



Department of Transportation  
Division of Finance & Management  
Office of Air, Rail & Transit

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**Annual Equipment Certification**

The South Dakota Department of Transportation (SDDOT), Office of Air, Rail and Transit requires each transit provider to submit an annual equipment certification.

This certification will be required to be submitted by December 1st of each year.

I, **(enter name and title)** certify to the SDDOT, Office of Air, Rail, and Transit that equipment being used by **(enter your transit agency name)** with invested Federal Transit Administration or the State of South Dakota funds are being used in accordance with terms of any grant or program agreement, and that no part of the local contribution to the cost of the vehicle has been refunded or reduced.

It is understood that equipment purchased with the funds described above are to be used for transit-related purposes. Equipment must be maintained in accordance with the transit provider's required Equipment Maintenance Policy and associated funding agreement. A current copy of the Equipment Maintenance Policy will be immediately available to SDDOT staff for review when requested.

In addition, each transit provider will be responsible to keep all equipment maintenance records current on file and enter the data into our Transit Asset Management (TAM) software (ThingTech) to meet TAM reporting requirements for equipment costing \$50,000 or more. Following your internal policy, transit providers are required to keep an equipment inventory list and verify equipment is tagged.

Based on the dollar amount of your transit agencies policy, please submit a current equipment inventory list of assets with invested federal or state funds (including non-revenue vehicles, skid loaders, trailers etc.) along with the signed certification.

Click here to enter text.

Click here to enter text.

Printed Name

Title

Click here to enter text.

Click here to enter text.

Signature

Date