

2009 Update

to the Locally-Coordinated Public Transit
Human Services Transportation Plan

for the State of Connecticut

June, 2009

**2008/2009 Locally Coordinated Plan Update
State of Connecticut**

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Background

In 2007, the State of Connecticut prepared a Locally-Coordinated Public Transit Human Services Transportation Plan (Locally-Coordinated Plan) per the requirements of the Federal Transit Administration (FTA). Since that time, FTA has released multiple refinements of the locally-coordinated planning requirements, and eligible activities under the Job Access and Reverse Commute Program (5316), the Vehicle Grant Program to Serve Older Adults and Persons with Disabilities (5310), and the New Freedom Program (5317).

Working in cooperation with regional planning agencies, the Connecticut Department of Transportation (ConnDOT) and Metropolitan Planning Organizations (MPOs) in the three large urbanized areas in Connecticut decided to prepare an update to the 2007 Locally-Coordinated Plan. The regions and the state began working on the update in August 2008.

This update to the 2007 plan consists of:

- a brief summary of the process,
- a summary of any new or better refined gaps and new strategies that resulted from the process,
- a description of funding issues relative to each of the programs,
- a listing of proposed projects in eastern and northwestern Connecticut using small urban and rural funds, and
- the Locally-Coordinated Plan Update for each of the three large urbanized areas, including a listing of proposed projects for each.

The Process

ConnDOT prepared an information package about the locally-coordinated planning process including a format for proposing services and requesting funding for services. This package (included as Attachment 1) contained the following:

- Updated Frequently Asked Questions
- Updated list of eligible activities under Job Access and New Freedom
- A timeline and agenda for meetings so interested stakeholders could determine whether and when they wanted to be involved.
- Glossary of terms used in human services transportation
- Criteria used to review proposals
- A summary of ConnDOT contracting requirements

The package was distributed by ConnDOT to regional planning organizations and stakeholders in December 2008. The package was used in each region and was distributed via e-mail as well as hard copy at regional meetings. It was also placed on the ConnDOT website.

At regional meetings stakeholders were asked to review and update information on gaps in transportation. ConnDOT and subcontractors provided updates on the implementation of projects. Other resources for funding, such as state funded transportation programs were discussed and ConnDOT provided additional information on those programs when requested.

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Proposals were received by each of the MPOs in the large urbanized areas and by ConnDOT for small urban and rural areas. ConnDOT prepared a summary sheet and packages for review with Small UZAs and Rurals. ConnDOT met with stakeholders/attendees in the Eastern and Northwestern Connecticut meetings to discuss and prioritize the proposals. In other regions, ConnDOT's direct involvement varied from attending meetings in person or via conference call when possible, or if schedules conflicted, ConnDOT would respond to any questions prior to or after the meetings.

For future Locally-Coordinated Plans, ConnDOT will seek to improve our outreach concerning the availability of funds. While many individuals expressed the opinion that the process took "forever", ConnDOT had two phone calls after the process was complete from entities looking to apply for funds.

ConnDOT will also seek to improve the understanding of how to determine the Title VI disadvantaged populations served by the proposed project. This is especially difficult for projects where a large area is served without a filtering mechanism to identify who will take advantage of the service.

New Gaps

Coordinating the mobility issues faced by people with disabilities, improving information on available service and assisting with the planning and development of new services took a stronger focus as a gap in transportation services for people with disabilities.

Many of the stakeholders have been involved with Connect-ability, an Infrastructure Change grant received by the State of Connecticut, Department of Social Services, Bureau of Rehabilitative Services. Connect-ability has funded some pilot initiatives aimed at helping people with disabilities gain better access to employment. One of those initiatives will fund "Getting on Board" guides for the north central and eastern Connecticut regions to assist people with disabilities in navigating transportation systems in their region as well as make people aware of the variety of transportation resources that are available.

Meeting the needs outside of traditional transit hours of service also took on greater emphasis.

Meeting the needs outside of ADA paratransit service boundaries especially for improved access to medical facilities or employment has been looked at more closely. One region had a new facility open up that would make a large number of jobs available to people with disabilities. The problem is that the facility opened outside of the ADA paratransit service area. Regions to the north, south, and east of the facility were very interested in how to gain access to these employment opportunities.

Links to underserved or unserved suburban areas in order for transit dependent individuals to gain access to employment or needed services. Demand for access to employment is increasing but the funding for these services is not.

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Funding for smaller vans that are more fuel efficient, especially in rural areas where the distance between passenger origins and destinations is longer. This is also seen as beneficial in providing a more comfortable trip, especially when returning from a medical procedure.

New Strategies

Support **volunteer transportation programs** as a mechanism to provide service beyond the hours or service area boundaries of ADA paratransit.

Provide subsidy for the **purchase of wheelchair accessible taxis**.

Provide **vouchers for alternative transportation resources**, such as taxi, livery, or lift-equipped providers.

Create a **mobility management** position that can provide assistance to persons with disabilities facing mobility issues, provide outreach and training, identify barriers preventing use of existing systems, and assist with the planning and development of new services.

Provide **training on transportation resources** to target case workers, job developers, people with disabilities, and other stakeholders in order to coordinate with the release of “Getting on Board” guides.

New Freedom Program Funding (Section 5317)

ConnDOT had requested matching funding for the New Freedom in the SFY 2010 and 2011 budget, but this request was not included in the proposed budget. While ConnDOT has managed to free up some funding to match New Freedom Program services, a project which provides their own match will continue to receive extra points as one of the selection criteria for funding. At this time, the program has not grown large enough to require any project proposals to be turned down.

Job Access and Reverse Commute Program Funding (Section 5316)

Discussions concerning the need for additional job access services took place in several of the regions. But stakeholders were reluctant to fund new services by cutting services already relied upon by low-income workers. Thus each region chose to continue to support the Job Access services in operation, rather than replacing any of those with new services.

Funding for Job Access is actually decreasing by the end of SFY 2010. When FTA funds were formularized and the State of Connecticut stepped in to provide funds to make the program whole, ConnDOT carried forward Job Access grant funds to expand the program for a period of about 4 years. That period is ending. There is also a risk due to reductions on the Department of Social Services (DSS) side of the budget. There will definitely be reductions to the DSS side of the budget, but total impact is not yet known.

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In spring 2009, each region began looking at ways to reduce expenses and cut service under the combined FTA/DOT/DSS funded program in order to maintain their subsidy within budget.

Vehicle Grant Program to serve Older Adults and People with Disabilities (Section 5310)

For federal fiscal year 2009, 32 vehicles were selected for funding based on the solicitation distributed in fall 2008. The Locally-Coordinated Planning process brought to light additional needs in the rural areas of the state that can be served under this funding source. Mobility Management in eastern Connecticut will allow for a better understanding of the complex needs of this small urban and rural area. There were two rural applicants that requested vehicle grants as well as operating assistance. The operating assistance can be provided using New Freedom Program funds, while the vehicle needs can be provided using Vehicle Grant Program funds.

Summary by Region

The following table shows dates of relevance for the 2009 Locally-Coordinated Plan Update.

Locally-coordinated Planning Process SFY 08/09 Update

	Eastern	North Central	Northwest	South Central	Southwest
Project Solicitation	12/4/08	12/15/2008	12/4/08	1/26/09	9/24/08
Selection Criteria	10/25/2006	10/25/2006	10/25/2006	10/25/2006	10/25/2006
Project Selection	5/14/2009	2/24/2009	5/4/2009	5/1/2009	2/10/2009
Plan Approval	5/14/2009	4/22/2009	5/4/2009	5/1/2009	4/28/2009

The following two tables show the list of project proposals that were distributed at regional meetings in eastern and northwestern Connecticut on April 28, 2009 and May 1, 2009 respectively. The final proposals and costs may have been refined or adjusted based on questions and discussion at those meetings.

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Northwestern Connecticut			Funding Requested		80/20	50/50
Project Description	Applicant	UZA	Year 1	Year 2	Total Capital	Total Operating
1 Purchase of a small wheelchair accessible vehicle (minivan) to serve individuals with disabilities for use by the Transit District and a new Rural Independent Transportation Systems	NWCTD	Rural	\$30,000	\$0	\$30,000	\$0
2 Expand dial-a-ride in Winsted to Sunday for 6 hours a week.	NWCTD	Rural	\$14,000	\$14,000	\$0	\$28,000
3 Public awareness campaign	NWCTD	Rural	\$5,000	\$5,000	\$0	\$10,000
4 Operation of a vehicle (request in item 1) to support the RITS program.	NWCTD	Rural	\$10,000	\$10,000	\$0	\$20,000
5 Expand dial-a-ride in Winsted from 3 to 6 PM on 3 days per week.			\$20,000	\$20,000	\$0	\$40,000
Rural Total Request			\$79,000	\$49,000	\$30,000	\$98,000
6 Expansion of paratransit service to Gaylord Rehabilitation facility in Wallingford Mon - Friday 8:00 to 5:00PM	NETCO	W tby	\$64,938	\$64,938	\$0	\$129,876
7 Provide non-ADA service on Sundays 8:30 to 4:30	NETCO	W tby	\$11,680	\$11,680	\$0	\$23,360
8 Provide non-ADA service Monday-Saturday evenings, 6 to 9PM	NETCO	W tby	\$72,651	\$72,651	\$0	\$145,302
9 2-1-1 InfoLine Waterbury Area	United Way	W tby	\$42,000	\$42,000	\$0	\$84,000
Small Urban Total Request			\$191,269	\$191,269	\$0	\$382,538

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Eastern CT Region			Funding Requested		80/20	50/50
Project Description	Applicant	UZA	Year 1	Year 2	Total Capital	Total Operating
1 Purchase and operation of a minivan to serve individuals with disabilities by providing transportation between 5 and 9pm, early morning or weekends when other services are not available.	United Services, Inc.	Rural	\$89,352	\$85,875	\$24,000	\$151,227
2 Northeastern CT Multi-Regional Mobility Project is a partnership between NECTD and WRTD to create a Mobility Ombudsman to serve the entire combined region, but located at NECCOG offices. The proposal includes a Mobility Handbook, Outreach and Training, Exploring New Services and Programs, Identifying unmet demand, Tracking Barriers to accessible transportation, identifying equipment needs, transportation for veterans, exploring ITS options.	NECTD/WRTD	Rural	\$81,500	\$73,500	\$155,000	\$0
Rural Total Request			\$170,852	\$159,375	\$179,000	\$151,227
1 Accessible transportation voucher to use with participating taxi, livery, and lift equipped providers. Services will go above and beyond ADA service area and service hours.	ECTC	Small UZA	\$45,500	\$42,000	\$0	\$87,500
2 Conduct Public Transit 101 workshops in the eastern region. PT 101 can be tailored to almost any target audience: human service workers, people with disabilities, students, economically disadvantaged, or staff that work with these populations. The workshops are conducted along with the "Getting Board" guide currently in production for the region.	The Kennedy Center	Small UZA	\$20,000	\$0	\$0	\$20,000
Small Urban Total Request			\$144,150	\$109,600	\$0	\$107,500

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The next three sections contain the 2009 Locally-Coordinated Plan Updates for the Large Urbanized Areas:

Hartford Urbanized Area

New Haven Urbanized Area

Bridgeport/Stamford Urbanized Area

Chapter 1:

Needs Assessment & Planning Process

The Capitol Region Council of Governments (CRCOG), with assistance from Midstate Regional Planning Agency (MRPA) and Central CT Regional Planning Agency (CCRPA), took the lead in developing the plan for the LOCHSTP planning area. The planning area consists of the following regions: CRCOG, CCRPA, and MRPA.

Since the adoption of the plan in June of 2007, CRCOG, working with MRPA and CCRPA, has worked to refine our understanding of the needs for human services transportation in the planning area and we have communicated with stakeholders regularly to learn of new approaches to providing transportation and changes in gaps and or needs.

Several meetings have been held to insure that stakeholders have a forum for providing input. In addition, we sought to utilize the human services transportation planning group in evaluating how other transit funds (other than New Freedom and Jobs Access) might be utilized in the region. The following summarizes the meetings held since the original plan adoption:

9/1/2007- Dial a Ride Coordination meeting: All dial a ride operators in the region were invited to discuss possibilities for coordination. Discussion items:

- Sedans are sometime more appropriate vehicles for transportation of some individuals. It provides a smoother ride.
- The dial a ride operators are very interested in how the establishment of Independent Transportation Networks (ITN) can supplement their service.
- Providing stipends to individuals for trips (that they can use to reimburse a neighbor, for example) has proven less costly in some locations (Mesa, AZ than dial a ride.)
- Transportation to work for the disabled who live outside of the ADA area is a very large problem.
- Current coordination efforts are limited. Some that existed in the past were dropped when funding did not continue.

