

## 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**

**New Freedom**

**Annual Budgeted**

**2023**

**Total Eligible Expenses: \$421,346**

**Comments: FY2023 New Freedom Application for the period of October 1, 2022 through September 30, 2023. Local Match provided by City of Battle Creek General Fund.**

**Battle Creek Transit  
Urban Medium  
New Freedom  
Annual Budgeted  
2023**

**Revenue Schedule Report**

Code	Description	LH	DR	Total
<b>401 :</b>	<b>Farebox Revenue</b>			
40100	Passenger Fares (-)		\$51,482	\$51,482
<b>409 :</b>	<b>Local Revenue</b>			
40910	Local Operating Assistance (-)		\$231,350	\$231,350
<b>413 :</b>	<b>Federal Contracts</b>			
41399	Other Federal Transit Contracts & Reimbursements (Explain in comment field) (MDOT Project Authorization TBD)		\$229,995	\$229,995
<b>Total Revenues: \$512,827</b>				

**Battle Creek Transit  
Urban Medium  
New Freedom  
Annual Budgeted  
2023**

**Expense Schedule Report**

<b>Code</b>	<b>Description</b>	<b>LH</b>	<b>DR</b>	<b>Amount</b>
<b>501</b>	<b>: Labor</b>			
50101	Operators Salaries & Wages (-)		\$170,285	\$170,285
50102	Other Salaries & Wages (-)		\$65,597	\$65,597
<b>502</b>	<b>: Fringe Benefits</b>			
50200	Fringe Benefits (-)		\$84,138	\$84,138
50210	DC Pensions (-)		\$5,885	\$5,885
50220	DB Pensions (-)		\$48,428	\$48,428
<b>503</b>	<b>: Services</b>			
50302	Advertising Fees (-)		\$21	\$21
50305	Audit Costs (-)		\$1,204	\$1,204
50399	Other Services (-)		\$30,791	\$30,791
<b>504</b>	<b>: Materials and Supplies</b>			
50401	Fuel & Lubricants (-)		\$26,496	\$26,496
50402	Tires & Tubes (-)		\$4,035	\$4,035
50499	Other Materials & Supplies (-)		\$20,506	\$20,506
<b>505</b>	<b>: Utilities</b>			
50500	Utilities (-)		\$6,445	\$6,445
<b>506</b>	<b>: Insurance</b>			
50603	Liability Insurance (-)		\$7,114	\$7,114
50699	Other Insurance (-)		\$1,135	\$1,135

**Battle Creek Transit  
Urban Medium  
New Freedom  
Annual Budgeted  
2023**

**Expense Schedule Report**

<b>Code</b>	<b>Description</b>	<b>LH</b>	<b>DR</b>	<b>Amount</b>
<b>507 :</b>	<b>Taxes &amp; Fees</b>			
50700	Taxes & Fees (-)		\$24	\$24
<b>509 :</b>	<b>Misc Expenses</b>			
50902	Travel, Meetings & Training (-)		\$278	\$278
50903	Association Dues & Subscriptions (-)		\$1,136	\$1,136
<b>512 :</b>	<b>Operating Leases &amp; Rentals</b>			
51200	Operating Leases & Rentals (-)		\$1,268	\$1,268
<b>513 :</b>	<b>Depreciation</b>			
51300	Depreciation (-)		\$38,041	\$38,041
<b>550 :</b>	<b>Ineligible Expenses</b>			
55000	Ineligible JARC and NF Fares (-)		\$51,482	\$51,482
55007	Ineligible Depreciation (-)		\$38,041	\$38,041
55009	Ineligible Percent of Association Dues (-)		\$137	\$137
55010	Other Ineligible Expense Associated w/Aux. & Nontrans (Explain in comment field) (Misc Expenses, scrap, etc-)		\$1,821	\$1,821

