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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.

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 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 Public Transit; the Public Port Authority; the Parkways, Economic Development and Tourism Authority (W.V. Turnpike); the State Rail Authority; and the Aeronautics Commission. The agency provides essential services in transportation, tourism, and economic development.

West Virginia Division of Public Transit (DPT): An agency of government of West Virginia within the Department of Transportation (DOT). The Division of Public Transit 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 provision 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 funds that own, operate, or manage public transportation capital assets. The result of this legislation and rule-making 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.

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 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 transpiration to the traveling public.

The foundation of successful transit asset management is the transit asset management plan (TAMP). To secure this foundation, the West Virginia Division of Public Transit, in coordination with the state's transit providers, have elected to develop a group plan with the Division of Public Transit as the Sponsor. This group TAMP will provide a Federal Transit Administration compliant planning document that will function to guide the Division 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: Backroad 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.

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 national, and subsequently, State-level, state of good repair (SGR) backlog can be addressed through increasing spending alone. <u>Therefore, the goal of this plan is assist the Division and transit providers to plan more strategically and efficiently in the use of all available funds.</u>

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 West Virginia Division of Public Transit 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 West Virginia Division of Public Transit, in coordination with the transit providers required to have a transit asset management plan, elected to develop a group plan with the Division of Public Transit 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 prescribed by the Tier II.

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 Division, 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 Division shall coordinate with each participant's Accountable Executive and the Metropolitan Planning Organizations in the selection of relevant performance targets.

As the sponsor of the group TAMP, the Division is required to report the plan-derived 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 West Virginia Division of Public Transit developed this group TAMP to provide a Federal Transit Administration compliant planning document that will function as a decision support tool to guide the Division 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 Division 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

2a: Description of the State Plan

Following the implementation of the Transit Asset Management Final Rule on October 1, 2016, the Division of Public Transit, 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. One of these efforts consisted of a dialogue with former West Virginia Department of Transportation Cabinet Secretary Paul M. Mattox, Jr. Because of these discussions, it was decided that the small urban transit agencies in West Virginia possessed the administrative resources to develop their own TAMPs (it had already been determined that all the public transit organizations in West Virginia would be classified in the Tier II category) and would, likely, welcome the opportunity for the independence this provided them. Subsequently, per the Final Rule, the Division of Public Transit would develop a group plan for the rural public transportation agencies. At this time, it appeared that the Section 5310 recipients would be exempt from the Final Rule's authority.

However, upon further consultation with the transit community in West Virginia, it was revealed that the small urban transit organizations desired to be participants in the group plan being envisioned by the Division to accommodate the rural transit agencies. After communication with the Cabinet Secretary's office, West Virginia's transit asset management group plan was expanded to include the small urban transit organizations.

Following further guidance from FTA, the extent of the participation of the 5310 providers was determined and a list of the 5310 providers detailing which providers were required to participate in the TAMP and which were not, was prepared.

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 Division would not be a participant in their planning process, preferring to concentrate on the various agencies operating motor vehicles or ferries 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 Division 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 Division 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 Division 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 Division's Section 5310 Program is to purchase equipment 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, small urban and rural areas. It has been determined that approximately half of the Section 5310 recipients provide open transit service and fall under the TAMP.

All the Division'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.

The Division funds only one agency, per county, that provides transportation services for a client group. These local agencies meet and come to an agreement on which one will apply for a Section 5310 vehicle. The agreed upon agency becomes the permanent Section 5310 applicant for that client group.

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. Of these 45 organizations 33 provides 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.

For a vehicle to be considered for replacement under the Section 5310 State Management Plan, the vehicle must have at least 90,000 miles on it at time of application. Agencies that have vehicles with low mileage that are aged (For Example: 48,000 miles on a 10-year-old van.) are notified that it is unlikely that they will receive additional funding from the Section 5310 Program due to lack of usage.

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.

Annually, a maintenance workshop is held in locations across the state. Section 5310 recipients are invited to attend. Training is provided by vehicle manufacturers and add on equipment suppliers on the correct way to operate and maintain the equipment.

The Division 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 Division 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 Division 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 Division.

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 (e.g. radios, shop equipment, etc.,) and,
- Construction and/or renovation of facilities

Capital assistance is provided at the 80/20 funding level. The Division 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 eligible as a capital project, also at an 80/20 matching ratio. Only those subrecipients with a maintenance garage are eligible. In addition, if a subrecipient uses excess levy funds as its source of local match, they are not eligible.

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 Division 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 Division of Public Transit, 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 Division reviews and approves all maintenance plans and reviews maintenance records during site visits.

The Division 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.

Buses should be at the end of a minimum normal service life when considered for replacement per this plan. For purposes of Section 5311 bus replacements, the age of the bus to be replaced is its years of service at the time the new bus is introduced into service. Agencies may apply for replacement buses 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 Division 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 Division before disposing of the equipment. When subrecipients sell the 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.

For bus sales of less than $5,000, proceeds (less actual expenses) are submitted to the Division and deposited in a "Capital Replacement Account" for use as match on future capital purchases. If $5,000 or more, funds will be used for a like-kind exchange. 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. This includes a facility needs assessment; environmental impact statement; land acquisition; request and review of bids; and, contract award and construction oversight.

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 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
- Assist rural transit systems in the procurement, tracking and decommission of equipment and facilities.

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

The second division of the apportionment is under the State's discretion. The Division uses the funds in small UZAs and in rural areas, with eligible transit organizations/providers. The Division 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 Division performs the vehicle/equipment acquisition.

In addition, the Division 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 Division, the Division 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 Division consisting of the Executive Director, the Section 5311 Grant Coordinator, and the Section 5310 Program Manager (who is tasked with maintenance of the AVIS). Final project selection is made by the Executive Director, in consultation with the Secretary of Transportation as appropriate.

The Division 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 Division hires an architectural and engineering (A&E) firm(s) to design and manage the project and conduct the bid process to hire a contractor(s). 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 Division.

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 Division 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 Division in its purchasing activities per State Code.

The Division 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 Division reviews and approves all maintenance plans and reviews maintenance records during site visits.

Safety Plans, titled "Safety, Security and Emergency Preparedness Plan" (SSEPP), are in place for each Section 5307 and 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.

On July 19, 2018, the Federal Transit Administration (FTA) published CFR Part 673 – the Public Transportation Agency Safety Plan final rule. This rule requires operators of public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53 to develop, implement, and certify Public Transportation Agency Safety Plans based on the Safety Management System (SMS) approach. One year after the issuance of a final rule, each State, local governmental authority, and other operator of a public transportation system that receives Federal financial assistance under 49 U.S.C. Chapter 53, must certify that it has established and implemented a comprehensive Public Transportation Agency Safety Plan based on the SMS methodology.

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, Division of Public Transit. 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 Division's staff concerning TAMP structure and development, implementation and one-on-one training.

Division 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 Division 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	Non-Emergency Medical	ADA Paratransit
Eastern Panhandle Transit Authority - EPTA (Berkeley and Jefferson Counties)	✕	✓	✓ (Berkeley County)	✓	✕
Kanawha Valley Regional Transportation Authority – KRT (Kanawha County and portions of Putnam and Fayette Counties)	✓	✕	✕	✕	✓
Mid-Ohio Valley Transit Authority – MOVTA (City limits of Parkersburg and Vienna)	✓	✕	✕	✕	✓
Monongalia County Urban Transit Authority dba Mountain Line (Monongalia County)	✓	✓	✕	✓	✕
New River Transit Authority (Raleigh and Fayette County)					
Ohio Valley Regional Transportation Authority (Ohio County and portions of Marshall County)	✓	✓	✕	✓	✕
Tri-State Transit Authority (Cabell County and portions of Wayne County)	✕	✓	✓	✓	✕
Weirton Transit Corporation (City of Weirton)	✓	✕	✕	✕	✕

✓ = service provided

✕ = service NOT provided

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 Division'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	Non-Emergency Medical	ADA Paratransit
Bluefield Area Transit (Mercer and MacDowell Counties)	✕	✓	✕	✓	✕
Buckwheat Express (Preston County)	✕	✓	✕	✓	✕
Central WV Transit Authority (Harrison County)	✓	✕	✕	✕	✓
County Roads Transit (Randolph and Upshur Counties)	✕	✓	✓	✓	✕
Fairmont-Marion County Transit Authority (Marion County)	✓	✕	✕	✓	✓
Here and There Transit (Barbour County)	✕	✓	✓	✓	✓
Little Kanawha Transit Authority (Calhoun, Gilmer, Jackson and Roane)	✕	✓	✓	✓	✓
Mountain Transit Authority (Greenbrier, Nicholas and Webster Counties)	✕	✓	✕	✓	✕
Potomac Valley Transit Authority (Grant, Hampshire, Hardy, Mineral and Pendleton Counties)	✕	✓	✓	✕	✕
TriRiver Transit (Boone, Lincoln, Logan and Wayne Counties)	✕	✓	✕	✓	✕

✓ = service provided ✕ = service NOT provided

The Sistersville Ferry receives Section 5311 funding, but they are not considered commuter service (to be considered commuter service more than 50% of their passengers would have to go over and back in the same day; the Ferry estimates their commuter total is approximately 30-35%.) so the ferry was not included in this plan.

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 Division, 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 Division'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 mobility manager projects, contracted services projects and operating assistance where during the locally developed public transit-human services coordination plans or updates a need is determined.

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 2017 the Section 5310 program in West Virginia supported forty-five (45) transportation providers in the three (3) categories: (1) contracted services agencies (twenty-two (22) participants); (2) mental health agencies/sheltered workshops (twelve (12) participants); and, (3) senior centers/community action agencies (eleven (11) participants).

All the twenty-two (22) contracted services agencies provide open service and are subsequently included in the Division's Transit Asset Management group plan.

