

Vehicle Status Change Form

A status change is anytime an agency is taking their vehicle out of "active" status within the program. This can be when they start utilizing the vehicle as a backup with the program, or when they are ready to dispose of the vehicle. Please review the following options and return to KDOT for approval of your status change. A status change will only be considered if it has met its useful life in accordance with the KDOT policy manual of either 5 years or 100,000 miles with a greater emphasis on mileage.

- The vehicle will remain with the agency as a backup vehicle.
 - o A vehicle utilization plan MUST be submitted along with this form, letting us know how long you are planning on keeping the vehicle in backup status, how you are planning to meet minimum mileage requirements while it is in backup status, and agreeing to continue reporting.
 - o A backup vehicle is still considered a KDOT program vehicle. As such, the vehicle will only be able to be utilized within the KDOT program and cannot be used for other purposes. A lien release will NOT be provided for this status change.

LIEN RELEASE REQUEST:

When an agency requests a lien release, the agency must certify the agency's intentions and take one of the following actions with the vehicle. Please check as appropriate.

- The vehicle will be utilized as a non-KDOT vehicle within the agency's fleet.
- The vehicle will be transferred to another 5311 or 5310 sub-recipient eligible to receive assistance.
- The agency will strive to sell the vehicle at FMV.
 - o If the vehicle is sold and has a fair market value of more than \$5,000, the agency may retain a portion of the funds- \$5,000 plus the percentage of local share in the original awarded. Any remaining federal share must then be submitted to KDOT to be returned to FTA.
- The agency is A) Donating the vehicle, B) Salvaging the vehicle, or C) parting the vehicle out. Donation or salvage receipts are required before vehicle is removed from BlackCat / KDOT Inventory.

Year/Make _____ Model _____

VIN # _____ Agency _____

Mileage: _____ Condition of Vehicle: _____ Replacement received: Yes No

Reason for Disposal Request _____

(Date)

Signature of Agency's Authorized Representative / Print Name

I hereby certify that when the above vehicle(s) are disposed of it will be done in compliance 2 CFR 200, KDOT's Office of Public Transportation Policy Manual and KDOT's Transit Manager's Handbook. By signing this form, I am attesting that the information above is complete and accurate to the best of my knowledge. If any new information comes to light, I am agreeing to immediately contact the KDOT Pubic Transit Team at KDOTtransit@ks.gov with the new information.

For KDOT Use Only:

Vehicle Has Met Useful Life: Yes No Original Purchase Price: _____

TAM Score: _____ KDOT Calculated Value: _____

Reviewers Comments: _____

Approved Denied KDOT Reviewers Signature _____