W.V. Turnpike);. The agency provides essential services in transportation, tourism, and economic development.

West Virginia Division of Multimodal Transportation Facilities Division –Public Transit (DMTF-PT): An agency of government of West Virginia within the Department of Transportation (DOT). The DMTF-PT is the State administering agency for all Federal and State programs relating to public transportation and is also the designated State organization for the receipt of Federal Transit Administration (FTA) funding.

United States Department of Transportation (US DOT): A Federal department of the United States government concerned with transportation. The Federal Transit Administration (FTA) is housed within the United States Department of Transportation (US DOT).

Executive Summary

On July 6, 2012, President Obama signed into law the surface transportation legislation Moving Ahead for Progress in the 21st Century (MAP-21). Contained within the Act were provisions for mandated transit asset management. Four years later, per the direction of MAP-21, the Federal Transit Administration issued the “Final Rule for Transit Asset Management and the Nation Transit Database” to establish minimum Federal requirements for transit asset management that will apply to all recipients and subrecipients of Chapter 53 funding that own, operate, or manage public transportation capital assets. The result of this legislation and rulemaking has been that transit providers receiving FTA funding are required to implement a compliant program of transit asset management, documented within a transit asset management plan.

Subsequent transportation reauthorizations, the Fixing America’s Transportation (FAST) Act December 4, 2015, and the Infrastructure Investment and Jobs Act November 15, 2021, surface transportation reauthorization, signed respectively by Presidents Obama and Biden, continued the mandate for transit asset management.

The above-referenced legislation and rule fundamentally shifted the focus of Federal investment in transit in relation to maintaining, rehabilitating, and replacing existing transit assets. Given existing fiscal constraints at the local, State, and Federal level, it is unlikely that the overall national decline in transit assets can be addressed through increased spending alone. Therefore, the goal of this plan is to implement effective transit asset management by providing insight and strategy for the areas of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets; thereby minimizing risks and costs over the asset’s life cycle to provide safe, cost-effective, and reliable public transportation to the traveling public.

The foundation of successful transit asset management is the transit asset management plan (TAMP). To secure this foundation, the DMTF-PT, in coordination with the state’s transit providers, have elected to develop a group plan with the DMTF-PT as the Sponsor. This group TAMP will provide a Federal Transit Administration compliant planning document that will function to guide the DMTF-PT and the participating transit organizations in operating, maintaining, upgrading and replacing public transportation capital assets effectively through the lifecycle of such assets toward an end result of providing safe and reliable public transportation services to the citizens of West Virginia.

Section 1: Introduction and Compliance Requirement

1a: History of Transit Asset Management

On July 6, 2012, President Obama signed into law P.L. 112-141, the Moving Ahead for Progress in the 21st Century Act (MAP-21). This law funded surface transportation programs for fiscal years (FY) 2013 and 2014 and marked a major change in federal transportation policy by requiring the U.S. Department of Transportation to develop rules to establish a system to monitor and manage public transportation assets to improve safety, increase reliability and performance, and establish performance measures for programs to improve safety and maintain infrastructure condition.

Subsequent transportation reauthorizations, the Fixing America's Transportation (FAST) Act December 4, 2015, and the Infrastructure Investment and Jobs Act November 15, 2021 surface transportation reauthorization, signed respectively by Presidents Obama and Biden, continued the mandate for transit asset management.

The portion of federal code which deals with public transportation, 49 U.S. Code Chapter 53, was amended by Section 20019 of MAP-21 to add a new section, 5326, which requires that the U.S. Secretary of Transportation to establish and implement a National Transit Asset Management System:

“(b)Transit Asset Management System. —The Secretary shall establish and implement a national transit asset management system, which shall include—

- (1) a definition of the term “state of good repair” that includes objective standards for measuring the condition of capital assets of recipients, including equipment, rolling stock, infrastructure, and facilities;
- (2) a requirement that recipients and subrecipients of Federal financial assistance under this chapter develop a transit asset management plan;
- (3) a requirement that each designated recipient of Federal financial assistance under this chapter report on the condition of the system of the recipient and provide a description of any change in condition since the last report;
- (4) an analytical process or decision support tool for use by public transportation systems that—
 - (A) allows for the estimation of capital investment needs of such systems over time; and
 - (B) assists with asset investment prioritization by such systems; and
- (5) technical assistance to recipients of Federal financial assistance under this chapter”.

49 CFR Subtitle B Chapter VI Part 625 carries out the mandate of 49 U.S.C. 5326 for transit asset management by establishing a National Transit Asset Management System as described above.

On July 26, 2016, Federal Transit Administration issued the “Final Rule for Transit Asset Management and the National Transit Database” to establish minimum Federal requirements for transit asset management that will apply to all recipients and subrecipients of Chapter 53 funds that own, operate, or manage public transportation capital assets.

The above referenced legislation and rule has fundamentally shifted the focus of Federal investment in transit in relation to maintaining, rehabilitating, and replacing existing transit assets. Given existing fiscal constraints at the local, State and Federal level, it is unlikely that the state of

good repair (SGR) backlog can be addressed through increasing spending alone. Therefore, the goal of this plan is to assist the DMTF-PT and transit providers to plan more strategically and efficiently in the use of all available funds.

1b: Compliance Requirements and Resultant Processes

The result of the legislation and rule-making described in 1a has been that transit providers receiving FTA funding are required to implement a compliant program of transit asset management, documented within a transit asset management plan.

Transit asset management is the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets and managing their performance, risks, and costs over their life cycles for providing safe, cost-effective, and reliable public transportation.

The core of asset management is understanding and minimizing the total cost of ownership of an asset while maximizing its performance.

The foundation of successful transit asset management is the transit asset management plan (TAMP). The basic elements of a TAMP consists of an accurate inventory of capital assets and their SGR condition, a methodology for developing reportable performance targets based on the inventory’s SGR, a catalogue of potential funding sources, and guidelines for allocating funding from the various sources to address the established performance targets.

Transit asset management begins with a determination, based on FTA criteria, of the status of the organization(s) concerning the Tier I vs. Tier II applicability.

Tier I vs. Tier II Applicability

Tier I	Tier II
Operates rail	Subrecipient of 5311 funds
OR	OR
≥ 101 vehicles across all fixed route modes	American Indian Tribe
OR	OR
≥ 101 vehicles in one non-fixed route mode	≤ 100 vehicles across all fixed route modes
	OR
	≤ vehicles in one non-fixed route mode

The DMTF-PT has determined that all the transit organizations in West Virginia that must comply with the FTA transit asset requirements and are covered in this group plan are classified as Tier II providers. Tier II providers are required by the Final Rule to base their TAM plan, or a

group plan they are participating in, on four of the nine planning elements listed in “Subpart C – Transit Asset Management Plans §625.25 Transit Asset Management Plan requirements” of the Final Rule:

- “(1) An inventory of the number and type of capital assets. The inventory must include all capital assets that a provider owns, except equipment with an acquisition value under \$50,000 that is not a service vehicle. An inventory also must 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. The asset inventory must be organized at a level of detail commensurate with the level of detail in the provider’s program of capital projects;
- (2) A condition assessment of those inventoried assets for which a provider has direct capital responsibility. A condition assessment must generate information in a level of detail sufficient to monitor and predict the performance of the assets and to inform the investment prioritization.
- (3) A description of analytical processes or decision-support tools that a provider uses to estimate capital investment needs over time and develop its investment prioritization;
- (4) A provider’s project-based prioritization of investments developed in accordance with § 625.33 of this part;”.

The DMTF-PT, in coordination with the transit providers required to have a transit asset management plan, elected to develop a group plan with the DMTF-PT as the Sponsor. (see “2a. Description of State Plan” for an account of how this decision was reached). The determination of the proper Tier for the group TAMP was followed by development of this TAMP containing the elements appropriate for Tier II transit providers.

Performance measures, mandated by FTA, are a result of this TAM planning process. The Final Rule categorizes and describes them as:

- Rolling stock. The performance measure for rolling stock is the percentage of revenue vehicles within an asset class that have either met or exceeded their ULB.
- Equipment: (non-revenue) service vehicles. The performance measure for non-revenue, support-service and maintenance vehicles equipment is the percentage of those vehicles that have either met or exceeded their ULB.
- Facilities. The performance measure for facilities is the percentage of facilities within an asset class, rated below condition 3 on the TERM scale.

These performance measures are used to determine another required TAMP output: Performance Targets. The Final Rule states:

- “(1) A provider must set one or more performance targets for each applicable performance measure.
- (2) A provider must set a performance target based on realistic expectations, and both the most recent data available and the financial resources from all sources that the provider reasonably expects will be available during the TAM plan horizon period.
- (3) Within three months after the effective date of this part, a provider must set Consequently, the DMTF-PT, as Sponsor, must set one or more unified performance targets for each asset class contained in the group TAMP based upon the most recent data available and, the financial resources that the provider(s) reasonably expects will be available during the TAM plan horizon period. These unified performance targets will be set for each fiscal year.”

Each transit provider participating in the TAMP must designate an “Accountable Executive”. The designated Accountable Executive must have the authority to exercise transit asset management and related safety activities within the organization.

To the maximum extent practicable, the DMTF-PT shall coordinate with each participant’s Accountable Executive and the Metropolitan Planning Organizations in the development of relevant performance targets.

As the sponsor of the group TAMP, the DMTF-PT is required to report the plan-derived performance targets and the condition of their capital assets covered by the plan annually to the Federal Transit Administration’s (FTA’s) National Transit Database (NTD). This data both helps the Federal Transit Administration (FTA) better estimate the Nation’s state of good repair (SGR) backlog and supports the need for additional funding at all levels of government to maintain, improve, and replace the Nation’s aging transit capital assets.

