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**For Immediate Release
April 23, 2021**

Island Transit Launches 2021 Community Surplus Vehicle Program for Non-Profit Agencies

Coupeville, WA -- Island Transit, Island County's public transit agency, announces its 2021 launch of its Community Surplus Vehicle Program. This relaunch continues Island Transit's commitment to enhance the quality of life for Island County residents. Begun on April 5, 2002 Island Transit's Board of Directors approved the first Community Surplus Vehicle Program. The vehicles, originally part of Island Transit's fleet, will be used to improve equitable access to transportation throughout Whidbey and Camano Islands and strengthen connections in the community. Vehicles in the program were purchased with public funds and have reached the end of their useful transit life. This is a competitive program, averaging over 30 applications in each surplus year, with only 14 vehicles available in 2021. Vehicles not surplusd will be auctioned at a future date.

Since its inception, Island Transit has awarded surplusd vans and wheelchair lift-equipped paratransit vehicles to qualified 501(c)3 organizations throughout Island County. All qualified 501(c)3 organizations with transportation needs are encouraged to apply. Recipients will be chosen through a competitive process based on how they propose to use the vehicles to serve their communities. Applicants must be prepared to demonstrate current 501(c)3 status. Program materials and documentation are available online www.islandtransit.org.

Interested applicants are invited to preview available vehicles; this is in-person and by appointment only from May 17-21. All safety measures will be in effect including required masks and social distancing. Appointments can be made via email to riley@islandtransit.org. Recipients will be announced to the public on June 22.

Applicants who require assistance with obtaining materials or have questions about the program may contact the main office at 360-678-7771. Completed applications should be emailed to: info@islandtransit.org or mailed to: Island Transit, 19758 SR 20, Coupeville, WA 98239, ATTN: CSVF.

Applications must be postmarked no later than June 4, 2021.

**Media Contact: Selene Muldowney-Stratton, Marketing & Communications Officer
Office: 360-678-9519 | Cell: 360-544-2015**



COMMUNITY SURPLUS VEHICLE PROGRAM 2021

Island Transit serves Whidbey and Camano Islands in Island County. The mission of Island Transit is to provide safe, accessible, convenient, and friendly public transportation services which enhance our Island quality of life.

Island Transit complies with all federal requirements under Title VI, which prohibits discrimination based on race, color or national origin.

If you have questions concerning this policy or practice, please contact Island Transit, 19758 SR 20, Coupeville, WA 98239, or contact the agency's Title VI Coordinator at (360) 678-7771 or info@islandtransit.org.

This document can be made available in other accessible formats. Please contact Island Transit at (360) 678-7771 or email info@islandtransit.org.

RESOLUTION NO. 3-21

A RESOLUTION of the Board of Directors of the Island County Public Transportation Benefit Area Corporation (Island Transit) adopting revisions to the Community Surplus Vehicle Program, as set forth in Exhibit A attached hereto and incorporated herein by this reference, superseding Resolution No. 8-02 and any other resolutions of Island Transit insomuch that they conflict with the revisions, and authorizing the Executive Director to make future regulatory and administrative changes.

WHEREAS, the Island Transit Board of Directors approved Resolution No. 8-02 on April 5, 2002, authorizing the Island Transit Community Surplus Vehicle Program. This program grants surplus vehicles to eligible 501(c)(3) non-profit organizations and agencies who serve the residents of Island County; and

WHEREAS, the granting of surplus vehicles to these eligible organizations and agencies would fulfill many unmet public transportation needs, thus increasing the mobility, access and transportation options to the residents of Island County, as well as reducing the use of single occupant vehicles; and

WHEREAS, to ensure compliance with Chap.36.57A and to ensure that charter services are not authorized, participating organizations shall only provide transportation to their clients, members, guests or other similar users with vehicles supplied under this program, and shall not provide transportation to the general public; and

WHEREAS, to ensure compliance with RCW 42.17.130, a vehicle will not be granted to political organizations, nor shall it be used for assisting a campaign for election or for the promotion of or opposition to any ballot proposition.

NOW, THEREFORE, BE IT RESOLVED by the Island Transit Board of Directors adopt revisions to the Community Surplus Vehicle Program, as set forth in Exhibit A attached hereto and incorporated herein by this reference, superseding Resolution No. 8-02 and any other resolutions of Island Transit insomuch that they conflict with the revisions, and authorizing the Executive Director to make future regulatory and administrative changes.

ADOPTED at an open public meeting of the Board of Directors of Island Transit on March 5, 2021.

