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## GLOSSARY

**Early Vehicle Disposal** – Premature withdrawal of a vehicle before it reaches useful life. Early vehicle dispositions require additional review and approval by the Florida Department of Transportation (FDOT) District Office, Central Office, and Federal Transit Administration (FTA).

**Equipment** – Tangible personal property having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient for financial statement purposes or as defined in [2 CFR 200.1](#) (currently \$10,000). Equipment includes rolling stock, IT systems, and all other such property used in the provision of public transit service.

**Fair Market Value** – The most probable price that a vehicle or equipment would bring in a competitive and open market.

**FDOT Control Number** - A number assigned by FDOT once the vehicle has been purchased, received and titled to the subrecipient with FDOT as the first lienholder.

**Lien** – A legal claim on a vehicle or equipment. Vehicles that were purchased with Federal and/or State funding have liens naming FDOT as title owners of the vehicle.

**Lien Release** – A release of legal claim to a vehicle or equipment after it meets or exceeds useful life and is ready for disposition. Agencies with vehicles which have not met or exceeded the useful life minimum requirements must first request early disposition.

**Satisfactory Continuing Control** – The legal assurance that project property will remain available to be used for its authorized purpose until disposition.

**TransCIP** – FDOT utilizes BlackCat Software (referred to as TransCIP), for grant management and data collection purposes. The TransCIP system assists FDOT with tracking and monitoring subrecipient grants throughout their lifecycle, including developing grant applications, implementing contracts and amendments, managing vehicle inventory, facilitating compliance monitoring activities, and documenting project closeout.

**Transit Research Inspection Procurement Service** – FDOT established the [TRIPS Program](#) to solicit a statewide, multi-vendor, multi-vehicle contract for transit vehicles and associated vehicle equipment that contains all Federal and State procurement rules and regulations. These vehicle contracts are available to all eligible grantees supported by Federal capital grants.

**Transit Research Inspection Procurement Service (TRIPS) Contractor** – When appearing within this procedure, this title pertains to the appropriate contractor, Center for Urban Transportation Research (CUTR), or staff charged with the responsibility of ordering and delivery process of vehicles to transit agencies.

**Useful Life** - The minimum acceptable period a capital asset purchased with FTA funds must be used in service prior to being replaced or removed from service. The minimum useful life for rolling stock is calculated based on the date the vehicle is placed in revenue service. The use of an asset beyond its minimum useful life does not extinguish the Federal interest in the asset or the obligation to use and dispose of property in compliance with Federal requirements. Useful life is



used for determining when an asset is eligible for replacement or disposal under FTA funding rules.

**Useful Life Benchmark (ULB)** – The expected life cycle or the acceptable period of use in service for a capital asset, as determined by a transit provider, State DOT, or [the default benchmark provided by FTA](#). ULBs are used for condition-based planning for Transit Asset Management (TAM) purposes and help assess when an asset is no longer in a “state of good repair”. The difference between Useful life and ULB = Useful Life is when you’re allowed to replace an asset using Federal funds for grant compliance, while ULB is when you should replace it based on its condition.

**Urbanized Area (UA)** – An area encompassing a population of not less than 50,000 people that has been defined and designated by the Secretary of Commerce in the most recent decennial census as an “Urban Area.”

**Vehicle Disposition** – Disposing of a vehicle after it meets useful life requirements through sale, auction, donation, or salvage.



## PURPOSE

The Florida Department of Transportation (FDOT) Central Office has established procedures for the management of rolling stock, equipment, and real property funded projects using FTA pass-through funding (Section 5310, Section 5311 and Section 5339) or where FDOT participates in 50% or more of the public transit vehicle's purchase price. This may include vehicles purchased under the State Transit Block Grant Program, State Transit Service Development Program, or other applicable FDOT transit programs. The purpose of these procedures is to ensure that assets remain available to be used for their originally authorized purpose throughout their useful life until disposition (***Satisfactory Continuing Control***). FDOT has classified property management into three focus areas: rolling stock, equipment, and real property.

This document outlines Central Office (CO), District Office (DO), and subrecipient responsibilities related to **vehicles** (*rolling stock*) including vehicle inventory process, lien releases, transferring vehicles between subrecipients, disposing of vehicles and maintenance management.

## INTRODUCTION

The subrecipient agrees to use federally assisted property, including rolling stock, for appropriate purposes continuously for the duration of the useful life of that property. The vehicle types included in FDOT's vehicle inventory system are defined as:

- **Transit Bus Heavy Duty:** Heavy Duty Buses, approximately 30-40 feet, manufactured as Fixed Route Transit Equipment, using diesel (or alternative fuel) engines, and are considered to have a **minimum useful life of twelve (12) years or 500,000 miles.**
- **Transit Bus Medium Duty:** Transit Buses, approximately 30 feet in length and under, manufactured as Fixed Route Transit Equipment, using diesel (or alternative fuel) engines, and are considered to have a **minimum useful life of ten (10) years or 350,000 miles.**
- **Transit Bus (Cutaway):** Assembled using add-on bodies installed by manufacturers other than the original equipment chassis supplier and usually under twenty-eight (28') feet in length. These units should be classified as having a **minimum useful life of five (5) years or 200,000 miles.**
- **Transit Bus (Modified Vans and Minivans):** Vehicles with modified original equipment by manufacturers of the body and chassis which may include the installation and use of manual ramps for accessibility. Vehicles are subject to design and specifications approval by FDOT. They must comply with all State and Federal requirements. They shall be classified as having a **minimum useful life of five (5) years or 200,000 miles.**
- **Sedans/Minivans/Vans (non-modified):** Vehicles supplied by original equipment manufacturer only with capacities of up to twelve (12) passengers. These units shall not be structurally modified by aftermarket manufacturers. They shall be classified as having a **minimum useful life of four (4) years or 100,000 miles.**
- **Service Trucks:** (up to 1/2-ton capacity) shall be classified as having a **minimum useful life of five (5) years or 150,000 miles.**



## TRIPS CONTRACTOR RESPONSIBILITIES

### Vehicle Identification and Inventory Requirements

The recording and placement of new rolling stock into the FDOT's vehicle inventory system begins at the time of vehicle delivery to the subrecipient (owner agency). CO assigns FDOT control numbers in writing to the TRIPS Contractor, upon request. The TRIPS Contractor is responsible for assigning the "FDOT Control Number" to the subrecipient upon notification of delivery of the vehicle(s).

The subrecipient is responsible for affixing the FDOT Control Number(s) on the vehicle(s) prior to their in-service date. The vehicles shall not be used in service without FDOT control numbers affixed to them. Control numbers shall be affixed to the rear of the vehicle in an area above or near the license plate, with black numbers or contrasting color no less than (1) one-inch vertical in size, by either paint or decal. The vehicles may not be placed in service until the FDOT control number has been affixed. Once assigned, control numbers shall not be transferred from one vehicle to another vehicle. The FDOT Control Number is a primary reference source for the FDOT's inventory control system.

The subrecipient's applications for vehicle title must list the FDOT as the only lien holder specifying the "title repository" address as FDOT, 605 Suwannee Street, MS-26, Tallahassee, FL, 32399-0450. The TRIPS Contractor verifies FDOT is listed as lienholder on the [FLHSMV Motor Vehicle Check Search website](#).

**Note:** *Invoices do not serve as proof of title application. Subrecipients, and DO, must verify through the FLHSMV Motor Vehicle Check that FDOT is correctly listed as lienholder.*

For vehicles purchased via the TRIPS contract, the TRIPS Contractor completes a Delivery Log with the delivered vehicle's data and notifies the TRIPS Transit Oversight Coordinator of the delivery. The Transit Oversight Coordinator is responsible for entering the vehicle inventory data into TransCIP.

If the vehicles are not purchased via TRIPS, but FDOT funding is involved, the subrecipient must coordinate with the TRIPS Contractor to receive an FDOT control number. In said cases, the subrecipient is responsible for entering the vehicle inventory data into TransCIP.

## VEHICLE INVENTORY PROCESS

### Purpose

The Vehicle Inventory Process outlines the roles and responsibilities of FDOT Central Office (CO) and District Offices (DO) in maintaining the Statewide Vehicle Inventory in TransCIP and performing vehicle inventory inspections. A biennial physical inventory of vehicles is required as a condition of FTA pass-through funding ([2 CFR 200.313 Equipment](#)), as well as for all vehicles purchased with 50% or more State funding. The purpose of this process is to ensure that assets remain available to be used for their originally authorized purpose throughout their useful life until disposition.



## Central Office Responsibilities

The Statewide Vehicle Inventory will be maintained by the CO in TransCIP and includes a record of FDOT Control Numbers assigned to each vehicle. The CO shall conduct periodic analysis of vehicle data to assess utilization, forecast replacement, evaluate the distribution of resources, and coordination of transportation services.

## District Office Responsibilities

The vehicle inventory inspections will be completed by District Project Managers or Consultant staff assigned by the DO. These inspections shall be conducted, completed and reported to CO no later than March 1 of each even year. The vehicle inventory inspection is a visual assessment of the vehicle's condition. The DO shall check the following:

- Exterior Condition:
  - Check for overall condition and cleanliness – including damage and glass condition
  - Visually inspect all lights, mirrors, windshield wipers, and warning devices for wear or damage
  - Inspect tires and wheels for any visual defects or damage
  - Check FDOT control number and VIN# to confirm it matches inventory
- Interior condition:
  - Check for overall condition and cleanliness
  - Check for emergency exit signage
  - Ensure Title VI notification is present in vehicles
  - Check for vehicle safety reflectors, first aid kits and fire extinguishers. Write down the date of last fire extinguisher inspection date (should be current within past 12 months). Cycle wheelchair lift and make sure all belts and tie downs are in good condition
  - Ensure vehicle insurance and vehicle registrations are present in the vehicle and up to date
  - Odometer reading and date

The DO shall record the results of the vehicle inventory inspection and upload it to TransCIP in the Organizations Inventory under each vehicle's Inspection Information - Inventory Review section. The DO may use the sample Biennial Inspection form (see [Appendix A](#)) to record the results, or a different file (e.g. excel) containing the minimum required information.

