

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>830 West Lauridsen Boulevard Port Angeles, Washington 98363</p> </div> <div style="text-align: center;">  </div> <div style="text-align: center;"> <p>www.clallamtransit.com 360-452-4511</p> </div> </div>	
<b>Program Title:</b>	
<b>DISCOUNTED PASS PROGRAM</b>	
<b>Review Responsibility:</b> Gina Monger, Administrative Services Manager	<b>Approved By:</b> Kevin E. Gallacci, General Manager
<b>Authorized By:</b> Clallam Transit System Resolution No. 8:2017 and supersedes all previous resolutions.	<b>Effective Date:</b> October 1, 2020

### PURPOSE

The Clallam Transit System ("CTS") Board has authorized a discounted pass program to provide lifeline services to low-income residents of Clallam County. The CTS *Discounted Pass Program* is a community grant award process to support qualifying non-profit organizations and government agencies' efforts to assist eligible persons with their transportation needs.

### DESCRIPTION

CTS offers denominational passes (strip tickets) to qualifying organizations at a 50-percent (50%) discount. Monthly passes may be awarded as deemed appropriate by CTS.

### ELIGIBILITY

If located in Clallam County, non-profit organizations with 501(c)(3) status who serve low-income individuals (as defined by the federal or state statutes, or youth eligible to receive reduced school lunches) and some government agencies, are eligible for program awards. Government agencies may be eligible for this program, depending upon the clients served and services provided.

Successful applicants must provide a 50-percent (50%) match for passes provided through this program. Reduced monthly passes and regional reduced fare permits ("RRFP") will not be further discounted under this program. It is the responsibility of the award recipient organization to determine low-income eligibility of its clients for distributing transit passes received through this program.

### APPLICATION PROCESS

Interested organizations must comply with the provisions of this program, including the application process and award distribution process. Applicants are strongly encouraged to only request passes based on actual need to ensure the program supports as many organizations as possible and provide the greatest community benefit.

### SELECTION AND AWARD DISTRIBUTION

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

Criteria	Weight (%)
Demonstrated community benefit.	50
Agency's history of providing transportation support to clients.	20
Accountability for clients to CTS and financial staff capacity.	15
Importance of transportation to organization's provision of services.	15

The maximum award for any successful applicant is \$5,000 in the total value of passes and is subject to CTS budget limitations and the number of awardees. The grant award represents the maximum dollar amount of passes that may be purchased during the award period.

#### **AWARD-MATCH PAYMENTS**

CTS will invoice the awardee organization(s) for the total match cost. Upon receipt of payment, CTS will distribute the requested number of passes to the awardee organization(s). If necessary, other payment arrangements may be made through the CTS Finance Manager. Passes are non-refundable and may not be exchanged for other transit fares. Additional passes may be available if program funding is available.

#### **INSTRUCTIONS AND APPLICATION**

If you wish to apply, please carefully review the attached instructions and complete the application by the deadline.

#### **CONTACT**

For more information, please contact CTS at 360-452-4511 or at [frontdesk@clallamtransit.com](mailto:frontdesk@clallamtransit.com).