

CPIC Car Donation Program Process

Purpose

The purpose of this document is to help each employee of Community Properties Impact Corporation ("CPIC") understand how to effectively administer the CPIC Car Donation Program (the "Car Donation Program"), which is an essential element of the Columbus Bridges Community facilitated, in part, by CPIC.

Overview

The Car Donation Program was designed in order to help supply Columbus Bridges Community members with the transportation that is essential to allowing them to "get ahead in a just gettin' by world."

Key Steps

Soliciting donations

Accepting donations

Finding and deciding upon a qualified applicant

Transferring ownership

Procedure

Soliciting Donations

1. CPIC employees should try to increase the visibility of the Car Donation Program and the benefits of donating a car to the Car Donation Program. To help achieve this goal, CPIC employees can print copies of the "CPIC Car Donation Program – Car Flyer" (Document #1) and post these with local businesses and friends of the organization, including but not limited to:
 - a. coffee shops;
 - b. libraries; and
 - c. Guiding Coalition members.

Accepting Donations

1. Upon hearing that a donor has a car that he/she is willing to give to the Car Donation Program, a CPIC employee should inform the donor of the possibility that, if the car cannot be of substantial use to a community member with \$500.00 or less worth of repairs, CPIC will have to donate the car to Auto Solutions Training Center, Inc (Address: 1060 Mt Vernon Ave, Columbus, OH 43203; Attn: Tracy Carter; Phone: 614-352-2456) ("Auto Solutions").
 - a. If the donor is interested in moving forward, the CPIC employee should schedule a meeting with the donor at the CPO offices. The car may be parked inside the CPO garage, and at the meeting, CPIC employees should accomplish each of the following things:
 - i. Remove the license plates on the car and give them to the donor;
 - ii. Have the donor provide CPIC with his/her Social Security # (to be used on IRS Form 1098-C at step 4 and handled by the CPIC director only); and
 - iii. Have the donor assign the car's title to CPIC by filing out the upper half of the back of the vehicle's title. Each of the following items must be addressed on the title:
 1. under "ASSIGNMENT OF OWNERSHIP," note the date, a price of "\$0", the buyer's name (CPIC) and CPIC's address;
 2. under "ODOMETER CERTIFICATION," note the car's current mileage;

3. under "I (we) warrant the title to be free of all liens," the donor must print his/her name, sign and provide his/her address;
 4. under "NOTE: All blank spaces above must be completed before acknowledgement," have the donor's signature notarized by one of the capable property managers; and
 5. under "TRANSFEREE'S/BUYER'S ACKNOWLEDGEMENT OF ABOVE CERTIFICATION," print CPIC's name and have an officer of CPIC sign for the company.
2. Upon receipt of assigned title, perform title search using VIN number. This search function may be accessed at the following website:
<https://www.dps.state.oh.us/atps/titleinq.asp?id=14645465&propid=V>
 If title check results indicate existing liens, notify donor and either (i) return car to donor or (ii) inquire about having title cleared.
 3. Within 30 days of the title assignment date, proceed to the Clerk of Courts title office (1970 West Broad St., Columbus, OH 43223; (614) 752-7500, 7600 & 7700; 8:00-6:00 T-W-TH-F) in order to apply for a title in CPIC's name. You must bring cash or check for the amount of \$16.00. Failure to have the title transferred within 30 days of the date of the title's assignment will result in a \$5.00 late fee. On the title, each of the following items must be addressed in the section entitled "APPLICATION FOR CERTIFICATE OF TITLE" (note that the CPIC employee may do all of this at the Clerk of Courts title office):
 - a. mark an "X" on "Motor Vehicle";
 - b. print CPIC's full name;
 - c. provide CPIC's EIN#: 31-1707264;
 - d. provide CPIC's address;
 - e. note the purchase price of "\$0";
 - f. note "None" under "LIEN INFORMATION";
 - g. have officer of CPIC sign the title; and
 - h. have the officer's signature notarized.
 4. Within 30 days of the title assignment date, CPIC must complete IRS Form 1098-C, with copy C to be transmitted to the donor, along with a thank you letter. Note that the IRS must send CPIC original copies of these forms in the mail; you may not use copies printed from the IRS website. Copy B of IRS Form 1098-C may be kept on file with Sharon Griffith at CPO, and Copy A of IRS Form 1098-C should be kept on file with Sharon Griffith to be sent to IRS in March of following year (note that Form 1098-C must be transmitted to the IRS with IRS Form 1096). On Form 1098-C, each (and only) the below-listed items must be addressed:
 - a. CPIC's full name, address and phone number;
 - b. CPIC's EIN# (31-1707264);
 - c. donor's Social Security #;
 - d. donor's name;
 - e. donor's address;
 - f. at Box 1, enter the date of contribution (the date of title assignment);
 - g. at Box 2, enter the car's make model and year;
 - h. at Box 3, enter the car's VIN#;
 - i. at Box 5b, mark with an "X"; and
 - j. at Box 6a, mark "No" with an "X".