1c: Transit Asset Management Policy

The DMTF-PT developed this group TAMP to provide a Federal Transit Administration compliant planning document that will function as a decision support tool to guide the DMTF-PT and the participating transit organizations in operating, maintaining, upgrading and replacing public transportation capital assets effectively through the life cycle of such assets. The result of the activities governed by this plan is for the participating organizations to provide safe and reliable public transportation services to the citizens of West Virginia. Specifically, the DMTF-PT and the associated transit organizations seek to accomplish:

- The refinement of the current assessment of the condition of vehicles contained in the present West Virginia Automated Vehicle Inventory System (AVIS) to comply with the standard set in the TAM Final Rule and thereby be utilized to determine the State of Good Repair of the West Virginia transit fleet and be an accurate source for data to determine the relevant performance measures/targets.
- The implementation of procurement/spending goals, based on performance targets, that will improve the safety of the West Virginia transit fleet by ensuring a State of Good Repair across the fleet.
- The identification of vehicles/situations that may pose a safety risk to the traveling public and employees of the of the participating transit organizations and mitigate these risks with timely and knowledgeable intervention.
- The integration of the Transit Asset Management Plan with other relevant planning/guidance documents, such as the 5310, 5311 and 5339 State Management Plans and present/proposed safety standards/plans such as detailed in the proposed rule for Public Transportation Agency Safety Plans.

1d. Revision History

See Appendix 3 for a record of the edits to this plan.

Section 2: Role of the West Virginia Department of Transportation in Asset Management

2a: Description of the State Plan

Following the implementation of the Transit Asset Management Final Rule on October 1, 2016, the DMTF-PT, the unit of the West Virginia Department of Transportation charged with administration of the Federal Transit Administration funding allocated/appORTioned to the State West Virginia, as well as General Revenue transit funding from the State Legislature, began planning for the implementation of the mandated transit asset management requirements.

Upon conferring with the relevant transit providers, it was determined that a group plan, including all eligible providers, was the best solution for West Virginia for compliance with FTA's expectations.

The only other recipient of FTA funding in West Virginia, West Virginia University, received FTA funds for operating a rail fixed guideway system, the Personal Rapid Transit (PRT). This circumstance (involvement with rail transit) put the University into the Tier I classification. Because the University is a direct recipient of federal funding, the decision was made that the University would be solely responsible for transit asset management concerning the PRT and the DMTF-PT would not be a participant in their planning process, preferring to concentrate on the various agencies operating motor vehicles for public transit.

2b: Automated Vehicle Inventory System (AVIS)

The TAM Final Rule requires plan developers to base their TAMP on an inventory of capital assets ("Subpart C – Transit Asset Management Plans §625.25 Transit Asset Management Plan requirements"):

"The inventory must include all capital assets that a provider owns, except equipment with an acquisition value under \$50,000 that is not a service vehicle. An inventory also must 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."

The DMTF-PT currently maintains a TAM Final Rule compliant inventory consisting of a database utilizing Microsoft Office Access software. The inventory is known as the Automated Vehicle Inventory System, or AVIS. The AVIS establishes a permanent property record for each piece of equipment purchased and assists the DMTF-PT in complying with FTA property management standards. Categories of information recorded in the AVIS are: Agency, VIN (Vehicle identification Number), Grantee, Make, Model, Model Year, (Provider Organization) Inventory Tag Number, Date of Acquisition, Accepted, (SGR) Category, Inspected (Date), Mileage, Condition (Numerical), Age, Useful Years, Useful Life Met, Life Miles, Mileage Life, Total Percent, Description.

2c: Relationship to Other Plans and Guidelines

The DMTF-PT maintains three programmatic state management plans that are relevant to the TAMP. The descriptions below, excerpted from the relevant State Management plans, describe areas where the State Management Plans affect the TAM plan:

The **Section 5310 State Management Plan** states that the goal of the DMTF-PT's Section 5310 Program is to purchase equipment and provide transportation services for agencies serving seniors and individuals with disabilities. This equipment is to meet the special transportation needs and enhance mobility for seniors and individuals with disabilities throughout the state including urbanized and rural areas. It has been determined that approximately 70% of the Section 5310 recipients provide open transit service and fall under the TAMP.

In addition to capital items such as vehicles and communication equipment, the Section 5310 Program provides funding of contracted services projects to purchase transportation services from agencies to enhance/expand transportation services for seniors and individuals with disabilities. As funding allows, mobility management projects can be funded when during the development of the local public transit-human service coordination plans a need is determined.

All the DMTF-PT's projects from the Section 5310 program are listed in the STIP and put out for public comment and input. Projects in the metropolitan areas are included in the local metropolitan planning organization's TIP. All approved applicants must have participated in the development and updates of locally developed public transit-human services coordination plans.

Any private nonprofit organization that desires to provide transportation services for seniors and individuals with disabilities are eligible to apply for funds which provides 80% of the vehicle cost. In any given year, approximately 70-75% 5310 recipients provide general public transportation and are therefore included in this plan.

Given the various funding sources available to private nonprofit hospitals and nursing homes, the state has determined that these agencies will not be considered for funding under the Section 5310 Program.

Per the Section 5310 program guidelines, vehicles obtained through this program are "turned over" to the agency once the vehicle meets its useful life which is 100,000 miles or four years of service, whichever comes first.

The State of West Virginia provides no matching funds for the Section 5310 Program. All matching funds are provided by the local recipients from non-federal sources or allowable federal sources. However, the DMTF-PT reserves the right to change this practice if circumstances were favorable for this change.

Maintenance workshops have been conducted in the past (pre-COVID) and will continue to do so through both video teleconference and on-site workshops.

The DMTF-PT procures all equipment purchased under the Section 5310 Program through the State of West Virginia's Purchasing Division.

Each piece of equipment purchased under a Section 5310 FTA grant has a permanent equipment record in the AVIS.

After the needs of seniors and individuals with disabilities are met, the vehicle may be used for transporting the general public on a space available basis. In many counties, the Section 5310 agency is the only transportation provider and the DMTF-PT strongly encourages general public use in these areas.

Documentation of extraordinary repairs (i.e.: engine or transmission replacement; water, oil or fuel pump replacements, etc.) are used as justification for seeking a replacement vehicle prior to 100,000 miles. The DMTF-PT requires each approved agency to establish a written preventative maintenance program that at least meets the manufacturer's requirements. Agencies are required to maintain comprehensive maintenance records for review during onsite visits by the DMTF-PT.

The **Section 5311 State Management Plan** states the program's primary priority is to provide operating funding to keep West Virginia rural transit organizations serving the traveling public. However, it's second priority for funding, and point of intersection with the TAM plan, is to support capital projects for existing systems.

Eligible requests will be prioritized on the following basis:

- Replacement of old, worn-out or unsafe revenue vehicles;
- Purchase of vehicles for the expansion of existing services or purchase of additional vehicles to meet demonstrated capacity problems on current routes;
- Purchase of miscellaneous capital equipment (radios, shop equipment, etc.) and,
- Construction and/or renovation of facilities

Capital assistance is provided at the 80/20 funding level. The DMTF-PT provides a significant amount of the 20% match funding.

All funded activities of the Section 5311 program are coordinated with the federal government, other West Virginia state agencies, local organizations, and the regional planning organizations. In addition to federal funds, these funded activities may include local matching funds with state and local money, or both to fulfill matching requirements.

Preventive maintenance on vehicles and facilities is treated as a capital project funded at an 80/20 matching ratio.

Recipients of Section 5311 funds are eligible to receive assistance from State general revenue funds so long as they don't have a dedicated source of local funds such as an excess levy. Other sources for local funds include county commissions, coal severance taxes, city governments, unrestricted federal funds and in-kind match.

The DMTF-PT procures vehicles and all other major capital items on behalf of its Section 5311 subrecipients. Under the Section 5311 Program, all equipment is purchased through the State of West Virginia's Purchasing Division and in accordance with the West Virginia Code and federal requirements.

Other major capital items may generally include communications equipment, shop equipment, facility construction, computer hardware, and spare parts. The systems are permitted to perform their own procurement, with oversight from the DMTF-PT, on capital items under \$5,000.

AVIS establishes a permanent property record for each piece of equipment purchased under Section 5311 funding

Subrecipients must establish a written preventative maintenance program that at least meets the manufacturers' minimum requirements. Records must be maintained showing routine maintenance along with all major repairs which may occur. The DMTF-PT reviews and approves all maintenance plans and reviews maintenance records during site visits.

The DMTF-PT considers the value of transit vehicles prior to the end of a normal service life to be based on a straight-line depreciation. Also, the vehicle service life standards refer to time in normal service, not time spent stockpiled or unavailable for regular transit duty.

Transit vehicles should be at the end of a minimum normal service life when considered for replacement per this plan. For purposes of Section 5311 vehicle replacements, the age of the vehicle to be replaced is determined by its years of service from the time the new vehicle is introduced into service. Agencies may apply for replacement vehicles prior to the end of its useful life provided that the end of the useful life will be reached prior to placing the new vehicle in service.

The DMTF-PT encourages that vehicles/equipment reaching the end of their normal useful life be retained in transit service if they are still functional and in a State of Good Repair. If the system wishes to replace a vehicle, the system is encouraged to offer it for transfer to any other public transit system wanting to continue to use it as a revenue or maintenance vehicle.

The system must first obtain permission from the DMTF-PT before disposing of the vehicle/equipment. When subrecipients sell the vehicle/equipment, competitive sales procedures shall be followed to ensure the highest possible return. There are several methods that can be used to dispose of capital items once the useful life has been reached. These include sealed bids, E-bay, local auto auction and public auction.

The Infrastructure Investment and Jobs Act (IIJA) changed the provisions for transit asset disposition [49 USC § 5334(h)(4)(B)]. For rolling stock, equipment and aggregate supplies that have met their minimum useful life and were (1) purchased with federal assistance (2) with a fair market value of more than \$5,000 and (3) sold after November 15, 2021, the recipient may retain a portion of the funds -- \$5,000 plus the percentage of its local share in the original award. Any

remaining federal share must be returned to FTA. The federal share of the sales proceeds cannot be retained for public transportation use.