10/16/2007- Dial a Ride Coordination meeting: Discussion of some opportunities for coordination – coordinating trips to large generators, coordinating training, did not advance. The group requested that the next meeting include local operations that provide some coordination – the Bristol Community Organization, the Red Cross, Hockanum Valley Community Council, Greater Hartford Transit District and Logisticare.

10/23/2007- Listening Session sponsored by Transit for Connecticut. This session, held at the North End (Hartford) Senior Center, gave us an opportunity to hear the public speak to transit needs. Important information learned about human services transportation needs include:

- The importance of available transportation as part of a continuum of care enabling the elderly to stay in their homes.
- Users of dial a ride spoke of the inconvenience of needing to schedule ahead, of circuitous routing.
- A disabled individual spoke of the need for inclusive public transportation that enables independence.

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- More evening and weekend service on public transportation is needed.
- Several individuals spoke of the need for public transportation in Enfield, particularly connecting Thompsonville to the mall and community college. This service would help with shopping, medical, employment, and school transportation for a population that is disabled, low income and/or elderly.

10/29/2007 - Coordinated Planning Committee meeting: discussion of new state transit funding and how it might be used to meet human services transportation needs. (the state funding was subsequently rescinded due to budget constraints.)

12/5/07 – DOT LOCHSTP meeting at SCRCOG: all planning regions met to discuss the plan update process.

2/5/08 – Coordinated Planning Committee meeting: further discussion of how additional state funding for transit could be spent in the region.

2/7/08 – Dial a Ride Coordination meeting: The attendees learned of several models for coordination for dial a ride service, some ideas for future examination: joint purchase of software, sharing of vehicles, coordination for driver training.

3/5/08 – Coordinated Planning Committee meeting: further discussion of how additional state funding for transit could be spent in the region.

5/5/08 – Meeting with disabled individual and agency representatives: This meeting, coordinated by the CT Council on Developmental Disabilities, involved a discussion of possible options for providing an inclusive, sensible, affordable, equitable, available to everyone, public transportation system. We discussed the availability of dial a ride services in some places in the country for the general public.

5/15/08 - Connectability Conference: Connect-Ability is an effort of the CT Department of Social services Bureau of Rehabilitation services and has been working to focus attention upon the transportation needs of the disabled. At this meeting we learned about strategies for human services transportation in other parts of the state, including coordinated dial a ride and accessible taxis.

5/19/08 – Meeting at Walgreens Distribution Center: This meeting was designed to enable us to learn the transportation needs of disabled individuals who will work at the new distribution center, the timeframe when these new employees will need to get to work, and any special arrangements already being considered.

6/26/08 - Meeting with Lou Shulman of Norwalk Transit to discuss their model for dial a ride coordination.

6/30/08 – Coordinated Planning Committee meeting: further discussion of how additional state funding for transit could be spent in the region.

8/4/08 – Meeting regarding transportation to Walgreens Distribution Center: Surveys of potential employees indicate a concentration of potential employees needing transportation to

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Walgreens who live in Enfield and Hartford. Subsequent to this meeting, CTTRANSIT extended bus service to Walgreen's to meet first shift transportation needs.

8/20/08 – DOT LOCHSTP meeting at DOT: all planning regions met to discuss the plan update process.

10/1/08 – CTTRANSIT Bus Users Forum: This was another opportunity for us to learn about transportation needs from the public. A need that came up at this meeting that we had not listed in our previous plan: the difficulty that disabled individuals have accessing buses in the winter – snow banks make bus stops impassable.

10/27/08 – Coordinated Planning Committee meeting: Attendees stressed the need for accommodating last minute trips (perhaps with accessible taxis). Even with an extended CTTRANSIT route to the Walgreen's facility, there is a large unmet need for transportation from Enfield to Walgreens. The group also suggested that a car sharing program (especially an accessible car owned by a disabled individual) could help to meet some of the needs of individuals with disabilities.

12/10/08 – Coordinated Planning Committee meeting: The group discussed what types of projects would be eligible for new Freedom funding and reviewed the draft project proposal request form. The group identified specific transportation needs: Route 5 corridor from Hartford to Enfield, and Hebron Avenue in Glastonbury.

12/15/2008: The Project Proposal form was sent out to all stakeholders and interested parties and was advertised on the CRCOG website on December 15.

1/27/09 – Coordinated Planning Committee meeting: The committee reviewed the requests for funding and heard a presentation by the town of Enfield on transportation needs in the Thompsonville section of town.

2/24/09 – Coordinated Planning Committee meeting: the committee reviewed the requests for funding and agreed to recommend all the proposals for funding.

3/3/2009 – Meeting with Dial a Ride Operators in the Farmington Valley to discuss their interest in a coordination study.

In all our work we sought to keep the process inclusive and transparent and we believe that the number of meetings we have held is a testament to those efforts.

Chapter 2: Existing Transportation Services

There has been little change in the transportation services available in the region since the 2007 plan was adopted. The same operators provide fixed route and dial a ride transportation services.

We have had some changes in the Jobs Access program as we continue to coordinate services provided with employment needs. Service to the Stew Leonard's store on the Berlin Turnpike has been added, allowing a number of individuals to obtain jobs there. Also, service has been added to a food warehouse (C&S Foods) in Suffield. Recently, the van that had been operated for a number of years by McDonalds in Avon was dropped by the employer. In addition, over the state fiscal year 2009 (July 1, 2008 to June 30, 2009) the CT Department of Social Services has reduced the funding they provide to the Jobs Access program and we have had to cut the frequency of some routes. In making any cuts, we have tried to avoid removing trips that would result in individuals being unable to hold a job. The cuts make transportation less convenient, but still possible. State budget cuts may require deeper cuts in the next 2 fiscal years.

Another notable change since the coordinated plan was adopted in 2007 has been the startup of an Independent Transportation network in north central CT. This organization, serving Enfield, Somers, Bloomfield, Windsor, East Windsor, South Windsor, Windsor Locks, East Granby and Granby, began making trips in October of 2008. They offer rides 24 hours a day, 7 days a week. Currently their service is available to seniors and those with visual impairments. They are fully committed to expanding the service to individuals with disabilities as the program moves forward. Already they provide transportation to the Walgreens facility for one individual with a visual impairment.

Chapter 3 Gaps in Service

Our planning efforts since the adoption of the original plan did not uncover new gaps, but they helped us to identify the most pressing gaps.

These are listed below:

- Transportation to work for low income individuals and individuals with disabilities who live in areas with no transit service. This is an issue for individuals living in Enfield, East Windsor, Glastonbury, Southington, and Terryville.
- A very specific need is for transportation to the new Walgreen's Distribution Center for potential employees with disabilities. The Walgreens Distribution Center plans to hire a workforce that is 1/3 individuals with disabilities.
- Last minute, urgent trip needs for individuals with disabilities who cannot use traditional sedan-style taxis.

The Bureau of Rehabilitation services, working with Walgreen's and social service agencies seeking to place individuals in jobs at Walgreen's, identified what areas are most in need of employment transportation to the new distribution center. This analysis indicated particular need in Windsor Locks and Enfield, with lesser but still significant needs in East Granby, Suffield and Stafford.

We also assessed, enumerated, and prioritized transit service ideas through a series of meetings with the Coordinated Planning Committee. The meetings were held to develop a list of prioritized services to be considered for state funding (Service Initiative funding). This funding was eventually rescinded when state budget deficits became apparent, but this happened after we had developed a list of priorities for new service funding. The development of the list relied heavily upon the identification of gaps in the June 2007 Locally Coordinated Public Transit – Human Services Transportation Plan and upon the input of the stakeholders in this planning process. The services proposed for this funding are listed below, with a note of the population expected to be served:

- CTTRANSIT Hartford: Silver Lane and Burnside Avenue Sunday service, serving low income individuals, particularly for access to retail jobs.
- CTTRANSIT Hartford: Silver Lane and Burnside Avenue night service, serving low income individuals, particularly for access to jobs.
- CTTRANSIT New Britain: New route, Plainville to Southington, along Route 10, serving low income individuals, providing access to jobs in this commercial corridor.
- CTTRANSIT Hartford: Saturday service to Middletown. Access to jobs and commercial areas, serving low income individuals.

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- CTTRANSIT Hartford: New service to Rentschler field commercial area and new Goodwin College campus, this will serve low income individuals providing access to jobs and training.
- CTTRANSIT Hartford: evening service on Hartford/New Britain route. This will serve low income individuals, for access to jobs.
- Enfield: Monday through Saturday deviated fixed route service within Enfield. This will serve the extensive needs identified during the planning process, including access to jobs, services, and retail for disabled individuals and low income individuals.
- Terryville: Deviated fixed route service linking Bristol and Plainville, Monday through Saturday. This will serve the needs of disabled and low income individuals seeking jobs.
- CTTRANSIT Hartford: add a night trip to service from downtown to the University of Hartford. This will serve employees of the University and students.
- CTTRANSIT Hartford: extend the Bradley Flyer to serve Walgreens Distribution Center, accommodating the staggered start times of the first shift. This will serve the needs of low income individuals and disabled individuals, since the distribution center is designed to employ a work force that is 1/3 individuals with disabilities.

When the funding for the service initiative program was rescinded, it became apparent that the need to provide service to Walgreen's was critical – training at the facility began in June of 2008 with hiring in full swing in the fall of 2008. CTTRANSIT Hartford extended a local route to provide service to meet the shift start and end times. This service is much more limited than what was proposed as part of the service initiative program, and it provides a less convenient ride, but it does serve the need. ADA certified disabled individuals living within $\frac{3}{4}$ mile of a transit route are able to access Walgreen's via paratransit.

Chapter 4 Identification of Strategies

Over the course of the development of this plan the stakeholders and committee members discussed how the gaps in service could best be met. The strategies identified include:

- Purchase and operate accessible taxis
- Provide transit service in areas with concentration of low income and disabled individuals where none currently exists:
 - Enfield
 - Terryville
 - Southington, route 10 corridor
 - East Windsor
 - Glastonbury, Hebron Avenue corridor
 - Provide evening and weekend service on transit routes without this service
- Expand dial a ride offerings throughout the region

Request for Proposals and Recommended Projects

On December 15, 2008, the request for project proposals, as developed by ConnDOT was issued. The request was sent to the full list of stakeholders, representing over 130 organizations, including private for profit, non profit, social service agencies, local municipal departments, state agencies and transportation operators. The rfp was also listed on our CRCOG website. At the December 10th Planning Committee meeting, attendees were encouraged to submit projects that would meet the gaps identified, and make use of the identified strategies.

We received 4 proposals by the application deadline. We also solicited a proposal for a coordinated dial a ride program by working directly with Farmington Valley towns who had contacted CRCOG for advice on how they might provide their dial a ride services more efficiently. The project proposals were all for New Freedom funding, we did not receive any applications for new Jobs Access projects. With state cutbacks in expenditures for the Jobs Access program, we will be prioritizing cutbacks in this program over the next several months and will preserve the most critical services.

The five requests for projects are summarized in the table below. With the exception of the Farmington Valley project, these were all discussed at the Planning Committee meeting on February 24, 2009 and the committee endorsed the recommendations. The Farmington Valley project developed as a pilot project to illustrate the benefits of coordinating dial a ride services and potentially expanding availability through efficiencies gained.

We were disappointed to receive only one proposal that dealt with the very real needs for public transit in areas not currently served (as listed above.) The Enfield proposal will begin to address the needs in that town, although transit available to the general public will still be lacking. Our plan update clearly illustrates the need for more transit funding for service in areas currently unserved and the need to develop affordable transit strategies for these less dense areas.