## FDOT USEFUL LIFE

Vehicles must remain in transit service throughout their useful life and continue to be available for their originally authorized purpose until officially transferred or disposed of through FDOT approved procedures. Vehicles can be retained by the subrecipient past their minimum useful life as long they meet all State and Federal requirements and continue to be used for public transportation purposes. Once they no longer are needed for public transportation services, they must be disposed of consistent with the procedures outlined in the [Vehicle Disposal Process](#) or retained for other uses once the State and Federal interest is extinguished. FDOT's useful life



requirements are provided in **Appendix B**. Examples of potential circumstances that could lead to vehicle transfers or early disposals include (but are not limited to):

- Subrecipient no longer has a need for the vehicle
- Casualty or loss of vehicle due to accident or incident (natural disaster, etc.)
- Vehicle requires repairs that exceed 50% of its current fair market value
- The original purpose of vehicle changes
- Transportation service is terminated
- Subrecipient organization is closing or no longer providing transportation services

In said cases, the subrecipient must first contact their DO for notification and further guidance. The subrecipient should be advised by the DO whether they should follow the **Vehicle Transfer Process** or the **Vehicle Disposal Process**. Vehicle disposals may also require the subrecipient to follow the **Vehicle Lien Release Process**.

Final determinations related to vehicle transfers, disposals, or lien releases are made at the discretion of FDOT District and/or Central Office staff. Vehicles may not be removed from FDOT's inventory list until the disposal or transfer process is fully completed and documented in TransCIP.

## VEHICLE LIEN RELEASE PROCESS

FDOT will review and consider releasing the lien when a vehicle has reached the end of its useful life **AND** it is determined the fair market value of the vehicle has fallen below \$10,000 ([2 CFR 200.313 Equipment](#)). In addition, FDOT will review and consider early lien release requests for vehicles that are being disposed of.

### Step 1: Initiating Lien Release Request

#### *Request for lien release without disposal*

FDOT will evaluate and consider releasing the lien if the useful life requirements have been met **AND** the fair market value of the vehicle has fallen below \$10,000 ([2 CFR 200.313 Equipment](#)). The following are FDOT's approved methods of determining a vehicle's fair market value:

- Formal valuation by bus manufacturer/dealer
- Bus Blue Book (or similar)
- Comparable recent sales/auctions

The subrecipient should follow the steps below to initiate a request for a lien release in TransCIP:

- On the **Organizations tab** – select your **Organization**
- Select the **Inventories**
- Update the **Vehicle Mileage** and **Save** the information
- Under Actions - Select **Release** for the relevant VIN
- Review the form and enter the required information
- Upload fair market value determination
- Select **Save**

For more information, see the [TransCIP State User Guide](#) (located under "Help" in the system)



### *Request for early lien release with disposal*

The subrecipient may initiate an early lien release request to the DO when disposition of a vehicle is needed. The subrecipient should follow the steps below to initiate a request for a lien release in TransCIP. Once the lien release request has been approved, please proceed to Step 1 of the Vehicle Disposal Process.

- On the **Organizations tab** – select your **Organization**
- Select the **Inventories tab**
- Update the **Vehicle Mileage** and **Save** the information
- Under Actions - Select **Release** for the relevant VIN
- Review the form and enter the required information
- The subrecipient must indicate whether they are requesting an **Early Lien Release**
- Select **Save**

### **Step 2: District Office Review and Approval of the Lien Release Request**

The DO must approve or deny a lien release request in the TransCIP system using following steps:

- On the **Dashboard** page - select the organization's **Pending Lien Release Request**
- Review and **complete** the form – select **Save**
- Add any additional comments or documents – including the **Early Disposal Form** (if applicable)
- Select **Submit**

For more information, see the [TransCIP State User Guide](#) (located under "Help")

**Note:** If the lien release request is related to an early vehicle disposition, the DO must complete and upload the **Early Disposal Form** to TransCIP (see **Appendix C**) along with any additional documents that were provided by the subrecipient to support the request.

### **Step 3: Central Office Review and Approval of Lien Release Request**

CO receives the lien release request in TransCIP, reviews the information, and determines the approval status using the following steps:

- On the **Dashboard** page - select the organization's **Pending Lien Release Request**
- Review the request
- **Complete** the Statewide Operations Manager Review by accepting or rejecting the request
- **Complete** the Statewide Asset Manager review by accepting or rejecting the request

For more information, see the [TransCIP State User Guide](#) (located under "Help" in the system)



If the lien release request is related to early vehicle disposition, the CO must determine whether the disposal is needed due to a global vehicle production issue (such as a fleet defect) or a localized issue (such as poor maintenance practices or vehicle misuse). This will ensure that appropriate resources can be provided to address the root cause for early vehicle disposition.

#### Step 4: Processing the Lien Release

The CO initiates steps to release the lien according to guidance provided in **Appendix D**. After the lien has been released, the CO will upload a copy of the lien satisfaction to TransCIP. If vehicle is being disposed, follow the **Vehicle Disposal Process**.

## VEHICLE TRANSFER PROCESS

There are occasions when the transfer of vehicles from one subrecipient to another is necessary. The transfer of title(s) must continue to list the FDOT as the sole lienholder until the vehicle(s) reach the end of their useful life. The administrative costs of title transfer will be the responsibility of the subrecipient receiving the vehicle. Further, the receiving subrecipient assumes all compliance responsibilities associated with operating and maintaining the transferred vehicle(s) until the vehicle(s) are disposed of. It is the DO responsibility to inform the subrecipient of said requirements prior to vehicle transfer is initiated.

The subrecipient may initiate a request for vehicle transfer in the TransCIP system by following step 1 below.

#### Step 1: Subrecipient Request for Transfer in TransCIP

- On the **Organizations** tab – select your **Organization**
- Select the **Inventories** tab
- Under Actions - Select **Transfer** for the relevant VIN
- Update the **Vehicle Mileage** and **Save** the information
- Review and complete the **Transfer Request Form**
- Select **Save**
- Add any additional comments/documents and select **Submit**

For more information, see the [TransCIP State User Guide](#) (located under "Help" in the system)

#### Step 2: District Office Review of Transfer Request

It is the DO responsibility to verify that the information received in the vehicle transfer request is complete and accurate, including confirming the UA and the FTA Federal Award Identification Number (FAIN) that the vehicle was purchased under. The vehicle's age or mileage will be used to determine if useful life requirements have been met. Further, the DO must assess the vehicle's condition through a physical inspection of the vehicle (required items from biennial vehicle inspection) and a brief review of vehicle's history in TransCIP. If needed, the DO should coordinate with CO to have representatives from the TRIPS Program inspect and coordinate any repairs of the vehicle(s), prior to proceeding with the vehicle transfer(s). How repairs are addressed will be determined on a case-by-case basis.



- If the vehicle is determined to be in poor condition, the DO will request the surrendering subrecipient to dispose of the vehicle. In this instance, the DO must determine if any corrective actions related to poor condition are needed.
- If the vehicle is determined to be in good operating condition, and there is a need that can be filled by vehicle transfer, DO should proceed to Step 3. At this time, the DO should request all maintenance records for the vehicle from the surrendering subrecipient. These records will be provided to the receiving subrecipient once the transfer is complete.

**NOTE:** *Once the odometer reading (mileage) has been updated in TransCIP, the vehicle may no longer be driven, for the purpose of transporting people, by the surrendering subrecipient. The vehicle's license tag shall remain with the surrendering subrecipient until transfer has been completed.*

### Step 3: Determining the Depreciated Value of the Vehicle

The DO must determine the vehicle's depreciated value before calculating the local match based on that value. FDOT will use the depreciated value most advantageous to the receiving subrecipient. The straight-line depreciation formula can be used to calculate the vehicle's depreciated value, as demonstrated in the example below:

#### **Straight Line Depreciation Formula (per FTA C 5010.1F)**

*(X divided by Y) multiplied by Z*

Where **X** = the number of years in service or miles the vehicle has traveled

Where **Y** = the number of years the vehicle must be in service and/or the number of miles that must be traveled for the vehicle to reach useful life

Where **Z** = the original cost of the vehicle

For example: Find the depreciation value of a vehicle whose useful life is 7 years and/or 200,000 miles. The original purchase price of the vehicle was \$50,000. Currently, the vehicle has operated for 4 years and has traveled 89,211 miles.

Depreciation using service years:

$$(4/7) \times \$50,000$$

$$(0.57) \times \$50,000 = \$28,571$$

$$\$50,000 - \$28,571 = \$21,429$$

\$21,429 is the depreciated value of the vehicle using service years.

Depreciation using service miles:

$$(89,211/200,000) \times \$50,000$$

$$(0.45) \times \$50,000 = \$22,303$$

$$\$50,000 - \$22,303 = \$27,697$$

\$27,697 is the depreciated value of the vehicle using service miles.

**The subrecipient should always choose the depreciated value most advantageous to them. The most advantageous value in this scenario is \$27,697.**



## Step 4: Determining the Local Match of the Depreciated Value of the Vehicle

The DO will determine the local match for the depreciated value of the vehicle(s) as shown in the example below. This amount should be communicated to the receiving subrecipient, and proof of local match must be verified by DO as part of Step 5.

