



# Connecticut State Management Plan

## State Matching Grant Program



State Matching Grant Program for Elderly and  
Disabled Demand Responsive Transportation  
July 2025

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## **Purpose of this document**

Authority to administer this program comes from the Connecticut General Statutes Section 13b-38bb. The Connecticut Department of Transportation (CTDOT) provides guidance on the programmatic implementation of that statute through the Connecticut State Management Plan (SMP). The SMP is the guiding document for the program and outlines its structure and operation. It details recipient responsibilities and CTDOT's oversight of the program, including the application process, annual documentation, and invoicing procedures. If you are a new applicant or new to working with the program, please review this document and other information available on the program webpage to familiarize yourself with the program and with recipient responsibilities.

The primary objectives of this document are to:

- provide an overview of the State Matching Grant Program (CGS Sec. 13b-38bb),
- provide guidance on management and regulation of the program, and
- highlight and outline qualifications and nuances of the program.

## **About this Program**

### **PROGRAM BACKGROUND**

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

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

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

### **PROGRAM DESCRIPTION**

The State Matching Grant Program for Elderly and Disabled Demand Responsive Transportation (hereinafter referred to as the "State Matching Grant Program" or "MGP") is a state-funded grant that provides funds to municipalities for demand-responsive transportation programs that serve elderly and disabled populations. Demand-responsive transportation is transportation that provides service to users where and when they need it. Typically, this takes the form of dial-a-ride services that provide service above and beyond what may be provided by other funding sources. Funding requires a one-to-one match of municipal funds to program funds and is limited to operational expenses only. Local matching funds must be listed as a



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clearly labeled, individual line item in the municipality's budget. Capital expenses are not eligible under this program.

The State Matching Grant Program has made \$5 million available to municipalities annually. The funds are available to any municipality and are apportioned by the Office of Policy and Management based on the formula in the Connecticut General Statutes (C.G.S.) Section 13b-38bb, which states:

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

C.G.S. 13b-38bb also requires that municipalities apply to the state for the funds through a designated Regional Planning Organization (RPO) or transit district. In Connecticut, the RPOs are currently known as Councils of Governments (COGs). The applicant must work with this regional body to determine how to use the funding most effectively in that municipality and its surrounding region. If a municipality chooses not to apply for its share, their portion of funding does not get divided between the towns who do apply.

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

## PROGRAM GOALS

The goals of the State Matching Grant Program include:

- providing a uniform funding source available to all municipalities in the state,
- providing new transportation services to enhance access to the community for seniors and people with disabilities where transportation services do not exist,
- expanding transportation services to enhance access to the community in areas where transportation is already available, and
- encouraging efficient use of scarce resources through coordination.

## **Roles and Responsibilities**

### **Role of the Connecticut Department of Transportation (CTDOT):**

- Determine allocations for each municipality
- Prepare application package and distribute to RPOs and municipalities
- Provide application and coordination assistance
- Review applications submitted by municipalities through RPOs
- Work with municipalities on application revisions if necessary
- Announce Awards
- Prepare and execute agreements and/or Transit Operating Document (TOD) with grantees; TODs authorize funds per fiscal year
- Make payments in accordance with guidelines
- Collect data on program performance
- Provide data on program performance upon request
- Update and revise program guidance and documents as needed

### **Role of the municipality:**

- Develop a program to provide transportation services to seniors and people with disabilities that meets the intent of the statutes and complies with the program requirements
- Consider coordinating efforts
- Prepare application to RPO/CTDOT
- Document matching funds
- Certify and submit Maintenance of Effort and Budget documentation
- When applicable, certify grant assignment
- Execute an agreement and /or TOD with CTDOT or a coordinating entity
- Submit invoices for payment in accordance with guidelines (if appropriate)
- Provide or contract for transportation services (when appropriate) based on the municipality's own purchasing policies.
- Collect and submit data on transportation provided (if appropriate)

### **Role of the RPO (COG):**

- Collect application packages from municipalities
- Provide application and coordination review and assistance
- Submit applications to State including report on responsiveness of municipalities to coordination efforts

### **Role of the coordinating entity (if applicable):**

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

## **Eligible Projects and Expenses**

### **TRANSPORTATION SERVICES FOR SENIORS AND PEOPLE WITH DISABILITIES**

Projects funded by the State Matching Grant Program must serve both seniors and people with disabilities. Services that are open to the general public cannot be funded using this grant money but may be coordinated with services funded by MGP. While CTDOT does not require that every vehicle used in this program be wheelchair accessible, the overall transportation program provided using these funds must be accessible.

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

If the applicant is a Federal Transit Administration (FTA) Section 5310 grant program recipient who intends to expand the services provided with their vehicle to include a new client group, they must amend the program description submitted with their original Section 5310 grant application by providing a written description of those changes to the Section 5310 team at CTDOT. The Section 5310 team can be reached at [DOT.Section5310@ct.gov](mailto:DOT.Section5310@ct.gov).

### **REGIONAL COORDINATED SERVICES**

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

While this deviates from the original intent of the grant program that each town receive a formularized level of funding for transportation, it does meet the goal of promoting coordination and creates a regional program that can better serve the mobility needs of the residents.

If you have questions on how this might work for your town or region, please contact the program at [DOT.PTransMGP@ct.gov](mailto:DOT.PTransMGP@ct.gov).

### **ADMINISTRATION COSTS**

Administration costs are allowed under this grant program, but they must be directly attributable to the dial-a-ride operation. Administration costs charged to the grant program may not account for more than 10% of the total awarded MGP grant.

