



# NECO Pass PROCESS

## **NEW NEIGHBORHOODS**

Interested in starting a Neighborhood Eco (NECO) Pass program in your neighborhood? First have a visit to the GO Boulder website: [www.goboulder.net](http://www.goboulder.net) and click "Neighborhood Eco (NECO) Pass". Here you will see an overview and many menu options including "Start a NECO Pass program" and "RTD NECO Pass Resource Guide". READ the RTD guide and visit the "Start a NECO Pass program" web pages to familiarize yourself with the process.

## **BEGIN**

Canvas your neighbors to see if there is anyone else interested. If you can find 2-5 neighbors who are willing to help you get your program started, recruit them! There are flyers available for download on the website identified above for use in accessing the interest from your neighbors.

- Determine the potential boundaries of your neighborhood based on the guidelines in the RTD Resource Guide.
- Canvas your neighbors to see how much interest there is.

If you feel there is enough interest to raise enough money for a minimum contract (2013: minimum contract amount is \$7,497, the city of Boulder provides a subsidy of 50% to first-time neighborhoods and 30-35% subsidy in ensuing years), then it is time to contact RTD and get your process started.

## **CONTACT RTD**

Create a map using Google earth or MapQuest to show a rough idea of the neighborhood boundaries. Contact RTD (Theresa Rinker: 303-299-2122 or [theresa.rinker@rtd-denver.com](mailto:theresa.rinker@rtd-denver.com)) and let them know you are interested in starting a NECO Pass program in your neighborhood; send them a copy of your proposed neighborhood map. RTD will get back to you with an official map of your proposed neighborhood showing the boundaries and listing the number of houses. This is the time when you may note any changes or shifts you would like to your map.

## **MONEY**

If you have a neighborhood association or HOA that can enter into legally binding contracts and that has a checking account, you will use them. If you do not have such an entity, GO Boulder will sign your contract and you can work with the Boulder Building Blocks Fund, Inc. ("BBBF") to deposit your checks and they will issue a check to RTD. If you think you may want to work with the BBBF, please contact Leora Najera, Treasurer, at [alwbusinessventures@hotmail.com](mailto:alwbusinessventures@hotmail.com) for details BEFORE collecting any money.

## **SURVEY**

Once your map is finalized, RTD will conduct a survey to determine the cost per household that will be applied to your neighborhood contract. The survey must be hand delivered by you door-to-door. This will assure inclusion of all those neighbors who may not have any interest in the bus pass (such as those who have passes through work or school). Including every house in your neighborhood will assure the survey is based on the actual potential bus ridership in your neighborhood. This is important because the cost per household will be based on the respondents' interest that is standardized to represent all the neighbors, getting the uninterested neighbors to fill out the survey is critical.

After the survey has been completed, RTD will tell you the cost per household which you will multiply by the number of houses in your neighborhood. This will constitute your master contract amount. Remember that the city of Boulder provides a subsidy of 50% to first-time neighborhoods and 30-35% subsidy in ensuing years. You will then need to raise the required amount of money (subtract the city subsidy). You can get mailing labels for your neighborhood and free printing and mailing for all your neighborhood EcoPass communications, instructions are online and in the documents listed below, which you can request from the NECO Pass Coordinator.

## **NEW & RETURNING NEIGHBORHOODS**

### **ROSTER**

Once you have enough interested neighbors to meet your RTD contract amount, create a spreadsheet list that will be sent to RTD as your roster, **request a Roster Template from the NECO Pass program coordinator**.

- List all those neighbors' names, addresses, phone numbers, and emails who will be participating in the program. Additionally, identify those neighbors who qualify for a discount: seniors (65+) students (ages 6-19 in K-12), Medicare (must have card), and disability (must have card). Anyone claiming a discount will have to provide proof of eligibility every time they use their EcoPass or risk paying the cash fare.
- Additionally note all the houses that are vacant (being sold or unrented, remodeling, house has been scraped for development, or in probate or otherwise unoccupied), with a VACANT in address area,

these will be discounted from your household total and reduce your contract amount. Include the number of vacancies in your email text to Theresa so she does not overlook it. Making changes once the roster is submitted causes big delays.

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## **CONTRACT**

Once you have submitted your roster, RTD responds with your contract (usual time is 2 weeks, can be longer during the busy months of November and December). If your neighborhood association or HOA is handling the contract and funds, you simply return your signed contract with your check to RTD directly.

If you are working with GO Boulder and the BBBF, the process works like this:

1. RTD sends your contract to your neighborhood coordinator and to the city of Boulder NECOPass program coordinator.
2. The BBBF will confirm with City of Boulder NECO Pass program coordinator when funds are available from your neighborhood (this is usually 1 week after your deposit is made).
3. City of Boulder NECOPass program coordinator will sign contracts where City of Boulder is named as "Applicant" on contracts.
4. Signed contracts and BBBF checks will be couriered to RTD once a week or so.

## **RTD ID's**

Once you have a contract from RTD, you can begin issuing Authorization Forms (**request an Authorization Form from the NECO Pass program coordinator**) or receiving digital photos for neighbors to get their RTD smart card ID (**request digital photos instructions from the NECO Pass program coordinator**). Note – if you issue digital photos you will be responsible for verifying a resident's proof of residency. The smart card RTD ID will arrive activated for 2013.

**SMART CARD** (usual time is 2 weeks from the time your signed contract and check have been received by RTD, can be longer during the busy months of November and December)

- RTD will let you know when your smart cards are ready; you can pick them up in Denver or RTD in Boulder or have them sent to your address.
- Before you issue smart cards to the neighbors, make sure you verify their discount if they are claiming one as **the card is not valid** if they cannot verify the discount.

## **MANAGING YOUR NECO PASS PROGRAM**

- Throughout the year you may add neighbors to your program and neighbors may lose or have their pass stolen or damaged, or neighbors may move out of your neighborhood, you will be able to manage your RTD smart cards through the RTD Portal, instructions to come
- Vacant houses that may become occupied may be added back into your contract if those new neighbors want to participate, contact [theresa.rinker@rtd-denver.com](mailto:theresa.rinker@rtd-denver.com) and she will issue a contract.
- Check the [GOBoulder](http://GOBoulder) web site for current smart card information

## **DOCUMENTS**

These documents are available to help you coordinate your neighborhood EcoPass program; you can request any of these documents digitally from your GOBoulder NECO Pass program coordinator, email: [necopass@gmail.com](mailto:necopass@gmail.com) or call 303-441-3266.

[2013 What is an EcoPass Worth?](#) (chart that shows what RTD services cost without a pass)

[EcoPass Extra Flyer](#) (shows all the merchants that provide a discount for EcoPass holders)

[How to get mailing labels](#)

[Printing and mailing instructions](#)

[2013 Household cost + Subsidy](#)

[Roster Template](#) (for use in making your roster and tracking money and smart cards)

[2013 Authorization Form](#)

[Infinite Campus instructions](#) (for address verification for school age neighbors w/o an id)

[Digital photo instructions](#)

[Waiving fees for CU students](#) with neighborhood EcoPasses