



Memorandum

To: Interested Agencies and Organizations

From: Debbie Anderson, Transportation Demand Management Specialist

Date: September 2, 2011

Subject: Application for Surplus Vehicles

At the regular board meeting September 1, 2011, Community Transit's Chief Executive Officer, Joyce Eleanor, presented to the Board of Directors her intent to grant, in accordance with Board Resolution 08-02, up to ten 8-passenger vans to the community to enhance transportation services to Snohomish County residents. These vehicles, which were earmarked for retirement and scheduled for auction, instead will be awarded to eligible non-profit organizations who serve the Snohomish County Public Transportation Benefit Area.

Attached are an application and other information that describe how to apply for one of these vehicles. Only one vehicle will be awarded per organization. **Please note: completed applications must be postmarked no later than October 31, 2011.** The attached application information provides specific information on the application process and schedule.

Interested applicants are invited to attend a Pre-Application Workshop that will be held Thursday, September 29, 2011 at 11:00 am in the Community Transit Board Room, 7100 Hardeson Road, Everett. This workshop will provide applicants an opportunity to ask questions about the application process, selection criteria, and vehicle maintenance, mileage and upkeep. Several vehicles will be available for inspection after the workshop.

If you have any questions about this program, please call Debbie Anderson at (425) 438-6136.

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 501c3 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 501c3 is also able to receive grants. *Providing your Washington State Certificate of Non-Profit is not proof of the 501(c)3. You must present the certificate or letter issued by the Internal Revenue Service for your organization to be eligible for the Van GO program.*

Dial A Ride Transportation (DART): Dial-A-Ride Transportation (DART) is a paratransit service that provides transportation for people whose disability or condition prevents them from using Community Transit regular route buses. DART paratransit service can take a qualified customer to locations within 3/4 of a mile of a Community Transit local, non-commuter bus route, during the hours that the bus route runs in that area. A DART trip will take about as long as that bus ride. For more information on DART, operated by Senior Services of Snohomish County, visit www.dialaride.org

Passenger Trips: A passenger trip is one round-trip made by one person. If you have 6 people that you take to the grocery store and back home again, that is 6 passenger trips.

Primary Applicant: The primary applicant is the lead agency applying for this grant. Vehicle title, if awarded, will be in the primary applicant's name.

Public Transportation Benefit Area: The Public Transportation Benefit Area is an agency created by the voters to provide transit services to their city. All cities in Snohomish County except Everett have voted to join the agency: Formed by Lynnwood, Edmonds, Mountlake Terrace, Brier, Woodway, Marysville and Snohomish in 1976; Monroe and Lake Stevens joined in 1977; Stanwood, Granite Falls, Mukilteo and Sultan joined in 1979; Arlington joined in 1980; Gold Bar, Index and Startup joined in 1981; Oso and Darrington joined in 1982; Mill Creek joined in 1983 and Bothell joined in 1992.

Surplus Vehicles: Surplus vehicles are commuter vehicles no longer in service for a variety of reasons.

Community Transit

Rules/Requirements and Selection Criteria for Surplus Vans

Background

On September 1, 2011, Community Transit's Chief Executive Officer, Joyce Eleanor, presented to the Board of Directors her intent to grant, in accordance with Board Resolution 08-02, up to ten 8-passenger vans to the community to enhance transportation services to Snohomish County residents. This packet contains the application, rules/requirements and selection criteria developed by Community Transit staff to implement that plan.

Vehicle Descriptions

Up to ten surplus vehicles will be granted as described below:

- **Up to ten 8-passenger vans (no wheelchair lifts).** 2000 Chevrolet Astro, gas engines, automatic transmissions.

Vehicles will be available for inspection after the Pre-Application Workshop, which will be held Thursday, September 29, 2011 at 11:00 a.m. in the Community Transit Board Room, 7100 Hardeson Road, Everett. Call Community Transit at (425) 353-RIDE (7433) or (800) 562-1375 for driving directions. No reservation is necessary.

Eligibility

All non-profit organizations and agencies with 501(c)3 status, who primarily serve residents of the Snohomish County Public Transportation Benefit Area (PTBA), are eligible. The PTBA serves all incorporated cities and towns in Snohomish County with the exception of the City of Everett. The PTBA also includes the Tulalip Reservation and portions of unincorporated Snohomish County. **Questions about eligibility, limits of the PTBA and other questions about the program should be directed to: Debbie Anderson, Transportation Demand Management Specialist, at (425) 438-6136.**

Other Rules and Requirements

- Vehicles must be used for a transportation-related purpose for citizens who live within Community Transit's public transportation benefit area.
- Only one vehicle will be awarded per agency/organization in an 18 month time frame.
- Applicant must include clear designation of primary applicant who will be named as buyer on vehicle title, if selected as a recipient.
- Applicant must certify they have the financial and management capacity to insure granted vehicle, if selected as a recipient.

- Applicant must certify they have the financial and management capacity to maintain vehicle in good working condition.
- Applicant must provide a copy of the IRS 501(c)3 non-profit certification.
- Successful applicant 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.