Administration costs are costs that are not related to the actual operation of dial-a-ride vehicles but are directly attributable to the program. For example, the salary for a dedicated program manager or a portion of rent, electricity or utilities may qualify as administrative costs. Non-dedicated administrative and clerical salaries, office supplies, postage, or local telephone costs are not administrative costs if they are not directly attributable to the program.

## **Ineligible Projects and Expenses**

### **CAPITAL EQUIPMENT**

Capital equipment purchases, including vehicle purchases, are not an eligible expense. If new, wheelchair accessible equipment is required, the municipality can prepare a grant application for [FTA Section 5310](#) program funds or pursue other local funding programs or resources for vehicle purchases.

The FTA Section 5310 program, administered by CTDOT, provides funding for vehicle grants.

Should you be interested in obtaining more information related to the program, please visit the [program webpage](#) or contact the program at [DOT.Section5310@ct.gov](mailto:DOT.Section5310@ct.gov).

### **GENERAL PUBLIC TRANSPORTATION AND SCHOOL TRANSPORTATION**

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

### **SEPARATION OF PROGRAM FUNDING**

If a recipient also received funding via FTA Section 5307, Section 5310, or Section 5311, all funding for MGP must be tracked separately. This includes matching funds and allocation of expenses to MGP funds. Funds that are used as matching funds for another program may not be simultaneously used as matching funds for MGP.

## **Eligible Recipients/Applicants**

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

## **Eligible Match**

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

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

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

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

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

Administrative costs such as direct salary or other costs directly attributable to the delivery of the transportation services will be allowed as eligible program costs and can be used as match. Administrative costs may not account for more than 10% of the total awarded grant.

In order to document the available and claimed matching funds, the applicant must submit municipal budget documents showing budget requests for transportation services for the relevant fiscal year. The transportation funding must be for services and expenditures that have been determined eligible based on the requirements in the [Eligible Match](#) section.

### MUNICIPAL FUNDING MATCH & AWARD AMOUNT

If a municipality reduces their transportation budget below their requested grant amount, the Department will reduce the municipal grant funds available to the town in order to maintain a 50% funding match.

For example, if a town budget for dial-a-ride (DAR) was \$20,000 and maximum grant funding was \$8,000 in fiscal year A, but town funding is reduced to \$2,000 in fiscal year B, the MGP award for fiscal year B would be reduced to \$2,000.

SCENARIO	FISCAL YEAR	MAXIMUM APPORTIONMENT	TOWN CONTRIBUTION	MGP FUNDS AWARDED
Overmatching of maximum funds	A	\$8,000	\$20,000	\$8,000
Undermatching of maximum funds	B	\$8,000	\$2,000	\$2,000

The reduced funding level would not become the new maximum apportionment for future years; grant funding would be restored in full once the municipality submits a budget showing a full match. If matching municipal transportation funds are restored incrementally in future years, MGP funds would increase accordingly up to the maximum apportionment.



## **Project Selection Criteria & Method of Distributing Funds**

The basic project selection criteria for the State Matching Grant Program consist of the following:

- assurances that both seniors and persons with disabilities will receive transportation services,
- timely, accurate, documented financial and statistical reporting from the prior service year(s), as required,
- availability of appropriate matching funds and supporting documents for maintenance of effort, and
- collaboration on service design with the RPO or coordinating entity.

## **Coordination of Services**

The municipality must work with the RPO and/or coordinating entity to determine what service delivery method will work best for the municipality and the region.

If an RPO determines that a municipality should be part of a coordinated transportation model and the municipality chooses to not participate, the municipality can still apply for, and, if approved, receive their full grant apportionment.

If an application is rejected or deemed insufficient, CTDOT will provide guidance for resubmission.

## **Local Coordination Plan**

C.G.S. 13b-38bb requires coordination efforts, stating that:

*“The regional planning organization or transit district and municipalities interested in applying for the funds shall collaborate on service design to determine how to use the funding most effectively in that municipality and its surrounding region. The commissioner shall have the authority to approve or disapprove the method for delivery of service.”*

Applicants must describe in their application how they intend to meet the transportation needs of seniors and people with disabilities. They must also indicate whether they will coordinate their services, and explain why or why not. The RPO must indicate whether each municipality applying for funding was willing to coordinate.

## Reporting Requirements

C.G.S Section 13b-38bb (f) states,

*“A municipality, receiving a grant provided pursuant to this section, shall annually submit to the Commissioner of Transportation, on forms provided by said commissioner, the following data on such transportation programs: (1) the number of unduplicated riders; (2) the number of one-way trips; (3) the number of miles traveled; (4) the number of trip denials; (5) the number of hours vehicles are in use annually; (6) all federal, state, municipal and other revenues received and expenditures incurred in the provision of dial-a-ride services; and (7) any other information determined to be necessary by the commissioner.”*

CTDOT requires biannual reporting of statistical information (reports submitted two (2) times per year).

REPORTING PERIOD	REPORTING DATES	INVOICE DUE
1st Half	July 1st – December 31st	July 15th
2nd Half	January 1st – June 30th	January 15th

See [Appendix C](#).

Reports should be sent via e-mail to [DOT.PTransMGP@ct.gov](mailto:DOT.PTransMGP@ct.gov) .

