

How to Buy a Vehicle

A Primer for Rural, Tribal and Small Urban Transit Operators



National
RTAP
Rural Transit Assistance Program



National RTAP Program: A rural transit assistance program of the Federal Transit Administration 888.589.6821 info@nationalrtap.org nationalrtap.org

Table of Contents

Introduction	1
Module 1. Define the Vehicle(s) You Need	2
What size vehicle does your system need?	2
Are there specific service area characteristics that will impact your operations?	3
What maintenance factors need to be considered and how will warranty items be handled?	3
What is your budget?	4
Module 2. Obtain Federal Funding for Transit Services	5
Formula Grants for Rural Areas (Section 5311) (Previously known as the Rural Formula Program and Nonurbanized Formula Program)	5
Public Transportation on Indian Reservations (Tribal Transit Program)	6
Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program	7
Bus and Bus Facilities Grant Program	8
Module 3. Learn What Is Available on the Market	9
Determine Characteristics of Vehicles that Your System Needs	9
Find Out What Is Available	9
Module 4. Participate in a Joint Vehicle Procurement Process	10
Table 1 — Summary of Vehicle Acquisition Programs by State	12
Table 2 — Summary of Eligibility for Program Participation	14
Example Programs	16
State Vehicle Procurement Programs	19
Module 5: Conduct an Independent Vehicle Procurement Process	56
Third-Party Contracting	56
Quiz	61

Introduction

One of the most crucial tasks for small urban, rural and tribal transportation providers is obtaining the highest quality and most suitable vehicles at a price they can afford. Your vehicles will define your system's capacity and its ability to meet the mobility needs of your community. These same vehicles are the "face" of your system, shaping your public image and subsequent ridership. Choosing appropriate vehicles requires careful thinking about your system's resources, needs and future directions.

You need to make use of all the information that is currently available:

- Ask manufacturers for their detailed vehicle specifications
- Contact transit systems currently using vehicle types you are considering and solicit their feedback
- Contact state and federal resource offices such as your State Rural Transit Assistance Program (RTAP) representative

Procuring vehicles can be a complex and confusing process with the variety of procurement requirements and regulations associated with transit funding sources. It is important to do everything you can to make the best decision for your system and customers. This primer provides information on funding opportunities, strategies for vehicle acquisition, information on acquisition procedures for various states, links to additional information sources, and State RTAP contact information for each state.

The primer is divided into five modules:

- 1 Define the kind of vehicle(s) your transit system needs
- 2 Obtain funding for transit service and equipment
- 3 Learn what is available on the market
- 4 Participate in a joint vehicle procurement process
- 5 Conduct an independent vehicle procurement process



Module 1. Define the Vehicle(s) You Need

The carpenter's axiom of "measure twice, cut once" is useful here. Do your research. Analyze your system's ridership, routes and budget to define the type and quantity of vehicles that best suits your needs. Consider what your system's needs will be over the life-span of the new vehicle(s). If your system is already in operation, consider creating a comment file to record input from riders, operators, mechanics, and others about your current vehicles. Rider information could include surveys, feedback to drivers, comments received via social media, etc. This information will provide a valuable "snapshot" of your system, showing areas requiring attention. You will want to acquire vehicles that can satisfy your anticipated needs for the foreseeable future.

Then review your research carefully and establish your selection parameters. Consider the following key questions in your decision-making process:

What size vehicle does your system need?

Consider:

- How much seating capacity is required?
 - ✓ Existing Routes: A quick and simple way to estimate the capacity you need is by determining the lowest and highest number of riders your vehicles will carry, and determining the average ridership. You can always operate a bus that is half full, but it is more cost effective to fill the seats a majority of the time with minimal seat vacancies.
 - ✓ New Routes: If you are buying vehicles to begin or expand services rather than to replace vehicles, questions of appropriate size will require more time to answer. You will need to consider *potential* as well as *actual* use. For more information see *Best Practices in Transit Service Planning* <http://www.trb.org/Main/Blurbs/156894.aspx>
- ✓ Will the vehicle be used for short local trips, making frequent stops?
- ✓ Is it needed for long high-demand routes?
- ✓ Are two smaller vehicles or one large vehicle better for the service area and route?
- How many wheelchair placements are necessary? The Americans with Disabilities Act (ADA) (36 CFR Part 1192.23) requires one wheelchair securement for vehicles of 22 feet or less and a minimum of two wheelchair securements for vehicles over 22 feet. Although minimums must be adhered to, a transit operator should consider the maximum needed for their system. Many vehicles will allow the seating area to be reconfigured by the driver to accommodate either ambulatory or non-ambulatory riders by simply raising or lowering seats.
- Where should the wheelchair placements be located? Lifts and wheelchair placements are installed first and affect overall capacity. You will need to consider the following:
 - ✓ Do you want the lift in the front or the rear of the vehicle? A front lift allows the driver to use the rear-view mirror to easily monitor any special needs of wheelchair users and makes for a smoother ride for the passenger. However, a front lift may reduce the aisle space for ambulatory people walking from the entry door to seats in the rear. A front lift also raises the issue of an emergency exit from the vehicle. A rear emergency door needs to be accessible by the wheelchair. This could potentially affect the number and placement of other seats and the aisle width. It also presents challenging evacuation procedures for wheelchair users. Be sure to check with the Federal Transit Authority (FTA) and your state regulations on proper lift placement.
 - ✓ The ADA requires forward-facing or rear-facing wheelchair placements. The majority

of literature, crash tests and accident investigations show forward-facing placements to be significantly safer for wheelchair users. If you are considering installing rear-facing wheelchair placements, be sure to consult the U.S. Department of Transportation's (U.S. DOT) guidance in 49 C.F.R. Part 38.24, Sub-part (4). Side-facing wheelchair placements are prohibited.

- What are your drivers' capabilities and limitations? Consider the following:
 - ✓ Size will determine whether or not your drivers will need a Commercial Driver's License (CDL) with a Passenger Endorsement in order to operate the new vehicle. Vehicles over 15 passengers will require a CDL license. If a CDL is required, you need to determine how many of your drivers have a CDL or have the ability to obtain one. If the selected vehicle requires a CDL, and only some of your drivers have one, you will have to arrange your drivers' schedules accordingly.

Try to arrange for field testing of the prospective vehicle by your drivers, mechanics and possibly your riders.

Once a vehicle has been chosen, arrange for a prototype to be examined by your drivers, mechanics and clients.

Are there specific service area characteristics that will impact your operations?

Consider:

- Will the vehicle be used on narrow streets, winding roads, cul-de-sacs? Is the turning radius of the vehicle appropriate for the service area?
- Will the vehicle be used on unpaved roads or on difficult terrain? Does the vehicle provide sufficient engine horsepower to get up hills when fully loaded with passengers?
- Is the climate that the vehicle will be used in extremely cold, hot or otherwise harsh? If your system has operated vehicles for any period of time, what do you hear from the drivers and mechanics

regarding vehicle problems related to climate. Will the engine struggle when the air conditioning is on? Would a diesel vehicle require a place to be plugged in during cold weather?

- Based on the terrain in your area what type of lift or ramp would be best suited?

Some of these issues, such as requiring the name(s) of local repair/parts companies, can be dealt with in the bid specifications, but if a crucial element (such as a diesel mechanic) is not readily available, you may want to consider this in your choice of vehicles.

What maintenance factors need to be considered and how will warranty items be handled?

Consider:

- Is the vehicle susceptible to denting that is expensive to repair?
- Does your current maintenance operation (mechanics and equipment) have the capability to service the vehicle(s)?
- Will maintenance staff need additional training?
- What will the manufacturer provide for training and vehicle manuals with the purchase?
- Will you be able to obtain needed repairs and parts replacement for specialized vehicles without unacceptable down time?
- How will warranty items be handled and for how long?
- Is maintenance work handled nearby and can existing mechanics be trained to handle warranty work?
- If vehicles will be down for long periods of time for warranty work due to sending the vehicle to a faraway facility, are loaner vehicles available and who will pay for them?

Consult with your maintenance staff at the start of the bus procurement process to identify needs and issues with existing vehicles and future purchases.

What is your budget?

Consider:

- Do you have access to federal funds? If so, how will you meet non-federal match requirements?
- What funds do you have available for operations or maintenance over the life of the vehicle?
- How many drivers will you need (for example, two drivers for two small vehicles or one driver for a larger vehicle)?
- Consider reaching out to local distributors to get an idea of a base price, or contact your State DOT for recent bid prices on other vehicles purchased

Operating and maintenance costs need to be considered and will vary greatly. The “low bid” vehicle may be very expensive to maintain, and your operating budget may not be sufficient to repair or replace damaged or worn-out parts. If a quoted price for a vehicle seems low, find out what shortcuts may have been taken to achieve that figure. Common short-cuts can include no rollover cage in the driver’s area, wheel wells made of plywood and multiple electrical systems on one fuse, etc.)



Module 2. Obtain Federal Funding for Transit Services

Funding for public transit operators comes primarily from FTA. Some funds are provided specifically for rural areas, tribal nations and services for elderly and individuals with disabilities. Key funding programs for transit are summarized below. Except for the Public Transportation on Indian Reservations (Tribal Transit Program), funds are allocated to states, which then provide funds to subrecipients or operators.

Formula Grants for Rural Areas (Section 5311)

The Section 5311 program supports both the maintenance of existing public transportation services and the expansion of those services through the following program goals:

- a Enhancing access in rural areas to health care, shopping, education, employment, public services, and recreation
- b Assisting in the maintenance, development, improvement, and use of public transportation systems in rural areas
- c Encouraging and facilitating the most efficient use of all transportation funds used to provide passenger transportation in rural areas through the coordination of programs and services; FTA C 9040 1G Page II-3 DATE 11/24/2014
- d Providing financial assistance to help carry out national goals related to mobility for all, including seniors, individuals with disabilities, and low-income individuals
- e Increasing availability of transportation options through investments in intercity bus services
- f Assisting in the development and support of intercity bus transportation
- g Encouraging mobility management, employment-related transportation alternatives, joint development practices, and transit-oriented development
- h Providing for the participation of private transportation providers in rural public transportation

Statutory Reference: 49 U.S.C. 5311 FAST ACT Section 3007

Eligible Recipients:

- Direct Recipients: States, Indian tribes, Alaskan Native villages, and groups or communities identified by the Bureau of Indian Affairs (BIA)
- Subrecipients: State or local government authorities, non-profit organizations, operators of public transportation or intercity bus service that receives funds indirectly through a direct recipient

Eligible Activities: Funds may be used for planning, capital, operating, job access and reverse commute projects, and the acquisition of public transportation services.

Allocation of Funding: Funding is apportioned by a statutory formula that is based on the latest U.S. Census figures of rural areas with a population less than 50,000. The amount the state may use for administration, planning and technical assistance activities is limited to 10 percent of the annual apportionment at 100 percent Federal share. States must spend 15 percent of the apportionment to support rural intercity bus service unless the Governor certifies, after consultation with affected intercity bus providers, that the intercity bus needs of the state are adequately met.

Match:

- The maximum federal share for capital and project administration is 80 percent, except for projects that meet the requirements of the Americans with Disabilities Act (ADA), the Clean Air Act (CAA), or bicycle access projects, which may be funded at 90 percent.

- The Fixing America’s Surface Transportation (FAST) Act allows the federal share for the acquisition of vehicles that meet the requirements of the ADA and Clean Air Act to be 85 percent
 - The federal share for project costs for acquiring vehicle-related equipment or facilities (including clean fuel or alternative fuel vehicle-related equipment or facilities) for purposes of complying or maintaining compliance with the CAA, or required by the ADA, is 90 percent
 - The maximum federal share for operating assistance is 50 percent of the net operating costs. The local share is 50 percent, which shall come from an undistributed cash surplus, a replacement or depreciation cash fund or reserve, or new capital States with public, national or Indian lands may receive an FTA allowance for a higher federal participation rate
 - Costs associated with the unsubsidized portion of privately provided intercity bus service that connects feeder service is now eligible as in-kind local match and certain expenditures by vanpool operators may be used for local match
 - In determining the amount of the unsubsidized portion of privately provided intercity bus service that connects feeder service that is eligible as in-kind local match, all operating and capital costs can now be included without revenue offset
 - Revenue from the sale of advertising and concessions may be used as local match
- c Encourage and facilitate the most efficient use of all Federal funds used to provide passenger transportation in non-urbanized areas through the coordination of programs and services
 - d Provide for the participation of private transportation providers in non-urbanized transportation to the maximum extent feasible

Statutory Reference: 49 USC 5311(c) FAST ACT Section 3007

Eligible Recipients: Eligible recipients under both the discretionary and formula program include federally recognized Indian tribes or Alaska native villages, groups, or communities as identified by the U S Department of the Interior Bureau of Indian Affairs (BIA). A tribe must have the legal, financial, and technical capabilities to receive and administer federal funds. However, tribes that are not federally recognized remain eligible to apply to the state as a subrecipient for funding under the state’s apportionment of Section 5311 funds.

