

**2016 – 2019 STP LOCAL TRANSIT CAPITAL  
VEHICLE REPLACEMENT APPLICATION - MNDOT DISTRICT 7/ATP-7**

**APPLICANT INFORMATION**

1. Date submitted:

2. System Legal name:

3. Current address:

City:

State:

ZIP Code:

4. Contact person:

5. Title:

6. Telephone number:

7. Email address:

**FUNDING INFORMATION**

8. Federal funds: \$

Local funds: \$

Total vehicle cost: \$

Vehicle class requested:

9. Funding sources for vehicle requesting to be replaced:

**SYSTEM INFORMATION  
(FLEET INFORMATION AS OF DECEMBER 1)**

10. Year/Model/Class	11. Active	Back-up	12. Annual Miles	13. Current Mileage

**REPLACEMENT VEHICLE INFORMATION**

14. Year and model of vehicle being replaced:

15. VIN (Vehicle identification Number):

16. Total maintenance costs to date: \$

17. Total repair costs to date: \$

18. Month and year vehicle was placed into service (MM/YYYY):

19. Estimated mileage as of 06/01/2015:

20. Average daily hours of service:

21. Seating capacity of vehicle:

22. System-wide average passengers per active vehicle for previous calendar year:

**COMPELLING NEED**

23. Please describe your compelling need for vehicle replacement:

# Instructions for Bus Replacement Application via ATP-7

*Please read and follow these step by step instructions:*

- **Step 1:** Enter the date you submit this application to your Project Manager
- **Step 2:** Print the legal name of your transit system
- **Step 3:** Print the complete address of your system where you receive US mail delivery
- **Step 4:** Print the name of the person you want to be the contact for this replacement
- **Step 5:** Print the title of the contact person you listed.
- **Step 6:** Print the complete work phone number of the contact listed.
- **Step 7:** Print the email address for the contact listed.
- **Step 8:** Complete the three line Funding breakdown (Federal, Local and Total Cost), and vehicle class requested
- **Step 9:** Please identify where the original funding came from to purchase the vehicle that you are requesting to be replaced. If you are unsure, please contact your PM and they will be able to assist.

## SYSTEM INFORMATION Fleet Inventory as of Dec 01

- **Step 10:** Print the year, models and class of the fleet under the column labeled Year/Model/Class
- **Step 11:** Check the appropriate box to indicate whether the vehicle is Active or is used as a Back-up.
- **Step 12:** Enter the annual miles of each vehicle.
- **Step 13:** Enter the current mileage of each vehicle.

## REPLACEMENT VEHICLE INFORMATION

- **Step 14:** Enter the Year/Model of the vehicle you wish to replace.
- **Step 15:** Enter the VIN
- **Step 16:** Enter the total **maintenance** costs to date.
- **Step 17:** Enter the total **repair** costs to date.
- **Step 18:** Enter the month and year the vehicle was placed in service.
- **Step 19:** Enter estimated mileage as of 06/01/2015
- **Step 20:** Enter the average daily hours of service for this vehicle.
- **Step 21:** Provide the number of seats and wheelchair positions in the vehicle you wish to replace.
- **Step 22:** Provide the System-wide average passengers based on the active vehicles for the previous calendar year.

## COMPELLING NEED / OTHER FACTORS

- **Step 23:** Write a brief explanation of why this vehicle should be considered for replacement. The explanation doesn't need to be more than three or four sentences but should identify a compelling need. **If you choose to leave this section blank, your application for vehicle replacement will be scored accordingly.**
- **Step 24:** Meet the submission deadline, or provide your Project Manager with a compelling reason why you are not be able to do so. **Applications that don't meet the deadline, and without prior approval, will not be considered by the review committee.**