



Van-Me-Down Program

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

Vans identified as surplus are due to high mileage, while they are well maintained to high standards, they have significant wear-and-tear. Before vans are released to the community, each van will be sent through a detailed inspection. Vans that do not meet safety standards are excluded from the Van-Me-Down Program.

Definitions of Terminology Used in This Document

501(c)3 Status: A 501(c)3 Status is a designation issued by the Internal Revenue Service. A 501(c)3 nonprofit 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 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 agency applying. Vehicle title, if awarded, will be in the primary applicant's name.

Public Transportation Benefit Area (PTBA): The 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 at BFT website under the "About Us" tab.

Surplus Vehicles: Surplus vehicles are commuter and lift equipped vehicles no longer in service for a variety of reasons. Examples of these vehicles may include 7, 12, 15 passenger vans and Dial-A-Ride style vehicles with wheel chair lifts.

Eligibility and Selection Criteria

Eligibility

All non-profit agencies with 501(c)3 status, who primarily serve residents of the PTBA are eligible. The PTBA serves Prosser, Benton City, West Richland, Richland, Kennewick, Pasco and some unincorporated areas of Benton and Franklin Counties. **Questions about eligibility, limits of the PTBA and other questions about the program should be directed to: Terry DeJuan, Van-Me-Down Program, at (509) 734-5108.**

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 agency/organization per application cycle. If there are more vans than applicants, agencies with additional needs will be awarded additional equipment based upon scoring from the application selection process.
- Applicants must include clear designation of the primary applicant who will be named as buyer on vehicle title, if selected as a recipient.
- Applicants must provide proof of 501(c)3 status such as a copy of the IRS 501(c)3 non-profit certification.
- Successful 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.
- Successful applicants will be required to submit a report one year from the bill of sale date documenting how the vehicle has been used to Ben Franklin Transit. The report must include miles traveled, number of days used, and the number of rides given.

Interested applicants are invited to attend a Pre-Application Workshops will be held during the open application process in the BFT Board Room, 1000 Columbia Park Trail Richland, WA 99352.

This workshop will provide applicants an opportunity to ask questions about the application process, selection criteria, and vehicle maintenance, mileage and upkeep. A representative vehicle will be available for inspection after the workshop.

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 at BFT's website.

Please answer each question as complete as possible to accurately portray your agency, how you would use a Van-Me-Down vehicle if you are awarded and how this grant would help offset transportation difficulties within your agency.

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

Electronic applications must be followed by a hard copy containing the appropriate certification signatures. Applications should be sent to:

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

Application Selection Criteria Summary

The selection process is competitive, involves a review and evaluation using the criteria identified below.

| CRITERIA: | WEIGHT: |
|---------------------------------------|---------|
| 1. Demonstrated Community Benefit | 50% |
| 2. Clarity and Quality of Application | 25% |
| 3. Coordination of Services | 25% |

Selection Criteria

1. Demonstrated Community Benefit

Explain clearly the scope and nature of your agency's transportation need and what data you will support that need. Include what transportation service you currently utilize and what other transportation options are available to your organization. How will your organization coordinate with other programs to get maximum use.

2. 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.

3. Service Coordination

Describe how your current and proposed service coordinates with public and private transportation services in the area to ensure broad community benefit. Note any identified gaps in transportation to your service area and/or service population.

Application

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Description of Proposed Vehicle Use

1. Describe the community transportation problem that you are proposing to solve with this vehicle and the benefit you want to achieve. Include the population you will serve, the area of the 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 anticipated 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 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 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 seniors on field trip one Saturday per month = 5 people x 12 field trips = 60 passenger trips

Basis: planned new program if a vehicle is available for low-income seniors to a field trip once a month = 5 people x 12 days = 60 passenger trips

Basis: attendance at last year's field trip.

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 does BFT's existing bus and Dial-A-Ride Transportation service meet your organization's transportation needs?

- a) 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 agencies? 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 agencies/ organizations involved. (All participating agencies/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 agency/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 Agency/Organization

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

Officer: _____

Typed Name/Title: _____ Date: _____

Signature of Partner Agency/Organization

Board Chair/Executive Officer: _____

Typed Name/Title: _____ Date: _____

Signature of Partner Agency/Organization

Board Chair/Executive Officer: _____

Typed Name/Title: _____ Date: _____

Application Submission Check List

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

Return all items to:

Terry DeJuan, Van-Me-Down

Ben Franklin Transit

1000 Columbia Park Trail

Richland, WA 99352

tdejuan@bft.org