

**VEHICLE DELIVERY DOCUMENTS**

**FOR HEAVY DUTY BUSES**

For capital projects funded with

**Federal Section 5311 and/or 5339**

*Review and complete the following documents carefully.*

*WisDOT is unable to accept documents that are incomplete.*

This document is available electronically at the following link:

 [https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/procure-hdb.aspx](http://apwmad0a4030:37108/Pages/doing-bus/local-gov/astnce-pgms/transit/procure-hdb.aspx)

GRANTEE: VEHICLE DELIVERY DATE:

This documentation was completed and submitted by:

*print name: date:*

*title:*

*phone: email:*

|  |
| --- |
|  WisDOT Routing |
| Complete and accurate documents received by WisDOT | Date: |
| *Signatures* | Program Manager: |  | Date: |
| Procurement Manager: |  | Date: |
| Asset Manager: |  | Date: |
| Financial Manager: | *Approved:* | Date: |
| *Routed for payment:* | Date: |

# Instructions

This document outlines vehicle delivery responsibilities for heavy duty buses funded with Federal Section 5311 and/or 5339 funds. For vehicles funded through the Federal 5310 program, please see the WisDOT website for delivery documents or contact a 5310 Program Manager.

WisDOT requires several documents when an agency takes delivery of a federally-funded public transit vehicle. These documents help the agency, vendor and WisDOT comply with federal law, efficiently manage public resources and ensure a timely reimbursement of funds to the agency. Complete and accurate documents are essential to completing these tasks. Thank you for taking the time to carefully review, complete and submit your documents.

* STEP 1: Review the details of your grant agreement including ALI, available balance and reimbursement percent.
* STEP 2: Complete Attachment A – Vehicle Acceptance
* STEP 3: Complete Attachment B – Vehicle Inspection Form

These are minimum inspection requirements. Your agency may have additional inspection procedures.

* STEP 4: Complete Attachment C - Post Delivery Buy-America Audit Certifications

Completing this document is a federal requirement. This document must be completed and signed by the grantee, not by the lessee or the vendor. Separate documents must accompany each vehicle.

* STEP 5: Complete WisDOT’s MV1 title and license plate application.

The vendor typically will complete this form and supply it to the grantee at the time of vehicle delivery.

* STEP 6: Gather copies of the following documents:
	+ Copy of original Manufacturer's Certificate / Statement of Origin
	+ Copy of original vendor’s Buy America Certification
	+ Copy of proof of payment to vendor (e.g. copy of check, general ledger, bank statement)
	+ Copy of vendor’s invoice showing VIN and grantee. Each vehicle should be invoiced separately.
	+ Copy of purchase order (include any change orders)
* STEP 7: If the vehicle will be leased, you must enact a lease between the lessee and the grantee. If a lease already exists, ensure the lease lists the new vehicle’s VIN. Include the signed lease document with your vehicle delivery documents. Template lease documents and guidance is available on WisDOT’s website. A lease must be executed before your vehicle is transferred to the lessee.
* STEP 8: Ensure all documents are signed and complete. Make copies for your records.
* STEP 9: Scan, then email all documents to WisDOT at:

Public.transit@dot.wi.gov

* STEP 10: If you are disposing of a federally-funded vehicle you must review the information at the following link and process the disposal through the BlackCat Grants Management System.

<http://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/transit/compliance/asset-disp.pdf>

# Documents Checklist

GRANTEE: DELIVERY DATE:

*Review and complete the following documents carefully. WisDOT is unable to accept documents that are incomplete. REMINDER: The grantee must review and sign the documents listed below even if they are completed by a third-party.*

 Copy of completed Documents Checklist

 Attachment A – Vehicle Acceptance

 Attachment B – Vehicle Inspection Form

 Attachment C – Buy America Post-Delivery Audit Certification

Copy of MV1 Application

Copy of original Manufacturer's Certificate/Statement of Origin

Copy of original vendor’s Buy America Certification. *(Must include supplier content certification.)*

Copy of proof of payment to vendor. *(i.e. copy of check to vendor.)*

Copy of vendor’s invoice. *(Each vehicle should be invoiced separately identifying VIN and agency.)*

Copy of purchase order(s). *(Include any change orders.)*

Signed lease document if applicable. *(The lease must include the new vehicle.)*

Check this box to confirm you have updated your vehicle maintenance plan to include the new

vehicle. **You do not need to submit the maintenance plan with the delivery documents.**

