

City of Colorado Springs Community Development Division 2016 Bus Pass Program

The City of Colorado Springs, Community Development Division (CDD), is making available One-Ride bus passes (valued at \$1.75 each) to agencies that serve homeless persons or low income persons receiving case management support. Approximately 10,000 passes are available for distribution through the end of 2016. Passes will be allocated through an application process.

Requirements and Eligibility

- Agency must be a non-profit 501(c) (3) or 509(a) that provides assistance to low income or homeless individuals. Agency must serve residents of Colorado Springs and must provide case management services to clients.
- CDD will provide no more than 1000 bus passes to an agency. CDD will determine the number of passes awarded.
- Bus passes must be used by clients for the purpose of fulfilling activities in their case management plans (i.e., employment related transportation, job training, child care, counseling, medical appointments, etc.).
- Bus passes must be distributed at no charge to clients. Passes shall not be resold. Passes shall not be distributed as a benefit or sold at a discount to any employee or volunteer of the participating agency, unless said individual is a qualifying client of the agency.

Reporting

- Agencies must provide an annual report to CDD which includes a summary of the total usage and a brief narrative describing how the passes benefited clients. The report is due by January 15 of the year following the award. Future passes will not be awarded until the report is received.
- CDD will run an annual report of bus pass usage by agency. Agencies who do not achieve at least a 60% utilization rate may not be considered for future passes.

HOW TO APPLY

Please submit to the Community Development Division a letter of interest (recommended length not to exceed two pages, 10pt font) including the following information:

- Agency name
- Program name (if applicable)
- Agency address (with City, State and Zip)
- Primary contact person name, title, email and phone
- Number of passes requested and current annual budget for transit passes
 - Attach a copy of your agency budget
- Brief Program Description. Please include:
 - How clients are identified
 - Number of clients served
 - Description of case management services

Letters are due October 7, 2016. Please send the completed letter via email to ccallahan@springsgov.com.

Please direct questions to Cheryl Callahan at 719.385.5543. Awards will be made by October 28, 2016.