Should an agency wreck a vehicle, the insurance proceeds are used to fix the vehicle or, if totaled prior to reaching its useful life, to purchase a new vehicle.

All construction and renovation projects will be conducted in accordance with FTA and state purchasing requirements.

The **Section 5339 State Management Plan** supports the continuation and expansion of public transportation services by assisting eligible recipients in financing capital projects concerning buses and related equipment, as well as bus-related facilities.

The objectives of the State's Section 5339 Program are:

- Preserve the state-wide levels of vehicles/equipment and transit infrastructure available to West Virginia's transit organizations/providers
- Provide opportunities for expansion, as appropriate
- Distribute funding through a process that supports the first two objectives

The first division of funding is for transit organizations serving small UZAs. The DMTF-PT allocates the FTA apportioned funds which the transit providers apply for directly from FTA. To allocate the funding dedicated to the small UZA transit organizations, the DMTF-PT has adopted a formula based on the state's Section 5307 apportionment percentages.

The second division of the apportionment is at the State's discretion. The DMTF-PT may utilize these funds in small UZAs and in rural areas, with eligible transit providers. The DMTF-PT distributes funding from the State's discretionary portion of the apportionment so that the small UZA transit organizations can apply for this funding directly, making them responsible for the procurement process. If the funding is allocated for use with rural transit providers, the DMTF-PT performs the vehicle/equipment acquisition.

In addition, the DMTF-PT is responsible for ensuring that the Section 5339 program rural subrecipient projects are included in the statewide transportation improvement program (STIP).

Examples of local match sources that may be used for the local share include local appropriations, coal severance taxes, dedicated levy, state general revenue funds and other non-federal DOT funds.

In the case of the allocation to the DMTF-PT, the DMTF-PT will award projects based on need, with first priority being equipment replacement. Other eligible projects that meet a particular need may be funded.

These projects will be developed based on information contained in AVIS and communication with the transit organizations. The final recommendations for projects will be determined by a committee within the DMTF-PT consisting of the Executive Director, the Section

5311 Grant Coordinator and Comptroller. Final project selection is made by the Executive Director, in consultation with the Commissioner of the Division, as appropriate.

The DMTF-PT procures vehicles and all other major capital items on behalf of its Section 5339 subrecipients. All equipment is purchased through the State of West Virginia's Purchasing Division and in accordance with the West Virginia Code and federal requirements. The Division ensures that all relevant federal clauses are included in the bid proposals. Statewide contracts are utilized for vehicles and communication equipment whenever possible.

AVIS establishes a permanent property record for each piece of equipment purchased under the Section 5339 program.

For the construction and renovation of Facilities, the DMTF-PT retains an architectural and engineering (A&E) firm(s) to design and provide oversight on the project. All construction and renovation projects are conducted in accordance with FTA and state purchasing requirements.

Funding decisions concerning the Management Plans for Sections 5310, 5311, and 5339 grant programs will be coordinated with both with the AVIS data and the TAMP. This would allow any funding to be distributed based on the state of good repair (SGR) priorities and performance measures/targets.

Purchasing guideline and procedures govern the procurement of assets relevant to the TAMP. These acquisitions may be funded using federal, state or local funding and are carried out in two broad ways:

- Small Urban Area transit providers (direct recipients) conduct their own procurement programs;
- Section 5310 and 5311 transit providers (sub-recipients) procurement is handled by the DMTF-PT.

Federal purchasing guidelines, which can be found at <https://www.transit.dot.gov/funding/procurement/procurement>, are also followed by the direct recipient transit providers and the DMTF-PT when federal funding is utilized.

The State of West Virginia purchasing guidelines, which can be found at <http://www.state.wv.us/admin/purchase/handbook/2015R7/default.html>, are followed by the DMTF-PT in its purchasing activities per State Code.

The DMTF-PT requires each subrecipient to develop a written maintenance plan for vehicles and facilities. Subrecipients must establish a preventative maintenance program that at least meets the manufacturers' minimum requirements. Records must be maintained to show routine maintenance along with all major repairs which may occur. The DMTF-PT reviews and approves all maintenance plans and reviews maintenance records during site visits.

The FTA required Public Transit Agency Safety Plans (PTASP) have developed and adopted for each Section 5307 transit providers. These plans were developed, per FTA mandate and are in compliance with FTA's expectations.

Safety Plans, titled "Safety, Security and Emergency Preparedness Plan" (SSEPP), are in place for each Section 5311 transit providers. These plans were developed 2010-2011 and contain, under "Critical Assets", an asset analysis of each organization's assets determining the "Level of Criticality" and the Level of Vulnerability". Appendix C of the SSEPP contains a vehicle list and facilities diagram.

2d: Provider Training

Initial training was provided to West Virginia's transit providers and state personnel by the consulting firm of RLS & Associates, Inc. (RLS) on June 15, 2016. An overview of the requirements on Transit Asset Management and what it means for providers was made during this day-long training sponsored by the WV DOT, DMTF-PT. A key discussion point was how a TAMP can be used to improve decisions concerning capital budget and vehicle/equipment acquisition/inventory management.

During the WV Public Transit Association's 2017 Annual Meeting, a presentation was made by Federal Transit Administration Region III official, Anne Marie Resnick, that included a regulatory update. Those in attendance again included state personnel and transit operators throughout West Virginia.

Technical assistance from RLS also was provided to the DMTF-PT's staff concerning TAMP structure and development, implementation, and one-on-one training.

DMTF-PT personnel and transit providers have participated in FTA TAM webinars.

West Virginia's Metropolitan Planning Organizations have provided discussion and coordination to the TAM planning process as well.

Section 3: Summary of Transit Systems

3a: List of Systems Covered by Plan and Type of System

West Virginia has eight (8) Section 5307 Urbanized Area Formula Funding program (49 U.S.C. 5307) transit providers. This program makes federal resources available to urbanized areas for transit capital and operating assistance in urbanized areas. An urbanized area is an incorporated area with a population of 50,000 or more that is designated as such by the U.S. Department of Commerce, Bureau of the Census. Funding is made available to designated recipients that are public bodies with the legal authority to receive and dispense federal funds (direct recipients). For urbanized areas under 200,000 in population (the situation in West Virginia), the funds are apportioned to the governor of each state for distribution (the DMTF-PT functions as the designee for the Governor in this role).

For urbanized areas with populations less than 200,000, operating assistance is an eligible expense. Funding is apportioned on the basis of legislative formulas. For areas of 50,000 to 199,999 in population, the formula is based on population and population density.

The federal share is not to exceed 80 percent of the net project cost for capital expenditures. The federal share may be 90 percent for the cost of vehicle-related equipment attributable to compliance with the Americans with Disabilities Act and the Clean Air Act. The federal share may not exceed 50 percent of the net project cost of operating assistance.

The eight (8) small urban transportation providers in the State of West Virginia are show in the chart on the following page.

Small Urban Agencies and Services Provided

Agency Name	Fixed Route	Deviated Fixed Route	Limited Demand-Response	ADA Paratransit
Eastern Panhandle Transit Authority - EPTA (Berkeley and Jefferson Counties)	No	Yes	Yes	No
Kanawha Valley Regional Transportation Authority – KRT (Kanawha County and portions of Putnam and Fayette Counties)	Yes	No	No	Yes
Mid-Ohio Valley Transit Authority – MOVTA (City limits of Parkersburg and Vienna)	Yes	No	No	Yes
Monongalia County Urban Transit Authority dba Mountain Line (Monongalia County)	No	Yes	Yes	No
New River Transit Authority (Raleigh and Fayette County)	No	Yes	Yes	No
Ohio Valley Regional Transportation Authority (Ohio County and portions of Marshall County)	Yes	No	Yes	Yes
Tri-State Transit Authority (Cabell County and portions of Wayne County)	Yes	No	Yes	Yes
Weirton Transit Corporation (City of Weirton)	Yes	No	No	No

West Virginia has ten (10) transit providers that utilize FTA’s Section 5311 Formula Grants for Rural Areas program (U.S.C. 49 5311) that fall under this plan. This program provides assistance to states to support public transportation in rural areas with populations of less than 50,000. The federal share is 50 percent for operating assistance and 80 percent for capital projects and ADA non-fixed route paratransit service. The DMTF-PT’s goal with this program are to provide the maximum amount of transportation services to citizens in rural areas of the State.

The 5311 rural providers in the State of West Virginia are:

Rural Agencies and Services Provided

Agency Name	Fixed Route	Deviated Fixed Route	Limited Demand-Response	ADA Paratransit
Bluefield Area Transit (Mercer and MacDowell Counties)	No	Yes	Yes	No
Buckwheat Express (Preston County)	No	Yes	Yes	No
Central WV Transit Authority (Harrison County)	Yes	No	No	Yes
County Roads Transit (Randolph and Upshur Counties)	No	Yes	Yes	No
Fairmont-Marion County Transit Authority (Marion County)	Yes	Yes	Yes	Yes
Here and There Transit (Barbour County)	Yes	Yes	Yes	Yes
Little Kanawha Transit Authority (Calhoun, Gilmer, Jackson and Roane)	No	Yes	No	No
Mountain Transit Authority (Fayette, Greenbrier, Nicholas Pocahontas and Webster Counties)	No	Yes	Yes	No
Potomac Valley Transit Authority (Grant, Hampshire, Hardy, Mineral and Pendleton Counties)	No	Yes	Yes	No
TriRiver Transit (Boone, Lincoln, Logan, Mason and Wayne Counties)	No	Yes	Yes	No

The Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities program (49 U.S.C. 5310) provides funding to states for the purpose of assisting private nonprofit groups in meeting the transportation needs of older adults and people with disabilities. Funds are apportioned based on each state’s share of the population for these two groups. These funds are apportioned to the DMTF-PT, except within the State’s one TMA area. Eligible projects include both “traditional” capital investment and “nontraditional” investment beyond the ADA complementary paratransit services.

