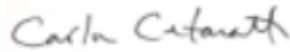


Approved:



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Standard Procedure No.: 311-001(SP)  
Effective: August 15, 2006  
Responsible Division: Local Programs

## **ELDERLY AND DISABLED TRANSIT FARE ASSISTANCE PROGRAM STANDARD PROCEDURE**

### **PROCEDURAL STATEMENT:**

The purpose of this procedure is to establish a uniform and objective reimbursement process for the Elderly and Disabled Transit Fare Assistance Program (E & D Program).

### **AUTHORITY:**

Section 5501.07(B) of the Ohio Revised Code.

### **REFERENCES:**

Elderly and Disabled Transit Fare Assistance Program Policy (Policy No. 25-010(P))  
Rural Transit Manual  
Urban Transit Manual

### **SCOPE:**

This procedure is applicable to all Regional Transit Authorities, County Transit Boards, Municipalities, Board of County Commissioners, and Private Non-Profit Organizations designated by a Board of County Commissioners to provide public transit service. Recipients of E&D funds must offer a reduced fare to the elderly and people with disabilities.

### **BACKGROUND AND PURPOSE:**

The E & D Program provides state funds to reimburse eligible public transportation systems who offer reduced fares, no greater than one-half (½) the regular adult fare, to the elderly and people with disabilities. These funds offset the farebox loss incurred by each eligible transportation system as a result of offering this reduced fare. The funding for the E & D Program is \$7 million in FY 2007.

### **DEFINITIONS:**

Disability: a mental or physical impairment limiting one or more major life functions as defined by the Americans with Disabilities Act (ADA Act) 49 CFR Part 37.

Elderly: 65 years of age or older.

Non-Contract Elderly and Disabled Ridership: The number of general public transportation trips taken by the elderly and people with disabilities in a calendar year. This ridership does not include trips already fully reimbursed through a third party contract for service.

Private Non-Profit Organization: an Ohio not-for-profit organization as defined in Chapter 1702 of the Ohio Revised Code and is designated by a Board of County Commissioners to provide public transit service.

Public Transportation System: a publicly owned or operated transportation system using buses, rail vehicles or other surface conveyances to provide transportation service to the general public on a regular and continuing basis, and receive State or Federal funding through the Rural Transit Program or the Urban Transit Program.

Reduced Fare: a fare offered by the Public Transportation System for elderly and people with disabilities which is no greater than one-half (1/2) the regular adult fare.

Regular Adult Fare: for the purpose of this procedure, the lowest fare for a one way trip that has a one-half (1/2) fare option for the elderly or people with disabilities.

Rural Transit System: a transit system operated in non-urbanized area.

Small Urban Transit System: a transit system operating in an urbanized area with a population of between 50,000 and 200,000.

Large Urban Transit System: a transit system operated in an urbanized area with a population of over 200,000.

## **PROCEDURE:**

This procedure establishes the reimbursement process for the E & D Program. This program provides state General Revenue Funds to eligible public transportation systems who offer a reduced fare to the elderly and people with disabilities. Eligible public transit systems must 1) receive an allocation from ODOT's Rural Transit Program or Urban Transit Program, and 2) provide a reduced fare to the elderly and people with disabilities.

### **I. Calculation of Reduced Fare Reimbursement**

- A. Actual non-contract E & D ridership from the previous calendar year will be used to calculate the maximum E&D reimbursement in May each year. The reduced fare used to determine the reimbursement amount will be the fare in place as of January 1 of the previous year.
  1. Urban public transit system non-contract E&D ridership data will be obtained from the most current Certification of Data.
  2. Rural public transit system non-contract E&D ridership data will be obtained from the most current year end Operating Data Report.

- B. The following formula will be applied to fixed route non-contract E&D ridership and demand response non-contract E&D ridership to determine the maximum reimbursement.
  - 1. (Regular adult fare X 50%) X the eligible non-contract E&D ridership
  - 2. Non-contract E&D ridership charged more than one-half (1/2) the regular adult fare is not eligible for reimbursement and will not be included in the calculation.
  
- C. The maximum reimbursement may be adjusted to meet program funding levels.
  - 1. Rural transit system reimbursements will be calculated first. This amount is subtracted from total available funding to determine funds available for small and large urban transit systems.
  - 2. Small urban transit system reimbursements will be calculated second. This amount is subtracted from remaining funds from Step 1 to determine funds available for large urban transit systems.
  - 3. Large urban transit system reimbursements, except the four with the highest reimbursement amounts, will be calculated third. This amount is subtracted from remaining funds from Step 2 to determine funds available for the four remaining transit systems.
  - 4. If the remaining funds are not adequate to fully fund the four remaining transit systems, reimbursements will be proportionately reduced to stay within available funds. Reduced reimbursement amounts are calculated based on each system's percentage of the total reimbursement for the four systems.
  
- D. The minimum reimbursement amount is \$1,000.

## II. Program Administration

- A. ODOT will transmit a contract to the eligible public transit system for execution no later than May 31 each year. Within thirty (30) days of the grant contract transmittal date, the executed contract must be returned to ODOT with a signed authorizing resolution.
  
- B. ODOT will process payment of the full reimbursement amount upon receipt of the fully executed contract and the signed authorizing resolution.

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- C. Eligible Public Transit Systems must market their services to ensure that persons who are elderly or who have a disability within the system's service area are aware of the reduced fare.

**TRAINING:**

To be conducted by the Office of Transit.

**FISCAL ANALYSIS:**

Minimal training costs will be incurred.