The contracted services agencies are:

Braxton County Senior Citizens Center
Christian Help, Inc. of Mingo County
Council on Aging (Wyoming County)
Friends of Hansford Center
Hancock County Senior Services
Jefferson County Council on Aging
McDowell County Commission on Aging
Pleasants County Neighbor Network
Putnam Aging Program
Senior Life Services of Morgan County
Wirt County Committee on Aging and Familiy Services
CHANGE Inc.
Council of Senior Citizens of Gilmer County
Family Service Upper Ohio Valley;
Good Shepherd Interfaith Volunteer Caregivers
In Touch & Concerned;
Lewis County Senior Citizens Center
Monroe County Council on Aging
Pocahontas County Senior Citizens
Ritchie County Integrated Family Services
Summers County Council on Aging
Wood County Senior Citizens Association

For additional information, refer to Table 3 in the Appendices.

There is only one (1) mental health agency/sheltered workshop that provides open services in West Virginia:

- Logan-Mingo Area Mental Health, Inc.

For additional information, refer to Table 4 in the Appendices.

Ten (10) of the senior center/community action agencies provide open service:

- Berkeley Senior Services
- Community Action of Southeastern WV
- Central WV Community Action, Inc.
- Clay County Development Corporation
- Kanawha Valley Senior Services
- Marion County Senior Services
- Pendleton County Community Action Association
- Raleigh County Community Action Association
- Tucker County Senior Citizens
- Webster County Senior Citizens

For additional information, refer to Table 5 in the Appendices.

3b: List of Systems (5310) Providers Not Covered by Plan with Justification

Section 5310 transportation providers providing closed service are not required to comply with FTA's TAM Final Rule. The following Section 5310 transportation providers are exempt - Eleven (11) mental health agencies/sheltered workshops:

- FMRS Health Systems, Inc.;
- Healthways, Inc.
- Integrated Resources, Inc.
- Northwood Health Systems
- PACE Enterprises
- Potomac Highlands Guild
- Russell Nesbitt Services;
- Southern Highlands Community Mental Health Center
- SW Resources, Inc.
- United Summit Center
- Westbrook Health Services

For additional information, refer to Table 6 in the Appendices.

Only one (1) senior centers/community action agency provides closed service:

- Harrison County Senior Citizens Center.

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

3c: 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.

3d: Operating Statistics

Small Urban Agencies

Eastern Panhandle Transit Authority (EPTA) drove a total of six hundred twenty thousand eight hundred and nine (620,809) miles during fiscal year 2017 (FY 2017). The total passenger count was two hundred ten thousand eight hundred ninety-five (210,895), which included twenty-seven thousand five hundred sixty-six (27,566) elderly passengers and thirteen thousand three hundred sixty-six (13,366) persons with disabilities.

Kanawha Valley Regional Transportation Authority (KRT) drove a total of two million five hundred seventy-one thousand (2,571,000) miles during FY 2017. The total passenger count was one million six hundred seventy-nine thousand three hundred ninety-one (1,679,391), which included one hundred forty-nine thousand three hundred thirteen (149,313) elderly passengers and thirty-three thousand six hundred twenty-two (33,622) persons with disabilities.

Mid-Ohio Valley Transit Authority (MOVTA) drove a total of six hundred ninety-four thousand two hundred fourteen (694,214) miles during FY 2017. The total passenger count was five hundred and three thousand sixteen (503,016), which included thirty-one thousand seven hundred fifty-two (31,752) elderly passengers and seventy-five thousand forty-three (75,043) persons with disabilities.

Monongalia County Urban Mass Transit Authority Dba Mountain Line (MTA) drove a total of one million one hundred forty-seven thousand four hundred fifty (1,147,450) miles during FY 2017. The total passenger count was one million five thousand two hundred seventy-nine (1,005,279), which included forty-eight thousand seven hundred ninety-nine (48,799) elderly passengers and thirty-five thousand one hundred thirty-three (35,133) persons with disabilities.

New River Transit Authority (NRTA) drove a total of two hundred seventy-six thousand three hundred sixteen (276,316) miles during FY 2017. The total passenger count was thirty-eight thousand five hundred thirty-four (38,534), which included ten thousand nine hundred seventy-five (10,975) elderly passengers and ten thousand four hundred ninety-five (10,495) persons with disabilities.

Ohio Valley Regional Transportation Authority (OVRTA) drove a total of five hundred twenty thousand three (520,003) miles during FY 2017. The total passenger count was two hundred eight-nine thousand nine hundred four (289,904), which included one hundred six thousand eight hundred seventeen (106,817) elderly passengers and four thousand two hundred forty-two (4,242) persons with disabilities.

Tri-State Transit Authority (TTA) drove a total of one million four hundred fifty-six thousand four hundred twenty-eight (1,456,428) miles during FY 2017. The total passenger count was nine hundred one thousand eight hundred seventy-eight (901,878), which included ninety thousand one hundred eighty-eight (90,188) elderly passengers and forty-five thousand ninety-four (45,094) persons with disabilities.

Weirton Transit Corporation (WTC) drove a total of one hundred fifty-three thousand four hundred ten (153,410) miles during FY 2017. The total passenger count was fifty-one thousand eight hundred forty-one (51,841). The agency does not report the elderly and persons with disabilities data.

In total, all eight (8) 5307 small urban transportation providers drove seven million four hundred thirty-nine thousand six hundred thirty (7,439,630) miles during FY 2017. The total passenger count for all the providers was four million six hundred eighty thousand seven hundred thirty-eight (4,680,738), which included four hundred sixty-five thousand four hundred ten (465,410) total elderly passengers and two hundred sixteen thousand nine hundred ninety-five (216,995) persons with disabilities. For additional information, refer to Table 8 in the Appendices.

Rural Agencies

Bluefield Area Transit drove a total of eight hundred eighty-one thousand nine hundred twenty-three (881,923) miles during fiscal year 2017 (FY 2017). The total passenger count was two hundred fourteen thousand nine hundred two (214,902), which included one hundred thirty thousand two (130,002) elderly passengers and fifteen thousand eight hundred eighty-three (15,883) persons with disabilities.

Buckwheat Express (operated by Preston County Senior Citizens, Inc.) drove a total of two hundred forty-five thousand two hundred seventy-five (245,275) miles during FY 2017. The total passenger count was thirty-three thousand three hundred (33,300), which included nineteen thousand three hundred thirty-six (19,336) elderly passengers and three thousand six hundred three (3,603) persons with disabilities.

Central WV Transit Authority drove a total of six hundred forty-six thousand four hundred eighty-two (646,482) miles in FY 2017. The total passenger count was three hundred twenty-one thousand nine hundred eighty-nine (321,989), which included twenty-eight thousand three hundred eighty-nine (28,389) elderly passengers and seventy-eight thousand three hundred ninety-eight (78,398) persons with disabilities.

County Roads Transit (operated by The Committee on Aging in Randolph County, Inc.) drove a total of one hundred forty-seven thousand nine hundred twenty-seven (147,927) miles during FY 2017. The total passenger count was twenty-five thousand three hundred fifty (25,350), which included thirteen thousand one hundred six (13,106) elderly passengers and four thousand nine hundred sixty-five (4,965) persons with disabilities.

Fairmont-Marion County Transit Authority drove a total of seven hundred five thousand forty-six (705,046) miles during FY 2017. The total passenger count was two hundred six thousand six hundred nineteen (206,619), which included thirty-three thousand four hundred ninety-one (33,491) elderly passengers and seventeen thousand four hundred thirty-two (17,432) persons with disabilities.

Here and There Transit, operated by the Barbour County Senior Center, Inc., drove a total of two hundred forty-seven thousand eight hundred fifty-three (247,853) miles during FY 2017. The total passenger count was twenty-two thousand four hundred sixty-seven (22,467), which included two thousand eight hundred twenty (2,820) elderly passengers and eight thousand twenty-eight (8,028) persons with disabilities.

Little Kanawha Transit Authority drove a total of two hundred nineteen thousand one hundred twenty-six (219,126) miles in FY 2017. The total passenger count was forty-five thousand two hundred sixty (45,260), which included ten thousand eight hundred forty-six (10,846) elderly passengers and five thousand five hundred eight (5,508) persons with disabilities.

Mountain Transit Authority drove a total of two hundred forty-four thousand two hundred twenty-eight (244,228) miles in FY 2017. The total passenger count was thirty-seven thousand six hundred seventy (37,670), which included five thousand seven hundred one (5,701) elderly passengers and four thousand eight hundred seven (4,807) persons with disabilities.

Potomac Valley Transit Authority drove a total of seven hundred forty-seven thousand four hundred nine (747,409) miles in FY 2017. The total passenger count was eighty-nine thousand six hundred sixty-nine (89,689), which included five thousand nine hundred fifty-five (5,955) elderly passengers, and thirty-two thousand six hundred twenty-four (32,624) persons with disabilities.

TriRiver Transit drove a total of nine hundred ninety-nine thousand sixty-five (999,065) miles in FY 2017. The total passenger count was one hundred eleven thousand one hundred sixteen (111,116), which included nine thousand seven hundred thirty-five (9,735) elderly passengers and twenty-seven thousand nine hundred six (27,906) persons with disabilities.

In total, all ten (10) rural transit transportation providers drove five million eight-four thousand three hundred thirty-four (5,084,334) miles during FY 2017. The total passenger count for all the providers was one million one hundred eight thousand three hundred sixty-two (1,108,362), which included two hundred fifty-nine thousand three hundred eighty-one (259,381) total elderly passengers and one hundred ninety-nine thousand one hundred fifty-four (199,154) persons with disabilities. For additional information, refer to Table 9 in the Appendices.

5310 Agencies

Contracted Services Agencies

Braxton County Senior Citizens Center drove a total of seventy-seven thousand two hundred twenty-six (77,226) miles in FY 2017. The total passenger count was eleven thousand seven hundred fifty-eight (11,758).

