



## Memo

**TO:** Non-Profit/Public Agencies Serving Low-Income Clients  
**FROM:** Ann Freeman-Manzanares, General Manager  
**DATE:** October 8, 2018  
**SUBJECT:** 2019 Application for Discounted Bus Pass Grant Program

The Intercity Transit Authority invites non-profit and government organizations to apply for the Discounted Bus Pass Grant Program. This program allows qualifying agencies who serve low-income clients to purchase monthly adult and youth bus passes at half price. Non-profit and government organizations within Intercity Transit's service area may apply. Up to \$400,000 of monthly passes are available in 2019.

**To be considered for the initial selection process, please submit your application no later than 4 p.m. on Friday, November 16, 2018.** If you cannot submit your application by this deadline, you may still submit your application at a later date but there may not be enough funds to cover your request. If funding remains after the first round of selections, Intercity Transit will award discounted passes on a first-come, first-served basis.

Program information and the application for discounted bus passes is attached. The application instructions are also available on our website at [www.intercitytransit.com](http://www.intercitytransit.com).

If you have any questions about this program, please contact Lori Vani at (360) 705-5812 or via email at [AR@intercitytransit.com](mailto:AR@intercitytransit.com).

# Intercity Transit

## Discounted Bus Pass Program

### **Description**

The Intercity Transit Authority's Discounted Bus Pass Program offers monthly bus passes to qualifying organizations at a 50 percent discount. Non-profit organizations and public agencies within Intercity Transit's service area are invited to apply.

Successful applicants must provide a 50 percent match for passes provided through this program. Up to \$400,000 worth of monthly bus passes are available in 2019.

This packet contains the application and a description of the requirements and selection criteria for the program.

### **Monthly Bus Passes Available and Cost**

<b>Monthly Pass Type</b>	<b>Full Cost</b>	<b>Discounted Cost</b>
Adult	\$36.00	\$18.00
Youth	\$15.00	\$ 7.50
Reduced Fare*	\$15.00	\$15.00
Summer Youth Pass**	\$20.00	\$20.00

\*Regional Reduced Fare Permit required. Eligibility is based on age, disability or possession of a Medicare card. Reduced Fare passes will not be further discounted under this program. Reduced Fare Permit Applications are processed by Intercity Transit's Customer Service department.

\*\*The Summer Youth Pass is good from Memorial Day through Labor Day. Summer youth passes will not be further discounted under this program, as this pass is already significantly discounted.

### **Eligibility**

Public agencies or non-profit organizations with 501(c)(3) status that serve low-income individuals within IT's service area may apply. IT's service area includes the urban growth areas of Olympia, Lacey, Tumwater and Yelm. Public agencies may be eligible for this program depending on the clients and programs served. For additional information or questions regarding eligibility, please email [AR@intercitytransit.com](mailto:AR@intercitytransit.com).

### **Other Requirements and Information**

- Intercity Transit will award passes to agencies for distribution to their clients.
- Agencies determine which clients are eligible for the passes and how they will distribute them.

- If the organization is a non-profit, a copy of the 501(c)(3) non-profit certification must be provided.
- All applicants must provide data on primary trip purposes for clients who will receive the monthly passes.
- Intercity Transit will distribute passes monthly. The grant award represents the maximum number of passes agencies may purchase at the reduced rate during the year. Additional passes may be available if adequate funds remain in the program.
- Each month, Intercity Transit will mail the requested number of passes and an invoice to the designated pass coordinator. Passes are not refundable, so please thoughtfully consider the number of passes requested.

### **Application Schedule**

October 8, 2018: Application released to agencies and grant availability advertised.  
 November 16, 2018: Applications due no later than 4 p.m.  
 December 5, 2018: Intercity Transit Authority determines grant awards.  
 January 1, 2019: Program begins.

