

RECREATION TRANSIT PROGRAM

Subsidized by Proposition A & C Local Return Funds



City of West Covina
Community Services Department
1444 W. Garvey Avenue, Room 316
West Covina, CA 91790
626.939.8430

Effective March 2017





What Is The Recreation Transit Program?

The Recreation Transit Program is a subsidy program funded by Proposition A and Proposition C Local Return funds. This program provides funding to non-profit organizations, such as schools and civic organizations, for recreational transportation beneficial to West Covina residents.

Who Is Eligible?

Non-profit organizations with a minimum of 15 participants are eligible for funding.

Program Guidelines

- *Proof of non-profit status may be required.*
- *Agency must operate in West Covina.*
- *Agencies are reimbursed after the trip has been completed and paid for.*
- *Organizations are limited to a maximum of two (2) trips per calendar year.*
- *Reimbursement amount is \$5 per program participant that is transported.*
- *Reimbursement maximum is \$500 per trip.*
- *Minimum of 15 program participants per request.*
- *Trips must be advertised through a publicity flyer or poster.*

Recreation Transit Service Area

See back page for service area map.

Trips within Los Angeles, Orange, and Ventura Counties and portions of Kern, Riverside and San Bernardino Counties are eligible for full reimbursement up to \$500. Trip segments outside the service area are eligible for funding on a proportional share basis.

How Do I Apply?

1. Complete and return a Recreation Transit form. Please call 626.939.8430 to request a form.
2. You will need to attach a publicity flyer to your completed form and mail it to:

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3. Once your request is received, we will confirm whether the trip qualifies for funding and if funds are available.
4. After processing, a copy of the request will be returned indicating whether the trip was approved or denied for funding.
5. Once approved, you may book your trip with the transit provider of your choice.

How Do I Get Reimbursed?

1. Agencies are required to pay for the trip before reimbursement can be made.
2. After payment has been made to the transit provider, the agency should submit the following to the City of West Covina Community Services Department:
 - Invoice to City on agency letterhead
 - Copy of invoice from transit provider
 - Proof of payment to transit provider
 - Trip roster of program participants

See back for billing/reimbursement example.





Billing/Reimbursement Example

(Reimbursement amount is \$5 per program participant, up to \$500 per trip.)

Example:

Trip Cost is \$250

50 program participants at \$5 each = \$250

\$250 Reimbursed by the City

Example:

Trip Cost is \$700

125 program participants at \$5 each = \$625

\$500 Reimbursed by City (maximum reimbursement) and

\$200 Payable by Requesting Agency



Recreation Transit Service Area

