

FY 2023 ADA COMPLAINT INFORMATION

You must retain copies of complaints for at least one year and a summary of all complaints for at least five years.

Name Of Applicant (legal organization name)

Battle Creek, City of

Has the agency been named in any lawsuits or complaints in the last year which allege an individual was discriminated against or denied full participation in transportation based on disability.

Yes No

Include a brief description of the complaint and status.

The City was the subject of a Department of Justice (DOJ) investigation which found twelve areas of non-compliance with the City's Intermodal Transportation Center (ITC). This investigation was the result of a complaint made not to the City but directly to the DOJ. The City has corrected eight of the twelve areas of compliance and has until June 30, 2022 to complete the remaining four corrections. The remaining corrections include engineering work that is weather dependent and address the slope of the sidewalk and walking paths from the parking area to the building.

In the last year, have you had ADA compliance review conducted on your transportation program as part of an overall FTA or MDOT Compliance Review?

Yes No

Have any changes been made to your ADA Complaint Policy?

Yes No

Battle Creek Transit

**339 West Michigan Ave.
Battle Creek, MI 49037**

(269) 966-3588

Urban Medium

Regular Service

Annual Budgeted

2023

Total Eligible Expenses: \$3,877,012

Comments: FY2023 Annual Operating Grant Application for the period of October 1, 2022 through September 30, 2023.

**Battle Creek Transit
Urban Medium
Regular Service
Annual Budgeted
2023**

Revenue Schedule Report

Code	Description	LH	DR	Total
401	Farebox Revenue			
40100	Passenger Fares (-)	\$422,133		\$422,133
406	Auxiliary Trans Revenues			
40615	Advertising (-)	\$46,075		\$46,075
407	NonTrans Revenues			
40799	Other NonTrans Revenue (Explain in comment field) (Scrap-)	\$1,479		\$1,479
409	Local Revenue			
40910	Local Operating Assistance (-)	\$583,444		\$583,444
411	State Formula and Contracts			
41101	State Operating Assistance (-)	\$1,356,388		\$1,356,388
413	Federal Contracts			
41302	Federal Section 5307 Operating (operating funds only) (-)	\$1,987,386		\$1,987,386
Total Revenues: \$4,396,905				

**Battle Creek Transit
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2023**

Expense Schedule Report

Code	Description	LH	DR	Amount
501	: Labor			
50101	Operators Salaries & Wages (-)	\$1,396,273		\$1,396,273
50102	Other Salaries & Wages (-)	\$537,868		\$537,868
502	: Fringe Benefits			
50200	Fringe Benefits (-)	\$689,904		\$689,904
50210	DC Pensions (-)	\$48,252		\$48,252
50220	DB Pensions (-)	\$397,089		\$397,089
503	: Services			
50302	Advertising Fees (-)	\$172		\$172
50305	Audit Costs (-)	\$9,872		\$9,872
50399	Other Services (-)	\$252,474		\$252,474
504	: Materials and Supplies			
50401	Fuel & Lubricants (-)	\$217,261		\$217,261
50402	Tires & Tubes (-)	\$33,090		\$33,090
50499	Other Materials & Supplies (-)	\$168,144		\$168,144
505	: Utilities			
50500	Utilities (-)	\$52,847		\$52,847
506	: Insurance			
50603	Liability Insurance (-)	\$58,336		\$58,336
50699	Other Insurance (-)	\$9,309		\$9,309

**Battle Creek Transit
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2023**

Expense Schedule Report

Code	Description	LH	DR	Amount
507 :	Taxes & Fees			
50700	Taxes & Fees (-)	\$193		\$193
509 :	Misc Expenses			
50902	Travel, Meetings & Training (-)	\$2,280		\$2,280
50903	Association Dues & Subscriptions (-)	\$9,313		\$9,313
512 :	Operating Leases & Rentals			
51200	Operating Leases & Rentals (-)	\$10,395		\$10,395
513 :	Depreciation			
51300	Depreciation (-)	\$311,924		\$311,924
550 :	Ineligible Expenses			
55007	Ineligible Depreciation (-)	\$311,924		\$311,924
55009	Ineligible Percent of Association Dues (-)	\$1,124		\$1,124
55010	Other Ineligible Expense Associated w/Aux. & Nontrans (Explain in comment field) (Sale of Scrap Metal, etc-)	\$14,936		\$14,936

