**POST-DELIVERY DOCUMENTATION PACKET**

**FOR TRANSIT VEHICLES ORDERED OFF A WISDOT VEHICLE CONTRACT**

Complete this packet upon vehicle delivery **ONLY** if your agency has purchased a vehicle off a WisDOT vehicle contract **AND/OR** the purchase did not use FTA funds awarded to your agency via a grant agreement with WisDOT.

*Agencies buying vehicles off a WisDOT contract using FTA funds issued through a grant agreement with the Department must complete and submit a different packet in order to receive reimbursement. Refer to the WisDOT website for more information:* [*http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/procure-hsv.aspx*](http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/procure-hsv.aspx)

Find the most recent version of this document at:

<http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/procure-hsv.aspx>

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# Instructions

Follow the steps below to prepare and submit a complete post-delivery packet. Complete one packet per vehicle delivered.

WisDOT collects the information specified in this packet in order to satisfy federal procurement requirements and cannot accept incomplete packets.

STEP 1: **Complete Purchaser Information and Documents Checklist** on page 3.

STEP 2: **Complete Attachment A** – Purchaser Vehicle Acceptance Letter

This letter informs WisDOT that your agency has found the vehicle(s) to be in satisfactory condition.

STEP 3: **Complete Attachment B** – Vehicle Inspection Form

Attachment B represents minimum inspection requirements that WisDOT can accept from agencies purchasing off our vehicle contracts. Your agency may have additional inspection procedures.

STEP 3: **Complete Attachment C** – Post-Delivery Buy-America Audit Certifications

Vendors commonly provide purchasers with materials needed to complete this attachment. The purchase, not the vendor or a lessee, must complete and sign the document. Separate documents must accompany each vehicle.

STEP 4: Complete WisDOT’s **MV1 title and license plate application**

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

STEP 5: **Gather copies of the following documents**:

* + Copy of original Manufacturer's Certificate / Statement of Origin
	+ Copy of original vendor’s Buy America Certification
	+ Copy of proof of payment to vendor (e.g. copy of check, general ledger, bank statement)
	+ Copy of vendor’s invoice showing VIN and purchasing agency name. Each vehicle should be invoiced separately.
	+ Copy of purchase order (include any change orders)

STEP 6: If the vehicle will be leased, you must enact a lease with the lessee. If a lease already exists between the two parties, ensure the lease lists the new vehicle’s VIN. Include the signed lease document with your vehicle delivery documents. Template lease documents and guidance are available on WisDOT’s website. A lease must be executed before your vehicle is transferred to the lessee.

STEP 7: **Ensure all documents are** **signed and complete**. **Make copies for your records.**

STEP 8: **Scan, then email** all documents to WisDOT at: danette.tessmann@dot.wi.gov or katherine.patterson@dot.wi.gov

STEP 9: If you are disposing of a federally-funded vehicle you [must review the information hyperlinked](http://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/transit/compliance/asset-disp.pdf) and process the disposal through the BlackCat Grants Management System.

***Review and complete the following documents carefully.***

***Complete one set of documents for each vehicle received.***

***WisDOT cannot accept incomplete documents.***

#

PURCHASER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DELIVERY DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Contact information for individual completing this packet:***

*NAME* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *DATE* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*TITLE* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*PHONE* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *EMAIL* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
|  WisDOT Use Only |
| Complete and accurate documents received by WisDOT | Date: |
| *Signatures* | Program Manager |  | Date: |
| Asset Manager |  | Date: |
| Procurement Manager |  | Date: |
| Financial Manager |  | Date: |

# Documents Checklist

PURCHASING AGENCY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VEHICLE DELIVERY DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

[ ]  Copy of completed Documents Checklist

[ ]  Attachment A – Grantee Vehicle Acceptance Letter

[ ]  Attachment B – Vehicle Inspection Form

[ ]  Attachment C – Post-Delivery Buy America Audit Certifications

[ ]  Copy of MV11 or MV1 Application

[ ]  Copy of original Manufacturer's Certificate/Statement of Origin

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

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

[ ]  Copy of vendor’s invoice

[ ]  Copy of purchase order(s) *(include any change orders)*

[ ]  Signed lease document (updated to include new vehicle) if applicable.