CHANGE Inc. drove a total of sixty-one thousand seven hundred eighty-four (61,784) miles in FY 2017. The total passenger count was four thousand six hundred forty-five (4,645).

Christian Help, Inc. of Mingo County drove a total of fifty-one thousand six hundred four (51,604) miles in FY 2017. The total passenger count was four thousand four hundred fifty-three (4,453).

Council of Senior Citizens of Gilmer County drove a total of seventy-five thousand three hundred sixty-three (75,363) miles in FY 2017. The total passenger count was six thousand four hundred eleven (6,411).

Council on Aging (Wyoming County) drove a total of seventy-one thousand eight hundred thirty-nine (71,839) miles in FY 2017. The total passenger count was seven thousand seven hundred fifty-four (7,754).

Family Service Upper Ohio Valley drove a total of thirty-four thousand eight hundred ninety-two (34,892) miles in FY 2017. The total passenger count was three thousand six hundred twenty-nine (3,629).

Friends of Hansford Center drove a total of eleven thousand seven hundred ninety-five (11,795) miles in FY 2017. The total passenger count was nine hundred twenty-nine (929).

Good Shepherd Interfaith Volunteer Caregivers drove a total of zero (0) miles in FY 2017. The total passenger count was zero (0).

Hancock County Senior Services drove a total of sixty thousand nine hundred thirty-three (60,933) miles in FY 2017. The total passenger count was four thousand six hundred two (4,602).

In Touch & Concerned drove a total of forty-nine thousand eight hundred seventy-five (49,875) miles in FY 2017. The total passenger count was five thousand two hundred ninety-four (5,294).

Jefferson County Council on Aging drove a total of forty-eight thousand seven hundred thirty-one (48,731) miles in FY 2017. The total passenger count was six thousand one hundred ten (6,110).

Lewis County Senior Citizens Center drove a total of eighty-two thousand one hundred thirty-seven (82,137) miles in FY 2017. The total passenger count was nine thousand one hundred sixty-one (9,161).

McDowell County Commission on Aging drove a total of one thousand six hundred sixty-eight (1,668) miles in FY 2017. The total passenger count was one hundred sixteen (116).

Monroe County Council on Aging drove a total of forty-eight thousand five hundred eighteen (48,518) miles in FY 2017. The total passenger count was one thousand five hundred twenty-six (1,526).

Pleasants County Neighbor Network drove a total of fourteen thousand four hundred twenty-two (14,422) miles in FY 2017. The total passenger count was nine hundred seventy (970).

Pocahontas County Senior Citizens drove a total of twenty-one thousand two hundred two (21,202) miles in FY 2017. The total passenger count was seven hundred sixty-four (764).

Putnam Aging Program drove a total of sixty-two thousand eight hundred forty-four (62,844) miles in FY 2017. The total passenger count was four thousand three hundred sixty-eight (4,368).

Ritchie County Integrated Family Services drove a total of twenty thousand eight hundred one (20,801) miles in FY 2017. The total passenger count was one thousand one hundred sixty-nine (1,169).

Senior Life Services of Morgan County drove a total of thirty-eight thousand two hundred thirty-one (38,231) miles in FY 2017. The total passenger count was one thousand four hundred seventy-nine (1,479).

Summers County Council on Aging drove a total of forty-three thousand seven hundred thirty (43,730) miles in FY 2017. The total passenger count was ten thousand three hundred ninety-four (10,394).

Wirt County Committee on Aging & Family Services drove a total of eighteen thousand nine hundred seventy-eight (18,978) miles in FY 2017. The total passenger count was one thousand three hundred fifty-six (1,356).

Wood County Senior Citizens Association drove a total of ninety-three thousand three hundred ten (93,310) miles in FY 2017. The total passenger count was twelve thousand five hundred ninety-four (12,594).

In total, the twenty-two (22) contracted services agencies that provide open services drove nine hundred eight-nine thousand eight hundred eighty-three miles. The total passenger count for these agencies was ninety-nine thousand four hundred eighty-two (99,482). For additional information, refer to Table 10 in the Appendices.

Mental Health Agencies/Sheltered Workshops

Logan-Mingo Area Mental Health, Inc. drove a total of fifty-thousand eight hundred one (50,801) miles in FY 2017. The total passenger count was three thousand nine hundred ninety-seven (3,997). As this is the only agency in this category that provided open services, the totals will remain the same. For additional information, refer to Table 11 in the Appendices.

Senior Centers/Community Action Agencies

Berkeley Senior Services drove a total of fifty-nine thousand nine hundred sixty-two (59,962) miles in FY 2017. The total passenger count was nine thousand three hundred thirty (9,330).

Central WV Community Action, Inc. drove a total of fifty-four thousand two hundred seventy-eight (54,278) miles in FY 2017. The total passenger count was three thousand four hundred eight-seven (3,487).

Clay County Development Corporation drove a total of thirty-seven thousand four hundred nineteen (37,419) miles in FY 2017. The total passenger count was eight hundred ninety-seven (897).

Community Action of South Eastern WV drove a total of sixteen thousand nine hundred thirty-two (16,932) miles in FY 2017. The total passenger count was four thousand four hundred sixty-eight (4,468).

Harrison County Senior Citizens Center drove a total of sixty thousand five hundred sixty-three (60,563) miles in FY 2017. The total passenger count was six thousand six hundred fourteen (6,614).

Kanawha Valley Senior Services drove a total of fifty-seven thousand two hundred fifty-four (57,254) miles in FY 2017. The total passenger count was six thousand two hundred eleven (6,211).

Marion County Senior Services drove a total of nineteen thousand two hundred ten (19,210) miles in FY 2017. The total passenger count was one thousand six hundred sixty-nine (1,269).

Pendleton County Community Action Association drove a total of forty-three thousand six hundred eighty-seven (43,687) miles in FY 2017. The total passenger count was one thousand four hundred nineteen (1,419).

Raleigh County Community Action Association drove a total of sixty-seven thousand eight hundred eighty-four (67,884) miles in FY 2017. The total passenger count was eleven thousand nine hundred seventy-five (11,975).

Tucker County Senior Citizens drove a total of twenty-three thousand eighty-one (23,081) miles in FY 2017. The total passenger count was five thousand one hundred ninety-eight (5,198).

Webster County Senior Citizens drove a total of twenty-four thousand eight hundred thirty-five (24,835) miles in FY 2017. The total passenger count was one thousand five hundred ninety-one (1,591).

In total, the eleven (11) senior centers/community action agencies that provide open services drove a total of four hundred sixty-five thousand one hundred five (465,105) miles. The total passenger count was fifty-two thousand four hundred fifty-nine (52,459). For additional information, refer to Table 12 in the Appendices.

Grand Totals

The grand totals for all twenty-two (22) contracted services agencies, one (1) mental health/community action agencies, and eleven (11) senior centers/community action agencies that provide open services were one million five hundred five thousand seven hundred eighty-nine (1,505,789) miles and one hundred fifty-five thousand nine hundred thirty-eight (155,938) passengers in FY 2017. For additional information, refer to Table 13 in the Appendices.

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 Division 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 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 Division. 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 Division 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 Division as a co- or additional insured.

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

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:

Rating	Description
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 components(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),
- Cnvrt? (Converted)
- Lift?
- Wheel Chair
- Acqistn Date (Acquisition Date)
- Original Cost
- Condition
- Mileage
- Date
- Remark

The “Equipment Type” is the Division’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 Division. 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 or 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 Division 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 Division 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 Division of Public Transit 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 able to operate at a full level of performance. The Division 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 Division, 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 Division 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	
This component covers all interior spaces, regardless of use	
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	
This component covers all interior spaces, regardless of use	
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 Division 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		9	17%	11	26%	21	24%	21	28%	39	20%	14	27%
Good		25	48%	21	49%	36	42%	20	27%	73	37%	19	37%
Fair		18	35%	11	26%	13	15%	27	36%	74	37%	14	27%
Poor				0		9	10%	4	5%	8	4%	3	6%
Ba				0		7	8%	3	4%	6	3%	1	2%
Total		**52**		**43**		**86**		**75**		**200**		**51**	

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	44	85%	33	77%	73	85%	63	84%	102	51%	42	82%
1.01 - 1.25	4	1	2%	4	9%	1	1%	10	13%	35	18%	4	8%
1.26-1.50	3	4	8%	5	12%	10	12%	2	3%	46	23%	2	4%
1.51 - 1.75	2	3	6%	1	2%	2	2%	0		10	5%	2	4%
1.75 +	1			0						7	4%	1	2%
Total		**52**		**43**		**86**		**75**		**200**		**51**	

Average 3 Elements		**Vehicle Sub-Asset Class**											
	SGR	12 Year	%	10 year	%	7 year*	%	5 year	%	4 year**	%	NR Veh	%
0-1	5	34	65%	26	60%	54.7	63%	46	61%	74.3	37%	22.0	43%
1.01 - 1.25	4	9.7	19%	10.3	24%	12.3	14%	13.7	18%	50.0	25%	10.0	20%
1.26-1.50	3	7.3	14 %	5.3	12 %	11	13%	12.3	16%	43.3	22%	10.0	20 %
1.51 - 1.75	2	1	2%	0.3	1%	5	6%	1.7	2%	20.3	10%	1.7	3%
1.75 +	1	0		1	2%	4.3		1.3	2%	12.0	6%	7.3	14%
Total		**52**		**43**		**87.3**		**75**		**200**		**51**	

Class Average - SGR Criteria Scales

Useful Life

Rank	Age	No.	%	Total No.	Total %	SGR
5	0-4	9	18%	12	24%	SGR
4	5	0	0%			
3	6	3	6%			
2	7	7	14%	39	76%	Non SGR
1	8	32	63%			
Total		51		51		
Missing		0				
	Total	51				

Useful Miles

Rank	Miles	No.	%	Total No.	Total %	SGR
5	0-100,000	40	82%	46	94%	SGR
4	100,001-125,000	4	8%			
3	125,001-150,000	2	4%			
2	150,001-175,000	2	4%	3	6%	Non SGR
1	175,001+	1	2%			
Total		49		49		
Missing Mileage		2				
	Total	51				

Condition

Rank	Category	No.	%	Total No.	Total %	SGR
5	Excellent	14	27%	47	92.2%	SGR
4	Good	19	37%			
3	Adequate	14	27%			
2	Marginal	3	6%	4	7.8%	Non SGR
1	Poor	1	2.0%			
Total		51		51		
Missing		0				
	Total	51				

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 Division and the transit providers included in this group plan will be based on the current SGR as illustrated in Section VII.

