



OLGA – Inventory Management

VEHICLES: Click to enter vehicles not accounted for in current inventory. Include all vehicles whose replacements will be funded in part or in whole with funds from DRPT, regardless of their dollar amount, as this information will be used to forecast future needs.

FTA Code: Use the dropdown menu to select which FTA Code describes the vehicle. FTA Codes, also known as Activity Line Items (ALI) are informational and used as tools for the FTA and DRPT to manage projects.

VIN: Enter the vehicle's 17 digit Vehicle Identification Number (VIN). A vehicle identification number is a unique serial number used to identify individual motor vehicles.

Vehicle Type: Click which type of vehicle best describes the vehicle being added.

Passenger Vehicle: A passenger vehicle's primary purpose is to transport people.

Freight Vehicle: A freight vehicle's primary purpose is to transport goods.

Support Vehicle: A non-revenue vehicle used to help transport employees of a transit provider.

Revenue Vehicle: Click the box if the vehicle being added is a revenue vehicle. A revenue vehicle is any vehicle where fees are charged for service, e.g. fares for bus rides.

Number of Passengers: Enter the number of passengers the vehicle can transport at a one time. Enter zero if the vehicle is a freight vehicle.

Model Year: Enter the year the vehicle was assembled.

Description: Enter a description of the vehicle including manufacturer, make, and model (eg. Ford E 450 Supreme (BOC)).

Engine Type: Use the dropdown menu to select the vehicle's engine type.

Purchase Date: Enter or click on the calendar icon to select the date the vehicle was purchased. The date purchased is the date of delivery.

Purchase Price: Enter the purchase price of the vehicle. The purchase price includes any taxes and delivery fees.

Purchased New?: If the vehicle was purchased new, click the circle next to "Yes". If the vehicles was purchased used, click the circle next to "No".

Wheelchair Accessible: If the vehicle is wheelchair accessible, click the circle next to "Yes". If the vehicle is not wheelchair accessible, click the circle next to "No". A vehicle is wheelchair accessible if one or more of the vehicle's entrances is unobstructed by the presence of steps or a lift is available for loading/unloading wheelchair bound passengers. A designated place where a wheelchair can be strapped securely to prevent movement while the vehicle is in motion must also be available.

Expected Useful Life: Enter the expected useful life of the vehicle in years. The FTA's service-life policy for transit buses and vans establishes the minimum number of years (or miles) that transit vehicles purchased with federal funds must be in service before they can be retired without financial penalty. Please see the table below.



Category	Typical Characteristics				Minimum Life	
	Length	Approx. GVW	Seats	Average Cost	(Whichever comes first)	
					Years	Miles
Heavy-Duty Large Bus	35 to 48 ft and 60 ft artic.	33,000 to 48,000	27 to 40	\$325,000 to over \$600,000	12	500,000
Heavy-Duty Small Bus	30 ft	26,000 to 33,000	26 to 35	\$200,000 to \$325,000	10	350,000
Medium-Duty and Purpose-Built Bus	30 ft	16,000 to 26,000	22 to 30	\$75,000 to \$175,000	7	200,000
Light-Duty Mid-Sized Bus	25 to 35 ft	10,000 to 16,000	16 to 25	\$50,000 to \$65,000	5	150,000
Light-Duty Small Bus, Cutaways, and Modified Van	16 to 28 ft	6,000 to 14,000	10 to 22	\$30,000 to \$40,000	4	100,000

Salvage Value: Enter the expected value of the vehicle at the end of its useful life. The salvage value is the cost that can be recovered from the sale of the vehicle at the time of its replacement.

Total Mileage: Enter the most current mileage on the vehicle.

Primary Route Type: Use the dropdown menu to select the primary route type the vehicle travels.

Urban: A route type is urban if the vehicle transports people or freight in areas with a population more than 50,000.

Rural: A route type is rural if the vehicle transports people or freight in areas with a population less than or equal to 50,000.

Average Hours Operated per week: Enter the average hours the vehicle is operated per week. In the case of a vehicle that operates on a set schedule, such as a fixed route bus, multiple the hours of the route driven each day by the number of days the bus operates per week. For all other vehicles, estimate the miles based on previous experience.

