

# Skagit Transit Ride Pass Grant Program Information and Instructions



## Summary of Program

The Skagit Transit Board of Directors approved a yearly distribution of up to 10,000 local service One-Day Ride Passes to agencies that assist persons with transportation needs who have no other access to bus fare and no other means of transportation.

The program provides passes through an application process to eligible 501(c)(3) nonprofit organizations and government agencies that serve low income/infirm residents of the Skagit Public Transportation Benefit Area. The agency disperses passes to low income/infirm recipients who meet the program eligibility requirements.

## Eligibility

To be eligible, organizations must meet the following minimum requirements:

- Organizations must serve low-income/infirm clients.
- Organization must serve a majority of clients whose residents is in the Skagit Transit service district.
- Organizations must use the passes to help low-income/infirm clients to access services critical to employment, housing, and personal stability.
- Organizations must be in good standing with Skagit Transit.
- Organizations must agree to only distribute passes to its client

## Criteria

To participate in the program and receive one-day ride passes eligible organizations will be required to enter into an agreement with Skagit Transit that includes administrative duties such as verification and eligibility of pass recipients; intake, processing and distribution of passes to qualifying recipients; record keeping and management of pass inventory, including reporting of pass disbursement as described in the agreement.

Ride Pass Grant Program applications will be reviewed using the following criteria:

- Organization has nonprofit status.
- Organization serves low-income populations as described in the eligibility section of grant description.
- Organization has eligibility and documentation process in place to ensure recipients meet the criteria established in the program and organization.
- Organization demonstrates the ability to track fare usage and compliance with semi-annual reports to Skagit Transit.

## Pass Distribution Amounts

The annual total of ride passes is to be shared among eligible applicants. Pass distribution amounts per applicant will be determined by criteria established in the application.

## Application and Selection Process

Notifications will be posted on Skagit Transit's website, in the local newspaper, and through public service announcements when applications will be accepted. A call for applications will occur once per year.

Applications will be reviewed to determine if the criteria listed are met. Applicants will be notified of award by letter from Skagit Transit's Executive Director. An informational packet and agreement will accompany the letter. The agreement must be returned signed by an authorized agent of the organization. The agreement must be received by Skagit Transit before any passes are distributed to the awarded agency.

## Application Submittal

### Mail:

Skagit Transit  
Attention: Ride Pass Program  
600 County Shop Lane  
Burlington, WA 98233  
Email: [msmith@skagittransit.org](mailto:msmith@skagittransit.org)

## Additional Program Requirements

Ride Passes are to be given to low-income, disabled persons or individuals without other transportation resources. Recipients should be screened and referred to other resources if appropriate.

Ride passes are to be given to clients consistent with the purpose intended by the Skagit Transit Board of Directors. Passes are **not** to be used for other reasons such as for transportation for volunteers or as gifts, rewards or payments.

**Ride passes are for local transit service, they will NOT be accepted on Connector Routes 80X and 90X.**

Ride passes should be distributed in the order in which they are numbered. For internal control purposes, record who received them by number. Skagit Transit does **NOT** need names of people who have received ride passes, just a total number of persons served. A form to aid you in your record keeping is attached. Distribute in **small** numbers. Ride passes are **NOT** intended for ongoing use by one individual. Be wary of clients who may be served by other agencies who are issuing ride passes.

**Keep ride passes in a secure location!** Ride passes have a \$2.00 value. Skagit Transit will not replace lost or stolen ride passes. Agencies are asked to report lost or missing cards so that Skagit Transit may put cards on a "bad list" if necessary.

Consider establishing a monthly distribution limit per person, particularly if your agency does not know the client very well. Also establish an agency distribution limit so your ride passes will last the entire year. Ride passes expire one year from issue by Skagit Transit.

## Rules for Distribution to Clients

Tell recipients the ride passes are **NOT** to be given to anyone else, sold, or traded.

If a recipient misuses ride passes, the privilege shall be revoked. Ride passes are considered taxpayer dollars. If Skagit Transit receives a report of suspected misuse, Skagit Transit will contact the agency that issued the ride passes. That agency would be expected to follow-up with the client and report findings to Skagit Transit. Skagit Transit may request to audit passes and record keeping practices during the year.

If a recipient does not need the ride passes, they must be returned to your agency.

## Reporting

Reports are due semi-annually and will include the following information:

- 1) Number of people to whom you have given ride passes
- 2) Number of ride passes you have remaining.
- 3) The general primary purpose for the use of each pass.

***If you are discontinuing your program, undistributed ride passes must be returned to Skagit Transit.***

## Communication

**At Skagit Transit:** Marcia Smith, Grants Administrator, 757-1377; [msmith@skagittransit.org](mailto:msmith@skagittransit.org)

***If your agency contact for the Ride Pass Grant Program changes, please notify Skagit Transit.***