



Transit Empowerment Fund 2018 Transit Pass Request For Applications

<p>About the Transit Empowerment Fund</p>	<p>The Transit Empowerment Fund, formerly Basic Transportation Needs Fund, was established in 2011 as a partnership between Capital Metro and One Voice Central Texas to enhance access to transportation. Since 2012, an independent Board has overseen the work of the Fund including the distribution of transit passes to nonprofit organizations and support of a demonstration project. The Board includes representatives from the nonprofit and business communities and Capital Metro.</p>
<p>Purpose of Request For Applications (RFA)</p>	<p>The Transit Empowerment Fund (TEF) Board will accept applications for the following:</p> <ol style="list-style-type: none"> 1. Purchase of deeply discounted Capital Metro Local Bus Passes, Commuter Passes, and MetroAccess Ten Ride Booklets (50% reduction from the reduced nonprofit rate = 75% discount from the full fare). The provision of deeply discounted passes (as opposed to no cost passes) will help ensure the sustainability of the Fund. 2. No Cost Passes – a limited number of no cost passes will be available. A maximum of 30% of the overall request can be made for no cost passes (i.e. if requesting \$1,000 in passes up to \$300 in passes can be requested at no cost). However, for no cost passes to be awarded, a compelling case must be made as to the critical need for the passes and the reasons that the organization cannot purchase the passes at the deeply discounted rate. NOTE Applicants applying through the annual RFA process for the first time are not eligible for no cost passes. There must be a history of accurate and timely reporting for no cost passes to be considered. <p>Eligible Pass/Ticket Types: Applicants can request deeply discounted passes for Local Bus Service, Commuter Service, and 10 Ride MetroAccess Service. ALL RECIPIENTS OF REDUCED FARE PASSES MUST MEET ELIGIBILITY CRITERIA DETAILED AT http://www.capmetro.org/RFID AND HAVE A CAPITAL METRO REDUCED FARE ID CARD FROM CAPITAL METRO.</p> <p>All recipients of METROACCESS passes must have a MetroAccess card: https://www.capmetro.org/metroaccess/</p>

	<p>More information about Capital Metro fares can be found at: http://www.capmetro.org/fares/</p> <p>Target Population: All passes must be used by individuals who are at or below 150% of the Federal Poverty Level and are transit dependent.</p> <p>Purpose: The primary purpose of the passes must be to access: Employment, Education, Healthcare, or Social Services.</p> <p>Timeline: RFA released January 8, 2018 and is due at 5:00pm on Tuesday February 6, 2018. The Board does not anticipate another solicitation for bus pass applications until early 2019, so organizations should consider that when making their application. It is anticipated that the passes will be ready for distribution in July 2018.</p>
Eligible Applicants	Applicants must be either a 501©3 organization, a tax-exempt veteran organization, or a governmental entity.
Documentation	<p>All applicants must submit a copy of the following to the online forum.</p> <ul style="list-style-type: none"> • Application - Required of all applicants • Most recent audit (pdf) - Required of all applicants • 501©3 certificate - Required unless previously provided to TEF, or applicant is a government agency. <i>If you are unsure if this has been provided, email kiya@woollardnichols.com</i> • All applicants must sign a statement that they do not discriminate on the basis of gender, sexual preference, religion or race - Required unless previously provided to TEF. <i>If you are unsure if this has been provided, email kiya@woollardnichols.com</i>
Timeline	<p>RFA released: January 8, 2018</p> <p>Optional Bidders conference Tuesday January 16, 10-11 a.m. in the Meals on Wheels Central Texas Board Room, 3227 East 5th, Austin, 78702</p> <p>Deadline for applications 5:00pm Tuesday February 6, 2018. All applications must be submitted through the online form. The Board reserves the right to follow up with applicants with specific questions.</p> <p>Decision announced no later than March 31st, 2018 <i>Note that the Board will review all applications and may award all, partial, or none of an applicant's request.</i></p>

	Pass Distribution: Passes will be distributed as soon as they have been printed. This is generally in July. Recipients will be required to attend an orientation when they pick up their passes.
Contact Information	If you have questions about the application, please contact Sam Woollard sam@successfulgiving.com or 512-217-6862.