**NOTE:** *If the total vehicle repair cost exceeds the local match of the depreciated value, the match requirement will be waived, and no payment will be made to the surrendering subrecipient.*

### Determining Local Match

If the surrendering subrecipient paid a local match of 10% of the amount of original purchase, the subrecipient would receive 10% of the depreciated value of the vehicle from the receiving subrecipient.

For example, the depreciated value of the vehicle referenced in the straight-line depreciation formula example above is \$27,500. When determining the amount to be paid to the surrendering subrecipient, calculate 10% of \$27,500:

$$\$27,500 \times 0.10 = \$2,750$$

**In this scenario, \$2,750 would be paid to the surrendering subrecipient by the receiving subrecipient.**

## Step 5: Identifying a Receiving Subrecipient for the Vehicle Transfer

The DO will seek to identify a potential receiving subrecipient for the vehicle(s). Vehicles should only be transferred to subrecipients in good standing that have active organization status in TransCIP. The condition of the vehicle will be determined using the latest vehicle inspections and the DO must communicate the vehicle condition to potential receiving subrecipients. Further, the DO must make the receiving subrecipient aware of all compliance responsibilities associated with operating and maintaining FTA and/or State funded vehicles prior to transfer is initiated.

Certain vehicle transfers will require FTA approval. The DO should work with the Central Office Grants Team to determine if the transfer will require FTA approval. Concurrence may be necessary if either of the following is applicable ([FTA C 9070.1H](#)):

- The transfer vehicle was funded within a certain UA and the receiving subrecipient is outside of that UA.
- The transfer vehicle was not funded within a UA (e.g. funded in a rural or small urban area) but the receiving subrecipient is located within a UA.

### *Receiving Subrecipient Has Been Identified*

Once a receiving subrecipient has been identified, the DO will require the receiving subrecipient to submit:

1. A transfer acceptance letter, on agency letterhead and signed by an authorized representative. The letter should include a statement that the subrecipient is accepting the vehicle(s) and is aware of the required fees and program requirements associated with



accepting the vehicle(s). A sample Vehicle Transfer Acceptance Letter can be found in **Appendix E**.

**NOTE:** *The receiving subrecipient will be responsible for the administrative costs associated with the title transfer. This may include, but is not limited to, fees for transferring ownership of the vehicle, tag fees, and/or taxes based on the vehicle's value (the local match percentage of the vehicle's depreciated value), unless the subrecipient can provide proof of tax-exempt status to the tax collector.*

2. Proof of the local match of the depreciated value of the vehicle(s). This amount will be paid to the surrendering subrecipient and not FDOT.
3. Proof of receiving subrecipient's tax-exempt status (if applicable)

The DO will upload these documents to the surrendering agency's transfer request in TransCIP and proceed to Step 6.

**Transfer Documents**

Document Name:

Select Document:  No file chosen

No documents have been uploaded

### ***If a Receiving Subrecipient Has Not Been Identified***

In cases where the DO has not identified a receiving subrecipient for the vehicle, the DO will retain the vehicle(s) as part of their vehicle inventory until one can be found. The following steps should be taken during this time:

- The vehicle(s) should be stored in a secure location on FDOT property, with the battery disconnected (via battery disconnect switch).
- The keys should be secured inside the District Office.
- The vehicle(s) should be transferred to the DO inventory in TransCIP using the "vehicle transfer" process. Do NOT use the "add" feature as it will duplicate vehicle entries in TransCIP.
- The DO should ensure the vehicle(s) is maintained in a state of good repair. Vehicles should be driven at least 1 time/per week to preserve battery, tires, and other safety components until it can be transferred to a receiving subrecipient. If the vehicle(s) does not have a tag, the vehicle(s) shall be driven in the parking lot only, not on public streets.

### **Step 6: District Office Approval of Transfer Request**

The DO must approve or deny vehicle transfer requests in TransCIP using following steps:



- On the **Dashboard** page - select the organization's **Pending Request**
- Select **Recommend** (to approve transfer request) or **Return** (to deny transfer request)
- Select **Save**
- In the **Transfer Documents area**, ensure that the required documents from the receiving subrecipient have been uploaded (see Step 3).
- Add comment, if any, and select **Submit** (*Note: if "Return" is selected, comments are required*)

For more information, see the [TransCIP State User Guide](#) (located under "Help")

### Step 7: Central Office Approval of Transfer Request

CO receives the transfer request in TransCIP, reviews the information, and determines the approval status using the following steps:

- On the **Dashboard** page - select the organization's **Pending Request**
- Review the information
- Acquire FTA approval (if applicable)
- Add any comments, transfer documents etc.
- Select **Approve** or **Deny**
- Add comment, if any, and select Submit (*Note: if "Deny" is selected, comments are required*)

Upon approval of the transfer request, the CO Operations Team will initiate a title repossession with Florida Highway Safety and Motor Vehicles (FLHSMV) for the surrendering vehicle(s). In addition, the CO Grants Team will initiate an amendment or budget revision to the applicable FTA TrAMS grant application. The revision will incorporate references to the vehicle transfer within the Program of Projects (POP), including the names and UElS of the surrendering and the receiving subrecipients.

### Step 8: Transferring Vehicle Title

Upon approval of the transfer request by CO, the DO will request that the receiving subrecipient complete the following FLHSMV forms. **Note:** *All forms must have wet signatures in blue ink and the original documents must be mailed/delivered to the DO:*

1. Application for Certificate of Motor Vehicle Title, [HSMV Form 82040](#)
  - a. This form should be accompanied by an Affidavit of Authorization and signed by authorized representative and notarized by a notary public (see [Appendix F](#)).
2. Power of Attorney for A Motor Vehicle, Mobile Home, Vessel, or Vessel with Trailer, [HSMV Form 82053](#)



3. Separate Odometer Disclosure Statement and Acknowledgement, [HSMV Form 82993](#)
4. Affidavit of Authorization on agency letterhead to give the FDOT Grants Administrator the authority to sign the title documentation on behalf of the receiving subrecipient/grantee (see [Appendix G](#)).
  - a. Must be signed by the receiving subrecipient/grantee's authorized representative and notarized by a notary public.
5. Affidavit of Authorization on agency letterhead to give FDOT Transit Operations Manager the authority to sign the title documentation on behalf of the receiving subrecipient/grantee (see [Appendix H](#)).
  - a. Must be signed by the receiving subrecipient/grantee's authorized representative and notarized by a notary public.

The DO must review the documents for completeness prior to mailing them to CO. Once all documentation has been received, CO will initiate a title transfer request with FLHSMV and will update the TransCIP system after the title transfer has been completed. The information will also be emailed to the DO.

### Step 9: Physical Transfer of the Vehicle

The DO will verify that 10% match of the depreciated value of the vehicle(s) has been paid. Once paid, the DO will facilitate a physical transfer of the vehicle(s) from the surrendering subrecipient to the receiving subrecipient. If no receiving agency has been identified, the DO must house the vehicle(s) until transferred to a receiving subrecipient.

## VEHICLE DISPOSAL PROCESS

When vehicles purchased with Federal funds have met the required useful life and no longer are needed for public transportation services the recipient shall dispose of the item in a manner that is in compliance with the [5010.1F](#) (Award Management), the FDOT State Management Plan and [2 CFR Part 200](#). FDOT has developed a process for subrecipients to submit disposal requests, along with specific required information, through the TransCIP system using the 10 steps below:

### Step 1: Determining Fair Market Value and Method of Disposal

When preparing to dispose of an FTA/FDOT funded vehicle, subrecipients should first consider fair market valuations and methods of disposition. The following guidelines apply when making these determinations:

- **Public sale** – If the vehicle is sold publicly in an open and free market, such as an auction, the sale price will serve as the vehicle's fair market value. This value is also used to determine the remaining Federal interest in Step 9.
- **Private sale** – If the vehicle is sold privately, the fair market value must be determined using one of FDOT's approved methods. All fair market value estimations for private sales must be reviewed and approved by CO prior to disposition.



- **Salvage** – If the vehicle is salvaged, fair market value must be determined prior to salvage using one of FDOT's methods. If components are removed prior to salvage, fair market value determination should take place after components are removed.

The following are FDOT's approved methods of determining a vehicle's fair market value:

- Formal valuation by bus manufacturer/dealer
- Bus Blue Book (or similar)
- Documented Comparable recent sales/auctions

**Note:** When determining fair market value, subrecipients are not allowed to deduct selling and handling expenses.

Lastly, experience or documented prior sales experience of comparable equipment is considered acceptable as a basis for calculating market values. Documentation of these comparable sales is required.

### Step 2: Subrecipient Request for Disposal

Once the fair market value and method of disposition are chosen, the subrecipient should follow the steps below in TransCIP:

- On the **Organizations tab** – select your **Organization**
- Select the **Inventories** tab
- Under Actions - Select **Dispose** for the relevant VIN
- Update the **Vehicle Mileage** and **Save** the information
- Review and complete the **Disposition Request Form**
- Select **Save**
- Add any additional comments/documents and select **Submit**

For more information, see the [TransCIP State User Guide](#) (located under "Help" in the system)

### Step 3: District Office Review of Disposal Request

The DO must verify that the information received from the subrecipient's disposal request is complete, accurate, and that the vehicle has met FDOT's useful life requirements (see **Appendix B**).

If the vehicle's useful life requirements have not been met, the DO must complete the **Early Disposal Form located in TransCIP** (see sample language in **Appendix C**). This form serves as technical guidance, and supporting documentation, to aid the DO in the decision-making process.

