

When submitting a rolling stock reimbursement:

1. Enter new vehicles into Blackcat filling out information in the inventory form completely, including procurement and contract information.
2. Submit completed bus reimbursement form to your TPA and attach the following:
 - a. Copy of the final bus vendor invoice to verify costs on reimbursement form.
 - b. Copies of “make ready cost” invoices to verify costs on reimbursement form.
If make ready have not been completed at the time of the bus reimbursement and there are still funds remaining on the bus contract, please note on the reimbursement form that an additional reimbursement for make ready costs will be submitted at a future date.
 - c. Proof of Payment for invoices and make ready costs (canceled checks or ACH transactions)
 - d. Note the number of bus being replaced and the number of the new bus
3. Submit Rolling Stock Post-Delivery Audit Certifications
This 2-page form can be found on the Iowa DOT forms portal or by using the link in the table at the end of this document.

***The form will also include the certifications for Post Delivery and FMVSS.*

- a. Post-Delivery Buy America Certification with documentation from vendor that shows the vehicle you procured is over the required 70% American Made and the Final Assembly location (must be in America)
 - b. FMVSS / CMVSS Certification and Compliance Summary documentation provided by the vendor of the vehicle.
4. Submit Application for Title/Registration following the process for your type of transit agency (non profit or government) as they are different.

*** If you are a large urban transit agency and submit your title and registration applications directly to the Iowa DOT Office of Vehicle Services, please make sure the lien information, if applicable, is included on the title and title sent to your TPA.*

If a vehicle was purchased using funds via a DOT contract, the title/registration application must include DOT as the lienholder in the first security interest box on the application. The lien remains in effect until the vehicle has met its Federal useful life. Once the useful life of the vehicle has been met, the lien will be released and the title returned to your agency.

“Iowa Department of Transportation” rather than public transit section or bureau should be included in first security interest box. The address is 800 Lincoln Way, Ames, IA 50010. The FEIN is 42-6004226

Forms that may need to accompany the title/registration application include the certificate of origin, odometer disclosure statement (if information is not on the certificate of origin), and vehicle damage disclosure form (if buying a used vehicle that is less than 7 years old). Links to these forms are found on the last page of this document or on the Iowa DOT forms portal.

When submitting a non rolling stock reimbursement (PTIG, STA Special Project, or other federal grant):

1. Submit completed reimbursement form and attach the following:
 - a. Copy of vendor invoice(s) to verify costs on reimbursement form.
 - b. Proof of Payment for invoices (canceled checks or ACH transactions)
2. If you are submitting for reimbursement on an FTA facility grant you must also submit Non Rolling Stock Post-Delivery Audit Certifications for manufactured products
This form can be found on the Iowa DOT forms portal or using the link in the table at the end of this document.

Forms to be Used with Reimbursements or Title/Registration Applications

Rolling Stock Post-Delivery Audit Certifications	[Iowa DOT] 020109. Post Delivery Audit Certifications (seamlessdocs.com)
Application for Title/Registration	[Iowa DOT] 411007: Application for Certificate of Title and/or Registration (seamlessdocs.com)
Odometer Disclosure Statement	[Iowa DOT] 411077. Odometer Disclosure Statement (seamlessdocs.com)
Damage Disclosure Statement	[Iowa DOT] 411108. Damage Disclosure Statement (seamlessdocs.com)
Application for Transit Plates	[Iowa DOT] 020025. Application for State of Iowa Transit Bus Plates (seamlessdocs.com)
Non Rolling Stock Buy America Certification	[Iowa DOT] 020083: Buy America Certification, Non-Rolling Stock (seamlessdocs.com)