

Transportation Authority of Calhoun County
Meeting Agenda
February 11, 2026
Ride Calhoun Administrative Offices
49 South Cass St., Battle Creek, MI 49037

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Proclamation/Dedication of Ride Calhoun Board Room
- V. Public Comments on Agenda Items
- VI. Consent Agenda
 - a. January 14, 2026 Meeting Minutes
 - b. Finance and Budget Report
 - c. AP approval through February 6, 2026
- VII. Public Hearing Regarding Proposed Fare Structure
- VIII. Unfinished Business
- IX. New Business
 - a. Resolution 04-2026 – Adoption of Grant Approval and Oversight Policy
 - b. Resolution 05-2026 – Adoption of Public Transportation Agency Safety Plan (PTASP) and Targets
 - c. Resolution 06-2026 – Approval of Marian Burch Adult Day Center Subcontract
 - d. Resolution 07-2026 – Approval of Community Action Agency Subcontract
 - e. Resolution 08-2026 – Approval of Community Inclusive Recreation Subcontract
 - f. Resolution 09-2026 – MDOT Resolution of Intent to Apply for State and Federal Funding
- X. Public Comments on Non-Agenda Items
- XI. Board and Executive Director Comments
 - a. Communications to the Board
 - b. Legislative Updates
 - c. BCATS Updates – Jeff Franklin
 - d. Consultant Updates – Peter Varga/Clark Harder
- XII. Dates of Next Meetings
 - a. Public Hearing – Albion, TBD, March 2026
 - b. Board Meeting – March 11, 2026 (5:30pm at Ride Calhoun Administrative Office)
- XIII. Adjournment

Transportation Authority of Calhoun County
Meeting Minutes
January 14, 2026 – ANNUAL MEETING
Ride Calhoun Administrative Offices
49 South Cass St., Battle Creek, MI 49037

I. Call to Order

The meeting was called to order by Chairperson Erick Stewart at 5:32 p.m.

II. Roll Call

Members present: Tom Tarkiewicz, Amy Evans, Maya Williams, Erick Stewart, Dr. Paul Watson, Jenasia Morris.

Members absent: Vivian Davis (in at 5:34).

III. Approval of Agenda

It was motioned by Morris and supported by Evans to approve the Agenda.

Motion carried.

IV. Public comment on Agenda Items

None.

V. Consent Agenda

It was motioned by Morris and supported by Tarkiewicz to approve the Consent Agenda.

VI. Public Hearings and Subsequent Board Action

Mallory Avis, TACC Executive Director, reminded the Board of the January 27th public hearing in Marshall.

VII. Unfinished Business

None.

VIII. New Business

- a) It was motioned by Tarkiewicz and supported by Dr. Watson to approve the slate of officers for 2026.
Motion carried unanimously by roll-call vote.
- b) It was motioned by Evans and supported by Williams to approve the 2026 Meeting Schedule for Publication.
Motion carried.
- c) It was motioned by Davis and supported by Williams to approve Resolution 01-2026 – TACC By Laws revision.
Motion carried.
- d) It was motioned by Dr. Watson and supported by Evans to approve Resolution 02-2026 – Recommendation for appointment to Northeast & South Neighborhood Improvement Authority.
Motion carried.
- e) It was motioned by Evans and supported by Davis to approve Resolution 03-2026 – Recommendation for appointment to Lakeview Downtown Development Authority.
Motion carried.

IX. Public Comments on Non-Agenda Items

None.

X. Board and Executive Director Comments

- a) No communications to the Board.
- b) Mallory Avis updated the Board on conversations between TACC and MDOT about fare structure.
- c) Mallory Avis spoke about combining rural area projects to TACC.

- d) Peter Varga and Clark Harder are ready to support the TACC in the conversations with MDOT on fare structure. Peter is pleased with the progress made from Battle Creek Transit to Ride Calhoun.

XI. Next Meetings

- a) Public Hearing – January 27, 2026 (9:00 am at Marshall City Hall)
b) Board Meeting – February 11, 2026 (5:30 pm at Ride Calhoun Administrative Office)

XII. Closed Session

- It was motioned by Tarkiewicz and supported by Davis pursuant to Section 8(1)(h) of the Open Meetings Act to consider an attorney’s written legal opinion regarding the Executive Director’s proposed employment contract that is exempt from public disclosure under state and federal law.

Motion carried unanimously by roll-call vote.

- It was motioned by Tarkiewicz and supported by Evans to return from closed session.

Motion carried unanimously by roll-call vote.

- It was motioned by Evans and supported by Williams to approve the Executive Director’s draft contract as written and authorize the TACC Chair to sign on behalf of the Board.

Motion carried unanimously by roll-call vote.

XIII. Subsequent Board Action

None.

VIV. Adjournment

6:29 p.m.

Respectfully Submitted,

Vivian Davis, Secretary

Transportation Authority of Calhoun County
Statement of Net Position

As of January 31, 2026

	Month Ending 01/31/2026	Month Ending 12/31/2025
Assets		
Current Assets	7,721,325.60	5,377,980.09
Total Assets	\$ 7,721,325.60	\$ 5,377,980.09
Liabilities and Net Position		
Liabilities		
Current Liabilities	32,322.23	52,550.53
Total Liabilities	32,322.23	52,550.53
Net Position		
Unrestricted Net Position	5,325,429.56	4,963,631.93
Change in Net Position	2,363,573.81	361,797.63
Total Net Position	7,689,003.37	5,325,429.56
Total Liabilities and Net Position	\$ 7,721,325.60	\$ 5,377,980.09

Transportation Authority of Calhoun County

Statement of Revenues, Expenses, and changes in Net Position

As of January 31, 2026

	Current Month 01/31/2026	Current FYTD 01/31/2026	Prior Month 12/31/2025	Prior FYTD 09/30/2025
Revenue				
Revenue - Other				
4080001 - Property Tax Revenue - Calhoun County	0.00	(387.47)	(27.45)	421,313.98
4080002 - Property Tax Revenue - City of Albion	33,574.58	57,247.57	23,672.99	253,797.89
4080003 - Property Tax Revenue - City of Battle Creek	1,763,767.29	1,767,930.67	3,981.37	3,235,749.94
4080004 - Property Tax Revenue - City of Marshall	256,575.97	319,219.29	62,643.32	635,792.50
4080005 - Property Tax Revenue - City of Springfield	81,138.26	105,195.84	23,965.56	234,534.41
4110100 - State Operating Assistance	261,952.00	1,047,808.00	261,952.00	0.00
Total Revenue - Other	<u>2,397,008.10</u>	<u>3,297,013.90</u>	<u>376,187.79</u>	<u>4,781,188.72</u>
Total Revenue	<u>2,397,008.10</u>	<u>3,297,013.90</u>	<u>376,187.79</u>	<u>4,781,188.72</u>
Operating Expenses				
General and Administrative Expenses				
Due and Subscriptions				
5090300 - Dues & Subscriptions	0.00	18,358.55	0.00	924.00
Total Due and Subscriptions	<u>0.00</u>	<u>18,358.55</u>	<u>0.00</u>	<u>924.00</u>
Travel, Meals and Entertainment				
Travel Expenses				
5090202 - Travel & Meetings and Trainings - Training	0.00	0.00	0.00	2,278.28
Total Travel Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,278.28</u>
Total Travel, Meals and Entertainment	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,278.28</u>
Total General and Administrative Expenses	<u>0.00</u>	<u>18,358.55</u>	<u>0.00</u>	<u>3,202.28</u>
Marketing and Advertising Expenses				
Advertising and Promotion				
5030200 - Advertising Fees	0.00	916.00	916.00	50.00
Total Advertising and Promotion	<u>0.00</u>	<u>916.00</u>	<u>916.00</u>	<u>50.00</u>
Total Marketing and Advertising Expenses	<u>0.00</u>	<u>916.00</u>	<u>916.00</u>	<u>50.00</u>
Utilities and Facilities				
Rent				
5120003 - Operating Leases and Rental - Other	0.00	0.00	0.00	275.00
5125001 - Lease/Rental Agreements > 12 months	14,437.00	26,937.00	0.00	0.00
Total Rent	<u>14,437.00</u>	<u>26,937.00</u>	<u>0.00</u>	<u>275.00</u>
Total Utilities and Facilities	<u>14,437.00</u>	<u>26,937.00</u>	<u>0.00</u>	<u>275.00</u>
Operating and Maintenance Expenses				
Miscellaneous Expense				
5099900 - Other Misc. Expense	0.00	0.00	0.00	764.71
Total Miscellaneous Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>764.71</u>
Professional Services				
5039901 - Accounting Services	2,932.00	68,358.00	13,730.00	63,022.50
5039902 - Legal Services	3,948.75	20,993.75	4,706.25	132,195.15
5039903 - IT Services	0.00	2,385.37	2,385.37	0.00
5039904 - All Other Professional and Technical Services	12,116.54	92,988.79	5,742.00	179,515.83
Total Professional Services	<u>18,997.29</u>	<u>184,725.91</u>	<u>26,563.62</u>	<u>374,733.48</u>

