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CITY OF DANBURY
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MEMORANDUM

DATE: 2/23/2012
TO: MARK D. BOUGHTON VIA THE CITY COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DWS*
RE: RESOLUTION-DIAL-A-RIDE TRANSIT SERVICE

Attached for your review is a resolution that will allow the City of Danbury to participate in the enhanced regional municipal 'Dial-A-Ride' matching grant program through the State of Connecticut, Department of Transportation.

This resolution allows the City of Danbury to designate HART (Housatonic Area Regional Transit) to make application for this transit funding for the 2012/2013 fiscal year.

The local match is met by the City's annual allocation to HART in the adopted budget.

The City Council is respectfully requested to consider this resolution at its next meeting. Please contact me should you require any additional information.

Attach.



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A.D. 2012

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the State of Connecticut Department of Transportation (ConnDOT) provides matching grants for the enhanced regional municipal dial-a-ride transit service as operated in this area by the Housatonic Area Regional Transit system ("HART"); and

WHEREAS, state law requires that participating municipalities make application for said funding through a designated transit district or system (HART); and

WHEREAS, a local match of fifty percent (50%) is required; and

WHEREAS, authorization to participate in the regional application for the program is necessary.

NOW, THEREFORE BE IT RESOLVED THAT Mayor Mark D. Boughton or his designee be and hereby is authorized to negotiate and execute all necessary agreements or other documents on behalf of the City of Danbury, with ConnDOT and with or on behalf or in conjunction with HART in order to accomplish the purposes hereof.

Program Description

A review of “Elderly Transportation Services” by the Legislative Program Review and Investigations Committee in 1998 highlighted the inconsistent availability of transportation across the state for seniors and people with disabilities. The program review committee found that:

- programs vary greatly among municipalities, with the level of service provided dependent on geographic lines, available funding, and local support;
- funding sources differ substantially depending on the municipality;
- no single funding source exists, instead funding is a patchwork of federal, state and local money;
- a local grant program would equalize funding among towns that already have dial-a-ride programs and provide opportunities for dial-ride services in towns where they are not currently available.

The Connecticut General Assembly enacted the recommended grant program in the 1999 legislative session, but funding was not appropriated until State Fiscal Year (SFY) 2006.

The senior and disabled transportation municipal grant program (hereinafter referred to as the “Municipal Grant Program”) has made \$5 million available to municipalities annually. The funds are available to any municipality and are apportioned based on the formula in the Connecticut General Statutes (C.G.S.) 13b-38bb, which states:

“Fifty per cent of such funds shall be apportioned on the basis of the share of population of persons age sixty or older in the municipality relative to the state’s total population of persons age sixty or older, as defined in the most recent federal decennial census or in estimates provided in the five-year interim by the Office of Policy and Management. Fifty percent of such funds shall be apportioned on the basis of a municipality’s square mileage relative to the state’s total square mileage.”

C.G.S. 13b-38bb also requires that municipalities apply to the state for the funds through a designated Regional Planning Organization (RPO) or transit district. The applicant must work with this regional body to determine how to use the funding most effectively in that municipality and its surrounding region. If a municipality chooses not to apply for its share, that portion will be returned to the Special Transportation Fund.

In order to be certain that state funds will not be used to supplant municipal funds, the municipality must certify their maintenance of effort annually. Grants require a local match so that the grant funds do not exceed 50% of total dial-a-ride expenditures. If a municipality is already providing transportation for seniors and person with disabilities, those funds can be used towards the matching requirement, with some restrictions. Please see the “Eligible Match” section for details.

Role of the coordinating entity (if applicable):

- Develop a program to provide transportation services to seniors and people with disabilities that meets the intent of the statutes, and complies with the program requirements
- Prepare application to RPO/ConnDOT
- Execute an agreement/addendum with ConnDOT
- Submit invoices for payment in accordance with guidelines (if appropriate)
- Provide or contract for transportation services
- Collect and submit data on transportation provided

Eligible Projects and Expenses

Transportation Services for Seniors and People with Disabilities

Projects funded by the Municipal Grant Program must serve both seniors and people with disabilities. Services that are open to the general public will not be funded, but may be coordinated with services funded by the Municipal Grant Program. While ConnDOT is not requiring that every vehicle used in this program be wheelchair accessible, the overall transportation program provided using these funds must be accessible.

ConnDOT does not require that a fare be charged for the services provided using the municipal dial-a-ride grant funds. However, if a fare is collected, it must be reported and used to offset operating costs related to the municipality's dial-a-ride program.

If the applicant is a Federal Transit Administration (FTA) Section 5310 grant program recipient who intends to expand the services provided with their vehicle to include a new client group, they must amend the program description submitted with their original Section 5310 grant application by providing a written description of those changes to the Section 5310 program manager at ConnDOT.

Regional Coordinated Services

In order to enhance coordination efforts and maximize existing resources, the Department has expanded the eligible services category to include a regional coordinated service which allows towns to regionalize their funds through a coordinating agency. A regional coordinated transportation program would allow access by an eligible resident (i.e. Seniors or People with Disabilities) of any member town to any other member town (or destinations outside the region as determined by the involved municipalities). The involved municipalities must mutually agree to put 100% of their MGP allocation into the regional program, even though the value of the amount of service provided may be more or less than their MGP funds.

General Public Transportation and School Transportation

General public transportation and school transportation are not eligible expenses or match under this grant program.

Eligible Recipients/Applicants

Municipalities are eligible to receive a grant from ConnDOT for their annual allocation from the appropriated funds. If an RPO or transit district submits a coordinated regional application, the funds for the coordinating municipalities will be granted to the coordinating entity. In this case, the municipality must certify that they are assigning their grant apportionment to the coordinating entity.

Eligible Match

Funds provided to match the municipal grants must serve the same population as the municipal grant funds, that is, funding spent on general public transportation, school transportation, etc., will not be considered match. However, funds spent to serve either seniors or people with disabilities will be allowed as match, as long as the expanded services are available to both populations.

Matching funds can include operating costs for the current system, eligible and reasonable in-kind services, maintenance costs, and vehicle lease costs. Examples of in-kind services include volunteer services directly related to the transportation program, and donated supplies, loaned equipment or space. If the municipality does not have a transportation program, letters of commitment from all sources of matching funds must be provided with the application.

Capital expenditures to purchase vehicles, general public transportation, and school transportation are not eligible for match, or as eligible project expenses.

Municipalities can match the Municipal Grant Program funds with local funds, and State or Federal agency funds, but may not use other Connecticut Department of Transportation or U.S. Department of Transportation funding as match.

A 50% match is required. This means that matching dollars must be *at least equal* to the amount of grant funds. Municipalities must each provide their own match to the State grant funds and submit appropriate documentation. Program match cannot be regionalized; i.e. one municipality cannot provide overmatch to offset another municipality's shortfall in matching funds.

Management Plan for a State Matching Grant Program for Elderly
and Disabled Demand Responsive Transportation

Enacted in C.G.S. 13b-38bb

State Fiscal Year 2013 Program

State of Connecticut
Department of Transportation
Bureau of Public Transportation