APPROVED AS TO FORM:

Beth Munns, Chair

Matthew R. Hendricks, Attorney

Janet St. Clair, Secretary

Signed by Meg Heppner, Clerk of the Board on behalf of the Board. See March 5, 2021 minutes for approval.

INTRODUCTION

On April 5, 2002, Island Transit's Board of Directors approved the first Community Surplus Vehicle Program. Since that time, Island Transit has made many surplus transit buses and vans available for award to eligible 501(c)(3) non-profit organizations and agencies who serve the residents of Island County. Prior to this program, Island Transit slated our surplus vehicles for disposal at the state auction. Now, the best of these vehicles may be awarded to eligible 501(c)(3) non-profit organizations and agencies. These vehicles allow enhanced public transportation services for residents living in Island County.

ELIGIBILITY

All non-profit 501(c)(3) organizations and agencies that primarily serve residents of the Island County Public Transportation Benefit Area (PTBA) may be eligible to apply. If unsure if your group has a 501(c)(3) status, or if you need to apply for it, go to the Internal Revenue Service's [website for more information](#).

OTHER REQUIREMENTS

- Applicant must provide IRS documentation or appropriate documentation as proof of not-for-profit and/or 501(c)(3) designation.
- Vehicle must be used for transportation for trips with either an origin or destination in Island County.
- Application must include clear designation of primary applicant who will be named as "Buyer" on the vehicle title.
- Awarded applicants shall use the supplied vehicle to provide transportation to their clients, members, guest or other users as described in the application.
- Successful applicant will be required to sign an Agreement relating to the exchange of vehicles for passenger transportation-related services. A sample Agreement is included for information.
- Applicants must certify they have the financial and management capacity to insure granted vehicles, if selected as recipient.
- Applicant must certify they have the financial and management capacity to maintain vehicles in good working condition.

- Recipient shall immediately remove all Island Transit colors from the vehicle once they take possession of the vehicle and before the vehicle goes into service.
- Recipient will ensure that the decal signage “*Provided by Island Transit Community Surplus Vehicle Program*” will remain on the vehicle for one year from award date.
- Once recipient takes possession of the vehicle and before put into service, recipient must clearly indicate ownership of the vehicle on the vehicle.
- Reporting Requirements: Grantees must track ridership, hours, miles of service, and provide a quarterly report to Island Transit for one year from award date.
- Restrictions: Trips to or from religious worship, devotion or instruction may not be counted in meeting the “trips provided” selection criteria. This restriction does not affect the use of the vehicle after an award has been made.
- Grantees shall not use the vehicle for assisting a campaign for election or for the promotion of or opposition to any ballot proposition, or any political purpose.

VEHICLES

Island Transit will only offer surplus vehicles deemed by Island Transit’s maintenance department to be in good working order as of the time of donation. Fourteen (14) surplus vehicles are available for the 2021 Community Surplus Vehicle Program: 12 vans and 2 paratransit buses. Available maintenance records for the vehicles will be provided to recipient.

ISLAND TRANSIT WILL NOT CONTINUE TO INSURE OR PROVIDE MAINTENANCE OR MAINTENANCE SUPPORT FOR VEHICLES ONCE THEY BECOME PROPERTY OF THE APPLICANT.

VEHICLE DESCRIPTIONS

2021 COMMUNITY SURPLUS VEHICLES							
#	VEHICLE TYPE	YEAR	MILEAGE (approximate)	CAPACITY	W/C LIFT	CDL	DETAILS
754	FORD CLUB WAGON - VAN	2006	149,314	8/12	No	No	V-8 Automatic
760	CHEVY UPLANDER - VAN	2008	139,496	7	No	No	V-6 Automatic
761	CHEVY UPLANDER - VAN	2008	105,759	7	No	No	V-6 Automatic
762	CHEVY UPLANDER - VAN	2008	144,805	7	No	No	V-6 Automatic
765	CHEVY UPLANDER - VAN	2008	136,634	7	No	No	V-6 Automatic
770	CHEVY UPLANDER - VAN	2008	128,944	7	No	No	V-6 Automatic
771	CHEVY UPLANDER - VAN	2008	123,581	7	No	No	V-6 Automatic
773	CHEVY UPLANDER - VAN	2008	145,546	7	No	No	V-6 Automatic
774	CHEVY UPLANDER - VAN	2008	116,067	7	No	No	V-6 Automatic
775	CHEVY UPLANDER - VAN	2008	134,617	7	No	No	V-6 Automatic
776	CHEVY UPLANDER - VAN	2008	98,518	7	No	No	V-6 Automatic
674	FORD CLUB WAGON - VAN	2006	167,953	12	No	No	V-8 Automatic
510	CHEVY GOSHEN - PARA BUS	2012	214718	8	Yes	No *	V-8 Automatic
513	CHEVY GOSHEN - PARA BUS	2012	202692	8	Yes	No *	V-8 Automatic
* CDL is not required but strongly recommended. Island Transit does not provide CDL training.							