Transportation Authority of Calhoun County
Statement of Revenues, Expenses, and changes in Net Position

As of January 31, 2026

	Current Month 01/31/2026	Current FYTD 01/31/2026	Prior Month 12/31/2025	Prior FYTD 09/30/2025
Total Operating and Maintenance Expenses	18,997.29	184,725.91	26,563.62	375,498.19
Taxes and Insurance				
Insurance				
5060301 - Liability Insurance	0.00	197,682.00	4,407.00	1,726.75
Total Insurance	0.00	197,682.00	4,407.00	1,726.75
Total Taxes and Insurance	0.00	197,682.00	4,407.00	1,726.75
Total Operating Expenses	33,434.29	428,619.46	31,886.62	380,752.22
Other Revenue (Expense)				
Other Revenue				
Interest Revenue				
4140000 - Interest	0.00	49,495.75	17,496.46	132,604.61
Total Interest Revenue	0.00	49,495.75	17,496.46	132,604.61
Total Other Revenue	0.00	49,495.75	17,496.46	132,604.61
Other Expense				
Other Expenses				
5500900 - Ineligible Percent of Association Dues	0.00	(1,205.17)	0.00	0.00
Total Other Expenses	0.00	(1,205.17)	0.00	0.00
Total Other Expense	0.00	(1,205.17)	0.00	0.00
Total Other Revenue (Expense)	0.00	48,290.58	17,496.46	132,604.61
Change in Net Position	\$ 2,363,573.81	\$ 2,916,685.02	\$ 361,797.63	\$ 4,533,041.11

Transportation Authority of Calhoun County Board AP Bill Approval Report

Vendor Name	Bill Number	Description	Bill Date	GL Date	Amount
Calhoun County Trea- surer	TC 640-25	Chargeback 2024 P# 54-250-001-00 SEQ 244-25	11/18/2025	11/18/2025	0.10
Calhoun County Trea- surer	TC 672-25	Chargeback 2024 P#51-005-758-01 SEQ 255-25	11/18/2025	11/18/2025	0.03
Calhoun County Trea- surer	TC 677-25	Chargeback 2024 P#53-003-900-21 SEQ 256-25	11/18/2025	11/18/2025	6.38
Calhoun County Trea- surer	TC 667-25	Chargeback 2024 P# 51-006-226-01 SEQ 254-25	11/18/2025	11/18/2025	0.16
Calhoun County Trea- surer	TC 691-25	Chargeback for 2024 P# 53-002-234-00 SEQ 259-25	12/03/2025	12/03/2025	0.01
Calhoun County Trea- surer	TC 687-25	Chargeback for 2024 P# 53-002-621-01 SEQ 258-25	12/03/2025	12/03/2025	0.76
Calhoun County Trea- surer	TC 705-25	Chargeback for 2024 P# 4230-00-089-0 SEQ 263-25	12/03/2025	12/03/2025	0.39
Calhoun County Trea- surer	TC 714-25	Chargeback for 2024 P# 6030-00-071-0 SEQ 265-25	12/03/2025	12/03/2025	0.02
Calhoun County Trea- surer	10-26	2025 Auction Charge- backs - Albion, Battle Creek, and Springfield	01/07/2026	01/07/2026	709.84
City of Marshall	4161	QTR 1 Billing - Dial- A-Ride Expenses	02/06/2026	02/06/2026	42,056.83
Community Trans- portation Association of America	MBR#2123828	SUN 1-year CTA Membership through 3/1/2027	02/04/2026	02/04/2026	1,250.00
King Media, Inc.	84341	Awareness and Per- ception Media Cam- paign - Feb 2026	01/22/2026	01/22/2026	4,094.00
Maner Costerisan & Ellis, PC	77440	Project Oversight, Client Meetings - De- cember 2025	01/16/2026	01/16/2026	2,050.00
Maner Costerisan & Ellis, PC	77901	2025 Intacct Imple- mentation - January 2026	01/21/2026	01/21/2026	882.00
Michigan Transporta- tion Connection, Inc.	2026-01	Peter Varga Consult- ing: January 2026	02/03/2026	02/03/2026	502.80
Miller Johnson	2044303	General Labor Matters - through December 31, 2025	01/12/2026	01/12/2026	2,643.75
Miller Johnson	2044304	General Corporate Matters - through De- cember 31, 2025	01/12/2026	01/12/2026	1,305.00
Sum Total					55,502.07

**TRANSPORTATION AUTHORITY OF CALHOUN COUNTY
BOARD OF DIRECTORS**

Resolution 04-2026

At the regular Board of Directors meeting of the Transportation Authority of Calhoun County (TACC), held at Ride Calhoun Administrative Offices, located at 49 South Cass St., Battle Creek, MI 49037, on Wednesday, February 11, 2026, with Chair Erick Stewart presiding, the following action was taken:

Whereas, The Transportation Authority of Calhoun County (“TACC”) routinely pursues and administers federal, state, and local grant funding to support public transportation services, capital investments, and organizational initiatives; and

Whereas, effective grant governance requires clear internal controls, defined approval thresholds, and consistent oversight to ensure compliance with all applicable laws, regulations, and funding agency requirements; and

Whereas, the establishment of a Grant Approval and Oversight Policy promotes transparency, fiscal accountability, risk management, and alignment between grant activities and the strategic priorities of the Authority; and

Whereas, this policy establishes a standardized framework for grant identification, application, acceptance, execution, monitoring, and reporting, including defined roles and responsibilities for staff and the Board;

Now, Therefore, be it resolved, that the Transportation Authority of Calhoun County hereby adopts Version 1.0 of the Grant Approval and oversight Policy, effective upon approval; and

Be it further resolved, that the Executive Director is authorized to implement and administer the policy and to ensure that all grant-related activities are conducted in accordance with its provisions.

CERTIFICATE

I, Vivian Davis, Secretary of the Transportation Authority of Calhoun County, having custody of the records and proceedings of the Transportation Authority of Calhoun County at the meeting of February 11, 2026, with the original minutes now on file and of record in the office that this resolution is true and correct.

