

ODOT Public Transit Division

Vehicle Purchase Reimbursement Instructions

Grant recipients are responsible for paying the vendor. All terms of payment should be clearly understood before submitting the Purchase Order, or if doing your own RFP, prior to entering into a contract with your vendor. One of the terms should include *when* the local matching funds will be paid to the vendor. Do not make any payments prior to completion of the post-delivery inspection and acceptance of the vehicle.

These procedures fulfill both state and federal requirements for grant reimbursements.

Important Information on Rebates & Discounts: Grant recipients must either deduct or declare any rebates, discounts, or pricing reductions from the total costs submitted for reimbursement. If received after the vehicle is delivered and paid for, contact ODOT Public Transit Division.

Reimbursement Process

To request reimbursement for vehicles purchased with federal funds, please complete and return the following:

1. Required ODOT Grant Reimbursement Request form. When online requests are activated in the OPTIS system, this form will no longer be required.
2. Letter (sample enclosed) including all of the following information:
 - Total cost of all items submitted for reimbursement
 - Declaration of whether or not any rebates are or will be given on price and whether or not they have been deducted
 - 5-digit grant number associated with the reimbursement
 - Date of acceptance of the vehicle(s)
 - Source of matching funds
3. Copies of all invoices associated with total costs identified for reimbursement
4. Certification forms: Pre-Award & Post-Delivery (enclosed). Be sure to get manufacturer's certifications and Altoona/STURAA Bus Test Reports prior to accepting the vehicle(s).

(Note: These certifications are not required for vehicles purchased with state funds.)

Be sure to keep copies of all documentation before mailing your originals.

5. Mail to: ODOT – Public Transit Division
Capital Program Manager
555 13th St NE Ste 3
Salem, OR 97301-4179
Phone: 503-986-3416
Fax: 503-986-4189

Reimbursement should be received by your agency within one month of the receipt by ODOT PTD of all the required materials identified above. Please contact the Capital Program Manager if you have questions about your billing or the documentation required.

Your Agency Letterhead

DATE

Joni Bramlett, Capital Program Manager
ODOT - Public Transit Division
555 13th St. NE
Salem, OR 97301-4179

Re: Reimbursement request for vehicle purchase.

Dear Ms. Bramlett:

(YOUR AGENCY NAME) has received delivery of X (number) buses and is requesting reimbursement for the purchase of these vehicles. The following information is provided as requested:

- The total cost for the purchase was \$100,000
- There was a rebate of \$1,000 for each vehicle
- The rebates have/have not been deducted from the total amount listed above
- This reimbursement request is from ODOT Grant # XXXXX
- The vehicle(s) were accepted by our agency on MM/DD/YY
- The vehicle(s) were put into transit service on MM/DD/YY (if different from acceptance date)
- The source of local matching funds for this purchase was (e.g., STF, local taxes, donations)
- Enclosed: Copies of the invoices for all expenses claimed (DMV License and Title expenses are NOT included, and I understand they cannot be charged to the vehicle grant)
- Enclosed: Required Pre-Award and Post-Delivery Certification Forms for each vehicle

Please let me know if there is anything else needed to process this request.

Sincerely,

John Smith, General Manager
XYZ Transit

Enclosures:

Pre-Award Vehicle Purchase Certification Form

By the signature of its authorized representative, the organization identified below certifies the following (**initial all items that apply to this purchase**):

___ **PRE-AWARD PURCHASER'S REQUIREMENTS CERTIFICATION (all purchases over \$5,000)**

As required by Title 49 of the CFR, Part 663 Subpart B, the vehicle(s) listed below is/are the same product(s) described in the recipient's solicitation specifications and the proposed manufacturer is a responsible manufacturer with the capability to produce a vehicle that meets the specifications.

___ Purchaser's required certification documentation was completed and is part of the procurement file.

___ **PRE-AWARD BUS TESTING (all vehicle purchases other than unmodified sedans, station wagons, vans and mini-vans)**

The vehicle obtained in this procurement complies with 49USC A 5323(c) and 49 CFR Part 665.

The undersigned understands that misrepresenting the testing status of a vehicle acquired with federal financial assistance may subject the organization to civil penalties as outlined in the US Department of Transportation's regulation on Program Fraud Civil Remedies, 49 CFR Part 31. In addition, the undersigned understands that FTA may suspend or debar a manufacturer under the procedures in 49 CFR Part 29.

