



# VAN DONATION PROGRAM REQUIREMENTS

## DES MOINES AREA REGIONAL TRANSIT AUTHORITY VAN DONATION PROGRAM REQUIREMENTS AND SELECTION CRITERIA

### PROGRAM PURPOSE

As public transit in Central Iowa continues to grow, DART is committed to expanding service, connecting more people to more opportunities. However, in areas not yet served by fixed routes, there are pockets of the population with unmet transit needs. This population includes members, clients or other users of the services supplied by many nonprofit organizations and community groups as well as users of services provided by local governments. Granting retired RideShare vanpool vehicles to these organizations and to certain governmental agencies would fulfill many of these unmet public transportation needs, providing better public transportation within DART's service area in an innovative way and with a pay it forward spirit.

The DART Commission approved implementation of the RideShare Van Donation Program at their September 2, 2014 meeting. This annual program will provide up to three passenger vans to eligible non-profit organizations and governmental agencies to enhance transportation service provided within DART's service area. This packet contains the application, rules/requirements and selection criteria for the program.

### VEHICLE DESCRIPTIONS

Three retired vehicles will be granted as described below. These vans had been earmarked for retirement and scheduled for auction this year.

- **2009 Chevrolet Express 3500 15 Passenger Vans:** 6.0 Liter V8 Engine, Automatic Transmission, Approximately 110,000 – 150,000 miles. Tan or Gray in color.
- **2009 Toyota Sienna LE Minivans:** 3.5 Liter V6 Engine, Automatic Transmission, Approximately 105,000 – 120,000 miles. Maroon or Gray in color.

### PROGRAM ELIGIBILITY

To ensure the program serves public, not private transportation needs, only governmental agencies and nonprofit organizations qualifying under 26 USC 501(c)(3) will be eligible to participate. **Questions about eligibility, limits of the DART service area and other questions about the program should be directed to: Jennifer Long, RideShare Program Coordinator, at (515) 283-8139, or email at [jlong@ridedart.com](mailto:jlong@ridedart.com).**

### OTHER RULES AND REQUIREMENTS

- Applicants must provide a copy of their 501(c)(3) certification, if applicable.
- Application must clearly designate the primary applicant, who will be named as buyer on vehicle title, if selected as a recipient.
- Only one van will be awarded per agency/organization every two years.
- All grantees should be located in DART's service area and demonstrate that they would provide trips for residents in that area.



- Trips must originate in DART's service area and remain within a 150 mile radius.
- Trips to or from religious worship, devotion or instruction may not be counted to meet the selection criteria. This restriction does not affect the use of the van once an award has been made.
- Grantees may only provide transportation to their clients, members, guests or other similar users. They may not provide transportation to the general public.
- Applicants must certify they have the financial and managerial capacity to insure granted vehicles, if selected as a recipient.
- Applicants must certify they have the financial and managerial capacity to maintain vehicles in good working condition.
- Applicants must track ridership, hours and miles of service and provide a quarterly report to DART for a period of one year following the grant.
- Grantees will certify that the vehicle will not be used for assisting a campaign for election or for promotion or opposition of any ballot measure.
- Grantees are required to sign an agreement with DART which requires them to follow the terms of this policy, to properly maintain the vehicle and to comply with DART's monitoring program. The agreement shall specify that the vehicle is granted "as is" and with no express or implied warranties of any type, that the grantee is responsible for all licensing, permits and insurance, and that the grantee shall sign a hold harmless agreement acceptable to DART.

**APPLICATION SCHEDULE**

<b>September 11, 2015</b>	Deadline for submitting applications
<b>September 14-18, 2015</b>	Review and scoring of applications by Selection Team
<b>September 30, 2015</b>	Announcement of Van Grant Awards
<b>October, 2015</b>	Delivery of Vehicles

**APPLICATION SUBMITTAL**

A copy of the application is attached. The application is also available on DART's website: [www.ridedart.com](http://www.ridedart.com). This application packet is available in other formats/languages by request.

**Applications must be received no later than 5:00 p.m. on September 11, 2015.**

**Applications should be sent to:**

**Jennifer Long, RideShare Program Coordinator  
Des Moines Area Regional Transit Authority  
620 Cherry Street  
Des Moines, Iowa 50309  
E-mail: [jlong@ridedart.com](mailto:jlong@ridedart.com)**



**SELECTION CRITERIA SUMMARY**

The selection process is competitive and involves review and evaluation using the criteria identified below. In addition to these specific criteria, geographic equity, diversity in population groups served, and previous grant award will be used as balancing factors in making final selections.