Signature

Printed Name

Title

Date

Transportation Authority of Calhoun County

Policy Title:	Grant Approval and Oversight Policy
Policy Number:	Fin-009
Effective Date:	02/11/2026
Board Approved Date:	02/11/2026
Last Review Date:	01/31/2026
Supersedes:	N/A
Version Number:	1.0

Grant Approval and Oversight Policy

The purpose of this policy is to establish a formal process for the approval, submission, and acceptance of grant applications to ensure compliance with applicable laws, regulations, and governance requirements, and to provide appropriate oversight by the governing board while allowing efficient administration by management.

1.0 Scope

This policy applies to all grants pursued or received by the entity, including federal, state, local, and other governmental or intergovernmental funding sources, as well as grants from quasi-governmental or nonprofit organizations.

2.0 Authority and Responsibilities

- a. Governing Board
 - i. Exercises ultimate authority over grant-related decisions as required by law.
 - ii. Approves grant applications and grant acceptances in accordance with this policy.
 - iii. Authorizes the execution of grant agreements when required.
- b. Executive Director (or Designee)
 - i. Identifies grant opportunities consistent with the entity's mission and strategic priorities.

- ii. Prepares and submits grant applications within delegated authority.
- iii. Accepts grant awards as authorized by this policy.
- iv. Ensures compliance with grant terms, conditions, and reporting requirements.
- v. Provides regular reports to the Governing Board regarding grant activity.

3.0 Governing Board Approval Required – Grant Applications

Prior approval of the Governing Board is **required before submission** of a grant application when any of the following conditions apply:

- a. Grant Amount Threshold
 - i. The total grant request exceeds \$1,000,000.00
- b. Budgetary or Financial Impact
 - i. The grant requires:
 - 1. Matching funds or cost sharing not previously appropriated,
 - 2. A budget amendment, or
 - 3. The use of general funds or other discretionary funds.
- c. Programmatic Impact
 - i. The grant would:
 - 1. Establish a new program, service, or function,
 - 2. Expand services beyond current staffing or operational capacity, or
 - 3. Require ongoing funding after the grant period ends.
- d. Legal or Compliance Obligations
 - i. The grant imposes significant regulatory, audit, reporting, or compliance requirements, including federal single audit implications.
- e. Intergovernmental or Contractual Commitments
 - i. The grant requires execution of interlocal agreements, memoranda of understanding, or contracts requiring board approval under statute or policy.

4.0 Management Authority – Grant Applications

Management may submit grant applications **without prior Governing Board approval** when all of the following conditions are met:

- a. The grant amount is \$999,999 or less;
- b. The grant supports an existing, board-approved program or service;
- c. Matching funds, if required, are already budgeted;
- d. No new positions or long-term financial commitments are required; and
- e. The grant is consistent with the adopted budget, capital plan, and strategic priorities.

Recurring or Formula Grants

Management may apply for recurring, formula-based, or renewal grants previously approved by the Governing Board, provided there are no material changes in scope, funding level, or obligations.

5.0 Acceptance of Grant Awards

- a. Grant Acceptance: Governing Board approval is required to accept a grant award when:
 - i. The grant application required prior board approval;
 - ii. The award amount exceeds management’s delegated authority;
 - iii. The award includes terms or conditions that differ materially from those presented to the Governing Board;
 - iv. Acceptance requires a budget amendment or appropriation; or
 - v. Acceptance requires execution of agreements reserved to the Governing Board by law or policy.
- b. Management Authority – Grant Acceptance: Management may accept a grant award without additional Governing Board action when:
 - i. The grant meets the criteria for management-level authority under this policy; and

- ii. The award terms are consistent with the approved application and budget.

6.0 Execution of Grant Agreements

Grant agreements shall be executed in accordance with applicable laws, procurement requirements, and signature authority policies. When required, the Governing Board shall authorize execution by resolution.

7.0 Reporting to the Governing Board

Management shall report grant activity to the Governing Board at least quarterly including:

- a. Grant applications submitted;
- b. Grants awarded and accepted;
- c. Budgetary impacts and matching fund requirements; and
- d. Compliance issues or material risks.

8.0 Compliance and Audit

All grant funds shall be administered in accordance with:

- a. Applicable federal, state, and local laws and regulations;
- b. Grantor requirements;
- c. Adopted financial, procurement, and internal control policies.

Grant activities are subject to internal and external audit as required by law.

9.0 Policy Review

This policy shall be reviewed periodically by the Governing Board and updated as necessary to remain compliant with statutory and operational requirements.

**TRANSPORTATION AUTHORITY OF CALHOUN COUNTY
BOARD OF DIRECTORS**

Resolution 05-2026

At the regular Board of Directors meeting of the Transportation Authority of Calhoun County (TACC), held at Ride Calhoun Administrative Offices, located at 49 South Cass St., Battle Creek, MI 49037, on Wednesday, February 11, 2026, with Chair Erick Stewart presiding, the following action was taken:

Whereas, The Transportation Authority of Calhoun County (“TACC”) is a recipient of federal transit funding and is therefore subject to applicable safety and compliance requirements established by the Federal Transit Administration; and

Whereas, the Federal Transit Administration requires all applicable public transportation providers to develop, implement, and maintain a Public Transportation Agency Safety Plan (PTASP) in accordance with federal safety regulations; and

Whereas, the PTASP establishes a comprehensive Safety Management System (SMS) framework that identifies safety roles and responsibilities, safety performance targets, risk management processes, safety assurance activities, and safety promotion practices; and

Whereas, adoption of the PTASP demonstrates TACC’s commitment to protecting the safety of passengers, employees, contractors, and the general public while promoting a culture of continuous safety improvement; and

Whereas, the PTASP has been developed in alignment with federal requirements and reflects the operational, organizational, and service characteristics of the Transportation Authority of Calhoun County;

Now, Therefore, be it resolved, that the Transportation Authority of Calhoun County hereby adopts its Public Transportation Agency Safety Plan (PTASP), as presented, effective upon approval; and

Be it further resolved, that the Executive Director is designated as the Accountable Executive and is authorized and directed to implement, administer, and maintain the PTASP in accordance with all applicable federal requirements; and

Be it further resolved, that the PTASP shall be reviewed, updated, and re-certified as required, including annual certification to the Federal Transit Administration and approval by the TACC Board of Directors.

CERTIFICATE

I, Vivian Davis, Secretary of the Transportation Authority of Calhoun County, having custody of the records and proceedings of the Transportation Authority of Calhoun County at the meeting of February 11, 2026, with the original minutes now on file and of record in the office that this resolution is true and correct.

