

Access Butler County (ABC) Program Abstract & Definitions

ABC Program Abstract

- The Transit Alliance of Butler County (TABC) will purchase products (tickets, vouchers, tokens, etc.) from the Butler County Regional Transit Authority (BCRTA), and re-sell them to social service agencies.
- All ABC product sales are "Cash/Check on the Barrelhead" in order to simplify accounting, and to prevent collections issues.
- After providing the ABC products to eligible clients, the social service agencies will request 50% reimbursement from the TABC. In order to receive this reimbursement, the agencies will provide data about the clients who have received the subsidized fare. This information will be used in seeking additional funding, or for documenting progress in reports for grants received.
- The social service agencies will have the option to collect some or all of the remaining 50% from their clients, or to provide it from their own funds.
- Clients' eligibility will be qualified by the social service agency, based upon eligibility requirements stipulated by the donor (For example, eligible clients may be those whose family income is at or below 150 % of poverty level. Similarly, transportation using ABC products e.g. tickets, vouchers, tokens, etc., may be for purposes of employment and medical services only.)
- ABC products will be available for use only on designated BCRTA or Middletown Transit Services routes.

Definitions

- **ABC Program** means the Access Butler County program sponsored by the non-profit Transit Alliance.
- **ABC Products** means tickets, vouchers, tokens, etc. used to ride BCRTA or MTS transportation with ABC subsidy.
- **Agency** means an entity with a 501(c)(3) tax-exempt status with the IRS.
- **BCRTA** means the Butler County Regional Transit Authority.
- **Eligible Agency** means an Agency as above who has completed the Memorandum of Understanding and is eligible to offer ABC products.
- **Eligible Client** means an individual who meets the eligibility requirements stipulated by the donor of funds.
- **MTS** means the Middletown Transit System.
- **Ridership Purpose** means the reason that the Eligible Client is using ABC subsidy funding.

Access Butler County (ABC) Program Policies and Procedures

For Eligible Clients being served by Eligible Agencies, the ABC program is able to offer reduced BCRTA fares. ABC products will be sold to any eligible agency on a monthly basis at full face value.

The eligible agency then distributes the subsidized ABC products to eligible clients. These are persons who meet the eligibility requirements stipulated by the donor of the subsidy funds. The eligible agency may choose to provide the ABC product to the eligible client at no cost, or to charge the eligible client up to 50% of face value of the product. Eligible agencies will require eligible clients who are using ABC products to sign the ABC receipt.

After providing the ABC products to eligible clients, the eligible agencies will request 50% reimbursement from the TABC. In order to receive this reimbursement, the agencies will provide the receipts and the Monthly Reimbursement Report to the ABC by the 15th of the subsequent month. The TABC Board will approve the reimbursements at their next regularly scheduled meeting.

The information provided by the receipts and the Monthly Reimbursement Report will be used in seeking additional funding, or for documenting progress in reports for grants received.

Eligible agencies will designate a Contact Person for the ABC program. This person will be the key person and coordinator of the ABC subsidized products. Likewise the Transit Alliance of Butler County will designate an ABC Program Liaison for each eligible agency participating in the program. The ABC Liaison will be responsible for depositing received funds in the appropriate account by the end of that business day.

Routes subsidized are limited to those designated by the BCRTA and the Transit Alliance of Butler County.

Memorandum of Understanding Between The Transit Alliance of Butler County (TABC) and Agencies Participating in the Access Butler County (ABC) Program

Agency Responsibilities:

- To purchase ABC products (tickets, vouchers, tokens, etc.) from the Transit Alliance of Butler County at the full value of the product.
- To provide ABC products directly to “eligible individuals” as defined in the ABC Policies and Procedures Guide.
- The eligible agency may choose to provide the ABC product to the eligible client at no cost, or to charge the eligible client up to 50% of the face value of the product.
- After providing the ABC products to eligible clients, to request 50% reimbursement from the TABC.
- Along with the request for reimbursement, to provide data to the TABC about the clients who have received the ABC products.
- Not to redistribute ABC products to any other organization, group, or individual.
- Not to sell or exchange ABC products for money, property, or other goods or services.
- To distribute ABC products to eligible clients with no expressed or implied obligation for donations or volunteer services.
- Not to require clients to participate in any organization or religious institution as a condition of receiving ABC products.
- Not to exclude clients on the basis of race, religion, national origin, gender, veteran status, disability, medical condition, age, or sexual orientation.
- To determine client eligibility and keep records to track the distribution of ABC products for at least three years.
- To allow ABC to publish Agency name, trademark(s), and client testimonials.
- To maintain an understanding of, and abide by, the established Policies and Procedures of ABC as these may be amended from time to time. (The ABC Policies and Procedures document, the receipt form, and the monthly reimbursement report form are attached herein.)
- To assign a contact person to work with ABC.

- To be responsible for the security of ABC products.
- To release the ABC program, The Transit Alliance of Butler County (TABC), and the Butler County Regional Transit Authority (BCRTA) from any liability resulting from the use of ABC products, and to indemnify and hold ABC, TABC, BCRTA, and their respective Boards of Directors harmless against any and all liability, damages, losses, claims, causes of actions, and suits of law or inequity or any obligation whatsoever arising out of or attributed to any action of said Agency or any personnel employed by said Agency in connection with the storage, distribution, and use of any ABC product.
- To have and maintain a 501 (c) (3) tax-exempt status with the IRS, and to notify ABC representatives within 30 days of a change in status.
- To comply with applicable federal, state, and local rules and regulations.

Transit Alliance of Butler County Responsibilities

- To seek funds that will allow for the operation of the ABC Program.
- To purchase ABC products at full price from BCRTA.
- To sell ABC products to Agency.
- To provide the Agency with reimbursement equal to 50% of the face value of the ABC products provided to eligible clients.
- To collect and analyze all ABC receipts and monthly reimbursement reports provided by the Agency.

The Transit Alliance of Butler County and the Agency participating in ABC reserves the right, at their sole discretion to terminate or suspend this agreement after providing 30 day notice.

Authorized Transit Alliance of Butler County Representative: Authorized Agency Representative:

By: _____ Date_____

By:_____ Date_____

Name, Title

Name, Title

Butler County Transit Alliance Access Butler County

Confirmation of Receipt of ABC Product

Date:

Type of Media (Circle One): \$1.25 Ticket (MTS) | \$2 Ticket (BCRTA) | 30 Day Pass

Total Paid By Rider (if any): _____

Gender (Circle One) Male Female

Age: _____

Purpose of Trips: _____

Rider's Signature

Date

Agency Representative

Date

Monthly Reimbursement Report

Agency:

Contact:

Month/Year:

Purpose of Trip	Number of Males	Number of Females	Number under 18:	Number 18-64:	Number over 65:	\$1.25	\$2.00	30 Day	Total Served this Month:
Work									
Medical									
Vaccinations									

Certification:

By submitting this report, the Agency listed above certifies that the subsidized rides provided above went directly to Agency clients who meet the terms described in the Memorandum of Understanding, and were not re-distributed to any other person, agency, group or organization. Additionally, the ABC products were not sold or used in exchange for money, property or other services.

Agency Contact

Date