
Memo

TO: Interested Agencies and Organizations
**FROM: Carolyn Newsome, Vanpool Supervisor,
Intercity Transit**
SUBJECT: Open House and Application for Surplus Vans
DATE: July 29, 2011

We are pleased to announce Intercity Transit's Surplus Van Grant Program for 2011. This program grants up to four 8- or 12-passenger vans to help community agencies enhance transportation service to Thurston County residents. The vans, which were earmarked for retirement and scheduled for auction this year, instead will be awarded to eligible non-profit and government organizations serving the Thurston County Public Transportation Benefit Area (PTBA).

You are invited to attend an open house on **Friday, August 19, 2011, from 1:00pm to 3:30pm** or **Thursday, August 25, 2011, from 10:00am to 11:30am** in the Intercity Transit Board Room, 526 Pattison ST SE, Olympia. This voluntary pre-application workshop will provide an opportunity to ask questions about the application process, selection criteria, and van maintenance, mileage and upkeep. Several of the vans will be available for inspection.

We have attached an application and other information that describes how to apply for this program. Only one vehicle will be awarded per organization. Please note: completed applications must be delivered by Friday, September 16, 2011. The attached application packet provides specific details on the application process and schedule.

If you have any questions about this program, please call Carolyn Newsome at (360) 705-5829 or email at cnewsome@intercitytransit.com.

Intercity Transit

Rules/Requirements and Selection Criteria for Surplus Vans

Background

The Intercity Transit Authority approved Board Resolution 07-03 at their September 3, 2003 regular board meeting, authorizing the surplus van grant program. This annual program provides up to four passenger vans to eligible non-profit organizations and community agencies to enhance transportation service provided within Thurston County's Public Transportation Benefit Area (PTBA). This packet contains the application, rules/requirements and selection criteria for the program.

Vehicle Descriptions

Four surplus vehicles will be granted as described below:

- **One 2005-model 8-passenger van (no wheelchair lift).** Chevy Astro, 4.3-Liter gas engine, automatic transmission, approximately 110,000 miles.
- **Three 2004-model 12-passenger vans (no wheelchair lifts).** Ford Club Wagon, 5.4-Liter gas engine, automatic transmission, approximately 107,000 to 131,000 miles

Vans will be available for inspection following the Pre-Application Open House events, to be held **Friday, August 19, 2011, from 1:00pm to 3:30pm and Thursday, August 25, 2011, from 10:00am to 11:30am** in the Intercity Transit Board Room, 526 Pattison ST SE, Olympia, WA. Call Intercity Transit at 360-786-8585 for transit or driving directions. No reservation is necessary.

Eligibility

All non-profit organizations (with 501(c)(3) status) and agencies that serve residents of the Thurston County PTBA are eligible. The PTBA serves the urban growth areas of Olympia, Lacey, Tumwater and Yelm. **Questions about eligibility, limits of the PTBA and other questions about the program should be directed to: Carolyn Newsome, Vanpool Supervisor, at 360-705-5829, or cnewsome@intercitytransit.com.**

Other Rules and Requirements

- Vans must be used for a transportation-related purpose for residents who live within Intercity Transit's PTBA.
- Only one van will be awarded per agency/organization per year.

- Application must clearly designate the primary applicant, who will be named as buyer on vehicle title, if selected as a recipient.
- Trips must originate in the PBTA and remain within a 150 mile radius of the Intercity Transit's PTBA.
- 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.
- Applicants must certify they have the financial and management capacity to insure granted vehicles, if selected as a recipient.
- Applicants must certify they have the financial and management capacity to maintain vehicles in good working condition.
- Applicants must provide a copy of the 501(c)(3) non-profit certification, if applicable.
- Successful applicants will be required to sign an agreement relating to the exchange of vehicles for transportation-related services. A sample agreement is included in this packet.
- Applicants must track ridership, hours and miles of service and provide a quarterly report to Intercity Transit.
- Applicants shall only provide transportation to their clients, members, guest or other similar users with vans supplied under this program. They shall not provide transportation to the general public.
- Applicants shall not use the vehicle for assisting a campaign for election or for the promotion of or opposition to any ballot proposition.

