



VAN DONATION PROGRAM

PROGRAM PURPOSE

As public transit in Central Iowa continues to grow, DART is committed to expanding service, connecting more people to more opportunities. However, in areas not yet served by fixed routes, there are pockets of the population with unmet transit needs. This population includes members, clients or other users of the services supplied by many nonprofit organizations and community groups as well as users of services provided by local governments. Granting retired RideShare vanpool vehicles to these organizations and to certain governmental agencies would fulfill many of these unmet public transportation needs, providing better public transportation within DART's service area in an innovative way and with a pay it forward spirit.

RULES AND REQUIREMENTS

- Applicants must provide a copy of their 501(c)(3) certification, if applicable.
- Application must clearly designate the primary applicant, who will be named as buyer on vehicle title, if selected as a recipient.
- Only one van will be awarded per agency/organization every two years.
- 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.
- 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 may only provide transportation to their clients, members, guests or other similar users. They may not provide transportation to the general public.
- 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 a quarterly report to DART for a period of one year following the grant.
- 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.
- 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.



VAN DONATION PROGRAM

DES MOINES AREA REGIONAL TRANSIT AUTHORITY VAN DONATION PROGRAM EVALUATION CRITERIA AND SCORING 15 Passenger Van

Primary Applicant:	Partner Agencies:
Scored By:	Total Weighted Score:
Date:	

1. Demonstrated Community Benefit 50%									
To ensure the benefits to public transportation are both tangible and accountable, applicants will be required to describe the population and area to be served, the purpose of the transportation provided, the type of service they would provide, the extent of vehicle use, how the public transportation needs of the organization are not currently met, and their current methods of transportation.									
	5	4	3	2	1	Weight	Raw Score	Weighted Score	Comments
	Excellent	Good	Satisfactory	Below Average	Unsatisfactory				
1.1 Population to be Served	Demographics of community and population served are clearly stated.	Basic demographics of community and identification of population served.	Basic demographics of community included and some identification of population served.	Basic demographics of community <u>OR</u> some identification of population served included.	Does not offer information about general demographics of community or clarity about population applicant serves.	2.5			



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	5	4	3	2	1	Weight	Raw Score	Weighted Score	Comments
	Excellent	Good	Satisfactory	Below Average	Unsatisfactory				
1.2 Purpose of Transportation	Compelling and specific narrative information demonstrates the applicant has a broad and significant impact on the community it serves.	Relationship to community described. Organization has a significant impact on the community it serves.	Relationship to community described. Organization has a measurable impact on the community it serves.	Relationship to community described. Unclear impact on community it serves.	Does not provide clear insight to its connection or impact on the community.	2.5			
1.3 Organization Mission and Public Value	Application provides an engaging and insightful overview of organizational history, mission, programming, administrative, public value and planning.	Application provides extensive information about history, mission, programming, administration, public value, and planning.	Application provides basic, clear information about history, mission, programming, administration, public value, and planning.	Application provides minimal information about history, mission, programming, administration, and planning. No statement about public value.	Does not provide clear mission statement. No statement about public value.	2.5			
1.4 Understanding of Organization	Narrative enhances the application and the reader's understanding of the applicant.	Narrative provides insight into organization.	Narrative provides basic overview of organization.	Narrative does not provide insight into organization.	No narrative provided.	2.5			



2. Total Number of Trips Provided 20%									
Applicants must clearly define and document the number of trips to be provided annually and 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.									
	5	4	3	2	1	Weight	Raw Score	Weighted Score	Comments
	Excellent	Good	Satisfactory	Below Average	Unsatisfactory				
2.1 Annual Trips	More than 2500 passenger trips per year	1750 – 2500 passenger trips per year.	1250 – 1749 passenger trips per year.	500 – 1249 passenger trips per year.	Less than 500 passenger trips per year.	2			
2.2 Current Fleet	Agency has no other vehicles available to provide service.	Agency has vehicles available that are old or high mileage.	Agency has adequate vehicles to provide current service. Unable to expand service with current fleet.	Agency has large and/or new fleet to provide current service.	Agency has large and/or new fleet to provide service including any expansion service.	2			

3. Clarity and Quality of Application 15%									
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.									
	5	4	3	2	1	Weight	Raw Score	Weighted Score	Comments
	Excellent	Good	Satisfactory	Below Average	Unsatisfactory				
3.1 Legibility and Completeness	Application is legible and complete. Application gives a complete picture of organization and proposed service.	Application is legible and complete. Application gives a good picture of proposed service.	Application is legible. All questions are answered.	Application is illegible or questions remain unanswered.	Application is illegible and incomplete. Questions remain unanswered.	1			



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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.									
	5	4	3	2	1	Weight	Raw Score	Weighted Score	Comments
	Excellent	Good	Satisfactory	Below Average	Unsatisfactory				
3.2 Provision of Data	Data provided is clear and concise and supports proposed service.	Data provided is clear. Extraneous data included that does not support proposed service.	Basic data provided in a format that is easy to understand.	Data provided is broad and nonspecific.	Data provided is confusing and unclear.	1			
3.3 Clarity	Compelling and specific information about transportation needs and planned vehicle use.	Provides extensive information about transportation needs and planned vehicle use.	Provides basic information about transportation needs and planned vehicle use.	Provides basic information about transportation needs OR planned vehicle use.	Cannot identify transportation needs and planned vehicle use.	1			

4. Coordination of Service 10%									
Applicants must describe how their current and proposed service coordinates with other transportation services in the area to ensure broad community benefit. Applicants also must describe why existing DART services cannot meet their needs.									
	5	4	3	2	1	Weight	Raw Score	Weighted Score	Comments
	Excellent	Good	Satisfactory	Below Average	Unsatisfactory				
4.1 Unmet Needs	Existing DART services do not meet need.	Existing DART services meet less than 25% of need.	Existing DART services meet 25 – 50% of need.	Existing DART services meet 50 – 75% of need.	Existing DART services meet more than 75% of need.	1			



4. Coordination of Service 10%									
Applicants must describe how their current and proposed service coordinates with other transportation services in the area to ensure broad community benefit. Applicants also must describe why existing DART services cannot meet their needs.									
	5	4	3	2	1	Weight	Raw Score	Weighted Score	Comments
	Excellent	Good	Satisfactory	Below Average	Unsatisfactory				
4.2 Coordination of Services	Current and proposed service coordinates with other transportation services in the area to ensure broad community benefit.	Current and proposed services are coordinated but will not provide broad community benefits.	No services are available for coordination with proposed services.	Proposed services are minimally coordinated. Community benefit will be marginal.	Proposed services are not coordinated with existing services in any way.	1			

5. Ability of Organization to Maintain Service 5%									
Applicants must state how the proposed transportation program will be maintained and funded and how the organization will manage the program.									
	5	4	3	2	1	Weight	Raw Score	Weighted Score	Comments
	Excellent	Good	Satisfactory	Below Average	Unsatisfactory				
5.1 Financial Capacity	Excellent financial capacity to maintain and insure the vehicle.	Good financial capacity to maintain and insure the vehicle.	Adequate financial capacity to maintain and insure the vehicle.	Unstable financial capacity to maintain and insure the vehicle.	Cannot identify financial capacity to maintain and insure the vehicle.	.5			
5.2 Managerial Capacity	Excellent managerial capacity to maintain and insure the vehicle.	Good managerial capacity to maintain and insure the vehicle.	Adequate managerial capacity to maintain and insure the vehicle.	Unstable managerial capacity to maintain and insure the vehicle.	Cannot identify managerial capacity to maintain and insure the vehicle.	.5			