8a: Vehicles

The 12 Year Asset Class had an overall SGR score of 98%. However, these vehicles, in use with the small urban transit providers, are aging rapidly and were the subject of several meetings to discuss the looming problem. A sizeable number of the vehicles presently in service had been procured in a brief period due to earmarks and other assistance provided to the Division and the small urban providers in previous years. However, now these vehicles are approaching the end of their service life and the sources of funding that were used to procure the vehicles now in service are no longer available. In addition to this asset class's prohibitive cost, their extended fabrication time once an order was placed was also causing concern. Consequently, this category being a funding priority for 2018. West Virginia's portion of the Volkswagen Settlement dedicated to transit will largely be committed in this asset class. See Section IX Procurement Priority Project 1 and 8.

The "10 Year" Asset Class, with an overall SGR score of 97%, shared the same status as the "12 Year" Asset Class. Also see Section IX Procurement Priority for a description of the actions taken in 2018 to maintain a high SGR in this asset class.

The "7 Year" ear Asset Class had an overall SGR score of 89%. This score was lower than it should have been due to difficulty in obtaining a new procurement contract for the asset class. However, this was new contract was approved in 2018 and Section IX Procurement Priority describes the procurements that have recently taken place and procurements in the is asset class that are scheduled over the next couple of years. This should significantly improve the SGR in this asset class. See Section IX Procurement Priority Project 3.

The "5 Year" Asset Class had an overall SGR score of 96%. This asset class has a minimal number of vehicles (3 out of 75 total) in the marginal or poor rankings, it is anticipated that present levels of funds will be able to sustain this asset class at an adequate level of SGR. See Section IX Procurement Priority Project 4.

The "4 Year" Asset Class has an overall SGR score of 84%. This asset class has had numerous procurements since this SGR has been prepared. If this asset class's SGR has not improved, additional resources may need to be committed; see Section IX Procurement Priority Project 5 for the course of action for this asset class.

8b: Equipment

This category includes all shop equipment over $50,000 and service vehicles. As of the latest annual certification, this category only includes service vehicles. The overall SGR score is 70%. The Division realizes this category is lowest SGR in the TAMP. A course of action to improve SGR may be found in Section IX Procurement Priority Project 2.

8c: Facilities

The Division and the transit providers in this plan did not calculate SGR for the facilities in 2017. The methodology for doing so is detailed in Section VI and will be utilized in calculating the 2018 SGR. These calculations and the resulting SGR will be edited into this plan following their completion in late 2018. See Project 6 and 7 for specific facilities with activity.

Section 9: Procurement Priorities

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

- Federal – FTA's Sections 5307, 5310, 5311 and 53339 allocations;
- State – Funding from the State Legislature for transit activities, Sale of Bus fund;
- Local – levies, contributions from County Commissions, City Councils, farebox receipts, etc.
- Volkswagen Settlement – while narrowly defined as to the eligible vehicles, transit providers (primarily small urban organizations, only two rural organization has eligible vehicles/projects) could stand to gain $2,900,000 to replace older diesel-powered vehicles.
- 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 – 2019 - 2022

The Vehicle 12 and 10 Year Asset Class, as described in Section VII, was an area of concern for the small urban transit providers. Through earmarks and other federal funding sources (non-traditional FTA allocations), a considerable number of vehicles in the 12 and 10 Year Asset Classes were procured and put into service at the same time. Unfortunately, that has also has meant that these vehicles, prohibitively expensive with a long fabrication time, will need to be retired from service at the same time. This potential mass exiting of vehicles from the inventory in a brief period will strain the limited resources available to the West Virginia transit community attempting to replace them in a timely manner.

Consequently, the Division and the small urban transit providers prepared an application for the 2017 Section 5339(b) Bus and Bus Facilities discretionary grant. This grant was not successful.

Following the announcement of the grant recipients, the Division implemented another plan. On June 5, 2018, the Division transferred $4,535,172 in FY2016, 17 and 18 in Section 5339 "Amounts Apportioned to State Governors for Urbanized Areas 50,000 to 199,999 in Population and West Virginia State allocation funding to the small urban transit providers for acquisition of nine 12-year vehicles and sixteen 10-year vehicles over the next couple of years. This dedication of funding, along with the vehicle procurement normally scheduled by the small urban transit providers, should significantly affect the SGR for the 12 and 10 Year asset class's SGR.

Monitoring the situation with these asset classes, the Division may, or may not, move, following the announcement of the FY2019 allocations, to dedicate another round of Section 5339 funding to these two asset classes.

Project 2 – Secondary Priority – 2019 - 2022

The support vehicles contained in the Equipment Category have the lowest SGR of the assets contained in this plan. The problem is that the vehicles do not usually meet their Useful Miles ULB but are high on the scale of meeting their Useful Life ULB. The Conditional ULB may reflect anywhere along the scale of the ULB. In addition, transit providers are reluctant to spend limited capital funding on vehicles that do transport the public. In reaction to this, the Division prepared a 2018 Section 5339(b) Bus and Bus Facilities discretionary grant for eight support vehicles at a total of $182,400 in federal funds. The local match will be provided by the Division. If this grant is successful, it will allow six Section 5311 rural transit providers to replace eight service vehicles without using their capital funding and it boost the overall SGR of the Equipment classification.

Project 3 –Secondary Priority – 2019 - 2021

The "7 Year" Asset Class has been particularly problematic due the difficulty experienced in getting a new procurement contract. The new contract was approved in 2018 and four procurements/deliveries that have recently taken place and six more procurements are scheduled over the next year. These actual and projected acquisitions should significantly improve the SGR in this asset class.

Project 4 – Tertiary Priority

The" 5 Year" asset class is maintaining an adequate SGR with the funding levels dedicated to that asset class, no significant changes anticipated. Funding will be allocated from the Section 5311 Capitol funding based upon AVIS and the transit provider's requests in their yearly Section 5311 applications.

Project 5 – Primary Priority – 2019 – 2022

The "4 Year" asset class has the next to lowest SGR rating of 84%. Part of this is due to the substantial number of vehicles in service, and the fact that these are "workhorses" that utilized often for a variety of duties. Over 2017-18 forty-nine (49) 4-year asset class vehicles were procured at the state level for the Section 5310/11 transit providers. Combining this with the 4-year vehicles acquired by the small urban providers, the Division believes that 2019 SGR for the 4-year vehicle asset class will rise.

If that does not turn out to be the case, i.e. the Section 5310/5311 capital funding does not prove to be adequate to improve the SGR in this asset class, the Division is considering committing additional funding in the form of 5339 West Virginia State Allocation funds to this asset class as early as the FY 2019 Allocation. This funding decision will be partly based on if the crisis on the 12 and 10 vehicle asset class has been abated. If not, then the commitment may occur until the 2020 Section 5339 allocation is released by FTA to the State.

In the case of the Facilities Category, the Division has granted state funding to two rural transit providers for facility maintenance with an offer towards a third that has not been developed into a formal grant at this time.

Project 6 – Tertiary Priority 2020-2022

Eastern Panhandle Transit Authority, a small urban transit provider, received a 2017 Section 5339(b) Bus and Bus Facilities discretionary grant for $4,500,000 to procure property and build a new headquarters. This facility is still in the preliminary planning stages. The Division has informally committed to provide $30,000-$60,000 in the form of the Section 5307 funding for the Cumberland area (which has no recipient) to the EPTA for bicycle infrastructure for the new headquarters.

Project 7 – Primary Project 2019-2021

The Division and Bluefield Area Transit have partnered for a transit transfer station in downtown Bluefield at an estimated cost of $1,200,000. This project is in the preliminary design phase. The Division has committed $190,000 in State funding to the Architectural and Engineering phase, $774,250 in Section 5339 funding for the construction, with a $50,750 local match. The total project costs are $1,010,000

The true picture of the state-wide SGR for transit facilities may not become fully known until the first report process is completed. However, it is believed by the Division, that this category will not contain, except for isolated incidents, major SGR issues.

Project 8 – Primary Project 2019 -2022

The Division is working with the Division of Highways to administer West Virginia's portion of the Volkswagen Settlement. The portion that has been committed to transit asset replacement is $2,900,000. This could replace every aging diesel bus in the state. However, this issue is complicated by the extended period of time it is taking to gain access to the funding. The various transit agencies may be forced to replace some the of the vehicles with other funding if the vehicle's SGR deteriorates before the Volkswagen funding becomes available.

Section 10: Method of Individual Asset Priority

West Virginia Division of Public Transit 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 Division 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.

The Division 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 Division works with each provider to layout a strategy for replacing vehicles through a three-year 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 the Section 5311 capital funding does not meet the demand of the requested assets the Division will seek to use alternative funding through the Section 5339 Capital Investment Program. Over the past several years the Division has been able to meet all requests for capital replacement and expansion.