# Attachment A - Vehicle Acceptance

GRANTEE: DELIVERY DATE:

*(attach additional sheets if necessary)*

|  |  |
| --- | --- |
|  | **VEHICLE #1** |
| VIN |  |
| MAKE/MODEL/YR |  |
| MILEAGE |  |
| VEHICLE LEASED TO 3RD PARTY? |  |
| GRANT AWARD YEAR |  |
| ACTIVITY LINE ITEM (ALI) |  |
| TOTAL COST(may include “add-ons”) |  |
| ELIGIBLE COST(No “add-ons”) |  |
| REIMBURSE %(*from grant agreement)* |  |
|  | *Reimbursement amount = eligible cost X reimbursement %* |
| REIMBURSEMENTAMOUNT |  |

*The grantee listed above formally requests reimbursement for the above vehicle(s) in the “reimbursement amount” row. The grantee listed above requests funds from the capital agreement grant identified above to be used in reimbursement of the vehicle(s). The reimbursement request does not include any title, lien, or registration fees paid to the Wisconsin Department of Transportation.*

*The grantee confirms that the above vehicle(s):*

*was/were delivered and accepted,*

*passed a visual inspection and road-test,*

*has applicable insurance and*

*conforms to the specifications in the applicable vendor contract.*

*signature of grantee official: date:*

*print name:*

*title:*

*phone: email:*

# Attachment B - Vehicle Inspection Form

The vehicle inspection should be completed by an auto mechanic. This could be an employee of the transit agency, local government or a third-party mechanic.

*Inspector / Mechanic signature: date:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **ITEM** | **REQUIREMENT** | **RESULT** (PASS/FAIL) | **NOTES** |
|  |
| VEHICLE INSPECTION | FMVSS Sticker | Affixed to Vehicle | P / F |  |
| Interior Finish | Clean and adheres to contract specs | P / F |  |
| Exterior Finish | Clean and adheres to contract specs | P / F |  |
| Interior Lighting | Operable and adheres to contract specs | P / F |  |
| Exterior Lighting | Operable and adheres to contract specs | P / F |  |
| Accessible Lift / Ramp | Operable and adheres to contract specs | P / F |  |
| Chassis / Frame | Inspect for leaks, damage, etc. | P / F |  |
| Electrical | Inspect electrical system where applicable, including battery(ies) | P / F |  |
| Engine | Inspect for leaks, loose components and noises | P / F |  |
| HVAC | Run heater, AC, fan and inspect compressor / condenser | P / F |  |
|  |
| ROAD TEST | Engine | Operates as expected without noticeable issues, gauges read normal | P / F |  |
| Brakes / Parking Brake | Tested and operate as expected | P / F |  |
| Vibrations | No unexpected vibrations at varying speeds | P / F |  |
| Speed | Vehicle tested at varying speeds and on a roadway with posted speed ≥ 55mph | P / F |  |
| Windshield wipers / windows / seats | Tested and operate as expected | P / F |  |
| Other | Report other tests or issues |  |

**Visual Inspection Form**

Organization Name GCA #

Vehicle Manufacturer: VIN:

Inspection Location: Vehicle Type:

