



TRANSIT  
EMPOWERMENT FUND

# RFA Bidders Conference

*Mission: To ensure that low-income, transit-dependent individuals have access to transportation*

# TEF Board

- **Seven Members representing private, nonprofit and Capital Metro organizations**
- **Oversees distribution of funds from Austin Community Foundation**

# Local Key Findings

- **Primary needs:** bus passes, volunteer drivers, taxi cards, gas vouchers, access in underserved areas
- **Primary uses:** Access to Health, Education/Training, Employment, & Social Services

# History of the TEF Board Funding

- **Established in 2011**
- **First passes distributed in 2012**
- **Since 2012, more than 3.5 million rides taken using TEF passes**
- **Average 84,000 rides per month in 2016**
- **49 nonprofits currently distributing passes**
- **4 demonstration projects funded**
- **In 2016 started \$1,000 microgrants**

# 2018 Transit Pass RFA

- Due **Tuesday February 6<sup>th</sup> at 5:00pm**
- Application on-line - **Required of all applicants**
- Most recent audit - **Required of all applicants**
- 501©3 certificate - **Required unless previously provided to TEF, or applicant is a government agency.**
- All applicants must sign a statement that they do not discriminate on the basis of gender, sexual preference, religion or race - **Required as part of on-line form**

## 2018 Transit Pass RFA

- **Deeply discounted bus passes 75% off face value**

### **As funds allow:**

- **Limited number of bus passes provided at no cost to the agency**

# Types of Passes

- **Local Fare Bus Passes**
- **Commuter Fare Passes**
- **Reduced Fare Passes (eligibility criteria)**
- **MetroAccess Ten Ticket Booklets (eligibility criteria)**

# Reduced Fare Passes

- Capital Metro must have issued the Reduced Fare ID card
- Document through photocopy or by writing number next to client name on monthly documentation form. Other acceptable forms of identification are a valid student ID (6-18years), or a valid active or reserve military ID
- Go to <https://www.capmetro.org/rfid/> for eligibility



# MetroAccess Booklets

- **MetroAccess Ten-Ticket booklet, recipient must already have a Capital Metro MetroAccess card**
- **For eligibility go to:**  
<https://www.capmetro.org/eligibility/>

# Target Population

- **150% or below of Federal Poverty Income Level**

## Target Population:

- Seniors over the age of 65
- People with a qualifying disability
- Youth under the age of 18 years
- Medicare card holders
- Refugees
- Individuals who are homeless
- Veterans

# Primary Purpose For Passes

**Must document primary reason for providing pass:**

- **Workforce**
- **Health**
- **Education**
- **Social Services**

# New Application (not abbreviated)

- Statement of need
- Purpose
- How will assist with remaining or becoming more self-sufficient
- Geographic target
- Client eligibility
- How distributed
- Safety
- Performance

# Abbreviated Application

- Only eligible candidates can apply
- Received TEF passes for at least two years
- Submitted 100% of monthly reports by the deadline for the last 12 months
- Distributed at least 90% of passes for the most recently completed reporting year
- No reports of lost or stolen passes in the last 12 months
- No substantial change to program for which you are applying.
- Not asking for more than a 10% increase
- Contact KiYa to determine if eligible

# No Cost Passes: Limited amount approved

- **Maximum 30% of overall request**
- **Must demonstrate need for passes**
  - 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.
  - Any significant changes in the community needs for the population that you serve.

# Expectations for Recipient Organizations

- **Distribute within 12 months of receipt**
- **Provide to individuals at 150% of poverty or below**
- **Distribute free of charge & without discrimination**
- **Complete monthly reporting**
- **Secure passes**

# Security of Passes

- **Treat passes as cash**
- **They must be kept in a locked location until they are distributed**
- **Stolen passes must be reported to KiYa or Sam immediately (within 24 hours)**
- **Stolen passes will not be replaced**



## Process If Approved

- **Signed MOU**
- **Provide a point of contact**
- **Check to Austin Community Foundation for deeply discounted passes upon receipt**
- **May request max two pick up dates**
- **Complete monthly reporting sheet**

# Monthly Report

- **Bus Pass Number**
- **Client Name**
- **Client ID**
- **Gender**
- **Age**
- **Type of Pass**
- **Primary purpose for pass**
- **Qualifying disability**

# Timeline

- **RFA Due: 5:00pm Tuesday February 6th**
- **Complete On-line form and upload documents**
- **March 31 – Anticipated Decision**
- **June/July – Expected Distribution**

# Contact

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