April 17, 2023

To Whom It May Concern:

The City of Gainesville Regional Transit System (RTS) is offering the opportunity for non-profit organizations to apply for the RTS Community Bus Pass Program (referred to as 'the program'). The program allows qualified non-profit organizations serving the City of Gainesville community to apply to participate in a Buy-One-Get-One (BOGO) offer for full fare monthly or daily passes, up to a $1,000 limit per fiscal year. Please note that this is for a second round of applications for FY23 (ending September 30, 2023) and agencies who have already received the full FY23 award should not reapply.

How the program works:

For instance, an organization is approved and wishes to receive 50 monthly passes at a cost of $35 each ($1,750 total value). The organization would pay for 25 passes at $35 each for a total cost of $875, and the program would provide the other 25 passes.

Organizations must complete the program application and provide the requested documentation by the deadline. The completed application must be submitted via email to sweigardka@gainesvillefl.gov. All applications must be received no later than **Monday, May 1, 2023 at 5:00 PM (EST)**. **Any applications received after this time will not be accepted.**

The applications will be submitted to a review committee to assure all qualifications are met. Once reviewed and approved, award notifications will be sent out to all applicants notifying them of their status for the program. If an organization is granted participation, they will be notified in writing when they can start purchasing passes through this program. Passes may be picked–up at the RTS Rosa Parks Downtown Station located at 700 SE 3rd Street. **Payments must be made in cash, check, Visa or MasterCard at the time of pass pick up.** Only one application is permitted for each organization.

To qualify, an organization must[1]:

- o Have a current non-profit status as an organization serving the Gainesville community by providing services that serve a public purpose and improve the quality of life for Gainesville residents.
    - o Examples of these services include (but are not limited to) meals served to the disadvantaged, health care services, homeless services, literacy programs, and at-risk youth programs.
    - o **The organization must provide proof of the current non-profit status from the IRS or State of Florida and submit it with the application for the application to be complete**. This status will be validated during the review process.
- o Be current on all payments to the City of Gainesville and its entities.

Organizations must note on the application the type of pass and dollar amount they are requesting. Please note that daily passes are valid for 24 hours after the first use and monthly passes are valid for a 31-day period after the first use. **Passes purchased through the program cannot be refunded, exchanged, or increased in quantity**. Organizations must reapply each year for the program.

Organizations are strongly encouraged to submit an email address to remain on the contact list even if you do not apply for the program this fiscal year.

Please note that the City of Gainesville and Alachua County have partnered to continue the Age Based Fare-Free Transit Pilot Program for FY23 (October 2022 through September 2023) for those age 18 years and under, or age 65 years and older – if this is a portion of your clientele, please plan accordingly as they will not need passes during the pilot (see www.go-rts.com for details).

If you have any questions or concerns, then you may contact Kimberly Sweigard at sweigardka@gainesvillefl.gov or (352) 393-7852. We look forward to helping our City's organizations and those in need of transportation services through this program.

Sincerely,

Kimberly Sweigard

Kimberly Sweigard, Business Services Manager

---

[1] Please see the application for the complete list of program requirements.

COMMUNITY BUS PASS PROGRAM
FY 2023 APPLICATION
(Round 2)

The completed application and tax exemption status proof must be received no later than <u>5:00 pm on Monday, May 1, 2023</u> via email at <u>sweigardka@gainesvillefl.gov</u>. <u>Applications will not be accepted after the deadline above</u>.

Organization Information	
Name	
Address	
Telephone #	
Email Address	
Website	
Description of public services provided to Gainesville residents: _____ _____ _____	

Contact Person Information	
Name	
Title	
Address	
Telephone #	
Email Address	

Proposed Pass Purchase (BOGO match*)			
Pass	**Proposed Quantity***	**Cost per Unit**	**Proposed Total ($1,000 Max)**
Daily (24 hour)		$3.00	
Monthly (31-day)		$35.00	

*proposed quantity is the number of passes to be purchased; do not include the match. The match will be the same number of passes as the proposed quantity.

I certify that the information provided on the front of this page is true and accurate. Additionally, I certify that I have read and understand the requirements of the Community Bus Pass Program; and I agree that

the applying organization, which I represent, will abide by those requirements, including, but not limited to, the following:

- Payment must be made in full before passes can be picked-up. Large orders may require up to 24 hour notice to allow time for the passes to be printed.
- Organization cannot charge for passes and/or services provided by this program.
- Organization must comply with Title VI of the Civil Rights Act of 1964 and the City's Discrimination Ordinance, Chapter 8 of the City's Code of Ordinances, to assure that no person is excluded from participation or denied the benefits of any program or service on the basis of race, color, gender, age, religion, national origin, marital status, sexual orientation, disability or gender identity.
- The organization must be in compliance with all local, federal, and state laws and also in good standing with any loan agreements, zoning requirements and payments for City/GRU services.
- Organization may not use passes to promote its religion or any other religion, or provide religious indoctrination or engage in any religious ritual as part of, or related to, the services provided by this program.
- Organizations must re-apply each year. There is no guarantee of continuity for an organization's participation.
- Organization may not combine discounted passes with other discount offers from RTS or discounts provided by the City (i.e. Medicare, Medicaid, Student, Veteran, Senior, etc.).
- Passes purchased are not refundable or able to be exchanged, nor may a participating organization request to increase the number of its passes during its period of participation.
- **Proof of the organization's current non-profit status (from the IRS or State of Florida) must be attached to this application. Failure to provide this will be considered an incomplete application and will not be considered.**

_____
Organization's Legal Name (including dba if applicable)

_____   _____
Officer Name (please print)   Officer Title

_____   _____
Officer's Signature   Date