SUMMARY OF PROJECT PROPOSALS

Applicant	Description	Cost	Recommendation
ITN/North Central CT, Inc.	Continue developing a financially self-sustaining community based regional volunteer driver transportation system for the elderly and visually impaired in North Central Connecticut. This provides door to door and arm through arm service for frail seniors. It is available 24 hours per day, 7 days per week.	\$60,000 operating, \$30,000 each of 2 years	This funding will match other funds that come into the agency (it will be overmatched). This ITN is currently very committed to meeting the needs of visually impaired individuals and plans to expand to other disabilities. They currently provide transportation for an individual to a job at Walgreens Distribution Center and they are reaching out in order to serve others at this location. The ITN serves all the towns that were identified as needing transportation service to the Walgreen's facility. Recommendation: fund full request.
GHTD	Purchase and operate two accessible taxis in the Capitol Region.	Total project cost is \$193,323.65 \$61,407.50 operating \$106,700 capital \$17,574.87 admin \$7,641.25 other	The total request for New Freedom funding is \$139,751.62. This will be matched with \$53,572.03. This fulfills an important need. The operator plans to utilize the accessible vehicles for trips for individuals that need an accessible vehicle only, making the vehicles available for those who need them most. The operating subsidy is needed as an incentive to interest the private operator in providing the service. The GHTD as the grant recipient, will require the taxi company to provide detailed reporting on how the vehicles are utilized so that they will be able to put a reasonable limit on report time. The GHTD will also advertise the availability of the accessible taxis. Recommendation: fund full request.

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Applicant	Description	Cost	Recommendation
Town of Enfield	Expand eligibility for town dial a ride services to include people with all disabilities, allowing any Enfield resident who qualifies for SSDI to become a member. Expand service by converting a parttime position to fulltime status.	\$66,379 operating \$33,189 each of 2 years	The town will provide the 50% match through program fees, New Freedom funding of \$33,189 is requested for each of 2 years. This request fulfills a very important gap identified in our planning effort – transportation for individuals with mental health or addiction issues, particularly in the Enfield area. Recommendation: fund full request.
Kennedy Center	Conduct 10 Public Transit 101 workshops throughout the North Central region.	\$20,000 operating	Total project cost is \$20,000, this project seeks \$10,000 of New Freedom Funding and \$10,000 of state match. This meets an identified gap. Recommendation: fund full request.
Farmington Valley Towns: submitted by Town of Simsbury on behalf of Avon, Canton, East Granby, Farmington, Granby, and Simsbury	Conduct a study of regionalizing dial a ride services in the Farmington Valley. Consulting services will be sought for this effort.	Total project cost is \$60000, request is for \$30,000	The Town of Simsbury will provide the 50% match through in kind staff services dedicated to the project. At a minimum, the towns expect that they will be able to jointly contract for a dial a ride contractor upon the conclusion of the study, but they hope the study will identify additional avenues for cooperation and coordination. Recommendation: fund full request.

TOTAL FUNDING RECOMMENDATIONS:

Year 1
Year 2

\$306,130.62
\$242,941.62
\$ 63,189

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Locally Coordinated Human Services Transportation Plan – Updated 5/1/2009

Assessment of Available Services

The South Central Region's Locally Coordinated Human Services Transportation Plan (LOCHSTP) was completed in March 2007. Based on guidance received from the Connecticut Department of Transportation (ConnDOT), this regional plan was then incorporated into the statewide LOCHSTP that was completed in July of that same year.

Discussions to update the plan began in December 2007 and continued into 2008. A coordinated process was developed by ConnDOT with input from the MPOs. A project proposal and request for funding application packet was presented to the MPOs for comment in August and finalized in December 2008.

The region's first LOCHSTP meeting to update the plan was held on December 15, 2008. Both The South Central Regional Council of Governments (SCRCOG) and the Connecticut River Estuary Regional Planning Agency (CRERPA) participated with SCRCOG once again taking the lead in identifying services and administering the meetings. Participants included representatives from ConnDOT, SCRCOG and CRERPA and transportation providers from the region including CTTRANSIT, Greater New Haven Transit District (GNHTD), Estuary Transit District (ETD), Meriden Transit District, and North East Transit (NET) and for the first time Metro Taxi. Recipients of the Section 5310 applications this year were encouraged to participate. And representatives from Easter Seals Goodwill Industries, Marrakech Inc, The Mary Wade home, New Haven disability services, and the Center for Disability Rights also took part. A second meeting of the LOCHSTP committee to finalize service gaps and solicit proposals was held on January 26th, 2009. On May 1st, 2009 the committee met again to review the proposed strategies and prioritizing the projects for inclusion into the updated LOCHSTP.

Service Summary and Update

Since the 2007 plan was adopted there has been little change in the transportation services available in the region. The LOCHSTP plan did identify and recommend for funding eight new services. Five out of the eight programs were funded and an update of these five programs follows;

Gaylord Hospital Connection; This service was provided by North East Transit which provides ADA service from Meriden into Wallingford. The ADA coverage area was expanded to allow service to the hospital. Through a separate agreement GNHTD also began to provide paratransit service to the hospital. While the committee identified this as an area where expanded transportation was needed actual passenger counts remained low. GNHTD has since discontinued regular service to the hospital although both GNHTD and NET continue to provide transportation when requested.

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Weekend service expansion in the Meriden Wallingford area; Funding for this service was provided through the Governor's Initiative. CTTRANSIT expanded the 'C' route to include a stop at Kohl's in Meriden and North East Transit received funding to add a Saturday route to connect downtown Meriden, the Train Station, and MidState Medical facility with CTTRANSIT. This service continues to operate and weekend ridership continues to grow.

Flex route service in North Branford- Funding for this service was provided through a combination of the Governor's Initiative, ConnDOT operating funds and NFI. A new flex route service called the "R link" began in February 2008 and operated by GNHTD. The Bus route was designed to connect North Haven, North Branford and Branford. The buses traveled primarily along Routes 22 and 139; Monday through Friday from 6:00 AM to 7:00 PM. Regular stops were made at the Stop and Shop in North Haven, Northford Plaza in Northford, Central Plaza and Hillside Terrace in North Branford, Business Park Drive and the Stop and Shop in Branford. Initial feedback was positive however ridership was very low. During its first 11 months in operation only 639 trips were provided.

In December 2008 the route was revamped to provide feeder route service to the Branford train station. In an effort to build awareness and encourage ridership, the service was offered free of charge to riders until February 1, 2009. Unfortunately the passenger counts remained low and only 150 trips were provided during the next 4 months. As a result the service was discontinued on May 21, 2009.

Public Transit Connections between Old Saybrook and Middletown- In 2007 LOCHSTP approved funding for this service with NFI. Matching funds were provided through ConnDOT's operating budget. In June 2009 The Estuary Transit District began operating a flex route service with limited stops to connect Old Saybrook and Middletown.

Public Transit Connections between the Old Saybrook Train station and the South East Area Transit District bus route in East Lyme. Funding for this service was provided through the Governor's Initiative. The Estuary Transit District began operation of a Flex Route service from the Old Saybrook train station to East Lyme with a connection to the SEAT Bus routes. Ridership has been low and plans are in the works to revamp the route service to provide express route connection to the multi-modal train station in New London.

Identification of Gaps

As part of the process to update the region's LOCHSTP the Committee's first meeting in December 2008 included a review of the service gaps identified in 2007. Through open discussion of service needs, and input from ConnDOT, a revised list of seven clearly defined service gaps was developed and presented at the January 2009 meeting. The identified gaps are;

Service for persons who are not eligible for ADA services or for trips that are not ADA eligible Seniors and, persons who don't have access to or are unable to operate a motor vehicle, lack mobility options in areas where public transportation is not available. In some communities transportation is offered through the local Senior Centers to seniors and persons with disabilities, however trip purposes may be confined to certain categories or the hours of service are limited based on vehicle availability and a lack of drivers. Many times those in need find that these

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services are not adequate and instead they must rely on friends and family for transportation or, as is often the case, do without.

Wheelchair Accessible Taxis Taxi companies are a valuable transportation resource throughout our region. For individuals with a disability who use a wheelchair, taxi service is not an option they can use. There are no wheelchair accessible taxis in Connecticut and this limits the mobility for those in need, especially during timeframes where public transit and paratransit services do not operate.

Develop taxi voucher program Taxi companies are a resource that can offer trips that can not be anticipated or are unable to be handled by other providers. The cost of cab fare discourages individuals and human service organizations with limited funds from making better use of this option. Many times Taxi companies offer a more cost effective transportation resource when compared with adding another paratransit vehicle to a fleet or increasing the hours of service. Through voucher programs to subsidize the taxi fare, services can be offered 24/7 and taxi services become a more viable option for those in need.

Community Based transportation There is a need in our region for specialized transportation to support programs that make it possible for seniors and persons with disabilities to remain involved in their communities. Many of these individuals don't have access to or are unable to operate a motor vehicle, and find it difficult to take part in these programs. While public transportation and ADA service may be an option for some these services cannot always provide the same flexibility and personal service that this group needs. These needs can include transportation to medical appointments, to the Veteran's Hospital, shopping trips, scheduled group activities and bus service to and from the senior centers for meals and any number of programs.

Vehicles As the percentage of seniors and persons with disabilities compared to the overall population continues to increase, human service organizations find they are in need of additional vehicles to serve current and prospective clients. Increased use of their fleet adds to the burden on vehicles that may be nearing or past their anticipated useful life. These agencies may need to replace vehicles sooner in order to maintain existing services.

Service between Meriden, Cheshire and Southington; There is currently no public transit service connection from the city of Meriden to points west. This includes the towns of Cheshire and Southington and a connection to CTTRANSIT 'J' route into Waterbury. For their part, officials from both Cheshire and Southington support the proposal and see a benefit to providing residents improved access to the Meriden Train Station, the Westfield Meriden mall and MidState Medical Center. There is a need for this service to run along Rte 691 from Meriden and along Rte 10 through Cheshire and Southington. It is anticipated that service could be provided roughly every hour from 6:00 AM to 6:00 PM Monday through Friday.

Saturday service Route 'C' Expansion in Meriden; Meriden Transit's 'C' route currently operates Monday through Friday with no weekend service. The first phase of Governor's Service Initiative provided funds for a new Meriden bus route on Saturday which connects with the CTTRANSIT 'C' Route. Increased ridership on that route has led to increased demand for more

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services on the weekend. There is a need for an East-West Connection on Saturdays to be provided roughly between 9:30 AM and 6:00 PM. The elderly and persons with disabilities living in these communities have no access to transportation on the weekends for transportation to jobs and connections to MidState Hospital for Medical appointments.

Identification of Strategies

Once the gaps had been clearly defined the next step was to solicit projects to address these needs. This process began in January 2009 and based on guidance from ConnDOT four service proposals were received and put on the agenda for the meeting in May 2009. One proposal was from Estuary Transit for second year funding of its bus service between Old Saybrook and Middletown.

The three new proposals are;

Wheelchair Accessible Taxis This proposal would fund the purchase of two wheelchair accessible taxis which would be operated by Metro Taxi. NFI funding for this project is estimated at \$70,400 with Metro Taxi providing \$16,000 in matching funds. Ridership data will be collected. If approved ConnDOT, Metro Taxi and GNHTD will work together to facilitate the vehicle procurement.

Develop taxi voucher program Metro Taxi in cooperation with the City of New Haven, ConnDOT and GNHTD have developed a process to make discount taxi vouchers available to persons with disabilities for full inclusion into the community. The purchase of taxi vouchers would be used to offset the passenger's cost of the taxi fare by 50%. The amount of NFI funding for this project is estimated at \$71,500. Funds received through the sale of vouchers will provide the necessary match. Metro Taxi has recently introduced a paperless voucher program that is accessible and maintainable via the internet. It is through this system that program will be administered. If approved ConnDOT, Metro Taxi and GNHTD will work together to facilitate the program.

Service for persons who are not eligible for ADA services or for trips that are not ADA eligible and Community Based transportation This project proposed by ETD will extend the hours of their Riverside Shuttle Route. The route serves Old Saybrook, Essex, Deep River and Chester along Route 154. While the existing service is well utilized, there is a large gap in both the morning and evening hours which prevent the route from being used for commuting to and from work. This proposed service will expand the hours of the Riverside Shuttle to give seniors and disabled persons improved access to employment opportunities. It will expand the times from the current 10:00 AM – 5:30 PM to 6:00 AM – 7:00 PM Monday through Friday. NFI Funding for this project is estimated at \$30,536 annually with ConnDOT providing the required \$30,536 in matching funds.

Prioritization of Strategies

The list of identified gaps and strategies was finalized on May 1st, 2009 and the South Central LOCHSTP committee set about assessing proposed strategies and prioritizing the projects. Projects were judged, based on input from ConnDOT, on their ability to serve the targeted

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populations. Roughly \$200,000 in 5317 New Freedom Initiative federal fund was available based on the apportionment for FFY07 (\$150,505) combined with the balance of FFY06 (\$50,111) funding. The LOCHSTP committee utilized prioritization criteria provided by ConnDOT to rank the projects.

The following table provides a brief list of projects in the order they were ranked and their funding amount.