The goal of the DMTF-PT’s program is to purchase equipment for agencies serving seniors and individuals with disabilities in the most cost-effective manner, given the available resources. As funding allows, the Section 5310 Program will provide funding of contracted services projects and operating assistance where during the locally developed public transit-human services coordination plans or updates a need is determined, and mobility manager projects.

Per the FTA’s interpretation, if a transportation provider’s funding comes only via Section 5310, and none of the services provided are open to the public or segment of the public (seniors, disabled or low income), then the transit provider is exempt from the transit asset management rule.

In FFY 2022 the Section 5310 program in West Virginia supported the transportation providers in the three (3) categories: (1) contracted services agencies; (2) mental health agencies/sheltered workshops; and (3) senior centers/community action agencies.

All the contracted services agencies provide open service and are subsequently included in the DMTF-PT’s Transit Asset Management group plan.

5310 Agencies

5310 Contracted Services Agencies Providing Open Service

Agency	Number of Active Section 5310 vehicles	Passengers	Miles
Berkeley Senior Services	5	7,865	43,621
Braxton County Senior Citizens Center	3	6,007	39,140
C&H Taxi/ Mountain State Centers for Independent Living	2	1,861	76,027
Central West Virginia Community Action	2	659	10,174
Christian Help	3	3,024	26,604
Commission on Aging (Petersburg)	1	116	7,632
Council of Senior Tyler Countians	1	363	11,504

Council on Aging (Wyoming County)	3	2,285	35,697
Family Services Upper Ohio Valley	4	3,073	40,288
Gilmer County, Council of Senior Citizens	1	682	18,259
Greenbriar Co. Committee for Senior Citizens	1	52	1940
Committee for Hancock County Senior Services	8	10,382	104,653
Hansford Senior Center	1	1,754	2,771
Hardy Co. Committee on Aging	1	363	11,504
Harrison County Senior Citizens Center	3	4,527	58,003
Jefferson County Council on Aging	3	3,359	21,218
Kanawha Valley Senior Services	2	3,533	21,598
Lewis County Senior Citizens Center	3	4,619	27,750
Marion County Senior Citizens	2	2,254	24,563
Morgan County, Senior Life of	3	3,536	64,870
Pleasants County Senior Citizens Center	2	1,901	8,808
Pendleton Senior and Family Services	1	533	25,621
Pocahontas County Seniors Citizens	3	322	18,275
Putnam County Aging Program	5	11,394	79,468
Raleigh County Commission on Aging	1	1,846	11,126
Raleigh County Community Action	4	8,811	65,327
Ritchie County Family Services	2	551	5,692
Senior Life of Morgan County	2	1,459	16,057
Summers County Commission on Aging	3	13,859	41,325
Webster County Senior Citizens	1	451	3,792
Wirt County Committee on Aging and Family Services	2	534	16,987
Wood County Senior Citizens Association	3	5,083	48,464

5310 Mental Health Agencies' Providing Open Service

Logan-Mingo Area Mental Health	3	2,593	38,734
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5310 Mental Health Agencies/Sheltered Workshops Providing Closed Services in West Virginia

Community Action Southeastern West Virginia	2	5,912	32,159
FMRS Health Services	3	3,654	20,192
Healthways Inc.	6	11,407	45,947
Heart to Heart (Serenity Hills)	2	192	3075
Integrated Resources Inc.	1	769	7,972
Northwood Health Systems	8	22,346	72,795
Russell Nesbit Services	1	3,105	9,076
S&W Resources, Inc.	1	2343	10697

Southern Highland Community Mental Health Center	3	8,722	11,549
Westbrook Health Systems	1	1,194	8,216
Youth Health Services	2	2,323	14,982

3b: List of MPOs and Coordination of State Plan

Section 625.45 requires recipients and subrecipients to set one or more performance targets per asset class based on the SGR measures and requires transit providers to coordinate with States and MPOs, to the maximum extent practicable, in the selection of State and MPO performance targets.

The State of West Virginia currently has eight (8) MPOs:

- Belomar Regional Council
- Brooke Hancock Jefferson Metropolitan Planning Commission
- Fayette Raleigh Metropolitan Planning Organization
- Hagerstown/Eastern Panhandle Metropolitan Planning Organization
- KYOVA Interstate Planning Commission
- Morgantown Monongalia Metropolitan Planning Organization
- Regional Intergovernmental Council
- Wood Washington Wirt Interstate Planning Commission

For additional information, refer to Table 7 in the Appendices.

3c: Operating Statistics

Small Urban Agencies' Miles and Passengers Totals for FY 2021

Agency Name	Total Miles	Total Passengers	Elderly Passengers	Persons with Disabilities
Eastern Panhandle Transit Authority	654,615	98,022	25,889	11,276
Kanawha Valley Regional Transportation Authority	2,229,552	983,999	90,544	24,561
Mid-Ohio Valley Transit Authority	587,699	220,527	16,708	41,715
Mountain Line	1,460,550	322,354	35,058	17,018
New River Transit Authority	241,175	35,625	8,102	5,090
Ohio Valley Regional Transportation Authority	536,653	199,817	67,516	3,977
Tri-State Transit Authority	1,226,768	638,087	63,809	31,905
Weirton Transit Corporation	145,646	31,919	9,225	5,225
TOTALS:	7,082,658	2,530,350	316,861	143,779

Rural Agencies

Agency Name	Total Miles	Total Passengers	Elderly Passengers	Persons with Disabilities
Bluefield Area Transit	730,183	150,003	83,167	15,397
Buckwheat Express	245,713	14,785	4,574	1,951
Central WV Transit Authority	392,214	95,445	10,901	8,751
County Roads Transit	136,104	16,769		
Fairmont-Marion County Transit Authority	709,381	135,575	20,619	13,701
Here and There Transit	229,028	20,207	2,511	7,655
Little Kanawha Transit Authority	140,917	26,483	5,805	1,083
Mountain Transit Authority	408,456	45,442	5,344	4,827
Potomac Valley Transit Authority	752,709	92,191	9,704	9,517
TriRiver Transit	922,743	66,217	10,631	32,240
TOTALS:				

Section 4: Collection Methods and Frequency

The Annual Certification of Use of Project Equipment and/or Facilities and Public Transportation Management System Update (simply referred to “annual certification” or “annual cert”) is conducted once per calendar/fiscal year, in July, the start of a new fiscal year for the State of West Virginia. All capital grant recipients are contacted by the DMTF-PT by email. A packet attached to the email contains an introductory/explanatory letter, the Annual Certification of Use of Project Equipment and/or Facilities certification form, the AVIS Annual Online Certification instructions, AVIS screen-shot examples, a printout of all the inventory owned by the agency, a PTMS Vehicle Information form, and an AVIS Inventory Input Sheet.

The introductory/explanatory letter explains the recipient will be certifying six (6) items. Should the recipient be unable to certify one (1) or more of these items, a full explanation/justification is required to be provided to the DMTF-PT. The recipients are given a set period in which to return the signed certification(s) and/or explanation(s)/justification(s). A summary explanation of the enclosures is also provided in the introductory/explanation letter, such as the recipient’s ID and PIN for accessing AVIS, etc.

If the recipient has disposed of any inventory on the authority’s printout, then the recipient is required to supply a copy of the transaction disposing of the equipment, which should include: sold to, date sold, amount sold for, and mileage at time of sale, if appropriate.

If the recipient has inventory not listed on the printout, regardless of the funding source, the recipient is to complete a data entry sheet, so the item can be added to AVIS.

Other topics discussed in the introductory/explanatory letter include the provision that agencies receiving equipment funded by Federal funds are required to maintain an amount of insurance that will adequately cover the actual value of the funded equipment. The DMTF-PT is required by the FTA and the West Virginia Attorney General’s Office to have on file at all time a current Certificate of Liability Insurance listing all active equipment (including communication equipment, office equipment, and facilities) covered by the insurance. The proof of insurance is required to list the DMTF-PT as a co- or additional insured.

The introductory/explanatory letter also requests that copies of new Certificates of Insurance should be sent to the DMTF-PT when renewals occur, and to be sure that the authority’s insurance company has the correct address on file for the DMTF-PT.

The Annual Certification of Use of Project Equipment and/or Facilities form requires the recipient to fill in the name of its agency and then date, sign and provide the title of the manager or board president that attests to:

1. The equipment and/or facilities acquired under the project continue to be used for the purpose for which the grant was approved.
2. The equipment and/or facilities does not exceed that which are needed for transit operations.

3. None of the equipment and/or facilities have been sold, damaged, or otherwise taken out of service.
4. The equipment and/or facilities acquired under the project continue to be maintained in accordance with the manufacturer's recommendation, project application, and contract.
5. Insurance is being carried in an amount that is sufficient to cover the replacement of the equipment and/or facilities.
6. There has not been a reduction in the local contribution made to the project.