Total Expenses: \$4,204,996

Total Ineligible Expenses: \$327,984

Total Eligible Expenses: \$3,877,012

**Battle Creek Transit
Urban Medium
Regular Service
Annual Budgeted
2023**

Non Financial Schedule Report

Public Service

Code	Description	Quantity LH	Quantity DR	Total
611	Vehicle Miles	505,522	0	505,522
615	Unlinked Passenger Trips - Regular	159,064	0	159,064
616	Unlinked Passenger Trips - Elderly	31,759	0	31,759
617	Unlinked Passenger Trips - Persons w/Disabilities	15,526	0	15,526
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	4,452	0	4,452
621	Total Line-Haul Unlinked Passenger Trips	202,917	0	202,917
622	Total Demand-Response Unlinked Passenger Trips	7,884	0	7,884
625	Days Operated	612	0	612

Total Passengers: 210,801

Vehicle Information

Code	Description	Quantity
653	Total Line-Haul Vehicles	13
654	Line-Haul Vehicle w/ Lifts	13
655	Total Demand-Response Vehicles	7
656	Demand-Response Vehicle w/ Lifts	7
658	Total Transit Vehicles	20

Total Vehicles: 20

Miscellaneous Information

Code	Description	Quantity LH	Quantity DR
601	Number of Routes (Line Haul Only)	8	0
602	Total Route Miles (Line Haul Only)	83	0
661	Total Transit Agency Employees (Full-Time Equivalents)	37	0

FY 2023 COORDINATION PLAN FOR LOCAL BUS OPERATING ASSISTANCE

All agencies applying for Local Bus Operating Assistance must submit a coordination plan. (If an agency also is applying for Specialized Services Operating Assistance, only the Specialized Services coordination plan is required.)

Organizations must ensure that the level and quality of service will be provided without regard to race, color or national origin and that there is no disparate impact on groups protected by Title VI of the Civil Rights Act of 1964 and related statutes and regulations.

Name of Applicant (legal organization name)

Battle Creek, City of

TRANSIT PROVIDER/PURCHASER AND COORDINATION EFFORTS

Describe efforts for coordinating transit services with each of these agencies, including any purchase of service arrangements, training, maintenance, and dispatching services, etc. Also include a description of the process used to ensure coordination efforts are being pursued (i.e., LAC meetings, public hearings, etc.)

Providers in our area include:

Community Action
Community Inclusive Recreation
Marian Burch Adult Day Care
Carewell - Area Agency on Aging
Kingdom Builders Transportation
Dream Limousine
Greyhound Bus
Dean Trailways of Michigan
LifeCare Ambulance
B & W Charters
Great Lakes Motorcoach

Battle Creek Transit continue to be involved in several local efforts regarding the possibility of county-wide transportation in the future. Battle Creek Transit piloted Calhoun County Coordinated Mobility Pilot (BCGo) during 2021 which was a collaborated effort with Community Action. Our Transit Director continues to be involved with both the Policy Committee and the Technical Committee of our local MPO - Battle Creek Area Transportation Study (BCATS).

FUTURE TRANSIT OBJECTIVES

Describe your future objectives regarding coordination/consolidation of transit services:

BCT will continue to post notices for both the Local Advisory Council (LAC) and Local Coordinating Committee (LCC) meetings on our website and Facebook pages. With COVID, our meetings continue to be held virtually but we will continue to stream the LAC and LCC meetings as well as our Public Transportation Committee (PTC) meetings on Facebook until in-person meetings can be held again. A planning workshop was not held this year however we did post a public notice inviting eligible, qualified non-profit organizations that service senior citizens and/or persons with disabilities in Calhoun County to reach out to us to learn how to apply for state funding to support their transportation programs. We did have one new provider make contact and we are working with them on their application efforts.

BCT continues to be an active participant in the discussions regarding the formation of a countywide transit authority.

Name Of Applicant (legal organization name)

Battle Creek, City of

The Applicant agrees to comply with the applicable requirements of categories below. *
Those requirements that do not apply to you or your project will not be enforced.

<u>Categories</u>	<u>Descriptions</u>
01.	Certifications and Assurances Required of Every Applicant.
02.	Public Transportation Agency Safety Plans.
03.	Tax Liability and Felony Convictions.
04.	Lobbying.
05.	Private Sector Protections.
06.	Transit Asset Management Plan.
07.	Rolling Stock Buy America Reviews and Bus Testing.
08.	Formula Grants for Rural Areas.
09.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.
10.	Enhanced Mobility of Seniors and Individuals with Disabilities Programs.
11.	Alcohol and Controlled Substances Testing.
12.	Demand Responsive Service.
13.	Interest and Financing Costs.
14.	Construction Hiring Preferences.