### **How to Submit the Application**

Application materials may be submitted by paper copy or electronically. Intercity Transit must receive applications no later than **4 p.m. on Friday, November 16, 2018.**

Send your application to:

Lori Vani  
 Intercity Transit  
 PO Box 659  
 Olympia, WA 98507-0659

Email: [AR@intercitytransit.com](mailto:AR@intercitytransit.com)

### **Summary of Selection Criteria**

The selection process is competitive and involves review and evaluation using the criteria below:

<b>Criteria</b>	<b>Weight (%)</b>
Demonstrated community benefit	50
Agency's history of providing transportation support to clients	20
Organization and financial stability	15
Importance of transportation to organization's provision of services	15

**INTERCITY TRANSIT**  
**2019 Discounted Bus Pass Program Application**

**Section 1: General Information**

1. Name of Applicant  
Agency/Organization: \_\_\_\_\_

2. Contact name of person who will receive and distribute the passes each month:

\_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

3. Address where the passes should be mailed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Type of Applicant:

Public Agency

501(c)(3)

**Section 2: Certification**

**I certify that, to the best of my knowledge, the information in this application is true and accurate and this agency/organization has the necessary financial and managerial capability to provide the required matching funds for this program.**

**Signature of Lead Agency/Organization**

Board Chair/Executive Officer \_\_\_\_\_

Name and Title \_\_\_\_\_

Date \_\_\_\_\_

### **Section 3: Description of Proposed Use of Transit Passes**

(Please use a separate piece of paper for this section)

1. Describe the transportation problem you propose to solve with monthly passes purchased through this program.
2. Describe the profile of the passengers you plan to serve through this program. Profiles may include, but are not limited to, people with disabilities, senior citizens, people with low income, at-risk youth, and general public.
3. Describe the eligibility criteria you will use to distribute passes to your clients. How you will determine the eligibility of clients?
4. How will you distribute monthly passes purchased through this program?
5. a) Describe how your organization coordinates transportation efforts with other community programs.  
  
b) Describe how your organization coordinates transportation needs with other transportation providers, including Intercity Transit.
6. How does your program currently meet your organization's and clients' transportation needs?
7. Have you provided transit passes to your agency's clients in the past? Please describe this program.
8. Provide examples of the primary purpose of the trips your clients make.
9. How will you provide the match for the proposed transportation pass program?


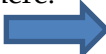
## Section 4: Number of Passes Requested

**NAME OF APPLICANT:** \_\_\_\_\_

Fill in the form below as follows:

1. Enter the number of each pass type you would like for each month.
2. Enter your cost for each pass type and the total for all types combined.
3. Enter Intercity Transit's total value for each pass type and the total combined.

**Note:** Changes for an upcoming month must be emailed by the 15<sup>th</sup> of the prior month to [AR@intercitytransit.com](mailto:AR@intercitytransit.com). Changes may include reductions or increases in the number of passes needed. Requests for increases will be issued based on funding availability.

Month	TYPE OF PASSES AVAILABLE			Total Passes
	Adult	Youth	Summer Youth	
January 2019				
February 2019				
March 2019				
April 2019				
May 2019				
June 2019				
July 2019				
August 2019				
September 2019				
October 2019				
November 2019				
December 2019				
TOTAL number of passes:				
Enter applicants total cost for each pass type here:	Adult passes x \$18.00	Youth passes x \$7.50	Summer Youth passes x \$20.00	Total cost for all pass types:
	\$	\$	\$	\$
Enter IT's full price for each pass type here:	Adult passes x \$36.00	Youth passes x \$15.00	Summer Youth passes x \$20.00	Total cost for all pass types:
	\$	\$	\$	\$

## Application Submission Check List

- Include the completed, signed application
- Include a copy of the agency's 501(c) (3) Non-Profit Certification (if applicable)
- Submit (Mail or Email) by 4 p.m. Friday, November 16, 2018 to the following:

**Lori Vani**  
**Intercity Transit**  
**526 Pattison SE**  
**PO Box 659**  
**Olympia, WA 98507-0659**

**Email: [AR@intercitytransit.com](mailto:AR@intercitytransit.com)**