Signature

Printed Name

Title

Date

TRANSPORTATION AUTHORITY OF CALHOUN COUNTY

PUBLIC TRANSPORTATION AGENCY SAFETY PLAN



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1. Transit Agency Information

Transit Agency Name	Transportation Authority of Calhoun County (TACC)		
Transit Agency Address	339 W. Michigan Avenue, Battle Creek, Michigan, 49037		
Name and Title of Accountable Executive	Mallory Avis, TACC Executive Director		
Name of Chief Safety Officer or SMS Executive	Brendan Pizzala, TACC Director of Operations		
Mode(s) of Service Covered by This Plan	Fixed Route Bus; Paratransit/Demand Response	List All FTA Funding Types	5307, 5339, 5304, 5303
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route Bus; Paratransit/Demand Response		
Does this agency provide transit services on behalf of another transit agency or entity?	No	Description of Arrangement(s)	None
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service is Provided	None		
Frontline Employee Representatives	ATU Local 1251; TACC CANDOR Team		

2. Plan Development, Approval, and Updates

Name of Person(s) Who Drafted This Plan	Mallory Avis, TACC Executive Director; Brendan Pizzala, TACC Director of Operations; Amalgamated Transit Union Local 1251	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
Signature by the Chief Safety Officer	Signature of the Chief Safety Officer	Date of Signature
Signature of Frontline Representative	Signature of Frontline Representative	Date of Signature
Approval by the Board of Directors or an Equivalent Authority	TACC Board of Directors	Date of Approval
	Resolution # _____	
	Relevant Documentation (title and location)	
	A copy of Board of Directors Resolution # _____, approving the Agency Safety Plan (ASP), is maintained on file by the Executive Director and Director of Operations.	

Version Number and Updates			
<i>Record the complete history of successive versions of this plan.</i>			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
1	PTASP Creation	New Document-Changed from BCT to TACC	February 11, 2026

Annual Review and Update of the Public Transportation Agency Safety Plan

This plan will be jointly reviewed and updated by the Director of Operations, Executive Director, and frontline staff by July 1 of each year. This PTASP has been developed and updated with support from all members of TACC including management and frontline TACC representatives. The Accountable Executive will review and approve any changes, signing the new ASP, then forward to the Board of Directors for review and approval.

In accordance with the Federal Transit Administration’s Contractor Manual, if an agency makes no updates to the ASP, it does not need to be signed and approved again. The agency should record and retain information about the annual review, noting that the review did not result in any changes to ASP.

Frontline Workforce Cooperation (49 CFR §673.17)

TACC develops and updates this Agency Safety Plan in cooperation with frontline transit worker representatives, including ATU Local 1251. Cooperation includes review of draft ASP language; participation in CANDOR meetings and safety discussions; providing input on hazard identification, mitigations, and training needs; and documenting feedback and outcomes in meeting minutes and/or safety committee records maintained by the Safety, Security, and Training Manager.

3. Safety Performance Targets

TACC establishes and maintains Safety Performance Targets (SPTs) in accordance with 49 CFR §673.11 and the National Public Transportation Safety Plan. Targets are reviewed annually and reflect TACC’s operating environment, service delivery models, fleet composition, and historical safety performance.

Table 3A — Required Safety Performance Targets (National Safety Plan Measures)
Set annually; rates calculated using Vehicle Revenue Miles (VRM). Use NTD definitions where applicable

Mode: Fixed Route Bus (MAX)

Measure Category	Safety Performance Measure (National Safety Plan)	Target (Total)	Target (Rate per 100k VRM)
Major Events	1a. Major Events	0	0
Collisions	1.1. Collision	0	0
Collisions	1.1.1. Pedestrian Collision	0	0
Collisions	1.1.2. Vehicular Collision	1	0.33
Fatalities	2a. Fatalities	0	0
Fatalities	2.1. Transit Worker Fatality	0	0
Injuries	3a. Injuries	2	0.66
Injuries	3.1. Transit Worker Injury Rate	1	0.33
Assaults on Transit Workers	4a. Assaults on Transit Workers	0	0
System Reliability	5. System Reliability (per NTD definition)	3	1

Mode: ADA Paratransit (MOVE)/ On Demand (Flex)

Measure Category	Safety Performance Measure (National Safety Plan)	Target (Total)	Target (Rate per 150K VRM)
Major Events	1a. Major Events	0	0
Collisions	1.1. Collision	1	1
Collisions	1.1.1. Pedestrian Collision	0	0
Collisions	1.1.2. Vehicular Collision	1	1
Fatalities	2a. Fatalities	0	0
Fatalities	2.1. Transit Worker Fatality	0	0
Injuries	3a. Injuries	2	2
Injuries	3.1. Transit Worker Injury	2	2
Assaults on Transit Workers	4a. Assaults on Transit Workers	0	0
System Reliability	5. System Reliability (per NTD definition)	2	2

- TACC establishes annual Safety Performance Targets (SPTs) based on the National Public Transportation Safety Plan safety performance measures. The National Safety Plan identifies **14 safety performance measures** for all agencies subject to PTASP. Rates are calculated using **Vehicle Revenue Miles (VRM)** for the target period. Where National Transit Database (NTD) detail is not available or not required for the mode, TACC uses internal safety event records to establish and monitor targets consistent with the National Safety Plan.

Table 3B — Local System Reliability Targets (Optional / Internal Use)

These are local indicators and not NTD safety performance measures.

Mode of Service	Local Reliability Measure	Target
Fixed Route Bus (MAX)	Mean Distance Between Failures (MDBF)	15,000 miles
ADA Paratransit (MOVE)	Mean Distance Between Failures (MDBF)	20,000 miles
On-Demand Service (FLEX)	Mean Distance Between Failures (MDBF)	18,000 miles

- Mean Distance Between Failures (MDBF) is used by TACC as an internal reliability indicator. Where applicable, TACC aligns its System Reliability target-setting and calculations with National Transit Database (NTD) definitions and reporting requirements.
- On-Demand service includes app-based or call-in demand response service that operates separately from ADA complementary paratransit
- Targets represent an acceptable level of safety performance while supporting continuous improvement and reflect TACC’s commitment to eliminating loss of life and reducing injuries, safety events, and system disruptions based on historical trends and operational context.

Safety Performance Target Coordination

TACC’s Accountable Executive shares our ASP, including safety performance targets, with the Metropolitan Planning Organization (MPO) in our service area each year after its formal adoption by the Board of Directors. TACC’s Accountable Executive also provides a copy of the formally adopted Public Transportation Agency Safety Plan to the Michigan Department of Transportation (MDOT) in accordance with State and Federal oversight requirements. TACC coordinates with the State and MPO in the selection of State and MPO safety performance targets, to the maximum extent practicable.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Michigan Department of Transportation	
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	Battle Creek Area Transportation Study (BCATS)	

4. Safety Management Policy

Safety Management Policy Statement

At Ride Calhoun, safety is our highest priority. We are committed to providing safe, reliable, and accessible public transportation for our passengers, employees, and the communities we serve. Safety is a shared responsibility and is integrated into every aspect of our operations.

Ride Calhoun leadership is accountable for establishing, supporting, and maintaining a strong safety program that meets all applicable Federal Transit Administration (FTA) requirements. Management provides the resources, oversight, and direction necessary to ensure safety risks are identified, assessed, and addressed in a timely and effective manner.

All employees play a vital role in maintaining a safe system. Team members are expected to follow established safety rules and procedures and are encouraged to report safety concerns, hazards, and incidents without fear of retaliation. Open and honest communication is essential to identifying risks and preventing accidents.

Ride Calhoun uses a Safety Management System (SMS) approach to proactively manage safety. This includes identifying hazards, evaluating and mitigating safety risks, monitoring safety performance, and continuously improving our processes. Safety performance targets are established, tracked, and reviewed to measure progress and guide decision-making.

We are committed to continuous improvement and regularly review our safety policies, procedures, and performance to ensure they remain effective and compliant with regulatory requirements. Emergency preparedness is supported through planning, training, and exercises to ensure readiness for unexpected events.

This Safety Management Policy applies to all Ride Calhoun employees, contractors, and operations. The policy is reviewed at least annually and updated as needed to reflect operational changes, safety performance, and regulatory requirements.