FTA and MDOT intend that the certifications and assurances the Applicant has selected on this form should apply, as required, to each project for which the Applicant seeks FTA assistance during application year.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document, and acknowledges that the provisions of the program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. 3801 et.seq., and implemented by DOT regulations, 'Program Fraud Civil Remedies,' 49 CFR part 31 apply to any certification, assurance, or submission made to FTA. The criminal fraud provisions of 18 U.S. C. 1001 may apply to any certification, assurance, or submission made in connection with any program administered by FTA.

Name Of Applicant (legal organization name)

Battle Creek, City of

is applying for Section 5311, 5311(f), and/or 5339 funding under Federal Transit Law, as amended, for the application year. We will be bound by the provisions of this special 5333(b) [former 13(c)] labor warranty for the period of the grant.

Does a union represent the applicant's employees?

Yes No

List union representation (only staff that has duties connected to the transit operation)

Union Name: Amalgamated Transit Union (ATU)

Union Name: Service Employees International (SEIU)

Union Name: Battle Creek Supervisors Association (BCSA)

Does agency use a third party transportation provider?

Yes No

Are there other surface transportation providers in your area?

Yes No

Note: Do not include school bus transportation providers and their unions

Indicate surface transportation providers and their union representation or none. (Providers serving the general public, including public agencies, private providers, and/or non-profit providers and their unions in your jurisdictional area)

Provider :	Community Action	Union Names:		None	<input checked="" type="checkbox"/>
Provider :	Community Inclusive Recre	Union Names:		None	<input checked="" type="checkbox"/>
Provider :	Marian Burch AdultDayCare	Union Names:		None	<input checked="" type="checkbox"/>
Provider :	Carewell-AreaAgencyAging	Union Names:		None	<input checked="" type="checkbox"/>
Provider :	Kingdom Builders Transp	Union Names:		None	<input checked="" type="checkbox"/>
Provider :	Greyhound Bus	Union Names:		None	<input checked="" type="checkbox"/>
Provider :	Dean Trailways of Mich	Union Names:		None	<input checked="" type="checkbox"/>
Provider :	LifeCare	Union Names:		None	<input checked="" type="checkbox"/>
Provider :	Concorde Transportation	Union Names:		None	<input checked="" type="checkbox"/>
Provider :	B & W Charters	Union Names:		None	<input checked="" type="checkbox"/>
Provider :	Great Lakes Motorcoach	Union Names:		None	<input checked="" type="checkbox"/>
Provider :	Indian Trails, Inc.	Union Names:		None	<input checked="" type="checkbox"/>
Provider :		Union Names:		None	<input type="checkbox"/>
Provider :		Union Names:		None	<input type="checkbox"/>
Provider :		Union Names:		None	<input type="checkbox"/>

FY 2023 RESOLUTION OF INTENT

The approved resolution of intent to apply for state formula operating assistance for fiscal year 2023 under Act 51 of the Public Acts of 1951, as amended.

WHEREAS, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the (hereby known as THE APPLICANT) established under Act to provide a local transportation program for the state fiscal year of 2023 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the governing body, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the performance indicators have been reviewed and approved by the governing body.

WHEREAS, THE APPLICATION , has reviewed and approved the proposed balance (surplus) budget, and funding sources of estimated federal funds \$ estimated state funds \$ estimated local funds \$ with total estimated expenses of \$

(Note: Local funds include fare box and any other local revenue)

NOW THEREFORE, be it resolved that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2023

I, (Name)

(Secretary/Clerk) of THE Applicant , having custody of the records and proceedings of THE APPLICANT, does hereby certify that I have compared this resolution adopted by THE APPLICANT at the meeting of

20 with the original minutes now on file and of record in the office and that this resolution is true and correct.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed seal of said , this day of A.D 20

SIGNATURE

This form is required for all agencies applying for Regular Services, Section 5311 JARC, Section 5310, and/or New Freedom projects.

Name of Applicant (legal organization name)

Battle Creek, City of

THE APPLICANT AGREES TO COMPLY WITH THE APPLICABLE REQUIREMENTS SELECTED BELOW:

- This organization has the necessary operational lifts on its vehicles as required by Act 51, [Section 10e (17) and 10e(18)] of the Public Acts of 1951, as amended, and the Americans with Disabilities Act of 1990.
- The organization also certifies that the lifts are maintained and cycled on a regularly scheduled basis.
- B. This organization has proof of insurance on file that meets the insurance requirements in exhibit a of your master agreement with the Michigan Department of Transportation.

The applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in statements submitted herein with this document. The truthfulness and accuracy of this document will enable the applicant to receive state funding.

Name Of Applicant (legal organization name)

Battle Creek, City of

All FTA funds recipients, except for urban agencies that receive all of their FTA funds directly from FTA, must submit the following information that covers the period since your last MDOT application. First-time applicants should submit information for the previous fiscal year.

1. Are there any active lawsuits or complaints naming the applicant that allege discrimination based on race, color or national origin with respect to service or other transit benefits?

Yes No

2. Have you had any Title VI compliance review activities conducted with regard to your transportation program, including triennial compliance reviews conducted by FTA and/or MDOT?

Yes No

3. When was your last title VI program approved by MDOT or FTA MM/DD/YYYY

4. Has your Title VI Coordinator/EEO Officer changed during the reporting period or since your last Title VI Plan was approved?

Yes No

5. Has your organization had any projects and/or service change that have Title VI, Limited English Proficiency (LEP), or Environmental Justice (EJ) impacts? Service change includes service expansion/reduction, route and/or hour changes, etc

Yes No

6. During this reporting period, how were your employees educated about Title VI and their responsibility to ensure non-discrimination in any of your programs, services, or activities?

New employees are given a one-on-one training with the Transit Director or the Grants Program Administrator. Each individual is given a printout of the material covered and sign a form acknowledging receipt.

NOTICE: The Local Advisory Council(LAC) must review and be given the opportunity to comment on this Vehicle Accessibility Plan (VAP). Please attach the signed minutes of the LAC meeting at which this VAP was discussed and approved.

Name Of Applicant (legal organization name)

Battle Creek, City of

1. Total D-R Fleet anticipated for application year (including locally funded vehicles)

9

2.Total Anticipated D-R Fleet Accessible or lift-equipped (including locally funded vehicles)

9

3. Has the agency made any changes in vehicle inventory described in No. 1 and No. 2 above since the last accessibility plan update was submitted?

(If "yes" explain changes and reasons for those changes below.)

No

4. Has the agency made any changes in the following since the last accessibility plan update was submitted?

A. Fare structure No

B. Service area information No

C. Service availability information No

D. Service Hours/days of operation No

E. Local advisory council membership Yes

Our representative from Area Agency on Aging (CareWell) has changed and is reflected on the LAC Member List.

5. Has the agency made any other changes in its vehicle accessibility plan since last submission of an accessibility plan or annual update?

No

6. How frequently does the agency's LAC meet?

Quarterly

7. LAC MEMBER LIST (List below the members of your agency LAC. Attach a separate page of additional names if necessary.)

NOTICE: The Local Advisory Council (LAC) must review and be given the opportunity to comment on this Vehicle Accessibility Plan (VAP). Please attach the signed minutes of the LAC meeting at which this VAP was discussed and approved.

NOTE: MDOT Administrative Rule 202 requires that the applicant agency shall establish a LAC composed of a minimum of three members. No LAC member shall be a staff or board member of the applicant agency. The applicant agency shall ensure all of the following:

- 1) 50% of the LAC membership represents persons who are 65 years of age or older and persons who have disabilities within the service area;**
- 2) the LAC membership includes people who have diverse disabilities and the elderly who are users of public transportation; and**
- 3) the applicant agency has approved at least one member, or 12% of the membership, jointly with the area agency on aging.**

Does the list of members reflect the membership in the minutes?

Yes

1. CHAIRPERSON'S NAME

Paul Ecklund

Affiliation (Name of organization, if any)Disability Network of Southwest Michigan

This member representsPersons with Disabilities

This member is

A user of public transportation

A Person with Disabilities

2. NAME

Jerry Sigourney

Affiliation (Name of organization, if any)None

This member representsPersons with Disabilities

This member is

A user of public transportation

A Person with Disabilities

3. NAME

Mark Woodford

Affiliation (Name of organization, if any)None

This member representsPersons 65 years and older

This member is

Age 65 or older

A user of public transportation

A Person with Disabilities

4. NAME

Lynn Moss

Affiliation (Name of organization, if any)CareWell (Area Agency on Aging)

This member representsPersons 65 years and older

This member isJointly appointed by an area
