2026 Vehicle Reimbursement Packet

Please be sure to follow appropriate process based on the procurement thresholds set within the executed ITD Funding Agreement. This document is meant to guide the procurement and reimbursement process for subrecipients of FTA capital funding through ITD-PT.

**This document is intended as a technical assistance product. The Department holds no responsibility in the implementation of this document. It is intended solely as a resource for users and is not intended to replace or alter defined legal procurement requirements.*

Please note: All correspondence and reimbursement requests should include your agreement number and be sent to ptcapital@itd.idaho.gov.

ITD Standard Funding Agreement Section 10: Procurement

Requirements

1. **Submit during Procurement Process:** (for file documentation only)
   - ☐ Independent Cost Estimate
   - ☐ Bid Documents
   - ☐ Award Letter/ Notification

2. **Submit at time of Order**
   - ☐ Purchase order
   - ☐ Transit Vehicle Manufacturers (TVMs) Certification (see page 5)
     - **TVMs**
       If you are an FTA recipient, you must require in your DBE program that each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, certify that it has complied with the DBE program requirements. You do not include FTA assistance used in transit vehicle procurements in the base amount from which your overall goal is calculated.

       Under the U.S. DOT DBE regulations, a transit vehicle manufacturer means any manufacturer whose primary business purpose is to build vehicles specifically for public mass transportation. Such vehicles include, but are not limited to, buses, rail cars, trolleys, ferries and vehicles manufactured specifically for paratransit purposes. The definition includes producers of vehicles that receive post-production alterations or retrofitting to be used for public transportation purposes. Businesses that manufacture vehicles solely for personal use and for sale "off the lot" are not considered transit vehicle manufacturers. (49 CFR 26.5)
       https://www.transit.dot.gov/TVM

3. **Submitted with Reimbursement Request:**
   - ☐ Signed Reimbursement form (sent separately) ITD-PT has an excel version that is required) **Be sure to round your federal down to the nearest dollar and move the difference to the match.**
   - ☐ Vendor invoice

☐ Proof of payment (cancelled check or bank statement)

4. After delivery of vehicle: (Items are to be sent to Capital Grant Officer & Asset Manager)

☐ Copy of vehicle registration

☐ Title of the vehicle listing "ITD – Public Transportation" as the lien holder of first position

- Title to Project equipment other than vehicles shall rest with the Subrecipient.

  The Subrecipient hereby agrees that the State of Idaho is lien holder for each vehicle purchased under this Project. The Subrecipient shall arrange with the Idaho Division of Motor Vehicles (DMV) to issue the certificate of title in the name of the Subrecipient with the State of Idaho Transportation Department as lien holder. The Subrecipient shall arrange with DMV to send the original title to the State's Public Transportation Office for this project.

  The State will hold a lien on the title of any vehicle purchased under this project. The Subrecipient may request a clear title after the vehicle reaches its useful life.

  The Subrecipient gives the State Power of Attorney limited to applying for a Vehicle Title from the Idaho Division of Motor Vehicles and to requesting the Idaho Division of Motor Vehicles remove the State's lien from the vehicle title.

☐ Post-Delivery Buy America Compliance Certification (see page 4)

- **Buy America**
  For purchases over $150,000, the Subrecipient agrees to comply with 49 CFR Parts 661 and 663, which provide that Federal funds may not be obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by FTA or the product is subject to a general waiver. In regards to the purchase of vehicles, all materials and supplies purchased with these funds, will be manufactured in the United States and have:

  FY16 & FY17: more than 60% domestic content
  FY18 & FY19: more than 65% domestic content
  FY20 & beyond: more than 70% domestic content

  The Subrecipient will provide the appropriate certification to verify this.
  https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Buy_America_Fact_Sheet.pdf

☐ Proof of Insurance

- **Title 49 Idaho State Statutes: Motor Vehicles**
  49-123 Definitions. (d). Commercial vehicle or commercial motor vehicle. For the purposes of chapters 3 and 9 of this title, driver's licenses and vehicle equipment, a motor vehicle or combination of motor vehicles designed or used to transport passengers or property if the motor vehicle:
  - (i) Has a manufacturer's gross combination weight rating (GCWR) in excess of twenty-six thousand (26,000) pounds inclusive of a towed unit with a manufacturer's gross vehicle weight rating (GVWR) of more than ten thousand (10,000) pounds; or
  - (ii) Has a manufacturer's gross vehicle weight rating (GVWR) in excess of twenty-six thousand (26,000) pounds; or
  - (iii) Is designed to transport sixteen (16) or more people, including the driver; or
  - (iv) Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the hazardous material transportation act and which require the motor vehicle to be placarded under the hazardous materials regulations (49 CFR part 172, subpart F).

- **Automobile Liability**: To be consistent with Federal Motor Carrier Safety Administration (FMCSA) insurance thresholds, ITD-PT imposes a minimum coverage of $1,500,000 combined single limit per occurrence for vehicles with 15 or less seats (including driver). All vehicles with 16 or more seats require a minimum of $5,000,000 combined single limit per occurrence insurance thresholds. The policy shall provide all damage arising out of personal injury to or destruction of property in any one occurrence on any revenue vehicle not covered by 49 CFR Part 387.

  The policy shall name the Idaho Transportation Department as "loss payee" of the property damage portion of the policy.

  The Subrecipient shall provide certificate of insurance to the State, annually and at other times if requested. Each certificate must provide for a 30-day prior notice of cancellation, non-renewal, or material change of conditions.