Eligible Activities: Funds may be used for public transportation capital projects, operating costs of equipment and facilities, transit planning, and acquisition of public transportation services, including service agreements with private providers of public transportation services. Funding may be for planning, start-up transit service, enhancement of existing services, purchase of transit capital items, including vehicles, and operating expenses. Operating expenses include fuel, oil, driver and dispatcher salaries, fringe benefits, and licenses.

Allocation of Funding: Funding is provided both through a formula and a discretionary program.

Tribal Transit Formula. FTA apportions Tribal Transit funds to Indian tribes by a statutory formula using the National Transit Database and the latest available U S decennial census data. The three tiers under the formula prescribed by MAP-21 and continued in FAST Act include:

- Tier 1: 50 percent of the available funds are apportioned based on vehicle revenue miles;
- Tier 2: 25 percent of the available funds are apportioned among Indian tribes providing at least two hundred thousand annual vehicle revenue miles; and
- Tier 3: 25 percent of the available funds are apportioned among Indian tribes providing

Public Transportation on Indian Reservations (Tribal Transit Program)

The goals of the Tribal Transit Program are to:

- a Enhance the access of public transportation on and around Indian reservations in non-urbanized areas to health care, shopping, education, employment, public services and recreation
- b Assist in the maintenance, development, improvement and use of public transportation systems in rural and small urban areas;

public transportation on tribal lands where more than one thousand low income persons reside

Discretionary Program. Title 49 U.S.C. 5311(j) continues the tribal discretionary program and funds are competitively selected on an annual basis. The funds are allocated for grants to Indian tribes for purposes eligible under Section 5311; however, FTA may limit the discretionary program based on funding priorities. Eligible projects include: a) planning; b) capital (replacement or expansion); and c) operating for new transit service (start-up)

Match: There are no matching requirements for the formula program. A 10 percent local match is required under the discretionary program for both capital and operating expenses. There is no match requirement for planning grants under the discretionary program.

Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program

This program is intended to enhance mobility for seniors and persons with disabilities by providing funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and ADA complementary paratransit services. Funds are apportioned based on each state's share of population for these groups. Projects must be included in a locally-developed human service coordinated transportation plan. This program is a consolidation of the New Freedom and Elderly and Disabled programs.

Statutory Reference: 49 USC 5310/FAST Act Section 3006

Eligible Recipients: Formula funds are apportioned to direct recipients:

- States for rural and small urban areas (small UZAs) and designated recipients chosen by the Governor of the State for large urban areas (large UZAs); or
- State or local governmental entities that operates a public transportation service
- Direct recipients have flexibility in how they select subrecipient projects for funding, but their decision process must be clearly noted in a state/program management plan

- The selection process may be formula-based, competitive, or discretionary. Subrecipients can include states or local government authorities, private non-profit organizations and operators of public transportation

Eligible Activities: At least 55 percent of program funds must be used on capital or "traditional" 5310 projects. Examples include:

- Buses and vans; wheelchair lifts, ramps, and securement devices; transit-related information technology systems including scheduling/routing/one-call systems; and mobility management programs
- Acquisition of transportation services under a contract, lease, or other arrangement. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(b)(4) is limited to the Section 5310 program.

The remaining 45 percent is for other "nontraditional" projects. Under MAP-21, the program was modified to include projects eligible under the former 5317 New Freedom program, described as: Capital and operating expenses for new public transportation services and alternatives beyond those required by the ADA, designed to assist individuals with disabilities and seniors. Examples include:

- Travel training and volunteer driver programs
- Building an accessible path to a bus stop including curb-cuts, sidewalks, accessible pedestrian signals or other accessible features, improving signage and way-finding technology
- Incremental costs of providing same day service or door-to-door service
- Purchasing vehicles to support new accessible taxi, rides sharing and/or vanpooling programs
- Mobility management

Allocation of Funding: Funds are apportioned for rural areas based on the number of seniors and individuals with disabilities and obligated based on the annual program of projects included in a statewide grant application.

The state agency ensures local applicants and project activities are eligible and in compliance with federal requirements, private not-for-profit transportation providers have an opportunity to participate if feasible, and the program coordinates with other federally funded assisted transportation services. Once FTA approves the application, the funds are available for state administration of the program and for allocation to individual subrecipients within the state.

Match:

- The federal share of eligible capital costs may not exceed 80 percent of the net cost. The local share of eligible capital costs shall be no less than 20 percent of the net cost of the activity.
- Federal funds for operating assistance are 50 percent and local share is 50 percent.
- Up to 10 percent of the program funds can be used for program administrative costs including administration, planning and technical.

Funding for the match can come from other federal (non-U.S. DOT) funds. This can allow local communities to implement programs with 100 percent federal funding. One example is Older Americans Act (OAA) Title IIIB Supportive Services Funds. In addition, 5310 program recipients may partner with meal delivery programs such as the OAA-funded meal programs and the United States Department of Agriculture (USDA) Summer Food Service Program. Transit service providers receiving 5310 funds may coordinate and assist in providing meal delivery services on a regular basis if they do not conflict with the provision of transit services. FTA requires its formula grantees to provide half-fare service for fixed-route service supported with FTA funds to older adults and individuals with disabilities who present a Medicare card.

Bus and Bus Facilities Grant Program

The Grants for Buses and Bus Facilities program (49 U.S.C. 5339) makes federal resources available to states and designated recipients to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low or no emission vehicles or facilities. Funding is provided through formula allocations and competitive grants. A sub-program provides

competitive grants for bus and bus facility projects that support low and zero-emission vehicles.

Statutory Reference: 49 USC 5339/FAST Act Section 3017

Eligible Recipients:

- **Direct recipients:** Designated recipients that operate a fixed route bus service or that allocate funding to fixed route bus operators. State or local governmental entities that operate fixed route bus service that are eligible to receive direct grants under 5307 and 5311.
- **Subrecipients:** An eligible recipient that receives a grant under the formula or discretionary programs may allocate amounts from the grant to subrecipients that are public agencies or private nonprofit organizations engaged in public transportation.

Eligible Activities: Capital projects to replace, rehabilitate and purchase buses, vans, and related equipment, and to construct bus-related facilities, including technological changes or innovations to modify low or no emission vehicles or facilities.

Match: Federal Share: The federal share is not to exceed 80 percent of the net project cost.

Apply for Grants: In most cases, states are the direct recipients of FTA grants. Local public bodies, Indian tribes, non-profit organizations and operators of public transportation services apply to the state for grants as subrecipients. However, there are exceptions where the subrecipients are direct recipients of a grant from the FTA. Federally-recognized Native American Tribes and Villages are direct recipients of 5311(c) grants. Other possibilities are when Federal Highway Administration (FHWA) funds are flexed and an entity already has a relationship with the FTA, or if the recipient is dual-funded (i.e. 5311 and 5307-Urbanized Area Formula Program). In addition, 5339-Bus and Bus Facilities grants can go directly to 5311 operators.

This primer does not address individual State DOT grant program procedures. For more information, please contact your State RTAP manager. However, some states have system specialists and program managers for individual grant programs. Your State RTAP manager will be able to direct you to the appropriate program manager for grant program schedules and application procedures.

Module 3. Learn What is Available on the Market

Determine Characteristics of Vehicles that Your System Needs

First determine the characteristics of the most appropriate vehicle for your operation (generally determined by required capacity and typical trip length, etc.) Over the past several years, a number of new vehicle types have entered the public transportation market. Major types of vehicles are summarized below:

- Purpose-built (special) – any custom vehicle built for special use, including small three-to-five passenger vehicles
- Purpose-built (conventional) – small transit-style buses specifically designed and built as buses
- Vans – any standard vehicle (generally 7 to 15 passengers) available from an automobile manufacturer
- Modified van – a standard van that has been altered by an aftermarket manufacturer to include a raised roof, lowered floor or other major modification
- Body-on-chassis – any bus body mounted on standard van or truck chassis (body and chassis are

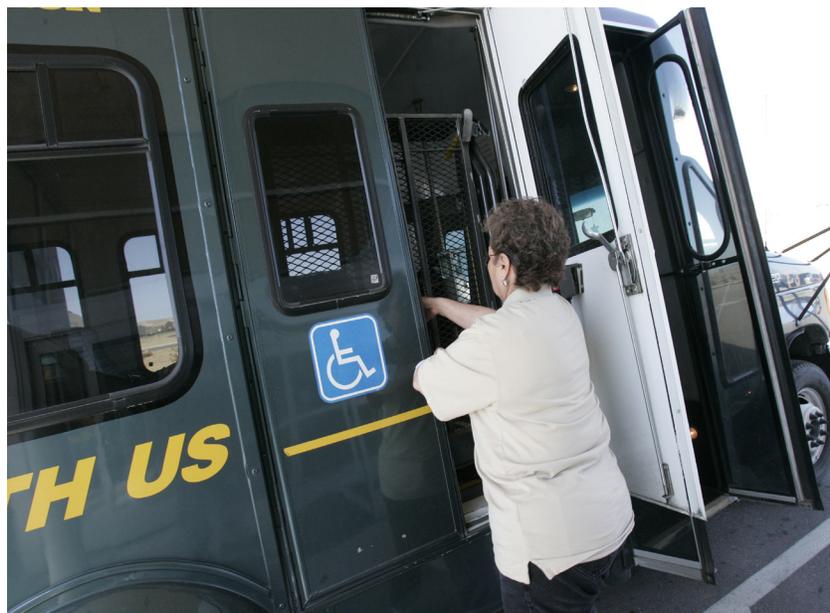
usually manufactured by two different companies)

- School type bus – often body-on-chassis, designed to transport school children. These vehicles are often used in community transportation operations to increase capacity without incurring the cost for a transit-style vehicle.

Find Out What Is Available

After you have determined the best-suited vehicle for your operation, research what is available. The Community Transportation Association of America (CTAA) provides an Online Marketplace at <http://communitytransportationmarketplace.com>. The American Public Transportation Association (APTA) also provides an Online Buyer's Guide <https://apta.officialbuyersguide.net/>.

In addition, many states have specifications for vehicles available through their vehicle procurement programs. They can provide information on these vehicles, as well as negotiated prices and other information. Check the specifics for your state in the List of States included in Module 4.



Module 4. Participate in a Joint Vehicle Procurement

There are several ways in which transit providers can acquire vehicles for their operations. They fall into two major categories: joint procurement with another agency and an independent procurement process conducted by the transit operator. This module deals with joint procurement, while Module 5 covers independent vehicle procurement.

In the fall of 2018 National RTAP conducted a survey of states to identify vehicle procurement practices of each state. For states that did not respond to the survey, data for those states is from a survey conducted in 2009. Check with your state to verify details of your state's procurement practices. In the 2018 survey, States were asked to identify:

- vehicle procurement programs used in their state
- agencies or entities that were eligible to participate in the programs
- restrictions on program participation
- whether membership in an organization was required for participation
- whether recipients of Section 5311 funds could participate in the program
- Tribal nations/villages that have participated in the program
- Tribal nations that have purchasing contracts others may use
- whether they leased rolling stock
- participation in the Joint Procurement Clearing House
- comments about their programs
- contacts for information about the programs

Respondents were given eight choices listed below to describe their vehicle acquisition options

1 No state program or involvement – A grant recipient independently develops its own vehicle specifications, usually following the guidance of the State DOT

All steps in the procurement process, including preparation of vehicle specifications, solicitation of offers, procurement and contract award are conducted by the grant recipient, with state oversight along the way. Module 5 covers independent vehicle procurement.