Application Schedule

October 31, 2011	Deadline for submitting applications
November 1 – December 16, 2011	Review and scoring of applications by Community Transit staff
January 5, 2012	Vehicle awards will be announced
January 23 – 27, 2012	Estimated date of vehicle delivery to recipients

Application Submittal

A paper copy of the application is attached. The application is also available on Community Transit's website: www.communitytransit.org or via e-mail from Debbie Anderson at the e-mail address below. ***Please answer each question as complete as possible to accurately portray your agency, how you would use a Van GO vehicle if you are awarded and how this grant would help offset transportation difficulties within your agency following Community Transit's February 2012 System Change.***

Paper applications must be postmarked no later than October 31, 2011. Electronic or hand-delivered applications must be received no later than 5:00 p.m. on October 31. Electronic applications must be followed by a hard copy containing the appropriate certification signatures. Applications should be sent to:

**Debbie Anderson, Transportation Demand Management Specialist
Community Transit
7100 Hardeson Road
Everett, WA 98203-5834
Phone/Fax: (425) 438-6136
E-mail: debbie.anderson@commtrans.org**

Selection Criteria Summary

The selection process is competitive and involves a review and evaluation process using the criteria identified below. In addition to these specific criteria, geographic equity, diversity in population groups served, and whether an agency has received a grant vehicle previously will be used as balancing factors in making final selections.

CRITERIA:	WEIGHT:
1. Demonstrated Community Benefit	50%
2. Total Number of Trips Provided	20%
3. Clarity and Quality of Application	15%
4. Coordination of Services	15%

Selection Criteria

1. Demonstrated Community Benefit

Explain clearly the scope and nature of your agency's transportation need and what data you have to support that need. 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.

3. 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.

4. Service Coordination

Describe how your current and proposed service coordinates with public and private transportation services in the area to ensure broad community benefit.

SAMPLE

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

THIS AGREEMENT between the Snohomish County Public Transportation Benefit Area Corporation, (hereinafter called "Community Transit"), and _____, hereinafter referred to as the "Vehicle Recipient") as follows:

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

1. Community Transit 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 citizens who live within Community Transit's Public Transportation Benefit Area.
3. If the Vehicle Recipient does not use the vehicle for the above transportation service for a period of one (1) year, the Vehicle Recipient shall forfeit the vehicle and the vehicle shall be returned to Community Transit.
4. Community Transit 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. Community Transit makes NO EXPRESSED or IMPLIED WARRANTIES or GUARANTEES of any kind regarding the aforementioned vehicle.
5. The Vehicle Recipient shall hold Community Transit harmless from any and all liability or damages arising from Community Transit's performance of this agreement.
6. The Vehicle Recipient shall be responsible for all licensing, permits and insurance of the aforementioned vehicle. Proof of insurance shall be provided to Community Transit as a condition of delivery of the aforementioned vehicle.

7. The Vehicle Recipient shall provide to Community Transit a report, quarterly for one year, containing vehicle odometer readings, number of passengers carried, and description of current use of vehicle. Reports will be due May 15, 2012, August 15, 2012, November 15, 2012 and February 15, 2013. Information shall be submitted to Debbie Anderson, Community Transit, 7100 Hardeson Rd, Everett, WA 98203, emailed to debbie.anderson@commtrans.org or faxed to (425) 438-6136.

DATED: _____

SNOHOMISH COUNTY PUBLIC TRANSPORTATION
BENEFIT AREA CORPORATION

By: _____

Title: _____

ATTEST:
Vehicle Recipient

By: _____

Title: _____

ATTEST:

Witness

COMMUNITY TRANSIT Application for Surplus Vans

Section 1: General Information

1. Name of Primary Applicant Agency/Organization: _____

2. Mailing Address: _____
City, Zip: _____

3. Contact Person/Telephone: _____

4. Contact Person Email Address: _____

5. Partner Agency/Organization: _____

6. Partner Agency/Organization: _____

7. Type of Applicant(s) (check all that apply):

<input type="checkbox"/> Church	<input type="checkbox"/> Public Agency	<input type="checkbox"/> School/Daycare
<input type="checkbox"/> Community Service Organization	<input type="checkbox"/> Senior Center/Convalescent Center	<input type="checkbox"/> Other, please specify _____

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 Snohomish 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. (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 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 2448 passenger trips over the next year based on the following:

- *4 people to church each Sunday = 4 people x 52 Sundays = 208
Basis: average number of people carried last year in old van*
 - *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*
 - *20 seniors on field trip one Saturday per month = 20 people x 12 field trips = 240
Basis: planned new program if a vehicle is available 150 low-income children to a week-long summer camp in June = 150 people x 5 days = 750
Basis: attendance at last year's camp*
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 general public.
 4. Please describe your service area. Include in your answer the percentage of Everett residents, residents outside of Everett but within Snohomish County, and residents outside of Snohomish County that you propose to serve.
 5. What method of transportation does your program currently use to meet your organization's transportation needs?

6. To what extent and how does the Community Transit system change that will take effect February 2012 affect your organization? For more information and to review the specifics of the 2012 system change please visit www.communitytransit.org.

7. a) To what extent does existing bus and Dial A Ride Transportation (DART) service meet your organization's transportation needs?

b) If current Community Transit service does not work for your organization, why not?

c) The demand for Community Transit's DART service continues to grow. How would your organization help to relieve some of this demand by being awarded a vehicle from Community Transit?

8. Recipients of Van GO vehicles are expected to consider coordinating with other agencies both public and private in order to further expand transportation services for people with special needs.

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

b) Please describe how your organization coordinates transportation services with Community Transit bus service. (For more information please visit Community Transit's web site at www.communitytransit.org)

Note: For information about other community organizations interested in coordinating transportation resources, contact the Snohomish County Special Needs Transportation Coalition (SNOTRAC) by calling (425) 212-2940.

9. a) 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?

Expand Service _____ Replace Existing _____ Both _____

b) 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.

c) 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.

10. 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).

Section 3: 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**
- ✓ **Postmark No Later Than October 31, 2011**

Return all items to:

**Debbie Anderson, Transportation Demand Management and
Outreach Specialist
Community Transit
7100 Hardeson Road
Everett, WA 98203**