



Access Transit: High School Program Program FAQs

Program Background

What is the Access Transit: High School program?

Using resources from the “Keep Oregon Moving” HB2017 legislation, TriMet is creating a new initiative in the form of an annual grant process of approximately \$700,000 in TriMet fares to provide supplemental fare assistance to students across 16 qualifying school districts with high schools located in TriMet’s service district.

The Access Transit: High School program will be offered by TriMet to any school district within the TriMet service district not already participating in the student pass program. The current student pass program offers interested school districts an opportunity to purchase an academic-year pass for all students, and TriMet will pay one third of the total purchase cost. School districts participating in the student pass program are not eligible for the Access Transit: High School Program.

Funding

How is this program funded?

The program is funded by the Statewide Transportation Improvement Fund (HB2017).

Is the funding guaranteed each year?

It is anticipated that some level of funding will be available for the near future. Annual resource amounts may increase or decrease based on the revenue stream, or regional HB 2017 committee recommendations. Individual school district allocations may also change based on student demographics, usage and capacity for administration in future years.

Available Resources

How much in fare resources can we apply for?

An initial allocation has been developed for each school district using a formula that considers high school population, reported free and reduced lunch percentages, and proximity to the current public transit system. First year funding amounts are located on Page four of the Access Transit: High School Program Application. School Districts can choose to apply for none, some or all of the allocated funds for their district. School Districts cannot apply for more funds than are initially allocated for their district.



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Our district has a high need for free passes. Why can't my district have precedence in your decision to ensure low-income students receive free tickets?

These new resources are meant to supplement current district transportation strategies related to supporting students' ability to access the region's public transportation system, not to replace or supplant existing programs. The initial allocation was developed with the knowledge that the program is not meant to make accessing public transportation free for low-income youth, but to apply an equitable formula to the pool of available resources and spread those resources equitably across eligible schools within the TriMet service district.

Application

What is the process to apply for funds?

Interested school districts applying for resources available through the Access Transit: High School Program application process should complete the following steps:

Step 1. Identify a lead staff to coordinate efforts and serve as a point of contact between the district's high schools

Step 2. Determine district and high school capacity for the coordination, administration and distribution of the resources across their system

Step 3. Determine the appropriate amount of resources to pursue and begin the application process

Step 4. Submit a completed Access Transit: High School program application and the required minimum number of student surveys by the application deadline

If we choose not to participate this year, do we have the option to apply next year?

Yes. The application for the program is an annual process.

How will we be notified of your decision to supply our district with free passes?

You will be notified via email of your total fare resources grant award and be asked to participate in follow up program orientation and training sessions.

Can we appeal your decision?

Yes. During the two-week period after initial notifications, you may seek additional fare resources as available.

We do not have the capacity, resources, or personnel to manage the program distribution and recording requirements. Can we still apply?



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Yes. However, if you cannot fully demonstrate in your application how you will verify students are eligible to receive tickets, manage ticket distribution, record ticket distribution, and demonstrate your administrative capacity to comply with program requirements, it may affect the fare resources you receive.

Do we have to reapply every year?

Yes. Student populations, district needs, and funding levels change on a yearly basis, so all districts will need to reapply yearly.

Ticket Distribution

How many passes will my school district receive?

The distribution is based on per school enrollment of free and reduced lunch populations in relation to other participating school districts. Please refer to the last page for a list of eligible districts and their accompanying high schools and the possible maximum award values.

How did you determine the estimated award level?

These are estimates based on a three-factor analysis -the percentage of your district's free/reduced lunch population, school population.

What types of passes can we receive?

You have the option of selecting 2 ½-hour tickets, all-day passes or monthly passes through the Hop FastPass system.

Will we receive our request in funds/cash or tickets?

You will receive physical tickets and HOP cards

How will we receive the passes?

You will receive a portion of your designated number your tickets through a monthly allocation based on your approved application and agreed upon distribution plan.

When will we receive our tickets?

The goal will be to ensure all participating school districts receive their first month or First quarter worth of fare resources by August 2019.

Will we receive all tickets at once?



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No. Once your total quantity has been determined, you will receive your first quarterly disbursement of tickets on a regularly scheduled interval. Subsequent disbursements will occur after a review of your submitted accounting documentation of distributed tickets per the guidelines outlined by the program.

Can we request additional tickets once we receive our initial distribution?

Yes. Once the determination has been made, districts may request additional tickets up to two weeks after the initial distribution. As this is a pilot program, we are still working out the specifics. If we have excess fare resources available once all requests have been processed, then districts will receive additional tickets at TriMet's discretion until the total grant is exhausted.

If our needs have changed throughout the school year, can we request more tickets?

No. However, TriMet will reassess distribution through the year. As a result, your district may receive additional fare resources without a new application based on the use by your school district and other school districts.

High School Program Site Administration

Do we have to provide an equal amount of passes to every high school in our district?

No. The only requirement for fare distribution is that they go to you receiving free and reduced lunch. Your distribution method, your distribution schedule and where you distribute are at your district's discretion.

Can we use these passes for transit-based field trips?

Yes. Although the tickets are primarily to be used for providing students on free and reduced lunch access to transit for the purpose of traveling to and from school, if the fares can be used to support the cost of transportation for eligible students participating in school related activities that would be considered an appropriate use.

We have students who use transit to attend college-based programs; can they be given free passes to attend the college campus?

Yes. If your students who attend college-based programs are free and reduced lunch students, they are eligible to receive a pass this type of school related travel.

We do not offer transit to our employees and teachers. Can we provide them with need-based passes?

No. Tickets are solely to be distributed to qualified students at the designated public high school. The tickets are not eligible for adult fares.



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Other

Who do we contact if we have questions about the program or application?

Please email klimenkm@trimet.org.

Program Timeline

Application announcement: April 30, 2019

Program Orientation and Q & A: May 10, 2019

Applications Deadline: 5pm May 31, 2019

Award Notification: June 3, 2019

Award dispute: June 17, 2019

Program Fare distribution training: August 2019 (date to be determined)

Initial fare allocation resources delivered to awarded school districts: August 17, 2019