- 2 Transit agency self-procures with technical assistance from their state or with state approval
- 3 A group of transit providers procures vehicles jointly – This includes situations in which two or more grant recipients form a procurement consortium to purchase vehicles. The State DOT may designate a lead agency to conduct the procurement on behalf of some or all FTA grant recipients in the state or use a third-party agency to procure vehicles on behalf of grant recipients
- 4 MPO (Metropolitan Planning Organization) provides a cooperative transit vehicle procurement program
- 5 State acquires vehicles for transit operators – The state has complete responsibility for vehicle purchases. The state notifies applicants of the grant award and then handles all aspects of procurement and purchasing directly
- 6 State provides a cooperative transit vehicle program in-house – The grant recipient purchases vehicles from a central state-procured vehicle contract. The state retains responsibility for procurement of the vehicle, but the grant recipient takes responsibility for placing a vehicle order under the contract and inspecting the vehicle on delivery
- 7 State provides a cooperative transit vehicle procurement program through another entity (similar to Florida's Vehicle Procurement Program with the Center for Urban Transportation Research in Tampa)
- 8 Piggyback program with another state where agencies can purchase vehicles through another state's contract. Please check with your state for specific details about piggyback programs

Table 1 summarizes the types of programs utilized by each state based on input from the survey. Detailed information for each state is included later in this module. Most states have some kind of vehicle procurement program that can be used by rural transit providers and many states have multiple strategies or options. The most common strategies are for the state to acquire vehicles directly and/or provide a program for transit vehicle procurement in-house. Also, several states participate in piggyback programs where transit operators are allowed to purchase vehicles through another agency's contract.

Eligibility to participate in the vehicle acquisition program(s) varies by state from fairly restrictive eligibility (Idaho – only FTA recipients) to all inclusive (Minnesota – any government entity). Eligibility typically includes public agencies and nonprofit transit providers, although some states allow other nonprofit agencies to participate. Table 2 summarizes program eligibility by state.

Restrictions on program participation include restrictions by funding source (typically related to FTA funding), type of agency and location (in-state applicants only). Almost all state programs are restricted to in-state agencies only, with the exception of Alaska, Connecticut, Kansas, Maine, Michigan, Mississippi, Nevada, Vermont, and Washington, which provide a piggybacking program that can be used by agencies in other states. Participation typically does not require membership in any organization, although this is required in a few states. Where this occurs, membership is either free or available for a nominal fee.

Participation by tribal nations/villages is allowed in the majority of states, and tribes have participated in several state programs including: Arizona, Kansas, Mississippi, Montana, Nebraska, Nevada, New Mexico, New York, North Carolina, North Dakota, Oregon, Utah, Washington, and Wisconsin. Information on participating tribes is included in the summary for each state provided later in this module.



TABLE 1 - SUMMARY OF VEHICLE ACQUISITION PROGRAMS BY STATE

State	None	Self Procures with Technical Assistance From State or State Approval	Group of Transit Providers	MPO Provides a Program	State Acquires Vehicles	State Provides a Program In House	State Provides a Program – Other	Combination of Options	Piggybacking with Another State
Alabama*					X				
Alaska		X							X
Arizona		X	X		X	X		X	
Arkansas					X	X		X	
California		X	X		X	X		X	
Colorado		X	X			X		X	
Connecticut*					X				X
Delaware	X								
Florida*							X		
Georgia		X			X			X	
Hawaii*	X								
Idaho		X							
Illinois		X	X		X		X		
Indiana*						X			
Iowa						X			
Kansas			X		X			X	X
Kentucky*			X						
Louisiana					X				
Maine					X				X
Maryland*					X				
Massachusetts		X			X**				
Michigan		X	X			X		X	X
Minnesota						X			
Mississippi					X	X			X
Missouri*					X				
Montana					X	X			
Montana					X	X			
Nebraska					X				
Nevada*					X	X			X
N. Hampshire		X	X		X			X	
N. Jersey		X			X			X	
N. Mexico		X				X			
N. York		X	X			X		X	

* State did not respond to 2018 survey. Information is based on data obtained by survey in 2009 survey.

** State acquires vehicles for 5310 recipients.

*** Participation limited to FTA recipients.

TABLE 1 - SUMMARY OF VEHICLE ACQUISITION PROGRAMS BY STATE — *continued*

State	None	Self Procures with Technical Assistance From State or State Approval	Group of Transit Providers	MPO Provides a Program	State Acquires Vehicles	State Provides a Program In House	State Provides a Program – Other	Combination of options	Piggybacking with Another State
N. Carolina*			X			X			
N. Dakota			X			X		X	
Ohio					X	X			
Oklahoma*						X			
Oregon		X				X		X	
Pennsylvania		X	X				X	X	
Rhode Island	X								
S. Carolina		X	X		X	X	X	X	
S. Dakota		X			X			X	
Tennessee		X	X		X			X	
Texas		X	X	X		X		X	
Utah		X				X		X	
Vermont		X	X					X	X
Virginia		X				X	X		
Washington		X		X			X	X	X
W. Virginia			X		X			X	
Wisconsin		X			X	X		X	
Wyoming		X		X		X		X	

* State did not respond to 2018 survey. Information is based on data obtained by survey in 2009 survey.

** State acquires vehicles for 5310 recipients.

*** Participation limited to FTA recipients.

TABLE 2 - SUMMARY OF ELIGIBILITY FOR PROGRAM PARTICIPATION

State	State Agencies	County Governments	Municipalities	Tribal Nations Villages	Transit Authorities	Nonprofit Transit Providers	Only Transit Providers Receiving FTA Funds	Other Nonprofits
Alabama*	X	X	X	X		X		
Alaska			X	X		X		
Arizona	X	X	X	X	X	X		
Arkansas	X	X	X		X			
California	X	X	X	X	X	X		
Colorado		X	X	X	X	X		X
Connecticut*			X	X				
Delaware**							X	
Florida*		X	X	X	X	X		X
Georgia	X	X	X		X			
Hawaii**								
Idaho***							X	
Illinois		X	X		X	X		
Indiana*	X	X	X	X				X
Iowa	X				X	X		
Kansas		X	X	X	X	X	X	
Kentucky*				X		X		X
Louisiana	X	X	X		X	X		
Maine						X		
Maryland*	X	X	X			X		X
Massachusetts			X		X	X		X
Michigan		X	X	X	X	X		
Minnesota				X	X	X		
Mississippi	X	X	X	X	X			
Missouri*	X	X	X	X		X		X
Montana							X	
Nebraska						X	X	
Nevada*			X	X	X	X		
N. Hampshire	X	X	X		X	X		X
N. Jersey	X	X	X		X	X		X
N. Mexico	X	X	X	X	X	X		X
N. York	X	X	X	X	X	X		
N. Carolina*	X	X	X	X	X	X		X
N. Dakota	X	X		X		X		

* State did not respond to survey. Data base on 2009 survey.

** Does not have a transit vehicle procurement program.

*** Participation limited to FTA recipients.

TABLE 2 - SUMMARY OF ELIGIBILITY FOR PROGRAM PARTICIPATION — *continued*

State	State Agencies	County Governments	Municipalities	Tribal Nations Villages	Transit Authorities	Nonprofit Transit Providers	Only Transit Providers Receiving FTA Funds	Other Nonprofits
Ohio	X	X	X		X			
Oklahoma*		X	X	X		X		
Oregon	X	X	X	X	X	X		X
Pennsylvania		X	X		X	X		
Rhode Island**								
S. Carolina	X	X	X		X	X	X	
S. Dakota							X	
Tennessee	X	X	X		X	X	X	X
Texas	X	X	X	X	X	X	X	X
Utah	X	X	X	X	X	X		
Vermont			X		X	X		
Virginia	X	X	X	X	X			
Washington	X	X	X	X	X	X		X
W. Virginia	X	X	X		X	X		
Wisconsin	X	X	X		X	X		
Wyoming		X	X	X	X	X	X	X

* State did not respond to survey. Data base on 2009 survey.

** Does not have a transit vehicle procurement program.

*** Participation limited to FTA recipients.

Example Programs

This section highlights several state programs, showing the diversity of approaches used to assist transit operators in acquiring needed vehicles. These programs have features that other states may want to consider for implementation. The examples show a variety of approaches and a wide range of eligible participants in the programs. They provide information that can be used by other states and individual agencies including vehicle specifications and compliance with applicable rules and regulations related to vehicle procurement. Information on the program for each state is included later in this module. Look up information for your state to see what process is used and to find out who to contact for further information. The example information listed below is based on 2018 survey data. Please check with your state to verify procurement requirements.

ARIZONA

Types of Vehicle Procurement Available:	State provides a combination of options: <ul style="list-style-type: none"> • Transit agencies can self-procure with technical assistance from state or state approval • Group of transit providers can procure vehicles jointly • State acquires vehicles for transit operators • State provides a cooperative transit vehicle procurement program in-house.
Eligible Participants:	Anyone eligible to use the State's cooperative purchasing agreement: <ul style="list-style-type: none"> • State agencies • County governments • Municipalities • Tribal nations/villages • Transit authorities • Nonprofit transportation providers
Restrictions:	Type of agency
Member Requirements:	Yes
Section 5311:	Yes
Tribes / Tribal Participation:	San Carlos Apache, Hualapai, White Mountain Apache, Navajo, Hopi, Salt River

Comments: The state procures the majority of vehicles through their state contract. Some 5311 subrecipients choose to procure through other means. They may still select the state contract, or use another contract.

IOWA

Types of Vehicle Procurement Available:	State provides a cooperative transit vehicle procurement program in-house
Eligible Participants:	<ul style="list-style-type: none"> • State agencies • Transit authorities • Nonprofit transportation providers • State Regents and non-Iowa transit agencies sharing MPO with Iowa agency
Restrictions:	<ul style="list-style-type: none"> • Type of agency • Location, in-state applicants only
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	None

Comments: Each agency is free to conduct their own vehicle procurements, but the state DOT procures all classes of vehicles on their behalf as well. They are not required to use the state contracts but all choose to do so.

MISSISSIPPI

Types of Vehicle Procurement Available:	<ul style="list-style-type: none"> • State provides a cooperative transit vehicle procurement program in-house • State acquires vehicles for transit operators.
Eligible Participants:	<ul style="list-style-type: none"> • State agencies • County governments • Municipalities • Tribal nations/villages • Transit authorities
Restrictions:	Type of agency
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	Mississippi Band of Choctaw Indians

Comments: The Mississippi Department of Transportation (MDOT) oversees procurement procedures for federal and state public transportation grant funds. This includes vehicles, equipment, real property, and other goods and service. MDOT has developed a decentralized method of overseeing and monitoring the procurement activities of their subrecipients customer transit agencies. In this role, MDOT does not attempt to substitute its judgment for that of the transit agency in any decision-making that occurs in the procurement process. Instead, MDOT's role is to ensure that the agency's procurement actions are internally-supported by the agency's own written procedures and that they are in full compliance with state laws and federal guidance.

OREGON

Types of Vehicle Procurement Available:	State provides a combination of options: <ul style="list-style-type: none"> • Transit agencies can self-procure with technical assistance from state or state approval • State provides a cooperative transit vehicle procurement program in-house. • State Provider Price Agreement and reviews/approves all orders to determine the price is fair and reasonable.
Eligible Participants:	Provides a Joint State Purchasing Schedule: <ul style="list-style-type: none"> • State agencies • County governments • Municipalities • Transit authorities • Nonprofit transportation providers • Other nonprofits • Other states
Restrictions:	For-profits are not eligible
Member Requirements:	Yes
Section 5311:	Yes
Tribes / Tribal Participation:	Confederated Tribes of Siletz Indians, Coquille Indian Tribe, Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians, Confederated Tribes of the Umatilla Indian Reservation, The Klamath Tribes

Comments: State requires all subs to use the purchasing schedule (aka, State Price Agreement); if it is a for-profit 5311 intercity, purchasing staff can use their authority to procure a vehicle for the intercity vendor. At time of survey, the state was working on a multi-state (Region X) purchasing schedule which included Oregon, Idaho, Alaska and Washington.

State Vehicle Procurement Programs

Participating in a joint procurement process is likely to save time and money in your procurement process. Consult the list of states presented below to identify opportunities in your state for joint procurement. Contact information for each state is included so you can follow up on opportunities and acquire information on how to participate. The information listed below is based on 2018 survey data unless otherwise noted. Please check with your state to verify procurement requirements.