[ ]  Photograph of FMVSS sticker

# Attachment A – Purchaser Vehicle Acceptance Letter

PURCHASING AGENCY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DELIVERY DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  |  |
| VIN | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Make/Model/Year | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Mileage | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Leased to a 3rd Party? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Grant Award Year | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total COST (include “add-ons”) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

The grantee confirms that the above vehicle(s):

[ ]  was/were delivered and accepted,

[ ]  passed a visual inspection and road-test,

[ ]  has/have applicable insurance and

[ ]  conform(s) to the specifications in the applicable vendor contract.

Electronic Signature of grantee official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

# Attachment B - Vehicle Inspection Form

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

Mechanic/Inspector Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **ITEM** | **REQUIREMENT** | **PASS/FAIL** | **NOTES** |
|  |
| VEHICLE INSPECTION | FMVSS Sticker | Affixed to Vehicle | [ ]  P / [ ]  F | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Interior Finish | Clean and adheres to contract specs | [ ]  P / [ ]  F | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Exterior Finish | Clean and adheres to contract specs | [ ]  P / [ ]  F | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Interior Lighting | Operable and adheres to contract specs | [ ]  P / [ ]  F | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Exterior Lighting | Operable and adheres to contract specs | [ ]  P / [ ]  F | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Accessible Lift / Ramp | Operable and adheres to contract specs | [ ]  P / [ ]  F | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Chassis / Frame | Inspect for leaks, damage, etc. | [ ]  P / [ ]  F | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Electrical | Inspect electrical system where applicable, including battery(ies) | [ ]  P / [ ]  F | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Engine | Inspect for leaks, loose components and noises | [ ]  P / [ ]  F | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Federal Title VI | Non-discrimination notice posted in vehicle | [ ]  P / [ ]  F | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| HVAC | Run heater, AC, fan and inspect compressor / condenser | [ ]  P / [ ]  F | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ROAD TEST | Engine | Operates as expected, gauges read normal | [ ]  P / [ ]  F | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Brakes / Parking Brake | Tested and operate as expected | [ ]  P / [ ]  F | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Vibrations | No unexpected vibrations at varying speeds | [ ]  P / [ ]  F | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Speed | Vehicle tested at varying speeds and on a roadway with posted speed ≥ 55mph | [ ]  P / [ ]  F | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Wipers / windows / seats | Tested, operate as expected | [ ]  P / [ ]  F | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Safety | First aid kit, fire extinguisher, orange triangles | [ ]  P / [ ]  F | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other | Report other tests or issues | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Attachment C - Post-Delivery Buy America Audit Certification and Report

Attachment C was completed by:

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

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**BUY AMERICA CONTENT CERTIFICATION**

This certifies the Supplier’s status of compliance with FTA Buy America Regulations set forth in 49 C.F.R § 661.11. Vendors often provide materials necessary to complete Attachment C.

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

Supplier Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

[ ]  The required percentage of subcomponents, by cost, are of U.S. origin/manufacture, and is manufactured in the U.S. The Supplier attests that the U.S. content of subcomponents, by cost, is as indicated below. See 49 CFR 661.11(g).

[ ]  Less than the required percentage of the subcomponents, by cost, are of U.S. origin/manufacture, and the component is manufactured in the U.S. (in such case, the cost of U.S. subcomponents is eligible for inclusion towards domestic content calculations). The Supplier attests that the U.S. content of subcomponents, by cost, is as indicated in the attached documents. See 49 CFR 661.11(l).

[ ]  The component contains subcomponents of domestic origin, however, the component is NOT manufactured in the U.S. (in such case, the cost of U.S. subcomponents is eligible for inclusion towards domestic content calculations only if the U.S. subcomponent(s) received a tariff exemption). The Supplier attests that the U.S. content of subcomponents, by cost, is as indicated by the attached documents. See 49 CFR 661.11(j).

# ROLLING STOCK VEHICLE PROCUREMENT Post-Delivery Audit Report

Use the following template to complete the Post Delivery Audit report. Complete all sections highlighted in yellow. Additional comments and sheets may be added.

GRANTEE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DELIVERY DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following information can be obtained from the WisDOT Procurement or will supplied by the vehicle vendor.