The AVIS Annual Online Certification Instructions provide each recipient with the website address, the authority's ID, and the authority's PIN to sign into AVIS online. Once the recipient logs into the website, that recipient's active inventory is displayed in a list. The column titles displayed are Inspect, Inventory Tag, Serial Number, Year, Make, Model, and Description. The Inspect column shows an icon for the recipient to click for each piece of inventory for which the authority wants to post an entry. When the icon is clicked, an entry screen pops up on the right side of the inventory list. It will display the serial number of the inventory selected at the top. Below the serial number, the information from the last inspection are displayed, if appropriate, titled Last Inspected (displayed in date and time), Last Mileage, Last Condition, and Last Comments. Below that are empty fields where the current inspection information can be entered. The authority will enter the Date Inspected, Mileage, select the Condition from a drop-down menu, and type any Comments. The Date Inspected is the date of the data entry, or today's date. The Mileage entered must be the same (if the vehicle has not been driven since the last inspection) or more than the previously entered mileage. The system will not allow mileage that is less than what was entered on a previous inspection. The Conditional Assessment rating scale is:

<u>Rating</u>	<u>Description</u>
Excellent	No visible defects, new or near new conditions, may be still under warranty if applicable.
Good	Good condition, but no longer new, may have slight defective or deteriorated component(s), but is overall functional.
Adequate	Moderately deteriorated or defective components but has not exceeded useful life.
Marginal	Defective or deteriorated component(s) in need of replacement; exceeded useful life.
Poor	Critically damaged component(s) or in need of immediate repair; well beyond useful life; requires frequent major repairs (less than 6 months between major repairs).

In the Comments section, major repairs, constant problems, etc., can be recorded and noted. Once all pertinent information is entered, then the authority clicks the "Add Inspection" button at the bottom of the pop-up window. These steps are repeated for every piece of inventory in the list. Once all inventory has been updated, the authority can log out of the website. The inspection entries do not have to be completed at one (1) time.

The printout included in the packet is the result of a query report ran in AVIS, which is titled Agency Self-Certification Report by Agency. The recipient's name, the run date, and page numbers are also provided. The columns are:

- Equipment Type
- Make/Inv. Tag
- Model Year
- Equipment Serial No. (Equipment Serial Number)
- Cap (Capacity),
- Cnvert? (Converted)
- Lift?
- Wheel Chair
- Acqistn Date (Acquisition Date)
- Original Cost
- Condition
- Mileage
- Date
- Remark

The "Equipment Type" is the DMTF-PT's term for that specific type of vehicle or piece of equipment, sometimes abbreviated to fit in the designated field in AVIS. The "Make" is the company that manufactured the vehicle or piece of equipment. The "Model Year" is the year of the vehicle or equipment's manufacture. The "Equipment Serial Number" is the Vehicle Identification Number (VIN) for vehicles, or the serial number for equipment. The "Capacity" is the maximum number of passengers the vehicle can transport. For equipment, this field is left blank or is filled with a zero, as it does not apply. In the "Converted" field, a "Y" is entered for "Yes" or "N" for "No" regarding the vehicle's conversion history. This is generally only a "Yes" answer for vans. This field is left blank for equipment, as it does not apply. The "Lift?" field is used to indicate if the vehicle has a wheelchair lift. Again, the field is populated with a "Y" for "Yes" or "N" for "No". This field is left blank for equipment, as it does not apply. The "Wheel Chair" field is used to indicate how many designated wheel chair spaces are available in each vehicle. The field is populated with a single-digit answer. Few vehicles have more than two (2), and this field is also left blank for equipment, as it does not apply. The "Acquisition Date" is the date that the vehicle is received by the transit authority and is also the date in which warranties start. For equipment, it is the date purchased or received. The "Original Cost" is the price paid to purchase the vehicle or equipment in dollars and cents format (i.e. \$123.56). The last four (4) fields on the report (Condition, Mileage, Date, and Remark) are filled by the receiving organization during the inspection and will appear on this report after it is updated and ran again.

The PTMS Vehicle Information form is the document completed by the recipient for any vehicles not already listed on their Agency Self-Certification Report by Agency, regardless of the funding source. In addition, a copy of the face of the title for the vehicle is required to be attached to the form and returned to the DMTF-PT. Only one (1) vehicle can be listed on each form; a new form needs to be completed by the authority for each vehicle that is not listed on the report.

The fields that must be completed on the form are:

- Agency or Transit Authority Name
- Replacement or Expansion Vehicle
- Vehicle Serial Number (FEIN)
- Date of Purchase
- Purchase Order #
- Vendor Name
- Date Vehicle Placed in Service
- Mileage of Vehicle at Time of Delivery
- Manufacturer or Make of Vehicle
- Model of Vehicle
- Model Year
- Engine Type: Gas Diesel CNG Other
- Vehicle License Plate Number
- Vehicle Seating Capacity
- Number Wheelchair Positions
- Has the Vehicle Been Converted? Yes No
- Is the Vehicle Equipped with a Wheelchair Lift? Yes No
- Does the Vehicle Meet ADA Specifications? Yes No
- Useful Life (Miles or Years)
- Vehicle Mileage as of Date
- Vehicle Cost
- Grant Number (if applicable)
- % Federal
- % State
- % Local

The AVIS Inventory Input Sheet form is the document completed by the recipient for any equipment not already listed on their Agency Self-Certification Report by Agency, but **only** for equipment valued at over fifty thousand dollars (\$50,000.00). Only one (1) piece of equipment can be listed on each form, unless multiple pieces of the same type of equipment are purchased at one (1) time; a new form needs to be completed by the authority for each piece of equipment that is not listed on the report. The fields that must be completed on the form are:

- Authority Name
- Person Providing Input
- Type of Equipment
- Date of Purchase
- Purchase Order #
- Vendor Name
- Make
- Model Number
- Serial Number(s) (List individual cost of each equipment piece by serial number)

- Date Delivered to Authority
- Date Installed and Accepted as Up and Running
- Total Equipment Cost
- Grant Number (if applicable)
- % Federal
- % State
- % Local

Once the deadline arrives for the entries to AVIS, the DMTF-PT will generate the PTMS report. Any organizations that have omitted data will be contacted and asked to submit the proper form and/or enter the inspection information.

Organizations are urged to notify the DMTF-PT in writing with associated documentation any time equipment or vehicles are bought (regardless of the source of funds), disposed of, or sold.

Equipment or vehicles purchased with grants issued by the DMTF-PT will be entered into AVIS when the purchases are received.

Section 5: Defining State of Good Repair

FTA's national Transit Asset Management (TAM) System Rule defines State of Good Repair (SGR) as the condition in which a capital asset is capable to operate at a full level of performance. The DMTF-PT further defines SGR, at a state policy level, as an overall inclusive (state-wide transit fleet, all relevant facilities and equipment) system, assessed by the following criteria:

- (1) All assets are functioning at their full capacity within their design life;
- (2) The AVIS, includes consistent, accurate, and current information on the status of each capital asset covered by the TAMP;
- (3) Each transit provider has a maintenance program to ensure maintenance is performed per manufacturer requirements and intervals; and
- (4) No rolling stock assets are placed in revenue service with identified safety defects.

The TAMP allows the DMTF-PT, and transit providers covered under this plan, to maintain an SGR by following the plan methodology for developing performance measures and targets, which, based on accurate, current, information, illustrates categories of the inventory in which the SGR may be declining. Upon determination of a negative trend within the SGR, investment decisions can be made to prevent categories of assets, down to the individual asset, from deteriorating to an unacceptable level.

The Useful Life Benchmark (ULB), defined as the expected lifecycle of a capital asset, is one of the most important tools in determining the SGR. The criteria the ULB are based upon takes account of the state transit providers unique operating environment (distances between population, service frequency, weather, geography) as well as historical maintenance records, manufacturer guidelines, and the default asset ULB derived from the FTA.

5a: Rolling Stock

Rolling stock in the State of West Virginia is divided into 5 classes. These classes are differentiated by the number of years and number of miles in the ULB of each class. The years vary from four (4) to twelve (12), and the mileage varies from one hundred thousand (100,000) to five hundred thousand (500,000).

Rolling Stock Classes and Definitions

Category	Class	Definition
Rolling Stock	12 Year/500K Miles	Large, heavy-duty transit buses (approximately 35' – 40') and articulated buses
	10 Year/350K Miles	Medium-size, heavy-duty transit buses (approximately 30')
	7 Year/200K Miles	Medium-size, medium-duty transit buses (approximately 30')

5 Year/150K Miles	Medium-size, light-duty transit buses (approximately 25' – 35')
4 Year/100K Miles	Other light-duty buses, such as small buses and regular and specialized vans

The ULB for vehicles are:

Useful Life Benchmarks by Year

Rank	% of Life Scale	Description
5	0 - 1	Vehicle age ranges from new to full useful life.
4	1.01 – 1.25	Vehicle exceeds useful life by up to 25%.
3	1.26 – 1.50	Vehicle exceeds useful life by up to 50%.
2	1.51 – 1.75	Vehicle exceeds useful life by up to 75%.
1	1.75 +	Vehicle exceeds useful life by greater than 75%.

Useful Life Benchmarks by Mile

Rank	% of Life Scale	Description
5	0 - 1	Vehicle age ranges from new to full useful life mileage equivalent.
4	1.01 – 1.25	Vehicle exceeds useful life mileage equivalent by up to 50%.
3	1.26 – 1.50	Vehicle exceeds useful life mileage equivalent by up to 100%.
2	1.51 – 1.75	Vehicle exceeds useful mileage equivalent life by up to 150%.
1	1.75 +	Vehicle exceeds useful life mileage equivalent by greater than 150%.

In examining these vehicle ULBs, it becomes apparent that a vehicle, as it accrues from both ULBs, can reach the point of not being able to maintain an SGR from either ULB, or from a combination of both ULBs.

5b: Facilities

Facilities include infrastructure used for transit activities. Some examples would be: administration offices, transfer stations, maintenance and fueling areas, storage and parking areas (including “park and rides”).

Using scores determined by completing a Maintenance and Administrative Facility Conditional Assessment Worksheet (see 6b), the following ULB is used then applied:

Useful Life Benchmarks – Facilities

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

5c: Equipment

Equipment includes any equipment, shop or maintenance systems, that cost more than fifty thousand dollars (\$50,000). Using a rating assigned to the individual pieces of equipment by the reviewing organization, the overall averaged scores of the equipment category will be used to determine the organization's equipment SGR.