SELECTION PROCESS

Applications will be evaluated by a committee of Island Transit staff. Given the limited pool of available surplus vehicles, the application process is competitive. The committee will evaluate the applications by taking into consideration the selection criteria, and may seek additional information from the applicant. In addition to the specific criteria, geographic equity and diversity in population groups may be used as a balancing factor in making final selections.

SELECTION CRITERIA WEIGHT

1.	Demonstrated Community Benefit	62%
2.	Service Coordination	25%
3.	Clarity and Quality	<u>13%</u>
	TOTAL	100%

SELECTION CRITERIA

Successful applications will address the selection criteria, as well as provide data and relevant information, as requested.

1. Demonstrated Community Benefit

Clearly explain the scope and nature of your agency transportation needs and provide data to back up that need. Explain how you would serve an unmet public transportation need in Island Transit's PTBA. Identify the transportation services you currently use, what other options are available to your agency or organization and how your program will coordinate with other programs to get maximum use.

2. Service Coordination

Describe how your current and proposed service coordinates with other transportation services in the area to ensure broad community benefit. Describe why existing Island Transit services do not meet your needs.

3. Clarity and Quality

Applications will be rated on content, clarity, presentation, and quality of the proposal based on legibility, completeness, inclusion of data and clear description of transportation needs.

PROGRAM SCHEDULE

Vehicles available to view by appointment	Week of May 17-21, 2021
Applications due	Friday, June 4, 2021
Review applications and select awardees	Friday, June 18, 2021
Awards announced	Tuesday, June 22, 2021
Deadline to claim vehicle(s) and remove from lot	Friday, July 9, 2021

APPLICATION SUBMITTAL

A sample application is included in this packet and is available on the agency's website www.islandtransit.org. It is also available by emailing info@islandtransit.org. (A fillable pdf format is not yet available.) The application packet is available in other formats/languages by request.

Applications must be postmarked and/or received by 3:00 PM on Friday, June 4, 2021.

Applications must contain the appropriate certification signatures, proof of insurability, and a copy of organizations 501(c)(3) non-profit certification, if applicable. Electronic signature is acceptable.

Completed applications can be emailed to info@islandtransit.org or mailed to Island Transit
ATTN: Community Surplus Vehicle Program, 19758 SR 20, Coupeville, WA 98239.



COMMUNITY SURPLUS VEHICLE PROGRAM APPLICATION

A. GENERAL INFORMATION

1. Primary Applicant: _____

Mailing Address: _____

Contact Person-Name/Phone: _____

E-Mail Address: _____

Partner Agency/Organization: _____

Partner Agency/Organization: _____

2. Type of Applicant (check all that apply):

_____ Dialysis

_____ Public Agency

_____ School/Daycare

_____ Church

_____ Senior Center

_____ Convalescent Center

_____ Community Service Organization

_____ Other (please specify)

3. Vehicle Type Preference: _____

The Island Transit maintenance department only offers vehicles in good working order at the time of program inception. Fourteen (14) surplus vehicles are available for the 2021 Community Surplus Vehicle Program: 12 vans (ten 8-passenger vans, two 12-passenger vans) and 2 paratransit buses (two 8-passenger with wheelchair lift). Commercial Drivers Licenses (CDL) are not required for the paratransit buses but are strongly recommended. Island Transit does not provide CDL training.

B. 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 Island 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. Is this vehicle request to enhance/maintain an existing program, or to create a new program?

3. If an existing program, provide an account of the program's success, and how additional vehicles will enable you to maintain and/or enhance the program. If you wish, add additional documentation and/or letters of support.



4. 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 one way trip for one person i.e., pickup from home/drop-off at work = one passenger trip. 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, but this would not affect the use of the vehicle 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.

Example

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 workdays = 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

5. 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 the general public. Of the passengers you plan to serve, what percentage reside in Island County?

6. Of the passenger trips you expect to carry over the course of next year, how many trips are estimated to be ADA Paratransit eligible.

7. Describe how your agency or organization coordinates transportation efforts with other community programs.



8. Describe the typical 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, veterans, and general public.

9. Describe how your organization coordinates transportation efforts with other community programs, including Island Transit.

10. Is this application in coordination with other agencies? ☐ Yes ☐ No
If yes, list the name of the primary applicant who will be named as buyer on vehicle title if selected as a vehicle recipient.