WisDOT Procurement Line Item Number \_\_\_\_\_\_\_\_\_\_\_\_ Cycle/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POST- DELIVERY BUY AMERICA COMPLIANCE CERTIFICATION**

**Post-Delivery Buy America Compliance Certification for (manufacturer name)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. As required by Title 49 of the CFR, Part 663 – Subpart C, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (grantee) certifies that it is satisfied that the rolling stock vehicles received, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(vehicle type)** from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(manufacturer)** meet the requirements of 49 U.S.C. 5323(m). The grantee, **or** its appointed **auditor (name)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has reviewed documentation provided by the manufacturer, which lists (1) the actual component and subcomponent parts of the rolling stock vehicles identified by manufacturer, country of origin, and cost; and (2) the actual location of the final assembly point for rolling stock vehicles, including a description of the activities that took place at the final assembly point and the cost of final assembly.

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

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Post-Delivery Purchaser’s Requirements Certification for** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(manufacturer)** As required by Title 49 of CFR, Part 663 – Subpart C, after visually inspecting and road testing the contracted rolling stock, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(grantee**) certifies that the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(vehicle type)** from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(manufacturer)** meet the contract specifications. After reviewing the report, visually inspecting the rolling stock, and performance testing the rolling stock, the grantee certifies that the rolling stock meets the contract specifications.

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

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POST-DELIVERY FMVSS COMPLIANCE CERTIFICATION**

As required by Title 49 of the CFR, Part 663 – Subpart D, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(grantee)** certifies that it received, at the post-delivery state, a copy(ies) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(manufacturer)** self-certification information stating that the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(vehicle type)** comply with the relevant Federal Motor Vehicle Safety Standards issued by the National Highway Traffic Safety Administration in Title 49 Code of Federal Regulations, Part 571

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

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**6.0 POST-DELIVERY AUDIT CONCLUSIONS**

# 1.0 EXECUTIVE SUMMARY

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

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

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

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

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

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

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

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

\* Domestic Content Certification and Summary

# 2.0 POST-DELIVERY AUDIT PROCEDURES

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

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

# 3.0 POST-DELIVERY BUY AMERICA COMPLIANCE CERTIFICATION

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

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

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

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

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

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

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

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

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

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

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

Final assembly of vehicle was in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(City)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(State)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Country)**

# 4.0 POST-DELIVERY PURCHASER'S REQUIREMENTS CERTIFICATION

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

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

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

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

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(grantee)** inspected and road tested delivered vehicle(s) to assure vehicle complies with bid specifications.

Resident inspector to final assembly location report \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(is or is NOT)** applicable.

\*Attach Resident Inspector Report, if applicable.

# 5.0 FEDERAL MOTOR VEHICLE SAFETY STANDARDS (FMVSS)

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

*Post-Delivery FMVSS Compliance Certification* is signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Vendor or Manufacturer)** and attached.

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

(The sticker is typically located on the inside of the driver’s side door. The VIN number

on the sticker must match the VIN number on the vehicle title.)

# 6.0 POST-DELIVERY AUDIT CONCLUSION

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

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

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(grantee)** inspected and road tested delivered vehicle(s) to assure vehicle complies with bid specifications.

Following the review of the documents, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(vehicle type)** from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(vendor or manufacturer)** is in compliance with the solicitation requirements and is in compliance with Buy America requirements.

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Attachment D - Additional Information

1. The grantee is responsible for paying the complete vehicle invoice amount directly to the vendor upon delivery.
2. Be sure to carefully review and complete the delivery documents.
3. Submit your completed delivery documentation BEFORE placing the vehicle into revenue service.
4. You must retain copies of certificates and supporting documentation provided to you by the vendor throughout the useful life of the vehicle and a minimum of three years following its retirement and disposal.
5. Federal Title VI Non-discrimination Notice to the Public must be posted in public transit revenue service vehicles. More information: <http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/compliance/title6.aspx>

# Attachment E - Insurance

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

# Attachment F - Vehicle Registration

* The transit vehicle must be properly registered to operate in the State of Wisconsin by completing the MV1 form. The vendor may have already partially completed this form. The grantee must sign the form and provide a copy to WisDOT.
* Verify: date, any tax exempt codes, vehicle identification number, etc.
* Your grantee name on the MV1 must be precisely the same as it appears on the insurance.