



TriMet Access Transit

Enrollment Partner Grant Application

Grant Summary

Starting July 1, 2018, TriMet added income as a qualifying factor for Honored Citizen fare. Individuals that are a member of a household earning up to 200% of the federal poverty level are eligible. This program offers qualifying riders an opportunity to reduce their transportation costs, saving 50% on the cost of a single ride or day pass and receiving a 72% discount off month passes.

This program is intended to be community based as a way to reduce barriers that exist relating to geography, language, socioeconomic disparities and culturally specific needs.

Grant Outcomes

The goal of this grant is to increase enrollment in and utilization of TriMet's income qualified Honored Citizen program across all eligible demographics and increase program access across TriMet's service area. This grant will leverage the relationships and expertise of local organizations assisting populations in need as a way to reduced barriers for vulnerable populations and increase access and utilization of the program.

Grant Strategy

The grant will focus on nine specific areas of support deemed critical for the income qualified Honored Citizen program. Grant recipients will develop and design specific work plans and deliverables utilizing their unique skills and capabilities and their knowledge of the population being served. The determination of the grant award will be based on the weighted impact expected to the number of direct enrollments into the income qualified program. Grant

awards will not exceed \$50,000 per organization per fiscal year. TriMet reserves the right to limit access to the grant program based on program needs.

Approach

Grant applicants should identify the specific Program Service Areas your organization is intending to participate from the checklist below. For each of the service areas identified, the grant applicant must develop a specified work plan for every fiscal year (July 1st –June 31st) outlining the strategy that will be used to provide the service. This strategy should outline any community or language specific services, an estimated number of potential riders engaged and an estimate of how many direct enrollments can be expected due to the service provided where applicable.

Data and Tracking Requirements

Enrollment activity will be tracked utilizing the TriMet enrollment database. For public and nonpublic enrollment sites, reports will be run quarterly to verify enrollment activity at each location. For event based enrollments, the grant participant shall provide the name of the staff members providing enrollment services for each event so a query can be run to validate actual enrollment numbers.

For other services provided, the grant recipient will be required to provide the data collected from the approved method for tracking rider engagements. The data collected will be utilized to evaluate the effectiveness of the work plans and identify any opportunities for adjustments to the services provided. TriMet reserves the right to alter and adjust data collection methods and requirements based on desired outcomes and business needs.

Application Submission

This completed and signed application along with supporting work plans for each service area you intending to participate in should be submitted via email to transitassistance@trimet.org in PDF format. TriMet will review applications on a first come, first serve basis with existing enrollment partners prioritized in the selection process. Applications will be reviewed and grants awarded on a rolling basis dependent on grant fund availability and business need.

Program Service Area

Please select the Program Service Area your organization intends to support:

<input type="checkbox"/>	1. Public Enrollment Partner
<input type="checkbox"/>	2. Non-Public Enrollment Partner
<input type="checkbox"/>	3. Hosting Enrollment Events
<input type="checkbox"/>	4. Event Enrollment Services
<input type="checkbox"/>	5. Event Outreach Services
<input type="checkbox"/>	6. In Office/Community Space Outreach and Advertising
	7. External outreach and advertising
<input checked="" type="checkbox"/>	8. Support for people with limited English proficiency
	9. Rider education and information sharing

Program Service Area Descriptions:

1. Public Enrollment Partner
 - a. Provides eligibility screening and enrollment for the general public.
 - b. Partner must have a dedicated business location that is clean, safe and accessible to the public during regular business hours and all weekdays (excluding holidays).
 - c. There must be staff assigned to provide enrollment assistance to all walk in traffic during business hours.
 - d. Your work plan must indicate how your business will support these requirements and an estimated number of enrollments expected.
2. Non-Public Enrollment Partner
 - a. Provides eligibility screening to a select population as defined by the work plan.
 - b. Your work plan must outline how these services will be supported and an estimated number of enrollments expected.
3. Hosting Enrollment Events
 - a. Provide a host location, coordination and execution of events specifically designed to provide eligibility screening and enrollment into TriMet's income qualified Honored Citizen program.
 - b. Events must outline the location, date, hours of operation (including set up and tear down for the event), the estimated number of riders

that you expect to engage, the estimated number of enrollments the event will produce and the method for tracking actual engagements during the event.

