



## **Caltrans Division of Mass Transportation Federal Transit Grant-funded Vehicle Purchasing Process (All Grants)**

### **I. Vehicle Ordering**

- 1) If the purchase is through a Caltrans approved piggyback contract, complete the piggybacking worksheet and obtain an Assignability Letter from the agency, which awarded the contract. The Assignability Letter should specify the following information:
  1. Name of agency to be assigned the options(s);
  2. Number of option(s) approved from the original contract;
  3. Type of vehicle(s); and fuel type.
- 2) Secure an itemized Purchase Agreement (PA) and floor plan from either the bus dealership or Caltrans (check with Caltrans grant staff to determine if this is available). Notes: The PA should include all appropriate fees, required DMV costs, etc. Ensure the non-taxable ADA amount is correct and the appropriate sales tax rate for your area is used.
- 3) Submit an itemized PA and proposed floor plan to Caltrans for review and approval.
- 4) The agency signs and dates the finalized floor plan and PA and submits them to Caltrans via fax or e-mail.
- 5) The Caltrans procurement branch will work with Caltrans grant staff to verify the following:
  - The total amount of grant dollars awarded and available to your agency.
  - (5310 only) The local share amount required from the agency.
  - If a Standard Agreement (SA) amendment is required, the amendment shall be completed (fully executed with all required signatures) prior to purchase document submission to the vendor.
- 6) (5310 only - Pending procedures for purchases through non-state contract.) The local share will be deposited by the agency into the designated Bank of America account (instructions provided by Caltrans). Notes: Buses will not be ordered until the entire local share has been deposited. If the bus exceeds the grant amount as identified in the grant SA (grant amount plus local share), the agency must deposit the additional funds with the Bank of America.
- 7) Once the finalized PA and floor plan have been reviewed and approved, Caltrans will sign them and forward them to the dealer. Note: It is critical that the PAs are completed correctly, since this could result in payment, delivery, or reimbursement delays when the bus arrives at the dealer.

### **II. Vehicle Delivery and Inspections**

- 1) After the bus has been built and delivered to the dealer, the final inspection must be completed by a qualified inspector. All buses purchased with federal funds must have an inspection prior to agency acceptance of the bus. (5310 only) the dealer will contact Caltrans for inspection services. If an agency is purchasing direct and is funded with 5310 funds, their PA should contain the reference "requires Caltrans inspection."



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- 2) Caltrans must be listed as lienholder on all purchases, including agency direct purchases (agencies which pay the vendor directly and request reimbursement from Caltrans).
- 3) In accordance with the terms of the SA, the agency must provide proof of insurance to the dealer prior to the agency receiving the vehicle.
- 4) Even in instances where Caltrans performs the final inspection, the agency should also inspect the bus before leaving the dealership with the vehicle. The agency should request assistance/training from the dealer's staff regarding any bus feature with which the agency is unfamiliar. The agency is responsible to check the loose items, such as tie down restraints, spare tire, torso pad, and any additional loose equipment, which was ordered with the bus to ensure all items have been included and received.

### **III. Reimbursement Requirements**

- 1) Cover letter to Caltrans Headquarters requesting reimbursement on Agency's letterhead.
- 2) Copy of Assignability Letter.
- 3) Copy of Caltrans approved PA  
Note: Verify that the "California Department of Transportation" is to be the lien holder. Subrecipient agency is the registered owner. PA should identify lien holder as:  
  
California Department of Transportation  
Mass Transportation Program  
Office of Federal Transit Grants Programs  
*ID of FTA Grant* (i.e., 5310, 5311, ARRA, 5316, or 5317)  
P. O. 942874 – MS 39  
Sacramento, CA 94274-0001
- 4) Post-delivery Vehicle Certification
- 5) Final Bus Inspection Report with signature(s)
- 6) Certificate of Acceptance from Subrecipient Agency signed by authorized representative. Certificate should include vehicle Make, Year, Model, and VIN.
- 7) Original Vendor Invoice
- 8) Proof of Payment (cancelled check or Bank Statement)
- 9) Proof of Insurance
- 10) DBE – Actual Payments Form

Additional Information: <http://www.dot.ca.gov/hq/MassTrans/Procurement-Grants-Management.html>