Note that, while it is the responsibility of the donor to fill out IRS Form 8283, it is good to complete each of (and only) the following sections of Form 8283 and forward the incomplete form to the donor, along with the "IRS Flyer" (Document #2):

- a. at Part 1, Row A, Column (a) note CPIC's full name and address;
- b. at Part 1, Row A, Column (b), note the year, make, model, condition and mileage of the car;

- c. at Part 1, Row A, Column (c), note the date of the contribution (the date of title assignment);
 - d. at Part 1, Row A, Column (g), note the car's Fair Market Value, which can be found on Kelly's Blue Book website (www.kbb.com) by entering vehicle-specific information and computing likely price in a public transaction (not dealer transaction). This amount may be used in assessing the donor's tax benefit, as long as the car's value does not exceed \$5,000.00 (in which case, Section B must be completed in lieu of Section A; such a scenario would be highly unusual and instructions are not provided here); and
 - e. at Part 1, Row A, Column (h), note "Kelly's Blue Book".
5. Before transferring ownership of the car to an applicant, CPIC employees will assess the potential value the car will have for an applicant. CPIC employees must ensure that applicants to the Car Donation Program will not be given a car that is (or will shortly be) a liability. In this interest, CPIC will proceed as follows:
- a. if the car is clearly in good condition and will obviously benefit a recipient without repairs, CPIC can forgo referral to an auto repair shop for assessment and repairs. Such a car becomes immediately available to applicants to the Car Donation Program.
 - b. if the car will be a liability to the recipient in its present condition (or if there is some question regarding your assessment of its present condition), CPIC employees should ask for an opinion from a community member (ideally on a volunteer basis for a member of the Columbus Circles Initiative community or, if necessary, from a friend or family member who knows cars, at a paid rate of \$___/hour). This consultant will come to the CPO garage to assess the car, and he/she will determine whether or not the car will be of value to a recipient (for at least six months) with \$500.00 or less in repairs. CPIC will obtain a description of the assessment and proceed as follows:
 - i. if the consultant suggests that the car will certainly be of substantial value to an applicant with \$500.00 or less worth of repairs, CPIC will go ahead with all required repairs. Arrange for the car to be towed to Goodyear Gemini (124 E. Spring St, Columbus, OH 43215 Phone: (614) 221-6501) ("Goodyear"), using any local towing company. Goodyear will then send an invoice to CPIC for payment. CPIC will issue payment and have the car towed back to CPIC offices.
 - ii. if the consultant suggests that the car will not be of substantial value to an applicant with \$500.00 or less worth of repairs, CPIC employees will contact applicants who meet all minimum qualifications and inquire about their willingness and abilities to perform enough of the work to allow the car to be of use to an applicant with \$500.00 or less in repairs, and CPIC will proceed as follows:
 - 1. if CPIC employees can find an applicant who is able and willing to do some of the repairs him/herself, CPIC employees will move ahead with work up to our \$500.00 limit. Arrange for the car to be towed to Goodyear. Goodyear will then send an invoice to CPIC for payment. CPIC will issue payment and have the car towed back to CPIC offices.
 - 2. if CPIC employees cannot find an applicant who is able and willing to do some of the repairs him/herself, then CPIC employees will arrange for the car to be donated to Auto Solutions; contact Auto Solutions for a meeting to assign title to them. Inform the original donor of decision.

