

State of Hawaii
Department of Transportation
Statewide Transportation Planning Office

**FTA Section 5309, 5310 & 5311 Program
Project Disposition Instructions**

Disposition is required when the sub-recipient no longer has use for the project in accordance to the approved project application and the federal programmatic requirements. The following are the Project Disposition Instructions:

1. The sub-recipient shall contact HDOT for initial project disposition consultation.
2. **The sub-recipient cannot use the project for other than identified use in the approved application or dispose of the project until written approval is received from the HDOT.** Only written disposition approval from the HDOT will release the sub-recipient from all agreement and/or contractual obligations related to the project.
3. The sub-recipient is permitted to deduct and retain from the federal share \$500 or ten percent of the proceeds, whichever is less, for disposition efforts such as estimating, selling and handling expenses.
4. The sub-recipient shall have the vehicle assessed and value estimated by an ASE certified mechanic before submitting the disposition application for project values equal or greater than \$5,000.
5. Disposition Options:
 - A. Service Life has not been met
 - 1) The sub-recipient shall reimburse HDOT 80 percent of the project value using the Straight-line Depreciation Method; or
 - 2) The sub-recipient shall return the project to HDOT in serviceable condition, as determined by HDOT. HDOT will reassign the project. The sub-recipient shall not be reimbursed any portion of their local share cost.
 - B. Service Life has been met
 - 1) The sub-recipients shall return the project to HDOT in serviceable condition, as determined by HDOT, for projects that have a value greater than \$5,000. HDOT will reassign the Project. Or,
 - 2) The sub-recipient shall not return the project to HDOT, if the project is not in serviceable condition, as determined by HDOT. The sub-recipient shall dispose of the project.

Project disposition proceeds less than \$5,000 must be used for the sub-recipient's transit program. Project disposition proceeds equal or greater than \$5,000 must be used for efforts identified in the approved project application. If the sub-recipient cannot meet any of these reinvestment requirements, the project disposition proceeds must be submitted to HDOT.

6. A completed and signed Project Disposition Application with attachments is required. One application is required for each project disposition.
7. For vehicles, the Service Life is listed below. Service Life of rolling stock begins on the date the vehicle is placed in revenue service and continues until it is removed from service.
 - A. Large, heavy-duty transit buses (approximately 35' – 40', and articulated buses): at least 12 years of service or an accumulation of at least 500,000 miles.
 - B. Medium-size, heavy-duty transit buses (approximately 30'): 10 years or 350,000 miles.
 - C. Medium-size, medium-duty transit buses (approximately 30'): 7 years or 200,000 miles.
 - D. Medium-size, light-duty transit buses (approximately 25' – 30'): 5 years or 150,000 miles.
 - E. Other light-duty vehicles such as small buses and regular and specialized vans: 4 years or 100,000 miles.
8. For Equipment Service Life contact the HDOT.

**FTA Section 5310 Program
Project Disposition Application**

This form must be used for the disposition of Projects, such as vehicles and equipment, acquired with Federal Transit Administration (FTA) Section 5310 Program funding assistance. For disposition, one completed and signed Project Disposition Application form with required attachments must be submitted for each Project.

I. Recipient Organization

- A. Name of Organization: C. Telephone No.:
- B. Address: D. Fax No.:
- D. E-mail Address:

II. Certification by Recipient Organization

I hereby certify that I am authorized to act on behalf of the above mentioned organization for the disposition of the Project, that the information this form and all attachments is true and correct, and that any proceeds received from the disposition will be reinvested in the transportation services of the mentioned organization or turned over to the Department.

_____ Signature	_____ Date
_____ Print Name	_____ Position Title

III. Project Information

- A. FTA Grant Number for Project: E. Project Description (Year, Make, Model, Etc.):
- B. Project Purchase Cost:
- C. Date Project Accepted by Organization: F. Vehicle License Plate Number:
- D. Vehicle Mileage: G. Vehicle Identification Number (VIN):

IV. Disposition Information

- A. Reason for Disposition: D. Explain the project disposition's effect on the organization's transportation service?
- B. Present Residual or Salvage Value: E. Additional Information:
- C. Method of Disposition:

V. Vehicles with a value \geq \$5,000 (IV.B.) must be assessed and appraised by an ASE certified mechanic.

- A. Mechanic Name & Company Name: C. Mechanic Address & Phone No.:
- B. Latest ASE certification date: D. Mechanic Cost for Assessment:

VI. Attachments - Check the boxes that are applicable and provide documents with the disposition application.

- A. Required for vehicles:
- Copy of current Motor Vehicle Registration
 - Copy of current Motor Vehicle Safety Check
 - Photo(s) of vehicle's current condition
 - Photo of vehicle front & rear license plates
 - Photo of vehicle odometer
 - Copy of vehicle value from Kelly Blue Book
- B. Required for vehicles with a value \geq \$5,000 (IV.B.):
- Copy of mechanic's inspection/assessment report
 - Copy of mechanic's invoice
- C. Required for vehicle disposal due to vehicle accident
- Copy of Accident and/or Police Report
- D. Required for Equipment
- Photo(s) of equipment's current condition
 - Equipment Value documentation

VII. Hawaii State Department of Transportation Use Only

Recommendation:

Reviewed by: _____	Date: _____	Concurred by: _____	Date: _____
Approved / Disapproved	Signature: _____		Date: _____