Tables 1 -13

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 4th 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 4th Street P.O. Box 430 Clarksburg, WV 26301	(304) 623-6002 TDD (304) 623-2950	www.centrabus.com	Harrison County
County Roads Transit **	5th 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	Greenbrier, Nicholas 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 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 – 5310 Contracted Services Agencies Providing Open Services in West Virginia

Agency Name	Number of Active Vehicles
Braxton County Senior Citizens Center	5
CHANGE, Inc.	2
Christian Help, Inc. of Mingo County	2
Council of Senior Citizens of Gilmer County	2
Council on Aging (Wyoming County)	3
Family Service Upper Ohio Valley	5
Friends of Hansford Center	0
Good Shepherd Interfaith Volunteer Caregivers	0
Hancock County Senior Services	3
In Touch & Concerned	2
Jefferson County Council on Aging	2
Lewis County Senior Citizens Center	2
McDowell County Commission on Aging	0
Monroe County Council on Aging	3
Pleasants County Neighbor Network	1
Pocahontas County Senior Citizens	0
Putnam Aging Program	2
Ritchie County Integrated Family Services	0
Senior Life Services of Morgan County	2
Summers County Council on Aging	0
Wirt County Committee on Aging & Family Services	2
Wood County Senior Citizens Association	3

Table 4 – 5310 Mental Health Agencies/Sheltered Workshops Providing Open Services in West Virginia

Agency Name	Number of Active Vehicles
Logan-Mingo Area Mental Health, Inc.	3

Table 5 – 5310 Senior Centers/Community Action Agencies Providing Open Services in West Virginia

Agency Name	Number of Active Vehicles
Berkeley Senior Services	3
Community Action of South Eastern WV	1
Central WV Community Action, Inc.	1
Clay County Development Corporation	2
Harrison County Senior Citizens Center	3
Kanawha Valley Senior Services	2
Marion County Senior Services	1
Pendleton Senior & Family Services	2
Raleigh County Community Action Association	5
Tucker County Senior Citizens	1
Webster County Senior Citizens	1

Table 6 – 5310 Mental Health Agencies/Sheltered Workshops Providing Closed Services in West Virginia

Agency Name	Number of Active Vehicles
FMRS Health Systems, Inc.	1
Healthways, Inc.	5
Integrated Resources, Inc.	2
Northwood Health Systems	5
PACE Enterprises	1
Potomac Highlands Guild	3
Russell Nesbitt Services	1
Southern Highlands Community Mental Health Center	1
SW Resources, Inc.	2
United Summit Center	1
Westbrook Health Services	1

Table 7 – 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, 2nd 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.frmpo.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.hepmpo.net
KYOVA Interstate Planning Commission	Saleem Salameh, P. E., Transportation Study Director	400 Third Ave. Huntington, WV 25712	(304) 523-7434	http://www.kyovaipc.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.plantogether.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	Randy Durst, Transportation Study Director	P.O. Box 247 Parkersburg, WV 26101	(304) 422-4993, ext. 125	http://www.movrc.org/Programs/WWWIPC.aspx

Table 8 – Small Urban Agencies' Miles and Passengers Totals for FY 2017

Agency Name	Total Miles	Total Passengers	Elderly Passengers	Persons with Disabilities
Eastern Panhandle Transit Authority	620,809	210,895	27,566	13,366
Kanawha Valley Regional Transportation Authority	2,571,000	1,679,391	149,313	33,622
Mid-Ohio Valley Transit Authority	694,214	503,016	31,752	75,043
Mountain Line	1,147,450	1,005,279	48,799	35,133
New River Transit Authority	276,316	38,534	10,975	10,495
Ohio Valley Regional Transportation Authority	520,003	289,904	106,817	4,242
Tri-State Transit Authority	1,456,428	901,878	90,188	45,094
Weirton Transit Corporation	153,410	51,841	N/A	N/A
TOTALS:	**7,439,630**	**4,680,738**	**465,410**	**216,995**

Table 9 – Rural Agencies' Miles and Passenger Totals in FY 2017

Agency Name	Total Miles	Total Passengers	Elderly Passengers	Persons with Disabilities
Bluefield Area Transit	881,923	214,902	130,002	15,883
Buckwheat Express	245,275	33,300	19,336	3,603
Central WV Transit Authority	646,482	321,989	28,389	78,398
County Roads Transit	147,927	25,350	13,106	4,965
Fairmont-Marion County Transit Authority	705,046	206,619	33,491	17,432
Here and There Transit	247,853	22,467	2,820	8,028
Little Kanawha Transit Authority	219,126	45,260	10,846	5,508
Mountain Transit Authority	244,228	37,670	5,701	4,807
Potomac Valley Transit Authority	747,409	89,689	5,955	32,624
TriRiver Transit	999,065	111,116	9,735	27,906
TOTALS:	**5,084,334**	**1,108,362**	**259,381**	**199,154**

Table 10 – 5310 Contracted Services Agencies' Miles and Passenger Totals in FY 2017

Agency Name	Total Miles	Total Passengers
Braxton County Senior Services Center	77,226	11,758
CHANGE, Inc.	61,784	4,645
Christian Help, Inc. of Mingo County	51,604	4,453
Council of Senior Citizens of Gilmer County	75,363	6,411
Council on Aging (Wyoming)	71,839	7,754
Family Service Upper Ohio Valley	34,892	3,629
Friends of Hansford Center	11,795	929
Good Shepherd Interfaith Volunteer Caregivers	0	0
Hancock County Senior Services	60,933	4,602
In Touch & Concerned	49,875	5,294
Jefferson County Council on Aging	48,731	6,110
Lewis County Senior Citizens Center	82,137	9,161
McDowell County Council on Aging	1,668	116
Monroe County Council on Aging	48,518	1,526
Pleasants County Neighbor Network	14,422	970
Pocahontas County Senior Citizens	21,202	764
Putnam Aging Program	62,844	4,368
Ritchie County Integrated Family Services	20,801	1,169
Senior Life Services of Morgan County	38,231	1,479
Summers County Council on Aging	43,730	10,394
Wirt County Committee on Aging & Family Services	18,978	1,356
Wood County Senior Citizens Association	93,310	12,594
TOTALS:	**989,883**	**99,482**

Table 11 – 5310 Mental Health Agencies' Miles and Passenger Totals in FY 2017

Agency Name	Total Miles	Total Passengers
Logan-Mingo Area Mental Health, Inc.	50,801	3,997
TOTALS:	**50,801**	**3,997**

Table 12 – 5310 Senior Centers'/Community Action Agencies' Miles and Passenger Totals in FY 2017

Agency Name	Total Miles	Total Passengers
Berkeley Senior Services	59,962	9,330
Central WV Community Action, Inc.	54,278	3,487
Clay County Development Corporation	37,419	897
Community Action of South Eastern WV	16,932	4,468
Harrison County Senior Citizens Center	60,563	6,614
Kanawha Valley Senior Services	57,254	6,211
Marion County Senior Services	19,210	1,269
Pendleton Senior & Family Services	43,687	1,419
Raleigh County Community Action Association	67,884	11,975
Tucker County Senior Citizens	23,081	5,198
Webster County Senior Citizens	24,835	1,591
TOTALS:	**465,105**	**52,459**

Table 13 – All 5310 Agencies' Miles and Passenger Totals in FY 2017

Agency Name	Total Miles	Total Passengers
Contracted Service Agencies		
Braxton County Senior Services Center	77,226	11,758
CHANGE, Inc.	61,784	4,645
Christian Help, Inc. of Mingo County	51,604	4,453
Council of Senior Citizens of Gilmer County	75,363	6,411
Council on Aging (Wyoming)	71,839	7,754
Family Service Upper Ohio Valley	34,892	3,629
Friends of Hansford Center	11,795	929
Good Shepherd Interfaith Volunteer Caregivers	0	0
Hancock County Senior Services	60,933	4,602
In Touch & Concerned	49,875	5,294
Jefferson County Council on Aging	48,731	6,110
Lewis County Senior Citizens Center	82,137	9,161
McDowell County Council on Aging	1,668	116
Monroe County Council on Aging	48,518	1,526
Pleasants County Neighbor Network	14,422	970
Pocahontas County Senior Citizens	21,202	764
Putnam Aging Program	62,844	4,368
Ritchie County Integrated Family Services	20,801	1,169
Senior Life Services of Morgan County	38,231	1,479
Summers County Council on Aging	43,730	10,394
Wirt County Committee on Aging & Family Services	18,978	1,356
Wood County Senior Citizens Association	93,310	12,594
Subtotals	**989,883**	**99,482**
Mental Health Agencies/Sheltered Workshops		
Logan -Mingo Area Mental Health, Inc.	50,801	3,997
Subtotals	**50,801**	**3,997**
Senior Centers/Community Action Agencies		
Berkeley Senior Services	59,962	9,330
Central WV Community Action, Inc.	54,278	3,487
Clay County Development Corporation	37,419	897
Community Action of South Eastern WV	16,932	4,468
Harrison County Senior Citizens Center	60,563	6,614
Kanawha Valley Senior Services	57,254	6,211
Marion County Senior Services	19,210	1,269
Pendleton Senior & Family Services	43,687	1,419
Raleigh County Community Action Association	67,884	11,975
Tucker County Senior Citizens	23,081	5,198
Webster County Senior Citizens	24,835	1,591
Berkeley Senior Services	59,962	9,330
Subtotals	**465,105**	**52,459**
GRAND TOTALS	**1,505,789**	**155,938**

Appendices

Appendix 1 Financial Projections

2019					
	Federal	State	Local	Other	VW Settlement
Section 5307	$200,000.00	$0.00	$76,000.00	$0.00	$966,000.00
Section 5310	$600,000.00	$0.00	$150,000.00	$0.00	
Section 5311	$1,300,000.00	$300,000.00	$80,000.00		
Section 5339					
TMA	$290,000.00				
Urban	$900,000.00				
State Discretionary	$3,500,000.00	$200,000.00			

2020					
	Federal	State	Local	Other	VW Settlement
Section 5307	$205,000.00	$0.00	$77,900.00	$0.00	$966,000.00
Section 5310	$615,000.00	$0.00	$153,750.00	$0.00	
Section 5311	$1,332,500.00	$307,500.00	$82,000.00	$0.00	
Section 5339					
TMA	$290,000.00				
Urban	$900,000.00				