**Total Expenses: \$512,827**

**Total Ineligible Expenses: \$91,481**

**Total Eligible Expenses: \$421,346**

**Battle Creek Transit  
Urban Medium  
New Freedom  
Annual Budgeted  
2023**

**Non Financial Schedule Report**

**Public Service**

Code	Description	Quantity LH	Quantity DR	Total
610	Vehicle Hours	0	5,176	5,176
611	Vehicle Miles	0	47,419	47,419
615	Unlinked Passenger Trips - Regular	0	1,250	1,250
616	Unlinked Passenger Trips - Elderly	0	5,306	5,306
617	Unlinked Passenger Trips - Persons w/Disabilities	0	5,306	5,306
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	0	620	620
622	Total Demand-Response Unlinked Passenger Trips	0	12,482	12,482
625	Days Operated	0	361	361

**Total Passengers: 12,482**

**Vehicle Information**

Code	Description	Quantity
655	Total Demand-Response Vehicles	2
656	Demand-Response Vehicle w/ Lifts	2
658	Total Transit Vehicles	2

**Total Vehicles: 2**

**Miscellaneous Information**

Code	Description	Quantity LH	Quantity DR
661	Total Transit Agency Employees (Full-Time Equivalents)	0	39

## FY 2023 CERTIFICATION OF LOCAL MATCH

**Name of Applicant (legal organization name)**

Battle Creek, City of

certifies that local funds in the amount of \$ 231,350

are available to match federal Section 5317 New Freedom (NF) grant funds should they be awarded. **Farebox cannot be used as local match for NF, and must be backed out as ineligible under expense code 55000 in your OAR.** In the box below, please provide a breakdown of the source and amount of local funds. Please indicate if it is in-kind contribution or cash. For in-kind contributions, please indicate the types of services that will be provided and how you determined the value. Please refer to the Revenue & Expense Manual for an explanation of in-kind contributions.

City of Battle Creek General Fund

(Expenses require overmatch since we are not requesting an expansion of NF Operating, only continuation)

**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.



FY 2023 SECTION 5310/NEW FREEDOM  
GENERAL INFORMATION FORM

Name Of Applicant (legal organization name)

Battle Creek, City of

Check One :

Urbanized Area     Non Urbanized Area

Name of urbanized area

Battle Creek

Is your agency within a metropolitan planning organization (MPO)?

Yes     No

Has the project been included in the transportation improvement program (TIP) for this area?

Yes     No

Services Provided by applicant (including how 5310 vehicles will be used, service area, days and hours of operation, and reservation requirements)

BCT will operate expanded demand response service for seniors, persons w/disabilities & the general public beyond the existing fixed route hours & boundaries. This D-R service will operate from 7pm to 12am M-F, 5pm-12am Sat., and 9am-6pm Sun. BCT will utilize vans and cutaway buses to provide 100% accessible transportation 7 days per week with a combination of on-demand and advanced scheduling.

Projected Annual 5310 Ridership

12,482

Estimated Percentage of Ridership(%)

Elderly  %      Disabled  %      Other  %

Specify Other

Vehicles are intended to:

Replace Existing Vehicles     Expand Existing Service     Start New Service

Select One:

Attached are letters of support from each public and private transit and paratransit operator in the proposed service area indicating that he or she does not, and is not intending to, offer similar service in the same area; or proof of a good faith effort made in obtaining letters of support if an operator will not respond.

A public notice has been published (attach a copy of published public notice in PTMS).

