

SUBRECIPIENT NON-VEHICLE ASSET MANAGEMENT

NJ TRANSIT Policy and Subrecipient Certification of Use

NJ TRANSIT POLICY

It is the responsibility of Local Programs and Community Mobility to ensure that all non-vehicle equipment with a federal interest continues to be in program use as approved under the FTA grant the non-vehicle equipment was initially purchased from.

Each year subrecipients with active non-vehicle equipment are sent a list of capital equipment in their possession that retains a federal interest. Each such subrecipient must sign this annual Certificate of Use certifying that the equipment is being used in accordance with the original approved purpose of the equipment. Subrecipients must continue to submit this Certification of Use annually until there is no longer a federal interest in the capital items (s). Each year the non-vehicle inventory list will be revised by NJ TRANSIT based on the useful life criteria for non-vehicle equipment.

All non-vehicle equipment purchased with FTA funds must be labeled with grant year, funding source and date of purchase and be available for inspection by NJ TRANSIT staff when on site.

All federally-funded non-vehicle equipment must be kept in safe and clean condition and in good working order, and garaged or stored in a secure manner. The subrecipient must properly maintain the equipment according to the procedures described in the manufacturer's service manual and through generally accepted industry practices for such equipment. Besides this normal maintenance, the equipment should be regularly inspected by trained maintenance personnel and any problems uncovered through this inspection corrected in a reasonable time. Components of equipment should be tested regularly and kept in good working order.

In addition non-vehicle equipment with purchase price of \$5,000 and over must have a corresponding written maintenance plan; the plan must describe in detail the maintenance and frequency of maintenance for each item with value of \$5,000 or over. Written maintenance records of equipment must be maintained for the useful life of non-vehicle equipment.

CERTIFICATION OF USE

This is to certify that _____ (***Name of Agency***) continues to use the non-vehicle equipment on attached inventory. This non-vehicle equipment continues to be used for purposes they were purchased for, are maintained and are in good working order.

Signature

Name of Authorized Official

Title

Date