Average Miles Traveled per week: Enter the average miles the vehicle travels per week. In the case of a vehicle that operates on a set schedule, such as a fixed route bus, multiple the miles of the route the bus drives each day by the number of days the bus operates per week. For all other vehicles, estimate the miles based on previous experience.

Location of Item: Use the dropdown menu to select where the vehicle is housed when not in use.

Comments: Enter any additional comments, if any, in the box.

RAIL CARS & LOCOMOTIVES: Click to enter rail cars/locomotives not accounted for in current inventory. Include all rail cars/locomotives whose replacements will be funded in part or in whole with funds from DRPT, regardless of their dollar amount, as this information will be used to forecast future needs.

FTA Code: Use the dropdown menu to select which FTA Code describes the vehicle being added. FTA Codes, also known as Activity Line Items (ALI) are informational and used as tools for the FTA and DRPT to manage projects.

Serial number: Enter the rail car/locomotive's serial number.

Equipment Type: Click the Radio button next to the appropriate equipment type of the rail car/locomotive.



Passenger Car: A passenger car transports people.

Freight Car: A freight car transports goods.

Locomotive: A locomotive is a self propelled vehicle for pulling or pushing passenger/freight cars.

Description: Enter a description of the rail car/locomotive.

Date Manufactured: Enter or click on the calendar icon for date the rail car/locomotive was manufactured.

Purchase Date: Enter or click on the calendar icon to select the date the rail car/locomotive was purchased. The date purchased is the delivery date.

Purchase Price: Enter the purchase price of the rail car/locomotive. The purchase price includes any taxes and delivery fees.

Purchased New?: If the rail car/locomotive was purchased new, click the circle next to “Yes”. If the rail car/locomotive was purchased used, click the circle next to “No”.

Expected Useful Life: Enter the expected useful life of the rail car/locomotive.

Salvage Value: Enter the expected value of the rail car/locomotive at the end of its useful life. The salvage value is the cost that can be recovered from the sale of the rail car/locomotive at the time of its replacement.

Primary Route Type: Use the dropdown menu to select the primary route type the rail car/locomotive travels.

Urban: A route type is urban if the rail car/locomotive transports people or freight in areas with more than a population of 50,000.

Rural: A route type is rural if the rail car/locomotive transports people or freight in areas with less than a population of 50,000.

Average Hours Operated per week: Enter the average hours the rail car/locomotive is operated per week. If the rail car/locomotive operates on a set schedule, multiple the hours operated per day by the number of days of the week the rail car/locomotive is in use. For all other rail car/ locomotives. Base the average hours on past experience.

Location of Item: Use the dropdown menu to select where the rail car/locomotive is housed when not in use.

FACILITIES: Click to enter facilities not accounted for in current inventory. . Include all facilities who will be funded in part or in whole with funds from DRPT, regardless of their dollar amount, as this information will be used to forecast future needs.

FTA Code: Use the dropdown menu to select the appropriate FTA code that describes the facility. FTA Codes, also known as Activity Line Items (ALI) are informational and used as tools for the FTA and DRPT to manage projects.

Date Constructed: Enter or use the calendar icon to select the date the construction on the facility was finalized. The grantee and the seller should complete a final signoff when construction on the facility is finalized. The date on the final signoff should be the date constructed.

Purchase Date: Enter or use the calendar icon to select the date the facility was purchased. The date purchased is the date the keys to the facility are handed over to the grantee from the seller.

Description: Enter a brief description of the facility.

Facility Address: Enter the street address of the facility.

Address Cont.: Enter additional address information, such as suite number, if necessary.

City: Enter the city where the facility is located.

State: Use the dropdown menu to select the state where the facility is located.



Zip Code: Enter the zip code where the facility is located.

Cost to Build Facility: Enter the cost to build the facility. The cost to build the facility includes land, labor, and indirect costs.

Facility Square Footage: Enter the square footage of the facility.

Expected Useful Life: Enter the expected useful life of the facility in years.

Salvage Value: Enter the expected salvage value of the facility at the end of its useful life. The salvage value is the cost that can be recovered from the sale of the facility at the time of its sale.