5317 New Freedom Initiative	NFI	Match	Amount
Old Saybrook and Middletown-Operating	\$31,000	\$31,000	\$ 62,000
Accessible Taxi Purchase- Capital	\$70,400	\$16,000	\$ 86,400
Taxi Voucher Program- Operating	\$71,500	\$65,000	\$136,500
Riverside Extended Hours	\$30,536	\$30,536	\$ 61,072
Total	\$203,436	\$142,536	\$345,972

Relationship to Other Transportation Planning Processes

Both SCRCOG and CRERPA will follow their respective operating procedures to include the LOCHSTP components into their transportation process. This plan attempted to incorporate the goals and strategies described in the Connecticut Long Range Transportation Plan, along with the regional transportation plans adopted by both SCRCOG and CRERPA.

The role of The South Central Regional Council of Governments (SCRCOG) and the local LOCHSTP process is documented in the SCRCOG Unified Planning Work Program (UPWP) as described below:

Locally Coordinated Public Transit Human Services Transportation Plan (LOCHSTP) - This requirement of SAFETEA-LU is the planning element under which SCRCOG will coordinate transit services to provide for the basic mobility needs of the Region’s elderly and disabled (Section 5310); access to jobs and reverse commute programs (Section 5316); and the New Freedom program (Section 5317). During FY2009, the Region has undertaken a LOCHSTP review process, with outreach to service providers and municipalities to identify service gaps and needs. During FY2009 and 2010, staff will work with service providers and CDOT to implement service priorities.

The Connecticut River Estuary Regional Planning Agency incorporates the region’s long range accessibility goals, objectives, and strategies within the region which includes LOCHSTP planning and implementation initiatives.

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Locally Coordinated Human Services Transportation Plan – 2009 Plan Update

The Bridgeport/Stamford Urbanized Area has participated in the update its Locally Coordinated Human Services Transportation Plan (the LOCHSTP), as required by SAFETEA-LU. The LOCHSTP is a product of a cooperative planning process that integrated the expertise of state and regional planning organizations with the insight generated from extensive community outreach with representatives from human services organizations and other key public stakeholders. The LOCHSTP provides the key initiatives and recommendations for coordinated human services transportation for the eight municipalities represented by the South Western Regional Planning Agency, the 6 member municipalities of the Greater Bridgeport Regional Planning Region, and the four Lower Naugatuck Valley represented by the Valley Council of Governments.

Process

Following the final release of the initial LOCHSTP plan in 2007, the BSUZA LOCHSTP Working Group (Working Group) continued with its efforts to focus on addressing existing transportation gaps and expanding their understanding of the evolving transportation needs of the target LOCHSTP populations with a goal of providing a plan update in March 2009. Formal and informal discussions among stakeholders occurred as early as January 2008 and February 2008, long before the official kick-off of the state's process to update the plan, as the group was brought together to provide input into the process to develop priorities for improvements to bus service as part of the Governor's Bus Service Initiative planning. This is indicative of efforts to address human services transportation planning needs on an ongoing basis, rather than solely for the purpose of devising and updating a regional plan.

The Working Group approached the plan update process in a similar manner to that which was undertaken during the initial plan development, with one key exception. During an organizational meeting in February 2008, the BSUZA indicated their preference to proceed with the planning effort in a fashion that was independent of ConnDOT administration, provided that the BSUZA followed all regulations and meet the deadlines imposed by the State. This would permit the working group to move forward with added flexibility in scheduling meetings and conducting business in a focused manner.

The formal kick-off to the plan update occurred in August 2008, beginning with a meeting hosted by ConnDOT to discuss the formal process, where ConnDOT officially granted each urbanized area their request to take charge of their respective planning processes, provided that they achieve the outcomes that were prescribed by ConnDOT in their LOCHSTP management plan. The goals laid out in the management plan included:

- *Holding further discussions to study gaps and strategies that the LOCHSTP process did not have time to review in year 1;*
- *Initiate meetings to provide updates to stakeholders;*
- *Seek additional strategies that can meet the needs of the target population using the balance of FFY 2006 New Freedom funding and for 2007 funding for all categories*

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- *Seek additional information on gaps.*
- *Update the plan and make it available on the ConnDOT website.*

In September 2008, the Working Group held its plan update kick-off meeting to delegate the various tasks required to complete the update process, such as updating stakeholder lists, updating transportation gaps and strategies, developing projects to utilize available Section 5317 Funding (NFI), and working to gain a greater understanding of the transportation issues specifically affecting persons with disabilities. The meeting also provided an opportunity for Year 1 LOCHSTP recipients to update the working group on the status of their projects, and allowed for a preliminary discussion of potential opportunities for Year 2 project development. Special attention was given to the eligibility requirements of NFI, as the group had been advised that numerous proposals being considered to increase or expand service had been determined to be ineligible for NFI funding, including some projects that were previously approved during the initial plan development in 2007. The working group was then requested to develop proposals based on the guidance communicated at the meeting.

Following efforts by working group committee members to reach out to advocates in the disability advocacy community, a Persons with Disabilities Transportation Focus Group was held in December 2008. This meeting brought together key LOCHSTP stakeholders with disability advocate representatives, and provided a productive discussion of specific barriers to transportation that impact these special groups on a regular basis. This meeting resulted in the initial framework for the creation of a mobility manager position proposed to encompass a broad range of responsibilities that would ultimately assist persons with disabilities with most key facets of their public transportation needs.

Also in December 2008, following the Persons with Disabilities focus group, the LOCHSTP stakeholder working group met once again, and the framework for the Mobility Manager position was presented, and other ideas for potential projects fundable through NFI were solicited. The group responded favorably to the mobility manager proposal, and a sub-committee was created and specifically charged with researching national best practices for similar mobility manager roles and developing a scope of work for the proposed position. Aside from the mobility manager proposal, there were no other feasible projects that were proposed, with various committee members commenting that new services that would be permissible under NFI just did not have the demand necessary to be implementable.

In January 2009, the mobility manager sub-committee met once again to share information and refine the details of the proposal. Additionally, were officials from Connecticut Department of Transportation participating in this discussion and indicated that the proposal would likely be favorably received once formally applied for and was likely to be deemed eligible for funding based on the most recent federal guidance related to NFI.

On February 10, 2010, a final meeting of the LOCHSTP Stakeholder Group was convened, with a goal of establishing a list of projects to be submitted for funding through NFI. The group confirmed that there were no other projects that were under consideration, and voted unanimously to support the mobility ombudsman project.

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The process for developing the LOCHSTP Year 2 update was intended to be open and transparent. The participation of the broader group and the inclusion of outside stakeholders is indicative of the success that the group had in promoting this effort and achieving our goals.

Gaps and Strategies

The working group assessed the listing of transportation gaps and related strategies provided in the initial 2007 BSUZA LOCHSTP, and determined that the list of gaps continued to be operative as of early 2009. As a result of the outreach to persons with disabilities and their advocates as part of the plan update process, additional gaps and related strategies were identified and added to the existing list. These added gaps and strategies include:

Table 1 – 2009 Bridgeport/Stamford Urbanized Area LOCHSTP New Gaps and Strategies

Gaps	Strategies
Service Enhancement Needs	
Next Vehicle Information Availability	Implement Real-Time Travel Information
Resources Needed to Support Services	
Improved reporting of physical barriers which prevent persons from accessing transportation	Create a transportation advocacy position to develop effective means of disseminating information to users
Expanded outreach to determine service needs specifically for persons with disabilities	Create a position to oversee human services transportation coordination to assess operational and capital needs and determine where services require expansion, retraction, or development of new services
Passenger Training	Utilize Mobility Managers to provide travel training

Next Vehicle Information Availability: With the evolution of ITS technology, the working group determined that real-time information for vehicles providing services to LOCHSTP stakeholder groups is a goal that should be strived for over the coming years. The working group was advised of the frustrations that passengers encounter when their rides do not arrive on-time, and these passengers indicated that the frustrations were more centered on the lack of notification rather than the tardiness itself.

Improved reporting of physical barriers which prevent persons from accessing transportation: While the issue of information dissemination was thoroughly addressed during the initial LOCSHTP development, a key sub-issue that was highlighted during the plan update outreach was the lack of reporting of physical barriers which impede transportation access. Whether it be elevators and escalators temporarily out-of-order, or bus stops that are blocked by snow and ice, stakeholders indicated that there needs to be an improvement in the communication of information that can affect the ability to access transportation in addition to the dissemination of information pertaining to the operations of the service itself.

Passenger Training: The opportunity to provide travel training to prospective users of transportation services has been recognized as a need since the original LOCHSTP was released.

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The Plan Update formalizes the use of a mobility manager as a desirable approach to providing this training.

Expanded outreach to determine service needs specifically for persons with disabilities: As the plan update process evolved and the outreach to persons with disabilities concluded, it became increasingly clear that the most evident need was for a more comprehensive effort to better address the plethora of issues that can be overcome if the resources were available to tackle them rather directly by a person who has expertise in the area. This became the catalyst for the development of a position to oversee human services transportation coordination, which could be charged with addressing coordination, planning, and customer service in a manner that would be more hands on than if these responsibilities were handed in a more disjointed fashion.

The following is a listing of all gaps and strategies, including those initially listed in the 2007 LOCHSTP and the aforementioned additional gaps developed for the 2009 update:

Table 2– Bridgeport/Stamford Urbanized Area LOCHSTP Gaps and Strategies

Gaps		Strategies	
Service Needs			
Service to smaller towns lacking fixed-route service		Develop taxi voucher programs; Develop additional transportation services for ambulatory seniors and persons with disabilities of a scope similar to ADA service.	
Weekday Early Mornings		Expand service during weekday early morning hours	
Weekday Evening		Expand service during weekday evening hours	
Saturdays		Expand service on Saturdays	
Sundays		Expand Service on Sundays	
Holidays		Expand Service on Holidays	
Recreational trip purposes on non-ADA mandated services		Expand eligible trip purposes on non-ADA mandated services, develop additional transportation services catering to recreational trips for ambulatory seniors; provide funding to multi-service senior centers to provide needed services.	
Inter-Regional services		Create a human service inter-regional transportation service	
Interstate service		Create a human service interstate transportation service	
Intra-Regional services		Expand Town-to-Town transportation service	
Service for Residents of assisted living facilities		Review and modify regulations restricting mobility for residents of assisted living facilities.	
Holiday Retail Center Late Hour Service		Shuttle Service to and from Retail Centers during the holiday seasons when employers hire part time staff to accommodate later hours of operation, i.e. past 9:00 pm.	
Saturday Night Service - CTTransit (JARC)		Expand service to several major retail centers, primarily in Stamford and Norwalk	
Thanksgiving, Christmas, and Easter Service - CTTransit (JARC)		Operate service to retail centers and health care institutions.	
Sunday and Holiday Service - CTTransit (JARC)		Expand service for transporting workers from many area retail establishments after closing.	