Mileage:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Model Year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***The following items must be inspected on each vehicle received under your grant.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Requirement | Instruction | Result | Date | Remarks |
| Curb Weight | Maximum curb weight oflbs | Measure on certified scale | Weightlbs |  |  |
| Buy America | Received Final American Content Report | Check to see if received, review for compliance | yes/no |  |  |
| FMVSSStickers | Affixed to the vehicle | Locate sticker | yes/no |  |  |
| FMVSSTest Report | Received prior to or upon delivery of the vehicle | Check to see if received, review report | yes/no |  |  |
| Altoona Testing Report | Received copy of report for vehicle make/model | Check to see if received, review report prior to vehicle acceptance | yes/no |  |  |
| Finish and Color | Smooth body surfaces and paint | Visually inspect all surfaces for flaws | Pass/Fail |  |  |
| Interior Panel Fastening | Absence of rough edges or surfaces | Visually inspect for proper installation | Pass/Fail |  |  |
| Towing Devises | Provision of towing eyes (front/rear) | Verify presence of towing eyes | Pass/Fail |  |  |
| Door Control | Opening time of seconds | Verify door opening time frame | Pass/Fail |  |  |
| Interior Lighting | Lighting operable without engine | Switch on all interior lights while engine is not running | Pass/Fail |  |  |
| Exterior Lights & Turn Signals | All exterior lights and turn signals operable | Switch on and verify all lamps and turn signals are working properly | Pass/Fail |  |  |
| Emergency Exits and Signs | Emergency exit signs include operating instructions | Emergency exit operates with ease, clearly marked and fully accessible | Pass/Fail |  |  |
| Fuel Tank | Fill rate and filler location | Inspect filler for easy access and check fill rate | Pass/Fail |  |  |
| Chassis | Welds, axles, suspension, steering, wheels, and brakes | Inspect for leaks and interference. Check fluid levels, welds, undercoating, air lines, brake slack, and lug nuts | Pass/Fail |  |  |
| Electrical | Wiring and junction boxes | Inspect for loose or stretched wires | Pass/Fail |  |  |
| Batteries | Secured and polarized wiring access for jump start | Inspect compartment and jumper cable access | Pass/Fail |  |  |
| HVAC | Capacity and performance | Operate HVAC, check compressor, condenser, flow, and temperature | Pass/Fail |  |  |
| ADAAccessibility | Doors & aisles ADA accessible | Measure door way and aisle clearance | Pass/Fail |  |  |
| Wheelchair Access | Compliant wheelchair lift or ramp doors and securement areas | Inspect and operate wheelchair lift or ramp, inspect operation, and measure securement areas | Pass/Fail |  |  |
| Power Plant | Mounting and arrangement | Check for loose lines, leaks, and noises. Check fluid levels, belt alignment, and cap fit | Pass/Fail |  |  |

Signature and Title Date

**Road Test Form**

Organization Name GCA#

Vehicle Manufacturer: VIN:

 Location test was conducted: Vehicle Type:

Mileage:­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Model Year:\_\_\_\_\_\_\_\_\_\_\_\_

***The following items must be inspected on each vehicle received under your grant.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Requirement | Inspection Instruction | Result | Date Inspected | Remarks/ Notes |
| Engine | N/A | Record low idle, fast idle, and high idle speeds | Low Fast High |  |  |
| Service Brakes | Stopping Distance | Verify function and indicator, check for pulling to either side | Pass/Fail |  |  |
| Parking Brake | N/A | Verify indicator and no movement when on | Pass/Fail |  |  |
| Turning Effort | Steering wheel torque | Check effort with coach stopped | Pass/Fail |  |  |
| Turning Radius | Not to exceed at corner of body | Verify turning radius in both directions | Pass/Fail |  |  |
| Acceleration |  rate from 0 to mph | Verify acceleration on smooth road | Pass/Fail |  |  |
| Resonance | Absence of audible and/or visible vibrations | Operate vehicle at various speeds, check for vibrations and rattles | Pass/Fail |  |  |
| Windshield wipers | Operational and evenly deposited wash fluid | Operate vehicle at safe speeds over 40 mph, check coverage, parking position, and wiper frequency | Pass/Fail |  |  |
| Audible reverse alarm and lights | Audible reverse alarm and lights operable | Safely back up vehicle, check back up lights and alarm | Pass/Fail |  |  |
| Power Plant | N/A | Check for leaks under vehicle and in engine compartment, check for abnormal noises | Pass/Fail |  |  |
| HVAC | Interior temperature | Operate system, check internal and ambient temp | Pass/Fail |  |  |
| Door Control | Accelerator and brake interlocks | At speeds less than 10 mph, verify accelerator and brake interlocks with door open | Pass/Fail |  |  |
| General | N/A | During testing, observe and abnormalities in ride and handling of vehicle | Pass/Fail |  |  |

Signature and Title Date

# Attachment C - Post-Delivery Buy America Audit Certifications

**Attach additional sheets that list the Buy America location and domestic content by component to this document package. This will be provided to you by the vendor/manufacturer.**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contract/Purchase Order:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supplier Authorized Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BUY AMERICA CONTENT CERTIFICATION**