Our Policy Statement is:

“Ride Calhoun Safety Management Policy Statement

At Ride Calhoun, safety is our highest priority. We are committed to providing safe, reliable, and accessible public transportation for our community. Safety is a shared responsibility and is embedded in every aspect of our operations.

Ride Calhoun maintains a comprehensive Safety Management System that meets all applicable federal and state requirements and supports continuous improvement across all services.

Our Safety Commitments

- **Leadership Accountability** Our leadership is responsible for setting clear safety expectations, providing necessary resources, and ensuring safety is considered in all decisions.
- **Employee Participation** All team members play an active role in maintaining safety, and are encouraged to identify and report safety concerns without fear of retaliation.
- **Risk-Based Decision Making** We proactively identify, assess, and manage safety risks to reduce the likelihood and severity of incidents.
- **Continuous Improvement** Safety performance, procedures, and training are regularly reviewed and updated to reflect operational changes, emerging risks, and lessons learned.
- **Regulatory Compliance** We strive to comply with all applicable safety laws, regulations, and Federal Transit Administration requirements.
- **Positive Safety Culture** We promote a culture where safety is valued, openly discussed, and supported by leadership and staff at all levels.
- **Emergency Preparedness** We prepare for emergencies through planning, training, and exercises to ensure effective response and rider protection.
- **Performance Monitoring** Safety performance targets are established and monitored to measure progress and guide improvements.
- **Communication and Transparency** Safety information is shared clearly and consistently to promote awareness, accountability, and trust.

This policy applies to all Ride Calhoun employees, contractors, and operations. It is reviewed annually and updated as necessary to ensure continued effectiveness and compliance.”

Safety Management Policy Communication

The Safety Management Policy is communicated through a variety of ways that include the following

- Posting of the Safety Management Policy in the Lobby, Administrative Office, Board Room, Marshall Office, Maintenance Conference Room and Breakrooms.
- Each Employee signs an acknowledgement form to document the review of the policy, a copy of this form is kept on file.

Authorities, Accountabilities, and Responsibilities

Accountable Executive

The Executive Director serves as TACC’s Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan:

- Controls and directs human and capital resources needed to develop and maintain the ASP and SMS.
- Designates an adequately trained Chief Safety Officer who has a direct line of reporting.

	<ul style="list-style-type: none"> • Ensures that TACC’s SMS is effectively implemented. • Ensures action is taken to address substandard performance in TACC’s SMS. • Assumes ultimate accountability for carrying out TACC’s ASP and SMS. • Maintains responsibility for carrying out the agency’s Transit Asset Management Plan (TAMP).
<p>Director of Operations or SMS Executive</p>	<p>The Accountable Executive designates the TACC’s Director of Operations as TACC’s Chief Safety Officer as it pertains to the ASP. The Chief Safety Officer holds a direct line of reporting to the Accountable Executive and has the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> • The Chief Safety Officer assigns day-to-day responsibility for safety, security, and training functions to the Safety, Security, and Training Manager (SSTM). The SSTM is authorized to administer safety programs, manage safety data and reporting, conduct investigations, coordinate Safety Risk Management and Safety Assurance activities, implement corrective actions, and oversee safety training and promotion on behalf of the Chief Safety Officer. The SSTM reports directly to the Chief Safety Officer. Final authority, accountability, and approval of safety decisions remain with the Chief Safety Officer and Accountable Executive. Nothing in this delegation diminishes the Chief Safety Officer’s direct responsibility for safety or authority under 49 CFR Part 673. • Develops TACC’s ASP and SMS policies and procedures • Ensures implementation and operation of TACC’s SMS • Manages TACC’s Employee Portal and TACC’s Employee Safety Reporting Program • Leads the Communication and Optimal Resolution (CANDOR) Team and establishes and maintains TACC’s Safety Event Database to monitor and analyze trends in hazards, occurrences, incidents, and accidents. • Advises the Accountable Executive on SMS progress and status. • Identifies substandard performance in TACC’s SMS and develops action plans for approval by the Accountable Executive. • Ensures TACC policies are consistent with TACC’s safety objectives. • Provides Safety Risk Management (SRM) expertise and support for other TACC personnel who conduct and oversee

	<p style="text-align: center;">Safety Assurance activities.</p>
<p>Agency Leadership and Executive Management</p>	<p>Agency Leadership and Executive Management also have authorities and responsibilities for day-to-day SMS implementation and operation of TACC’s SMS under this plan. TACC Leadership and Executive Management include:</p> <ul style="list-style-type: none"> • Executive Director • Director of Operations • Director of Administration & Planning • Executive Assistant • Procurement and Grants Manager • Operations Manager - Fleet and Facilities • Operations Manager - Max • Mobility Manager • Operations Manager - Flex & Move • Safety, Security, & Training Manager • Operations Supervisor – Administrative, 1st Shift, 2nd Shift <p>TACC Leadership and Executive Management personnel have the following authorities, accountabilities, and responsibilities:</p> <ul style="list-style-type: none"> • Participate as members of TACC’s CANDOR Team • Complete training on SMS and TACC’s ASP elements • Oversee day-to-day operations of the SMS in their departments. <ul style="list-style-type: none"> ○ Operations Managers are responsible for SMS within system operations, including passenger and employee/operator safety. ○ Fleet & Facilities Manager is responsible for SMS within the maintenance department including vehicle related safety as well as maintenance employee safety. ○ Director of Administration & Planning is responsible for SMS within office operations. ○ Mobility Manager is responsible for SMS relating to passenger securement. ○ Safety, Security, & Training Manager is responsible for SMS relating to staff, fleet, and facilities. • Modify policies in their departments consistent with implementation of the SMS, as necessary. • Provide subject matter expertise to support implementation of the SMS as requested by the Accountable Executive or the Chief Safety Officer, including SMS activities, investigation of safety events, development of safety risk

	mitigations, and monitoring of mitigation effectiveness.
Key Staff and Activities	<p>TACC has designated the following positions as Key Staff:</p> <ul style="list-style-type: none"> • Coach Operator (Driver) • Non-CDL Operator (Driver) • Dispatcher • Mechanic Class A, B, and C • Utility Worker • Customer Service Representative II • Scheduler
Employee Safety Reporting Program (ESRP)	
<p>Team Members are often best positioned to identify safety and health concerns and program shortcomings, such as emerging workplace hazards, unsafe acts and conditions, close calls, assaults on transit workers, and safety events. By encouraging reporting and following up promptly on all reports, Transportation Authority of Calhoun County can address issues before someone gets hurt, becomes ill, equipment becomes damaged, or a customer is at risk from injury.</p> <p>Any Team Member can report injuries, illnesses, close calls, hazards, and other safety and health concerns by doing any of the following:</p> <ul style="list-style-type: none"> • Report conditions directly to the dispatcher, who will add them to the daily Dispatch Log. • Visiting the TACC Employee Portal to access injury/illness, property and equipment damage reporting. • Directly reporting to their respective supervisor. • Directly reporting to the Operations Manager. • Directly reporting to the Safety, Security & Training Manager. <p><i>It is important to make note that any information utilized in the report will only be used to improve workplace safety and health, and that no member will experience retaliation for bringing such information to attention.</i></p> <p>Examples of information typically reported include:</p> <ul style="list-style-type: none"> • Safety concerns in the operating environment (for example, county or city road conditions or the condition of facilities or vehicles); • Policies and procedures that are not working as intended (for example, insufficient time to complete pre-trip inspection); • Events that managers might not otherwise know about (for example, close calls); and • Information about why a safety event occurred (for example, radio communication challenges). <p>It is crucial in preventing injury or property damage and ensuring continuous improvement in</p>	

TACC's safety management system.