Useful Life Benchmarks – Equipment

Rank	Category	Description
5	Excellent	No visible defects, new or near new condition, may still be under warranty, can perform full range of appropriate applications
4	Good	Good condition, but no longer new, may have some slightly defective or deteriorated component(s), but is overall functional can perform full range of appropriate applications
3	Adequate	Moderately deteriorated or defective components; but has not exceeded useful life can perform useful range of the original appropriate applications
2	Marginal	Defective or deteriorated component(s) in need or replacement; exceeded useful life can largely no longer function appropriate applications
1	Poor	Critically damaged component(s) or in need of immediate repair; well past useful life, can perform little or no appropriate applications, may be a safety risk to utilize.

Section 6: Methods of Asset Condition Assessment

The DMTF-PT requires each transit asset meeting TAMP criteria to have a condition assessment conducted on an annual basis. The condition assessment is derived from a rating scale that considers the current physical status of the asset. To arrive at a condition assessment rank/category, a review of the asset is conducted based upon “hands-on” examination, maintenance requirements/history and apparent overall safety of the asset.

An asset’s overall condition, defined by its conditional assessment and ULB rankings (See Section V), establishes an asset’s SGR. Once the SGR is established, the asset, individually and collectively, is measured against the TAMP performance measures.

6a: Rolling Stock

The condition assessment of all rolling stock will be based on the following criteria:

Rank	Category	Description
5	Excellent	Brand new, no major problems exist, only routine preventative maintenance.
4	Good	Elements are in good working order, requiring only nominal or infrequent minor repairs (greater than 6 months between minor repairs).
3	Adequate	Requires frequent minor repairs (less than 6 months between minor repairs) or infrequent major repairs (more than 6 months between major repairs).
2	Marginal	Requires frequent major repairs (less than 6 months between major repairs).
1	Poor	In poor condition that continued use presents potential problems.

6b: Facilities

The condition assessment of all facilities will be based on the completion of the following appropriate worksheet, and then applying the criteria on the following pages:

Maintenance and Administrative Facility Conditional Assessment	NTD ID
Inspection Area	
Substructure	
Foundations: Walls, columns, pilings other structural components	
Basement: Materials, insulation, slab, floor underpinnings	
Shell	
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	
Partitions: Walls, interior doors, fittings such as signage	
Stairs: Interior stairs and landings	
Finishes: Materials used on walls, floors and ceilings	
<i>This component covers all interior spaces, regardless of use</i>	
Conveyance (Elevators and Escalators)	
Elevators	
Escalators	
Lifts: any other such fixed apparatuses for the movement of goods or people	
Plumbing	
Fixtures	
Water distribution	
Sanitary Waste	
Rain water drainage	
HVAC (Heating, ventilation, and air conditioning)	
Energy supply	
Heat Generation and distribution systems	
Cooling generation and distribution systems	
Testing, balancing, controls and instrumentation	
Chimneys and vents	
Fire Protection	
Sprinklers	
Standpipes	
Hydrants and other fire protection specialties	
Electrical	
Electrical service and distribution	

Lighting & branch wiring (interior and exterior)
Communications and security
Other electrical system-related pieces such as lighting protection, generators, and emergency lighting
Equipment/Fare Collection
Equipment related to the function of the facility, including maintenance or vehicle service equipment
For clarity, includes items valued above \$10,000 and related to facility function
Site
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
Site Utilities
Overall Assessment Score

Passenger and Parking Facility Conditional Assessment	
NTD ID	
Inspection Area	Score
Substructure	
Foundations: Walls, columns, pilings other structural components	
Basement: Materials, insulation, slab, floor underpinnings	
Shell	
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	
Passenger areas: platform and access tunnels/passageways	
Partitions: Walls, interior doors, fittings such as signage	
Stairs: Interior stairs and landings	
Finishes: Materials used on walls, floors and ceilings	
<i>This component covers all interior spaces, regardless of use</i>	
Conveyance (Elevators and Escalators)	
Elevators	
Escalators	
Lifts: any other such fixed apparatuses for the movement of goods or people	
Plumbing	
Fixtures	
Water distribution	
Sanitary Waste	

Rain water drainage	
HVAC (Heating, ventilation, and air conditioning)	
Energy supply	
Heat Generation and distribution systems	
Cooling generation and distribution systems	
Testing, balancing, controls and instrumentation	
Chimneys and vents	
Fire Protection	
Sprinklers	
Standpipes	
Hydrants and other fire protection specialties	
Electrical	
Electrical service and distribution	
Lighting & branch wiring (interior and exterior)	
Communications and security	
Other electrical system-related pieces such as lighting protection, generators, and emergency lighting	
Equipment/Fare Collection	
Items including turnstiles, ticket machines, and any other major equipment requiring capital request for replacement	
Site	
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	
Overall Assessment Score	0

Condition: Facility and Equipment

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

6c: Equipment

The condition assessment of all equipment will be based on the following criteria:

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

Section 7: Current SGR by Asset Class

The DMTF-PT uses an Excel based worksheet to prepare SGR averages. The newest vehicle worksheet available, for 2017, is shown below:

Condition Ranking		Vehicle Sub-Asset Class											
Scale		12 Year	%	10 year	%	7 year*	%	5 year	%	4 year**	%	NR Veh	%
Excellent													
Good													
Fair													
Poor													
Ba													
Total													

Useful Mileage Rankings		Vehicle Sub-Asset Class											
% of Mile Scale	SGR	12 Year	%	10 year	%	7 year*	%	5 year	%	4 year**	%	NR Veh	%
0-1	5												
1.01 - 1.25	4												
1.26-1.50	3												
1.51 - 1.75	2												
1.75 +	1												
Total													

Average 3 Elements		Vehicle Sub-Asset Class											
	SGR	12 Year	%	10 year	%	7 year*	%	5 year	%	4 year**	%	NR Veh	
0-1	5												
1.01 - 1.25	4												
1.26-1.50	3												
1.51 - 1.75	2												
1.75 +	1												
Total													

Class Average - SGR Criteria Scales--4 year

Useful Life

Rank	Age	No.	%	Total No.	Total %	SGR
5	0-4					
4	5					
3	6					
2	7					
1	8					
Total						

Missing

Total 214

Useful Miles

Rank	Miles	No.	%	Total No.	Total %	SGR
5	0-25,000					
4	25,001-75,000					
3	75,001-100,000					
2	100,001-125,000					
1	125,001+					
Total						

Missing

Total 214

Condition							
Rank	Category	No.	%	Total No.	Total %	SGR	
5	Excellent					SGR	
4	Good						
3	Fair						
2	Poor					Non SGR	
1	Bad						
Total							
Missing							
Total		214					

The Facilities SGR will be calculated in the 2018 FTA submission. The TAMP will be updated each year with the new SGR worksheet as it is prepared, and the new SGR thresholds are established.

Section 8: SGR Goals

The goals for the DMTF-PT and the transit providers included in this group plan will be based on the current SGR as illustrated in Section 7.

The world-wide COVID pandemic has disrupted production facilities for transit vehicles; acquiring replacement vehicles in quantity has been problematic with the scarcity of vehicles and significant price increases on the available vehicles. This has caused a decline in the SGR for transit vehicles across the country and West Virginia is no exception.

8a: Vehicles

The 12 Year Asset Class had an overall SGR actual score of 95% for 2021. This high SGR is due to several years of investment by the DMTF-PT and the relevant agencies and is an example of how TAM planning can highlight potential problems and provide an opportunity to resolve them before the situation deteriorates.

The “10 Year” Asset Class, with an overall SGR score of 78%, There is an on-going analysis of the “10 Year” asset class to see if the replacement of a few targeted vehicles could raise the SGR significantly.

The “7 Year” Asset Class had an overall SGR score of 82%. The DMTF-PT initiated an equipment order at the end of calendar year 2021 that included five new vehicles in this class. These vehicles should be in service before the FY2022 targets are calculated, causing a significant raise the SGR. Executive Director, Planning Officer and Program Manager of the 5311 Program are all watching to see if future investment in this Asset Class is necessary.

The “5 Year” Asset Class had an overall SGR score of 83%. This asset class needs a review to determine a plan to raise the SGR.

The “4 Year” Asset Class has an overall SGR score of 78%. This asset class is the “workhorse” class for the Section 5310 and 5311 transit providers. As the COVID situation allows, investment in this Asset class is a priority.

8b: Equipment

This category includes all shop equipment over \$50,000 and service vehicles. As of the 2021 actual service vehicles SGR is 76%. Service equipment’s SGR is at 82%. Management will emphasize this asset class and the DMTF-PT remains open to requests from the transit providers for procurement on this asset class.

8c: Facilities

Facility SGR remains high; the DMTF-PT and transit providers have partnered for several expansion/rehabilitation projects to maintain transit facilities at a high rate of SGR and allow the providers the infrastructure to accomplish their mission and remain relevant to the public they serve.

Section 9: Procurement Priorities

The primary asset funding resources available to the transit community in West Virginia are:

- Federal – FTA’s Sections 5307, 5310, 5311 and 5339 allocations;
- State – Funding from the State Legislature for transit activities, the Sale of Bus fund;
- Local – levies, contributions from County Commissions, City Councils, farebox receipts, etc.
- Other – Non-emergency medical transport, support from local businesses/employers

As referred to in Section VII, several asset classes in the Vehicles Category and the Equipment Categories (which are vehicles as well) need emphasis on raising their SGR. This Section will describe how these needs were recognized the resultant actions that have been implemented or are proposed.

Project 1 – Primary Priority – 2023 - 2028

The Vehicle 4 Year Asset Class, as described in Section VII, is an area of primary concern for the transit providers in projection period; the COVID epidemic, with a shortage of vehicles and steep cost increases in the available vehicles, makes timely replacement of worn vehicles difficult.

Another area of concern is the integration of electric vehicles of this asset class-type into the West Virginia transit fleet. These vehicles higher costs, as well range limitations represent a barrier to the widespread introduction of electric vehicles during this project period. However, the DMTF-PT is investigating alternative fuels, in particular hydrogen fuel cells, to see if these technologies offer a viable alternative to the traditional gasoline/diesel internal combustion engines.