Finding and Deciding Upon a Qualified Applicant

1. When the Car Donation Program has one or more cars available for donation, CPIC employees should actively seek applications for the available cars. CPIC employees can print copies of the "CPIC Car Donation Program Application" (Document #3) and distribute them at each of the below-listed venues:
 - a. weekly Circles meetings; and
 - b. the "Resource Rich Newsletter."

Completed applications may be accepted from anyone willing to fill out an application, but each applicant will be given the "Informational Flyer re Car Donation Program" (Document #4) and informed of each of the below-listed minimum qualifications for receiving a car, which are also listed on the flyer:

- a. the applicant must have graduated from either (i) the "Getting Ahead in a Just Gettin' By World" class or (ii) the CPO Employment Program;
 - b. the applicant has the financial resources to maintain the car -- including paying for the purchase of gas and insurance;
 - c. the applicant has a valid Ohio driver's license; and
 - d. the applicant requires transportation in order to make progress toward long-term educational or employment goals.
2. After a period of six (6) weeks after the Car Donation Program's available car(s) become available, a committee of four people assembled from the Guiding Coalition (or, in the absence of such committee, an ad hoc group of four people involved with the Columbus Circles Initiative) will meet to evaluate applications and talk with applicants. Each qualified applicant will meet with the committee personally and discuss each of the following matters:
 - a. the applicant's completed application; and
 - b. any other matters the applicant feels he/she needs to explain regarding his/her transportation needs.

The committee will recommend that a particular applicant be awarded the car based upon the meetings conducted with applicants and their own evaluation of the stated transportation needs of the applicants and the utility of the available car(s) for those purposes. There is no set rubric for evaluating need; the committee must decide who needs and can use the car more. (Note that it had been proposed that CPIC award cars based upon a point system that would make a subjective decision by a committee unnecessary, but it was decided that such a points-based system would be less desirable than the above-suggested process.)

3. All applicants who will not receive a car and who met with the committee will be informed via phone call that CPIC will continue to look for a car for them. The applicant who will be awarded the car (the "Qualified Circles Leader") will be informed of the decision and of the necessary further steps.

Transferring Ownership

1. Upon finding and deciding upon a Qualified Circles Leader, a CPIC employee may initiate the process to transfer ownership from CPIC to the Qualified Circles Leader. The first step in this process will be to give the car's VIN number to the Qualified Circles Leader, so that he/she may obtain insurance for the vehicle. He/she then requests that the insurance company fax a copy of the Ohio Insurance Certificate to CPIC at the following number: 614-253-4318. Once this process has been initiated, all steps should be carried out within one day because the Qualified Circles Leader should only be paying for insurance when he/she has access to a car.
2. The CPIC employee should print a copy of the "Release of Liability" (Document #5), and explain the function of the Release of Liability to the Circles Leader. The Circles Leader then reads and signs the Release of Liability. Please note that the Release of Liability form must be witnessed by two other people.

3. CPIC assigns car title to the Qualified Circles Leader. CPIC will assign title to the Qualified Circles Leader by filing out the upper half of the back of the vehicle's title. Each of the following items must be addressed:
 - a. under "ASSIGNMENT OF OWNERSHIP," note the date, the price of "\$0", the buyer's name (Qualified Circles Leader) and his/her address;
 - b. under "ODOMETER CERTIFICATION," note the car's current mileage;
 - c. under "I (we) warrant the title to be free of all liens," print CPIC's name, have an officer of the company sign and provide CPIC's address;
 - d. under "NOTE: All blank spaces above must be completed before acknowledgement," have the CPIC officer's signature notarized; and
 - e. under "TRANSFEREE'S/BUYER'S ACKNOWLEDGEMENT OF ABOVE CERTIFICATION," print the Qualified Circles Leader's name and have him/her sign.
4. If the Qualified Circle Leader does not have his/her own means of transportation, a CPIC employee may take the Circle Leader to the Clerk of Courts title office (1970 West Broad St., Columbus, OH 43223, (614) 752-7500, 7600 & 7700, 8:00-6:00 T-W-TH-F) with the assigned title, so that the Qualified Circle Leader may purchase a 30 day tag. The Qualified Circle Leader must bring cash or check in the amount of \$16.00 for the 30 day tag.
5. The CPIC employee takes the Qualified Circle Leader to his/her car.

