DAV Transportation Network Grant Application Process

SUPPORTING VICTORIES FOR VETERANS

DAV
KEEPING OUR PROMISE TO
AMERICA'S VETERANS
REQUESTING VEHICLES THROUGH THE COLUMBIA TRUST GRANT PROGRAM

September/October

- The Columbia Trust Grant Memo is emailed out to the Officers to Receive Mail for each Department or Chapter
  - Chapters without ORM emails will need to contact their Department Adjutant. This year’s memo will include guidance for the online application.
DAV Transportation Network & Columbia Trust Grant Application

https://dav.smartsimple.com/s_Login.jsp

Welcome to the DAV Charitable Service Trust and DAV National Service Foundation Grant Application Site

To access the online grant system as a first time user, DAV department leaders (adjutants and commanders) must select “Request Password” to receive credentials and enter the email address used for your membership record.

For additional assistance, please contact us via phone at (877) 426-2838, ext. 3313 or ext. 3309 or email the following:

U.S. Tax Exempt Organizations - cst@dav.org
DAV Department or Chapter - nsf@dav.org
Once you login, select Funding Opportunities. *If you begin working on an application and are not ready to submit at that time, the next time you login, select In Progress to pick up where you left off.

The Eligibility and Guidelines button provides the type of vehicles being offered, total cost and minimum share amounts included in the memo distributed by Voluntary Services. To begin the process, select Apply Now.
Grant Process for New Vehicles

One eligibility question must be answered before gaining access to the application.

New Grant

ELIGIBILITY

* Previous year's annual financial report(s) (AFR) must be approved by DAV National Headquarters in accordance with Articles 8 and 5 of the National Bylaws or must be attached if not required to file under provisions of the National Bylaws.

☐ Please confirm you have read and understand the requirement above.

After confirming the AFR acknowledgement, navigate to the Contact Information page. Provide the following information:

* Are you authorized to exchange information regarding this grant request?
  ☐ Yes
  ☐ No

* The vehicle(s) requested will be donated to the VA Medical Center(s) chosen to be used in the DAV Transportation Network. The VAMC Director(s) agree to accept the vehicle(s)
  ☐ Yes
  ☐ No

Is the department and/or chapter(s) requesting financial assistance from Columbia Trust?
  ☐ Yes
  ☐ No

* AFR Attachment
  If a department is applying on behalf of its chapter(s), both AFRs are required.

☐ AFR Attachment must contain at least 1 file
Department leaders are required to apply on behalf of its chapter(s) but have the ability to request collaborators, specifically chapter leaders, to assist through the Invitations tab within the application.

Populate the information for who you want to allow access to work on the application. There is an unlimited amount of collaborators you can invite, simply select the + button. Additionally, multiple collaborators can work on the same vehicle request, if needed.

Collaborators will receive an email with the link to register and login to access the application but will be unable to submit it. This process allows department leaders to control who can access the application while also not being responsible for filling out the vehicle requests for the chapter(s).
Begin selecting the vehicle requests.

**Vehicle Request**

* Vehicle
* Quantity of Vehicle
  - Select One
* VA Facility

Separate entries must be completed based on the vehicle type and VAMC location.

- The Vehicle dropdown contains the list of all the vehicles available with the total cost and minimum share amounts.
- Enter the number of vehicles you are requesting.
- To select the VA Facility, you may begin typing the exact name of the facility or scroll until you find it.
- If the vehicle(s) will not be parked at the VAMC, provide the location.
Grant Process for New Vehicles

Hit Save before continuing.
Upon saving, the following appears.

Fill out the proposed share amount & click Request button to request the selected vehicle(s) for the selected VAMC.

If the chapter is applying, select the chapter in the dropdown field. *Chapter records appear as they do in membership. Only the chapters associated with the department will be an option in this dropdown.
Grant Process for New Vehicles

* Department

Department of Oklahoma

* Are you applying on behalf of a chapter?