Project 2 – Secondary Priority – 2023 - 2028

The DMTF-PT has retained an A&E consultant for an expansion of the Mountain Transit Authority’s (MTA) headquarters building in Summersville. Design/environmental has begun in the Summer of 2022 with construction to follow in 2023. Completion of this project is a priority.

Project 3 – Secondary Priority – 2023 - 2028

A study is being conducted for the Potomac Valley Transit Authority (PVTA) to determine their needs for a proposed expansion of their headquarters and possibly the development of satellite facilities to provide efficient service to the large geographic area that PVTA serves.

The Vehicle 10 and 7 year Asset classes need some emphasis placed on vehicle replacement; several 7 year vehicles are in the pipeline for fabrication, but the world supply chain problems may mean it is at least a year before they are delivered to the transit providers.

The 10 year vehicles are primarily vehicles used in the small urban area; some West Virginia State/Territory funding may need to be moved to the state’s small urban transit providers to allow acquisition of replacement vehicles.

Project 4 – Tertiary Priority 2023-2028

FY2021 TAM Performance Targets shows that Maintenance Equipment has a SGR that necessitates an examination of what actions are needed to upgrade the SGR. The DMTF-PT needs to conduct a survey of the relevant equipment and determine a schedule of replacement to bring up the SGR to the 90s.

Project 5 – Tertiary Priority 2023-2028

Solicit proposed projects for rehabilitation of existing transit headquarters/facilities to maintain the SGR among the buildings and grounds of the Section 5311 sub-recipients.

Section 10: Method of Individual Asset Priority

The West Virginia DMTF-PT utilizes performance measures and decision-making tools listed in Chapters 5, 6, and 7 of this Plan along with the Procurement Priorities listed in Chapter 9 to make decisions related to replacing capital assets and expansion assets. The DMTF-PT also reviews additional factors like the Avis Priority Report, Coordination Plans, Facility Studies, and the funding status of the Capital Reserve Account used to assist with local matching dollars. The final component of the individual asset replacement/expansion is the communication with local providers for input on the service demands and maintenance challenges of their fleet. This methodology allows the DMTF-PT to provide compliant transit asset management to all the capital assets for which the DMTF-PT is responsible.

The DMTF-PT makes every effort to increase the State of Good Repair of the State's capital assets by replacing those assets deemed not performing in the manner they were intended. In some cases, providers may not request replacement or expansion assets in a year where they should be replaced. The DMTF-PT works with each provider to develop a strategy for replacing vehicles through the capital replacement section of their Section 5311 grant application. Each application is reviewed in the Spring through the methods mentioned earlier in this chapter. If Section 5311 capital funding does not meet the demand of the requested assets the DMTF-PT will seek to use alternative funding through the Section 5339 Capital Investment Program. Over the past several years the DMTF-PT has been able to meet all requests for capital replacement and expansion.

The 12 Year and 10 year vehicles/assets are largely confined to the small urban transportation providers. Being direct recipients, they are largely responsible for budgeting, prioritization, and acquisition of TAMP related items per their needs and the TAMP. However, WVDOT has cooperated with these acquisitions when the situation required state assistance. A few years ago there was a crisis in the 12 year asset class – West Virginia had, in the past, received earmarks and additional funding in a short period of time to acquire vehicles in this class. However, these vehicles all came to the end of their life cycle at the same time without the previous availability of earmarks and additional funding. The WVDOT worked with the small urban transit providers to provide Section 5339 funds to the small urban providers allowing the acquisition of replacement vehicles and mitigating the potential crisis in the State of Good Repair.

In addition, WVDOT has provided state funding to the smaller small urban transit providers for match for their fleet's primary vehicles, the 4 year asset class, when match was not available and new vehicles were needed to maintain the State of Good Repair.

Because of the small urban transportation providers being direct recipients and not under the oversight of the DMTF-PT, providing funding for capital assets SGR for small urban transportation providers is a secondary priority.

The 4, 5, and 7 year vehicle asset classes are the majority of vehicles used by the Section 5310 transit providers for the seniors and the disabled and for the 5311 Rural transit providers and therefore a constant priority for acquisition by the WVDOT. (The WVDOT procures all vehicles for the Section 5310 and 5311 providers.) In the case of the Section 5310 providers, they are responsible for the local match. Section 5311 providers vehicle match is largely provided by the WVDOT from state funds provided by the legislature. Both provider's asset needs are prioritized by the information in the AVIS vehicle inventory and the TAMP. This information is also augmented by narrative provided in the yearly Section 5310 and 5311 applications that can identify a problematic vehicle and thereby modify the asset replacement priority for a particular transit provider if the WVDOT agrees with their assessment. The maintaining of a SGR in this asset class, due to its widespread

utilization by the West Virginia transit community and the oversight responsibilities of the DMTF-PT, is a primary priority.

The support vehicles asset class, generally not revenue producing and not used to transport the traveling public, are of a lower priority for replacement. Often, these vehicles, while aging normally for the 4 year measurement, do not accumulate mileage at a rate to where they meet the 100,000 miles measurement within the prescribed 4 years. Therefore, it is possible to utilize these vehicles for a longer period of time without causing concern about their overall State of Good Repair. Due to this class of capital assets not generally being revenue producing or transporting traveling public, it is a secondary priority.

Fortunately, the WVDOT has had adequate funding to be able to replace support vehicles for the Section 5311 Rural providers including providing state funding for the local match.

The WVDOT is presently engaged in a effort of upgrading and repairing to the Facility Asset class. Many of the facilities are at the 20 year mark and need updating or repairs. The WVDOT is made aware of the needs of the asset class by a yearly TAMP certification of the facilities and by solicitation of facility projects.

This effort takes two forms: the providing of funding to the small urban transit providers and the developing of facility projects including plans, bidding, construction and oversight for the rural transit providers.

The availability of the IIIJA's increase in funding has allowed the WVDOT to escalate the priority of these facility projects, allowing projects meeting priorities to be scheduled sooner than originally expected.

In facility projects, the transit provider is often tasked to provide part of the matching funds leading to a project consisting of federal funds, state funds, and local funds. This capital asset category is a primary priority.

Maintenance equipment, often less expensive than vehicle or facility needs, can be easily prioritized and is an ongoing process as requests for equipment replacement are received from the Section 5311 transit providers. Requests for maintenance equipment are compared to the AVIS inventory and a determination of need is made by the WVDOT transit staff. Match on maintenance equipment is often provided by the WVDOT in the form of state funding.

Funding for maintenance equipment from the small urban providers may be entertained, but the priority is for the Section 5311 transit providers and the WVDOT would generally not provide state funding for the matching share. This capital asset class is a tertiary priority.

Tables 1 -

Table 1 – Small Urban Providers in West Virginia

Agency Name	Address	Phone Number	Website	County(ies) Served
Eastern Panhandle Transit Authority	446 Novak Drive Martinsburg, WV 25405	(304) 263-0876 TDD (304) 263-0876	www.eptawv.com	Berkeley and Jefferson Counties
Kanawha Valley Regional Transportation Authority	1550 4 th Avenue P.O. Box 1188 Charleston, WV 25324	(304) 343-3840	www.rideonkrt.com	Kanawha County and portions of Fayette and Putnam Counties
Mid-Ohio Valley Transit Authority	520 Juliana Street Parkersburg, WV 26101	(304) 422-4100 TDD (304) 422-4100	www.easyriderbus.com	Wood County
Monongalia County Urban Mass Transit Authority dba Mountain Line	420 DuPont Road Morgantown, WV 26501	(304) 296-3680 TDD (304) 291-7467	www.busride.org	Monongalia County
New River Transit Authority	360 Price Street Beckley, WV 25801	(304) 894-8918	www.newrivertransitauthority.org	Fayette and Raleigh Counties
Ohio Valley Regional Transportation Authority	21 South Huron Street Wheeling, WV 26003	(304) 232-2190 TDD 1-800-982-8771	www.ovrta.org	Ohio County and portions of Marshall County
Tri-State Transit Authority	1120 Virginia Avenue, West P.O. Box 7965 Huntington, WV 25799	(304) 529-6094 TDD (304) 529-7433	www.tta-wv.com	Cabell County and portions of Wayne County
Weirton Transit Corporation	200 Municipal Plaza Weirton, WV 26062	(304) 797-8597 TDD (304) 797-8597	None	City of Weirton, Hancock County

Table 2 – Rural Transit Providers in West Virginia

Agency Name	Address	Phone Number	Website	County(ies) Served
Bluefield Area Transit	3208 John Nash Boulevard P.O. Box 1838 Bluefield, WV 24701	(304) 327-8418 TDD (304) 327-8418	www.ridethebatbus.com	Mercer and McDowell Counties
Buckwheat Express *	108 Senior Center Drive P.O. Box 10 Kingwood, WV 26537	(304) 329-0464 (304) 329-0678 TDD (304) 329-0464	www.buckwheatexpress.com	Preston County
Central WV Transit Authority	208 North 4 th Street P.O. Box 430 Clarksburg, WV 26301	(304) 623-6002 TDD (304) 623-2950	www.centrabus.com	Harrison County
County Roads Transit **	5 th Street & Railroad Avenue P.O. Box 727 Elkins, WV 26241	(304) 636-6472 TDD (304) 637-4991	www.countryroadstransit.com	Randolph and Upshur Counties
Fairmont-Marion County Transit Authority	400 Quincy Street Fairmont, WV 26554	(304) 366-8177 TDD (304) 366-5295	www.fmcta.com	Marion County
Here and There Transit ***	336 Mansfield Drive Philippi, WV 26416	(304) 457-1818 TDD (304) 457-5100	www.hereandtheretransit.com	Barbour County
Little Kanawha Transit Authority	6162 South Calhoun Highway Mt. Zion, WV 26151	(304) 354-6216 TDD (304) 354-6216	www.littlekanawhabus.com	Calhoun, Gilmer, Jackson and Roane Counties