### Step 4: District Office Approval of Vehicle Disposal Request

The DO must approve or deny a lien release request in the TransCIP system using the following steps:



- On the **Dashboard** page - select the organization's **Pending Request**
- **Review** the request
- Select **Recommend** (to approve) or **Return** (to deny)
- Add any comments and upload the completed **Early Disposal Form**
- Select **Submit** (Note: if returning or denying request, comments are required)

For more information, see the [TransCIP State User Guide](#) (located under "Help" in the system)

### Step 5: Central Office Review of Disposition Request

CO will verify whether the vehicle has met FDOT's useful life requirements (see **Appendix B**). If useful life has been met, CO may approve the disposal request.

If useful life is not satisfied, CO will coordinate with FTA to obtain written approval for the disposition request before proceeding. During this process, CO will confirm whether the vehicle has met FTA's useful life requirements, which may differ from FDOT's useful life requirements.

**Note:** Once CO is certain the disposition request will be approved by FTA, the Vehicle Lien Release Process must be completed **before** continuing to Step 6.

### Step 6: Central Office Approval of Disposal Request

Once fully approved by CO (and FTA if necessary), and the has been completed, CO must complete the following steps in TransCIP:

- On the **Dashboard** page - select the organization's **Pending Request**
- **Review** the request
- Add any comments or documents
- Select **Approve** or **Deny**
- Select **Submit** (Note: if denying request, comments are required)

For more information, see the [TransCIP State User Guide](#) (located under "Help" in the system)

### Step 7: Disposing the Vehicle

The DO will establish a timeline for the disposal in coordination with the subrecipient (no more than 180 days). The timeline for disposal must be continuously monitored by the DO until the process is complete. The subrecipient shall notify the DO of the final sale/salvage as well as update the Disposition Request in TransCIP accordingly. The vehicle or equipment must be disposed of (sold, auctioned, donated, etc.) by the subrecipient in accordance with the established timeline and using the disposal method chosen by the subrecipient during their request. When disposing of a vehicle the FDOT control number should be removed.



## Step 8: Documenting the Vehicle Disposal

The disposal should be documented by the subrecipient in TransCIP along with the supporting documentation requested (bill of sale, receipt and odometer disclosure statement etc.).

## Step 9 Determining Federal Interest in Disposed Vehicle

The vehicle's fair market value must be known to determine the amount of remaining Federal interest, if any. The Federal interest should be determined using the following guidelines:

### *Vehicles That Have Met Useful Life and Have a Fair Market Value Less Than \$10,000*

For vehicles with a fair market value of less than \$10,000, subrecipients may retain all proceeds from the disposal sale. There is no Federal interest in this scenario. An example is shown below:

In this example, a vehicle's fair market value is determined to be \$6,600. The vehicle is sold privately to another agency that will use it to deliver goods to their own customers. The vehicle is sold for \$6,000.

Since the vehicle has met its useful life requirements and the fair market value is less than \$10,000, the subrecipient will not need to determine percentage of local match contributed or Federal interest.

In this case, **the subrecipient will retain the entire sale price of \$6,000**. These funds can be used towards a new vehicle or can be applied toward other business operations.

### *Vehicles That Have Met Useful Life and Have a Fair Market Value More Than \$10,000*

For vehicles with a fair market value of \$10,000 or more, subrecipients may retain \$5,000 plus the percentage of the local share in the original award of the remaining proceeds, with the remaining Federal share returned to FTA (80%) and State share returned to FDOT (10%). An example is shown below:

In this example, a vehicle's fair market value is \$16,500 when it is sold. In this case, the subrecipient can retain \$5,000 plus a percentage of the remaining proceeds that is equivalent to the percentage of local share provided by the subrecipient in the original award.

The subrecipient provided a local match of 10% during the original purchase.

The subrecipient, in this case, would calculate 10% of the remaining proceeds (less \$5,000):

$$\$16,500 - \$5,000 = \$11,500$$

$$\$11,500 \times (0.10) = \$1,150$$

The subrecipient would retain  $\$5,000 + \$1,150 = \mathbf{\$6,150}$

The remaining proceeds from the sale would be returned to FTA/FDOT:  $\$16,500$  (fair market value/sale price) -  $\$6,150$  (subrecipient share) =  **$\$10,350$  to be returned.**



### *Vehicles That Have Not Met Useful Life and Have a Fair Market Value Less Than the Federal Interest*

In the following example, a vehicle has not met Useful Life and has a fair market value less than the Federal interest amount:

A vehicle was purchased for \$220,000 and had a useful life of 12 years.

After six years, the subrecipient requested early disposition. The straight-line depreciation of the vehicle using service years is \$110,000. Of this amount, \$88,000 (80% of \$110,000) is the remaining Federal share.

The cost of a similar style replacement vehicle is \$240,000.

The vehicle was sold at auction for \$80,000. In this case, the sale price (\$80,000) is \$30,000 less than the depreciated value of the vehicle (\$110,000). Therefore, the depreciated value is the fair market value of the vehicle being disposed. The Federal share amount of the depreciated vehicle is \$88,000.

If the replacement vehicle price is \$240,000 and the sale proceeds of \$80,000 were subtracted, the new cost of the replacement vehicle would be \$160,000. The Federal share of the new vehicle is \$128,000 and the local match is \$16,000.

To find the Federal share of the new vehicle: \$88,000 (remaining Federal share of depreciated vehicle) + \$128,000 (Federal share of new vehicle) = \$216,000 (total Federal share)

To find the local share of the new vehicle: \$16,000 (local match of new vehicle) + \$30,000 (the difference between the depreciated value of the vehicle and the sale price) = \$46,000

**In this case, the Subrecipient would need to provide \$46,000 for the replacement vehicle.**



### *Vehicles That Have Not Met Useful Life and Have a Fair Market Value More Than the Federal Interest*

In the following example, a vehicle has not met Useful Life and has a fair market value more than the Federal interest amount:

A vehicle was originally purchased for \$220,000 with a useful life of 12 years. The subrecipient is disposing of the vehicle at 6 years instead of 12. The straight-line depreciation value of the vehicle is \$110,000 (which is the federal interest) and the cost of the replacement vehicle is still \$240,000.

In this example, the vehicle was sold at auction for \$140,000. In this case, the sale price is \$30,000 more than the depreciated value of the vehicle (\$110,000). Therefore, the fair market value of the vehicle being disposed is \$140,000. The remaining federal share of the depreciated vehicle is \$112,000.

If the replacement vehicle price is \$240,000 and the sale proceeds of \$140,000 were subtracted, the adjusted cost of the replacement vehicle would be \$100,000. The federal share of the new vehicle is \$80,000 and the local match is \$10,000.

To find the federal share of the new vehicle: \$112,000 (remaining federal share of disposed vehicle) + \$80,000 (federal share of new vehicle) = \$192,000 (total federal share)

**In this example, the local share of the new vehicle is \$10,000.**

### *Removing Vehicle Components from Salvaged Vehicles*

If the subrecipient removes vehicle components from a vehicle scheduled for disposal, it must be documented prior to the vehicle's valuation or sale. If the vehicle component, such as the farebox or wheelchair lift, is removed, the following additional Federal guidelines apply (see [FTA C 5010.1F](#) and [2 CFR 200](#)):

- **Equipment Records** - The subrecipient must treat the component the same as other federally funded equipment, including maintaining records identifying the retained vehicle components in its equipment inventory until disposition of the retained components. Subrecipients do not need to include components that do not meet the definition of equipment (see glossary for equipment definition) in the equipment inventory.
- **Federal Interest** - FTA continues to retain a Federal interest in any vehicle components retained or repurposed by the recipient as equipment. The Federal interest will continue to be proportional to the Federal share of participation in vehicle acquisition. Components retained as equipment must be valued at the time of removal from the vehicle.

### *Disposals Due to Casualty or Loss – Self-Insured*

**NOTE:** All vehicles must have current proof of insurance that is maintained in the vehicle. The subrecipient must have a copy of their insurance coverage plan that shows FDOT as the lien holder. If the subrecipient is self-insured, they must provide a signed letter that shows FDOT as the lien holder on the vehicle.



When federally assisted property is lost or damaged due to fire, casualty, or natural disaster, the fair market value and the corresponding Federal/State interest will be determined based on the condition of the equipment or supplies immediately prior to the event. If any damage to the vehicle results from abuse or misuse occurring with the subrecipient's knowledge, the subrecipient agrees to restore the vehicle to its original condition or refund the value of the Federal and State interest in that vehicle.

The subrecipient may fulfill its obligations to remit the Federal and State interest by:

- Returning to FTA and FDOT an amount equal to the remaining Federal + State interest in the damaged disposed vehicle; or
- With prior FDOT and FTA approval, follow the FTA Like-Kind Exchange Policy and apply an amount equal to the remaining Federal + State interest in the damaged disposed vehicle towards a Like-Kind exchange. "Like-Kind" is defined as a bus for a bus with a similar useful life. Under the Like-Kind Exchange Policy, proceeds are not returned; instead, all proceeds are reinvested in acquisition of the like-kind replacement vehicle.

CO must approve of the fair market value determined by the subrecipient prior to the damaged vehicle's disposal. If the vehicle is deemed a total loss due to an incident, CO will coordinate with FTA to determine how the Federal and State interest in the vehicle will be handled.

#### *Disposals Due to Casualty or Loss – Insurance Proceeds*

**NOTE:** *All vehicles must have current proof of insurance that is maintained in the vehicle. The subrecipient must have a copy of their insurance coverage plan that shows FDOT as the lien holder. If the subrecipient is self-insured, they must provide a signed letter that shows FDOT as the lien holder on the vehicle.*

If the subrecipient receives insurance proceeds when federally assisted property has been lost or damaged by fire, casualty, or natural disaster, the recipient agrees to:

- Apply those proceeds to the cost of replacing the damaged disposed vehicle, whereas FTA and FDOT will retain interest in the replacement property at the same percentage of interest as the original vehicle
- Return to FTA and FDOT an amount equal to the remaining Federal and State interest in the federally assisted property that is lost, damaged, or destroyed.