ALABAMA

Types of Vehicle Procurement Available:	
Eligible Participants:	<ul style="list-style-type: none"> • State agencies • County governments • Municipalities • Transit authorities • Nonprofit transportation providers • Quasi-state agencies
Restrictions:	<ul style="list-style-type: none"> • Type of agency • Location, in-state applicants only
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	None at this time
Comments: None	
Contact Information:	
RTAP Manager Randy Stroup 334-353-6455 stroupr@dot.state.al.us Alabama Department of Transportation, 1409 Coliseum, Montgomery, AL 36110	
2009 Survey Response	

ALASKA

Types of Vehicle Procurement Available:	<ul style="list-style-type: none"> • Transit agency self-procure with technical assistance from State or State approval • Alaska has a piggy-back program with another state
Eligible Participants:	<ul style="list-style-type: none"> • Municipalities • Tribal nations/villages • Non-profit transit providers • All transit providers funded through the Alaska Community Transit Office
Restrictions:	Was not noted
Member Requirements:	Not noted
Section 5311:	Yes
Tribes / Tribal Participation:	Not noted

Comments: No comments listed

Contact Information:

RTAP Manager
 Debbi Howard
 907-465-2883
 debbi.howard@alaska.gov
 P.O. Box 112500 Juneau, Alaska

ARIZONA

Types of Vehicle Procurement Available:	<p>State provides a combination of options:</p> <ul style="list-style-type: none"> • Transit agencies can self-procure with technical assistance from State or State approval • Group of transit providers can procure vehicles jointly • State acquires vehicles for transit operators • State provides a cooperative transit vehicle procurement program in-house.
Eligible Participants:	<p>Anyone eligible to use the State's cooperative purchasing agreement:</p> <ul style="list-style-type: none"> • State agencies • County governments • Municipalities • Tribal nations/villages • Transit authorities • Nonprofit transportation providers
Restrictions:	Type of agency
Member Requirements:	Yes
Section 5311:	Yes
Tribes / Tribal Participation:	San Carlos Apache, Hualapai, White Mountain Apache, Navajo, Hopi, Salt River

Comments: The state procures the majority of vehicles through their state contract. Some 5311 subrecipients choose to procure through other means. They may still select the state contract, or use another contract.

Contact Information:

Sally J. Palmer
 602-712-6732
spalmer@azdot.gov

RTAP Manager
 Sarah Wuetz
 602-712-7385
RTAP@azdot.gov
 Arizona Department of Transportation
 MD 340, 206 South 17th Avenue, Phoenix, AZ 85007-3213

ARKANSAS

Types of Vehicle Procurement Available:	State provides a cooperative transit vehicle procurement program in-house
Eligible Participants:	<ul style="list-style-type: none"> • State agencies • County governments • Municipalities • Transit authorities
Restrictions:	<ul style="list-style-type: none"> • Type of agency • Location of agency – in-state only
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	None at this time

Comments: No comments listed.

Contact Information:
 Charles Brewer
 501-569-4980
charles.brewer@ardot.com

RTAP Manager
 Bill Ryan
bill.ryan@arkansashighways.com
 Arkansas State Highway & Transportation Department, Public Transportation Programs
 1034 Interstate 30, PO Box 2261, Little Rock, AR 72203

CALIFORNIA

Types of Vehicle Procurement Available:	State provides a combination of options: <ul style="list-style-type: none"> • Transit agencies can self-procure with technical assistance from State or State approval • Group of transit providers can procure vehicles jointly • State acquires vehicles for transit operators • State provides a cooperative transit vehicle procurement program in-house.
Eligible Participants:	<ul style="list-style-type: none"> • State agencies • County governments • Municipalities • Tribal nations/villages • Transit authorities • Nonprofit transit providers
Restrictions:	Location of agency – in state applicants only
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	Not noted
Comments: No comments listed.	
Contact Information:	
RTAP Manager Brian Travis 916-654-9842 brian_travis@dot.ca.gov Caltrans Division of Mass Transportation PO Box 942874, Sacramento, CA 94274-0001	

COLORADO

Types of Vehicle Procurement Available:	State provides a combination of options: <ul style="list-style-type: none"> • Transit agencies can self-procure with technical assistance from State or State approval • Group of transit providers can procure vehicles jointly • State provides a cooperative transit vehicle procurement program through another entity
Eligible Participants:	<ul style="list-style-type: none"> • County governments • Municipalities • Tribal nations/villages • Transit authorities • Nonprofit transportation providers • Other nonprofits
Restrictions:	Location, in-state applicants only
Member Requirements:	No
Section 5311:	Yes

Tribes / Tribal Participation:	Not noted
---------------------------------------	-----------

Comments: No comments listed.

Contact Information:

Jane Hickey
 303-757-9237
Jane.Hickey@state.co.us

RTAP Manager
 Ann Rajewski
 303-839-5197

annr@coloradotransit.com

Colorado Department of Transportation, Division of Transportation Development, Transit Unit
 4201 East Arkansas Avenue, Shumate Building, Denver, CO 80222

CONNECTICUT

Types of Vehicle Procurement Available:	<ul style="list-style-type: none"> • State acquires vehicles for transit operators • Piggyback program in another state • A transit agency in the state that is an FTA recipient and rural operators purchase off the state contract
Eligible Participants:	<ul style="list-style-type: none"> • Municipalities • Transit authorities
Restrictions:	<ul style="list-style-type: none"> • Type of agency • Location, in-state applicants only
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	None at this time.

Comments: No comments listed.

Contact Information:

Sandy Infantino
 860-594-2847
Sandy.infantino@ct.gov

RTAP Manager
 Joanna Juskowiak
 860-594-2835

Joanna.juskowiak@po.state.ct.us

Connecticut Department of Transportation, Bureau of Public Transportation
 PO Box 317546, Newington, CT 06131-7546

2009 Survey Response

DELAWARE

Types of Vehicle Procurement Available:	Transit services are provided by the Delaware Transit Corporation.
Eligible Participants:	N/A – Delaware Transit Corporation provides all transit services in Delaware.
Restrictions:	N/A
Member Requirements:	N/A
Section 5311:	N/A
Tribes / Tribal Participation:	N/A

Comments: No comments listed.

Contact Information:

Denise Tyler
 302-760-2841
denise.tyler@state.de.us
 Delaware Department of Transportation, Delaware Transit Corporation
 900 Public Safety Boulevard, Dover, DE 19901

FLORIDA

Types of Vehicle Procurement Available:	State provides a cooperative transit vehicle program through another entity
Eligible Participants:	<ul style="list-style-type: none"> • County governments • Municipalities • Tribal nations/villages • Transit authorities • Nonprofit transit providers • Other nonprofits
Restrictions:	<ul style="list-style-type: none"> • Type of agency • Location of agency, in-state applicants only • Funding sources
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	None at this time

Comments: The Florida program is operated through the TRIPS (Transit Research Inspection Procurement Services) program. The program has been in existence since 1995, providing agencies with the means of procuring quality vehicles at the lowest possible price. The program is managed by the Florida Department of Transportation (FDOT) in Tallahassee and administered by the Center for Urban Transportation Research (CUTR) located in Tampa. Current contracts may be accessed by selecting the appropriate button on the website. The contracts are downloadable and contain everything needed to order a vehicle and maintain the proper documentation required of various agencies. New developments with the program can be accessed by selecting an option under the Information Tab.

See website for specific information, www.tripsflorida.org. The website has a wealth of information ranging from the specific vehicles under contract, forms and regulations for vehicle procurement, performance tests, service bulletins, warranty information, a listserv and links to other sources of information.

Contact Information:

Erin K. Schepers
850-414-4526
Erin.schepers@dot.state.fl.us

RTAP Manager
Michael Wright
850-414-4500
Michael.wright1@dot.state.fl.us
Florida Department of Transportation, Public Transit Office
605 Suwannee Street, MS-26, Tallahassee, FL 32399-0450

2009 Survey Response

GEORGIA

Types of Vehicle Procurement Available:	State provides a combination of options: <ul style="list-style-type: none"> • Transit agencies can self-procure with technical assistance from State or State approval • State acquires vehicles for transit operators.
Eligible Participants:	<ul style="list-style-type: none"> • State agencies • County governments • Municipalities • Transit authorities
Restrictions:	<ul style="list-style-type: none"> • Type of agency • Location, in-state applicants only
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	None at this time

Comments: State of Georgia Department of Administrative Services has a SWC contract that is FTA compliant and I believe it is open for piggybacking from other states.

Contact Information:

Billy Gilbert
404-657-4277
billy.gilbert@doas.ga.gov

RTAP Manager
Michele Nystrom
404-631-1235
mnystrom@dot.ga.gov
Georgia Department of Transportation Office of Intermodal Programs
276 Memorial Drive SW, Atlanta, GA 30303-3743

HAWAII

Types of Vehicle Procurement Available:	None, transit providers have to purchase vehicles on their own
Eligible Participants:	N/A
Restrictions:	N/A
Member Requirements:	N/A
Section 5311:	N/A
Tribes / Tribal Participation:	N/A

Comments: Hawaii DOT oversees the procurement of vehicles by rural transit providers only. Oahu bus purchases are managed by the City and County of Honolulu.

Contact Information:

RTAP Manager
 Ryan Fujii
 808-587-2028
Ryan.fujii@hawaii.gov
 Hawaii Department of Transportation, Statewide Transportation Planning Office
 869 Punchbowl Street, Room 404, Honolulu, HI 96813

2009 Survey Response

IDAHO

Types of Vehicle Procurement Available:	Transit agencies can self-procure with technical assistance from State or State approval
--	--

Eligible Participants:	Transit providers who receive FTA funding
-------------------------------	---

Restrictions:	Funding sources
----------------------	-----------------

Member Requirements:	No
-----------------------------	----

Section 5311:	Yes
----------------------	-----

Tribes / Tribal Participation:	Not noted
---------------------------------------	-----------

Comments: No comments listed

Contact Information:

RTAP Manager
 Juanita Risch
 208-344-8875
juanita.risch@itd.idaho.gov
 3311 West State Street
 Boise, ID 83703

ILLINOIS

Types of Vehicle Procurement Available:	State provides a combination of options: <ul style="list-style-type: none"> • State acquires vehicles for transit operators. • State provides a cooperative transit vehicle procurement program through another entity
Eligible Participants:	<ul style="list-style-type: none"> • County governments • Municipalities • Transit authorities • Other nonprofits
Restrictions:	<ul style="list-style-type: none"> • Type of agency • Location of agency (in-state applicants only) • Funding sources
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	None at this time

Comments: No comments listed

Contact Information:

RTAP Manager
 Dave Patton
 309-298-3392
dc-patton@wiu.edu
 Rural Transit Assistance Center – Illinois Institute for Rural Affairs
 Illinois University, Stipes Hall 318A, 1 University Circle, Macomb, IL 61455

INDIANA

Types of Vehicle Procurement Available:	State provides a cooperative transit vehicle procurement program in-state
Eligible Participants:	<ul style="list-style-type: none"> • State agencies • County governments • Municipalities • Transit authorities • Nonprofit transit providers
Restrictions:	Location, in-state applicants only
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	None at this time

Comments: No comments listed

Contact Information:

RTAP Manager
 Vicky Warner
 812-314-2946
Vwarner@indianartap.com
 Indiana Department of Transportation, Local Programs Division
 100 North Senate Avenue, Suite N901, Indianapolis, IN 46204

2009 Survey Response

IOWA

Types of Vehicle Procurement Available:	<ul style="list-style-type: none"> • Transit agency self-procures • State provides a cooperate transit vehicle program in-house
Eligible Participants:	<ul style="list-style-type: none"> • State agencies • Transit authorities • Nonprofit transit providers • State Regents and non-Iowa transit agencies sharing MPO with Iowa agency
Restrictions:	<ul style="list-style-type: none"> • Type of agency • Location of agency (in-state applicants only)
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	None

Comments: Each agency is free to conduct their own vehicle procurements, but the state DOT procures all classes of vehicles on their behalf as well. They are not required to use the state contracts but all choose to do so.

Contact Information:

Ryan Ward
 515-233-7877
ryan.ward@iowadot.us

RTAP Manager
 Kristin Haar
 515-233-7875
kristin.haar@iowadot.us
 Iowa Department of Transportation Office of Public Transit
 800 Lincoln Way, Ames, IA 50010

KANSAS

Types of Vehicle Procurement Available:	State provides a combination of options: <ul style="list-style-type: none"> • Group of transit providers procure vehicles jointly • State acquires vehicles for transit operators. • Piggy-back program with another state
Eligible Participants:	<ul style="list-style-type: none"> • County governments • Municipalities • Tribal nations/villages • Transit authorities • Nonprofit transportation providers • Only transit providers receiving FTA funding
Restrictions:	<ul style="list-style-type: none"> • Type of agency • Location of agency (in-state applicants only) • Funding sources
Member Requirements:	Yes
Section 5311:	Yes
Tribes / Tribal Participation:	Prairie Band Potawatomie Nation

Comments: Any agency receiving transit funding from the State must be a member of the Coordinated Transit District for their area.