___ Altoona/STURAA bus test report was received for each vehicle and is in this agency's procurement file.

___ **FEDERAL MOTOR VEHICLE SAFETY STANDARDS (FMVSS) CERTIFICATION**

The vehicle described below meets all Federal Motor Vehicle Safety Standards which are applicable to this type of vehicle. Any modifications to the vehicle have not violated the integrity of the structure, design, or systems that have been tested to conform to the FMVSS for this vehicle.

___ Manufacturer's certification is attached.

___ **PRE-AWARD BUY AMERICA COMPLIANCE CERTIFICATION (all purchases over \$100,000)**

As required by Title 49 of the CFR Part 663 Subpart B, the vehicle and equipment to be purchased by this agency meets the requirements of Section 165(b)(3) of the Surface Transportation Assistance Act of 1982 as amended. The recipient signing below has reviewed the documentation provided by the manufacturer which lists the following: (1) the proposed component and sub-component parts of the vehicle and equipment identified by the manufacturer, country of origin and cost; and (2) the proposed location of the final assembly point for the vehicle and equipment, including a description of the activities that took place at the final assembly point and the cost of final assembly.

___ Manufacturer's certification was received and is in this agency's procurement file.

YEAR, MAKE, MODEL: _____ VIN: _____

For certification of multiple vehicles of the same year, make, and model, attach a list of the VINs for each vehicle.

REGISTERED OWNER: _____ DATE: _____

1st SECURITY INTEREST HOLDER (required): ODOT Public Transit Division AGREEMENT NUMBER: _____

2nd SECURITY INTEREST HOLDER (if applicable): _____

RECIPIENT AGENCY: _____ ADDRESS: _____

CITY: _____ STATE, ZIP: _____

SIGNATURE: _____ TITLE: _____

Post-Delivery Vehicle Purchase Certification Form

By the signature of its authorized representative, the organization identified below certifies the following (initial all items that apply to this purchase):

___ **POST-DELIVERY PURCHASER'S REQUIREMENTS CERTIFICATION (all purchases over \$5,000)**

As required by Title 49 of the CFR, Part 663 Subpart C, after visually inspecting and road testing the contract vehicle(s) listed below, the vehicle(s) meet(s) the contract specifications.

___ Purchaser's required certification documentation was completed and is part of the procurement file.

___ **POST-DELIVERY BUS TESTING (all vehicle purchases other than unmodified sedans, station wagons, vans and mini-vans)**

The vehicle obtained in this procurement complies with 49USC A 5323(c) and 49 CFR Part 665.

The undersigned understands that misrepresenting the testing status of a vehicle acquired with federal financial assistance may subject the organization to civil penalties as outlined in the US Department of Transportation's regulation on Program Fraud Civil Remedies, 49 CFR Part 31. In addition, the undersigned understands that FTA may suspend or debar a manufacturer under the procedures in 49 CFR Part 29.

___ Altoona/STURAA bus test report was received for each vehicle and is in this agency's procurement file.

___ **FEDERAL MOTOR VEHICLE SAFETY STANDARDS (FMVSS) CERTIFICATION**

The vehicle described below meets all Federal Motor Vehicle Safety Standards which are applicable to this type of vehicle. Any modifications to the vehicle have not violated the integrity of the structure, design, or systems that have been tested to conform to the FMVSS for this vehicle.

___ Manufacturer's certification is attached.

___ **POST-DELIVERY BUY AMERICA COMPLIANCE CERTIFICATION (all purchases over \$100,000)**

As required by Title 49 of the CFR Part 663 Subpart B, the vehicle(s) and equipment received, described below, meet the requirements of Section 165(b)(3) of the Surface Transportation Assistance Act of 1982 as amended. The recipient signing below has reviewed the documentation provided by the manufacturer which lists the following: (1) the proposed component and sub-component parts of the vehicle and equipment identified by the manufacturer, country of origin and cost; and (2) the proposed location of the final assembly point for the vehicle and equipment, including a description of the activities that took place at the final assembly point and the cost of final assembly.

___ Manufacturer's certification was received and is in this agency's procurement file.

YEAR, MAKE, MODEL: _____ VIN: _____
For certification of multiple vehicles of the same year, make, and model, attach a list of the VINs for each vehicle.

REGISTERED OWNER: _____ DATE: _____

1st SECURITY INTEREST HOLDER (required): ODOT Public Transit Division AGREEMENT NUMBER: _____

2nd SECURITY INTEREST HOLDER (if applicable): _____

RECIPIENT AGENCY: _____ ADDRESS: _____

CITY: _____ STATE, ZIP: _____

SIGNATURE: _____ TITLE: _____