



EXHIBIT

"A"

DISCOUNT PASS PROGRAM POLICY

Eligible Passes and Fares

Round Rock Transit's Discount Pass Program sells regular priced passes to qualifying entities at the reduced rate. Reduced passes will be sold at the reduced rate with no additional discount. Passes purchased under this program may be given to individuals or sold. The selling price cannot exceed the price the qualifying entity paid.

Eligibility for Participation in the Discount Pass Program

Round Rock Transit will sell passes to non-profit and government agencies for the purpose of distributing said passes to low-income persons and families for providing access to transit. Round Rock Transit has defined the local low-income population as any readily identifiable group of households who are at or below 150% of the Department of Health and Human Services Poverty Guidelines.

The determination of eligibility to participate in the Discount Pass Program is at the sole discretion of Round Rock Transit. Any entity that does not meet the criteria will be ineligible to participate in the program. Entities deemed by Round Rock Transit to be ineligible may appeal the determination to Director of Transportation, by providing additional evidence the entity meets the eligibility criteria. An entity may be removed from the Discount Pass Program if at any time Round Rock Transit staff determine the entity no longer meets the eligibility criteria or the passes are not being distributed in compliance with the requirements below.

Participation Requirements

For entities to participate in the program they must adhere to the following requirements:

1. Complete and submit the Discount Pass Program Application.
 - The application also serves as an affirmation the agency/entity serves the low-income community.
 - The Director or President is required to sign the application.
2. Passes may only be picked up by authorized persons, as indicated on the Discount Pass Program Application.
3. Passes can only be distributed to clients who meet the low-income requirement.
4. Passes may not be distributed to employees or students. Contact the Transit Coordinator for information on passes for employees or students.
5. Agree to allow Round Rock Transit staff to audit the Discount Pass Program records, upon request, for compliance with eligibility and distribution of passes.



DISCOUNT BUS PASS PROGRAM APPLICATION

Agency Information

Name: _____ Type: ☐ Non-profit ☐ Government Entity

Tax ID Number: _____

Address: _____

Briefly describe the services provided by the agency: _____

How does your agency determine the low-income status of clients? _____

Will your agency charge clients for the passes or absorb the cost on behalf of the client?

☐ Absorb the cost ☐ Client pays the cost

Authorized Contact(s) Information

1) Name: _____ Phone: _____

Email: _____ Mobile: _____

2) Name: _____ Phone: _____

Email: _____ Mobile: _____

3) Name: _____ Phone: _____

Email: _____ Mobile: _____

I acknowledge, by my signature:

- That if my agency charges its clients more than what it has paid Round Rock Transit the agency will forfeit participation in the Program.
- That I have read and will abide by the Discount Pass Program Policy.
- That if, at any time, my agency does not meet the Program Guidelines, the agency will forfeit participation in the Program.
- That the agency is registered with the IRS as a non-profit or governmental entity.

Signature

Date

Title

Phone

Please return this application by one of the following means:

Email: cleee@roundrocktexas.gov

In Person or Mail: Round Rock Transit
300 W. Bagdad Ave.
Round Rock, Texas 78664

For Round Rock Transit Use Only

☐ Approved

☐ Not Approved – Reason: _____