Contact Information:

Kelly Broxterman
785-291-3030
kelly.broxterman@ks.gov

RTAP Manager
Lisa Harris
785-864-2595
lharris@ku.edu
Kansas Department of Transportation,
Office of Public Transportation
700 SW Harrison Street, Topeka, KS 66603-3504

KENTUCKY

Types of Vehicle Procurement Available:	Group of transit providers procure vehicles jointly State approves the bid packages, but transit providers do their own procurement. The state oversees the process, but does not acquire vehicles directly.
Eligible Participants:	<p>Transit authorities Nonprofit transit providers Other nonprofits</p> <p>Recipients of 5310 funds go through a joint program of agencies or submit their own bid package to the state, which reviews and approves the bid package. A joint process is through the Kentucky Public Transit Association. Agencies have to be a member of this to participate in the joint bid process.</p>

Restrictions:	Type of agency Location, in-state applicants only Funding sources, has to be a FTA grant recipient
Member Requirements:	Yes
Section 5311:	Yes
Tribes / Tribal Participation:	None at this time.

Comments: No comments listed.

Contact Information:

Eric Perez or Gail Mayeux
502-564-7433
Eric.perez@ky.gov
Gail.mayeux@ky.gov

RTAP Manager
Vickie Bourne
502-564-7433
Vickie.bourne@ky.gov
Kentucky Transportation Cabinet Office of
Transportation Delivery
200 Mero Street, 3rd Floor, Frankfort, KY 40601

2009 Survey Response

LOUISIANA

Types of Vehicle Procurement Available:	State acquires vehicles for transit operators
Eligible Participants:	<ul style="list-style-type: none"> • State agencies • County governments • Municipalities • Transit Authorities • Only transit providers receiving FTA funding
Restrictions:	<ul style="list-style-type: none"> • Type of agency • Location of agency (in-state applicants only)
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	None at this time

Comments: Louisiana has a state bid list. DOTD Transit precures on behalf of FTA subrecipients, but all other state and municipal governments can purchase off the bid we create. The 5311 subrecipients can purchase off of state contract, but if they are using 5311 funds, it must be purchased by State DOTD.

Contact Information:

RTAP Manager
 Juanita Crotwell
 225-379-3059
juanita.crotwell@la.gov
 Louisiana Department of Transportation, Public Transportation Section
 8900 Jimmy Wedell Drive, PO Box 94245,
 Baton Rouge, LA 70807

MAINE

Types of Vehicle Procurement Available:	State acquires vehicles for transit providers
Eligible Participants:	Non-profit transit providers
Restrictions:	<ul style="list-style-type: none"> • Type of agency • Location of agency (in-state applicants only) • Funding sources
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	None at this time

Comments: No comments listed

Contact Information:

RTAP Manager
 Barbie-Jo Lord
 207-624-3026
barbie-jo.lord@maine.gov
 Maine Department of Transportation Office of
 Passenger Transportation
 1 Child Street, 16 SHS, Augusta, ME 04333

MARYLAND

Types of Vehicle Procurement Available:

- State acquires vehicles for transit providers
- Agencies self-procure with state technical assistance

Eligible Participants:

- State agencies
- County governments
- Municipalities
- Nonprofit transit providers
- Other nonprofits

Restrictions: Type of agency

Member Requirements: Unsure

Section 5311: Yes

Tribes / Tribal Participation: None at this time

Comments: No comments listed

Contact Information:

RTAP Manager
 Jeannie Fazio
 410-767-3781
jfazio1@mta.maryland.gov
 Maryland Transit Administration Office of Planning
 6 Saint Paul Street, Baltimore, MD 21202

2009 Survey Response

MASSACHUSETTS

Types of Vehicle Procurement Available:	<ul style="list-style-type: none"> • Transit agencies self-procure • State acquires vehicles for transit operators
Eligible Participants:	<ul style="list-style-type: none"> • Municipalities • Transit Authorities • Non-profit transit providers • Other non-profits
Restrictions:	Funding source
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	None at this time.

Comments: Only 5310 eligible services can apply

Contact Information:

Thomas Schiavone
 Thomas.schiavone@state.ma.us

RTAP Manager
 Abril Novoa Camino
 877-627-8271
 abril.novoa-camino@dot.state.ma.us
 Massachusetts Department of Transportation, Transit Unit
 10 Park Plaza, Room 3170, Boston, MA 02116-3969

MICHIGAN

Types of Vehicle Procurement Available:	<p>State provides a combination of options:</p> <ul style="list-style-type: none"> • Transit agency self-procures with technical assistance from State or State approval • Group of transit providers procure vehicles jointly • State provides a cooperative transit vehicle procurement program in-house • Piggy-back program with another state
Eligible Participants:	<ul style="list-style-type: none"> • County governments • Municipalities • Tribal nations/villages • Transit authorities • Nonprofit transit providers
Restrictions:	Location of agency (in-state applicants only)
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	Not noted

Comments: No comments listed

Contact Information:

Jeff Turner
517-335-3282
Turnerj3@michigan.gov

RTAP Manager
Andrea Brush
517-335-2534
brusha@michigan.gov
Michigan Department of Transportation Passenger Transportation Division
425 West Ottawa Street, PO Box 30050, Lansing, MI 48909

MINNESOTA

Types of Vehicle Procurement Available:	State provides a cooperative transit vehicle procurement program in-house
Eligible Participants:	<ul style="list-style-type: none">• Tribal nations/villages• Transit authorities• Nonprofit transit providers
Restrictions:	<ul style="list-style-type: none">• Type of agency• Location of agency (in-state applicants only)
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	None at this time

Comments: No comments listed

Contact Information:

RTAP Manager
Megan Neeck
651-366-4174
megan.neeck@state.mn.us
Minnesota Department of Transportation, Office of Transit
395 John Ireland Boulevard, MS 430, Saint Paul, MN 55155

MISSISSIPPI

Types of Vehicle Procurement Available:	<ul style="list-style-type: none"> • State acquires vehicles for transit operators • State provides a cooperative transit vehicle procurement program in-house
Eligible Participants:	<ul style="list-style-type: none"> • State agencies • County governments • Tribal nations/villages • Transit authorities
Restrictions:	Type of agency
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	Mississippi Band of Choctaw Indians

Comments: The Mississippi Department of Transportation (MDOT) oversees procurement procedures for federal and state public transportation grant funds. This includes vehicles, equipment, real property, and other goods and service. MDOT has developed a decentralized method of overseeing and monitoring the procurement activities of our subrecipients customer transit agencies. In this role, MDOT does not attempt to substitute its judgment for that of the transit agency in any decision-making that occurs in the procurement process. Instead, MDOT's role is to ensure that the agency's procurement actions are internally-supported by the agency's own written procedures and that they are in full compliance with state laws and federal guidance.

Contact Information:

Alfred Tatum
601-359-7800
atatum@mdot.ms.gov

RTAP Manager
Zenotha Robinson
601-359-7800
zrobinson@mdot.ms.gov

Mississippi Department of Transportation, Public Transit Division
PO Box 1850, MC 61-01, 401 North West Street, Jackson, MS 39215-1850

MISSOURI

Types of Vehicle Procurement Available:	State acquires vehicles for transit operators
Eligible Participants:	<ul style="list-style-type: none"> • State agencies • County governments • Municipalities • Transit authorities • Nonprofit transportation providers • Other nonprofits
Restrictions:	<ul style="list-style-type: none"> • Type of agency • Funding sources

Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	No - No BIA tribes in the state of Missouri

Comments: *Summarized from MTAP Alert January 22, 2009* – The Missouri DOT (MoDOT) for many years has procured transit vehicles, primarily for rural and specialized transit. From 2004 to 2008, MoDOT ordered just over 1,200 transit vehicle units through that procurement process and funded with FTA grants. The agency manages the procurement of floor plans and discontinue offering floor plans based on low unit volume.

Additionally, the agency is the lead agency in a national consortium procurement for small hybrid transit vehicles. With the exception of the small hybrid bus procurement, all of MoDOT’s transit vehicle procurements are conducted through an invitation for bids process. MoDOT annually awards an indefinite quantities contract by floor plan and engine type (gas or diesel) to the lowest responsive and responsible bidder. The contract clauses allow it to seek second year pricing, but this is rarely invoked—and only if it can obtain the same unit for the same, or lower price.

In the Section 5310 program, the agency sub-allocates urban project selection to the Metropolitan Planning Organizations (MPOs), which are limited to their proportion of the statewide total of 5310 funds based on population. MoDOT conducts the selection of Section 5310 vehicle projects for rural Missouri based on the mileage of the vehicle to be replaced, as well as factors involving intended use of the vehicle as described in the grant application. In the Section 5311 program, MoDOT does relatively few vehicle purchases and only to the extent that Section 5311 funds are available for capital purchases to address rolling stock needs not met by Section 5309.

The bid packet, floor plan diagrams and awards are available on MoDOT’s website. Additionally, it has procured in-plant transit vehicle inspection services (that was done via a request for proposals), since FTA requires in-plant inspections for orders of 21 or more vehicles of the same type to the same subrecipient.

Contact Information:

Steven Billings
573-751-2523
Steven.billings@modot.mo.gov

RTAP Manager
Heath Pickerill
573-341-7637
pickerillh@mst.edu
Missouri University of Science and Technology
710 University Dr., Suite 101
Rolla, Missouri 65409

2009 Survey Response

MONTANA

Types of Vehicle Procurement Available:	<ul style="list-style-type: none"> • State acquires vehicles for transit operators • State provides a cooperative transit vehicle procurement program in-house
Eligible Participants:	Only transit providers receiving FTA funding
Restrictions:	Funding source
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	Crow, Fort Peck, CSKT

Comments: We have a winter lease program with Glacier NP buses and facilitate other leases w/ existing grantees and private companies.

Contact Information:

Adam Kraft
406-444-6120
akraft@mt.gov

RTAP Manager
Eric Romero
406-444-7296
eromero@mt.gov

Montana Department of Transportation, Rail Transit and Planning Division
2550 Prospect Avenue, PO Box 20100, Helena, MT 59620-1001

NEBRASKA

Types of Vehicle Procurement Available:	State acquires vehicles for transit operators
Eligible Participants:	<ul style="list-style-type: none"> • Non-profit transit providers • Only transit providers receiving FTA funding
Restrictions:	Funding sources
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	Ponca

Comments: No comments listed

Contact Information:

Wayne Masek
 402-479-4369
 Wayne.masek@nebraska.gov

RTAP Manager
 Kari Ruse
 402-479-4694

Jerry.wray@nebraska.gov
 Nebraska Department of Roads, Rail and Public Transportation Division
 PO Box 94759, Lincoln, NE 68509-4759

NEVADA

Types of Vehicle Procurement Available:	<ul style="list-style-type: none"> • State acquires vehicles for transit operators • State provides a cooperative transit vehicle procurement program in-house • State allows subrecipients to piggyback off other qualified bids that are accepted by FTA
Eligible Participants:	<ul style="list-style-type: none"> • Municipalities • Tribal nations/villages • Transit authorities • Nonprofit transit providers
Restrictions:	Type of Agency Location, in-state applicants only Funding Source - FTA Recipients only
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	Pyramid Lake Paiute, Duckwater Tribe, Yerington Paiute Tribe, Battle Mountain Band Council, Duck Valley Shoshone, Washoe Tribe of Nevada, Fallon Paiute Tribe

Comments: No comments listed

Contact Information:

RTAP Manager
 Matt Bradley
 775-888-7312
 mbradley@dot.nv.gov
 Nevada Department of Transportation, Intermodal Transportation Division
 1263 South Steward Street, Carson City, NV 89712

2009 Survey Response

NEW HAMPSHIRE

Types of Vehicle Procurement Available:	The state provides a combination of options: <ul style="list-style-type: none"> • Transit agency self-procures with technical assistance from State or State approval • Group of transit providers procure vehicles jointly • State acquires vehicles for transit operators
Eligible Participants:	<ul style="list-style-type: none"> • State agencies • County Governments • Municipalities • Transit Authorities • Non-profit transit providers • Other non-profits
Restrictions:	<ul style="list-style-type: none"> • Type of agency • Location, in-state applicants only
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	None at this time

Comments: NH has five 5311 agencies. One agency is bigger than the other four combined, and has the in-house expertise to conduct its own FTA-compliant vehicle procurements. The others must go through NHDOT.