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Express Service between Stamford Transportation Center & Norwalk Wheels Hub - CTTransit (JARC)	Establish express service linking Stamford Transportation Center & Norwalk Wheels Hub to eliminate transfers at beginning and end of trip.
Route 7 Mid-day Service Span Improvement - GBTA (JARC)	Provide service from 9:00 a.m.-2:30 p.m. on Route 7 to close 5-hour mid-day gap.
Gaps	Strategies
Service Enhancement Needs	
On-Demand trip availability	Develop taxi voucher programs; Improve vehicle tracking and coordination to allow operators to accommodate riders unable to make advance reservations.
Door-through-door service	Provide door-through-door service
Door-to-door service	Provide door-to-door service
Bus shelters	Provide bus shelters at key bus stops
Prominent bus stop signage	Provide improved, more prominent bus stop signs
Bilingual signage	Provide bilingual signage
Maintenance of physical infrastructure during inclement weather	Provide funding for maintenance and snow removal
Next Vehicle Information Availability	Implement Real-Time Travel Information
Improved reporting of physical barriers which prevent persons from accessing transportation	Create a transportation advocacy position to develop effective means of disseminating information to users
Coordination Needs	
Inter-regional coordination	Promote ride sharing between organizations providing transportation coverage to common areas; Hold regular meetings of LOCHSTP working group and other related focus groups
Marketing of transportation services	Develop a consolidated marketing approach to promote transportation services
Driver training	Centralize training and dispatching for vehicle operators
Maintenance	Promote Maintenance Coordination.
Vehicle sharing	Encourage vehicle sharing coordination; Promote ride sharing; Develop an integrated transportation network
Passenger training and assistance	Offer expanded travel training
GBTA RTE 15 and CTTransit Rte F	Coordinate Schedules of the fixed line services to Derby Train Station
Resources Needed to Support Services	
Additional vehicles	Purchase Additional Vehicles
Additional qualified professional drivers	Centralize training and dispatching for vehicle operators; Coordinate to allow providers to share drivers with other agencies and school transport companies.
Insurance for volunteer operations	Provide funding to support volunteer operations
Insurance for vehicle coordination	Provide funding to purchase sufficient insurance required for coordinated vehicle use
Additional volunteers	Centralize volunteer coordination
Centralized information dissemination	Appoint and develop a centralized information clearinghouse
Additional Escort Services	Provide funding to support escort services.
Marketing of transportation services/Improved transportation awareness	Initiate a transportation options awareness campaign; target medical providers to reach potential users that are unaware of services; improve centralized information
Expanded outreach to determine service needs specifically for persons with disabilities	Create a position to oversee human services transportation coordination to assess operational and capital needs and determine where services require expansion, retraction, or development of new services
Passenger Training	Utilize Mobility Managers to provide travel training

Recommendation

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The Bridgeport/Stamford Urbanized Area proposes creation of a Mobility Ombudsman. This position would be charged with a series of tasks to provide assistance to persons with disabilities facing mobility issues, by providing outreach to prospective riders with disabilities, identifying barriers preventing people with disabilities from using existing services, and assisting with development and planning of new services. Specifically, the major areas of responsibility would include, but not be limited to:

1. **Mobility Handbook** - Overseeing the preparation of an updated handbook for riders with disabilities containing public and private transportation and commute options with emphasis on the accessibility features of each service. The product would be similar to the “Getting on Board” and “Disabled Commuter’s Handbook” prepared by CDOT Commuter Services. The document could contain special information relevant to a number of market segments (high school students transitioning to work, job developers, veterans, seniors, commuters, those traveling across the state etc.)
2. **Outreach and Training** - Coordinating the distribution of the newly developed handbook for riders with disabilities. Once prepared, the handbook will require wide distribution. This task will focus on the establishment of a network of distribution points identified by agencies that support and advocate for riders with disabilities. Once the network is established, an ongoing process will be developed to maintain fulfillment. The Ombudsman will also coordinate group training sessions throughout the region (similar to PT 101) for various constituencies. The Ombudsman will also facilitate resource sharing (i.e. driver training, mechanic/vendor service coordination, procurement, travel training).
3. **New Services and Programs** - Exploring the need for new services throughout the region for persons with disabilities. The Ombudsman must become knowledgeable in all areas of mobility through the region and identify areas of demand not met by current services. Areas lacking geographic coverage or accessible modes will be identified along with service span and operating day limitations. The Ombudsman will focus on inter-town, inter-regional and special purpose mobility not currently served by transportation services. In addition, the Ombudsman will review industry best practices related to assistance programs (reduced fares, travel companions, voucher programs). This information, through the guidance of the oversight committee, will lead to a detailed, regional priority list of services and programs for which the Committee will pursue funding. The Ombudsman will also look for opportunities for coordinating services.
4. **Tracking Barriers** – The Ombudsman will act as a central depository of information pertaining to barriers to accessible transportation. Beyond service and program limitations identified above, the Ombudsman will develop a process for identifying and addressing deficiencies or other barriers to mobility for riders with disabilities (defective equipment, unaffordable fares, limited accessible taxi service, and physical barriers at transportation facilities). This task will also focus on enhancements that could be made to existing mobility systems to improve accessibility (see ITS below). The Ombudsman will also identify features to accommodate and facilitate travel by persons with all types of disabilities, including sight and hearing impairments.
5. **Equipment** – Creating a complete, prioritized list of vehicle needs throughout the region. While current (FTA) resources for the procurement of buses to be used for the transportation of riders with disabilities and seniors is limited (5310 funding), a complete listing of

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demonstrated vehicle needs will be compiled in the event that additional funding becomes available. Through this work, opportunities for coordination may also be identified. The overarching goal of this is to ensure the continued operation of as many services throughout the region as possible.

6. Transportation for Veterans - Evaluation of regional demand for transportation to the VA Connecticut Healthcare System facility in West Haven with the goal of ensuring that all demand for these services is met and that transportation services are not duplicated.
7. Intelligent Transportation Systems (ITS) – Consider existing and possible ITS systems that could lead to improved coordination of existing services and the application of ITS systems to aid in mobility for riders with disabilities (trip planning, real-time tracking, annunciators, GIS mapping and computer aided dispatch).

The proposed Mobility Ombudsman position addresses numerous gaps identified in the Bridgeport/Stamford Urbanized Area section of Connecticut's Locally Coordinated Human Services Transportation Plan:

1. Identifying needs for persons with disabilities to address service gaps: The mobility ombudsman will help to identify and develop the details of specific new services (routes/schedules) and programs (vouchers, accessible taxis) for implementation under the program, addressing the numerous gaps in service that exist both geographically and based on the time of day.
2. Identifying barriers to mobility for persons with disabilities: The mobility ombudsman would provide a more detailed evaluation and understanding of issues facing riders with disabilities, and place the LOCHSTP working group in a better position to make the best use of current and future NFI and other funding.
3. Regional Coordination: The position's regional approach to assisting riders with disabilities and seniors in understanding mobility options without the limits generally associated with individual transit or other agencies assisting addresses the need to improve inter-regional coordination.
4. Improved Marketing of Services: This position would address the issue of marketing/advertising services and mobility options for riders with disabilities, which is one of the areas that is regularly discussed and cited as a major gap.

Through creation and initiation of the ombudsman position, a more focused approach to utilizing public transportation resources is anticipated. Due to the complexities of the transportation network in the Bridgeport/Stamford Urbanized Area and the limited funding available to provide blanket coverage to all areas during all timeframes, the ombudsman will ensure that there is substantiated need for new and expanded services, rather than implementing pilot services which are often subject to discontinuation due to low ridership. Determinations of target audiences for marketing materials will result in efficient distribution of resources in a financially responsible manner, and hopefully generate new riders to assist in reduce the per-ride subsidy already provided to existing services.

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Table 3– Bridgeport/Stamford Urbanized Area LOCHSTP Recommended Projects

Gap	Targeted Population	Strategy	Project Name	Total Funds	Proposed Funding Sources	Proposed Start Date
High Priority						
Create a regional Mobility Ombudsman Position	Persons with Disabilities	Develop a mobility handbook, provide outreach and training to riders persons with disabilities, determine need for and develop new services and programs, track barriers to transportation and determine methods to effectively disseminate information to riders, determine and coordinate equipment needs, evaluate need to provide transportation for veterans, analyze opportunities to integrate ITS	Bridgeport/ Stamford Urbanized Area Mobility Ombudsman	\$270,000	NFI	1/1/2010

Attachment 1

Locally-Coordinated
Public Transit
Human Services Transportation Plan

Project Proposal and Request for Funding

December 2008

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Locally Coordinated Public Transit Human Services Transportation Plans

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was signed into law on August 10, 2005. This law establishes programs and funding for the Federal Transit Administration through federal fiscal year 2009 and requires the development of Locally-Coordinated Public Transit Human Services Transportation Plans. These plans will determine how transportation funding for the three programs listed below will be spent.

SAFETEA-LU requires that three federal programs be included in the plan. These are the:

- Section 5317 New Freedom Program,
- Section 5316 Job Access and Reverse Commute program (JARC), and
- Section 5310 Vehicle Grant program to serve Older Adults and People with Disabilities.

The section 5310 Vehicle Grant program has an established annual application process. For more information on this grant program, please contact your regional planning organization or the ConnDOT Section 5310 Program Manager at 860-594-2912.

Funding requests for the Section 5317 (New Freedom) and 5316 (Job Access) Programs can be made through this project proposal and request for funding document. There will be an annual update of these requests. A request for up to 2 years of funding may be made.

For more information please go the Connecticut Department of Transportation website and click on Public Transportation, Human Services Transportation Programs. For questions or assistance, please contact Aimee Marques at 860-594-2840 or Lisa Rivers at 860-594-2834.

Contracting Requirements

The following contracting requirements must be met for funding under the Federal Transit Administration, Job Access and Reverse Commute Program or New Freedom Program.

- Applicants must insure that they will be able to comply with the master agreement between the Connecticut Department of Transportation and FTA, as well as state requirements. (Please note that if a grantee receives only non-applicable funding such as JARC, NF, or 5310 then they are exempt from FTA Drug & Alcohol Testing requirements.)
- Subrecipients will be subject to FTA federal rules and requirements. Non-compliance jeopardizes federal funding for the project. A sample of federal requirements can be made available upon request.
- These grant programs are reimbursement programs. After the Agreement between a grantee and the Department is fully-executed, grantees will be required to pay all project expenses first, and then apply for reimbursement. Reimbursement requests may be made monthly.
- Grantees must enter into a formal agreement with the Department to be eligible for reimbursement. Expenses incurred prior to full execution of the agreement are not reimbursable.

Eligible Activities - Job Access and Reverse Commute Program

Projects must serve the targeted low-income population for employment related transportation needs. Needs and strategies must have been identified in and be selected from the locally-coordinated public transit human services transportation plan.

The following is a list of the types of services and enhancements that have been funded.

- a. New transit service
- b. expansion of service hours on existing routes
- c. expansion of days of services
- d. increased frequency to better meet shift start and quit times
- e. more direct service to employment destinations

Planning and technical assistance expenses are not be allowed. Capital equipment needs should be requested under the state’s combined capital program as they will not be funded with JARC program funds.

Eligible Activities - New Freedom Program

The following list of eligible activities are *examples* provided within the Federal program guidance. (Updated March 10, 2008) Eligible activities must be BOTH new and beyond the requirements of ADA.

- a. New Public Transportation Services Beyond the ADA. The following activities are examples of eligible projects meeting the definition of new public transportation.
 - (1) Enhancing paratransit beyond minimum requirements of the ADA. ADA complementary paratransit services can be eligible under New Freedom in several ways as long as the services provided meet the definition of “new:”
 - (a) Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
 - (b) Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
 - (c) The incremental cost of providing same day service;
 - (d) The incremental cost of making door-to-door service available to all eligible ADA paratransit riders, but not as a reasonable modification for individual riders in an otherwise curb-to-curb system;
 - (e) Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;

- (f) Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for common wheelchairs under the ADA and labor costs of aides to help drivers assist passengers with oversized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600 lb design load, and the acquisition of heavier-duty vehicles for paratransit and/or demand-response service; and
 - (g) Installation of additional securement locations in public buses beyond what is required by the ADA.
- (2) Feeder services. New “feeder” service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.
- (3) Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. New Freedom funds are eligible to be used for new accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail and rapid rail. This may include:
- (a) Building an accessible path to a bus stop that is currently inaccessible, including curbcuts, sidewalks, accessible pedestrian signals or other accessible features,
 - (b) Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA,
 - (c) Improving signage, or wayfinding technology, or
 - (d) Implementation of other technology improvements that enhance accessibility for people with disabilities including Intelligent Transportation Systems (ITS).
- (4) Travel training. New training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- b. New Public Transportation Alternatives Beyond the ADA. The following activities are examples of projects that are eligible as new public transportation alternatives beyond the ADA under the New Freedom Program:
- (1) Purchasing vehicles to support new accessible taxi, ride sharing, and/or vanpooling programs. New Freedom funds can be used to purchase and operate accessible vehicles for use in taxi, ridesharing and/or van pool programs provided that the vehicle has the capacity to accommodate a passenger who uses a “common wheelchair” as defined

under 49 CFR 37.3, at a minimum, while remaining in his/her personal mobility device inside the vehicle, and meeting the same requirements for lifts, ramps and securement systems specified in 49 CFR part 38, subpart B.

- (2) Supporting the administration and expenses related to new voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Only new voucher programs or expansion of existing programs are eligible under the New Freedom Program. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The New Freedom Program can provide vouchers to individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on pre-determined rates or contractual arrangements. Transit passes for use on existing fixed route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (Federal/local) match.
- (3) Supporting new volunteer driver and aide programs. New volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, and other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of new enhancements to increase capacity of existing volunteer driver programs are also eligible. FTA notes that any volunteer program supported by New Freedom must meet the requirements of both “new” and “beyond the ADA.” FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.
- (4) Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a non-profit agency could receive New Freedom funding to support the administrative costs of sharing services it provides to its own clientele with other individuals with disabilities and coordinate usage of vehicles with other non-profits, but not the operating costs of the service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:
 - (a) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals;

- (b) Support for short term management activities to plan and implement coordinated services;
- (c) The support of State and local coordination policy bodies and councils;
- (d) The operation of transportation brokerages to coordinate providers, funding agencies and customers;
- (e) The provision of coordination services, including employer-oriented Transportation Management Organizations’ and Human Service Organizations’ customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
- (f) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
- (g) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System Technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a stand alone capital expense).