<u>CRITERIA:</u>	<u>WEIGHT:</u>
1. Demonstrated Community Benefit	50%
2. Total Number of Trips Provided	20%
3. Clarity and Quality of Application	15%
4. Coordination of Services	10%
5. Ability of Organization to Maintain Service	5%

**SELECTION CRITERIA**

**1. Demonstrated Community Benefit**

Explain clearly the scope and nature of your agency’s transportation need and what data you have to back up that need. Explain how granting your application would serve an unmet public transportation need in DART’s service area. Include what service you currently utilize, what other options are available to your organization and how your program will meet that need and coordinate with other programs to get maximum use.

**2. Total Number of Trips Provided**

Clearly define and document the number of trips to be provided annually. Give the best estimate you can as to where the trips would go. Trips to or from religious worship, devotion or instruction may not be counted in meeting the selection criteria. This restriction does not affect the use of the van once an award has been made.

**3. Clarity and Quality of Application**

Applications will be rated on content, clarity, presentation and quality of application proposal – based on legibility, completeness, provision of data and clear definition of transportation needs and planned vehicle use.

**4. Coordination of Service**

Describe how your current and proposed service coordinates with other transportation services in the area to ensure broad community benefit. Describe why existing DART services cannot meet your needs.

**5. Ability of Organization to Maintain Service**

Describe how the proposed transportation program will be maintained and funded and how the organization will manage the program.



SAMPLE

**AGREEMENT RELATING TO THE EXCHANGE OF VEHICLE FOR TRANSIT RELATED SERVICES**

THIS AGREEMENT between Des Moines Area Regional Transit Authority (hereinafter called "DART"), and(hereinafter referred to the "Vehicle Recipient") as follows:

In consideration of the mutual promises of the parties, it is hereby agreed as follows:

1. DART shall provide to the Vehicle Recipient the following described vehicle:

Make: \_\_\_\_\_

Year: \_\_\_\_\_

Model: \_\_\_\_\_

VIN: \_\_\_\_\_

2. The Vehicle Recipient shall provide the following services in consideration for the aforementioned vehicle: To provide enhanced transportation services for residents who live within DART's service area as described in Section 2, Description of Proposed Vehicles Use, in the application. Use of the vehicle for other purposes is prohibited. If the Vehicle Recipient does not use the vehicle for the above transportation service for a period of one (1) quarter, the Vehicle Recipient shall forfeit the vehicle within thirty days and the vehicle shall be returned to DART. DART may use any remedy provided by law for breach of this agreement.
3. DART is giving the Vehicle Recipient the aforementioned vehicle AS IS, WHERE IS, and WITH ALL FAULTS and WITHOUT RECOURSE regarding the condition of the aforementioned vehicle. DART makes NO EXPRESSED or IMPLIED WARRANTIES of MERCHANTABILITY; NO EXPRESS or IMPLIED WARRANTIES of FITNESS, and no EXPRESS or IMPLIED WARRANTIES or GUARANTEES of any kind regarding the aforementioned vehicle.
4. The parties to this Agreement agree that DART shall have no liabilities of any sort arising from or related to the vehicle or vehicles covered by this Agreement. The Vehicle Recipient(s) and any successor shall defend, indemnify and hold harmless DART, its officers, agents and employees from any claims or suits at law or equity, costs and/or demands of any sort, including reasonable attorneys' fee, arising out of or related to this Agreement, the vehicle or vehicles covered by this Agreement, or any use by any person of such vehicles.
5. If the Vehicle Recipient sells, donates or transfers any vehicles or vehicles covered by this Agreement, the Vehicle Recipient shall require the transferee to execute a binding agreement to defend, indemnify and hold DART and its officers, agents and employees harmless as set out in the above provision.
6. The Vehicle Recipient shall be responsible for all licensing, permits and insurance of the aforementioned vehicle. Proof of insurance shall be provided to DART as a condition of



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delivery of the aforementioned vehicle. Vehicle Recipient shall promptly carry out all steps necessary to transfer vehicle title to it from DART.

- 7. The Vehicle Recipient shall provide to DART a quarterly report for one year, containing vehicle odometer readings, number of passengers carried, and description of use of vehicle. Reports will be due April 30, July 31, October 31, and January 31 of each calendar year. Information shall be submitted to Des Moines Area Regional Transit Authority (DART), Attn: Jennifer Long, 620 Cherry Street, Des Moines, IA 50309, or emailed to [jlong@ridedart.com](mailto:jlong@ridedart.com) or faxed to 515-283-8135.
- 8. The Vehicle Recipient will assure they provide transportation services only to their clients, members, guests or other similar users, not the general public, with vans supplied by this program. Grantee will not use the vehicle for assisting a campaign for election or for the promotion of or opposition to any ballot proposition.
- 9. The Vehicle Recipient will ensure that the trips originate within DART's service area and remain within a 150 mile radius.