## Financial Reporting

C.G.S. Section 13b-38bb (g) states,

*“A municipality receiving a grant pursuant to this section shall annually submit to the Commissioner of Transportation a certification that any state grant shall be in addition to current municipality levels of spending on such programs.”*

Each municipality applying for funds must submit an annual certification that the State Matching Grant Program funds are in addition to current municipal levels of spending on transportation programs for seniors and persons with disabilities. If there have been no cuts to funding used to match the State Matching Grant Program, the Chief Fiscal Officer (CFO) for the municipality must sign the Maintenance of Effort with the dropdown menu indicating “in addition to current municipal levels of spending.” If there is a reduction in local funding, the CFO must sign the Maintenance of Effort with the dropdown menu indicating “reduced accordingly due to the reduction of municipal levels of spending,” acknowledging that state funds will be reduced in accordance with the local funding.

CTDOT will provide the appropriate state funding through the State Matching Grant Program up to the municipality’s state level of apportionment but must be assured that all state funds apportioned for a current fiscal year are spent within that same fiscal year. Invoices must be submitted by May 15<sup>th</sup> of the same fiscal year to receive payment. Invoices submitted after the end of May of a fiscal year may not be paid in the next fiscal year.

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Recipients that are asked to complete a Supplementary Program Information (SPI) form must show both revenues and expenses for MGP funded services in each fiscal year.

Further, if all funds from the current fiscal year are not expended by the end of the current fiscal year, the recipient is responsible to return any unspent funds to CTDOT. If CTDOT notes a recipient has not returned their unspent funds after the current fiscal year has passed, CTDOT will reduce the funds available for the next fiscal year. For example, if a recipient receives a \$50,000 award and they expended \$40,000, they shall return the unspent \$10,000 to CTDOT or have their award reduced by that amount in the following fiscal year. Unspent funds for each fiscal year must be reported by recipients on their final report. If a recipient chooses to return its funds, they must send notification of this decision to the program mailbox at [DOT.PTransMGP@ct.gov](mailto:DOT.PTransMGP@ct.gov) by August 1<sup>st</sup> after the close of the state fiscal year.

Unspent funds should be returned via check. The check should be payable to "Treasurer, State of Connecticut" and mailed directly to CTDOT at the following address:

State of Connecticut  
Department of Transportation - Accounts Receivable Unit  
P.O. Drawer 317546  
2800 Berlin Turnpike  
Newington, CT 06131-7546

In the memo section of the check should be written "MGP" and then the following information: Transit District or Municipality name, DOT Project Number (DOT01702697OP), Fiscal year of funding being returned.

## Appendix A – Allocations by Municipality of Funding for the Municipal Dial-A-Ride Program for Seniors and People with Disabilities – based on 2020 Census

Municipality	60-64	65-69	70-74	75-79	80-84	over 85	Total over 60	Percent of Total	Allocation	Sq. Miles	Percent Sq. Miles	Allocation	Total Apportionment
Andover	330	219	103	84	28	21	785	0.09%	\$2,327	15.6	0.31%	\$7,779	\$10,105
Ansonia	1345	1005	764	442	304	538	4,398	0.52%	\$13,037	6.2	0.12%	\$3,091	\$16,128
Ashford	387	193	170	133	27	35	945	0.11%	\$2,801	40.3	0.80%	\$20,095	\$22,896
Avon	1404	969	911	694	637	589	5,204	0.62%	\$15,426	23.5	0.47%	\$11,718	\$27,144
Barkhamsted	264	276	141	199	93	0	973	0.12%	\$2,884	39	0.78%	\$19,446	\$22,331
Beacon Falls	383	356	414	262	147	121	1,683	0.20%	\$4,989	9.8	0.20%	\$4,887	\$9,875
Berlin	1558	1268	1071	718	599	658	5,872	0.70%	\$17,406	27	0.54%	\$13,463	\$30,869
Bethany	555	310	250	161	161	158	1,595	0.19%	\$4,728	21.6	0.43%	\$10,770	\$15,498
Bethel	1267	816	900	532	296	458	4,269	0.51%	\$12,654	17	0.34%	\$8,477	\$21,131
Bethlehem	382	256	117	87	116	42	1,000	0.12%	\$2,964	19.7	0.39%	\$9,823	\$12,787
Bloomfield	1859	1407	1100	1075	862	1159	7,462	0.89%	\$22,119	26.4	0.53%	\$13,164	\$35,283
Bolton	323	358	357	141	89	114	1,382	0.16%	\$4,097	15.5	0.31%	\$7,729	\$11,825
Bozrah	293	192	106	132	42	23	788	0.09%	\$2,336	20	0.40%	\$9,972	\$12,308
Branford	2315	2183	1356	1016	707	1128	8,705	1.03%	\$25,804	27.9	0.56%	\$13,912	\$39,715
Bridgeport	7861	5005	3840	3256	2046	2379	24,387	2.89%	\$72,289	17.5	0.35%	\$8,726	\$81,015
Bridgewater	163	146	169	87	61	66	692	0.08%	\$2,051	16.3	0.33%	\$8,128	\$10,179
Bristol	4120	2948	2342	1772	1322	1577	14,081	1.67%	\$41,740	27	0.54%	\$13,463	\$55,203
Brookfield	1087	910	927	717	339	377	4,357	0.52%	\$12,915	19.8	0.40%	\$9,873	\$22,788
Brooklyn	527	639	273	217	175	242	2,073	0.25%	\$6,145	28.7	0.57%	\$14,311	\$20,455
Burlington	878	537	534	203	108	132	2,392	0.28%	\$7,090	30.6	0.61%	\$15,258	\$22,348
Canaan	128	115	83	58	18	14	416	0.05%	\$1,233	33.4	0.67%	\$16,654	\$17,887
Canterbury	429	299	195	159	117	116	1,315	0.16%	\$3,898	40	0.80%	\$19,945	\$23,843
Canton	847	903	409	247	257	197	2,860	0.34%	\$8,478	25	0.50%	\$12,466	\$20,943
Chaplin	293	150	80	51	21	90	685	0.08%	\$2,031	19.8	0.40%	\$9,873	\$11,903
Cheshire	2274	1760	1227	856	738	831	7,686	0.91%	\$22,783	33	0.66%	\$16,455	\$39,238
Chester	376	294	323	135	124	196	1,448	0.17%	\$4,292	15.9	0.32%	\$7,928	\$12,220
Clinton	1099	915	736	432	377	240	3,799	0.45%	\$11,261	17.2	0.34%	\$8,576	\$19,838
Colchester	1117	814	517	449	244	225	3,366	0.40%	\$9,978	48.7	0.97%	\$24,283	\$34,261
Colebrook	156	86	54	55	5	21	377	0.05%	\$1,118	33	0.66%	\$16,455	\$17,572
Columbia	638	378	300	166	145	182	1,809	0.21%	\$5,362	21.8	0.44%	\$10,870	\$16,232