Criteria for Application Review

The following criteria will be used to compare project proposals.

1. To be eligible for funding under NFI, JARC, or Section 5310, the proposed strategy must:
 - a. serve the target population categories and address an identified gap,
 - b. achieve efficiency in service delivery,
 - c. not replace other funding programs or resources,
If the strategy has been funded in prior years by a different resource, in order to be eligible for FTA funding programs, the strategy must have been rejected for future funds or had funding for the specific strategy reduced.
 - d. be able to start up in a reasonable period of time,
 - e. provide regional/geographical equity,
Each community should be able to share in the benefits from these funds.
 - f. maximize the use of available local, state and federal-funded public transportation resources,
This will allow us to make use of resources already in place and will prevent the creation of a secondary layer of services.

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- g. be subcontracted with a subrecipient that has the technical and managerial capabilities to conduct the project,
 - h. have appropriate resources available to provide the service, and *This would include wheelchair accessible vehicles, and could possibly include resources such as dispatch capabilities or other resources as determined by the strategy.*
 - i. have an adequate plan to make the target population aware of the available service.
- 2. To receive “extra points”, the proposed strategy must:
 - a. provide continued operating funding for a service which is already in operation,
 - b. provide a service where or when no other service is available,
 - c. (for Section 5317 only) have matching funding available from sources other than ConnDOT or US DOT funding, and
 - d. coordinate with other public and private programs to maximize resources.
 - e. attain any other productivity measures determined by the region.

Suggested Agendas and Action Items by Meeting

<u>Agenda by Meeting #</u>	<u>Action Items</u> <u>Participant</u>	<u>Planning Tasks</u> ConnDOT/Planning Agency
1 Review status of projects Discuss new Gaps Request additional stakeholders for contact	<u>Action Item 1:</u> In preparation for discussion at meeting 2, interested applicants should gather information on potential strategies using the Project Proposal and Request for Funding as a guide	Review of prior survey responses Contact new stakeholders Begin update to LOCHSTP plan Prepare minutes Send out meeting notice Update website
2 Welcome new stakeholders Review gaps/introduce new gaps Begin to discuss strategies from Action Item 1 Set a date for receipt of “Project Proposal and Request for Funding”	<u>Action Item 2:</u> Interested applicants should prepare and submit Project Proposal and Request for Funding to the Regional LOCHSTP Committee and ConnDOT.	Receive, review , and prepare comments on Project Proposal forms Prepare minutes Send out meeting notice. Update website
3 Review updates to LOCHSTP plan Begin review of project proposals from Action Item 2 Determine whether additional information is required of any request for funding Set a timeline for response to request for additional information	<u>Action Item 3:</u> Respond to request for additional information if needed.	Request additional information to complete the Project Proposal and Request for Funding, if needed. Receive and review additional information requested above. Prepare for final review and prioritization of strategies. Prepare minutes Send out meeting notice Update website
4 Prioritize the strategies and select for funding. Regional LOCHSTP Committee Approves selection		Finalize LOCHSTP plan update. Send plan update for MPO/UZA approval where needed. Send approved plan update to ConnDOT Update website

Project Proposal and Request for Funding

A. General Information

Legal name of applicant Grant amount applying for: \$ _____

Address

Nine-digit Federal Employer Identification Number: _____ - _____ - _____

Contact information for questions on the application.

Name: _____

Title: _____

Telephone number: (_____) _____ - _____

Fax number: (_____) _____ - _____

Email Address: _____

B. Project Information

1. Describe the project, *including the gap identified in the locally coordinated public transit human service transportation plan* which will be addressed by the project and the geographic area served by the project:

2. If it is an operating project provide the following information (if not, please use N/A):
 - a.) On what days will service be provided?

 - b.) During what hours?

 - c.) Will the proposed grantee provide the service or will it be contracted out?

 - d.) What type of vehicle will be used?

3. If this is a new project proposal:
 - a.) What is the proposed start date for the project?

 - b.) Has this project been provided before? If yes, how was it funded, summarize the results, why was it discontinued?

4. How does the proposal maximize the use of existing available local, state, and federal-funded public transportation resources?

C. Other Required Information

1. Type of Agency/Organization:

- Private non-profit
- State or local governmental
- Operator of public transportation services (including public or private operators)
- Other

2. Estimate number of individuals in the following groups to receive service:

	Black
	Asian/Pacific Islander
	Hispanic
	American Indian/Alaskan Native
	Other

3. If the project is selected, how will the applicant promote public awareness of the project? Describe outreach efforts to the community being served and include efforts to inform areas with a significant level of Limited English Proficiency.

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D. Budget Request

1. Review Table 1.

Table 1

	Operating (Federal/local)	Capital (Federal/local)
New Freedom	50/50	80/20
JARC	50/50	Not applicable
5310	Not applicable	80/20

Please state the amount and describe the source of matching funds for the project.

2. Use Table 2 (attached) to submit a transit operating project budget, or use the “Other Project Budget Request” (page 13) to submit a project budget for a non-transit operating project. If requesting more than one year of funding for operating, please submit a separate budget page for each fiscal year.

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Table 2 – Operating Budget Request

State Fiscal Year
 Name of Applicant
 Name of Service Provider

Annual Days of Service	# of Trips/Day	# of Buses/Day	Miles/Day	Hours/Day	Estimated Daily Ridership	Incremental Cost/Mile	Incremental Cost/Hour	Estimated Revenue	Fully-Allocated Cost/Hour
# of Weekdays									
# of Saturday									
# of Sunday									
# of Holiday									
Annual Total			Total annual miles	Total annual hours	Total annual ridership			Total annual revenue	

Total Expense
 Total Revenue
 Subsidy Required

Other Project Budget Request

1. Name of Project

2. Duration of Project 1 year
 2 years
 Other (Explain):

2. Budget Information

Total Project Cost
Operating
Capital
Administrative costs
Other costs (Define - such as printing,
advertising, etc.)

2. What is the proposed unit of measure and number of units for the project?
(For example, anticipated ridership, # of curb cuts, # of advertisements purchased, # of brochures or guides produced.)

Unit of measure
of Units

3. What are the proposed sources and amounts of matching funds and the level of commitment for those funds?

Public Transportation Glossary

Access to Jobs – Program to increase work-related transportation available to low-income individuals. The federal program is known as Job Access and Reverse Commute (JARC).

Americans with Disabilities Act - Federal legislation that contains several mandates, including the requirement that people with disabilities be given the same access to public transportation as the rest of the community. The ADA requires that paratransit service be provided for individuals with a transportation disability for trips with an origin and destination within $\frac{3}{4}$ mile of fixed route bus service. These ADA services must be available during the same days and hours as the fixed route bus service.

Coordination – Cooperative arrangement between transportation providers and organizations needing transportation services. Coordination models can range in scope from shared use of facilities, training or maintenance to integrated brokerages or consolidated operations and dispatching.

Curb-to-Curb Service – Paratransit service where the transit vehicle picks up and discharges passengers at the curb or driveway in front of their home or destination. In curb-to-curb service the driver may assist the passenger onto the vehicle but does not assist the passenger along walks or steps to the door of the home or other destination.

Demand-Response Service – (used interchangeably with **Dial-a-ride** and **Paratransit**) A type of transit service where individual passengers can request transportation from a specific location to another specific location at a certain time. Transit vehicles providing demand-response service do not follow a fixed route, but travel throughout the community transporting passengers according to their specific requests. These services usually, but not always, require advance reservations.

Door-to-Door Service – Paratransit service which includes passenger assistance between the vehicle and the door of the home or other location. A higher level of service than curb-to-curb, yet not as specialized as a door-through-door service (where the driver can provide assistance inside a location).

Fixed Route — Transit service provided on a repetitive, fixed-schedule basis along a specific route, with vehicles stopping to pick up passengers at and deliver passengers to specific locations.

Human Services Transportation – Transportation related to the provision of human or social services. This includes transportation for the elderly and people with disabilities when the transportation is provided by an arrangement other than a public service available to all.

Incremental Cost – The increase in cost as a result of one more unit of output. This is different than a fully-allocated cost which would include a portion of all the costs of doing business. In terms of transit operating costs, incremental cost is directly attributable to the new service, so that only the additional cost of each hour or mile of service is charged to a program. For

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example, the salary of the general manager of the agency would not be included in the incremental cost, but the additional hours that a dispatcher works because a transit service has expanded it's service hours could be included.

Match – State or local funds required by various federal or state programs to complement the primary agency's funds for a project. Match may also be required by states in funding projects which are joint state/local efforts. Some funding sources allow services, such as the work of volunteers, to be counted as an in-kind funding match. Federal programs normally require that match funds come from other than federal sources.

Mobility Management – Approach to transportation that maximizes resources through collaboration between transit providers and other agencies and organizations, with an emphasis on meeting users' needs. It uses all of the community resources to match customer demand for service with a wide range of available transportation resources, including not just public transit systems but also volunteers, private nonprofit organizations, and private businesses such as taxi services.

Ridesharing – A form of transportation, other than public transit, in which more than one person shares in the use of the vehicle, such as a van or car, to make a trip.

Community-Based Transportation Service Planning

The Connecticut Department of Transportation and regional planning organizations across the state are working together on a community planning process for Federal Transit Administration (FTA)-funded transportation of older adults (60+), persons with disabilities and individuals with low incomes. The plan will determine how those funds will be spent in Connecticut and will be developed through a process that includes representatives of public, private and nonprofit human services transportation providers and participation by the public. At this time the process only covers the three FTA-funded programs described below. In the future, it could encompass additional federally-funded and state-funded programs.

Frequently Asked Questions

What is Human Services Transportation?

For the purposes of this planning effort, it is defined as transportation services for persons with disabilities, older adults (60+), and individuals with lower incomes. This could include services provided by public transit agencies, municipalities, human service agencies and private providers such as taxi or medical livery companies.

Why are we doing community-based transportation planning?

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was signed into law on August 10, 2005. This law establishes programs and funding for the Federal Transit Administration through federal fiscal year 2009 and requires the development of Locally-Coordinated Public Transit Human Services Transportation Plans. These plans will determine how transportation funding for the three programs listed below will be spent.

What types of programs will the locally-coordinated transportation plan include?

SAFETEA-LU requires that three federal programs be included in the plan. These are the:

- Section 5317 New Freedom Program,
- Section 5316 Job Access and Reverse Commute program (JARC), and
- Section 5310 Vehicle Grant program to serve Older Adults and People with Disabilities.

How much funding is there?

Statewide, there is \$1 million for Section 5317, \$1.1 million for Section 5316 and \$1.3 million for Section 5310 for Federal Fiscal Year (FFY) 2006. Funds increase by a small percentage every year through FFY 2009.

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What can the communities and the state do with these funds?

- *Section 5317 New Freedom* projects must assist individuals with disabilities with transportation. The projects must be for new public transportation services and public transportation alternatives beyond those required by the Americans with Disabilities Act (ADA.)
- *Section 5316 JARC* projects must improve access to employment and employment related activities for low-income workers.
- *Section 5310* provides vehicle grants to non-profit agencies or municipalities to provide transportation to seniors and people with disabilities.

Why should I get involved?

As an agency, you can represent the needs of people your agency serves. As an individual you can let us know your own needs and make those needs a part of the planning process. If you already operate a Section 5310 vehicle or are interested in applying for one, you should be involved, since future program priorities are being considered.

How do I get involved? Who do I contact?

You can get involved by attending regional meetings or by responding to a survey concerning human services transportation needs. Contact the Department at dotadmin.crides@po.state.ct.us or Transit Administrator, P.O. Box 317546, Newington, CT 06131 and we will direct your inquiry to the right place.

Do I have to attend meetings?

No. We can keep you informed about what is going on in your region by adding your name to the mailing list for the region.

What will happen during the planning process?

During the planning process, partners will do the following:

1. Build a database of interested participants.
2. Inventory available services.
3. Identify gaps in service and unmet travel needs.
4. Develop proposals to address gaps in service.
5. Evaluate and select proposals to address gaps in cooperation with a panel of planning partners.
6. Prepare a list of selected projects for each region.
7. Adopt the final list in the Statewide Transportation Improvement Program and apply for FTA funds.