Team members can utilize this TACC Employee Portal anytime they feel the need to bring a hazardous condition to the forefront of TACC operations. The form will be submitted directly to TACC Leadership. Team members are encouraged to follow normal supervisory reporting channels when practicable; however, safety concerns may be reported through any available reporting method at any time.

TACC encourages participation in the ESRP by protecting employees that report safety conditions in good faith. However, TACC may take disciplinary action if the report involves any of the following:

- Participation in illegal activity, such as assault or theft;
- Negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk; or
- Disregard of regulations, policies or procedures, such as reporting to work under the influence of controlled substances.

5. Safety Risk Management

Safety Risk Management Process

TACC uses the Safety Risk Management process called CANDOR (Communication and Optimal Resolution) as a primary method to ensure the safety of our operations, passengers, employees, vehicles, and facilities. It is a process whereby hazards and their consequences are identified, assessed for potential safety risk, and resolved in a manner acceptable to TACC's leadership. TACC's CANDOR process allows us to carefully examine what could cause harm and determine whether we have taken sufficient precautions to minimize the harm, or if further mitigations are necessary.

TACC's Safety, Security, and Training Manager (SSTM), under the oversight of the Chief Safety Officer, leads TACC's CANDOR process, working with TACC's Key Staff to identify hazards and consequences, assess safety risk of potential consequences, and mitigate safety risk. The result of TACC's CANDOR process is documented in our TACC's Safety Event Database and referenced materials.

TACC's CANDOR process applies to all elements of our system including our operations and maintenance; facilities and vehicles; and personnel recruitment, training, and supervision.

In carrying out the CANDOR process, TACC uses the following terms:

- Safety Event – An unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment, consistent with 49 CFR §673.5. For reporting and data analysis purposes, safety events may include collisions, fires, hazardous material spills, evacuations, acts of nature, or Other Safety Occurrences Not Otherwise Classified (OSONOC), as defined by the National Transit Database (NTD), when applicable.
- Hazard – Any real or potential condition that can cause injury, illness, or death; damage to or loss of facilities, equipment, rolling stock, or infrastructure belonging to TACC; or damage to the environment.
- Risk – Composite of predicted severity and likelihood of the potential effect of a hazard.
- Risk Mitigation – Method(s) to eliminate or reduce the effects of hazards.
- Consequence – An effect of a hazard involving injury, illness, death, or damage to TACC property or the environment.

Safety Hazard Identification

The safety hazard identification process offers TACC the ability to identify hazards and potential consequences in the operation and maintenance of our system. Hazards can be identified through a variety of sources, including:

- TACC's Employee Portal;
- Review of vehicle camera footage;
- Observations from supervisors;
- Maintenance reports;
- Comments from customers, passengers, and third parties, including TACC's insurance and vendors;
- CANDOR, Drivers', and All-Staff Meetings;
- Results of audits and inspections of vehicles and facilities;
- Results of training assessments;
- Review into safety events;
- Identification and review of guidance and strategies promulgated under the Centers for Disease Control and Prevention (CDC), State Health Authority, or Local Health Authority regarding infectious disease; and
- Federal Transit Administration (FTA) and other oversight authorities

TACC's SSTM is responsible for receiving, reviewing, and documenting safety-related information from multiple sources, including employee safety reports submitted through the employee portal, customer comments related to safety, dispatch logs, and summaries of safety events or incidents. The SSTM evaluates this information to identify potential safety hazards and records identified hazards in the Safety Event Database. Hazards that present significant or systemic risk are elevated to the Chief Safety Officer for review and further action.

TACC's SSTM also may enter hazards into the Safety Event Database based on their review of TACC's operations and maintenance, the results of audits and observations, and information received from FTA and other oversight authorities, as well as National Transportation Safety Board as applicable.

TACC's SSTM may conduct further analyses of hazards and consequences entered into the Safety Event Database to collect information and identify additional consequences and to inform which hazards should be prioritized for safety risk assessment. In following up on identified hazards, TACC's SSTM may:

- Contact the reporting party, if available, to gather information about the reported hazard;
- Conduct a walkthrough of the affected area, assessing the possible hazards condition, generating visual documentation (photographs and/or video), and taking any

measurements deemed necessary;

- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;
- Review any documentation associated with the hazard (records, reports, procedure, inspections, technical documents, etc.);
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard;
- Review any past reported hazards of a similar nature; and
- Evaluate tasks and/or processes associated with the reported hazard.

TACC's SSTM will then schedule a meeting to discuss identified hazards and consequences with CANDOR. This meeting may include additional background on the hazards and consequences, such as the results of read analyses, vehicle camera footage, vendor documentation, report and observations, or information supplied by FTA or other oversight authorities.

Any identified hazard that poses a real immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed through the CANDOR process for safety risk assessment and mitigation. This means that the SSTM believes immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment that would constitute a violation of Environmental Protection Agency or Michigan environmental protection standards. Otherwise, CANDOR will prioritize hazards for further review.

Safety Risk Assessment

TACC assesses safety risk associated with identified safety hazards using its safety risk assessment process. This includes an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on safety risk.

The CANDOR team assess prioritized hazards using TACC's Safety Risk Matrix. This matrix expresses assessed risk as a combination of one severity category and one likelihood level, also referred to as hazard rating. For example, a risk may be assessed as "1A" or the combination of a Catastrophic (1) severity category and a Frequent (A) probability level.

This matrix also categorizes combined risks into levels, High, Medium, or Low, based on the likelihood of occurrence and severity of the outcome. For purposes of accepting risk:

- "High" hazard ratings will be considered unacceptable and require immediate action

- from TACC to mitigate the safety risk,
- “Medium” hazard ratings will be considered undesirable and require CANDOR to make a decision regarding their acceptability, and
 - “Low” hazard ratings may be accepted by the Chief Safety Officer without additional review.

Using a categorization of High, Medium, or Low allows hazards to be prioritized for mitigation based on their associated safety risk.

The SSTM schedules safety risk assessment activities during CANDOR meetings, under the oversight of the Chief Safety Officer. During these meetings, the SSTM reviews the hazard(s) and associated consequence(s) and reviews available information on severity and likelihood, and elevates significant findings to the Chief Safety Officer. The Chief Safety Officer may request support from members of CANDOR in obtaining additional information to support the safety risk assessment.

Once sufficient information has been obtained, the SSTM facilitates completion of relevant sections of the Safety Event Database, using the TACC Safety Risk Assessment Matrix, with CANDOR. The Chief Safety Officer will document CANDOR’s safety risk assessment, including hazard rating and mitigation options for each assessed safety hazard in the Safety Event Database.

SAFETY RISK ASSESSMENT MATRIX				
Severity Likelihood	(1) Catastrophic	(2) Critical	(3) Marginal	(4) Negligible
(A) Frequent	High	High	High	Medium
(B) Probable	High	High	Medium	Medium
(C) Occasional	High	Medium	Medium	Low
(D) Remote	Medium	Medium	Low	Low
(E) Improbable	Medium	Low	Low	Low

Safety Risk Mitigation

TACC's Accountable Executive and Chief Safety Officer review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards made on recommendation from CANDOR, and FTA. TACC considers guidelines to prevent or control exposure to infectious diseases provided by the CDC or a State health authority. TACC can reduce safety risk by reducing the likelihood and/or severity of potential consequences of hazards.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. TACC's Safety, Security, and Training Manager tracks and updates safety risk mitigation information in the Safety Event Database and makes the log available to CANDOR and to TACC staff upon request, with oversight by the Chief Safety Officer.