**This certifies the Supplier’s status of compliance with FTA Buy America Regulations set forth in 49 CFR 661.11.**

For each component supplied for the Contract, the Supplier attests that (C HECK ONE BOX):

|  |  |
| --- | --- |
|  | The required percentage of subcomponents, by cost are of U.S. origin/manufacture, and is manufactured in the U.S. The Supplier attest that the U.S. content of subcomponents, by cost is as indicated in attached documents. See 49 CFR 661.11(g). |
|  | Less than the required percentage of the subcomponents, by cost, are of U.S. origin/manufacture, and the component is manufactured in the U.S. (in such case, the cost of U.S. subcomponents is eligible for inclusion towards domestic content calculations). The Supplier attests that the U.S. content of subcomponents, by cost, is as indicated in the attached documents. See 49 CFR 661.11(l). |
|  | The component contains subcomponents of domestic origin, however, the component is NOT manufactured in the U.S. (in such case, the cost of U.S. subcomponents is eligible for inclusion towards domestic content calculations only if the U.S. subcomponent(s) received a tariff exemption). The Supplier attests that the U.S. content of subcomponents, by cost, is as indicated by the attached documents. See 49 CFR 661.11(j). |

**T This certifies the Supplier’s status of compliance with FTA Buy America Regulations set forth in 49 C.F.R 661.1his certifies the Supplier’s status of compliance with FTA Buy America Regulations set forth in 49 C.F.R § 661.11.**

Use the following template to complete the Post Delivery Audit report. Make sure to complete highlighted and fill-in sections. Additional comments may be added.

***Wisconsin Department of Transportation***

***And***

[Grantee]

**ROLLING STOCK VEHICLE PROCUREMENT**

**Post-Delivery Audit Report**

**[Type of Vehicle]**

**[Year]**

**[Vendor]**

**Submitted By:**

**[Recipient and/or Consultant Contact Information]**

**[Date]**

**GRANTEE NAME HERE**

**POST- DELIVERY BUY AMERICA COMPLIANCE CERTIFICATION**

**Post-Delivery Buy America Compliance Certification for** (Rolling Stock Manufacturer Name Here)

As required by Title 49 of the CFR, Part 663 – Subpart C, \_\_\_\_\_\_\_\_\_\_\_\_ (the grantee) certifies that it is satisfied that the rolling stock vehicles received, (number and description of rolling stock vehicles) from (the manufacturer), meet the requirements of 49 U.S.C. 5323(m). The grantee, or its appointed auditor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the auditor – not the manufacturer or its agent), has reviewed documentation provided by the manufacturer, which lists (1) the actual component and subcomponent parts of the rolling stock vehicles identified by manufacturer, country of origin, and cost; and (2) the actual location of the final assembly point for rolling stock vehicles, including a description of the activities that took place at the final assembly point and the cost of final assembly.

Date: \_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POST-DELIVERY PURCHASER’S REQUIREMENTS CERTIFICATION**

**Post-Delivery Purchaser’s Requirements Certification for** (Rolling Stock Manufacturer Name Here)

As required by Title 49 of CFR, Part 663 – Subpart C, after visually inspecting and road testing the contracted rolling stock, (the grantee) certifies that the (number and description of vehicle) from (the manufacturer), meet the contract specifications. After reviewing the report, visually inspecting the rolling stock, and performance testing the rolling stock, the grantee certifies that the rolling stock meets the contract specifications.

Date: \_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POST-DELIVERY FMVSS COMPLIANCE CERTIFICATION**

As required by Title 49 of the CFR, Part 663 – Subpart D, (the grantee) certifies that it received, at the post delivery state, a copy(ies) (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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TABLE OF CONTENTS**

**1.0 EXECUTIVE SUMMARY**

**2.0 POST DELIVERY AUDIT PROCEDURES**

**3.0 POST**-**DELIVERY BUY AMERICA CERTIFICATION**

* 1. Verification of Required Domestic Content
	2. Verification of Final Assembly Requirements

**4.0 POST-DELIVERY PURCHASER'S REQUIREMENTS CERTIFICATION**

* 1. Assignment of Resident Inspector to Final Assembly Location (if applicable) and Rolling Stock Vehicle Manufacturer's Capability and Capacity
	2. Inspection Testing and Commissioning to Show Vehicles Fulfill Contract Specifications

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

**6.0 POST-DELIVERY AUDIT CONCLUSIONS**

**1.0 EXECUTIVE SUMMARY**

Provide description of report including manufacture, number, and type of vehicles and references to key FTA guidelines.

