



VAN DONATION PROGRAM

DES MOINES AREA REGIONAL TRANSIT AUTHORITY VAN DONATION PROGRAM APPLICATION GUIDELINES

PROGRAM PURPOSE

The Des Moines Area Regional Transit Authority (DART) operates a family of transportation services that includes fixed route, RideShare vanpooling and paratransit services. Together, these services enrich lives, connect communities and expand opportunities for more than 15,000 weekday riders and nearly 5 million riders annually, providing access to jobs, healthcare, education and a variety of essential destinations throughout Central Iowa. As Iowa's only regional and largest transit agency, DART operates as a regional system serving 12 member communities in and around Polk County, including Altoona, Ankeny, Bondurant, Clive, Des Moines, Grimes, Johnston, Pleasant Hill, Urbandale, West Des Moines and Windsor Heights. DART strives to provide Greater Des Moines with efficient and effective mobility solutions that complement a growing region while being good stewards of public investment. Annually, the DART Commission awards three retired RideShare vans to eligible non-profit or government agencies to help address unmet transportation needs for areas or populations underserved by DART services.

Eligible applicant organizations or government agencies are invited to apply according to the following guidelines. Application materials are available in other formats/languages upon request.

APPLICATION SCHEDULE

November 22, 2019	Deadline for submitting applications
December 2019	DART staff review of applications
January 2020	DART Commission review and recommendation of applicants
February 2020	Presentation of awarded vehicles

VEHICLE DESCRIPTIONS

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

- **(3) 2013 or 2014 Chevrolet Express 3500 12 Passenger Vans:** 6.0 Liter V8 Engine, Automatic Transmission, Approximately 110,000 – 150,000 miles. Blue or Gray in color.

APPLICATION SUBMITTAL

Applications must be received no later than 5:00 p.m. on November 22, 2019.

Applications should be submitted via email to rideshare@ridedart.com with the subject line "2019 Van Donation Program".

Applications can also be submitted via mail to:

Des Moines Area Regional Transit Authority
Attn: Van Donation Program
620 Cherry Street
Des Moines, Iowa 50309

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 the program or how to apply can be directed to: Catlin Curry, DART Mobility Coordinator, ccurry@ridedart.com or 515-246-2526.

PROGRAM GUIDELINES

- Applicants must provide a copy of their 501(c)(3) certification, if applicable.
- Only one van will be awarded per agency/organization every two years.
- Application must clearly designate the primary applicant, who will be named as buyer on vehicle title, if selected as a recipient.
- 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.
- Grantees may only provide transportation to their clients, members, guests or other similar users. They may not provide transportation to the general public.
- 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 will certify that the vehicle will not be used for assisting a campaign for election or for promotion or opposition of any ballot measure.
- 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 an annual report to DART for a period of one year following the award of the vehicle.
- 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.

SELECTION 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.

APPLICATION REVIEW CRITERIA

1. Community Benefit

Applicant provides a valuable community service for a target population within DART's service area.

2. Transportation Need

Applicant demonstrates an unmet transportation need that a donated van could help address.

3. Vehicle Utilization

Awarded van will be regularly used to actively support applicant's transportation needs.

4. Organizational Capacity

Applicant demonstrates the administrative and financial capacity to maintain and insure awarded vehicle.

5. Application Quality

The application submitted is clear, concise and well-composed.

SAMPLE AGREEMENT FOR AWARDED VANS

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

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: Nick Peterson, 620 Cherry Street, Des Moines, IA, 50309, or emailed to npeterson@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: _____