VEHICLE PURCHASE or REPAIR REQUEST POLICY and PROCEDURES

POLICY: This policy limits requests to vehicles that are or will be [a] owned by 501(c)(3) charities and [b] used to transport intellectually or developmentally disabled (IDD) persons. These charities are hereafter referred to as "agencies."

KIND Charities of Tennessee, Inc. (KIND): [a] limits its funding to the purchase or repair of 12- or 15-passenger vans; [b] decides on these requests at its Board of Directors meetings in March and October; [c] limits consideration of these agency requests to one within a 36-month period; and [d] requires documentation as specified below to affect payment.

POLICY EXCEPTION: Any exception requires approval by the KIND Board of Directors.

NEW VEHICLE: Ten percent (10%) of the price paid for a new vehicle is KIND's upper funding limit.
KIND evaluates an agency's request if the agency submits a complete application to either of the following:

a) The Tennessee Department of Transportation (TDOT) for a Section 5310 Grant. See https://www.tn.gov/tdot/passenger-transportation-rail-freight/public-transportation-section/omat/5310-program.html. For questions regarding TDOT's 5310 Program, please contact Samantha.M.Deal@tn.gov. The agency should submit its request to KIND no later than February 1 so that the agency will know KIND's funding decision before its Section 5310 Grant application is submitted to TDOT. For KIND to affect payment, the agency needs to provide KIND a final acceptance letter from TDOT.

b) The University of Tennessee Center for Transportation Research (UTCTR) for an Agency Purchase Program (aka "Tennessee Vans") purchase. See https://tnvans.utk.edu/agency-purchase-program/. The agency should submit its request to KIND no later than February 1 so that the agency will know KIND's funding decision before its Tennessee Vans Program Application is submitted to UTCTR. For KIND to affect payment, the agency needs to provide KIND a sales contract from UTCTR.

USED VEHICLE: KIND will consider an agency's request, when it seeks to purchase a used, late-model, low-mileage, 12-passenger van. Agencies are encouraged to deal with specialized commercial dealers who provide used wheelchair-accessible and transit-style mobility vans for 501(c)(3) non-profits. For KIND to affect payment, the agency needs to provide a copy of the sales estimate or purchase agreement from the seller. A signed sales contract and title must be provided after the agency receives possession of the vehicle.

REPAIRS: KIND may share the cost incurred by an agency for major repairs/replacement to van components (e.g., engine, transmission). Warranties and/or insurance claims must be pursued in advance of an agency's request. Two estimates for repair/replacement must accompany the agency's request. For KIND to affect payment, the agency needs to provide KIND a copy of the completed work invoice.