

**FEDERAL TRANSIT ADMINISTRATION (FTA)
5310/5311 COMPLIANCE SUBRECIPIENTS
VEHICLE PROCUREMENT
TRANSIT VEHICLE AWARD REPORTING PROCEDURES**



History

In 2014, Disadvantaged Business Enterprise (DBE) regulations were updated to require FTA recipients to report transit vehicle procurement awards (CFR 26.49(a)(4)). This guidance document clarifies that FTA subrecipients must submit, within 30 days of making an award, the name of the successful bidder (transit vehicle manufacturer) and the total dollar value of the contract. Recipients are required to use the online **Transit Vehicle Award Reporting Form** to report the required information on transit vehicle procurement awards. Businesses that manufacture vehicles solely for personal use and for sale "off the lot" are not considered transit vehicle manufacturers (49 CFR 26.5).

Implications for PA Agencies

In Pennsylvania, Section 5310/5311 funds are awarded to transit and private non-profit agencies to fund vehicle purchases. These funding sources are received by the Pennsylvania Department of Transportation (PennDOT) annually from FTA, then PennDOT distributes the funding amongst its subrecipients. When this funding is used to fund vehicle procurements, an online **Transit Vehicle Award Reporting Form** must be submitted for the associated purchase order.

Reporting Procedures

Subrecipients of 5310/ 5311 funding are required to submit the **Transit Vehicle Award Reporting Form** within 30 days of the purchase order being executed. This form must be completed for any purchase order where federal 5310 or 5311 funding is planned to fund vehicles within that order. A copy of the completed **Transit Vehicle Award Reporting Form** must be filed with other documentation regarding the vehicle purchase, and remain onsite until the vehicle is properly disposed of at the end of its useful life. Completed forms will be audited as part of an agency's 5310 or 5311 compliance review, at least once every three years.

Link to Transit Vehicle Award Reporting Form

<https://www.surveymonkey.com/r/vehicleawardreportsurvey>