Contact Information:

Alan Hofmann
603-271-2550
alan.hofmann@dot.nh.gov

RTAP Manager
Danielle Goodman
603-271-4860
danielle.goodman@dot.nh.gov

New Hampshire Department of Transportation, Bureau of Rail and Transit
7 Hazen Drive, Concord, NH 03302-0483

NEW JERSEY

Types of Vehicle Procurement Available:	The state provides a combination of options: <ul style="list-style-type: none"> • Transit agency self-procures with technical assistance from state or state approval • State acquires vehicles for transit operator
Eligible Participants:	<ul style="list-style-type: none"> • State agencies • County governments • Municipalities • Transit authorities • Nonprofit transit providers • Other non-profits
Restrictions:	<ul style="list-style-type: none"> • Location of agency (in-state applicants only) • Funding Sources

Member Requirements:	Yes
Section 5311:	Yes
Tribes / Tribal Participation:	None at this time

Comments: NJ TRANSIT procures all federally funded vehicles awarded through the Chapter 53 grants. Section 5310 vehicles are awarded through an annual competitive process and Section 5311 vehicles are procured for the 15 designated subrecipients when requested. Procurements are done on the local level when state or local funds are used, and NJ TRANSIT can provide technical support by reviewing the vehicle bid specifications.

Contact Information:
 RTAP Manager
 Lea Sheridan
 973-491-8043
ls Sheridan@njtransit.com
 New Jersey Transit Office of Local Programs
 1 Penn Plaza East, Newark, NJ

NEW MEXICO

Types of Vehicle Procurement Available:	State provides a combination of options: <ul style="list-style-type: none"> • Transit agency self-procures with technical assistance from State or State approval • State provides a cooperative transit vehicle procurement program in-house
Eligible Participants:	<ul style="list-style-type: none"> • State agencies • Municipalities • Tribal nations/villages • Transit authorities • Non-profit transportation providers • Other non-profits
Restrictions:	None stated
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	Zuni Pueblo, Navajo Nation, Laguna Pueblo, Ohkay Owingeh

Comments: No comments listed

Contact Information:
 RTAP Manager
 Deborah Bach
 505-819-9112
deborah.bach@state.nm.us
 New Mexico Department of Transportation,
 PO Box 1149, Santa Fe, NM 87505

NEW YORK

Types of Vehicle Procurement Available:	State providers a combination of options: <ul style="list-style-type: none"> • Transit agency self-procures with technical assistance from State or State approval • Group of transit providers procure vehicles jointly • State provides a cooperative transit vehicle procurement program in-house
Eligible Participants:	<ul style="list-style-type: none"> • State agencies • County governments • Municipalities • Transit authorities • Tribal nations/villages • Nonprofit transit providers
Restrictions:	None cited
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	Seneca Nation of Indians

Comments: State Contract has extension of use provisions for outside entities.

Contact Information:

Ed Sawicki
518-457-8335
Edward.sawicki@dot.ny.gov

RTAP Manager
William Telovsky
518-457-6297
william.telovsky@dot.ny.gov
New York State DOT, Public Transportation Bureau
50 Wolf Road, POD 54, Albany NY 12232

NORTH CAROLINA

Types of Vehicle Procurement Available:	<ul style="list-style-type: none"> • Group of transit providers procure vehicles jointly • The state provides statewide vehicle contracts that are available for all transit systems to order from
Eligible Participants:	<ul style="list-style-type: none"> • State agencies • County governments • Municipalities • Tribal nations/villages • Transit authorities • Other nonprofits • There are some non-governmental agencies that the State Purchase and Contract Division identified that are eligible to order off the statewide term contracts.
Restrictions:	<ul style="list-style-type: none"> • Type of agency • Location, in-state applicants only • Contracts are not available for piggybacking with FTA funds

Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	Eastern Band of Cherokee Indians

Comments: NCDOT has found the consolidated procurement for all of its transit systems saves not only time, but a great deal of money, rather than bidding a few at a time. The agency is also able to secure contracts for 3-5 years, with minor price adjustments over the contract term.

Contact Information:

Kathi Littlejohn with Eastern Bank of Cherokee Indians
 828-497-7494
kathilitt@nc-chokeee.com

RTAP Manager
 Hope Mozingo
 919-861-3015

vhmozingo@ncdot.gov

North Carolina Department of Transportation Public Transportation Division
 1 South Wilmington Street, 1550 Mail Service Center, Raleigh, NC 27699-1550

2009 Survey Response

NORTH DAKOTA

Types of Vehicle Procurement Available:	State provides a combination of options: <ul style="list-style-type: none"> • Group of transit providers procure vehicles jointly • State provides a cooperative transit vehicle procurement program in-house
Eligible Participants:	<ul style="list-style-type: none"> • State agencies • County governments • Tribal nations/villages • Nonprofit transit providers
Restrictions:	Location of agency (in-state applicants only)
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	Sioux (three affiliated tribes for Fort Berthold reservation), Spirit Lake Reservation, Turtle Mountain Reservation

Comments: No comments listed

Contact Information:

RTAP Manager
 Becky Hanson
 701-328-2542

bhanson@nd.gov

North Dakota Department of Transportation, Local Government Division
 608 East Boulevard Avenue, Bismarck, ND 58505-0700

OHIO

Types of Vehicle Procurement Available:	<ul style="list-style-type: none"> • State acquires vehicles for transit providers • State provides a cooperative transit vehicle procurement program in-house
Eligible Participants:	<ul style="list-style-type: none"> • State agencies • County governments • Municipalities • Transit authorities
Restrictions:	<ul style="list-style-type: none"> • Type of agency • Location of agency (in-state applicants only)
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	None at this time

Comments: No comments listed

Contact Information:

Chris Craves

614-644-8243

christopher.craves@dot.oh.gov

<http://www.dot.state.oh.us/Divisions/Planning/Transit/Pages/VehicleTermContracts.aspx>

RTAP Manager

Tyler Bender

614-995-0754

tyler.bender@dot.oh.gov

Ohio Department of Transportation, Office of Transit

1980 West Broad Street, 2nd Floor, Columbus, OH 43223

OKLAHOMA

Types of Vehicle Procurement Available:	State provides a cooperative transit vehicle procurement program in-house
Eligible Participants:	<ul style="list-style-type: none"> • County governments • Municipalities • Transit authorities • Nonprofit transportation providers
Restrictions:	Funding sources
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	Not noted

Comments: None

Contact Information:

RTAP Manager
Steve Jagosh
405-522-9087
sjagosh@odot.org
Oklahoma Department of Transportation Transit Programs Division
200 Northeast 21st Street, Room C-18, Oklahoma City, OK 73105

2009 Survey Response

OREGON

Types of Vehicle Procurement Available:	State provides a combination of options: <ul style="list-style-type: none">• Transit agency self-procures with technical assistance from State or State approval• State provides a cooperative transit vehicle procurement program in-house• State Provider Price Agreement and State reviews/approves all orders to determine the price is fair and reasonable
Eligible Participants:	<ul style="list-style-type: none">• State agencies• County governments• Municipalities• Tribal nations/villages• Transit authorities• Nonprofit transportation providers• Other nonprofits
Restrictions:	<ul style="list-style-type: none">• Membership in the cooperative purchase system• Type of agency
Member Requirements:	Yes
Section 5311:	Yes
Tribes / Tribal Participation:	Confederated Tribes of Siletz Indians, Coquille Indian Tribe, Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians, Confederated Tribes of the Umatilla Indian Reservation, Klamath Tribes

Comments: This is a joint state purchasing schedule, in FTA terms. ODOT requires all subrecipients to use the purchasing schedule (aka, State Price Agreement); if it is a for-profit Section 5311 intercity, ODOT can use their authority to procure a vehicle for them. State is currently working on a multi-state (Region X) purchasing schedule which includes Oregon, Idaho, Alaska and Washington.

Contact Information:

Christine West
503-986-3410
christine.a.west@odot.state.or.us
<https://www.oregon.gov/odot/rptd>

RTAP Manager
Jaimie Baldwin
503-986-3669
jaimie.baldwin@odot.state.or.us
Oregon Department of Transportation, Rail and Public Transit Division
555 13th Street NE, Suite 3, Salem, OR 97301-4179

PENNSYLVANIA

Types of Vehicle Procurement Available:	State provides a combination of options: <ul style="list-style-type: none"> • Transit agency self-procures with technical assistance from State or State approval • Group of transit providers procure vehicles jointly • State provides a cooperative transit vehicle procurement program through another entity • Piggy-back program with another state
Eligible Participants:	<ul style="list-style-type: none"> • County governments • Municipalities • Transit authorities • Nonprofit transit providers
Restrictions:	None cited
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	None at this time

Comments: No comments listed.

Contact Information:

Robert D. Sharp
717-783-9461
rosharp@pa.us

RTAP Manager
Colton Brown
717-787-1203
coltbrown@pa.gov
Pennsylvania Department of Transportation (PennDOT)
400 North Street, Harrisburg, PA 17120

RHODE ISLAND

Types of Vehicle Procurement Available:	None (transit providers have to purchase vehicles on their own)
Eligible Participants:	N/A
Restrictions:	N/A
Member Requirements:	N/A
Section 5311:	N/A
Tribes / Tribal Participation:	N/A

Comments: RIPTA operates the 5310 and 5311 programs. There are no subrecipients for these programs.

Contact Information:

RTAP Manager
Lillian Shuey Picchione
401-784-9500
lpicchione@ripta.com
Rhode Island Public Transit Authority
705 Elmwood Ave., Providence, RI 02907-3314

SOUTH CAROLINA

Types of Vehicle Procurement Available:	State providers a combination of options: <ul style="list-style-type: none">• Transit agency self-procures with technical assistance from State or State approval• Group of transit providers procure vehicles jointly• State provides a cooperative transit vehicle procurement program in-house• State provides a cooperative transit vehicle procurement program through another entity
Eligible Participants:	<ul style="list-style-type: none">• State agencies• County governments• Municipalities• Transit authorities• Nonprofit transit providers• Only transit providers receiving FTA funding
Restrictions:	Location of agency (in-state applicants only)
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	None at this time

Comments: Leasing of rolling stock is available. FTA funds are not used, the program is called Enterprise and is very similar to the Enterprise Car rental system.

Several state transit agencies have purchased admin vehicles off the Houston-Galveston Joint Procurement.

Contact Information:

RTAP Manager
Curtis Sims
803-737-0071
simsc@scdot.org
South Carolina Department of Transportation, Division of Mass Transit
955 Park Street, Room 201, PO Box 191, Columbia, SC 29202

SOUTH DAKOTA

Types of Vehicle Procurement Available:	State providers a combination of options: <ul style="list-style-type: none"> • Transit agency self-procures with technical assistance from State or State approval • State acquires vehicles for transit operators
Eligible Participants:	Only transit providers receiving FTA funding
Restrictions:	<ul style="list-style-type: none"> • Type of agency • Location of agency (in-state applicants only) • Funding sources
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	None at this time

Comments: No comments listed

Contact Information:

Doug Gorham
605-773-8082
doug.gorham@state.sd.us
http://www.sddot.com/

RTAP Manager
Lisa Donner
605-773-4169
lisa.donner@state.sd.us
South Dakota Department of Transportation, Office of Local Transportation Programs
700 East Broadway Avenue, Pierre, SD 57501

TENNESSEE

Types of Vehicle Procurement Available:	State provides a combination of options: <ul style="list-style-type: none"> • Transit agency self-procures with technical assistance from State or State approval • Group of transit providers procure vehicles jointly • State acquires vehicles for transit operators • State purchasing schedule/contract
Eligible Participants:	<ul style="list-style-type: none"> • State agencies • County governments • Municipalities • Transit authorities • Non-profit transit providers • Only transit providers receiving FTA funding • Other non-profits
Restrictions:	<ul style="list-style-type: none"> • Type of agency • Location of agency (in-state applicants only) • Funding sources

Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	None at this time

Comments: FTA 5311 recipients who do their own procurement instead of using the state procurement contract must follow TDOT’s multi-step procurement approval process. Only transit providers that are TDOT subrecipients/grantees receive technical assistance in procurement from TDOT. TDOT’s Statewide Contract for vehicles can be used by local governments, state agencies, and authorized non-profits. The Statewide Contracts is limited to in-state participation.

Most rural agencies use the Statewide Contract for all vehicle procurements, and only do separate procurements when purchasing vehicles not available on the SWC, such as trolleys. For agencies receiving 5310 funding only, TDOT procures the vehicles directly from start to finish and delivers the vehicle to the subrecipient.