Provide statement about whether rolling stock vehicle manufacturer is compliant with both (or all three) certifications reference FTA regulations (49 CFR parts 661 and 663.

Provide description how report is divided into two (or three) major sections in accordance with the regulation's requirements namely:

* + 1. Post-Delivery Buy America Compliance Certification
		2. Post-Delivery Purchaser's Requirements Certification
		3. Post-Delivery FMVSS Certification (if applicable)
		4. Include statement about the appendices of this report containing the relevant attachments to support the two (or three) major sections. Provide statement about if Rolling Stock vehicle manufacturer meets requirements of 49 CFR part 663.

The Post Delivery Audit was performed on the H eavy Duty Bus \_\_\_\_\_\_\_\_\_\_(vehicle type)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ delivered by \_\_\_\_\_\_\_\_\_\_\_\_\_\_(vendor/manufacturer)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Post-delivery Purchaser’s Requirements certification, Post-delivery Buy America Compliance certification, and Post-delivery FMVSS Compliance certification were obtained from the vendor and will be kept on file, along with the Manufacturer’s Certificate/Statement of Origin, the vendor’s Buy America Certification, the Buy America Content Certification, and other relevant documents.

Documentation provided by the manufacturer was reviewed to determine that Buy America requirements were met for the rolling stock, including component and subcomponent parts. Reviewed were manufacturer compliance, domestic content, and final assembly location. Also reviewed were Buy America compliance certifications found in the bid documents for the listed vehicle(s).

The review found sufficient evidence that the manufacturer/vehicle meets the Buy America requirements.

Appendices to be added by the grantee and included with this report:

* Domestic Content Certification and Summary

**2.0 POST-DELIVERY AUDIT PROCEDURES**

Provide brief description of the procedures used to perform overall audit including if in-house staff or consultants were used. Include brief statement about Post-Delivery Buy America documentation received from the rolling stock vehicle manufacturer and provide brief overview of the review and analysis performed to determine compliance with Buy America Requirements including any onsite visits to the rolling stock manufacturer or component supplier sites. Include brief statement about procedures used to verify Post-Delivery Purchaser’s Requirements Certification including the presence of a resident inspector and confirmation of receipt and review of resident inspectors report to determine compliance with Post-Delivery Purchaser’s Requirements Certification.

\_\_\_[Name of Grantee]\_\_\_\_\_\_\_\_\_\_ staff performed a post-delivery audit on the \_\_\_\_[type of vehicle]\_\_\_ from \_\_\_\_[Vendor/Manufacturer]\_\_\_\_\_\_\_\_. The documents reviewed included the Post Delivery Buy America certification, the manufacturer’s documentation and certificate of compliance, listing of the vehicle components that included domestic content, and certification of final assembly site location. \_\_\_[Grantee or staff]\_\_\_\_\_\_\_\_\_\_\_\_\_\_ inspected and road tested delivered vehicle(s) to assure vehicle complies with bid specifications.

**3.0 POST-DELIVERY BUY AMERICA COMPLIANCE CERTIFICATION**

Provide brief summary addressing the rolling stock vehicle manufacturer’s Post-Delivery Buy America documentation and whether the manufacturer meets or does not meet the domestic content and final assembly requirements. Provide brief summary of documentation provided by the rolling stock vehicle manufacturer and reviewed by the recipient or its designated auditor.

**3.1 Verification of Domestic Content and Final Assembly cost**

Provide a detailed summary about auditor reviewing rolling stock vehicle manufacturer’s Buy America worksheet and if it includes all the typical components of the rolling stock being purchased per the 49 CFR § 661.11. State the total % domestic content claimed by the rolling stock vehicle manufacturer.

Include information about the information and documentation reviewed by the auditor to verify the domestic content, including, but not limited to, whether information about the breakdown of components, subcomponents, manufacture of origin, percent cost or actual cost of components and percent cost or actual cost of corresponding subcomponents. Provide a brief summary about the formulas and calculations used to determine domestic content and whether it is accurate. Provide any other unique details about the manufacturer’s Buy America worksheet. Provide a summary of the auditor’s review of the bill of material and whether it was used to verify components. Provide a summary of the auditor’s review of purchase orders or paid invoices of components and whether costs were traceable to the rolling stock manufacturer’s Buy America domestic content worksheet.

Provide brief summary about whether manufacturer has signed certificates from all component suppliers certifying U.S. content and a statement about the sampling of the components supplier’s certifications.

