

CITY OF WINSTON-SALEM BUS PASS MATCH DISTRIBUTION PROGRAM FOR ELIGIBLE NON-PROFIT ORGANIZATIONS

*On June 19, 2017, the Winston-Salem City Council, approved the 2017-2018 City Budget, which included a provision to raise the TransAid fare from \$0.50 to \$1.00 and eliminating the Medicaid exemption. Anticipated revenues from the new fare structure would be used to create a **Bus Pass Match Distribution Program**, to aid non-profit organizations in distributing free bus passes to low income populations. Based on FY 2016-2017 Revenues, \$90,000.00 in funds will be available for this program. Purchases will be limited to two types of passes: 10-ride bus passes on WSTA's fixed routes, or 30-ride Trans-Aid passes. For every pass that an agency buys for its clients, the City of Winston-Salem will provide a matching pass.*

Eligible non-profit organizations must guarantee that the passes matched by the city are distributed at no charge to low income populations and will not to be distributed for financial gain to the organization.

In June 2018, City Council approved the continuation of the program into FY 2019 and now also includes 1-ride fixed route and 1-ride TransAid passes as eligible for matching.

PROGRAM DETAILS

The intent of the program is to provide free bus passes to qualified low income riders, through eligible non-profit organizations. Applications will be evaluated to ensure that applicants are eligible non-profit organizations, whether the organization is currently capable of verifying the income status of free bus pass recipients, and all passes will be distributed to low income individuals without charge. Matching Passes will be distributed on a first come, first served basis until depleted.

City staff will evaluate the effectiveness of the program and make changes as appropriate to ensure the intent of the 'matching' program is met.

APPLICANT REQUIREMENTS¹

- Current 501(c)(3) tax exempt status and eligibility to receive tax deductible contributions, as confirmed by the Internal Revenue Service
- "Current-Active" status to conduct business in the State of North Carolina at least one-year prior to the execution of the **Bus Pass Match Distribution Program**
- Not be debarred or suspended by any federal agencies.
- Must provide services within the City of Winston-Salem
- Must have process of determining low income status for free bus pass recipients
- Completion and submission of application to the Winston-Salem Department of Transportation (WSDOT)

APPLICATION PROCESS:

1. Applications are available on the WSDOT website and at the WSDOT's front desk (Bryce A. Stuart Municipal Building, Suite 307 – 101 N. Main Street).
2. Non-profit organizations can submit applications for consideration.
 - Applicants are eligible to apply for 10-ride fixed route bus passes and 30-ride TransAid bus passes.
 - Applications are reviewed and approved on a rolling basis. Approved applicants will be available to participate in the program on a *first come, first serve* basis until 'match' passes are depleted.
3. Once an agency's application is approved by WSDOT, it will be submitted to Winston Salem Transit Authority (WSTA). Participating agencies must go to WSTA Headquarters (1060 Trade Street, NW), where they will receive a free matching pass for every pass they purchase, up to the number of matching passes they are allocated.
4. Once an agency becomes a participant of the program, the organization is able to resubmit for more passes, if program funding is still available. Participants can contact WSDOT for approval and, once approved, can complete the additional purchase of passes with WSTA Headquarters.

¹ Guidelines for applicant requirements were guided by guidelines currently set by the Community Agency Allocation Committee.