When will this happen?

The first plan was in place in spring 2007. Updates are required every four years, but Connecticut is preparing an update to the plan in fall 2008.

U.S. DOT
Questions & Answers
Elderly Individuals & Individuals with Disabilities (Section 5310),
JARC & New Freedom Programs
Last Updated October 16, 2008

All Programs:

1. Q. Do applicants have to list the source of non-U.S. DOT funds for the local match?

A. As a general rule, applicants do not have to list the source of a non-U.S. DOT local match. However, FTA grant representatives reserve the right to ask for more detailed information from the grantee such as the source of local match.
2. Q. Are contributions of funds from human service agencies eligible to be used as local match? How are these applied as local match?

A. Local funds and non-U.S. DOT federal funds may be used as local match for these programs. If human service agencies are using other federal funds as a source of local match, the grantee should verify that those funds are eligible to match transportation projects and are being used for eligible costs of the project.
3. Q. Can revenue from human service transportation contracts be used as local match?

A. Income from contracts to provide human service transportation may be used either to reduce the net project cost (treated as revenue) or to provide local match for New Freedom or JARC operating assistance. In either case, the cost of providing the contract service is included in the total project cost. FTA program funds may not be used as a source of local match for other FTA programs, even when used to contract for service. For example, if a Section 5310 subrecipient has a service contract to buy service from a Section 5311 provider, the Section 5311 provider may not use the revenue from the Section 5310 service contract as local match for other FTA grants.
4. Q: Can fare-box revenue be used as local match?

A: Fare box revenue cannot be used as local match, however it can be used to reduce the net project cost of a project.
5. Q. Who is responsible for determining that matching funds are allowable for transportation purposes?

A. The grantee is responsible for ensuring that non-U.S. DOT federal funds may be used to match transportation projects and that the funds are available for the project.
6. Q. If the MPO, State DOT or other designated recipient had a JARC plan in place prior to the passage of SAFETEA-LU, what else do they need to do to be in compliance with the coordinated planning requirements to receive JARC, New Freedom, or Section 5310 funds for FY 2007?

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- A. In order to receive program funds for FY 2007 the MPO, State DOT, or other designated recipient must 1) make an assessment of available services; 2) make an assessment of needs; 3) develop strategies to address gaps for target populations; and 4) the lead agency developing the plan should also include the needs of elderly individuals and individuals with disabilities in the coordinated plan, unless they do not plan to apply for Section 5310 or New Freedom funding.
7. Q. If the MPO, State DOT, or other designated recipient did not have a coordinated plan prior to the passage of SAFETEA-LU, will they need to have a completed plan in place to receive JARC, New Freedom, and/or Section 5310 funds for fiscal year 2007?
- A. Yes, and the coordinated plan should be consistent with the program circulars for fiscal year 2007 planning requirements. These requirements are outlined in Chapter V of the program circulars.
8. Q. Beginning in fiscal year 2008, must MPOs, State DOTs, and other designated recipients have a completed coordinated public transit-human service transportation plan in place in accordance with the JARC, New Freedom, and Section 5310 programs before they can be awarded any program funds?
- A. Yes. FTA expects plans developed for FY 2008 and beyond to include more information than plans developed for FY 2007. Please see Chapter V of the program circulars for the required elements of coordinated plans.

JARC (Section 5316) and New Freedom (Section 5317) Programs:

9. Q. Can a Small Urbanized Area be a designated recipient?
- A. No. Please see Chapter III, Section 4, ELIGIBLE DIRECT RECIPIENTS, in the JARC and New Freedom circulars, stating, “The State is the designated recipient and may apply directly to FTA for grant funds for itself and its subrecipients.” This is consistent with the language found in 49 U.S.C. 5316 and 5317.
10. Q: Can New Freedom funds be transferred between the non-urbanized portion of the governor’s apportionment to and the small-urbanized apportionment, or to or from a large urbanized apportionment?
- A: No. With the exception of consolidating grants to insular areas, Congress did not provide States and Designated Recipients with the authority to transfer New Freedom funds into or out of the areas in which they were apportioned. Accordingly, funds apportioned to non-urbanized areas, small-urbanized, and large-urbanized areas must be used for projects in those areas. New Freedom funds can be transferred to Section 5307 or 5311 recipients provided that they are used for projects that are eligible under the New Freedom program.
11. Q. When the State is transferring funds from JARC or New Freedom to Section 5307 or Section 5311, is a certification or declaration needed to assure JARC and New Freedom needs are met?
- A. No. Please see Chapter III, Section 8 of the circulars:
- Transfer to Other FTA Programs. A State may transfer funds apportioned to it for rural or small urbanized areas to apportionments under Section 5311(c) or 5307, or both. The purpose of the transfer provision, however, is not to supplement the resources available under

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- the State’s Section 5311 or Section 5307 apportionments. Transfer to Section 5311 or Section 5307 is permitted, but not required. Transferred funds must be used for JARC and New Freedom projects. A State may make the transfer only after consulting with local officials and publicly owned operators of public transportation. The period of availability for the transferred funds is not changed by the transfer.
- Notification of Transfers. The State must notify the FTA regional administrator of the State’s intent to have funds transferred so that FTA can initiate the transfer. For transfers of JARC or New Freedom funds into the Section 5307 program for urbanized areas (UZAs) under 200,000 in population or Section 5311(c), and for transfers of flexible funds, the notification must indicate the amount of funds transferred, the recipient of transferred funds, and the program to which they are being transferred.
12. Q. How do we differentiate State administration for each program at the time of draw down if funds are transferred to Section 5307? How will we know if they are JARC or New Freedom funds?
- A. JARC, New Freedom, and Section 5307 funds should not be combined in a single grant. Grantees should have individual Section 5307 grants for each program. A Section 5307 grant that contains JARC or New Freedom funds should use the appropriate scope code in TEAM (646-00 for JARC and 647-00 for New Freedom.)
13. Q. What is the difference between a “direct” and a “designated” recipient?
- A. The “designated recipient” is the entity designated, pursuant to 49 U.S.C. 5302(a)(2), by the Governor of a State to receive FTA funds. Under the JARC and New Freedom programs, the designated recipient is responsible for competitively allocating JARC or New Freedom funds to itself and subrecipients in an area. The “direct recipient” is an entity that can apply directly to FTA for grant funding they have received through the designated recipient’s competitive selection process.
- The designated recipient may be the direct recipient for all funds on behalf of itself and all subrecipients
- For example:
- **In Small UZAs** (50,000 – 200,000 population) an entity receiving Section 5307 funds directly from FTA can be the direct recipient for JARC and New Freedom funds if the State (the designated recipient) transfers the funds to Section 5307 after consultation with responsible local officials and publicly owned operators of public transportation.
 - **In a large UZA** (over 200,000 in population) a public entity that is a designated recipient for Section 5307 can be the direct recipient of a JARC and New Freedom grant if it is selected for funding through the designated recipient’s competitive selection process.
 - **In nonurbanized areas** (areas under 50,000 in population) tribes can be direct recipients for JARC and New Freedom funds if the funds are transferred to the Section 5311 program and applied for in a Section 5311 grant. The appropriate scope codes 646-00 and 647-00 should be used in TEAM.

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- **In all other cases**, the entity selected to receive JARC and New Freedom funds will be a sub-recipient of the designated recipient.
 - Private non-profits
 - Private for profit operators
 - Public transportation providers in nonurbanized areas.

14. Q: Can a Section 5307 recipient in a small urbanized area apply directly to FTA for JARC and New Freedom funds or does the application need to come from the State?

A: The 5307 recipient can apply directly to FTA for funds provided the State has competitively awarded the funds to small urbanized areas and that the State transfers the funds to the Section 5307 recipient. The state must notify FTA of the amount of funds transferred, the program to which they are transferred, and the specific projects to be implemented under JARC and New Freedom.

15. Q. Does the designated recipient have to be a public agency?

A. Yes, consistent with FTA’s interpretation of 49 U.S.C. 5307(a)(2).

16. Q. Can the title for vehicles purchased using JARC or New Freedom funds pass from a designated recipient through to a subrecipient?

A. Yes. Please refer to Chapter VI, Section 6 “TITLE TO VEHICLES” and Section 7 “SATISFACTORY CONTINUING CONTROL” in the circulars. The designated recipient is encouraged to either hold title or record a lien against the title to vehicles. This is not mandatory, however. What is mandatory is that the designated recipient establish continuing control over the vehicles and accept the responsibility for continued public transit use of the vehicles, and more particularly use for New Freedom purposes, whether by itself or a subrecipient. When capital equipment or facilities are acquired, built, or improved, provisions must be made to assure satisfactory continuing control of that capital equipment and facilities. While the designated recipient may delegate these responsibilities to a subrecipient, the designated recipient is ultimately responsible for compliance with this requirement.

This means that designated recipients responsible for administering JARC or New Freedom funds may hold title to vehicles purchased with Section 5316 or Section 5317 funds, or title may be held by a subrecipient.

17. Q. Which activities are capital and which are operating? Where can grantees find guidance on determining the difference? Is there a more detailed listing of eligible capital and operating expenses for JARC and New Freedom grants? Specifically, are insurance costs associated with some of the New Freedom projects, costs associated with car loan programs, and costs associated with voucher programs operating or capital expenses?

A. The basic definition of an operating cost is something that does not have a useful life of more than one year. In contrast, a capital item is usually a tangible item that has a useful life of more than one year. For example, vouchers are considered an operating expense, consistent with FTA program requirements; insurance is considered an operating expense; a guaranteed loan fund or a revolving fund used to make loans are capital expenses; and funds used to pay the administrative

costs of loan programs are operating expenses. The construction of bus stops, installation of elevators, or the purchase of buses are examples of capital expenses. Also, mobility management is defined by law as an eligible capital expense. Chapter III of each program circular contains a list of eligible activities for the program.

18. Q: Are private, for-profit taxicab companies that seek to purchase accessible taxis eligible subrecipients under the New Freedom program?

A: In some cases, yes. FTA considers private taxi companies that provide shared-ride taxi service to the public or to special categories of users (such as older adults or persons with disabilities) on a regular basis to be operators of public transportation, and therefore eligible subrecipients. “Shared-ride” means two or more passengers in the same vehicle who are otherwise not traveling together. Similar to general public and ADA demand response service, every trip does not have to be shared-ride in order for a taxi company to be considered a shared-ride operator, but the general nature of the service must include shared rides.

Local (municipal/State) statutes or regulations, or company policy, will generally determine whether a taxi company provides shared-ride or exclusive-ride service. For example, if the local regulation permits the driver to determine whether or not a trip may be shared, the service is not shared-ride. Similarly, if the regulation requires the consent of the first passenger to hire a taxi be obtained before the taxi may take on additional riders, the service is not shared-ride. In essence, services which can be reserved for the exclusive use of individuals or private groups, either by the operator or the first passenger’s refusal to permit additional passengers, is exclusive-ride taxi service, and is not shared-ride taxi service. A recipient passing funds through to a taxi company subrecipient should request documentation from the taxi company to assure the company is providing shared-ride service.

Taxi companies that provide only exclusive-ride service are not eligible subrecipients; however, they may participate in the New Freedom program. Exclusive-ride taxi companies can receive New Freedom funds to purchase accessible taxis under contract with a State, designated recipient or eligible subrecipient such as a local government or non-profit organization. The taxi company may hold title to the accessible vehicle(s) as long as the agreement between the State, designated recipient or subrecipient and the taxi company is sufficient to establish satisfactory continuing control. Acceptable means of establishing satisfactory continuing control could include a State, designated recipient or subrecipient’s lien on the vehicle, or contract provisions that require the accessible taxi to be used to provide transportation to people with disabilities, and that the vehicle may not be removed from service or disposed of prior to the end of its useful life without the express written consent of the FTA recipient or subrecipient.

19. Q Can New Freedom funds be used to expand service hours and days for existing fixed route or demand responsive services (other than ADA complementary paratransit), and

(2) Can NF funds be used to fund public transportation services where they currently do not exist?

A: In our March 15, 2006, Federal Register notice on the New Freedom program, FTA proposed that "new public transportation services" and "public transportation alternatives beyond those required by the Americans with Disabilities Act (ADA)" be considered separate categories of service. Subsequent to this notice, we received feedback from Congressional offices that projects that do not meet both criteria--new and beyond the ADA--are not eligible for funding.