If the vehicle is deemed a total loss due to an incident, CO will coordinate with FTA to determine how the Federal and State interest in the vehicle will be handled. The amount of the remaining Federal interest is independent of the extent of insurance coverage or the amount of insurance proceeds received. CO must approve of the insurance appraisal and remaining Federal and State interest prior to the damaged vehicle's disposal. The amount of Federal interest that the recipient is required to return to FTA is the greater of FTA's share of the unamortized value of the remaining useful life per unit or the Federal share of the insurance proceeds. The unamortized value of the remaining useful life per unit is the value obtained by calculating the straight-line depreciation based on either miles or years. If the subrecipient is replacing the vehicle(s) they may use either miles or years — whichever is more advantageous to the subrecipient. If the agency is not replacing the vehicle(s) they must use whichever is more advantageous to FTA/FDOT.



**Example 1** - The subrecipient receives an insurance appraisal/payment for a vehicle being disposed of due to casualty or loss. The insurance proceeds, in this case, exceeds the remaining Federal interest in the vehicle:

In this example, the original vehicle cost was \$104,515. The cost to replace a damaged vehicle is \$60,000. The remaining Federal interest in the damaged vehicle is \$18,000 (based on the depreciated value). The subrecipient receives insurance proceeds in the amount of \$25,000, which is greater than the Federal share.

**The subrecipient is required to return \$18,000 + \$2,250 to cover the full amount of the Federal and State interest or apply \$20,250 of the \$25,000 received toward the Federal share of replacing the destroyed property.** The remaining \$4,750 of the insurance proceeds are not required to be applied to the cost of the replacement vehicle.

If FTA decides that additional finance assistance may be used to replace the damaged vehicle, the following requirements apply:

- For a \$60,000 replacement vehicle, the Federal share is \$48,000 and the local match is \$6,000.
- The \$18,000 Federal interest received from the \$25,000 insurance proceeds must be applied toward the Federal share (\$48,000) of the replacement vehicle. The remaining funds can be applied for using Federal funds.

The subrecipient may use the remaining \$4,750 of the insurance proceeds towards the match (\$6,000) of the replacement vehicle. **In this case, the subrecipient would be required to come up with the difference of \$1,250.**



**Example 2** - The insurance proceeds received by the subrecipient are less than the remaining Federal interest in the vehicle:

In this example, the original vehicle cost was \$104,515. The cost to replace a damaged vehicle is \$60,000. The remaining Federal interest in the damaged vehicle is \$18,000 and the remaining state interest is \$2,250. The subrecipient receives insurance proceeds in the amount of \$10,000 which is less than the state and Federal shares.

In this case, the \$10,000 received would be required to be returned to FTA/FDOT or applied toward the replacement value of the vehicle. The subrecipient would also be required to provide an additional \$10,250 to address the remaining Federal+State interest in the damaged vehicle.

**If the subrecipient is not replacing the vehicle, they would need to return \$20,250 to cover the full amount of the Federal and State interest.**

If FTA decides that additional financial assistance may be used to replace the vehicle, the following requirements apply:

- If the replacement vehicle costs \$60,000, the federal share is \$48,000 and the local match is \$6,000.
- The \$10,000 received from the insurance proceeds must be applied toward the Federal share (\$48,000) of the replacement vehicle. The subrecipient would be required to provide the additional \$10,250 to meet the Federal+State share amount of \$20,250.

**In this example, the subrecipient provided the \$10,000 insurance proceeds and an additional \$10,250 + \$6,000 towards the cost of the replacement vehicle.**

### Step 10: Returning Federal funds to FTA

Any Federal interest funds that must be returned to FTA should be coordinated with CO. CO process for returning funds to FTA can be found in [Appendix I](#). CO will retain any receipts of payments to FTA and will upload them to TransCIP.

## MAINTENANCE MANAGEMENT

Prescribed inspection schedules, published by the equipment manufacturer(s), shall be adhered to and appropriately documented to protect the equipment warranties and to comply with the requirements of FTA and FDOT, including [Chapter 14-90, F.A.C. Equipment and Operational Safety Standards for Bus Transit Systems](#).

In addition, maintenance management procedures have been developed which cover the maintenance requirements for equipment commonly purchased under the funding programs covered herein. These maintenance management procedures are available on the [Florida Compliance Oversight and Technical Assistance \(COTA\)](#) website and include:

- Triennial Maintenance Review Workbook for 5307 Agencies
- Triennial Maintenance Review Workbook for 5310 Agencies
- Triennial Maintenance Review Workbook for 5311 Agencies
- Facilities and Equipment Maintenance Plan



- Maintenance Activity Log
- In House Maintenance Plan Template
- Outsource Maintenance Plan Template
- Preventative Maintenance Guide
- Preventative Maintenance Agreement Template
- Preventative Maintenance Inspection Form
- Pre-trip and Post-trip Inspection Form

Preventative maintenance inspection checklists, work (or repair) orders which adequately record labor actions, parts replaced, consumables added, and any sub-contracted repairs are considered essential records for documentation.

## OTHER REQUIREMENTS

In accordance with [FTA C 5010.1F](#), subrecipient agrees to comply with the insurance requirements normally imposed by its State and local laws, regulations, and ordinances, except to the extent that the Federal Government determines otherwise in writing. FDOT shall be named as "certificate holder" on the insurance policy throughout the time period FDOT is listed as the lien holder. The intent is not for the FDOT to be insured under the subrecipients policy, but rather to have FDOT notified by the insurance company of any insurance claims, break in coverage, or other issues affecting insurance coverage. The subrecipients shall be required to submit proof of insurance showing minimum coverage and the Department listed as "certificate holder".

Subrecipients may use federally funded assets for uses other than its originally authorized purpose when the use qualifies as an incidental use as defined in [FTA C 5010.1F](#). Incidental use of federally funded assets is permitted for subrecipients of funding under all FTA programs. The incidental use cannot interfere with the purpose of the original grant ([2 CFR 200.313](#)).

Subrecipients may reserve or retain inactive vehicles (contingency fleet) for emergencies or other unforeseen, justified, and FTA-approved activities in accordance with [FTA C 5010.1F](#).

## RESOURCES

Proper maintenance is a priority to the FDOT. All subrecipients of funded vehicles must develop adequate maintenance procedures, ensuring all vehicles used for public transit are maintained according to FDOT standards. Below are resources for services and technical assistance available to Florida transit agencies, free of charge:

### Florida Compliance Oversight and Technical Assistance (COTA)

The [Compliance Oversight and Technical Assistance \(COTA\) Program](#) was established by FDOT to assist FDOT Districts and their contractor(s) in conducting the required system safety, security and maintenance reviews, called Triennial Reviews. The COTA program is managed by the Center for Urban Transportation Research (CUTR) at the University of South Florida under direction of FDOT. Through the Triennial Reviews, the COTA program also seeks to provide recommendations to assist transit agencies with improving overall system performance by offering technical assistance resources, identifying training needs and suggesting training opportunities in coordination with other FDOT projects when applicable.



## TRIPS

The [Transit Research Inspection Procurement Services](#) (TRIPS) program has been in existence since 1995, providing agencies with the means of procuring quality vehicles at the lowest possible price.

“**Springhill**” is an FDOT facility located on Springhill Road in southwest Tallahassee, Florida and used as the headquarters for the TRIPS Program. Every vehicle ordered through the TRIPS program passes through Springhill where it is given a detailed final inspection prior to its delivery to the procuring agency. Any defects identified are required to be repaired by the responsible Contract Dealer prior to “Acceptance” by the procuring agency.

TRIPS also monitors warranty repairs, keeping an eye out for potential fleet defects, and is **available upon request to assist Florida’s transit agencies with vehicle warranty issues**. Technical assistance request form and instructions are available on the [TRIPS website](#).

### Lively Technical College Training Programs

Lively Technical College and the FDOT have partnered to form the [Lively Paratransit Instructional Program](#) (LPIP) and the [Florida Transit Technician Program](#) (FTTP). The program’s purpose is to provide **state-of-the-art industry level training to Florida paratransit and transit technicians, free of charge to both the technician and the transit agency**. Both programs provide technicians with quality training and information to facilitate improved performance and efficiency in the public transit area. The training is offered in both classroom and lab settings and is a resource for training materials, tools, and equipment used daily throughout the State of Florida.

Lively also manages two transit specific consortiums – the Florida Association of Paratransit Technicians (FAPT) and the Florida Transit Maintenance Consortium (FTMC) along with two listservs. Establishing communication networks for the State’s maintenance technicians allows for fast and valuable information exchange and response to issues encountered in the field.