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Cornwall	175	151	111	61	23	43	564	0.07%	\$1,672	46.8	0.93%	\$23,336	\$25,007
Coventry	1031	526	680	313	90	242	2,882	0.34%	\$8,543	37.3	0.74%	\$18,599	\$27,142
Cromwell	1093	803	552	360	285	699	3,792	0.45%	\$11,240	13.5	0.27%	\$6,731	\$17,972
Danbury	5205	3481	3174	1983	1481	1441	16,765	1.99%	\$49,696	44	0.88%	\$21,939	\$71,635
Darien	1144	743	631	347	402	462	3,729	0.44%	\$11,054	14.9	0.30%	\$7,429	\$18,483
Deep River	255	377	205	133	44	80	1,094	0.13%	\$3,243	14.2	0.28%	\$7,080	\$10,323
Derby	863	667	522	306	310	313	2,981	0.35%	\$8,836	5.3	0.11%	\$2,643	\$11,479
Durham	537	593	386	190	176	155	2,037	0.24%	\$6,038	23.3	0.47%	\$11,618	\$17,656
East Granby	245	328	277	80	98	100	1,128	0.13%	\$3,344	17.4	0.35%	\$8,676	\$12,020
East Haddam	817	545	613	197	163	170	2,505	0.30%	\$7,425	57.6	1.15%	\$28,721	\$36,146
East Hampton	905	983	573	272	136	214	3,083	0.37%	\$9,139	36.8	0.73%	\$18,349	\$27,488
East Hartford	2747	2386	1531	1253	1011	1067	9,995	1.19%	\$29,628	18.7	0.37%	\$9,324	\$38,952
East Haven	2183	1843	1072	934	585	1043	7,660	0.91%	\$22,706	12.6	0.25%	\$6,283	\$28,989
East Lyme	1415	1413	1155	874	471	431	5,759	0.68%	\$17,071	34.8	0.69%	\$17,352	\$34,423
East Windsor	783	332	553	347	323	431	2,769	0.33%	\$8,208	26.8	0.54%	\$13,363	\$21,571
Eastford	162	99	80	30	40	47	458	0.05%	\$1,358	28.6	0.57%	\$14,261	\$15,618
Easton	694	501	433	185	186	233	2,232	0.27%	\$6,616	28.8	0.57%	\$14,360	\$20,977
Ellington	1010	866	572	492	264	108	3,312	0.39%	\$9,818	34.8	0.69%	\$17,352	\$27,170
Enfield	2870	1957	1652	1338	1059	1240	10,116	1.20%	\$29,986	33.8	0.67%	\$16,853	\$46,840
Essex	342	728	412	292	319	306	2,399	0.28%	\$7,111	12.2	0.24%	\$6,083	\$13,194
Fairfield	4169	2659	2462	1731	1304	1721	14,046	1.67%	\$41,636	30.6	0.61%	\$15,258	\$56,894
Farmington	1832	1510	1060	845	773	863	6,883	0.82%	\$20,403	28.7	0.57%	\$14,311	\$34,713
Franklin	146	121	68	91	47	30	503	0.06%	\$1,491	20	0.40%	\$9,972	\$11,463
Glastonbury	2756	1976	1448	1092	835	881	8,988	1.07%	\$26,643	52.5	1.05%	\$26,178	\$52,820
Goshen	300	236	235	96	48	46	961	0.11%	\$2,849	45.6	0.91%	\$22,737	\$25,586
Granby	950	765	523	299	166	286	2,989	0.35%	\$8,860	41.3	0.82%	\$20,593	\$29,453
Greenwich	4015	3158	2720	2025	1494	1579	14,991	1.78%	\$44,437	50.6	1.01%	\$25,230	\$69,668
Griswold	795	663	490	325	169	251	2,693	0.32%	\$7,983	37.6	0.75%	\$18,748	\$26,731
Groton	2093	1999	1329	1100	605	920	8,046	0.95%	\$23,850	38.3	0.76%	\$19,097	\$42,948
Guilford	1942	1850	1376	797	734	565	7,264	0.86%	\$21,532	47.7	0.95%	\$23,784	\$45,317
Haddam	767	559	496	307	86	227	2,442	0.29%	\$7,239	46.7	0.93%	\$23,286	\$30,524
Hamden	4146	3253	1962	1731	1246	1650	13,988	1.66%	\$41,464	33	0.66%	\$16,455	\$57,919
Hampton	229	118	108	38	45	43	581	0.07%	\$1,722	25.3	0.51%	\$12,615	\$14,337