DATED: \_\_\_\_\_

POLK COUNTY, IOWA  
Des Moines Area Regional Transit Authority

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

Vehicle Recipient

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Witness: \_\_\_\_\_

Printed Name: \_\_\_\_\_



# VAN DONATION PROGRAM APPLICATION

## DES MOINES AREA REGIONAL TRANSIT AUTHORITY VAN DONATION PROGRAM APPLICATION FOR RETIRED VANS

### Section 1: General Information

Primary Applicant Agency/Organization:	
Mailing Address:	
Contact Person:	
Phone Number:	
Partner Agency or Organization:	

Type of Applicant(s) Please check all that apply:

Church                       Public/Gov't Agency                       School/Daycare  
 Community Service Org.     Senior/Convalescent Ctr                       Other, please specify: \_\_\_\_\_

Applying for:

15 Passenger Van                       7 Passenger Minivan

### Section 2: Description of Proposed Vehicle Use

1. Describe the community transportation problem you are proposing to solve with this vehicle and the benefit you want to achieve. Include in your answer the population you will serve, the area of Polk County you will serve, type of service you will provide, purpose of the transportation, extent of vehicle use and any other information you want us to know. (You may attach an additional sheet, if needed.)

2. How many passenger trips do you expect to carry over the course of the next year? For the purposes of this application, a passenger trip is defined as a round trip for one person. Please show how you arrived at your estimate and describe the basis of your projection. Trips to or from religious worship, devotion or instruction may not be counted in meeting the selection criteria. This restriction does not affect the use of the van once an award has been made.

*The hypothetical example below illustrates the type of information we are looking for in this question. In this example, the van would be utilized to support several programs within one organization.*

**Example:**

*Our group expects to utilize the van to provide 1938 passenger trips over the next year based on the following:*

1. *4 people to food bank each Monday = 4 people x 52 Mondays = 208*

*Basis: average number of people carried last year in old van*

2. *5 people to place of employment each workday = 5 people x 250 work days = 1250*

*Basis: current number of developmentally disabled clients lacking daily transportation to work*

3. *20 seniors on field trip on Saturday per month = 20 people x 12 field trips = 240*

*Basis: planned new program if a vehicle is available*

4. *48 low-income children to a week-long summer camp in June = 48 people x 5 days = 240*

*Basis: attendance at last year's camp*



3. Describe the profile of the passengers you anticipate serving with this vehicle. Profiles include, but are not limited to, persons with disabilities, senior citizens, persons with low income, at-risk youth, and general public.

4. Describe your service area. Include in your answer the percentage of Polk County residents that you propose to serve with this vehicle.

5. What methods of transportation does your program currently use to meet your organization's transportation needs?





6. To what extent does existing DART bus and Paratransit services meet your organization's transportation needs?

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7. If current DART service does not work for your organization, why not?

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8. Describe how your organization coordinates transportation efforts with other community programs?

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9. Describe how your organization coordinates transportation needs with other transportation providers, including DART?

10. Will the vehicle be used to expand service (such as, establishing a new service, increasing the frequency of an existing service, etc.), to replace an existing service or both?

11. If the vehicle will be used to expand service, estimate the number of new trips that will be provided and/or explain how the vehicle will be used to expand service. (Attach additional sheets if needed.)



12. If the vehicle will replace existing service, please state the age and mileage of your current vehicle(s) and estimate the number of trips that will be provided with the vehicle.

13. Describe how the proposed transportation program will be maintained and funded and how your organization will manage the program and the vehicle.

**Section 3: Other required documentation:**

- Attach a copy of each agency's 501(c)(3) certification, if applicable.



Section 4: Certification

I certify that, to the best of my knowledge, the information in this application is true and accurate and that this agency/organization has the necessary financial and managerial capability to adequately operate, maintain and insure the vehicle for which this application is being made.

*Lead Agency/Organization:*

Signature of Board Chair/CEO: \_\_\_\_\_

Printed: Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Partner Agency/Organization (if applicable)*

Signature of Board Chair/CEO: \_\_\_\_\_

Printed: Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Partner Agency/Organization (if applicable)*

Signature of Board Chair/CEO: \_\_\_\_\_

Printed: Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_