Provide brief summary about cost reasonableness of components and final assembly cost and brief summary on analysis used or experience that informs to determine cost reasonableness. Include any back up analysis of manufacturer’s Buy America worksheet in the Appendices section of report and briefly summarize the analysis performed. Provide summary statement affirming manufacturer’s claimed domestic content based on the independent analysis. Provide final statement about whether the Rolling Stock Manufacturer’s Buy America Worksheet is accurate and documented.

Domestic content documents were examined and were consistent with Pre Award data.

Domestic content claimed is \_\_\_\_\_\_\_\_\_\_percent. Document summaries include components, subcomponents, manufacture of origin, percent domestic, and manufacturing location.

* Include Vehicle Manufacturer’s Post-Delivery Buy America Worksheet, auditor’s associated analysis and verification of final assembly cost.

**3.1 Verification of U.S. Final Assembly Location and Activities**

Provide brief summary confirming U.S. final assembly location and how final assembly activities correspond to minimum final assembly activities in 49 CFR § 661.11. Make reference to the Resident Inspector’s report that should detail this information (if applicable).

Final assembly of vehicle was in \_\_[list location (city, state)]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**4.0 POST**-**DELIVERY PURCHASER'S REQUIREMENTS CERTIFICATION**

Provide summary that this section addresses the manufacturers Post-Delivery Purchaser’s Requirements Certification. Provide brief summary on methods of review and analysis to determine if the requirements were satisfied including presence of resident inspector, resident inspectors report and verification and results of visual inspection and test sheets.

Provide summary statement on if the Rolling Stock Vehicle Manufacturer meets the Post-Delivery Purchaser's Requirements as stated in 49 CFR Part 663 Pre-Award and Post-Delivery Audits of Rolling Stock Purchases.

**4.1 Assignment of Resident Inspector to Final Assembly Location Verification of Manufacturer’s Capability and Capacity (if applicable)**

Provide brief summary of Resident Inspector’s report and how it demonstrates Rolling Stock Manufacturer’s Capability and Capacity. Include statements such if full time or part time for resident inspector and number of resident inspectors at final assembly plant and type of inspections performed on vehicles as summarized in the resident inspector’s report (if applicable). Provide summary of quality assurance and control processes and if they comply with the appropriate FTA elements.

**4.2 Inspection Testing and Commissioning to Show Vehicles Fulfill Contract Specifications**

 \_\_\_[Grantee or staff]\_\_\_\_\_\_\_\_\_\_\_\_\_\_ inspected and road tested delivered vehicle(s) to assure vehicle complies with bid specifications.

Resident inspector to final assembly location report is/ is not applicable.

* Attach Resident Inspector Report, if applicable.

Provide brief summary of key inspection, testing, test witnessing and commissioning activities as summarized in the resident inspector’s report making reference to sample inspection check sheets, testing procedures and reports and examples of how the results inspection and testing meet the technical specification requirement.

**5.0 FEDERAL MOTOR VEHICLE SAFETY STANDARDS (FMVSS CERTIFICATION) (IF APPLICABLE)**

Provide summary statement that the rolling stock vehicle manufacturer’s actual FMVSS self- certification sticker information was obtained and reviewed against sample FMVSS sticker and was found to include the content required for the Post-Delivery Audit.

*Post-Delivery FMVSS Compliance Certification* is signed by vendor/manufacturer, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and attached.

Attached is copy or photo of the FMVSS sticker in the vehicle.

**6.0 POST-DELIVERY AUDIT CONCLUSION**

Provide summary regarding how the procedures used, analysis performed and results found on Post-Delivery Audit of the rolling stock manufacturer indicate that the Buy America Compliance and the Purchaser’s requirements

Buy America certifications were signed by the vendor/manufacturer, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Domestic content documents, final assembly location, and the FMVSS compliance certification sticker were reviewed and found to be compliant with the Buy America requirements.

 *\_\_\_[Grantee or staff]\_\_\_\_\_\_\_\_\_\_\_\_\_\_* inspected and road tested delivered vehicle(s) to assure vehicle complies with bid specifications.

Following the review of the documents, *\_\_\_\_\_\_\_\_[type of vehicle*]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from *\_\_\_[Vendor/Manufacturer]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* is in compliance with the solicitation requirements and is in compliance with Buy America requirements.

