

ODOT Rail and Public Transit Division

Vehicle Purchase Reimbursement Instructions

To request reimbursement for vehicle(s) purchased with grant funds, please follow the directions below. These instructions fulfill both state and federal requirements for grant reimbursements.

Important Information on Rebates and Discounts

Subrecipients must deduct any rebates, discounts, or pricing reductions from the total costs submitted for reimbursement. If a deduction is received after the vehicle has been paid for, contact your Regional Transit Coordinator (RTC) at ODOT Rail and Public Transit Division (RPTD).

Reimbursement Process

To request reimbursement for vehicles purchased with grant funds, please complete and provide the following by attaching to your OPTIS reimbursement request:

1. Letter (see sample below) 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
 - Declaration of whether or not rebates have been deducted from reimbursement
 - Five-digit RPTD grant agreement number associated with the reimbursement
 - Date of acceptance of the vehicle(s)
 - Date when each vehicle was put into revenue service (if not same, list by VIN)
 - Source of matching funds
 - Declaration that vehicle license and title registration expenses are **not** included in the costs submitted for reimbursement
 - Declaration that a copy of each required document listed on the Pre-Award and Post-Delivery Vehicle Purchase Certification form is physically on file in the subrecipient's vehicle procurement file for each vehicle being purchased
2. Copies of all invoices associated with total costs identified for reimbursement
3. Certification forms: Pre-Award and Post-Delivery (attached). 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.*) Keep copies of all procurement documentation for as long as the vehicle is used in transit service, plus three years.

Reimbursement should be received by subrecipient within one month of submitting all required materials to ODOT RPTD. Please contact the RTC assigned to your area if you have questions about your billing or the documentation required.

YOUR AGENCY'S LETTERHEAD

(DATE)

(NAME), Regional Transit Coordinator for Region (X)
ODOT Rail and Public Transit Division
555 13th St. NE
Salem, OR 97301-4179

Re: Vehicle reimbursement request

Dear Mr. or Ms. (NAME):

(SUBRECIPIENT AGENCY NAME) has received delivery of (X number of) vehicle(s) and is requesting reimbursement for the purchase of this/these vehicle(s). The following information is provided as requested:

- The total cost for the purchase was (\$)
- There was a rebate of (\$) for each vehicle
- Rebates have/have not been deducted from the total amount listed above
- This reimbursement request is from ODOT Agreement # (XXXXXX)
- The vehicle(s) were accepted by subrecipient on (MM/DD/YYYY)
- The vehicle(s) were put into transit service on (MM/DD/YYYY)
- The source of local matching funds for this purchase is (IDENTIFY – ex. STF, subrecipient general funds, local taxes, donations)
- Copies of invoices for all expenses claimed are enclosed
- DMV license and title registration expenses are NOT included in the costs to be reimbursed, and I understand they cannot be charged to the vehicle purchase agreement
- The Required Pre-Award and Post-Delivery Certification form for each vehicle is enclosed

Please advise me if there is anything else required to process this request.

Sincerely,

(NAME), (TITLE)
(Subrecipient Agency Name)

Enclosures:

ODOT – RPTD Pre-Award & Post-Delivery Vehicle Purchase Certification Form

By the signature of its authorized representative, the subrecipient identified below certifies the following:

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

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

_____ Subrecipient's required documentation is complete and is part of the procurement file.

B. PRE-AWARD BUS TESTING (all vehicle purchases except sedans, vans and mini-vans)

The vehicle(s) obtained in this procurement complies with 49 USC A 5323(c) and 49 CFR Part 665. Misrepresenting the testing status of a vehicle acquired with federal financial assistance may subject recipient's organization to civil penalties (49 CFR Part 31) and FTA may also suspend or debar a manufacturer under the procedures in 49 CFR Part 29.

_____ Altoona/STURAA bus test report for each vehicle is a part of subrecipient's procurement file.

C. PRE-AWARD BUY AMERICA COMPLIANCE CERTIFICATION (for purchases over \$100,000)

As required by Title 49 CFR Part 663 Subpart B, the vehicle(s) and equipment to be purchased meet(s) the requirements of Section 165(b)(3) of the Surface Transportation Assistance Act of 1982 as amended. The subrecipient 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(s) and equipment identified by the manufacturer, country of origin and cost; and (2) the proposed location of the final assembly point for the vehicle(s) and equipment, including a description of the activities that took place at the final assembly point and the cost of final assembly.

_____ Transit Vehicle Manufacturer's Buy America certification for each vehicle is attached.

D. DISADVANTAGED BUSINESS ENTERPRISE COMPLIANCE (DBE) (purchases with FTA funds)

As required by Title 49 CFR I have obtained a copy of the vehicle manufacturer's DBE certification (verified at this FTA website: http://www.fta.dot.gov/12326_5626.html) that this vehicle manufacturer has obtained 49 CFR § 26.49 DBE certification; has listed its current office address; and has established a DBE goal reflecting the guidance in 49 CFR Part 26.45, and is therefore an eligible manufacturer.

_____ Transit Vehicle Manufacturer's DBE certification is attached

E. FEDERAL MOTOR VEHICLE SAFETY STANDARDS (FMVSS) CERTIFICATION (all vehicles)

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

_____ Transit Vehicle Manufacturer's FMVSS certification is attached.

F. POST-DELIVERY PURCHASER'S REQUIREMENTS CERTIFICATION (for purchases over \$5,000)

As required by Title 49 CFR Part 663 Subpart B, after visually inspecting and road-testing the vehicle(s) listed below, I certify that the vehicle(s) meet(s) the purchase contract specifications.

_____ Subrecipient's required documentation is complete and is part of the 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 OPERATOR: _____ SUBRECIPIENT: _____

1st SECURITY INTEREST HOLDER (required): **ODOT Rail and Public Transit Division**

2nd SECURITY INTEREST HOLDER (if subrecipient is not operator): _____

Grant Agreement No. _____ Subrecipient Address: _____

SIGNATURE: _____ TITLE: _____ DATE: _____