  The Subrecipient shall use any insurance proceeds relating to items purchased under this grant to repair or replace the covered item(s) that has been damaged, destroyed or stolen or; where specific items are not involved, to cover other liability related to this grant project. The title to any replacement vehicle must show the State of Idaho as lien holder.

  *****If you are exempt or are regulated by Idaho Code to have insurance coverage that differs from the above mentioned thresholds, you must provide written statement that refers to the applicable State or Federal references of exemption.*

☐ FMCSA State DOT Issued Number

- Companies that operate commercial vehicles transporting passengers or hauling cargo in interstate commerce must be registered with the FMCSA and must have a USDOT Number.
  - Vehicles with 9 or more passengers including the driver
  - Vehicles with a GVW of 10,001 lbs

- Idaho requires that interstate commercial vehicles that weigh over 26,000 lbs obtain an Idaho DOT number.

☐ Post-Delivery Purchaser's Requirements Certification (see page 6)
☐ Post-Deliver Federal Motor Vehicle Safety Standards Compliance Certification (see page 7)
☐ Vehicle Inspection and Acceptance form (see page 8)
☐ Picture of the entire vehicle showing "Public Transportation" with your agency's phone number
☐ Current Vehicle Maintenance Plan

If drivers/operators of vehicle are paid:

☐ Copy of your Board-Approved Drug & Alcohol Program

POST-DELIVERY BUY AMERICA COMPLIANCE CERTIFICATION

As required by Title 49 of the CFR, Part 663 – Subpart C,_____(the recipient) certifies that it is satisfied that the (bus/van) received,_____(number and description of vehicle) from_____(the manufacturer), meet the requirements of Section 165(b)(3) of the Surface Transportation Assistance Act of 1982, as amended. The recipient, or its appointed analyst _____(the analyst – not the manufacturer or its agent), has reviewed documentation provided by the manufacturer, which lists (1) the actual component and subcomponent parts of the vehicles identified by the manufacturer, country of origin, and cost; and (2) the actual location of the final assembly point for the vehicle, including a description of the activities that took place at the final assembly point and the cost of final assembly.

Date: _____

Signature:_____ **Title:** _____

Recipient

Transit Vehicle Manufacturer's Certification

The certification must be completed and submitted with the proposal **as a condition of proposing**.

TVM Certification

The bidder, if a transit vehicle manufacturer, hereby certifies that it has complied with the requirements of 49 CFR 26.49 by submitting a current annual DBE goal to the Federal Transit Administration. The goals apply to Federal Fiscal Year and have either been approved or not by FTA.

The bidder, if a non-vehicle manufacturer supplier, hereby certifies that the manufacturer of the transit vehicle to be supplied has complied with the above-referenced requirements of 49 CFR 26.49.

TVM Manufacturer:_____

TVM Date Verified: _____

Dealer:_____

Dealer Contact:_____

Date Certified:_____

To be signed by Dealer

POST-DELIVERY PURCHASER'S REQUIREMENTS CERTIFICATION

As required by Title 49 of the CFR, Part 663 – Subpart C, after visually inspecting and road testing the contract (bus/van),_____(the recipient) certifies that the, _____(number and description of vehicle) from _____(the manufacturer), meet the contract specifications.

Date: _____

Signature:_____ **Title:** _____

Recipient

POST-DELIVERY FMVSS COMPLIANCE CERTIFICATION

As required by Title 49 of the CFR, Part 663 – Subpart D,_____(the recipient) certifies that it received, at the post-delivery state, a copy of_____'s (the manufacturer) self-certification information stating that the_____(number and description of vehicle) comply with the relevant Federal Motor Vehicle Safety Standards issued by the National Highway Traffic Safety Administration in Title 49 Code of Federal Regulations, Part 571.

Date: _____

Signature:_____ **Title:** _____

Recipient

VEHICLE INSPECTION AND ACCEPTANCE FORM

This document is to be used for inspection by Subrecipient

Vehicle: _____ VIN: _____

Odometer Reading at Inspection: _____ Date of Inspection: _____

	Pass ✔	Comments
FLUID LEVELS		
Engine Oil		
Transmission Oil		
Washer Fluid		
Radiator		
Batteries		
Brake Fluid		
Power Steering		
Tire Pressure		
Other:		
INTERIOR		
Driver Compartment		
Seats		
Windows		
Floor Coverings		
Entry Door		
Walls and Headliners		
Safety Equipment		
Warranty Packet		
Lighting		
A/C System - Front		
A/C System - Rear		
Heating System - Front		
Heating System - Rear		
Temporary Registration		
Emergency Exits		
Lift Certification		
Passenger Restraints		
W/C Restraints		
Lift Door		
Radio/speakers		
Mirrors		
Electrical Wiring		
Other:		
EXTERIOR		
Cab/Body		
Bumpers		
Windows		
Paint		
Turn Signals		
Entry Door		

	Pass ✔	Comments
EXTERIOR (Continued)		
Lights – Clearance		
Headlamps/Tail lamps		
Back-up Alarm		
Mirrors		
Other:		
MISCELLANEOUS		
Transmission Cooler		
Cut-off Switch		
Lift Operation		
Undercarriage		
FMVSS Sticker		
Manuals in Vehicle		
Wheel Chair Ramp		
Cleanliness		
Video		
Other:		
ROAD TEST		
Exterior Noise		
Interior Noise		
Vibrations/Rattles		
Interlock		
Gas Tank Full		
Brake Retarder		
Wheel Alignment		
Brakes		
Ground Clearance		
Air Suspension		
Other:		
ADDITIONAL COMMENTS		

Vehicle Accepted By: _____ Date: _____

Agency Representative: _____