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Hartford	6118	4578	3886	2346	1395	1663	19,986	2.37%	\$59,244	18.4	0.37%	\$9,175	\$68,418
Hartland	197	138	96	54	37	52	574	0.07%	\$1,701	34.5	0.69%	\$17,203	\$18,904
Harwinton	425	338	416	216	134	82	1,611	0.19%	\$4,775	31.4	0.63%	\$15,657	\$20,432
Hebron	727	442	435	321	166	123	2,214	0.26%	\$6,563	37.5	0.75%	\$18,698	\$25,261
Kent	374	185	258	67	80	200	1,164	0.14%	\$3,450	49.5	0.99%	\$24,682	\$28,132
Killingly	1270	887	683	574	270	361	4,045	0.48%	\$11,990	50	1.00%	\$24,931	\$36,922
Killingworth	533	415	382	213	134	152	1,829	0.22%	\$5,422	36	0.72%	\$17,950	\$23,372
Lebanon	589	494	399	180	134	129	1,925	0.23%	\$5,706	56.1	1.12%	\$27,973	\$33,679
Ledyard	1127	692	631	449	186	192	3,277	0.39%	\$9,714	40.5	0.81%	\$20,194	\$29,908
Lisbon	335	262	162	152	36	70	1,017	0.12%	\$3,015	16.5	0.33%	\$8,227	\$11,242
Litchfield	750	601	656	436	273	429	3,145	0.37%	\$9,323	57.3	1.14%	\$28,571	\$37,894
Lyme	135	204	210	162	48	60	819	0.10%	\$2,428	33	0.66%	\$16,455	\$18,882
Madison	1273	1465	1123	666	456	577	5,560	0.66%	\$16,481	36.3	0.72%	\$18,100	\$34,581
Manchester	3550	2664	2081	1234	1198	1245	11,972	1.42%	\$35,488	27.2	0.54%	\$13,563	\$49,051
Mansfield	726	784	473	444	189	292	2,908	0.35%	\$8,620	45.2	0.90%	\$22,538	\$31,158
Marlborough	465	499	309	115	92	104	1,584	0.19%	\$4,695	23.5	0.47%	\$11,718	\$16,413
Meriden	4185	3407	2189	1543	1048	1557	13,929	1.65%	\$41,289	24	0.48%	\$11,967	\$53,256
Middlebury	662	568	305	249	216	365	2,365	0.28%	\$7,010	18	0.36%	\$8,975	\$15,986
Middlefield	321	231	256	141	123	103	1,175	0.14%	\$3,483	13.3	0.27%	\$6,632	\$10,115
Middletown	2798	2201	1558	1382	898	1097	9,934	1.18%	\$29,447	42.9	0.86%	\$21,391	\$50,838
Milford	4150	3423	2657	1869	1147	1428	14,674	1.74%	\$43,497	23.5	0.47%	\$11,718	\$55,215
Monroe	1301	908	829	666	268	374	4,346	0.52%	\$12,883	26.4	0.53%	\$13,164	\$26,046
Montville	1387	861	807	700	407	447	4,609	0.55%	\$13,662	43.9	0.88%	\$21,890	\$35,552
Morris	182	122	76	75	37	50	542	0.06%	\$1,607	18.8	0.38%	\$9,374	\$10,981
Naugatuck	2204	1492	1241	582	577	708	6,804	0.81%	\$20,169	16.2	0.32%	\$8,078	\$28,247
New Britain	4001	3213	2295	1609	954	1488	13,560	1.61%	\$40,195	13.3	0.27%	\$6,632	\$46,827
New Canaan	1426	785	937	544	446	592	4,730	0.56%	\$14,021	23.3	0.47%	\$11,618	\$25,639
New Fairfield	1293	670	765	567	259	213	3,767	0.45%	\$11,166	25.3	0.51%	\$12,615	\$23,782
New Hartford	678	384	337	219	91	96	1,805	0.21%	\$5,350	38.3	0.76%	\$19,097	\$24,448
New Haven	5343	4904	3420	2251	1316	1520	18,754	2.22%	\$55,592	21.1	0.42%	\$10,521	\$66,113
New London	1651	1014	810	439	341	385	4,640	0.55%	\$13,754	7.3	0.15%	\$3,640	\$17,394
New Milford	2300	1425	1078	673	422	479	6,377	0.76%	\$18,903	64.4	1.28%	\$32,111	\$51,014
Newington	1947	1932	1384	962	854	1215	8,294	0.98%	\$24,586	13.2	0.26%	\$6,582	\$31,167