Even though FTA understands that expanded service would be helpful to individuals with disabilities, providers of demand responsive or fixed route service to the general public cannot use New Freedom funds to expand their service area or hours or days of service. Nor can New Freedom funds be used to provide public transit service where none previously existed. While the ADA does not require any minimum level of public transit service in any community, it does require that any service provided be ADA compliant (e.g. in regard to size of lifts, wheelchair restraints, calling of stops, etc.) so the service, while new, cannot be beyond the ADA. Expanding transportation that is provided to the public at large is therefore not an eligible activity under the New Freedom program.

On the other hand, the ADA does provide very specific minimum requirements for ADA complementary paratransit service, when a public agency provides fixed route service. That is why New Freedom funds can be used to expand the scope of that ADA paratransit service beyond the minimum requirements of the ADA to enhance the mobility to individuals with disabilities.

At the same time, many other types of services that are eligible under the New Freedom program can be implemented in areas that lack ADA complementary paratransit service. Vehicle modifications that are beyond the ADA, such as equipment to accommodate over-sized wheelchairs, or increased securement locations on vehicles, would be an eligible New Freedom expense on fixed route or demand-response vehicles. Travel training and mobility management activities may be valuable in rural areas, as would the addition of new feeder service to outlying transit stations for which ADA complementary paratransit is not required, such as commuter rail stations, express or commuter bus service, or an intercity bus stop or rail station. In addition, alternatives to public transportation such as accessible taxis and volunteer driver programs can be invaluable to rural residents. FTA encourages rural operators (as well as urbanized area operators) to use the planning process to create innovative solutions to meet the needs of individuals with disabilities in their communities. A non-exhaustive list of eligible New Freedom activities can be found on pages III-7 through III-11 of the New Freedom circular 9045.1. The circular, in turn, can be found on the New Freedom page of the FTA website, http://www.fta.dot.gov/funding/grants/grants_financing_7185.html.

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20 Q: Can New Freedom program funds be used to purchase new vehicles designed to accommodate oversized wheelchairs or that include multiple securement areas, for use on fixed route or demand response service?

A: Yes. While the New Freedom circular lists the acquisition of vehicles designed to accommodate oversized wheelchairs and installing additional securement locations within the context of enhancing paratransit services beyond the minimum requirements of the ADA, these vehicles can also be put into service on fixed routes and demand response service, provided that the service is targeted towards people with disabilities. New Freedom funds can be used to acquire the vehicle and fund the labor costs of aids to help drivers assist passengers with oversized wheelchairs.

21 Q: Can a human service transportation provider use New Freedom funds to reduce the cost of fares paid by their clients?

A: No. Although New Freedom program funds can be used to support voucher programs offered by human service providers, the vouchers are intended to supplement existing services and expand the number of providers available or the number of passengers receiving transportation services. Offering reduced fares on an existing service does not meet the New Freedom program goal of expanding services. Other Federal funding is available for transit passes.

22. Q: Are there limits on what constitutes an “employment support service” for the purposes of the JARC program?

A: FTA considers job training and childcare to be employment support services because access to these services can help low-income persons attract and retain employment. Applicants who are considering providing service to destinations other than job training or child care locations should contact FTA to determine whether these destinations constitute employment support service. Projects that transport children of low-income parents to and from school or after school locations do not constitute transportation to employment support services under the JARC program and would not be eligible for JARC funds.

23. Q: Can mobility management projects be funded and implemented over multiple years?

A: Yes. Although mobility management refers to “short term”: management activities to plan and implement coordinated services these activities can occur on a multi-year basis.

24. Q: Is sidewalk construction an eligible activity under the JARC and New Freedom programs?

A. Sidewalk construction is not an eligible activity under the JARC program and may be an eligible activity under the New Freedom program, provided two conditions are met.

First, the sidewalk must be constructed in order to provide an accessible path to a bus stop that is currently inaccessible. Secondly, the recipient should determine whether Federal highways or other funds are available for pedestrian improvements before applying for New Freedom funds for this purpose.

25. Q: Is travel training considered a capital expense or an operating expense under the New Freedom program?

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A: The New Freedom program circular treats travel training as a component of mobility management, which is considered a capital expense and is eligible for up to an 80 percent Federal match.

Planning Process:

26. Q. Do the FTA regional offices have to verify that projects are derived from coordinated plans?

A. Yes, in coordination with the grant application. Direct and designated recipients must certify that projects to be funded are derived from a coordinated plan and the grant application should include a page reference to the plan. In reviewing the application the FTA Regional Office needs to ensure that the grantee provides this information in the program of projects (POP). Appendix A of the circulars includes the following language: “Project activities shall be sufficiently described to assist the reviewer in determining eligibility under the program and shall include the page number of the coordinated plan from which the project was derived, as well as the date the plan was adopted.”

27. Q: Are applicants required to attach their coordinated plan to their application in TEAM?

A: No. FTA regional offices will not review coordinated plans as a part of their review of an application for Section 5310, JARC, or New Freedom funding. Rather, FTA will rely on:

(1)The applicant's certification in the grant that a project is derived from a coordinated plan; and

(2)The "paper clipped" Program of Projects that contains the name of the applicable plan and the page number where the project or strategy is located within the plan.

28. Q. Does the State have to have its own coordinated plan or can it rely on local plans?

A. There is no requirement for a State plan, just a local coordinated plan. However, the community will define “local” and in some cases the planning area may be defined as statewide. Please reference Chapter V, Section 2 of the circulars.

29. Q. Do projects have to be in both the STIP/TIP?

A: If the project is within the planning boundary of a Metropolitan Planning Organization (MPO), the project has to be in both the TIP and the STIP. Projects in nonurbanized areas only have to be in the STIP. Depending on State or local requirements, the projects may show on the aggregate (program level) or be listed on the individual project level listing. TIP and STIP listings must be consistent with the metropolitan and statewide transportation plans.

30. Q: Can an applicant hold a competitive selection and apply to FTA for funding for projects that are derived from draft coordinated public transit human services transportation plans?

A: Designated recipients can hold a competitive selection for projects that are derived from a draft coordinated plan and can place those projects that were selected e in Category B of their application to FTA. Projects in Category B are those projects the designated recipient anticipates approving during the current year, but have not yet met all of the Federal statutory or administrative requirements. Grant money for projects derived from a draft coordinated plan can be obligated by FTA but may not be expended by the designated recipient until the plan is finalized.

Competitive Selection Process:

31. Q. For projects or needs that cross UZA and rural or small urbanized boundaries, whose coordinated plans or competitive selection process should we compete in?

A. This is a local decision. If the service is completely located within an urbanized area, providers should compete for those funds in the urbanized area; and in a rural competition if the area is rural. If the service is targeted to serve the residents of the rural area (even if the provider is located within the urbanized area) the service is eligible for rural funding. Ideally in this situation the coordinated plan boundaries could include services in urbanized, rural, and small urban areas; however, this does not have to be the case.

32. Q. May a stakeholder or transportation provider that meets the criteria of both urban and rural compete within both categories?

A. A transportation provider that provides services in rural, small urban, and/or large urbanized areas can compete and therefore receive funding in any area to provide services.

33. Q. May a transportation provider bid on projects if it participated in the coordinated planning process?

A. Yes.

34. Q. Is a transportation provider required to participate in the coordinated planning process in order to bid on projects?

A. No.

35. Q. Is it acceptable to compete different project components/costs in each of the categories, urban and rural?

A. Yes, This is acceptable.

36. Q. Do projects have to be specifically listed or can they be “generally” consistent with the coordinated plan?

A. Projects do not have to be listed specifically, but they have to be consistent with and derived from the coordinated plan. Chapter IV of the circulars contains examples of different types of competitive selection processes. These examples also illustrate how projects may be derived from the coordinated plan without being specifically listed in the plan.

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37. Q. Can the State ask for projects regardless of specific program and then determine under which program the project will be funded?
- A. Yes, the State may have an open call for projects which meet the objectives of the various programs. However, the State must use developed criteria to competitively select projects funded by JARC or New Freedom program funds.
38. Q: In response to a designated recipient’s request for proposals, can a potential subrecipient propose to pass through the funds to another subrecipient, or must an applicant conduct a third-party procurement before passing through funds to the subrecipient?
- A: States or designated recipients can, in some cases, choose to grant Section 5310, JARC, or New Freedom assistance to a subrecipient through an intermediary subrecipient. For example, a state could pass funds to a non-profit organization through a local government authority. The arrangement between the first tier and second tier subrecipient is not a third party contract if the ultimate subrecipient would otherwise be eligible under Section 5310, JARC, or New Freedom to receive funds directly from the State or Designated recipient. If the ultimate subrecipient is not otherwise eligible, the intermediary subrecipient would need to conduct a procurement, consistent with FTA guidelines in Circular 4220.1

General Questions/Suggestions:

39. Q. If a project includes purchase of a vehicle for a specific program and the program ceases to exist before useful life of the vehicle is achieved, what happens to the vehicle?
- A. Grantees must follow the requirements of the Common Rule (49 CFR Part 18 or Part 19, depending on the nature of the grantee). This information is also referenced in Chapter VI, Section 5 in the program circulars.
40. Q. Has oversight for JARC and New Freedom been established?
- A. For States and Section 5307 direct recipients of JARC and New Freedom funds, FTA will incorporate additional questions into the State Management and Triennial Reviews. FTA is in the process of exploring oversight options for direct recipients that are not States or Section 5307 direct recipients.
41. Q. If the State does not want to be responsible for implementing the JARC or New Freedom program can the Governor designate a large metropolitan/urban area to be responsible for the programs?
- A. No, the State is the designated recipient for rural and small urbanized areas. For JARC and New Freedom the Governor may designate any state agency to manage the program.
42. Q. Can the State be a designated recipient for a large urbanized area?
- A. Yes, if the designation is in accordance Section 5307(a)(2).
43. Q. Large UZA – If a traditional grantee that is not a designated recipient of New Freedom is allowed to apply directly, do they need to apply in a Section 5317 (“57”) application or can the funds be added to their regular Section 5307 (“90”) application for administrative purposes?

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A. A traditional grantee in a large UZA could apply directly to FTA for the Section 5317 funds allocated to them through the designated recipient's competitive selection process. However, the grantee must make an application for a Section 5317 (57) grant in TEAM because there is no transfer provision that allows transfer to Section 5307 for large urbanized areas. A supplemental agreement will need to be executed between the designated recipient and the traditional Section 5307 recipient. This would also be the process if the funds being applied for were JARC funds: the direct recipient would apply for a Section 5316 (37) grant.

44. Q. Small UZA – If the state transfers funds to Section 5307 so traditional grantees can apply directly, is a supplemental agreement with the state necessary?

A. No, the transfer also removes the oversight responsibility for those funds from the designated recipient to the grant recipient under Section 5307. The State will only be responsible for the program requirements (such as competitive selection and ensuring projects are derived from a coordinated plan) and data collection for annual reporting purposes. Although the funds can be applied for in a Section 5307 grant, the grant should only contain funding and activities for the New Freedom project. New Freedom, JARC, and Section 5307 funds cannot be combined in a single grant because disbursements cannot be recorded to the appropriate program.

45. Q. If different funding programs administered by the State (JARC, New Freedom, 5310, 5311) are included in one application, what grant number is used (37, 57, 16, 18) or does it matter as long as the separate scopes are used?

A. The State will use the grant number for Section 5311 (18); separate scopes would still be used within the project budget to distinguish between the funds used. States may combine funds from multiple programs in a consolidated Section 5311 grant, but the State must track, manage, and report on each program's funds separately within the consolidated grant.

46. Q. If a grantee submits one grant for the program administration (10%) for all three programs, how is the grant coded/numbered?

A. Administrative funds may not be combined into a single section 5307 grant. However, Chapter III of the program circulars specifies the following: "FTA will allow all or a portion of the administrative funds for JARC, New Freedom, and Section 5310 to be combined to support activities (such as coordinated planning) that are common to all three programs. Recipients may combine program administration funds into one administrative account, so long as the recipient uses the funds for costs associated with administering the Section 5310, JARC, and New Freedom programs. However, FTA must still track the funds attributable to each program at the accounting classification code, Activity Line Item (ALI), and Financial Purpose Code (FPC) Level in respective grants. As a recipient incurs expenses against the pooled funds for program administration, it can draw down the reimbursement against any grant that has undisbursed program administration funds." If the funds for multiple programs are combined in a Section 5311 grant, there could be one line item for state administration, equaling the total of state administration obligated using FPC 06 for all the programs included in the grant.

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