☐ Yes  ☐ No

* On Behalf of Chapter

Department of Oklahoma · Shawnee Chapter #54

Select Enter Share Amount to provide the information.

Proposed Share Amount

Enter Share Amount

A reminder of the vehicle(s) you selected and cost are displayed.

**Proposed Share Amount**

- Indicate the following amounts that are being contributed toward the purchase of the vehicle(s). These amounts should be the MAXIMUM that each source can contribute based upon financial availability.

- When filling out the Proposed Share Amount(s) see MINIMUM Share referenced in the Vehicle Description.

Vehicle Selected: Ford Explorer 4WD 7-Pass (Vehicle Cost: $34,455.00 Min Share: $18,950.00)

Vehicle Quantity Requested: 2
Fill out the share amounts accordingly by selecting the + button. *Note, the format/information requested mirrors the paper application.

### Department Share Source

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Total Proposed Share Amount:</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Chapter Share Source

<table>
<thead>
<tr>
<th>Chapter Name</th>
<th>Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Total Proposed Share Amount:</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Other Share Source

<table>
<thead>
<tr>
<th>Other Source Name</th>
<th>Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Total Proposed Share Amount:</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
### Department Share Source

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Oklahoma</td>
<td>$18,950.00</td>
</tr>
</tbody>
</table>

**Department Total Proposed Share Amount:** $18,950.00

### Chapter Share Source

- **To minimize the Chapter list type the entire State name in the Chapter Name field.**

<table>
<thead>
<tr>
<th>Chapter Name</th>
<th>Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Oklahoma - Shawnee Chapter 1</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Department of Oklahoma - Joe McCain Chapt</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

**Chapter Total Proposed Share Amount:** $12,000.00

### Other Share Source

<table>
<thead>
<tr>
<th>Other Source Name</th>
<th>Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thunderbird Casino</td>
<td>$6,950.00</td>
</tr>
</tbody>
</table>

**Other Total Proposed Share Amount:** $6,950.00
As you enter a contribution amount, the total calculates below.

**Proposed Share Amount**

<table>
<thead>
<tr>
<th>Proposed Total Share Amount:</th>
<th>Total Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$37,900.00</td>
</tr>
</tbody>
</table>

**Propose Grant Requested**

<table>
<thead>
<tr>
<th>Proposed Total Grant Amount:</th>
<th>Grant Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$31,010.00</td>
</tr>
</tbody>
</table>

Select Save then Close.
The share amounts and sources will then appear in the Vehicle Request form. Select Request to enter in the information.
Once you select Request, close the form by navigating to the right corner X. *Only select Make Changes if you have revisions.
The main application page now includes the basic vehicle information requested.

Continue selecting + as needed for additional requests from chapters or on behalf of the department.
Grant Process for New Vehicles

Once all requests have been made, answer the question:

* Do you confirm the funds will be available for the requested vehicles?

☐ Yes
☐ No

If No is selected, the following message appears:

* Do you confirm the funds will be available for the requested vehicles?

☐ Yes
☐ No

If you are unable to have the funds available by the due date, you may forfeit your grant and not receive the vehicle.
Select the NEXT button to navigate to the Application Certification.

Follow the instructions as outlined above. The Certification Form can be downloaded and mailed/emailed to the appropriate parties for signature as would be the process with the paper application. Multiple Certification Forms can be uploaded to make it easier to receive department and chapter leaders’ signatures, however, each Application Certification form must be saved using a different naming convention. Additionally, multiple vehicle requests can and will be requested within this one application all under the department’s record. Please do not submit the application until all vehicle requests on behalf of the department and associated chapters have been requested.
Once the application is complete, select Submit.

The Primary Contact will receive an email confirming the submission along with an attachment of the application. Please note, the Application Summary/Preview contain the information as requested and does not represent the final share amount(s). To reference the final share amount(s), including the amount to be paid by specific funding source(s), you must review the award notification letter distributed by Voluntary Services.
The application can be accessed on a read only basis by navigating to the Submitted field on the home page.