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Newtown	2101	1317	1056	802	678	905	6,859	0.81%	\$20,332	60.4	1.21%	\$30,117	\$50,449
Norfolk	171	144	114	119	49	33	630	0.08%	\$1,867	46.7	0.93%	\$23,286	\$25,153
North Branford	897	869	734	401	373	599	3,873	0.46%	\$11,481	26.8	0.54%	\$13,363	\$24,844
North Canaan	221	277	180	132	59	208	1,077	0.13%	\$3,193	19.6	0.39%	\$9,773	\$12,966
North Haven	1879	1436	909	1430	759	835	7,248	0.86%	\$21,485	21	0.42%	\$10,471	\$31,956
North Stonington	557	309	257	202	132	124	1,581	0.19%	\$4,686	56.3	1.12%	\$28,073	\$32,759
Norwalk	5538	4597	3271	2254	1600	1942	19,202	2.28%	\$56,920	27.7	0.55%	\$13,812	\$70,732
Norwich	2865	2198	1693	1074	745	907	9,482	1.12%	\$28,107	27.1	0.54%	\$13,513	\$41,620
Old Lyme	628	577	584	355	217	259	2,620	0.31%	\$7,766	27.1	0.54%	\$13,513	\$21,279
Old Saybrook	1021	562	617	652	489	381	3,722	0.44%	\$11,033	18.3	0.37%	\$9,125	\$20,158
Orange	1096	953	697	459	374	675	4,254	0.50%	\$12,610	17.6	0.35%	\$8,776	\$21,386
Oxford	1157	901	683	490	186	309	3,726	0.44%	\$11,045	33	0.66%	\$16,455	\$27,499
Plainfield	1063	669	641	383	343	383	3,482	0.41%	\$10,322	42.7	0.85%	\$21,291	\$31,613
Plainville	1445	1321	728	294	361	395	4,544	0.54%	\$13,470	9.6	0.19%	\$4,787	\$18,256
Plymouth	1043	786	512	294	270	263	3,168	0.38%	\$9,391	22.4	0.45%	\$11,169	\$20,560
Pomfret	520	303	203	101	76	70	1,273	0.15%	\$3,773	40.6	0.81%	\$20,244	\$24,018
Portland	725	548	354	274	328	279	2,508	0.30%	\$7,434	23.7	0.47%	\$11,817	\$19,252
Preston	333	305	246	143	124	50	1,201	0.14%	\$3,560	31.3	0.62%	\$15,607	\$19,167
Prospect	717	525	584	326	232	247	2,631	0.31%	\$7,799	14.3	0.29%	\$7,130	\$14,929
Putnam	668	667	457	372	208	331	2,703	0.32%	\$8,012	20.1	0.40%	\$10,022	\$18,035
Redding	582	597	445	260	189	347	2,420	0.29%	\$7,173	32.2	0.64%	\$16,056	\$23,229
Ridgefield	1681	1137	1047	713	519	832	5,929	0.70%	\$17,575	34.8	0.69%	\$17,352	\$34,927
Rocky Hill	1535	1512	972	503	474	678	5,674	0.67%	\$16,819	13.9	0.28%	\$6,931	\$23,750
Roxbury	208	226	161	116	44	43	798	0.10%	\$2,365	27.4	0.55%	\$13,662	\$16,028
Salem	333	279	318	90	30	39	1,089	0.13%	\$3,228	29.9	0.60%	\$14,909	\$18,137
Salisbury	308	398	297	299	179	197	1,678	0.20%	\$4,974	60.6	1.21%	\$30,217	\$35,191
Scotland	102	112	84	74	19	22	413	0.05%	\$1,224	18.3	0.37%	\$9,125	\$10,349
Seymour	1038	840	529	549	251	358	3,565	0.42%	\$10,568	14.7	0.29%	\$7,330	\$17,897
Sharon	228	397	230	162	5	95	1,117	0.13%	\$3,311	60.3	1.20%	\$30,067	\$33,378
Shelton	3198	2995	2045	1086	1149	1414	11,887	1.41%	\$35,236	31.4	0.63%	\$15,657	\$50,893
Sherman	444	190	238	203	74	73	1,222	0.15%	\$3,622	23.5	0.47%	\$11,718	\$15,340
Simsbury	1638	1499	1156	603	549	683	6,128	0.73%	\$18,165	34.5	0.69%	\$17,203	\$35,367
Somers	829	553	600	358	318	299	2,957	0.35%	\$8,765	28.7	0.57%	\$14,311	\$23,076

