



Van-Me-Down Program

Ben Franklin Transit (BFT) identifies vans for surplus and auction through a scheduled vehicle replacement cycle. Vans that have reached their FTA mandated useful life can be sold for \$250 to 501(c)(3) organizations. By granting surplus vans to nonprofit community groups, the vans can be purchased with federal, state and/or local money. The vans can be repurposed to provide specific transportation services in our community outside the scope of regular transit services for these organizations.

BFT identifies vans that have been maintained to high standards, although they have high mileage and significant wear-and-tear. Before vans are released to the community, each van will undergo a detailed inspection. Only vans that meet safety standards are included in the Van-Me-Down Program.

Definitions

501(c)(3) Organization: Section 501(c)(3) is the portion of the US Internal Revenue Code that allows for federal tax exemption of nonprofit organizations. A 501(c)(3) nonprofit organization is exempt from federal income tax if it has these purposes: charitable, religious, educational, scientific, literary, testing for public safety, fosters amateur sports competition, or prevents cruelty to children or animals. A 501(c)(3) organization is also able to receive grants. Proof of 501(c)(3) status must be provided, such as a certificate from the IRS or Washington State.

Primary Applicant: The primary applicant is the lead organization applying for a van. If awarded, the vehicle title will be in the primary applicant's name.

Public Transportation Benefit Area (PTBA): BFT's PTBA serves Prosser, Benton City, West Richland, Richland, Kennewick, Pasco and some unincorporated areas of Benton and Franklin Counties. A map of the PTBA can be found on BFT's website at bft.org/About/Public-Transportation-Benefit-Area.

Surplus Vehicles: Commuter or lift-equipped vehicles that are no longer in service for a variety of reasons. Examples may include passenger vans for 7, 12, or 15 people and Dial-A-Ride style vehicles with wheelchair lifts.

Eligibility and Selection Criteria

Eligibility: All nonprofit agencies with 501(c)(3) status, primarily serving residents in the PTBA.

Other Rules and Requirements:

- Vehicles must be used for a transportation-related purpose for citizens who reside within BFT's PTBA.
- Only one vehicle will be awarded per organization per application cycle. If there are more vans than applicants, agencies with additional needs will be awarded additional equipment based upon the application selection process.
- If selected, applicants must include a clear designation of the primary applicant who will be named as buyer on the vehicle title.
- Applicants must provide proof of 501(c)(3) organization status such as a copy of the IRS 501(c)(3) nonprofit certification.
- If selected, applicants will be required to sign an agreement relating to the exchange of vehicles for transit-related services. A sample agreement is included in this packet.
- If selected, one year after the date on the bill of sale, applicants will be required to submit a report to Ben Franklin Transit documenting how the vehicle has been used. The report must include miles traveled, number of days used, and the number of rides given.

If you have any questions about this program, please contact Terry DeJuan at 509.734.5108 or tdejuan@bft.org.

Application Submittal

A paper copy of the application is attached. The application is also available on BFT's website at bft.org/Services/Van-Me-Down.

Please answer each question as completely as possible to accurately portray your organization, how you would use a Van-Me-Down vehicle, and how this grant would help to mitigate your transportation challenges.

Van availability and an application schedule will be posted on the BFT website outlining important dates for the application process.

Electronic applications must be followed by a hard copy containing the certification signatures.

Applications should be sent to:

Terry DeJuan, Van-Me-Down Program
Ben Franklin Transit
1000 Columbia Park Trail
Richland, WA 99352
tdejuan@bft.org

Application Selection Criteria Summary

The selection process is competitive and involves an evaluation using the criteria identified.

CRITERIA	WEIGHT
Demonstrated Community Benefit	50%
Clarity and Quality of Application	25%
Coordination of Services	25%

Selection Criteria

Demonstrated Community Benefit

BFT will look for the scope and nature of your organization's transportation needs and how you will use data to support that need. Please include any transportation services you currently use and what other transportation options are available to your organization. How will your organization coordinate with other programs to get maximum use out of the vehicle?

Clarity and Quality

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.

Service Coordination

We will consider how your current and proposed service coordinates with public and private transportation services in the area to ensure broad community benefit. In your application, please note any identified transportation gaps to your service area and/or service population.



Van-Me-Down Program Application

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Description of Proposed Vehicle Use

1. Describe the community transportation problem that you are proposing to solve with the acquisition of this vehicle, and the result you want to achieve. Include the population you will serve, area of BFT's PTBA you will serve, type of service you will provide, purpose of the transportation, extent of vehicle use, and any other information that you want us to consider. (Attach an additional sheet, if needed.)

2. How many passenger trips do you expect to provide 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 (i.e., to/from their destination). Please show how you arrived at your estimate and describe the basis of your projection.

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

Our group expects to utilize the van to provide 268 passenger trips over the next year based on the following:

- 4 people to church each Sunday = 4 people x 52 Sundays = 208 passenger trips
- Basis: average number of people carried last year in old van
- 5 senior field trips one Saturday per month = 5 people x 12 field trips = 60 passenger trips
- Basis: field trip program for low-income seniors based on attendance at last year's field trips.

3. Please describe the profile of the passengers you anticipate serving with this vehicle. Profiles include, but are not limited to: disabled, senior citizens, low income, at-risk youth, and the public.

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

a) How many vehicles does your organization need?

b) What size and type of vehicle does your organization need?

5. To what extent do BFT's existing bus and Dial-A-Ride services meet your organization's transportation needs? If current BFT services do not work for your organization, why not?

6. Please describe how your organization coordinates transportation efforts with other community programs outside your organization or parent organization.

7. Please describe how your organization coordinates transportation services with BFT services.

8. Is this application in coordination with any other organizations? Yes No

If yes:

- a) List the name of the primary applicant who will be named as buyer on vehicle title if selected as a vehicle recipient, and
- b) Briefly explain how the use of the vehicle will be divided among the organizations involved. (All participating organizations are required to sign the certification and should also be identified on Page 1 of this application).

Certification

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

Signature of Lead Organization

Board Chair/Executive (person authorized to enter into legal agreement for your organization)

Officer: _____

Typed Name/Title: _____ Date: _____

Signature of Partner Organization

Board Chair/Executive Officer: _____

Typed Name/Title: _____ Date: _____

Signature of Partner Organization

Board Chair/Executive Officer: _____

Typed Name/Title: _____ Date: _____

Application Submission Checklist

- ✓ Include the Completed Application
- ✓ Identify the Primary Applicant
- ✓ Get All Required Signatures
- ✓ Include a Copy of Each Organization's 501(c)(3) Nonprofit Certification

Return all items to:

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