Contact Information:

Emily Duchac
615-741-2963
Emily.duchac@tn.gov

RTAP Manager
Kaitlyn McClanahan
615-532-5835
kaitlyn.mcclanahan@tn.gov
Tennessee Department of Transportation, Office of Public Transportation
505 Deaderick Street, James K. Polk Building, Suite 1800, Nashville, TN 37243

TEXAS

Types of Vehicle Procurement Available:	State provides a combination of options: <ul style="list-style-type: none"> • Transit agency self-procures with technical assistance from State or State approval • Group of transit providers procure vehicles jointly • State provides a cooperative transit vehicle procurement program in-house
Eligible Participants:	<ul style="list-style-type: none"> • State agencies • County governments • Municipalities • Tribal nations/villages • Transit authorities • Nonprofit transit providers • Only transit providers receiving FTA funding • Other nonprofits
Restrictions:	Location of agency (in-state applicants only)
Member Requirements:	Yes
Section 5311:	Yes
Tribes / Tribal Participation:	Not at this time

Comments: No comments listed

Contact Information:

RTAP Manager

Kari Banta

512-465-7368

kari.banta@txdot.gov

Texas Department of Transportation, Public Transportation Division

125 East 11th Street, Austin, Texas, 78701

UTAH

Types of Vehicle Procurement Available:	State provides a combination of options: <ul style="list-style-type: none"> • Transit agency self-procures with technical assistance from State or State approval • State provides a cooperative transit vehicle procurement program in-house
Eligible Participants:	<ul style="list-style-type: none"> • State agencies • County governments • Municipalities • Tribal nations/villages • Transit authorities • Nonprofit transit providers
Restrictions:	Funding sources
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	Ute Indian Tribe, Navajo Nation

Comments: No comments listed.

Contact Information:

Rebecca Collins
801-965-4113
rebeccacollins@utah.gov

RTAP Manager
Tim Boschert
801-870-4770
tboschert@utah.gov
Utah DOT
4501 South 2700 West, 3rd Floor, PO Box 143600, Salt Lake City, UT 84114-3600

VERMONT

Types of Vehicle Procurement Available:	State provides a combination of options: <ul style="list-style-type: none">• Transit agency self-procures with technical assistance from State or State approval• Group of transit providers procure vehicles jointly• Piggy-back program with another state
Eligible Participants:	Participants of the Vermont Public Transit Association (VPTA) which is comprised of all of the regional transit agencies are eligible.
Restrictions:	<ul style="list-style-type: none">• Type of agency• Location of agency (in state applicants only)• Funding source
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	Not at this time

Comments: No comments listed

Contact Information:

RTAP Manager
Amy Rast
802-828-6521
amy.rast@vermont.gov
<http://vtrans.vermont.gov/public-transit>

Vermont Agency of Transportation
Public Transit Section
National Life Building, Drawer 33
Montpelier, VT 05633

VIRGINIA

Types of Vehicle Procurement Available:	State provides a combination of options: <ul style="list-style-type: none"> • Transit agency self-procures with technical assistance from State or State approval • State provides a cooperative transit vehicle procurement program in-house
Eligible Participants:	<ul style="list-style-type: none"> • State agencies • County governments • Municipalities • Tribal nations/villages • Transit authorities
Restrictions:	Location of agency (in state applicants only)
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	Not at this time

Comments: Virginia prefers that FTA Section recipients use the state contracts, in order to cut down on procurement error.

Contact Information:

RTAP Manager
Neil Sherman
804-786-1154
Neil.sherman@drpt.virginia.gov
Virginia Department of Rail and Public Transportation
600 East Main Street, Suite 2102, Richmond, VA 23218

WASHINGTON

Types of Vehicle Procurement Available:	State provides a combination of options: <ul style="list-style-type: none"> • Transit agency self-procures with technical assistance from State or State approval • MPO provides a cooperative transit vehicle procurement program • State provides a cooperative transit vehicle procurement program through another entity • Piggy-back program with another state
Eligible Participants:	<ul style="list-style-type: none"> • State agencies • County governments • Municipalities • Tribal nations/villages • Transit Authorities • Nonprofit transit providers • Other nonprofits
Restrictions:	For profit entities are prohibited
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	Puyallup Tribe of Indians, Snohomish Tribe of Indians, Kalispel Tribe of Indians, Makah Tribe, Lummi Nation, Quileute Nation, Spokane Tribe of Indians, Squaxin Island Tribe, Stillaguamish Tribe of Indians, Confederated Tribes of the Yakama Nation

Comments: No comments listed.

Contact Information:

Philip Saunders
360-705-7919
saundep@wsdot.wa.gov

RTAP Manager
Linda Howell
509-543-3316
howell@wsdot.wa.gov
Washington Department of Transportation, Public Transportation Division
1816 North 4th Avenue, Pasco, WA 99301

WEST VIRGINIA

Types of Vehicle Procurement Available:	State provides a combination of options: <ul style="list-style-type: none">• Group of transit providers procure vehicles jointly• State acquires vehicles for transit operators
Eligible Participants:	<ul style="list-style-type: none">• State agencies• County governments• Municipalities• Transit authorities• Nonprofit transit providers
Restrictions:	Location of agency (in state applicants only)
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	None at this time

Comments: No comments listed

Contact Information:

RTAP Manager
Cindy Fish
304-558-0428
Cindy.e.fish@wv.gov
West Virginia Department of Transportation, Division of Public Transit
1900 Kanawha Boulevard East, Building 5, Room 906, Charleston, WV 25305-0432

WISCONSIN

Types of Vehicle Procurement Available:	State provides a combination of options: <ul style="list-style-type: none"> • Transit agency self-procures with technical assistance from State or State approval • State acquires vehicles for transit operators • State provides a cooperative transit vehicle procurement program in-house
Eligible Participants:	<ul style="list-style-type: none"> • County governments • Municipalities • Tribal nations/villages • Transit authorities • Nonprofit transit providers
Restrictions:	Location of agency (in-state applicants only)
Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	Menominee Tribe (5311 subrecipient), Oneida Tribe (former 5311 subrecipient), Bad River Tribe (partner of 5311 subrecipient). Red Cliff Tribe is a likely future user of the process.

Comments: While WisDOT does not require 5311 subrecipients to acquire vehicles using our state vehicle contracts (or heavy-duty bus schedule), we do strongly encourage them to do so and the vast majority of vehicles are acquired using one or the other. There are no prohibitions on other state agencies buying vehicles off a WisDOT state contract or schedule, but as a practical matter this never happens.

Contact Information:

Danette Tessmann

608-266-8165

danette.tessmann@dot.wi.gov

<https://wisconsin.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/procure.aspx>

RTAP Manager

Stephen Hirshfeld

608-267-0209

Stephan.hirshfeld@dot.wi.gov

Wisconsin Department of Transportation, Bureau of Transit and Local Roads

PO Box 7913, 4802 Sheboygan Avenue, Room 951, Madison, WI 53707-7913

WYOMING

Types of Vehicle Procurement Available:	State provides a combination of options: <ul style="list-style-type: none"> • Transit agency self-procures with technical assistance from State or State approval • MPO provides a cooperative transit vehicle procurement program • State provides a cooperative transit vehicle procurement program in-house
Eligible Participants:	<ul style="list-style-type: none"> • County governments • Municipalities • Tribal nations/villages • Transit authorities • Nonprofit transit providers • Only transit providers receiving FTA funding • Other nonprofits
Restrictions:	Funding source

Member Requirements:	No
Section 5311:	Yes
Tribes / Tribal Participation:	Not at this time

Comments: Wyoming is currently exploring some piggybacking buying.

Contact Information:

Rob Rodriguez
 307-777-4181
 robert.rodriquez1@wyo.gov
<http://www.dot.state.wy.us/home.html>

RTAP Manager
 Talbot Hauffe
 307-777-4381
 Talbot.hauffe@wyo.gov
 Wyoming Department of Transportation, Office of Local Government Coordination
 5300 Bishop Boulevard, Cheyenne, WY 82002-9019

Module 5: Conduct an Independent Vehicle Procurement Process

Third-Party Contracting

If joint procurement programs are not available in your state or do not meet your needs, it is possible to develop and implement your own independent procurement process to contract directly with a vendor for vehicles. The Federal Transit Administration refers to this process as “Third-Party Contracting.” Third-Party Contracting refers to a recipient’s contract with a vendor or contractor, including procurement by purchase order or purchase by credit card, which is financed with Federal assistance awarded by FTA.

There are several sources of information that will provide current information on procurement requirements, third party contracting and general advice. Key sources are identified below, along with links to access them.

FTA Best Practices Procurement & Lessons Learned Manual

<https://www.transit.dot.gov/funding/procurement/third-party-procurement/best-practices-procurement-manual>

Circular FTA C 4220.1F, Third Party Contracting Guidance, November 1, 2008, Rev 4 March 18, 2013: Provides contracting guidance for recipients of Federal assistance awarded by the FTA, when using that Federal assistance to finance its procurements. The revision incorporates the procurement provisions of the Moving Ahead for Progress in the 21st Century Act (MAP-21) and includes the most current available guidance for the Federal public transportation program as of the date of publication.

<https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/third-party-contracting-guidance>

Third Party Procurement: The Federal Transit Administration provides a number of resources for recipients to assist with third-party procurements for projects receiving FTA Funds.

<https://www.transit.dot.gov/funding/procurement/procurement>

Frequently Asked Questions: To review the Frequently Asked Questions pertaining to third-party contracting, access the FTA website:

<https://www.transit.dot.gov/funding/procurement/third-party-procurement/third-party-procurement-faqs>

Contact Us Tool: If you need to contact FTA follow this link:

<https://ftawebprod.fta.dot.gov/ContactUsTool/Public/NewRequest.aspx>

Self-Certification: FTA expects each recipient to self-certify that its procurement system complies with Federal requirements for any FTA-assisted third-party contract the recipient undertakes and administers.

Third-Party Contracting Capacity: As part of an FTA recipient’s obligation to maintain adequate technical capacity to carry out its project and comply with the Super Circular, the recipient’s third-party contracting capability must be adequate to undertake its procurements effectively and efficiently in compliance with applicable federal, state and local requirements. The Super Circular requires the recipient to maintain a contract administration system to ensure that it and its third-party contractors comply with the terms, conditions and specifications of their contracts or purchase orders and applicable federal, state and local requirements. If the recipient lacks qualified personnel within its organization to undertake the various procurement tasks such as drafting specifications, evaluating contracts or performing internal audits for the recipient, FTA expects the recipient to acquire the necessary services from sources outside the recipient’s organization.

Super Circular: https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Major Steps in the Procurement Process:

1. Writing Specifications

After you have determined the type of vehicle(s) you need, what is available on the market, and have determined that you will conduct an independent procurement process, it is time to list the specific requirements for your vehicle(s). If you elect to use State DOT-provided specifications, review them to ensure that they meet your operating needs and your budget.

Begin the technical specifications with a statement on how the vehicle will be used such as, “The vehicle(s) described in these specifications will be used to transport elderly, disabled and general public passengers for local work, medical and shopping trips.” This tells potential bidders the type of use, in this case, stop-and-go, in-town service, so they can match appropriate vehicles to your needs.

Specifications will vary depending on the type of vehicle you choose. Once you have decided to write specifications, do not feel as if you have to re-invent the wheel; there are full sets of specifications for all types of vehicles available for your review. Sample specifications used by other systems can be obtained from the FTA’s Best Practices Procurement Manual at: <https://www.transit.dot.gov/funding/procurement/third-party-procurement/best-practices-procurement-manual>

In addition, sample specifications may be available from other states. Contact information is included in Module 4 to inquire about sample specifications available from your State DOT or from other states.

Requirements and Compliance. Before you begin the bid process, know what is required by state and federal law and make sure the specifications address these requirements. For example:

- Is there a state purchasing office?
- Are there state and federal Buy America requirements?
- Have you met Americans with Disabilities Act (ADA) requirements?
- Have you addressed Disadvantaged Business Enterprise (DBE) requirements?

Thorough specifications will reduce the risk of receiving an expensive piece of equipment that is inappropriate or problematic.

