

## **PURPOSE:**

Chatham Area Transit may make donations of its available surplus (revenue service and non-revenue) vehicles to eligible 501(c)(3) Non-Profit Organizations for other re-purposed public uses and services that benefits Chatham County citizens. The intent of this policy is to establish uniform guidelines for the disposal or transfer of rolling stock that have reached the end of their Useful Life.

## **DEFINITIONS**

**Surplus Property:** Tangible personal property which the Agency determines is no longer required for its needs or for the fulfillment of its responsibilities.

**Useful Life:** Useful life means the minimum acceptable period a capital asset purchased with FTA funds should be used in service. Capital assets purchased with FTA funds may frequently be used beyond their minimum useful lives, without being considered part of a grantee's state of good repair backlog. The minimum useful life for rolling stock is calculated based on the date the vehicle is placed in revenue service and continues until it is removed from service.

**Rolling Stock:** Rolling stock describes equipment that is used to transport passengers and includes buses, vans, cars, locomotives, trolley cars and ferryboats as well as vehicles used for support services.

## **SPECIFICS:**

Chatham Area Transit's Community Surplus Vehicle Donation Policy is aligned with enhancing existing relationships and developing new partnerships with the general public, community groups, businesses and other agencies.

The Community Surplus Vehicle Donation Policy will complement the launch of CAT's Community Surplus Vehicle Program which will provide CAT Board approved surplus vehicles that are earmarked for retirement the opportunity to be awarded to eligible non-profit organizations through a competitive process.

## **PROCEDURE:**

1. Chatham Area Transit will only offer surplus vehicles deemed by CAT's maintenance department to be in good working order at the time of the donation.
2. The selection process will be competitive and involves a review and evaluation process. Applicant must provide IRS documentation as proof of non-profit and/or 501(c)(3) designation.
3. Eligible organizations will be invited to preview available vehicles before applying.

# COMMUNITY SURPLUS VEHICLE DONATION POLICY

Approved By: BOARD OF DIRECTORS  
on August 22, 2023

4. Awarded applicants shall use the supplied vehicle to provide transportation to their clients, members, guest or other users as described in the application.
5. Once the recipient takes possession of the vehicle and before put into service, recipient must clearly indicate ownership of the vehicle.

## **REFERENCES:**

N/A

## **ATTACHMENTS:**

- A. Community Surplus Vehicle Program

Process Number: Admin.2023.08  
Effective Date: August 23, 2023  
Origination Date: May 25, 2021  
Replaces: May 25, 2021



## CHATHAM AREA TRANSIT COMMUNITY SURPLUS VEHICLE PROGRAM GUIDELINES

### ELIGIBILITY

All non-profit 501(c)(3) organizations and agencies that serve Chatham County are 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 Chatham 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.
- Applicants must certify they have the financial and management capacity to insure granted vehicles, if selected as recipient.
- Recipient shall immediately remove all Chatham Area Transit colors from the vehicle once they take possession of the vehicle and before the vehicle goes into service.
- Once recipient takes possession of the vehicle and before put into service, recipient must clearly indicate ownership of the vehicle.
- Reporting Requirements: Grantees must track ridership, hours, miles of service, and provide a quarterly report to Chatham Area Transit for one year from award date.
- 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.

### SELECTION PROCESS

Applications will be evaluated by a committee of Chatham Area 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 before 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 Chatham County. 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 Chatham Area 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

1. Vehicle(s) available to view by appointment
2. Applications Due
3. Review applications and select awardee(s)
4. Award(s) announced
5. Deadline to claim vehicle and remove from lot

**Completed applications can be emailed to [info@catchacat.org](mailto:info@catchacat.org) or mailed to Chatham Area Transit, ATTN: Community Surplus Vehicle Program, 900 E. Gwinnett St., Savannah, GA 31401**



**COMMUNITY SURPLUS VEHICLE  
PROGRAM APPLICATION**

*Please ensure that you have reviewed the Community Surplus Vehicle Program Guidelines that can be found at [www.catchacat.org](http://www.catchacat.org) before submitting your application.*

**Please select the vehicle type:**       Van       Bus

**SECTION 1: APPLICANT INFORMATION**

**Organization:**

**Mailing Address:**

**Contact Person:**

**Phone Number:**

**Email Address:**

**Agency/Organization Website:**

<b>Type of Applicant</b>  <i>(Check all that apply)</i>	<input type="checkbox"/>	Church / Religious Organization
	<input type="checkbox"/>	Community Service Organization
	<input type="checkbox"/>	Public Agency / Government Division
	<input type="checkbox"/>	Senior Center
	<input type="checkbox"/>	School / Daycare
	<input type="checkbox"/>	Other (Please specify):

**Section 2: Other required documentation:**

*Attach a copy of your agency's 501(c)(3) certification, if applicable.*

**SECTION 3: APPLICATION NARRATIVE**

**1. What is the overall purpose of your organization? Please describe the population you serve, how many people you serve annually, and how long your organization has been providing services to the community.**

**2. Describe the transportation problem you're looking to solve and how a donated van/bus will help your organization fulfill this need.**

**4. Describe how your organization currently handles its transportation needs and whether you utilize CAT bus or paratransit services. If not, why?**

**5. Please describe the specific program(s) a donated van/bus would be used for and the population that would benefit.**

6. How many passenger trips per week, on average, will you take with a donated van/bus?

*A passenger trip is defined as one roundtrip per person. Examples:*

- *Six youth are transported to an event and back. (6 people x 1 day) = 6 passenger trips*
- *Ten seniors are transported to a meal site Mon-Friday. (10 people x 5 days) = 50 passenger trips.*



**7. Have you previously received a van/bus from CAT or another agency to support this program and your needs?**

**8. What is your plan to maintain and insure the vehicle if selected?**

**Section 4: 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. I have reviewed and understand the Community Surplus Vehicle Program guidelines.

**Signature of Board Chair/President  
Executive Officer**

**Printed Name / Title**

**Date**