**Name Of Applicant (legal organization name)**

Battle Creek, City of

**Project Name**

Mobility Management

**Category of project (e.g., New Freedom operating: New Freedom capital such as bus, equipment, marketing, planning, and/or mobility management). You must also submit capital and/or operating request in PTMS.**

Mobility Management (this amount includes \$2,500 expansion as a COLA for the Mobility Manager)

- Expansion       Continuation

Amount of FEDERAL funds requested for the project	Amount of STATE funds requested for the project	Local Match (If other than capital)	Total funding \$
68,000	17,000		85,000

**Source of local match funds for operating (be specific - identify each source and \$ amount).**

N/A

**General area served:**

- An urbanized area with population between 50,000 and 199,999  
 A non-urbanized area with population below 50,000

**Is this project in a tip:**

- Yes  
 No

**Estimated number of rides (one way trips) to be provided for individuals with disabilities as a result of the new freedom project**

2,640

**Project description**

Continue a mobility management model that works at or with BCT to coordinate countywide transportation & implement a centralized dispatch system which coordinates services between multiple providers. The mobility manager works closely with community transportation partners, human service agencies, & organizations which serve vulnerable & underserved populations, & provides travel training, trip planning, & assistance to passengers. This position will be billed as a direct expense to the grant.

**Title of coordinated plan from which project is derived**

Calhoun County Coordinated Public Transit Human Services Agency Plan

**Specific strategy project relates to: page number and section where the specific strategy is stated**

Page 14 - Under Strategies - the 2nd and 5th item listed

**How does project address the identified strategy?**

On Page 14 of the plan under Goals, the 2nd, 3rd, and 4th bulleted items are ways our project aims to address the strategies identified.

**Are there multiple providers for this project/service?**

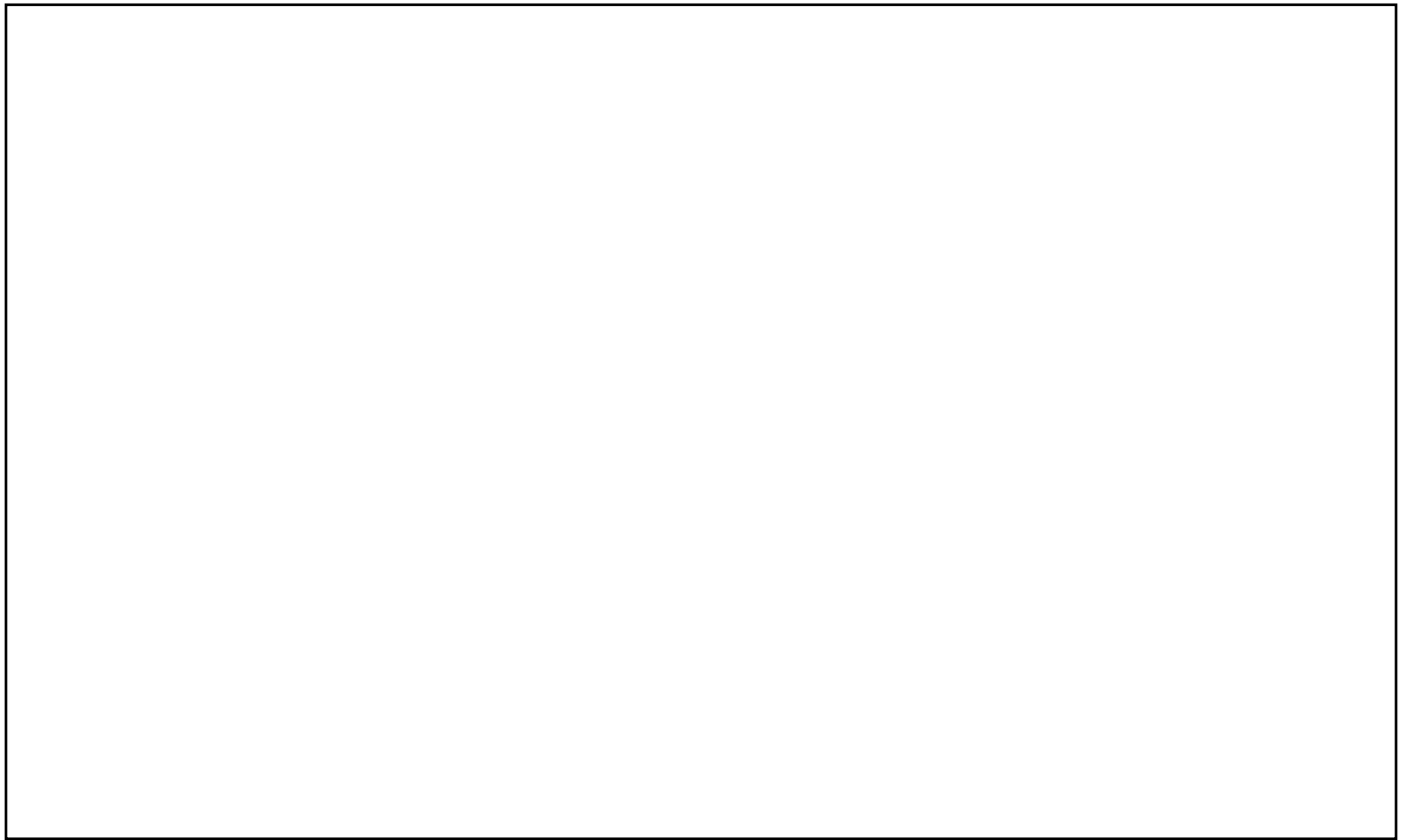
- NO  YES If yes, please describe how the project/service provides for the coordination among the various providers