State Discretionary	**$3,500,000.00**	**$200,000.00**			

2021					
	Federal	**State**	**Local**	**Other**	**VW Settlement**
Section 5307	**$210,125.00**	**$0.00**	**$79,847.50**	**$0.00**	**$966,000.00**
Section 5310	**$630,375.00**	**$0.00**	**$157,593.75**	**$0.00**	
Section 5311	**$1,365,812.50**	**$315,187.50**	**$84,050.00**	**$0.00**	
Section 5339					
TMA	**$290,000.00**				
Urban	**$900,000.00**				
State Discretionary	**$3,500,000.00**	**$200,000.00**			

2022					
	Federal	**State**	**Local**	**Other**	**VW Settlement**
Section 5307	**$215,378.13**	**$0.00**	**$81,843.69**	**$0.00**	**$0.00**
Section 5310	**$646,134.38**	**$0.00**	**$161,533.59**	**$0.00**	
Section 5311	**$1,399,957.81**	**$323,067.19**	**$86,151.25**	**$0.00**	
Section 5339					
TMA	**$290,000.00**				
Urban	**$900,000.00**				
State Discretionary	**$1,750,000.00**	**$150,000.00**			

Appendix 2 – Letters of Agency Agreement

Fairmont-MarionCounty
Transit Authority

RECEIVED

JAN 2 5 2017

DIVISION OF PUBLIC TRANSIT

December 30, 2016

Dear Executive Director Robinson,

Please consider this letter as confirmation that Fairmont-Marion County Transit Authority will participate in the group Transit Asset Management Plan being developed by the West Virginia Division of Public Transit. Fairmont-Marion County Transit Authority understands that this participation commits the organization to cooperating with the Division on reporting its relevant inventory, assisting with the development of, and usage of, conditional assessment for assets, and compliance with performance measures developed for the state sponsored plan. Other information, such as proposed equipment acquisition, and financial sources for equipment acquisition, will be made available as well for planning purposes.

Sincerely,

George Levitsky, CCTM

George Levitsky, CCTM Fairmont-Marion County Transit Authority

Fairmont-Marion County Transit Authority
400 Quincy St., Fairmont, WV 26554-Phone (304)366-8177-Fax (304)366-2308-TDD (304)366-5295

CENTRA
Central West Virginia Transit Authority

January 23, 2017

Dear Executive Director Robinson,

Please consider this letter as confirmation that the Central West Virginia Transit Authority (CENTRA) will participate in the group Transit Asset Management Plan developed by the West Virginia Division of Public Transit. CENTRA understands that this participation commits the organization to cooperating with the Division on reporting its relevant inventory, assisting with the development of, and usage of, conditional assessment for assets, and compliance with performance measures developed for the state sponsored plan. Other information such as proposed equipment acquisition and financial sources for equipment acquisition will be made available for planning purposes.

Respectfully,

Vanessa Perkins

Vanessa Perkins
General Manager, CENTRA

P.O. Box 430
Clarksburg, West Virginia 26302
toll free: 1-866-mywvbus • phone: 304-623-6002 • fax: 304-623-2950
www.centrabus.com

Preston County
Senior Citizens Inc.

RECEIVED
DEC 12 2016
DIVISION OF PUBLIC TRANSIT

December 5, 2016

William Robinson
Executive Director
WV Division of Public Transit
Building 5, Room 90
1900 Kanawha Boulevard, East
Charleston, WV 25305-0432

Dear Executive Director Robinson,

Please consider this letter as confirmation that Preston County Senior Citizens, Inc. dba Buckwheat Express will participate in the group Transit Asset Management Plan being developed by the West Virginia Division of Public Transit. Preston County Senior Citizens, Inc. dba Buckwheat Express understands that this participation commits the organization to cooperating with the Division on reporting it's relevant inventory, assisting with the development of, and usage of, conditional assessment for assets, and compliance with performance measures developed for the state sponsored plan. Other information, such as proposed equipment acquisition, and financial sources for equipment acquisition, will be made available as well for planning purposes.

Sincerely,

Janie Lou White

Janie Lou White, MSG
Executive Director

P.O. Box 10 • 108 Senior Center Drive • Kingwood, WV 26537 • Telephone (304) 329-0464

Country Roads Transit

RECEIVED

DEC 1 6 2016

DIVISION OF PUBLIC TRANSIT

December 12 , 2016

Dear Executive Director Robinson,

Please consider this letter as confirmation that Country Roads Transit will participate in the group Transit Asset Management Plan being developed by the West Virginia Division of Public Transit. Country Roads Transit understands that this participation commits the organization to cooperating with the Division on reporting it's relevant inventory, assisting with the development of, and usage of, conditional assessment for assets, and compliance with performance measures developed for the state sponsored plan. Other information, such as proposed equipment acquisition, and financial sources for equipment acquisition, will be made available as well for planning purposes.

Sincerely,

Laura Ward

Laura Ward
Director

Country Roads Transit
> P.O. Box 727 > Elkins, WV 26241 > 304-636-6472 (voice) > 877-636-6472 (toll-free) > 304-637-4991 (fax) >TDD: 304-636-7373
www.countryroadstransit.com

POTOMAC VALLEY
TRANSIT AUTHORITY
185 PROVIDENCE LN, PETERSBURG, WV 26847
304.257.1414 • 800.565.7240 • Fax: 304.257.2804
www.potomacvalleytransit.org

RECEIVED
DEC 0 8 2016
DIVISION OF PUBLIC TRANSIT

December 5, 2016

William C. Robinson, Executive Director
West Virginia Division of Public Transit
1900 Kanawha Boulevard, East
Building 5, Room 650
Charleston, WV 25305

Dear Executive Director Robinson:

Please consider this letter as confirmation that the Potomac Valley Transit Authority will participate in the group Transit Asset Management Plan being developed by the West Virginia Division of Public Transit. The Potomac Valley Transit Authority understands that this participation commits the organization to cooperating with the Division on reporting it's relevant inventory, assisting with the development of, and usage of, conditional assessment for assets, and compliance with performance measures developed for the state sponsored plan. Other information, such as proposed equipment acquisition, and financial sources for equipment acquisition, will be made available as well for planning purposes.

Respectfully,

J. Douglas Carter

J. Douglas Carter
General Manager

1120 Virginia Avenue, West • P. O. Box 7965 • Huntington, WV 25779-7965

TRI-STATE TRANSIT AUTHORITY

Tel: 304-529-6094
Fax: 304-529-7300
http://www.tta-wv.com
email: tta@tta-wv.com

January 23, 2017

Dear Executive Director Robinson,

Please consider this letter as confirmation that Tri-State Transit Authority (TTA) will participate in the group Transit Asset Management Plan being developed by the West Virginia Division of Public Transit. TTA understands that this participation commits the organization to cooperating with the Division on reporting it's relevant inventory, assisting with the development of, and usage of, conditional assessment for assets, and compliance with performance measures developed for the state sponsored plan. Other information, such as proposed equipment acquisition, and financial sources for equipment acquisition, will be made available as well for planning purposes.

Sincerely,

Paul E. Davis

NEW RIVER TRANSIT

360 Prince Street, Beckley WV 25801

Andy Austin, Director
304.894.8918
ap.austin@yahoo.com

January , 2017

Dear Executive Director Robinson,

Please consider this letter as confirmation that ______New River Transit Authority will participate in the group Transit Asset Management Plan being developed by the West Virginia Division of Public Transit. ______New River Transit Authority______ understands that this participation commits the organization to cooperating with the Division on reporting it's relevant inventory, assisting with the development of, and usage of, conditional assessment for assets, and compliance with performance measures developed for the state sponsored plan. Other information, such as proposed equipment acquisition, and financial sources for equipment acquisition, will be made available as well for planning purposes.

Thank you,

Andy Austin

RIDE THE RIVER!

Raleigh County • Beckley • Sophia Fayette County • Fayetteville • Mt. Hope • Oak Hill

EPTA

Eastern Panhandle Transit Authority

December 8, 2016

Dear Executive Director Robinson,

Please consider this letter as confirmation that Eastern Panhandle Transit Authority will participate in the group Transit Asset Management Plan being developed by the West Virginia Division of Public Transit. The Eastern Panhandle Transit Authority understands that this participation commits the organization to cooperating with the Division on reporting its relevant inventory, assisting with the development of, and usage of, conditional assessment for assets, and compliance with performance measures developed for the state sponsored plan. Other information, such as proposed equipment acquisition, and financial sources for equipment acquisition, will be made available as well for planning purposes.

Respectfully,

Doug Pixler

EPTA Director

446 Novak Drive, Martinsburg WV 25405 Office: 304-263-0876 Fax: 304-264-9253

KANAWHA VALLEY REGIONAL TRANSPORTATION AUTHORITY
1550 FOURTH AVENUE • P. O. BOX 1188 • CHARLESTON, WEST VIRGINIA 25324 • Phone (304) 343-3840 • www.rideonKRT.com

December 8, 2016

William Robinson, Executive Director
West Virginia Department of Transportation
Division of Public Transit
1900 Kanawha Boulevard East
Building 5, Room 650
Charleston, West Virginia 25305-0440

Dear Executive Director Robinson,

Please consider this letter as confirmation that ***Kanawha Valley Regional Transportation Authority (KVRTA)*** will participate in the group Transit Asset Management Plan being developed by the West Virginia Division of Public Transit. ***KVRTA*** understands that this participation commits the organization to cooperating with the Division on reporting its relevant inventory, assisting with the development of, and usage of, conditional assessment for assets, and compliance with performance measures developed for the state sponsored plan. Other information, such as proposed equipment acquisition, and financial sources for equipment acquisition, will be made available as well for planning purposes.