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South Windsor	1820	1332	1152	642	689	687	6,322	0.75%	\$18,740	28.5	0.57%	\$14,211	\$32,951
Southbury	1499	1259	1521	1038	941	1105	7,363	0.87%	\$21,826	40.9	0.82%	\$20,394	\$42,220
Southington	2768	2844	2420	1844	995	1375	12,246	1.45%	\$36,300	36.9	0.74%	\$18,399	\$54,699
Sprague	189	124	128	114	81	30	666	0.08%	\$1,974	13.8	0.28%	\$6,881	\$8,855
Stafford	908	852	471	231	242	277	2,981	0.35%	\$8,836	60.8	1.21%	\$30,316	\$39,153
Stamford	7669	5967	4244	3335	2250	2882	26,347	3.12%	\$78,099	39.9	0.80%	\$19,895	\$97,994
Sterling	321	140	181	109	59	22	832	0.10%	\$2,466	27.2	0.54%	\$13,563	\$16,029
Stonington	1463	1316	1249	829	550	625	6,032	0.72%	\$17,880	42.7	0.85%	\$21,291	\$39,172
Stratford	3585	2958	2437	1606	1121	1738	13,445	1.59%	\$39,854	18.7	0.37%	\$9,324	\$49,179
Suffield	1021	707	773	388	301	292	3,482	0.41%	\$10,322	43.1	0.86%	\$21,491	\$31,812
Thomaston	733	518	230	278	145	141	2,045	0.24%	\$6,062	12	0.24%	\$5,983	\$12,045
Thompson	724	442	315	220	230	199	2,130	0.25%	\$6,314	48.7	0.97%	\$24,283	\$30,597
Tolland	1186	849	447	463	252	325	3,522	0.42%	\$10,440	40.4	0.81%	\$20,144	\$30,585
Torrington	2614	2023	1537	928	790	1499	9,391	1.11%	\$27,837	40	0.80%	\$19,945	\$47,782
Trumbull	2280	1646	1446	1468	869	1142	8,851	1.05%	\$26,237	23.5	0.47%	\$11,718	\$37,954
Union	81	101	74	49	29	13	347	0.04%	\$1,029	29.9	0.60%	\$14,909	\$15,937
Vernon	1733	1342	1285	1033	733	749	6,875	0.82%	\$20,379	18.6	0.37%	\$9,274	\$29,654
Voluntown	252	134	81	44	61	55	627	0.07%	\$1,859	39.7	0.79%	\$19,795	\$21,654
Wallingford	3852	2854	2351	1549	1126	1973	13,705	1.63%	\$40,625	39.8	0.79%	\$19,845	\$60,470
Warren	116	126	81	86	40	35	484	0.06%	\$1,435	28	0.56%	\$13,961	\$15,396
Washington	281	301	326	111	138	69	1,226	0.15%	\$3,634	38.7	0.77%	\$19,297	\$22,931
Waterbury	6151	4509	3030	2680	2041	2166	20,577	2.44%	\$60,995	28.2	0.56%	\$14,061	\$75,057
Waterford	1323	1241	940	764	679	760	5,707	0.68%	\$16,917	36.7	0.73%	\$18,299	\$35,217
Watertown	1484	1315	931	817	443	653	5,643	0.67%	\$16,727	29.8	0.59%	\$14,859	\$31,586
West Hartford	4513	3698	2164	1740	1631	2346	16,092	1.91%	\$47,701	22.2	0.44%	\$11,069	\$58,770
West Haven	3382	2635	2284	942	759	909	10,911	1.29%	\$32,343	10.6	0.21%	\$5,285	\$37,628
Westbrook	544	573	552	252	157	360	2,438	0.29%	\$7,227	16.2	0.32%	\$8,078	\$15,305
Weston	814	519	428	216	132	174	2,283	0.27%	\$6,767	20.8	0.42%	\$10,371	\$17,139
Westport	1849	1464	1125	955	597	639	6,629	0.79%	\$19,650	22.4	0.45%	\$11,169	\$30,819
Wethersfield	1978	1594	820	1159	695	778	7,024	0.83%	\$20,821	13	0.26%	\$6,482	\$27,303
Willington	532	282	179	85	63	79	1,220	0.15%	\$3,616	34.8	0.69%	\$17,352	\$20,969
Wilton	1048	1135	776	369	543	308	4,179	0.50%	\$12,388	26.8	0.54%	\$13,363	\$25,751
Winchester	1116	777	534	196	190	354	3,167	0.38%	\$9,388	34	0.68%	\$16,953	\$26,341

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Windham	1362	945	790	407	409	531	4,444	0.53%	\$13,173	28	0.56%	\$13,961	\$27,135
Windsor	2320	1697	1249	871	534	744	7,415	0.88%	\$21,980	31.1	0.62%	\$15,507	\$37,487
Windsor Locks	1005	685	504	455	303	471	3,423	0.41%	\$10,147	9.2	0.18%	\$4,587	\$14,734
Wolcott	1381	841	783	546	340	634	4,525	0.54%	\$13,413	20.6	0.41%	\$10,272	\$23,685
Woodbridge	626	617	685	294	296	297	2,815	0.33%	\$8,344	19.3	0.39%	\$9,623	\$17,968
Woodbury	785	674	676	362	217	277	2,991	0.36%	\$8,866	36.8	0.73%	\$18,349	\$27,215
Woodstock	555	573	515	87	123	92	1,945	0.23%	\$5,765	61.6	1.23%	\$30,715	\$36,481

## **Appendix B – Coordination**

Coordinated transportation systems are an essential element to keeping older adults and people with disabilities independent and actively connected to their communities. A lack of coordinated services leads to confusion, making it difficult for people to navigate the maze of transportation services. Forging partnerships and effectively coordinating resources can result in increased access and improved services. This is evidenced in examples of successful senior transportation models which are grounded in collaboration and include partnerships with the human services network.

### **INFORMAL COORDINATION MODEL**

- Voluntary process whereby providers plan their services to not overlap with services provided by other agencies or to fill gaps in service.
- Meetings or other mechanisms where providers share details about their services so that each agency can voluntarily make its program operate consistently or in coordination with the programs of the other agencies.
- Any two or more agencies who voluntarily allow each other's clients to use each other's transportation programs.
- Any agency, which shares its service delivery capabilities with another agency in order to maximize the efficiency or cost effectiveness of both agencies. (Examples could include: agencies pooling their funds to buy vehicles at a better price, sharing the use or maintenance of vehicles, or splitting the duties associated with driver training.)

### **FORMAL COORDINATION MODEL**

- In a lead agency model, one agency takes on the responsibility for providing transportation for several other agencies. The lead agency may be an existing provider of other services or may be solely responsible for transportation services.
- In a brokerage model, the overall management of the system is consolidated, but the fleets are not consolidated. The broker is responsible for setting up a system to provide transportation for several human services programs. Actual operation of the program is dispersed among participating carriers.
- In an administrative agency model, a public agency assumes the responsibility for coordination and provision of transportation. In most cases, the public agency is a regional transportation authority with general responsibility for public transportation in the service area.

### **BENEFITS OF COORDINATION**

- Offer more rides to more people; serve a greater number of people within current resources.
- Eliminate duplication and inefficiency.
- Avoid or reduce the amount of service cutbacks that might otherwise be necessary.
- Attract new money by demonstrating wise use of scarce resources and responsiveness to community need.