While there are other transportation providers in the area, nobody is currently coordinating efforts between them. Additionally, Calhoun County is the only county in the region that didn't have a countywide model and/or mobility manager to assist in coordinating countywide efforts. Each transportation provider currently serves limited populations with limited resources but has the capacity to serve additional rides in the area.

**Project implementation plan and timeline**

This is a continuation project for Mobility Management and BCGo (non-countywide) services. The mobility management position and activities are already in place and require continuation funding to continue. This funding would continue the position through September 30 2023. The New Freedom operating assistance provides funding for non-ADA demand responsive services at night and on the weekends. This project covers weekday service from 7pm until midnight, Saturday service from 5pm until midnight, and Sunday service from 9am until 6pm. Service will be restored/escalated as staffing becomes available post-pandemic. The operating period for this project is October 1, 2022 through September 30, 2023.

**Additional information**

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Name Of Applicant (legal organization name)

Battle Creek, City of

Project Name

Demand Response Operating

Category of project (e.g., New Freedom operating: New Freedom capital such as bus, equipment, marketing, planning, and/or mobility management). You must also submit capital and/or operating request in PTMS.

New Freedom Operating

- Expansion
- Continuation

Amount of FEDERAL funds requested for the project	Amount of STATE funds requested for the project	Local Match (If other than capital)	Total funding \$
229,995		231,350	461,345

Source of local match funds for operating(be specific - identify each source and \$ amount).

City of Battle Creek General Fund  
Project requires an overmatch based on expenses.

General area served:

- An urbanized area with population between 50,000 and 199,999
- A non-urbanized area with population below 50,000

Is this project in a tip:

- Yes
- No

Estimated number of rides (one way trips) to be provided for individuals with disabilities as a result of the new freedom project

12,482

Project description

After hours demand response service which runs from 7pm to 12am M-F, 5pm-12am Sat., and 9am-6pm Sun. serving seniors, people with disabilities, and general public. No fixed routes are operating during these hours.