If any federal funding will be used in your purchase, you will have to comply with federal guidelines for receiving assistance including:

- **Pre-Award/Post-Award Audits.** FTA requires all recipients of federal funding to perform pre-award and post-delivery audits to ensure compliance with all pertinent federal regulations. The pre-award audit is performed once the low bidder has been identified and before any contract is awarded. The post-delivery audit occurs after the vehicle has been delivered and verifies that the contractor met all the necessary requirements. Do not pay 100 percent of the vehicle purchase price until you are certain that the vehicle meets your specified requirements.
- **Americans with Disabilities Act.** A central provision of this Act requires that any time federal money is involved in a project, such as procuring a vehicle, there must be full accessibility for disabled individuals. Vehicles purchased with federal assistance **MUST** be in compliance with the ADA requirements for accessibility by passengers with disabilities or FTA will withdraw federal funding. Include the ADA-compliance requirements in your specifications, along with a disclaimer that any additions, deletions, omissions or interpretations of ADA relating to the vehicle(s) in question is the responsibility of the contractor.
- **Buy America Act Audit** – As part of the pre-award audit you must be sure that the contractor is in compliance with the Buy America Act. Prior to signing a contract, request a certificate stating that sixty-five percent (70 percent in FY 20 and beyond) of the parts supplied in the vehicle are made in America, and that the vehicle’s final assembly took place in America. If you cannot verify this information, select another contractor. Failing to comply with this audit can result in a loss of federal funding. For further information go to: www.transit.dot.gov/sites/fta.dot.gov/files/docs/regulations-and-guidance/buy-america/58191/buy-america-handbook-rpt0106.pdf

Level of Detail. There are two extremes to avoid in writing vehicle specifications including being too vague and being too detailed.

Vague, two-page specifications that only list basics such as “Transmission – Automatic, Seating – 12 passengers,” will make bidders wary because it gives them no clear idea of what you really need. Be specific.

On the other hand, potential bidders may balk if they see a 22-page-long document that specifies what color the ribbed rubber floor should be and the type of metal fasteners to be used to attach the body exterior to the frame. This level of detail forces the bidder to repeatedly ask the operator's permission for approved equals (substitutions that do not alter the vehicle significantly, but satisfy the performance requirements). These specifications may unnecessarily eliminate vendors. Having to repeatedly seek approved equals permission can transform a vehicle purchase into a long, tedious affair. Try to find a happy medium that covers the important elements but does not go into extensive detail.

Areas to Cover. When writing vehicle specifications, there are five general areas to cover:

- **Chassis:** vehicle dimensions, engine, cooling system, transmission, gross vehicle weight, axles (how many and what type), shock absorbers, springs, tires, electrical system and ventilation
- **Body (exterior):** structure, support members, roofing materials, insulation, doors, step-wells and windows
- **Body (interior):** seating, grab rails, barriers, paneling, flooring, floor plan and ventilation
- **Equipment (standard):** mirrors, lights, heaters, windshield wipers and fans
- **Equipment (special):** back-up alarm, rustproofing, first-aid kit, wheel wrench and jack, fire extinguishers, emergency reflectors, air conditioning, wheelchair lift, wheelchair securement devices, and farebox

Technical Specifications vs. Performance Indicators.

Use performance indicators whenever possible. These will define your expectations of each component as minimums for specifications rather than specifying brand names, size dimensions or other measurements. The examples below illustrate the difference between technical specifications and performance indicators.

Example 1: Heater

- *Technical Specifications:* "An inline cutoff valve shall be installed in the engine compartment and red-tagged. The combined BTU rating of all heaters shall be a minimum of 140,000 BTUs."
- *Performance Indicator:* "Heater shall sustain 60 degrees F (plus or minus 3 degrees) inside vehicle

when outside temperature is 0 degrees F ambient."

Example 2: Air Conditioner

- *Technical Specifications:* "Air conditioner must be 2,000 BTUs with skirt-mounted condenser."
- *Performance Indicator:* "Air conditioner must be sufficient to reduce temperature inside the vehicle from 90 degrees F (plus or minus 3 degrees) to 75 degrees F (plus or minus 3 degrees) within 30 minutes."

If you decide to use performance specifications, you will need a method for determining that the specifications have been met.

2. The Bid Process

Once your specifications are finalized, you will need to determine appropriate vehicle suppliers. With a compiled list of qualified suppliers, you are ready to announce your Invitation for Bid (IFB). The IFB should include an overview of your organization's purpose, plus definitions for all relevant terms used throughout the document. It should detail for prospective bidders all requirements including vehicle specifications, instructions for preparing responsive bids, the date of any scheduled pre-bid meeting, the closing date for bid submission, and your organization's evaluation process.

If your vehicle purchase will use federal funds.

Required procurement methods are dictated by the purchase price. Micro purchases that do not exceed \$10,000 may be made without obtaining competitive quotations if you determine a fair and reasonable price. These lower-cost purchases are also exempt from Buy America requirements. Simplified acquisitions are purchases that cost more than \$10,000, but do not exceed \$250,000, require price bids from an adequate number of qualified sources. Any procurement over \$250,000 requires a competitive bid process.

Coordination with others. It is in your best interest to coordinate your efforts with your State DOT and other transit agencies where possible. Check with your local and state agencies to determine if there are any local and state rules and regulations that affect the bid process. "Piggybacking" onto existing specifications and bids will enhance your buying power by combining dollars for a more efficient transaction. You can thus improve the quality and quantity of the bid and obtain a lower per-unit cost. This type of coordination might also enable you to increase your long-range planning by incorporating multi-year bids, which also could result in lower costs by

providing guaranteed business to the successful bidder

Process for approved equals, clarifications and/or exceptions. Each manufacturer has a different way of producing a vehicle, and certain items may not fit your specifications. You may find that different options are acceptable. A pre-bid meeting provides the opportunity for bidders to fully understand what you want and for you to fully understand what the bidders can provide. In this forum, the issue of “approved equals” can be addressed and resolved, ensuring that all bidders are bidding on the same end product which is the vehicle you want.

Protest/appeal procedures. Be prepared for protest of your decisions on approved equals or on contract awards, and design a procedure for submitting and resolving them. Allow enough time to review the protest and resolve it before bids are opened. Contract award protests use similar procedures. It is mandatory that you have an appeal process in place. Your agency should hear the first appeal, with any subsequent appeals referred to the county or state transportation authority if you are using their funds. Allow ample time in your procurement timetable for protests and appeals to be heard.

Delivery schedule. Include a clear schedule of when you expect to receive the vehicles. Late delivery penalties may encourage timely delivery of your vehicle, but be sure your schedule is realistic.

Bid sheet. A form should be included that briefly describes the vehicle (if you are purchasing more than one vehicle include an item number) with spaces for the bidder to fill in the unit price, total price and total amount of the bid. This sheet results in an easy-to-read summary for comparison of all bids. The bid sheet should include a space to describe options that may be available on the vehicle.

Performance bond. You may require that a performance bond be posted by the successful bidder. An agreed-upon amount of money is then set aside by the supplier as collateral which is your guarantee of fulfillment of the contract. Although this is an effective way to determine if the bidder can fulfill your contract, it is expensive for the vendor. Some vendors cannot afford one, so you may be eliminating vendors in your area who are capable of building the vehicle you want. Be sure that a performance bond will truly benefit your system before you decide to make it a requirement of the bid process.

If your request for bidding results in just a single bid being submitted, request that the bidder supply a cost analysis document from prior sales for like or similar vehicles. This will provide you with some comparison data that you will

lack in the absence of competing bids.

Right to reject. You should reserve the right to reject all bids if you think none of them are responsive. A bid can be rejected as non-responsive for many reasons, including:

- Failing to submit a required part of your bid package
- Making changes in your specifications without prior approval
- Imposing special conditions, such as charges for delivery or discounts for meeting certain conditions
- Not delivering the vehicle(s) within the time frame you have established

Consider your bids carefully before you reject them all. If you do have to reject all bids, review your specifications. Re-advertising the same specifications will probably result in receiving the same type of insufficient bids.

Making your decision. Reviewing bids requires care and attention to detail. First open your bids at the time and place specified in your Invitation for Bids and make sure they comply with your package. Next, compare the bids with your technical specifications to determine if the bidder is providing the vehicle you specified. Finally, check the price. Re-calculate all of the figures. Do not assume the bidder has added them correctly. If the bidder has met all of your qualifications and evaluations, and has offered the lowest price, then you have found your successful bidder.

3. Quality Assurance: Plant and Delivery Inspections

Quality Assurance begins with specification writing. When you leave as little as possible open to interpretation, you enhance the likelihood that you will get the vehicle that you want. Keep in mind that if an item is not included in your specifications, it will be difficult, costly and perhaps even impossible to ask the vendor for it during the Quality Assurance stage.

If your budget allows, conduct a plant inspection before your vehicle(s) have been delivered. Inspecting vehicles at this stage will allow you to see items that are not accessible once the vehicle has been delivered (such as the rollover cage in the raised roof of a van or the steel structure in the body of a small bus). You may also find some items that are unacceptable. It will be easier and far less costly to the vendor to make changes at this state.

A note to grant recipients: if you are using FTA funds in the purchase of 10 or more vehicles (for large urban operators), or 20 or more vehicles (for small urban and rural operators) at one time, an in-plant inspection is mandatory during production. The ideal time for a plant inspection is when one of your vehicles has been completely finished and others are on the assembly line in various stages of production. You can see how your vehicles are built from chassis to completed product. Conducting an in-plant inspection of your vehicle(s) in this manner may take two or three days. Even if you do an in-plant inspection for your vehicle(s), it is still vitally important to conduct a thorough inspection of each of your vehicle once it has been received at your location. Hoses may have worked loose on route from the plant, or the vendor may not have corrected everything you considered unacceptable. Be certain your vehicle is in road-worthy condition by performing a thorough inspection once the vehicle is delivered to you.



If your budget does not allow for an in-plant inspection of your vehicle, don't be overly concerned. By signing the contract, the vendor has certified that the vehicle will meet your specifications. Do not pay for the vehicle until it has passed your rigorous Quality Assurance inspection. Every item on your inspection checklist must be verified as acceptable before you complete payment for the vehicle.

Develop a Quality Assurance Checklist. To develop your Quality Assurance Checklist, begin by listing the make of the vehicle, model year, vehicle identification number, color of vehicle, name of inspector, delivery date, acceptance date (not always the day you receive the vehicle) and mileage. This step will help you account for which vehicles have been inspected and will provide you with an accurate record for each vehicle. For the next step, simply go through your specifications and briefly list each item. Leave room for comments; they are quite valuable, and once you have returned to your desk, you may not remember what you saw that was unacceptable.

Inspection. When doing an inspection, make certain that:

- All auxiliary components, such as wheelchair lifts/securements and air conditioning, are on the vehicle and working properly
- The seating configuration is as specified, including designated mobility-aid seating areas
- All chassis components are as specified
- The vehicle is properly undercoated and rustproofed
- All manuals and warranty information are included
- The vehicle does not leak from windows, doors or seams
- The vehicle meets all ADA requirements

For more information review the FTA "Conducting Pre-Award and Post-Delivery Audits for Rolling Stock Procurements" Link to this document is listed below <https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/regulations-and-guidance/buy-america/58191/buy-america-handbook-rpt0106.pdf>

Quiz

1. What are the steps you need to take when determining the vehicle size needed for your existing routes?

- Estimate the capacity you need
- Determine lowest and highest number of riders
- Determine the average ridership
- All of the above

2. Maintenance considerations are not a factor when purchasing a new vehicle.

- True
- False

3. According to the ADA, which way should the wheelchair placement(s) be facing?

- Forward-facing
- Rear-facing
- Forward- or rear-facing
- All of the above

4. Where does the majority of funding come from to fund public transit operators?

- State and Local funds
- State funds
- Local funds
- Federal funds

5. States, Indian tribes, Alaskan Native villages and groups or communities identified by the Bureau of Indian Affairs (BIA) are the only direct recipients of 5311 funds.

- True
- False

6. The Federal match for operations is 50 percent.

- True
- False

7. Section 5310 funds can be used to build accessible paths to a bus stop including curb-cuts, sidewalks, or accessible pedestrian signals.

- True
- False

8. When writing vehicle specifications which of the following areas must be covered? (check all that apply)

- Chassis
- Body (exterior)
- Body (interior)
- Equipment (standard)
- Equipment (special)
- Tires

-
- 1 All of the above It is more cost effective to fill the seats a majority of the time with minimal seat vacancies
 - 2 False Maintenance considerations are a major factor when purchasing a vehicle to ensure your current maintenance operation has the capacity to service the vehicle and to avoid unacceptable downtime if maintenance or warranty work has to be done off-site
 - 3 All of the above There are benefits to both forward- or rear-facing wheelchair placements You should check with your state regulations and the U S Department of Transportation to see if there are state-specific regulations Side-facing wheelchair placements are prohibited
 - 4 Federal funds Federal funds pay 80 percent of capital and project administration costs and 50 percent of operating assistance
 - 5 True
 - 6 True
 - 7 True
 - 8 All but tires are the correct responses to this question

Answers



A program of the Federal Transit Administration administered by the Neponset Valley TMA

888.589.6821 info@nationalrtap.org nationalrtap.org



U.S. Department of Transportation
Federal Transit Administration