If yes, briefly explain how the use of the vehicle will be serve the multiple organizations involved. All participating agencies/organizations are required to sign the Certification in



Section 3, and should also be identified as a Partner Agency/Organization on page 1, under General Information.

11. Does the organization have the financial and management capacity to maintain and insure the vehicle? Explain if necessary:

12. Describe how the proposed transportation program will be implemented and/or maintained by the organization, including how drivers will be enlisted as part of the program.



13. Please provide any additional information you would like for the Agency to consider in evaluating your 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 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: _____



AGREEMENT RELATING TO THE EXCHANGE OF VEHICLE(S) FOR TRANSPORTATION-RELATED SERVICES

THIS AGREEMENT is made this _____ day of _____, 2021, between the Island County Public Transportation Benefit Area, a municipal corporation, located at 19758 SR 20, Coupeville, WA 98239, hereinafter referred to as "Island Transit", and _____, a non-profit 501(c)(3) organization or agency, located at _____, hereinafter referred to as "Vehicle Recipient".

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

1. Island Transit shall provide to the Vehicle Recipient the following described vehicle(s):

Make: _____

Year: _____

Model: _____

VIN: _____

Fair Market Value: _____

2. In consideration for the aforementioned vehicle(s), Vehicle Recipient shall provide enhanced transportation services for citizens who live within Island County.
3. The Vehicle Recipient must use the vehicle(s) to provide transportation services to their clients, members, guests or other users, with either an origin or destination in Island County, for a period of one (1) year.
4. If the Vehicle Recipient does not use the vehicle(s) for this transportation service for a period of one (1) year, the Vehicle Recipient will return vehicle(s) to Island Transit or may be required to pay Island Transit the fair market value of vehicle. Island Transit may use any remedy provided by law for breach of this agreement.
5. Island Transit is releasing to the Vehicle Recipient, the aforementioned vehicle(s) AS IS, WHERE IS, and WITH ALL FAULTS and WITHOUT RECOURSE regarding the condition of the aforementioned vehicle. Island 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.

6. Island Transit will provide all available maintenance records for the vehicle(s), but will not continue to insure or provide maintenance or maintenance support for the vehicle(s) once they become property of the Vehicle Recipient.
7. The parties to this Agreement agree that Island Transit shall have no liabilities of any sort arising from or related to the vehicle(s) covered by this Agreement. The Vehicle Recipient and any successor shall defend, indemnify and hold harmless Island 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(s) covered by this Agreement, or any use by any person of such vehicle(s).
8. 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 Island Transit and its officers, agents and employees harmless as set out in the above provision.
9. The Vehicle Recipient shall be responsible for all licensing, permits and insurance of the aforementioned vehicle(s). Proof of insurance shall be provided to Island Transit as a condition of award of the aforementioned vehicle.
10. Before Vehicle Recipient can remove the vehicle from Island Transit property, Island Transit shall submit a SELLER'S REPORT to the Department of Licensing, thus immediately transferring all liability for the vehicle(s) from Island Transit to Vehicle Recipient.
11. Vehicle Recipient will be responsible for purchasing a three-day vehicle trip permit from the Department of Licensing in order to drive the vehicle(s) off Island Transit property.
12. Island Transit attempts to remove all agency-identifying graphics and logo. If a vehicle(s) still has these logos and graphics, the Vehicle Recipient must remove them before the vehicle(s) are put into service. Once Vehicle Recipient takes possession of the vehicle(s), and before vehicles(s) are put into service, Vehicle Recipient shall place a clear indication of their ownership on the vehicle(s).



13. The Vehicle Recipient will ensure that the Island Transit-provided decal(s) stating “Provided by Island Transit Community Surplus Vehicle Program” will remain on the vehicle(s) for one (1) year upon acceptance.
14. Vehicle Recipient must remove the vehicle(s) from Island Transit property within two (2) weeks of the vehicle award or face being considered in default of the Agreement. Island Transit has the right to award the vehicle(s) to the next Applicant on the list.
15. Vehicle Recipient shall provide Island Transit with a quarterly report, for a one-year period, containing vehicle odometer readings, number of passengers carried, and description of current use of vehicle. Reports will be emailed to recipients to fill out and return. Information shall be submitted to Island Transit, ATTN: Community Surplus Vehicle Program (CSVP), 19758 SR 20, Coupeville WA 98239 or emailed to info@islandtransit.org.

DATED: _____

ISLAND COUNTY PUBLIC TRANSPORTATION BENEFIT AREA, D/b/a Island Transit

By: _____

Title: _____

ATTEST:

Vehicle Recipient

By: _____

Title: _____

ATTEST:

Witness