4. Event Enrollment Services

- a. Provide eligibility screening and enrollment into TriMet's income qualified Honored Citizen program at event hosted by TriMet or other TriMet partners
- b. Individual work plans for each event must be submitted to TriMet at least 90 days in advance of the event. TriMet may also solicit interested partners to provide enrollment services at events as needed.
- c. Your work plan must outline the location, date, hours of operation (including set up and tear down for the event), the estimated number of riders that you expect to engage and the estimated number of enrollments the event will produce.

5. Event Outreach Services

- a. Provide information, materials and outreach for TriMet's income qualified Honored Citizen program at events hosted by your business, TriMet or other TriMet partners
- b. Individual work plans for each event must be submitted to TriMet at least 90 days in advance of the event. TriMet may also solicit interested partners to provide enrollment services at events as they are identified.
- c. Your work plan must outline the location, date, hours of operation including set up and tear down for the event, the estimated number of riders that you expect to engage, the estimated number of enrollments the event will produce and the method for tracking actual engagements during the event.

6. In office/community space outreach and advertising

- a. Provide information, materials and outreach for TriMet's income qualified Honored Citizen program at your business location or community space.
- b. Your work plan should provide the methods, locations, dates and the expected number of qualified riders engaged.

- c. Materials used to promote TriMet services must be approved by TriMet but may potentially include cobranded materials on a case by case basis.
7. External outreach and advertising
- a. Provide information, materials and outreach outside of your business location.
 - b. Your work plan should provide the methods, locations, dates and the expected number of qualified riders engaged.
 - c. Materials used to promote TriMet services must be approved by TriMet but may potentially include cobranded materials on a case by case basis.
8. Support for people with limited English proficiency
- a. Provides customer support and assistance to non-English speaking populations or populations with limited English proficiency in support of any of the other specified service areas.
 - b. Your work plan must provide specific details regarding the language(s) supported and how each of the service areas selected will be supported and the estimated number of riders engaged for each of the service areas and languages supported.
9. Rider education and information sharing
- a. Provides rider education and/or information sharing in order to support income qualified Honored Citizens in accessing and utilizing TriMet services.
 - b. Your plan must include specific details regarding the methods that will be used to educate and/or inform riders and the estimated number of riders engaged.

Budget

Program Service Area	Cost
1) Public Enrollment Partner	
2) Non-Public Enrollment Partner	
3) Hosting Enrollment Events	
4) Event Enrollment Services	

5) Event Outreach Services	
6) In Office/Community Space Outreach and Advertising	
7) External outreach and advertising	
8) Support for people with limited English proficiency	
9) Rider education and information sharing	
Total Requested	[calculate from above]

Organization Information

This information will be used in the creation of the enrollment account for your organization.

Please select this box if you are a 501(c)3 non-profit organization

Organization Name:			
Registered Business Name (if different) and/or Registry Number:			
Website:		Phone:	
Business Street Address:			
City:		State	Zip Code
Office Hours (if applicable)			
Does your organization provide walk-in services?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="radio"/> What hours are you open for walk-in services?		
Which County or Counties are primarily served by your organization? (Please select all that apply)	<input type="checkbox"/> Clackamas <input type="checkbox"/> Multnomah <input type="checkbox"/> Washington		
Which services and/or programs does your organization	<input type="checkbox"/> Adult Shelter <input type="checkbox"/> Youth Shelter	<input type="checkbox"/> Youth Services <input type="checkbox"/> Health Services	<input type="checkbox"/> Arts/Culture Programming <input type="checkbox"/> Transportation Services

<p>directly provide to your clients/customers? (Please select all that apply)</p>	<input type="checkbox"/> Social Services <input type="checkbox"/> Domestic Violence Services <input type="checkbox"/> Housing Services <input type="checkbox"/> Legal Services <input type="checkbox"/> Senior Services	<input type="checkbox"/> Mental Health Services <input type="checkbox"/> Homeless Services <input type="checkbox"/> Addiction Treatment Programming <input type="checkbox"/> Family/Youth Services <input type="checkbox"/> Food Security Services	<input type="checkbox"/> Recreation Programming <input type="checkbox"/> Adult Services <input type="checkbox"/> Employment Services <input type="checkbox"/> Religious Programming
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Signature

The representatives signing on behalf of the applicant organization certify that they are duly authorized by the party for whom they sign.

<p>Representative:</p>			
<p>Title:</p>	<p>Pronouns(optional):</p>		
<p>Email:</p>	<p>Phone:</p>		
<p>Signature:</p>	<p>Date:</p>		