Application Schedule

Aug 19, 2011, 1:00pm–3:00pm	Open House
Aug 25, 2011, 10:00am–11:30am	Open House
Sep 16, 2011	Deadline for submitting applications
Sept 18-22, 2011	Review and scoring of applications by Selection Team
October 5, 2011	Announcement of van grant awards

Application Submittal

A copy of the application is attached. The application is also available on Intercity Transit's website: **www.intercitytransit.com** or via e-mail from Carolyn Newsome at cnewsome@intercitytransit.com. Copies on CD-ROM can be obtained by contacting Carolyn Newsome at 360-705-5829. This application packet is available in other formats/languages by request.

Applications must be received no later than 4:00pm Friday, September 16, 2011. If electronic applications are submitted, a hard copy containing the appropriate certification signatures must also be received no later than 4:00pm Friday, September 16, 2011.

Applications should be sent to:

**Carolyn Newsome, Vanpool Supervisor
Intercity Transit
PO Box 659
Olympia, WA 98507-0659**

E-mail: cnewsome@intercitytransit.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.

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	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 Intercity Transit's PTBA. 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 Intercity Transit 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 the Thurston County Public Transportation Benefit Area, (hereinafter called “Intercity 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. Intercity 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 residents who live within Intercity Transit’s PTBA 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 Intercity Transit. Intercity Transit may use any remedy provided by law for breach of this agreement.
3. Intercity 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. Intercity Transit 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 Intercity Transit 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 Intercity Transit, its officers, agents and employees from any claims or suits at law or equity, costs and/or demands of any sort, including reasonable attorneys' fees, 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 vehicle or vehicles covered by this Agreement, the Vehicle Recipient shall require the transferee to execute a binding agreement to defend, indemnify and hold Intercity Transit 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 Intercity Transit 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 Intercity Transit.
7. The Vehicle Recipient shall provide to Intercity Transit a report, quarterly for one year, containing vehicle odometer readings, number of passengers carried, and description of use of vehicle. Reports will be due January 31, 2012, April 30, 2012, July 31, 2012, and October 31, 2012. Information shall be submitted to Intercity Transit, Attention: Carolyn Newsome, Vanpool Supervisor, PO Box 659, Olympia, WA 98507-0659, or emailed to cnewsome@intercitytransit.com or faxed to 360-357-6184.
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 Intercity Transit's PTBA and remain within a 150 mile radius of the PTBA.

DATED: _____

THURSTON COUNTY
PUBLIC TRANSPORTATION BENEFIT AREA

By: _____

Printed name: _____

Title: _____

ATTEST:

Vehicle Recipient

By: _____

Printed name: _____

Title: _____

Witness

Printed name: _____

INTERCITY TRANSIT
Application for Surplus Vans

Section 1: General Information

1. Name of Primary Applicant
Agency/ Organization: _____

2. Mailing Address: _____

3. Contact Person/Telephone: _____

4. Partner
Agency/Organization: _____

5. Partner
Agency/Organization: _____

6. 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 Thurston 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. 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.

Samples

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

- *4 people to food bank each Monday = 4 people x 52 Mondays = 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*
- *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 Thurston County residents that you propose to serve.

5. a) Describe how your organization coordinates transportation efforts with other community programs?

b) Describe how your organization coordinates transportation needs with other transportation providers, including Intercity Transit?

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

7. a) To what extent does existing bus and Dial-a-Life (DAL) service meet your organization's transportation needs?

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

8. 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. (Attach additional sheets if necessary).

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.

9. 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).

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

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 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 (if applicable)**
- ✓ **Deliver by 4:00pm Friday, September 16, 2011**

Return all items to:

**Carolyn Newsome, Vanpool Supervisor
Intercity Transit
PO Box 659
Olympia, WA 98507-0659**