In the Safety Event Database, the SSTM documents any specific measures or activities, such as reviews, observations, or audits, that will be conducted to monitor the effectiveness of mitigations once implemented.

6. Safety Assurance

Through our Safety Assurance process:

- Evaluates our compliance with operations and maintenance procedures to determine whether our existing rules and procedures are sufficient to control our safety risk;
- Assesses the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended;
- Investigates safety events to identify causal factors; and
- Analyzes information from safety reporting, including data about safety failures, defects, or conditions.

Safety Performance Monitoring and Measurement

TACC has many processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including:

- Safety Audits,
- Informal inspections,
- Regular review of onboard camera footage to assess drivers and specific incidents,
- Safety surveys,
- ESRP,
- Investigation of safety occurrences,
- Safety review prior to the launch or modification of any facet of service,
- Daily data gathering and monitoring of data related to the delivery of service, and
- Regular vehicle inspections and preventative maintenance.

Results from the above processes are compared against recent performance trends by the SSTM to determine where action needs to be taken, with findings reported to the Chief Safety Officer. The Chief Safety Officer enters any identified non-compliant or ineffective activities, including mitigations, back into the SRM process for reevaluation by CANDOR.

TACC monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The SSTM maintains a list of safety risk mitigations in TACC's Safety Event Database. The mechanism for monitoring safety risk mitigations varies depending on the mitigation.

The SSTM establishes one or more mechanisms for monitoring safety risk mitigations, with oversight by the Chief Safety Officer. As part of the mitigation implementation process, the SSTM assigns monitoring activities to the appropriate director, manager, or supervisor. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations, or other activities. The Chief Safety Officer will endeavor to make use of existing TACC processes and activities before

assigning new information collection activities.

CANDOR reviews the performance of individual safety risk mitigations based on the reporting schedule determined for mitigation, and determines if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, CANDOR will propose a course of action to modify the mitigation or take other action to manage the safety risk. The Chief Safety Officer will approve or modify this proposed course of action and oversee its execution.

CANDOR also monitors TACC's operations on a large scale to identify mitigation that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accident, incident, and occurrence investigations;
- Monitoring employee safety reporting;
- Reviewing results of internal safety audits and inspections; and
- Analyzing operational and safety data to identify emerging safety concerns.

CANDOR will carry out and document all monitoring activities.

TACC maintains documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event (see TACC Safety Event Review Policy for specific procedures for conducting safety investigations). These procedures also reflect all traffic safety reporting and investigation requirements established by federal, state or local law.

The Operations Managers (Max, Flex & Move, Fleet & Facilities), and Safety, Security & Training Manager maintain all documentation for TACC's investigation policies, processes, forms, checklists, activities, and results. As detailed in TACC's procedures, an investigation report is prepared and sent to CANDOR.

CANDOR consists of members that represent management, the union, operations, and maintenance. The Safety, Security, and Training Manager leads the CANDOR, with oversight by the Chief Safety Officer, and assists in determining whether:

- The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event; and
- The safety event appears to involve underlying organizational causal factors beyond just individual behavior.

CANDOR routinely reviews safety data captured in employee safety reports, customer complaints, and other safety communication channels. When necessary, the Chief Safety

Officer ensures that these concerns are investigated or analyzed through TACC's SRM process.

CANDOR also reviews internal and external reviews, including audits and assessments, with findings concerning TACC's safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

Safety Performance Assessment and Continuous Improvement

TACC conducts an annual safety performance assessment to evaluate progress toward safety performance targets and to identify any safety deficiencies. If deficiencies are identified, TACC develops and carries out, under the direction of the Accountable Executive, a plan to address those deficiencies, including assignment of responsible parties and tracking to completion.

7. Safety Promotion

TACC's comprehensive safety training program applies to all TACC employees directly responsible for safety, including:

- Vehicle operators,
- Dispatchers,
- Maintenance technicians and utility,
- Clerical staff,
- Managers and Supervisors,
- Agency Leadership and Executive Management,
- Chief Safety Officer, and
- Accountable Executive

TACC dedicates resources to conduct a comprehensive safety training program, as well as training on SMS roles and responsibilities. The scope of the safety training, including annual refresher training, is appropriate to each employee's individual safety-related job responsibilities and their role in the SMS. Basic training requirements for TACC employees, including frequencies and refresher training, are in accordance with federal, state or local regulations.

Operations safety-related skill training includes the following:

- New-hire vehicle operator classroom and hands-on skill training (Entry Level Driver Training (ELDT)),
- Vehicle operator refresher training,
- Classroom and on-the-job training for dispatchers,
- Classroom and on-the-job training for operations supervisors and managers, and
- Accident investigation training for operations supervisors and managers.
- Conflict management and de-escalation techniques, including recognizing escalating situations and responding in a manner that prioritizes employee and passenger safety.

Vehicle maintenance safety-related skill training includes the following:

- Ongoing vehicle maintenance technician skill training,
- Ongoing skill training for vehicle maintenance supervisors,
- Accident investigation training for vehicle maintenance supervisors, and
- Training provided by vendors.

TACC's Accountable Executive, Agency Leadership and Executive Management team must complete FTA's SMS Awareness online training.

CANDOR coordinates TACC's safety communication activities for SMS. TACC's activities focus on the four categories of communication activity established in 49 CFR Part 673 (Part 673):

- **Communicating safety and safety performance information throughout the agency:** Information typically conveyed throughout the agency includes safety performance statistics, lessons learned from recent occurrences, upcoming events that may impact TACC's service or safety performance, and updates regarding SMS implementation. TACC also requests information from drivers at any time. Finally, TACC utilizes an Employee Portal to communicate safety performance throughout the agency.
- **Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency:** As part of a new-hire training, TACC distributes safety policies and procedures, including TACC's Employee Handbook, to all employees. TACC provides training on these policies and procedures and discusses them during safety talks between supervisors and bus operators and maintenance technicians. For newly emerging issues or safety events at the agency, TACC's Chief Safety Officer issues bulletins or messages to employees that are reinforced by supervisors in one-on-one or group discussions with employees.
- **Informing employees of safety actions taken in response to reports submitted through the ESRP:** TACC provides targeted communications to inform employees of safety actions taken in response to reports submitted through the ESRP, including memos, safety talks, updates to bulletin boards, and one-on-one discussions between employees and supervisors.
- **Communicates the results of cooperation with frontline transit worker representatives:** including outcomes of joint labor management processes and Safety Committee activities to all relevant employees through established safety communication channels.

8. Additional Information

Supporting Documentation

Certification of Compliance with 49 CFR Part 673:

Transportation Authority of Calhoun County certifies compliance with the Public Transportation Agency Safety Plan requirements of 49 CFR Part 673 through the Federal Transit Administration's Transit Award Management System (TrAMS). Certification is completed by the Accountable Executive or authorized designee at the time of grant execution, as required by FTA.

Recordkeeping and Document Availability:

TACC maintains records related to its Public Transportation Agency Safety Plan, Safety Management System implementation, and results of SMS processes and activities in electronic and/or hard copy format. Records are retained for a minimum of three years after creation and are made available to the Federal Transit Administration, the Michigan Department of Transportation, or other authorized oversight entities upon request through the Executive Director or Chief Safety Officer.