TEF Request for Applications

Information to be included in the application:

1. Overview	<ul style="list-style-type: none"> Name of Organization: Contact Name: Contact Phone Number: Email: Website: <p>The estimated number of individuals that will receive these passes/tickets:</p> <p>Number and Type of Passes Requested (Local Fare Bus Passes, Commuter Fare Passes, and MetroAccess Ten Ticket Booklets) <i>Note:</i> All passes are expected to be distributed within 12 months of receipt.</p> <p>Calculating cost to agency: To calculate the cost your agency will be expected to pay, multiply the number of deeply discounted passes requested by the cost to agency for that item. Place the total cost for each type of pass in the total cost to agency column. <i>A MAXIMUM of 30% of the overall request can be for No Cost passes, i.e., if requesting a total of \$1000 in passes, a maximum of \$300 in passes can be requested at no cost.</i></p> <p style="text-align: center;">LOCAL FARE PASSES</p> <p><i>Local Fare Passes can be used on Capital Metro local buses. Local Bus Service includes bus routes 1-99, 200-490, Metro Rapid, and Flyer routes, & UT Shuttles. Note that as of 2017, local passes can be used on premium and flyer routes, but they are not accepted on Metrorail, Metro Express. A full list of fares can be found at:</i></p> <p style="text-align: center;">https://www.capmetro.org/fares-passes/</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Type of Pass (Face Value)</th> <th style="width: 15%;"># Deeply Discounted Passes requested</th> <th style="width: 15%;">Cost to Agency per item</th> <th style="width: 15%;"># No Cost Passes</th> <th style="width: 25%;">Total Cost to Agency</th> </tr> </thead> <tbody> <tr> <td>Local Day Pass (\$2.50)</td> <td></td> <td style="text-align: center;">\$0.63</td> <td></td> <td></td> </tr> <tr> <td>Local 7-Day Pass (\$11.25)</td> <td></td> <td style="text-align: center;">\$2.81</td> <td></td> <td></td> </tr> <tr> <td>Local 31-Day Pass (\$41.25)</td> <td></td> <td style="text-align: center;">\$10.31</td> <td></td> <td></td> </tr> <tr> <td colspan="5" style="text-align: center; padding: 5px;">Note for reduced fare passes, a Capital Metro Reduced Fare ID card is required. Eligibility Criteria can be found at http://www.capmetro.org/Rfid/</td> </tr> <tr> <td>Local Reduced Day Pass (\$1.25) <i>Note: recipients must meet eligibility criteria</i></td> <td></td> <td style="text-align: center;">\$0.31</td> <td></td> <td></td> </tr> <tr> <td>Local Reduced 31-Day Pass (\$20.60) <i>Note: recipients must meet eligibility criteria</i></td> <td></td> <td style="text-align: center;">\$5.15</td> <td></td> <td></td> </tr> </tbody> </table>	Type of Pass (Face Value)	# Deeply Discounted Passes requested	Cost to Agency per item	# No Cost Passes	Total Cost to Agency	Local Day Pass (\$2.50)		\$0.63			Local 7-Day Pass (\$11.25)		\$2.81			Local 31-Day Pass (\$41.25)		\$10.31			Note for reduced fare passes, a Capital Metro Reduced Fare ID card is required. Eligibility Criteria can be found at http://www.capmetro.org/Rfid/					Local Reduced Day Pass (\$1.25) <i>Note: recipients must meet eligibility criteria</i>		\$0.31			Local Reduced 31-Day Pass (\$20.60) <i>Note: recipients must meet eligibility criteria</i>		\$5.15		
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COMMUTER FARE PASSES				
<p><i>Commuter Fare Passes can be used on Capital Metro local buses, Metro Rapid, Metrorail, Metro Express, and flyer routes. Commuter Service includes MetroRail and MetroExpress Routes 900-990, plus all Local and Premium Service.</i></p>				
Type of Pass (Face Value)	# Deeply Discounted Passes requested	Cost to Agency per item	# of no cost passes	Total Cost to Agency
Commuter Day Pass (\$7.00)		\$1.75		
Commuter 7-Day Pass (\$27.50)		\$6.88		
Commuter 31-Day Pass (\$96.25)		\$24.06		
<p style="color: red; text-align: center;">Note for reduced fare passes, rider a Capital Metro Reduced Fare ID card is required. Eligibility Criteria can be found at http://www.capmetro.org/RFID/</p>				
Commuter Reduced Day Pass (\$3.50) <i>Note: recipients must meet eligibility criteria</i>		\$0.88		
Commuter Reduced 31-Day Pass (\$48.10) <i>Note: recipients must meet eligibility criteria</i>		\$12.03		
TOTAL				
METROACCESS SERVICE				
<p><i>Recipients must be certified as eligible for MetroAccess service and have a current MetroAccess card. Eligibility criteria can be found here: http://www.capmetro.org/metroaccess/.</i></p>				
Type of Pass (Face Value)	# Deeply Discounted Booklets requested	Cost to Agency per item	# of No Cost Booklets	Total Cost to Agency
MetroAccess 10-Ticket Booklet (\$17.50) <i>Note: recipients must be</i>		\$4.38		