**Further, LPIP and FTTP also offer technical assistance to Florida’s transit agencies in the development of a maintenance plan.**

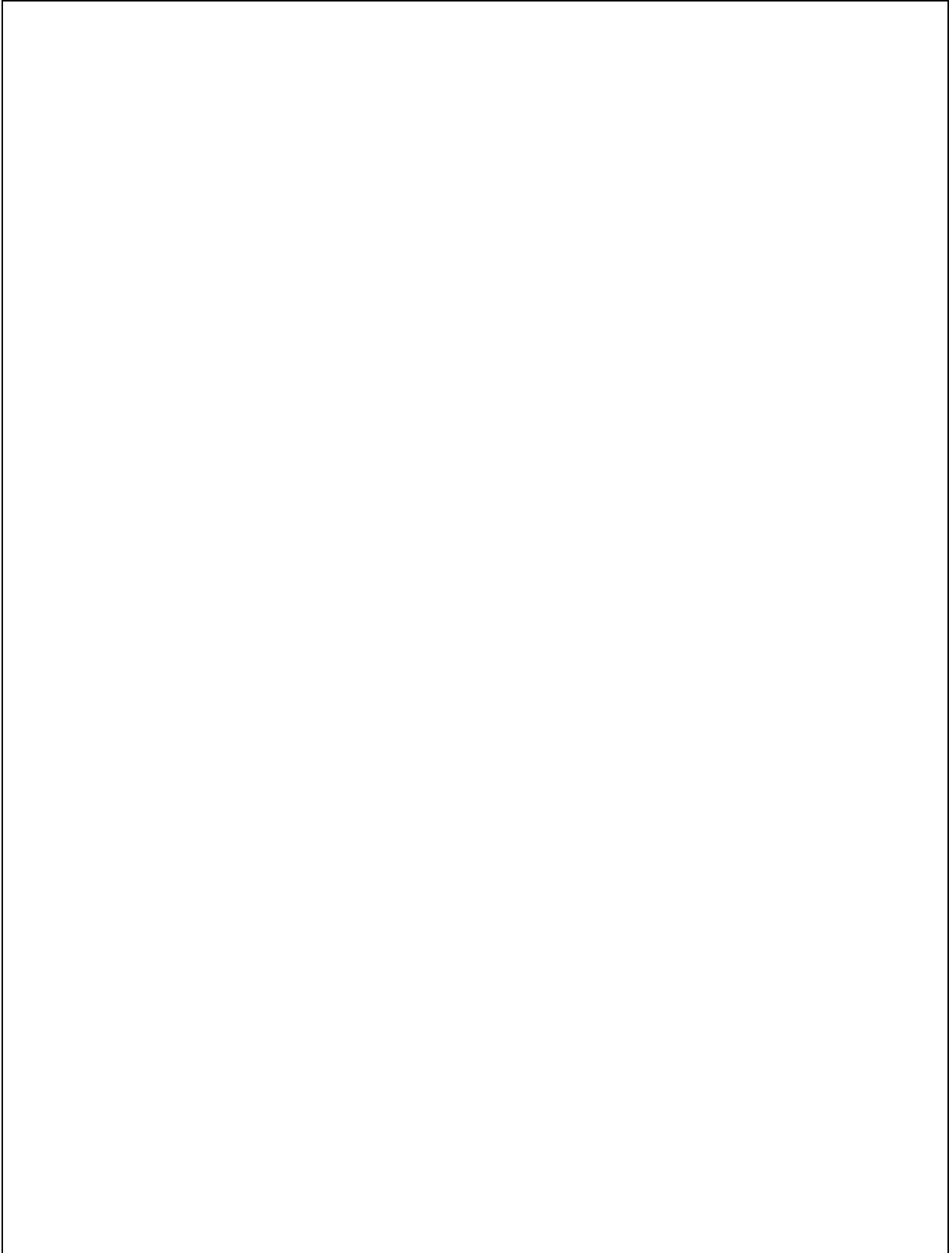


## APPENDIX A - SAMPLE BIENNIAL INSPECTION FORM

## SAMPLE BIENNIAL INSPECTION

FDOT CONTROL #:	FDOT DISTRICT#:
VEHICLE ID. (V.I.N.):	
MILEAGE (ODOMETER):	DATE OF READING:
<b>VISUAL INSPECTION:</b>  <b>Exterior Condition</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Check for overall condition and cleanliness – including damage and glass condition</li><li><input type="checkbox"/> Visually inspect all lights, mirrors, windshield wipers, and warning devices for wear or damage</li><li><input type="checkbox"/> Inspect tires and wheels for any visual defects or damage</li><li><input type="checkbox"/> Check FDOT control number and VIN# to confirm it matches inventory</li></ul> <b>Interior condition</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Check for overall condition and cleanliness</li><li><input type="checkbox"/> Check for emergency exit signage</li><li><input type="checkbox"/> Ensure Title VI notification is present in vehicles</li><li><input type="checkbox"/> Check for vehicle has safety reflectors, first aid kits and fire extinguishers. Write down the date of last fire extinguisher inspection date (should be current within past 12 months)</li><li><input type="checkbox"/> Cycle wheelchair lift and make sure all belts and tie downs are in good condition</li><li><input type="checkbox"/> Ensure vehicle insurance and vehicle registrations are present in the vehicle</li><li><input type="checkbox"/> Odometer reading and date</li></ul>	
REMARKS (Use reverse side, if needed):	

## **SAMPLE BIENNIAL INSPECTION**

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for a sample biennial inspection report.



## APPENDIX B - FDOT USEFUL LIFE REFERENCE SHEET



FDOT USEFUL LIFE REFERENCE SHEET		
Vehicle Type	Manufacture Year	FDOT Useful Life
<b>Heavy Duty Large Bus</b>	All years	12 years or 500,000 miles
<b>Medium Duty Bus (El Dorado)</b>	All years	10 years or 350,000 miles
<b>Medium Duty Cutaway Bus (Champion)</b>	Between 2006 and 2015	7 years or 250,000 miles
<b>Medium Duty Cutaway Bus (2019 and older Arboc)</b>	2019 and newer	7 years or 250,000 miles
<b>Light Duty Mid-Size Bus (Transit Bus Small Cutaway Low Floor)</b>	Between 2006 and 2010	7 years or 200,000 miles
	2011 and newer	5 years or 200,000 miles
<b>Light Duty Mid-Size Bus Small Cutaway</b>	Between 2006 and 2009	5 years or 150,000 miles
	2010 and newer	5 years or 200,000 miles
<b>Light Duty Mid-Size Bus (Transit Bus Standard Cutaway)</b>	Between 2006 and 2009	5 years or 150,000 miles
	2010 and newer	5 years or 200,000 miles
<b>Light Duty Van, Sedan, or Bus (Minibus – Modified)</b>	Between 2006 and 2009	4 years or 100,000 miles
	2010 and newer	5 years or 200,000 miles
<b>Light Duty Van, Sedan, or Bus (Minivan – Modified)</b>	Between 2006 and 2009	4 years or 100,000 miles
	2010 and newer	5 years or 200,000 miles
<b>Light Duty Van, Sedan, or Bus (Vans/Commuter Vans – Unmodified)</b>	All years	4 years or 100,000 miles
<b>Light Duty Van, Sedan, or Bus (Sedans/Station Wagons)</b>	All years	4 years or 100,000 miles
<b>Non-revenue Equipment (Service Trucks)</b>	All years	5 years or 150,000 miles



## APPENDIX C - EARLY DISPOSAL FORM



## EARLY DISPOSAL FORM GUIDELINES FOR DETERMINING EARLY VEHICLE DISPOSITION

The Early Disposal Form must be completed by FDOT District Offices when considering vehicle dispositions before useful life requirements have been met.

- For which of the following reasons is the early disposal being requested?
  - Casualty or loss by accident or incident (such as natural disaster, etc.)
  - Mechanical failure or excessive operating/repair cost
  - Other

If "Other," please explain:

- If early disposal request is due to casualty or loss by accident or incident, has the agency submitted the following information:

Yes	No	N/A	Accident or incident report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Yes	No	N/A	Photos of the vehicle
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Yes	No	N/A	Insurance information, including appraisal/valuation of the vehicle
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Comments:

- If early disposal request is due to mechanical failure or excessive operating/repair cost, has the agency submitted the following information:

Yes	No	N/A	Complete maintenance history (including all preventative maintenance inspections and repairs for 24-month period)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quotes or estimates for pending repairs

Yes	No	N/A	A written summary of the issues leading up to the request
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Comments:



4. If requesting disposal due to mechanical failure or excessive operating/repair cost – did the agency have deficiencies or areas of concern related to vehicle maintenance during their last Triennial Review?

Yes    No    N/A

If Yes, please explain:

5. If deficiencies and areas of concern were identified, were they resolved during the Corrective Action process?

Yes    No    N/A

If No, please explain:

6. Were there any concerns about the vehicle during the agency's last vehicle inventory review?

Yes    No    N/A

If Yes, please explain:

7. District Office Final Determination

Does the District Office approve the early vehicle disposal?

Yes    No    N/A

If No, please explain:



## **APPENDIX D - CENTRAL OFFICE DESK GUIDE FOR LIEN RELEASES**



# CENTRAL OFFICE DESK GUIDE FOR LIEN RELEASES

## Step 1: Locate Record on FLHSMV's Website

Once it has been determined that the vehicle is eligible for lien release, the Central Office Operations Team will locate the vehicle record on the Florida Highway Safety and Motor Vehicle's (FLHSMV) [FLHSMV's website](#) to ensure the title has not already been released and that there is no "STOP" on the title for the vehicle. This is also where it can be determined whether the vehicle has a printed paper title or an electronic title.