Historical applications can be viewed in the Approved / Disapproved / Withdrawn field.
Grant Process for New Vehicles

**November/December Application Deadline**

- All Applications are required to be received at National Headquarters by the deadline listed in the Memo.
- Checks should *not* be sent with the application – you will be notified when to send payment. Any checks received with applications will be returned.

**January/February**

- Applications are reviewed and final approvals are made

**Late February**

- Grant approval letters are emailed to all Departments who have been approved to purchase vehicles. Chapters listed on the applications will also receive the grant approval letter email.
Grant Process for New Vehicles

- Payment should now be sent

- Vehicles are ordered
Late Spring through Summer

- Vehicles arrive at DAV National Headquarters.
- Departments are emailed information on scheduling pickups.
  - VAMCs, HSCs and Chapters are sent copies of letters

- VAMCs are responsible for the pickup and delivery of all vehicles.
  - Vehicles will not be released without prior authorization from the receiving VAMC
Return of vehicles agreement should be completed each year vehicles are donated

- Per VHA Handbook 1620.2. Even without an agreement a VAMC Director may return a donated van to the donor when the conditions of the vehicle is unacceptable for use or it is no longer needed for use.
6. RETURNING DONATED VANS TO DONORS:

a. This Handbook requires donated vans to donors. The written agreement provides for the donation of a van from the donor for use in the VTN and sets forth the conditions on VA’s use and possible return of the van. It is VHA policy to return donated vans to DAV, or other donors, when the facility Director determines the condition of the van makes it unacceptable for use, or it is no longer needed in the facility VTN. NOTE: Even without an agreement, a VA medical facility Director may return a donated van to the donor when the condition of the vehicle is unacceptable for use or it is no longer needed for use in the facility’s VTN.

- Vehicles *can only* be returned to a DAV Department or Chapter
- The DAV Department or Chapter will provide the VAMC with a letter requesting/accepting the return of the vehicle
- The VAMC will request from VA Central office a form SF-97 “Standard Certificate of Obtain Title”
- Once the VAMC receives the SF-97 it will be given to the DAV Department or Chapter
- The recipient of the SF-97 will take the form to the DMV/BMV to request a new title
- The Department or Chapter can keep/sell/donate the vehicle
  - Graphics should be removed prior to a vehicle being sold or donated

For assistance please contact Voluntary Services Specialist Connie Patterson at (859) 441-7300 ext. 3231 or VAVS@dav.org.
VEHICLE GRAPHICS
- Advertising Vehicles contact (855) 750-0937 specify you are with DAV.
  - New installs
  - Replacement
    - There is a 2 year warranty on graphic material
  - Repairs

VEHICLE RECALLS
- Manufacturer vehicle recalls are sent to DAV National Headquarters
- National Headquarters sends each recall to the VAMC VS office which the vehicle is attached
- As the VAMC is responsible for maintenance of VTN vehicles they along with the facility HSC should schedule to have the recall service completed

VEHICLE ACCIDENTS
- Per VHA Handbook 1620.02 pg. 6 section 5d
  - d. Transportation Volunteer Driver. The Transportation Volunteer Driver is responsible for:
    - 5) Reporting to the HSC, or Volunteer Coordinator, the following:
      - d) Any significant events (i.e., traffic accidents) and problems encountered while on duty
- Accidents should be immediately reported to the HSC and/or VAVS Program Manager
- The Federal government will protect a VAVS volunteer driver against liability claims under a law known as the Federal Tort Claims Act (FTCA), provided they were acting within the scope of their assignment.
- VTN vehicle accidents inquiries should be referred to the VAMC VS Program Manager
For More Information

Email: VAVS@dav.org
Mail: Voluntary Services
860 Dolwick Drive
Erlanger, KY 41018
Phone: (859) 441-7300 ext. 1313
(877) 426-2838 ext. 1313