Sincerely,

J. Douglas Hartley
Assistant General Manager

Cc: D. Dawson
S. Menefee
J. Pitman

Serving Monongalia County, WV
420 Dupont Road • Morgantown, WV • 26501
(304) 296-3680 • Fax: (304) 291-7429
WWW.BUSRIDE.ORG • Email: Bus@busride.org

December 8, 2016

William Robinson, Executive Director
West Virginia Department of Transportation
Division of Public Transit
1900 Kanawha Boulevard East
Building5, Room 650
Charleston, West Virginia 25305-0440

Dear Executive Director Robinson,

Please consider this letter as confirmation that **Mountain Line Transit Authority (MLTA)** will participate in the group Transit Asset Management Plan being developed by the West Virginia Division of Public Transit. **MLTA** understands that this participation commits the organization to cooperating with the Division on reporting its relevant inventory, assisting with the development of, and usage of, conditional assessment for assets, and compliance with performance measures developed for the state sponsored plan. Other information, such as proposed equipment acquisition, and financial sources for equipment acquisition, will be made available as well for planning purposes.

Sincerely,

Wayne Pifer

Wayne Pifer
Assistant Manager
Mountain Line Transit Authority

cc: D. Bruffy

Mountain Line is the business name of the Monongalia County Urban Mass Transit Authority.

Mid-Ohio Valley Transit Authority
520 Juliana Street, Parkersburg, WV 26101
Telephone (304) 422-4100 Fax (304) 422-3200
E-mail - movta@easyriderbus.com

December 6, 2016

West Virginia Division of Public Transit
1900 Kanawha Blvd., East
Building 5, Room 650
Charleston, WV 25305

Dear Executive Director Robinson,

Please consider this letter as confirmation that the Mid-Ohio Valley Transit Authority (MOVTA) will participate in the group Transit Asset Management Plan being developed by the West Virginia Division of Public Transit.

MOVTA understands that this participation commits the organization to cooperating with the Division on reporting its relevant inventory, assisting with the development of, and usage of, conditional assessment for assets, and compliance with performance measures developed for the state sponsored plan. Other information, such as proposed equipment acquisition, and financial sources for equipment acquisition, will be made available as well for planning purposes.

If you have any further questions or need any updated information prior to the meeting, please contact me at (304) 422-4100 or via email at timothyt@easyriderbus.com

Sincerely,

Tim Thomas
General Manager

REGIONAL TRANSPORTATION AUTHORITIES

21 S. HURON ST.
WHEELING, WV 26003
PHONE (304) 232-2190

TDD # 1-800-982-8771
AD(VAN)TAGE # (304) 232-1744

December 8, 2016

William C. Robinson, Executive Director
WVDOT Division of Public Transit
1900 Kanawha Boulevard, East
Building Five, Room 650
Charleston, WV 25305-0428

Dear Executive Director Robinson:

Please consider this letter as confirmation that the Ohio Valley Regional Transportation Authority (OVRTA) will participate in the group Transit Asset Management Plan being developed by the West Virginia Division of Public Transit. OVRTA understands that this participation commits the organization to cooperating with the Division on reporting its relevant inventory, assisting with the development of, and usage of, of conditional assessment for assets, and compliance with performance measures developed for the State-sponsored plan. Other information, such as proposed equipment acquisition, will be made available as well for planning purposes.

If you have any questions or require additional information, please feel free to call.

Sincerely,

Thomas E. Hvizdos

Thomas E. Hvizdos
Executive Director

Weirton Transit Corporation

200 Municipal Plaza, Weirton, WV 26062
Phone: 304-797-8597
Fax: 304-797-8598

December 13, 2016

Mr. Bill Robinson
Executive Director
WV Division of Public Transit
Capitol Complex
Charleston, WV 25305

RE: Transit Asset Management Plan

Dear Mr. Robinson,

Please consider this letter as confirmation that Weirton Transit Corporation will participate in the group Transit Asset Management Plan being developed by the West Virginia Division of Public Transit. Weirton Transit understands that this participation commits the organization to cooperating with the Division on reporting it's relevant inventory, assisting with the development of, and usage of, conditional assessment for assets, and compliance with performance measures developed for the state sponsored plan. Other information, such as proposed equipment acquisition, and financial sources for equipment acquisition, will be made available as well for planning purposes.

Sincerely,

Kevin S Beynon

Kevin Beynon
Transit Manager

CURRENT VEHICLE INVENTORY

A new requirement now exists for agencies receiving funding from the Section 5310 Program. If your agency provides 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 then an **<u>inventory of all vehicles that are used by your agency to provide transportation services</u>** is required to be submitted to the Division (*regardless of original funding source*).

The Division is required by the Federal Transit Administration to gather total vehicle inventory for inclusion in a Statewide Transit Asset Management Plan (TAM). The TAM Plan must be completed for the Division to be eligible to receive Section 5310 funds.

As an example, 5310 providers who provide open service to all seniors in a town, **must be included in the plan.** If your agency only provides rides to seniors who are registered with the senior center or nutrition center then it is deemed closed door and does not need to be included in the TAM Plan. This same philosophy must be applied to all 5310 grantees (mental health, sheltered workshop, etc.) to determine if your agency is closed or open to your segment of the general population.

The above example is the best I have for your agency to decide whether you are an open or closed transportation provider. If your agency is receiving contracted services funding from the Division or NEMT, then you are an open transportation provider.

1. Page 22 is a certification that is to be signed in blue and returned as part of your application packet. The Division must provide justification to FTA if a 5310 recipient is not included in the plan. **(All agencies must complete certification.)**

2. Complete the Current Vehicle Inventory Chart on the next page. **List all your agency's vehicles that are used to provide transportation services** (*regardless of original funding source*). All columns must be completed. Condition Code Definitions are provided. Attach additional sheets if necessary. If you serve multiple counties, down right side of table, add county vehicle is utilized in.

3. **If you are an open transportation provider,** [illegible]

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DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Berkeley Senior Services hereby certifies that our agency:
(Name of Agency)

✓ provides 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 and will provide all required inventory information as requested.

or

____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

7/11/17
(Authorized Official)

Executive Director
(Title)

Berkeley Senior Services
(Agency Name)

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JUL 0 7 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Braxton County Senior Citizens Center hereby certifies that our agency:
(Name of Agency)

✓ provides 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 and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Mary Chapman
(Authorized Official)

Executive Director
(Title)

Braxton County Senior Citizens Center
(Agency Name)

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JUL 19 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The CASEY KY Commission on Aging hereby certifies that our agency:
(Name of Agency)

X provides 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 and will provide all required inventory information as requested.

or

____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Jeni Stamper
(Authorized Official)

Transportation Director
(Title)

Casey KY Commission on Aging
(Agency Name)

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JUL 07 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Central WV Community Action, Inc hereby certifies that our agency:
(Name of Agency)

✓ provides 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 and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

[signature]
(Authorized Official)

Executive Director
(Title)

Central WV Community Action, Inc
(Agency Name)

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JUL 1 2 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The CHANGE, INC hereby certifies that our agency:
(Name of Agency)

X provides 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 and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

(Authorized Official)

(Title)

(Agency Name)

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JUL 1 0 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Christian Help Inc., of Mingo Co. hereby certifies that our agency:
(Name of Agency)

✓ provides regular, continuing shared-ride surface transportation services that are open to the generalpublic or open to a segment of the general public defined by age, disability or low income and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Sister Therese Carew
(Authorized Official)

Executive Director
(Title)

Christian Help Inc, of Mingo County
(Agency Name)

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JUL 17 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Clay Co. Dev Corp. hereby certifies that our agency:
(Name of Agency)

✓ provides 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 and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Ramona Stanley
(Authorized Official)

Executive Director, NAPCA
Manager FA
(Title)

Clay Development
(Agency Name)

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JUL 1 1 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Cncl of Sr. Citzens of Gilmer Co. Inc. hereby certifies that our agency:
(Name of Agency)

X provides 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 and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Dallie L Mathess
(Authorized Official)

Executive Director
(Title)

The Cncl of Sr. Citzens of Gilmer County, Inc
(Agency Name)

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JUL 1 0 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Council on Aging,Inc.______________________ hereby certifies that our agency:
(Name of Agency)

___x_ provides 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 and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

____
(Authorized Official)

Executive Director
____
(Title)

Council on Aging, Inc.
____
(Agency Name)

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JUL 1 2 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Family Service - Upper Ohio Valley hereby certifies that our agency:
(Name of Agency)

✓ provides 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 and will provide all required inventory information as requested.

or

____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Paula L. Calvert MSA Paula L. Calvert MSA
(Authorized Official)

CEO
(Title)

Family Service Upper Ohio Valley
(Agency Name)

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JUL 1 0 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The FMRS Health Systems, Inc. hereby certifies that our agency:
(Name of Agency)

_____ provides 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 and will provide all required inventory information as requested.

or

x _____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

(Authorized Official) Michael E Mays

Chief Executive Officer
(Title)

FMRS Health Systems, Inc.
(Agency Name)

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JUL 1 2 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Friends of Hansford Center hereby certifies that our agency:
(Name of Agency)

✓ provides 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 and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Kathy R. Barnett Kathy R. Barnett
(Authorized Official)

Director
(Title)

Friends of Hansford Center
(Agency Name)

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JUL 14 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The _ Good Shepherd Interfaith Volunteer Caregivers _ hereby certifies that our agency:
(Name of Agency)

_X___ provides 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 and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Paula Marrone Reese

Paula Marrone-Reese
(Authorized Official)

Chief Executive Officer
(Title)

Good Shepherd Interfaith Volunteer Caregivers
(Agency Name)

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JUL 10 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Hancock County Senior Services hereby certifies that our agency:
(Name of Agency)

✓ provides 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 and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Jerry Fields
(Authorized Official)

Associate Director of Facilities + Vehicles
(Title)

Hancock County Senior Services
(Agency Name)

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APR 24 2018
DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Harrison County Senior Citizen's Center, Inc. hereby certifies that our agency:
(Name of Agency)