Submitted by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

# Attachment D - Additional Information

1. The grantee is responsible for paying the complete vehicle invoice directly to the vendor upon delivery. Grantees receive capital funds through reimbursement only; no pre-payments are allowed.
2. Be sure to carefully review and complete the delivery documents. Reimbursement cannot be made unless the documents are completed correctly and completely.
3. Submit your completed delivery documentation BEFORE placing the vehicle into revenue service.
4. These vehicle delivery documents must be completed and submitted to WisDOT if either of these conditions are met:
	1. Your vehicle was procured with 5311 or 5339 funds under a grant agreement with WisDOT OR
	2. You ordered your vehicle through a contract with a WisDOT vendor.
5. WisDOT will reimburse you based on the specifications outlined in your capital grant agreement. Please review your capital grant agreement carefully before submitting your vehicle delivery documents.
6. Additional “add-on” items must be on a PO separate from the base vehicle. Grant agreements cover the base vehicle and optional equipment/services as shown on the WisDOT vehicle agreement. Generally, “extra” items cannot be paid for through your capital grant funds.
7. Reimbursement checks take 4-6 weeks for processing after approval by a Public Transit Program Manager.
8. You must retain copies of certificates and supporting documentation provided to you by the vendor throughout the useful life of the vehicle and a minimum of three years following its retirement and disposal.
9. Reimbursement amounts cannot include title, lien, or registration fees paid to the Wisconsin Department of Transportation.
10. Vehicle delivery documents must be completed for each vehicle.
11. Federal Title VI Non-discrimination Notice to the Public must be posted in public transit revenue service vehicles. More information: <http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/compliance/title6.aspx>

# Attachment E - Insurance

* Transit vehicles must have insurance coverage before engaging in revenue service and as soon as possible after vehicle delivery. It is best practice to arrange for insurance before accepting delivery of the vehicle.
* Confirm vehicle insurance is filed with the Wisconsin Department of Transportation Motor Carrier Insurance Office. (Telephone: 608-266-9900; FAX: 608-266-6689).
* If your insurance company has filed a “Uniform Motor Carrier Bodily Injury and Property Damage Liability Certificate of Insurance" (aka Certificate of Insurance) (Form E) then any/all new vehicles should be covered automatically. Confirm this with your insurance company.
* If vehicle insurance has not been filed:
	+ Instruct your insurance company to submit a filing for this vehicle with the WisDOT Motor Carrier Insurance Office certifying its coverage by the insurer. The Motor Carrier Insurance Office will issue a state account number (e.g. WI-34567) which indicates to DMV staff that insurance is in place and they may proceed with registration.
	+ If your insurance company has filed a *Scheduled filing* (lists each vehicle in use) - the insurer must submit an amended schedule that includes the new vehicle or a blanket filing to replace the scheduled filing.
* The insurance coverage must show “Wisconsin DOT Bureau of Transit & Local Roads” as the Secured Party (lien holder). The secured party number is 039337.
* If the vehicle will be leased to a third-party the lease must specify insurance coverage details. Please contact the WisDOT Transit Section Asset Manager with questions about the vehicle lease.
* WisDOT will ask for additional information from the municipality if notified of cancelled insurance by the provider.

# Attachment F - Vehicle Registration

The transit vehicle must be properly registered to operate in the State of Wisconsin by completing the MV1 form. The vendor may have already partially completed this form. The grantee must sign the form and provide a copy to WisDOT.

* Verify: date, any tax exempt codes, vehicle identification number, etc.
* Your grantee name on the MV1 must be precisely the same as it appears on the insurance.
* Vehicles funded through the 5311 or 5339 programs are not considered Human Service Vehicles. 5311 or 5339 program vehicles are used in public transportation service and therefore must be licensed with municipal, automobile or bus plates.
* Section C – Loan Information

WisDOT Bureau of Transit, Local Roads, Railroads and Harbors” must be listed as Lien Holder #1

P.O. Box 7913

4822 Madison Yards Way

Madison WI 53705-7913.

Secured Party No. is 039337

Phone 608-266-1535

* Section D - Fees
	+ Loan filling fee (for listing WisDOT as lien holder – required to be paid)
	+ Tax exemption code number is 8 followed by your state tax exempt number (example: 8 - ES1234) or for a local public body the code number is 4 followed by your state tax exempt number (example: 4 - ES2345).