	<p><i>certified as eligible for MetroAccess service</i></p> <p>All recipients must be at or below 150% of poverty and transit dependent but the TEF Board has a special interest in targeting the populations listed below.</p> <p>Please list the percentage of passes that will go to target population:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Seniors over the age of 65 <input type="checkbox"/> People with a qualifying disability <input type="checkbox"/> Youth under the age of 18 years <input type="checkbox"/> Medicare card holders <input type="checkbox"/> Medicaid recipients <input type="checkbox"/> Refugees <input type="checkbox"/> Individuals who are homeless <input type="checkbox"/> Veterans <input type="checkbox"/> Other (explain) _____
<p>2. PROJECT DESCRIPTION</p>	<p>Please include the following in the project summary (maximum three pages, 12 point font, one inch margins):</p> <ul style="list-style-type: none"> a) Need for passes b) Purpose of passes c) Self Sufficiency – Describe how these passes will be used to assist individuals in remaining or becoming more self sufficient d) Geographic area targeted – if any e) Client eligibility – describe how client eligibility will be determined f) Distribution - Outline the process for distributing passes g) Safety – Describe the policies and procedures that will be in place to ensure that the passes are secure <p>3. No Cost Passes: A maximum of 30% of the overall request can be for no cost passes. No cost passes are only awarded when the organization outlines a clear need for the passes and can justify why the organization does not have the resources to purchase the passes at the deeply discounted rate. Applicants applying through the annual RFA process for the first time are not eligible for no cost passes. There must be a history of accurate and timely reporting for no cost passes to be considered.</p> <p>If your organization is requesting no cost passes, then outline the following: IF NO EXPLANATION PROVIDED NO AWARD WILL BE CONSIDERED.</p> <ul style="list-style-type: none"> • The circumstances that have led to why the organization is requesting no cost passes as opposed to purchasing discounted passes: Include identification of any significant change in your organization’s financial situation • Why it is critically important for your organization and clients to receive no cost passes.

	<ul style="list-style-type: none"> • Any significant changes in the community needs for the population that you serve.
<p>3.PERFORMANCE</p>	<p>IF A NEW APPLICANT: (applicant who is not or has not provided monthly reporting on passes)</p> <ul style="list-style-type: none"> • Estimate the number of rides that will be taken using the passes • Identify who would provide the monthly reporting data <p>IF AN APPLICANT CURRENTLY MAKING MONTHLY REPORTS:</p> <ul style="list-style-type: none"> • Your performance score will be calculated by the TEF Board and will be based on your timeliness and accuracy in reporting, and the percentage of previous passes that have been distributed and used. <p>Note: Capital Metro will track utilization. Each organization will be required to complete a monthly tracking form that identifies: number of recipients, type of passes, gender and age of recipients, and the primary purpose for which the passes are distributed, i.e. Employment, Education, Healthcare, or Social Services.</p>