_xx_ provides 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 and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Beth Fitzgerald
(Authorized Official)
Beth Fitzgerald

Executive Director
(Title)

Harrison County Senior Citizen's Center, Inc.
(Agency Name)

2

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JUL 1 1 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The HealthWays, Inc. hereby certifies that our agency:
(Name of Agency)

_____ provides 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 and will provide all required inventory information as requested.

or

_x_ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

(Authorized Official)

Cheif Executive Officer
(Title)

HealthWays, Inc.
(Agency Name)

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JUL 0 7 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The ______Integrated Resources, Inc.________ hereby certifies that our agency:
(Name of Agency)

_____ provides 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 and will provide all required inventory information as requested.

or

_X_ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Lesa Morgan
Lesa Morgan
(Authorized Official)

Director of Operations
(Title)

Integrated Resources, Inc.
(Agency Name)

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JUL 0 7 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The __In Touch and Concerned, Inc.________ hereby certifies that our agency:
(Name of Agency)

_X_ provides 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 and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Elizabeth A Maxey
(Authorized Official)

__Executive Director________
(Title)

__In Touch and Concerned, Inc.________
(Agency Name)

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MAY 22 2018

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Jefferson County Council on Aging hereby certifies that our agency:
(Name of Agency)

_x_ provides 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 and will provide all required inventory information as requested.

or

____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Amy Wellman
(Authorized Official)

Executive Director
(Title)

Jefferson County Council on Agency
(Agency Name)

22

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JUL 17 2017
DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Kanawha Valley Senior Services hereby certifies that our agency:
(Name of Agency)

✓ provides 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 and will provide all required inventory information as requested.

or

____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Paulette Justice
(Authorized Official)

Executive Director
(Title)

Kanawha Valley Senior Services
(Agency Name)

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JUL 0 6 2017
DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Lewis County Senior Citizens Center Inc hereby certifies that our agency:
(Name of Agency)

X provides 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 and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Dinah Mills Dinah Mills
(Authorized Official)

Director
(Title)

Lewis County Senior Citizens Center Inc
(Agency Name)

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JUL 1 2 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Logan Mingo Area Mental Health, Inc. hereby certifies that our agency:
(Name of Agency)

dif provides 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 and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Jenna J. Cooke
(Authorized Official)

Chief Executive Officer
(Title)

Logan Mingo Area Mental Health, Inc.
(Agency Name)

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JUL 1 7 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Marion County Senior Citizens, Inc. hereby certifies that our agency:
(Name of Agency)

_X__ provides 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 and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Donna M. Ailey 7-17-17
(Authorized Official)

Assistant Executive Director
(Title)

Marion County Senior Citizens, Inc.
(Agency Name)

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JUL 1 0 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The McDowell County Commission on Aging hereby certifies that our agency:
(Name of Agency)

_X_ provides 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 and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

____
(Authorized Official)

Executive Director
(Title)

McDowell County Commission on Aging
(Agency Name)

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JUL 1 8 2017
DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Monroe County Council on Aging hereby certifies that our agency:
(Name of Agency)

✓ provides 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 and will provide all required inventory information as requested.

or

____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

7/12/2017
(Authorized Official)

Executive Director
(Title)

MCCOA
(Agency Name)

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JUL 1 1 2017
DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The __Neighbor Network/Pleasants County Senior Center___ hereby certifies that our agency:
(Name of Agency)

__X__ provides 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 and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

__Jessica Rupert_ Jessi Rupert
(Authorized Official)

___Director______ ___________________
(Title)

__Pleasants County Senior Center__ ____
(Agency Name)

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JUL 11 2017
DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Northwood Health Systems Inc. hereby certifies that our agency:
(Name of Agency)

_____ provides 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 and will provide all required inventory information as requested.

or

✓ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Tim Dickson
(Authorized Official)

Controller
(Title)

Northwood Health Systems Inc.
(Agency Name)

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JUL 0 6 2017
DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

~~The~~ PACE Enterprises, Inc. ________ hereby certifies that our agency:
(Name of Agency)

_____ provides 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 and will provide all required inventory information as requested.

or

__✓__ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Erica L. Michael
(Authorized Official)

Executive Assistant
(Title)

PACE Enterprises, Inc.
(Agency Name)

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JUL 1 8 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Pendleton Senior & Family Services hereby certifies that our agency:
(Name of Agency)

✓ provides 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 and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

(Authorized Official)

Executive Director
(Title)

Pendleton Sr & Family Services
(Agency Name)

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JUL 1 0 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Pocahontas County Senior Citizens, Inc. hereby certifies that our agency:
(Name of Agency)

✓ provides 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 and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

John R. Simmons
(Authorized Official)

Executive Director
(Title)

Pocahontas County Senior Citizens, Inc
(Agency Name)

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JUL 11 2017
DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Potomac Highlands Guild hereby certifies that our agency:
(Name of Agency)

_____ provides 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 and will provide all required inventory information as requested.

or

✓ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

(Authorized Official)

Assistant Executive Director
(Title)

Potomac Highlands Guild
(Agency Name)

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JUL 1 2 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Putnam Co. Aging Program hereby certifies that our agency:
(Name of Agency)

✓ provides 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 and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

(Authorized Official)

Executive Director
(Title)

Putnam Co. Aging Program
(Agency Name)

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JUL 18 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The **Raleigh County Community Action Association, Inc**. hereby certifies that our agency:
(Name of Agency)

__X__ provides 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 and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Tennille Limer Tennille Limer
(Authorized Official)

Interim Executive Director
(Title)

Raleigh County Community Action Association, Inc.
(Agency Name)

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JUL 1 2 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Ritchie Co. Integrated Family Services hereby certifies that our agency:
(Name of Agency)

X provides 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 and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Cindy L. Summers
(Authorized Official)

Director
(Title)

Ritchie Co. Integrated Family Services
(Agency Name)

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JUL 0 6 2017
DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Russell Nesbitt Services, Inc hereby certifies that our agency:
(Name of Agency)

_____ provides 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 and will provide all required inventory information as requested.

or

__✓__ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Brian S. Bagnes - Brian S. Bagnes
(Authorized Official)

Executive Director
(Title)

Russell Nesbitt Services, Inc.
(Agency Name)

RECEIVED

JUL 1 4 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Senior Life Services of Morgan County hereby certifies that our agency:
(Name of Agency)

X provides 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 and will provide all required inventory information as requested.

or

____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Joel Tuttle
(Authorized Official)

Executive Director
(Title)

Senior Life Services of Morgan County, Inc.
(Agency Name)

RECEIVED

JUL 1 2 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The __Southern Highlands Community Mental Health Center__ hereby certifies that our agency:
(Name of Agency)

_____ provides 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 and will provide all required inventory information as requested.

or

__X__ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

____
(Authorized Official)

__Chief Executive Officer__
(Title)

Southern Highlands Community Mental Health Center
(Agency Name)

Transit Asset Management Plan
Certification

The __Summers County Council on Aging, Inc___ hereby certifies that our agency:
(Name of Agency)

__X__ provides 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 and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

____
(Authorized Official)

__Executive Director______________
(Title)

__Summers County Council on Aging, Inc
(Agency Name)

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JUL 1 1 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The ______SW Resources______________________________ hereby certifies that our agency:
(Name of Agency)

_____ provides 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 and will provide all required inventory information as requested.

or

__X__ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

April Pennell
(Authorized Official)

____Director of Rehabilitation____________
(Title)

_____SW Resources___________________
(Agency Name)

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JUL 19 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Tucker Co. Senior Citizens Inc hereby certifies that our agency:
(Name of Agency)

✓ provides 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 and will provide all required inventory information as requested.

or

____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Roxanne D. Tuesing
(Authorized Official)

Executive Director
(Title)

Tucker Co. Senior Citizens Inc.
(Agency Name)

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JUL 1 0 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The United Summit Center hereby certifies that our agency:
(Name of Agency)

____ provides 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 and will provide all required inventory information as requested.

or

✓ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

Robert D. McWilliams, PhD
(Authorized Official)

Executive Director
(Title)

United Summit Center
(Agency Name)

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JUL 10 2017

DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The __Webster County Senior Citizens, Inc.. hereby certifies that our agency:
(Name of Agency)

__x__ provides 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 and will provide all required inventory information as requested.

or

____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

_Debra M. Moore Debra M Moore, Director
(Authorized Official)

__Director____________
(Title)

__Webster County Senior Citizens, Inc.________
(Agency Name)

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DIVISION OF PUBLIC TRANSIT

Transit Asset Management Plan
Certification

The Westbrook Health Services, Inc. hereby certifies that our agency:
(Name of Agency)

_____ provides 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 and will provide all required inventory information as requested.

or

_✓_ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

(Authorized Official)

President + CEO
(Title)

Westbrook Health Services, Inc.
(Agency Name)

Boyd, Toni R

From: Billie Ashley <ashleybj83@yahoo.com>
Sent: Friday, July 07, 2017 3:51 PM
To: Boyd, Toni R
Subject: wirt

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Transit Asset Management Plan
Certification

Wirt County Committee on Aging& FS ,Inc.
hereby certifies that our agency.
(Name of Agency)

__X__ provides 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 and will provide all required inventory information as requested.

or

_____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

(Authorized Official)

Executive Director

(Title)

Wirt County Committee on Aging & FS, Inc

(Agency Name)

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Certification

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DIVISION OF PUBLIC TRANSIT

The Wood County Senior Citizens Assoc. Inc. hereby certifies that our agency:
(Name of Agency)

X provides 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 and will provide all required inventory information as requested.

or

____ only provides rides to clients who are registered with our agency and is deemed closed door providing no transportation services to other segments of the general public.

(Authorized Official)

Executive Director
(Title)

Wood County Senior Citizens Assoc., Inc.
(Agency Name)

Appendix 3 - Record of Plan Revisions

DATE	SECTION	PAGE(S)	NOTES