Date of Last Roof Rehab: Enter or use the calendar icon to enter the date of the latest roof rehab. This is the date the roof was significantly replaced.

Date of Last HVAC Rehab: Enter or use the calendar icon to enter the date of the latest HVAC rehab.

Annual Rental Expense (optional): Enter the annual rental expense on the facility if applicable.

Annual Maintenance Expense: Enter approximately the amount of maintenance is spent on the facility annually. This expense includes costs to keep the facility in good working order, repairs and preventive maintenance. Do not include labor associated with maintenance.

Current Assessed Value: The current assessed value of the facility should be the value provided on the most recent tax assessment.

Location of Item: Use the dropdown menu to select the location of the facility.

Comments: Enter any additional comments, if any, in the box.

BULK CAPITAL ITEMS : Click to enter other bulk capital items not accounted for in current inventory. Bulk capital items are any assets purchased and normally reported in large quantities, where individual items are not differentiated among one another, e.g. ADP hardware and software, shop equipment, passenger shelters, etc. Include all bulk capital items whose replacements will be funded in part or in whole with funds from DRPT, regardless of their dollar amount, as this information will be used to forecast future needs.

FTA Code: Use the dropdown menu to select the appropriate FTA code that describes the bulk capital items. FTA Codes, also known as Activity Line Items (ALI) are informational and used as tools for the FTA and DRPT to manage projects.

Description: Enter a brief description of the bulk capital items.

Total Count: Enter the number of bulk capital items.

Average Age of Items: Enter the average age of the bulk capital items. Calculate the average age by dividing the total of ages of the entire bulk capital items by the number of bulk capital items.

Example: For 5 bulk capital items with ages 1, 2, 3, 4, and 5 years, the average age is 3 years ($1+2+3+4+5=15/5=3$).

Average Cost Per: Enter the average cost per item. Calculate the average cost by dividing the total cost of the bulk capital items by the number of bulk capital items. Example: For 5 bulk capital items with costs of \$1, \$2, \$3, \$4, and \$5, the average cost is \$3 ($\$1+\$2+\$3+\$4+\$5=\$15/5=\$3$).

Location of Item: Use the dropdown menu to select the location of item. If the item is located on a vehicle, select the location where the vehicle is housed when not in use.

Comments: Enter any additional comments, if any, in the box.



OTHER CAPITAL ITEMS: Click to enter other capital items not accounted for in current inventory. Other capital items include large items other than vehicles, rail cars/locomotives and facilities, e.g. bus washes, HVAC systems, etc. Include all other capital items whose replacements will be funded in part or in whole with funds from DRPT, regardless of their dollar amount, as this information will be used to forecast future needs.

FTA Code: Use the dropdown menu to select which FTA Code describes the other capital items being added. FTA Codes, also known as Activity Line Items (ALI) are informational and used as tools for the FTA and DRPT to manage projects.

Serial number: Enter the other capital item's serial number.

Description: Enter a brief description of the other capital item.

Date Manufactured: Enter or click on the calendar icon for date the capital item was manufactured.

Purchase Date: Enter or click on the calendar icon to select the date the capital item was purchased. The date purchased is the date the grantee took possession of the capital item.

Purchase Price: Enter the amount paid for the capital item.

Purchased New?: If the capital item was purchased new, click the circle next to "Yes". If the capital item was purchased used, click the circle next to "No".

Expected Useful Life: Enter the expected useful life of the capital item in years.

Salvage Value: Enter the expected salvage value of the capital at the end of its useful life. The salvage value is the cost that can be recovered from the sale of the capital item at the time of its replacement.

Location of Item: Use the dropdown menu to select the location of item. If the item is located on a vehicle, select the location where the vehicle is housed when not in use.

Comments: Enter any additional comments, if any, in the box.

INVENTORY SPREADSHEET: Click to download into Microsoft Excel a detailed list of assets currently in OLGA. The Inventory Detail List will show the type, description, FTA Code, serial number (where applicable), purchase date, disposal date, location, and additional comments for each asset.

INSTRUCTIONS: Click for guidance on entering assets into OLGA.