## Appendix C – Biannual Reporting for the State Matching Grant Program

### Tri-Annual Reporting for the Municipal Grant Program

Name of Municipality	
Date of Submittal	
Program Year	State Fiscal Year (SFY) 2026

#### ⚠ Important Information

This form must be emailed to DOT.PTransMGP@ct.gov separately and it also must be attached to your ISP Form (reimbursement request)

For sections that are zero, please put a zero rather than leave blank.

Reporting Period	One-Way Passenger Trips <sup>1</sup>	Vehicles Miles Traveled <sup>2</sup>	Trip Denials <sup>3</sup>	Vehicle Hours <sup>4</sup>	MGP Balance <sup>5</sup>
Jul 1, 2025 - Dec 31, 2025 1st Half					
Jan 1, 2026 - Jun 30, 2026 2nd Half					
Annual Totals	0	0	0	0	

1. A one-way passenger trip should be recorded each time a passenger boards a vehicle.

2. Vehicle miles traveled.

3. Any person who is denied a trip for any reason.

4. Vehicle hours, include driven and wait time.

5. The balance of MGP funds received by the reporting entity but unspent by the end of the year, including any unspent rollover from previous periods. Please count only revenues received and expenses incurred in that fiscal year, i.e. count expenses for a particular fiscal year against the payment amount for that fiscal year only. If all funds received have been spent, please enter "0".

Q1. How many vehicles in your fleet?

This section to be filled out at the beginning of the state fiscal year.

Q2. What are your typical core service hours (i.e. 8:00 am - 2:00 pm)?

This section to be filled out at the beginning of the state fiscal year.

Days without service may be filled in with "N/A" or left blank.

	Start Time	End Time
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Q3. In the table below, fill in each individual client served under the category that most fits.

This section to be filled out at the end of the fiscal year.

For sections that are zero, please put a zero rather than leave blank.

End of SFY 2026 (Jun 30, 2026)	# of people with disabilities 59 and under	# of people with disabilities 60 and over	# of Seniors (over 60)	Total
Enter individual clients served				0

## **Appendix D – Connecticut General Statutes 2005 Sec. 13b-38bb. State matching grant program for elderly and disabled demand responsive transportation. Allocations. Requirements. Data collection.**

(a) The Commissioner of Transportation shall establish a state matching grant program, in accordance with the provisions of this section, which shall be available to any municipality upon application of such municipality. Such grants shall be expended by such municipalities for elderly and disabled demand responsive transportation programs that shall be available to persons age sixty or older.

(b) Not later than thirty days after the commissioner determines an allocation amount, the commissioner shall notify municipalities of the availability of such amount.

(c) Municipalities shall apply to the state through a designated regional planning organization or transit district for funding allocations. The regional planning organization or transit district and municipalities interested in applying for the funds shall collaborate on service design to determine how to use the funding most effectively in that municipality and its surrounding region. The commissioner shall have the authority to approve or disapprove the method for delivery of service.

(d) The maximum amount allocated to a municipality shall be determined by the commissioner in accordance with the following formula: Fifty per cent of such funds shall be apportioned on the basis of the share of the population of persons age sixty or older in the municipality relative to the state's total population of persons age sixty or older, as defined in the most recent federal decennial census or in estimates provided in the five-year interim by the Office of Policy and Management. Fifty per cent of such funds shall be apportioned on the basis of a municipality's square mileage relative to the state's total square mileage.

(e) Each municipality applying for such grant funds shall provide a fifty per cent match to such funds. If a municipality chooses not to apply for such funds, its portion shall revert to the Special Transportation Fund.

(f) A municipality, receiving a grant provided pursuant to this section, shall annually submit to the Commissioner of Transportation, on forms provided by said commissioner, the following data on such transportation programs: (1) The number of unduplicated riders; (2) the number of one-way trips; (3) the number of miles traveled; (4) the number of trip denials; (5) the number of hours vehicles are in use annually; (6) all federal, state, municipal and other revenues received and expenditures incurred in the provision of dial-a-ride services; and (7) any other information determined to be necessary by the commissioner.

(g) A municipality receiving a grant pursuant to this section shall annually submit to the Commissioner of Transportation a certification that any state grant shall be in addition to current municipality levels of spending on such programs.

(h) Any funds shall only be expended for grants and administrative costs and shall not be expended for any other purpose.

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(P.A. 99-265, S. 4; P.A. 00-148, S. 22; P.A. 02-123, S. 5; June Sp. Sess. P.A. 05-4, S. 39.)

History: P.A. 00-148 made technical changes, amended Subsec. (a) by making the state matching grant a program, amended Subsec. (b) by replacing “a grant” with “an allocation”, added new Subsec. (c) re application process for allotted funds and redesignated Subsecs. (c) to (g), inclusive, as Subsecs. (d) to (h), inclusive; P.A. 02-123 amended Subsec. (c) to eliminate references to “within the transportation service region, as established in section 13b-38m,” and “allocated to municipalities within that transportation service region” and to change “municipality and region” to “municipality and its surrounding region”, effective June 7, 2002; June Sp. Sess. P.A. 05-4 amended Subsec. (a) to delete references to deadlines for establishing program and to establishing program within available General Fund appropriations, amended Subsec. (e) by changing General Fund to Special Transportation Fund, and amended Subsec. (h) to remove reference to appropriated funds and specify that funds shall only be expended for grants and administrative costs, effective July 1, 2005.

See Sec. 13b-57s re funding for grants-in-aid and administrative expenses for program.