**Bridges Out of Poverty Car Donation Program Policy and Procedure**

**I. Purpose**

The purpose of this document is to help each employee of Bridges Out of Poverty (“BOP”) understand how to effectively administer the BOP Car Donation Program (the “Car Donation Program”).

**II. Overview**

The Car Donation Program has been created in order to help supply qualified BOP graduates with a viable mode of 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

**III. Procedure**

**A. Soliciting Donations**

BOP 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, BOP employees can print copies of the “BOP Car Donation Program – Car Flyer” and post these with local businesses and friends of the organization, including social media.

**B. Accepting Donations**

1. Upon hearing that a donor has a car that he/she is willing to give to the Car Donation Program, the BOP Director 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, it may be resold for salvage purposes and the funds utilized to pay related expenses of the Car Donation Program.
	1. If the donor is interested in moving forward, the BOP Director should confer with the Donor and gain an opportunity to learn more about the specific vehicle. During the discussion, the BOP Director shall notify the Donor the following will be needed:
2. His/her Social Security # (to be used on IRS Form 1098-C); and
3. Complete the Vehicle Information Request form, along with written authorization as required, and submitting to the Oklahoma Tax Commission. The purpose of the request is to insure there are no liens on the vehicle. The form is available online at: <https://www.ok.gov/tax/documents/769.pdf>.
4. If title check results indicate existing liens, notify donor that the vehicle cannot be accepted or inquire about having title cleared.
5. Schedule an agreed future time where the donor will allow the vehicle to be inspected by BOP’s preferred mechanic for defects and potential repair estimates.
	1. Upon receipt of the title search showing the vehicle has no liens, or proof of release of existing liens, the BOP Director shall request the donor assign the car’s title directly to the Qualified BOP graduate by filling out the bottom half of the back of the vehicle’s title. Please note, at the time the donor executes the Assignment of Title, a notary must be present. If, however, the Donor desires to remain anonymous, the Donor may assign the car’s title to BOP. In such an instance, the Qualified BOP graduate shall bear the additional costs of title assignment from BOP to the Qualified BOP graduate.
		1. If the vehicle is nine (9) years old or newer, a completed odometer disclosure statement is required. The form is available online at <https://www.ok.gov/tax/documents/729.pdf>.
		2. At the time the vehicle is transferred, take immediate steps to have the vehicle insured in accordance with the Oklahoma Compulsory Insurance Law.
6. Within 30 days of the title assignment date, proceed to the nearest Title Agent in order to apply for a title in BOP’s name. The form is available online at <https://www.ok.gov/tax/documents/701-7.pdf>. You must bring cash or check for the amount of $12.50.
7. Within 30 days of the title assignment date, BOP 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 BOP 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 the Executive Director of MNPRC, and Copy A of IRS Form 1098-C should be kept on file with the MNPRC Accounting Manager 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:
	1. BOP’s full name, address and phone number;
	2. BOP’s EIN# (\_\_-\_\_\_\_\_\_\_\_);
	3. donor’s Social Security #;
	4. donor’s name;
	5. donor’s address;
	6. at Box 1, enter the date of contribution (the date of title assignment);
	7. at Box 2, enter the car’s make model and year;
	8. at Box 3, enter the car’s VIN#;
	9. at Box 5b, mark with an “X”; and
	10. at Box 6a, mark “No” with an “X”.
8. 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):
	1. at Part 1, Row A, Column (a) note BOP’s full name and address;
	2. at Part 1, Row A, Column (b), note the year, make, model, condition and mileage of the car;
	3. at Part 1, Row A, Column (c), note the date of the contribution (the date of title assignment);
	4. 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 private 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,
	5. Section B must be completed in lieu of Section A; such a scenario would be highly unusual and instructions are not provided here); and
	6. at Part 1, Row A, Column (h), note “Kelly’s Blue Book”.
9. Before the transfer of ownership of the car to the Qualified BOP graduate, the BOP Director shall discuss with the qualified applicant the working condition of the donated vehicle, if known. Notwithstanding, the applicant must agree to accept the vehicle in “as is” condition with no warranty whatsoever from BOP, as evidenced by his or her execution of the release and waiver of liability.

**C. Finding and Deciding Upon a Qualified Applicant**

When the Car Donation Program has one or more cars available for donation, BOP employees should actively seek applications for the available cars. BOP employees can print copies of the “BOP Car Donation Program Application” (Document #3) and distribute them at each of the below-listed venues:

* 1. Getting Ahead classes;
	2. The BOP Facebook Page; and
	3. The BOP website

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:

1. the applicant must have graduated from either (i) the “Getting Ahead in a Just Gettin’ By World” class or (ii) the Financial Peace University (iii) Money Matter Class. Preference shall be given to graduates of (ii) and (iii);
2. the applicant has the financial resources to maintain the car – including paying for the purchase of gas and insurance;
3. the applicant has a valid driver’s license;
4. the ability to legally hold title to a vehicle in Oklahoma; and
5. the applicant requires transportation in order to make progress toward longterm educational or employment goals.

After a period of at least 10 days after the Car Donation Program’s available car(s)

become available, a committee of four people assembled from the Transportation Steering Committee (or, in the absence of such committee, an ad hoc group of four people involved with the BOP) will meet to evaluate applications and talk with applicants. Each qualified applicant will meet with the committee personally and discuss the applicant’s application and any other maters 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 BOP 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.)

All applicants who will not receive a car are eligible to reapply at anytime for the next available vehicle.

**D. Transferring Ownership**

1. Upon finding and deciding upon a Qualified BOP graduate, the BOP Director may initiate the process to transfer ownership from BOP to the qualified BOP graduate. The first step in this process will be to give the car’s VIN number to the BOP graduate, so that he/she may obtain insurance for the vehicle. He/she then requests that the insurance company fax a copy of said binder of insurance establishing coverage of at least $25,000/$50,000/$25,000 to BOP. Once this process has been initiated, all steps should be carried out within one day (unless additional time is needed under subsection 2) because the qualified BOP graduate should only be paying for insurance when he/she has access to a car.

2. The BOP Director should print a copy of the “Release of Liability” and explain the function of the Release of Liability to the qualified BOP graduate, provide an opportunity for he or she to have it reviewed by their own legal counsel. The release must be executed prior to transferring title to the vehicle.

3. BOP assigns car title to the qualified BOP graduate by filling out the lower half of the Certificate of Title. Please note, at the time the BOP Director executes the Assignment of Title, a notary must be present.

* + 1. If the vehicle is nine (9) years old or newer, a completed odometer disclosure statement is required. The form is available online at <https://www.ok.gov/tax/documents/729.pdf>.
		2. At the time the vehicle is transferred, the BOP Director must verify the vehicle is insured by the qualified BOP graduate in accordance with the Oklahoma Compulsory Insurance Law.

4. The BOP employee takes the qualified BOP graduate to his/her car.

**E. Reservation of Rights**

The Transportation Steering Committee retains the sole discretion to waive any or all of the provisions of this policy under any circumstances it deems necessary to ensure the intent of the BOP Car Donation Program is met.