**Title of coordinated plan from which project is derived**

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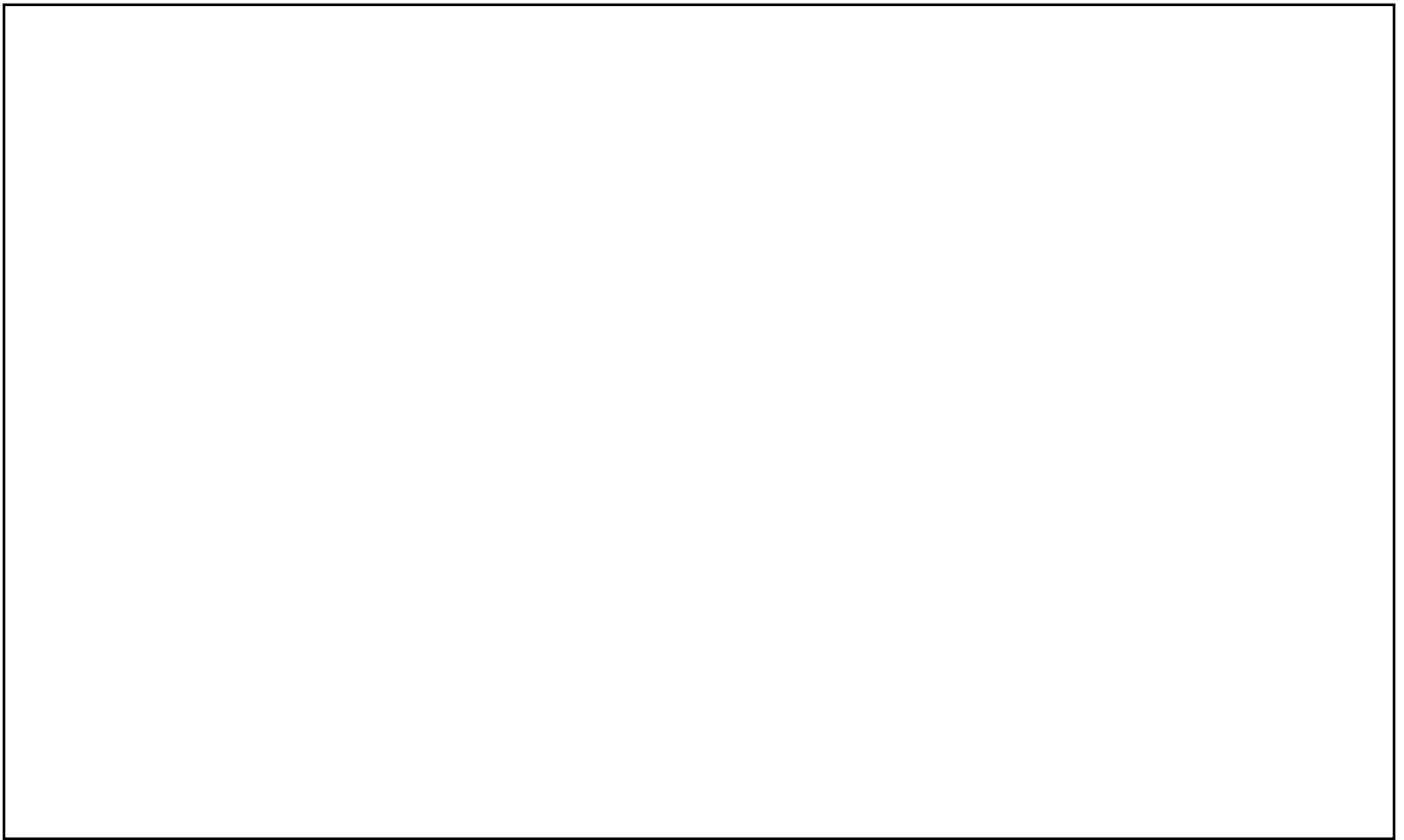
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**Additional information**

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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

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**1. CHAIRPERSON'S NAME**

Paul Ecklund

**Affiliation (Name of organization, if any)**

Disability Network of Southwest Michigan

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**This member represents**

Persons with Disabilities

---

**This member is**

A user of public transportation

A Person with Disabilities

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**2. NAME**

Jerry Sigourney

**Affiliation (Name of organization, if any)**

None

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**This member represents**

Persons with Disabilities

---

**This member is**

A user of public transportation

A Person with Disabilities

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**3. NAME**

Mark Woodford

**Affiliation (Name of organization, if any)**

None

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**This member represents**

Persons 65 years and older

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**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)

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**This member represents**

Persons 65 years and older

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**This member is**

Jointly appointed by an area

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