Mountain Transit Authority	1096 Broad Street Summersville, WV 26651	(304) 872-5872 TDD (304) 872-5872	www.mtawv.com	Fayette, Greenbrier, Nicholas, Pocahontas and Webster Counties
Potomac Valley Transit Authority	185 Providence Lane Petersburg, WV 26847	(304) 257-1414 TDD (304) 257-1414	www.potomacvalleytransit.org	Grant, Hardy, Hampshire, Mineral and Pendleton Counties
TriRiver Transit	753 Marconi Drive P.O. Box 436 Hamlin, WV 25523	(304) 824-2944 TDD (304) 824-3889	www.tririver.org	Boone, Lincoln, Logan, Mason and Wayne Counties

* Operated by Preston County Senior Citizens, Inc.
 ** Operated by The Committee on Aging in Randolph County, Inc.
 *** Barbour County Senior Center, Inc. dba as Here and There Transit

Table 3 – West Virginia 2017 List of Metropolitan Planning Organizations (MPOs)

Agency Name	Contact	Address	Phone Number	Website
Belomar Regional Council	Scott Hicks, Executive Director	P.O. Box 2086 Wheeling, WV 26003	(304) 242-1800	http://www.belomar.org
Brooke Hancock Jefferson Metropolitan Planning Commission	Michael J. Paprocki, Executive Director	124 North Fourth Street, 2 nd Floor Steubenville, OH 23952	(740) 282-3685	http://www.bhjmpc.org
Fayette Raleigh Metropolitan Planning Organization	John Tuggle, Executive Director	885 Broad St., Suite 100 Summersville, WV 26651	(304) 871-4970, ext. 307	https://www.frm-po.org
Hagerstown/Eastern Panhandle Metropolitan Planning Organization	Matthew Mullenax, Executive Director	33 West Washington St., Suite 402 Hagerstown, MD 21740	(240) 313-2080	https://www.hepmo.net
KYOVA Interstate Planning Commission	Saleem Salameh, P. E., Transportation Study Director	400 Third Ave. Huntington, WV 25712	(304) 523-7434	http://www.kyovaiipc.org
Morgantown Monongalia Metropolitan Planning Organization	J. William B. Austin, Executive Director	243 High St., Room 110 Morgantown, WV 26505	(304) 291-9571	http://www.planttogether.org
Regional Intergovernmental Council	Colt Sandoro, MPA, Executive Director	315 D Street South Charleston, WV 25303	(304) 744-4258	http://www.wvregion3.org
Wood Washington Wirt Interstate Planning Commission	Tracy Brown, Transportation Study Director	P.O. Box 247 Parkersburg, WV 26101	(304) 422-4993, ext. 125	http://www.movrc.org/Programs/WWWIPC.aspx

Appendix 1 Financial Projections

2023				
	Federal	State	Local	Other
Section 5307	\$3.4M	\$0.00	\$0.9M	\$0.00
Section 5310	\$3.1M	\$0.00	\$0.8M	\$0.00
Section 5311	\$2.7M	\$0.6M	\$0.00	\$0.00
Section 5339	\$11.0 M	\$1.1M	\$2.8M	\$0.00
Section 5339 Dis	\$9.4M	\$0.00	\$2.4M	\$0.00
TMA	\$6.7M	\$0.00	\$1.7M	\$0.00

2024				
	Federal	State	Local	Other
Section 5307	\$1.0M	\$0.00	\$0.2M	\$0.00
Section 5310	\$3.4M	\$0.00	\$0.9M	\$0.00
Section 5311	\$2.9M	\$0.7 M	\$ 0.00	\$0.00
Section 5339	\$5.3M	\$1.2M	\$0.02M	\$0.00
TMA	\$5.9M	\$0.00	\$1.5M	\$0.00

2025				
	Federal	State	Local	Other
Section 5307	\$1.0M	\$0.00	\$0.3M	\$0.00
Section 5310	\$3.8M	\$0.00	\$0.09M	\$0.00
Section 5311	\$3.1M	\$0.8M	\$0.00	\$0.00
Section 5339	\$6.4M	\$1.3M	\$0.28M	\$0.00
TMA	\$10.6M	\$0.00	\$2.7M	\$0.00

2026				
	Federal	State	Local	Other
Section 5307	\$0.7M	\$0.00	\$0.2M	\$0.00
Section 5310	\$4.1M	\$0.00	\$1.0M	\$0.00
Section 5311	\$3.4M	\$0.8M	\$0.00	\$0.00
Section 5339	\$7.3M	\$1.5M	\$0.4M	\$0.00
TMA	\$7.8M	\$0.00	\$1.9M	\$0.00

2027

	Federal	State	Local	Other
Section 5307	\$1.4M	\$0.00	\$0.4M	\$0.00
Section 5310	\$4.6M	\$0.00	\$1.1M	\$0.00
Section 5311	\$3.7M	\$0.00	\$0.9M	\$0.00
Section 5339	\$7.4M	\$1.6M	\$0.2M	\$0.00
TMA	\$8.2M	\$0.00	\$2.0M	\$0.00

2028

	Federal	State	Local	Other
Section 5307	\$.08M	\$0.00	\$0.2M	\$0.00
Section 5310	\$5.0M	\$0.00	\$1.3M	\$0.00
Section 5311	\$10.4M	\$2.6M	\$0.00	\$0.00
Section 5339	\$8.1M	\$1.8M	\$0.3M	\$0.00
TMA	\$8.6M	\$0.00	\$2.5M	\$0.00

Appendix 2
TAM Inventory

Accountable Executives

AGENCY	ACCOUNTABLE EXECUTIVE	TITLE
Division of Multimodal Transportation facilities- Public	William C. Robinson	Executive Director
Transit, WVDOT	Marlena Broschart	Fiscal Coordinator
Barbour County Senior Center	Amy Orndoff	Executive Director
Berkeley Senior Services	John P. Reeves	Director
Bluefield Transit System	Mary Chapman	Executive Director
Braxton County Senior Citizens Center	Jeb Corey	CEO
C&H Taxi	Vanessa Perkins	General Manager
Central West Virginia Transit Authority	Shannon Cunningham-Snead	Executive Director
Central WV Community Action Assoc.	Bernice Dillion	Transportation Manager
Christian Help, INC.	Darlene Evans	Director
Commission on Aging (Grant Co.)	Bruce Bartram Jr.	Transportation Manager
Committee for Hancock County Senior Services	Sallie Mathess	Executive Director
Council of Senior Citizens (Gilmer County)	Amy Haight	Executive Director
Council of Senior Tyler Countians, Inc.	Jennifer Brown	Executive Director
Council On Aging (Wyoming County)	Laura Ward	Director
Country Roads Transit operated by Randolph Co COA	Elaine Bartoldson	Director
Eastern Panhandle Transit Authority	George Levitsky, CCTM	General Manager
Fairmont-Marion County Transit Authority	Paula Calvert	Chief Operating Officer
Family Service Upper Ohio Valley	Sommers Brightwell	Director
Friends of the Hansford Center	Barbara Burdette	Executive Director
Greenbriar County Commission on Aging	Phyllis Helmick	Executive Director
Hardy County Commission on Aging	Beth Fitzgerald	Executive Director
Harrison County Senior Citizens Center, Inc.	Marlena Broschart	Fiscal Coordinator
Here & There Transit optd by Barbour Co Sr Cntr	Amy Wellman	Executive Director
Jefferson County Council on Aging	Sean D. Hill	General Manager
Kanawha Valley Regional Transportation Authority	Melanie Hirst	COO
Kanawha Valley Senior Services, Inc.	Christy Mills	Executive Director
Lewis County Senior Citizens Center		

Little Kanawha Transit Authority	Joe Curry	Manager
Logan-Mingo Area Mental Health, Inc.	Donna J. Cooke	Chief Executive Officer
Marion County Senior Citizens	Debbie Harvey	Executive Director
McDowell County Commission on Aging, Inc.	Dr. Donald R. Reed, Jr.	Executive Director
Mid-Ohio Valley Transit Authority	Michael Kesterman	General Manager
Monongalia County Urban Mass Transit Authority	David Bruffy	General Manager
Mountain Transit Authority	Tim Thomas	Manager
New River Transit	Andy Austin	Director
Ohio Valley Regional Transit Authority	Lisa Weisbar	Executive Director
Pendleton Senior & Family Services	Janice Lantz	Executive Director
Pleasant Co Senior Center	Jessi Rupert	Director Administrator
Pocahontas County Senior Citizens	John R. Simmons	Executive Director
Potomac Valley Transit Authority	Doug Pixler	General Manager
Preston Co. Senior Citizens DBA. Buckwheat Express	Janie Lou White, MSG	Executive Director
Putnam County Aging Program	Jenni Sutherland	Executive Director
Commission on Aging Raleigh County	Jack Tanner	Executive Director
Raleigh Co. Community Action Association	Crystal D. Alonso	Executive Director
Ritchie County Integrated Family Services	Cindy L. Sumner	Executive Director
Senior Life Services Of Morgan County	Tamara J. Kees	Director
Summers County Council On Aging, Inc.	Cynthia Garrett	Executive Director
TriRiver Transit	Paula S. Smith	Executive Director
Tristate Transit Authority	Paul E. Davis	General Manager
Webster County Senior Citizens, Inc.	Angela Glistrap	Director
Weirton Transit Corporation	Phil Gilchrist	Manager
Wirt County Committee On Aging & Family Services	Billie Ashley	Director
Wood County Senior Citizens Association	Kelly Goedel	Executive Director

Appendix 4
Plan Revisions

Date of Revision	Location of Revisions	Notes