



TVM Award Reporting Instructions

March 2025

Disadvantaged Business Enterprise (DBE) regulations require Federal Transit Administration (FTA) recipients to report transit vehicle procurement awards (CFR 26.49(a)(4)). Recipients are required to use the online [Transit Vehicle Award Reporting Form](#) to submit the required information. Businesses that manufacture vehicles solely for personal use and for sale “off the lot” are not considered transit vehicle manufacturers (49 CFR 26.5).

Reporting Procedures

PennDOT subrecipients of Federal Section 5310/5311 funding are required to submit the [Transit Vehicle Award Reporting Form](#). The form must be:

- Completed for each purchase order
 - Minivans purchased using Federal Section 5310 funds do not require form to be completed
- Submitted within 30 days of executing the purchase order
- Retained until vehicle is disposed and updated in the [Capital Planning Tool](#)
 - PNPs must retain until vehicle is disposed and disposition information is provided to their assigned Bureau of Public Transportation (BPT) Program Manager

The completed forms (digital or printed) will be audited during an agency’s Federal Section 5310 and/or 5311 compliance review. The template below provides agencies information to properly complete the [Transit Vehicle Award Reporting Form](#).

Transit Vehicle Award Reporting Form Template

Vehicle Award Report

49 CFR 26.49(a)(4) requires FTA recipients to report vehicle procurement awards

Please submit the following information within 30 days of the award:

*** 1. Recipient Name**

Enter: Pennsylvania Department of Transportation

*** 2. Recipient ID #**

Enter: 1429

*** 3. Please select the FTA Regional Office that serves your transit agency**

Select: 3

*** 4. Select the Transit Vehicle Manufacturer (TVM) awarded the contract**

Select: Manufacturer

*** 5. Contract Award Dollar Amount (No commas, No dollar signs)**

Enter: Total purchase order

*** 6. Contract Award Date**

Enter: Signing date of purchase order

Please enter a valid date

Date

MM/DD/YYYY 

*** 7. Provide recipient point of contact**

Name

Enter: BPT Program Manager

Phone Number

Enter: BPT Program Manager #

Email Address

Enter: BPT Program Manager Email

8. Additional Information (Optional)

Enter: Subrecipient – Agency abbreviation – # of vehicles

STOP: Save/print as a PDF before selecting Done. You will not have access to this form after selecting Done.

Done