

Program Overview

The Ride Pass Grant Program provides one-day passes through an application process to eligible 501(c)(3) nonprofit organizations and government agencies that serve vulnerable residents in Skagit County to support client transportation needs. Passes may only be utilized on Skagit Transit's noncommuter bus routes.

Eligible agencies may apply for passes via Skagit Transit's annual call for requests each Fall. If selected, agencies can expect to receive passes for utilization in the following calendar year in November/December.

Program Goals

This program is intended to support local travel needs for people whose incomes are below the federal poverty threshold or disabled individuals in Skagit County. Passes are distributed via community social service programs to agencies' eligible clients.

Eligible Organizations

Ride Pass Grant Program applicants **must be organizations** that meet the following requirements:

- Hold current 501(c)(3) tax status or be a government agency,
- Serve people whose incomes are below the federal poverty threshold and/or people with disabilities,
- Operate and serve clients in Skagit County,
- Be in good standing with Skagit Transit, **and**
- Commit to utilizing passes to support client access to health and social service providers within the community.

Program Management Requirements

- Passes may only be provided to people whose incomes are below the federal poverty threshold or people with disabilities.
- Passes may **not** be used for transportation for volunteers or as gifts, rewards or payments.
- Passes may **not** be given to another agency.
- Organizations **must** verify the eligibility of pass recipients via a documented internal process and distribute passes to *qualified* clients in alignment with this program and its documented internal process.
- Maintain records of pass distribution for reporting and auditing purposes.
- Return of any unused passes to Skagit Transit for redistribution.
- Ride passes are for local transit service only and will **NOT** be accepted on County Connector Routes 80X and 90X.
- This program is intended to support agencies' gaps in transportation resources for local travel rather than supplant any existing resources the agency can utilize to support their clients' transportation needs. As such, it is expected that awards are used when other resources and programs are not available or unable to support transportation needs.

- Notify Skagit Transit if point of contact changes from application.
- Notify Skagit Transit if any passes are lost, stolen, or misused.

Record Keeping & Reporting Requirements

- Program Record Keeping
 - Agency distribution logs must, at a minimum, indicate:
 - Date,
 - Low income (Y/N),
 - Disabled (Y/N), and
 - Primary travel need (e.g. health, work, legal, etc.).
- Submit quarterly reports on the distribution of passes via provided reporting forms. Reports are due within 30 calendar days after end of quarter.
 - Quarter 1: 4/31
 - Quarter 2: 7/31
 - Quarter 3: 10/31
 - Quarter 4: 1/31

Program Contact

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