## Step 2: Process the Lien Release to FLHSMV

**For Paper Titles** - Locate the printed title for the specific vehicle using the FDOT control number and the VIN

- The FDOT authorized person must sign the title releasing the lien
- Scan and upload a copy of the signed title to TransCIP
- Tear off the white top part of the title and mail to FLHSMV
- Mail the paper title to the District Office – the DO will be notified via TransCIP that the lien has been released

**STATE OF FLORIDA** | **LIEN SATISFACTION**

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building, Tallahassee, FL 32399-4500

Identification Number: 2D4RN4DE4AR487493 | Year: 2011 | Body: ELDD | VIN: VN | Vessel Regis. No.: 4782 | Title No.: 106175822 | Date of Issue: 04/05/2011

Registered Owner: \_\_\_\_\_

**Sign and Date**

IMPLICANT INFORMATION

1. When a lien is released, the seller must complete the Transfer of Title by Seller section at the bottom of the certificate of title.
2. Upon sale of this vehicle, the seller must complete the notice of sale on the reverse side of this form.
3. Remove your license plate from the vehicle.
4. See the web address below for more information and the appropriate forms required for the purchaser to title and register the vehicle, mobile home or vessel: <http://www.hsmv.state.fl.us/realtime.html>

Mail To: 03/14/2011  
FLORIDA DEPT OF TRANSPORTATION  
605 SUWANNEE ST MS 26  
TALLAHASSEE FL 32399-0450

**STATE OF FLORIDA** | **VOID IF ALTERED**

**CERTIFICATE OF TITLE**

Identification Number: 2D4RN4DE4AR487493 | Year: 2011 | State: FL | Body: ELDD | VIN: VN | Vessel Regis. No.: 4782 | Title Number: 106175822 | Date of Issue: 04/05/2011

Primary Brand: N | Color: WHI | Secondary Brand: | Use: PRIVATE | Mileage: 194 MILES | Date of Issue: 04/05/2011

Registered Owner: \_\_\_\_\_

**Sign and Date**

1st Lienholder: \_\_\_\_\_

03/14/2011  
FLORIDA DEPT OF TRANSPORTATION  
605 SUWANNEE ST MS 26  
TALLAHASSEE FL 32399-0450

DIVISION OF MOTOR VEHICLES | TALLAHASSEE | FLORIDA | DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Carl A. Fild Director | Control Number: 103317676 | Julie Jones Executive Director

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

Seller Must Enter Purchaser's Name: \_\_\_\_\_ Address: \_\_\_\_\_

Seller Must Enter Selling Price: \_\_\_\_\_ Seller Must Enter Date Sold: \_\_\_\_\_

Seller Must Enter Mileage: \_\_\_\_\_

SELLER SIGNATURE: \_\_\_\_\_ CO-SELLER SIGNATURE: \_\_\_\_\_

PURCHASER SIGNATURE: \_\_\_\_\_ CO-PURCHASER SIGNATURE: \_\_\_\_\_

NOTICE: PENALTY IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE



For Electronic Titles - Complete two copies of the [HSMV 82260 Lien Satisfaction Form](#)

- Sign both copies of the form
- Scan and upload a signed copy to TransCIP
- Mail one copy of the signed form to FLHSMV
- Mail one copy of the signed form to the District Office – the DO will be notified via TransCIP that the lien has been released

STATE OF FLORIDA  
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES  
DIVISION OF MOTORIST SERVICES

### LIEN SATISFACTION

Check One:  Motor Vehicle     Mobile Home     Off-Highway Vehicle     Vessel

Title Number:		Vehicle/Vessel Identification Number:	
Year:	Make/Manufacturer:	Body Type:	Color:
Registered Owner(s) Name(s): (Last Name First)		Date of Issue:	
Street Address:			
City:	State:	Zip:	
<b>FIRST LIENHOLDER</b>	Lien Date: (month-day-year)	Lien Satisfaction Date: (month-day-year)	
Name:			
Street Address:			
City:	State:	Zip:	
<b>SECOND LIENHOLDER</b>	Lien Date: (month-day-year)	Lien Satisfaction Date: (month-day-year)	
Name:			
Street Address:			
City:	State:	Zip:	

**LIEN SATISFACTION:**  
THE UNDERSIGNED HOLDER OF ABOVE DESCRIBED LIEN(S) ON THE MOTOR VEHICLE, MOBILE HOME, OFF HIGHWAY VEHICLE OR VESSEL DESCRIBED HEREON ACKNOWLEDGES SATISFACTION THEREOF.

**NOTE:** IF THE FIRST AND SECOND LIENHOLDER ARE THE SAME PERSON OR ENTITY AND ONLY ONE LIEN IS BEING SATISFIED, DO NOT PERFORMATE OR USE A PAID STAMP. COMPLETE THE APPROPRIATE SPACE BELOW FOR THE LIEN THAT IS BEING SATISFIED.

**UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS IN IT ARE TRUE.**

First Lienholder Name:
Print Title of Authorized Agent for Lienholder: <span style="color: red; font-weight: bold; font-size: 1.2em;">Sign and Date</span>
Signature of Authorized Agent For Lienholder:
Second Lienholder Name:
Print Title of Authorized Agent for Lienholder:
Signature of Authorized Agent For Lienholder:

**NOTE:** LIENHOLDER MUST COMPLETE ALL APPLICABLE SECTIONS OF THIS FORM INCLUDING DESCRIPTION OF THE MOTOR VEHICLE, MOBILE HOME OR VESSEL, NAME AND ADDRESS OF THE OWNER(S), AND NAME AND ADDRESS OF THE LIENHOLDER. THE DATE OF LIEN MUST BE THE SAME AS THAT SHOWN ON THE TITLE CERTIFICATE. THE LIEN SATISFACTION MUST BE PROPERLY EXECUTED AND MAILED TO DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES, DIVISION OF MOTORIST SERVICES, NEIL KIRKMAN BUILDING, 2900 APALACHEE PARKWAY, TALLAHASSEE, FLORIDA 32399, BY THE LIENHOLDER **WITHIN TEN (10) DAYS** AFTER FINAL PAYMENT FOR MOTOR VEHICLES, MOBILE HOMES, AND OFF-HIGHWAY VEHICLES AND **WITHIN THIRTY (30) DAYS** FOR VESSELS.

HSMV 82260 (REV.07/11)S www.flhsmv.gov



## **APPENDIX E - SAMPLE VEHICLE TRANSFER ACCEPTANCE LETTER**



# VEHICLE TRANSFER ACCEPTANCE LETTER

\_\_\_\_\_ (Name of Entity) \_\_\_\_\_ hereby accepts the below described vehicles (Table 1) and are aware of all required fees and program requirements associated with accepting the vehicle(s).

Table 1 - FDOT Vehicle Transfer Specifications

Vehicle Description	FDOT Control #	VIN#	Title #	Mileage & Date	Local Match Amount	FM#
					\$	

The receiving subrecipient will be responsible for the administrative costs associated with the title transfer. This may include, but is not limited to, fees for transferring ownership of the vehicle, tag fees, and/or taxes based on the vehicle's value (the local match percentage of the vehicle's depreciated value), unless the subrecipient can provide proof of tax-exempt status to the tax collector.

**Initial Here to Acknowledge:** \_\_\_\_\_

The Agency, as the "subrecipient", shall follow all FTA and FDOT rules and regulations of the 49 USC Section 5310 Program requirements as stated in FTA Circular 9070.1H, the FDOT State Management Plan and the Vehicle Satisfactory Continuing Control Process. Further, the subrecipient shall comply with all applicable federal laws, regulations, and requirements, and should follow applicable federal guidance as outlined in the current Federal Transit Administration ("FTA") Master Agreement and 2 CFR Part 200. Thus, subrecipients will be subject to regular site inspections of vehicles, equipment, maintenance records, vehicle registration, liability insurance, Biennial and Triennial Review Process and any other requirements under Section 5310 Program.

**Initial Here to Acknowledge:** \_\_\_\_\_

Vehicles must remain in transit service throughout their useful life and continue to be available for their originally authorized purpose until officially transferred or disposed of through FDOT approved procedures.

**Initial Here to Acknowledge:** \_\_\_\_\_

The subrecipient's applications for vehicle title must list FDOT as the only lien holder in accordance with FDOT's Vehicle Satisfactory Continuing Control Process. Should the vehicle(s) no longer be required for the intention of the program, the Department's share of the acquisition shall be returned to the Department.

**Initial Here to Acknowledge:** \_\_\_\_\_

Name of Entity:	
Accepted by: <i>(Authorized Signature)</i>	
Printed name:	
Title:	
Email:	
Date:	



**APPENDIX F -  
AFFIDAVIT OF AUTHORIZATION I  
GRANTS PROGRAM ADMINISTRATOR**



Board of County Commissioners

Kevin Ruane  
District One

November 17<sup>th</sup>, 2023

Cecil L. Pendergrass  
District Two

Ray Sandell  
District Three

AFFIDAVIT OF AUTHORIZATION

Brian Hansman  
District Four

Mike Greenwell  
District Five

Dave Harner, II  
County Manager

Richard Wm. Wesch  
County Attorney

Donna Marie Collins  
County Hearing  
Examiner

I, \_\_\_\_\_, Assistant County Manager for Lee County Board of County Commissioners, authorize Dominic Gemelli, Transit Director with LeeTran the authority to complete the transfer application (HSMV Form 82040) and all other title documentation on behalf of Lee County Board of County Commissioners.



Assistant Lee County Manager

11/17/23  
Date



*Shana Heidig*  
11-17-23



**APPENDIX G -  
AFFIDAVIT OF AUTHORIZATION II  
GRANTS PROGRAM ADMINISTRATOR**



Board of County Commissioners

Kevin Ruane  
District One

November 17<sup>th</sup>, 2023

Cecil L. Pendergrass  
District Two

Ray Sandelli  
District Three

AFFIDAVIT OF AUTHORIZATION

Brian Hamman  
District Four

Mike Greenwell  
District Five

I, \_\_\_\_\_ Director of LeeTran, authorize Erin K. Schepers, Grants Program Administrator with the Florida Department of Transportation, the authority to sign title documentation on behalf of LeeTran.

Dave Harnar, II  
County Manager

Richard Wm. Wesch  
County Attorney

Donna Marie Collins  
County Hearing Examiner

\_\_\_\_\_  
Director of LeeTran

11/17/2023  
Date



*Shana Heidig*  
*11-17-23*



**APPENDIX H -  
AFFIDAVIT OF AUTHORIZATION III  
TRANSIT OPERATIONS MANAGER**



Kevin Ruane  
District One

November 17<sup>th</sup>, 2023

Cecil L Pendergrass  
District Two

Ray Sandell  
District Three

**AFFIDAVIT OF AUTHORIZATION**

Brian Hamman  
District Four

Mike Greenwell  
District Five

Dave Harner, II  
County Manager

Richard Wm. Wesch  
County Attorney

Donna Marie Collins  
County Hearing  
Examiner

I, \_\_\_\_\_ Director of LeeTran, authorize Tony Brandin, Transit Operations Manager with the Florida Department of Transportation, the authority to sign title documentation on behalf of LeeTran.

\_\_\_\_\_  
Director of LeeTran

11/17/2023  
Date



*Shana Heidig*  
11-17-23



## APPENDIX I - PROCESS FOR RETURNING FUNDS TO FTA



## PROCESS FOR RETURNING FUNDS TO FTA

This process details the steps on how funds are returned to FTA when a Subrecipient disposes of rolling stock. Funds are returned to FTA when one of the following occurs:

- Vehicles that have met useful life and have a Fair Market Value of more than \$10,000
- Disposals Due to Casualty or Loss – Insurance Proceeds

Districts Offices and Subrecipients must work through the Vehicle Disposal Process in TransCIP and the Vehicle Satisfactory Continuing Control Process. Once the Vehicle Disposal Process is underway the following process must be followed to determine if funds should be returned to FTA.

### Determine the Amount of Funds to Returned to FTA

<b>1.</b>	The Central Office (CO) Operations Manager will draft the <i>Disposal Calculation Worksheet</i> using the information provided in TransCIP on the Disposal Request Form and will provide the Worksheet to the District Office for review.
<b>2.</b>	If needed, the District Offices will work with the Subrecipient to complete any blank fields on the <i>Disposal Calculation Worksheet</i> and will return it to the CO Grant Programs Administrator and the Operations Manager for final review and approval.
<b>3.</b>	The CO Grant Programs Administrator or the CO Operations Manager will review the completed <i>Disposal Calculation Worksheet</i> and provide final approval to District Offices. District Offices will notify the Subrecipient of the final approval and next steps.
<b>4.</b>	<p>The Subrecipient has two options for how to return the funds, (1) issue a “paper” check or (2) send a wire transfer to Central Office.</p> <p><u>The Subrecipient must notify the Central and/or District Office of how the funds will be sent to Central Office. This information must be noted on the <i>Disposal Calculation Worksheet</i>.</u></p> <p><b>Instructions for issuing a “paper” check are:</b></p> <p>Check issued to: Florida Department of Transportation  Mailed to: FL Department of Transportation - Public Transit Office  605 Suwannee Street, MS-26, Tallahassee, FL 32399  Attn: Grant Programs Administrator</p> <p><b>Instructions for issuing an ACH or Wire Transfer are:</b></p> <ul style="list-style-type: none"> <li>• District Offices should obtain the wire transfer instructions at: <a href="#">FDOT Wire Instructions.pdf</a> and provide them to the Subrecipient</li> <li>• The Subrecipient should enter the District that they received the funding from in the “Re:” area. For example, Re: DOT – District XX</li> </ul>
<b>5.</b>	<p>When the Subrecipient submits the returned funds via <b>wire transfer</b>, the CO Grant Programs Administrator will provide the final <i>Disposal Calculation Summary</i> and the <i>FTA Notification Letter</i> to the CO Federal Accounts Receivable (FAR) Unit and the CO Cashier’s Office.</p> <p>When the Subrecipient submits the returned funds via <b>check</b> and it is received, the CO Grant Programs Administrator will work with the CO FAR to deposit the check into the state treasury no later than seven (7) working days from the close of the week in which the check is received. (Chapter 116.01, F.S.)</p> <p>The <i>Disposal Calculation Summary</i> and the <i>FTA Notification Letter</i> will be provided to the CO FAR and the CO Cashier’s Office.</p>
<b>6.</b>	The CO Grants Section will coordinate with the CO FAR to determine if the funds can be netted via the ECHO-Web system or if a warrant is needed to return the funds FTA.



## FUNDS RETURNED VIA ECHO OR WARRANT

The CO Grants Section will determine if the FTA grant award that coincides with the Subrecipient award for which the funds are being returned is still active in TrAMS.

- If the FTA grant award is still active, funds can be netted against requested funds via the ECHO-Web system.
- If the FTA grant award is closed, or there is not sufficient remaining balance, funds must be returned to FTA via a warrant.
  - Before proceeding with the process for generating a warrant, the CO Grants Section will coordinate with the GAO Revenue Administrator or the Deputy Comptroller, to verify there is sufficient budget authority to support this payment.
  - A request for refund warrant should not proceed until such time as sufficient budget authority is confirmed, to support this refund disbursement transaction.

### Return Funds to FTA via ECHO

Per Circular 5010.1F, Chapter VI, 3 Return of Federal Assistance:

While ECHO-Web is primarily designed as a payment request system, the system does not allow funds to be returned directly. Therefore, any amount being returned to FTA must be netted against a future drawdown. The recipient (FDOT) can make a return payment only when requesting a new payment. The Total Requested Amount (which calculates the Request minus the Return) must be a positive number.

When the applicable FTA grant is active, "funding returns" may be made through the ECHO-Web system. In effect, FDOT is utilizing ECHO-Web to manage the return of the federal share of the reimbursement by opting not to drawdown the full amount of federal funds for the corresponding grant.

1. The CO Grants Section will provide the *Disposal Calculation Summary*, and the *FTA Notification Letter* to:
  - CO FAR Unit
  - CO Cashier's Office
  - FTA Region 4 – Community Planner for FDOT
2. During the quarterly federal grants drawdown process, the CO FAR will net the Federal portion of the returned funds (as identified on the *Disposal Calculation Summary*) to the grant from which funds were returned from the Subrecipient. The amount to be netted will be recorded on the Federal Financial Form (SF425).  
  
If necessary, when the funds returned from the Subrecipient exceed the earned federal funds (expenditures) during a quarterly drawdown period, the netting may be carried out over more than one future draw, provided that the full amount is netted **prior to** grant closeout. Net amounts will be recorded and tracked on the SF425.
3. The CO FAR provides SF425 to the CO Grants Section for review and approval.
4. Once approved, the CO GAO completes the ECHO Draw process outlined in the *Overview of Financial Drawdown Reporting* process.



## Return Funds to FTA via Warrant

1.	The CO Grants Section will provide the <i>Disposal Calculation Summary</i> , and the <i>FTA Notification Letter</i> to: <ul style="list-style-type: none"> <li>• CO FAR Unit</li> <li>• CO Cashier’s Office</li> <li>• FTA Region 4 – Community Planner for FDOT</li> </ul>
2.	The CO Cashier’s Office will request a warrant to FTA, through the CO Disbursement Operations Office (DOO), for the Federal portion of the returned funds as identified on the <i>Disposal Calculation Summary</i> .
3.	The CO Cashier’s Office will provide a copy of the warrant to the CO Grant Programs Administrator.
4.	The following steps should be followed (per Circular 5010.1F, Chapter VI, Item 10): <ul style="list-style-type: none"> <li>• Warrants should be payable to the “Federal Transit Administration” (<b>FTA’s FEIN#: 84-1024566</b>)</li> <li>• Mail all checks to the FAA/Federal Transit Account as follows:                 <ul style="list-style-type: none"> <li>○ DOT/Federal Transit Administration, C/O Mike Monroney Aeronautical Center, P.O. Box 25770, Attn: AMK-324, Oklahoma City, OK 73125</li> <li>○ Specify the applicable FAIN(s) or project number(s) on the warrant</li> <li>○ Provide a written explanation as to the purpose of payment (Letter provided by CO Grants Section)</li> <li>○ Send a copy of the check and the explanatory letter to the recipient’s Regional Office (completed by the CO Grants Section)</li> </ul> </li> </ul>

## DIRECT RECIPIENT FUNDS RETURNED VIA PAY.GOV

When it has been determined that the FTA grant award is closed or there is not sufficient remaining balance **and** the Subrecipient is an FTA Direct Recipient the following steps should be followed.

## Direct Recipient Return Funds to FTA via PAY.gov

1.	The CO Grants Section will prepare and provide the <i>Disposal Calculation Summary</i> to: <ul style="list-style-type: none"> <li>• District Office</li> <li>• Direct Recipient</li> <li>• FTA Region 4 – Community Planner for FDOT</li> </ul>
2.	The Direct Recipient must include the <i>Disposal Calculation Summary</i> when remitting the returned funds to FTA through PAY.gov.
3.	The Direct Recipient should follow the steps below when electronically returning Federal assistance: <ul style="list-style-type: none"> <li>• Access the <a href="#">U.S. Treasury’s Pay.Gov Financial Collection System</a>.</li> <li>• Once access is gained:                 <ol style="list-style-type: none"> <li>(1) click on “Make a Payment;”</li> <li>(2) scroll down to “Search by keyword” and enter “FTA;” and</li> <li>(3) choose the appropriate form (FOIA Fee, <b>Grantee Refunds/Over Payments</b>, or Vendors/Employees). The recipient must provide the requested information and submit</li> </ol> <p><b>Note:</b> <i>If making an ACH payment from a bank account, please select “ACH Direct Debit” as the payment type.</i></p> </li> </ul>
4.	The Direct Recipient must provide confirmation of the funds remitted to FTA through PAY.gov: <ul style="list-style-type: none"> <li>• CO Grant Programs Administrator</li> <li>• District Office</li> </ul>