9. Definitions of Terms Used in the Safety Plan

TACC incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

- **Accountable Executive** means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a transit agency; responsibility for carrying out the transit agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the transit agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.
- **Assault on a transit worker** means, as defined under 49 U.S.C. 5302, a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.
- **CDC** means the Centers for Disease Control and Prevention of the United States Department of Health and Human Services.
- **Chief Safety Officer** means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system. For small public transportation providers, the Chief Safety Officer may report to the Accountable Executive or equivalent officer, consistent with 49 CFR Part 673., tidal wave, earthquake, severe storm, or landslide) or a catastrophic failure from any external cause, as a result of which the Governor of a State has declared an emergency and the Secretary has concurred; or the President has declared a major disaster under section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170).
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- **Equivalent entity means** an entity that carries out duties similar to that of a Board of Directors for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.
- **Hazard** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
- **Injury** means physical harm to a person as a result of a safety event. Injuries may be classified as serious or non-serious consistent with National Transit Database (NTD) reporting requirements.
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- **Infectious Disease** are illnesses caused by germs (such as bacteria, viruses, and fungi) that enter the body, multiply, and can cause infection. Some infectious diseases are contagious (or communicable) that is spread from one person to another. Other infectious disease can be spread by germs carried in air, water, food, or soil. They can also be spread by vectors (like biting insects) or by animals.
- **Investigation** means the process of determining the causal and contributing factors of a safety event or hazard, for the purpose of preventing recurrence and mitigating safety risk.
- **Joint labor-management process** means a formal approach to discuss topics affecting transit workers and the public transportation system.
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- **National Public Transportation Safety Plan** means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.
- **Near-miss means a narrowly avoided safety event. (terms this as close call)**
- **Performance measure** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
- **Potential consequence** means the effect of a hazard.
- **Public Transportation** means, as defined under 49 U.S.C. 5302, regular, continuing shared-ride surface transportation services that are open to the general public or open to segment of the general public defined by age, disability, or low income; and does not include:
 - Intercity passenger rail transportation provided by the entity described in 49 U.S.C. chapter 243 (or a successor to such entity);
 - Intercity bus service;
 - Charter bus service;
 - School bus service;
 - Sightseeing service;
 - Courtesy shuttle service for patrons of one or more specific establishments; or
 - Intra-terminal or intra-facility shuttle services.
- **Public Transportation Agency Safety Plan (or Agency Safety Plan)** means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.
- **Safety Assurance** means processes within a transit agency’s Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
- **Safety Committee** means the formal joint labor-management committee on issues to safety that is required by 49 U.S.C. 5329 and this part.
- **Safety event** means an unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

- **Safety Management Policy** means a transit agency’s documented commitment to safety, which defines the transit agency’s safety objectives and the accountabilities and responsibilities for the management of safety.
- **Safety Management System** means the formal, organizational-wide approach to managing safety risk and assuring the effectiveness of a transit agency’s safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing hazards and safety risk.
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- **Safety performance target** means a quantifiable level of performance or condition, expressed as a value for the measure, related to safety management activities, to be achieved within a specified time period.
- **Safety Promotion** means a combination of training and communication of safety information to support SMS as applied to the transit agency’s public transportation system.
- **Safety risk** means the composite of predicted severity and likelihood of a potential consequence of a hazard.
- **Safety risk assessment** means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risk.
- **Safety Risk Management** means a process within a transit agency’s Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating the safety risk of their potential consequences. **Safety risk mitigation** means a method or methods to eliminate or reduce the severity and/or likelihood of a potential consequence of a
-
- **Small public transportation provider** means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service across all non-rail fixed route modes or in any one non-fixed route mode and does not operate a rail fixed guideway public transportation system.
- **State** means a State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.
- **State of good repair** means the condition in which a capital asset is able to operate at a full level
- **Transit agency** means an operator of a public transportation system that is a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 or a rail transit agency.
- **Transit Asset Management Plan** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.
- **Transit worker** means any employee, contractor, or volunteer working on behalf of the transit agency.
- **Urbanized area** means, as defined under 49 U.S.C. 5302, an area encompassing a population of 50,000 or more that has been defined and designated in the most recent

decennial census as an urban area by the Secretary of Commerce.

10. Commonly Used Acronyms

Acronym	Word or Phrase
ADA	Americans with Disabilities Act of 1990
ASP	Agency Safety Plan (also referred to as a PTASP in Part 673)
TACC	Transportation Authority of Calhoun County
CFR	Code of Federal Regulations
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
MDBF	Mean Distance Between Failures
MPO	Metropolitan Planning Organization
Part 673	49 CFR Part 673 (Public Transportation Agency Safety Plan)
SMS	Safety Management System
SRM	Safety Risk Management
U.S.C.	United States Code
VRM	Vehicle Revenue Miles

**TRANSPORTATION AUTHORITY OF CALHOUN COUNTY
BOARD OF DIRECTORS**

Resolution 06-2026

At the regular Board of Directors meeting of the Transportation Authority of Calhoun County (TACC), held at Ride Calhoun Administrative Offices, located at 49 South Cass St., Battle Creek, MI 49037, on Wednesday, February 11, 2026, with Chair Erick Stewart presiding, the following action was taken:

Whereas, The Transportation Authority of Calhoun County (“TACC”) is an eligible recipient of specialized transportation funding through the Michigan Department of Transportation (MDOT) Specialized Services Program; and

Whereas, the Specialized Services Program is intended to support transportation services for seniors, individuals with disabilities, and other transportation disadvantaged populations through qualified local service providers; and

Whereas, MDOT requires that Specialized Services Program funds be distributed through a state-approved Local Coordinating Committee (LCC) process to ensure coordinated, equitable, and efficient use of transportation resources; and

Whereas, TACC serves as the designated fiduciary and pass-through agency for Specialized Services Program funds within Calhoun County and administers such funds in accordance with MDOT requirements and applicable state and federal regulations; and

Whereas, Marian E. Burch Adult Day Center has applied for Specialized Services funding through the Local Coordinating Committee process and has been reviewed and recommended for funding based on demonstrated need, service capacity, compliance history, and alignment with program objectives; and

Whereas, subrecipients of Specialized Services Program funds must meet all eligibility and qualification requirements established by MDOT, including but not limited to nonprofit or public agency status, provision of eligible services, financial and administrative capacity, and compliance with applicable reporting, monitoring, and audit requirements; and

Now, Therefore, be it resolved, that the Transportation Authority of Calhoun County hereby authorizes the pass-through of Specialized Services Program funds received from the Michigan Department of Transportation to Marian E. Burch Adult Day Center in accordance with the approved Local Coordinating Committee process; and

Be it further resolved, that such funds shall be distributed pursuant to a written subrecipient agreement that defines allowable uses, reporting requirements, performance expectations, and compliance obligations; and

Be it further resolved, that the Executive Director is authorized to execute all necessary agreements and take all actions required to administer, monitor, and oversee the pass-through funds in compliance with MDOT requirements and applicable laws.

CERTIFICATE

I, Vivian Davis, Secretary of the Transportation Authority of Calhoun County, having custody of the records and proceedings of the Transportation Authority of Calhoun County at the meeting of February 11, 2026, with the original minutes now on file and of record in the office that this resolution is true and correct.

Signature

Printed Name

Title

Date

**TRANSPORTATION AUTHORITY OF CALHOUN COUNTY &
MARIAN E BURCH ADULT DAY CARE
SPECIALIZED SERVICES OPERATING ASSISTANCE
CONTRACT**

THIS CONTRACT is made and entered into this _____ day of _____, 2026, (hereinafter referred to as the EFFECTIVE DATE) by and between the Transportation Authority of Calhoun County, (hereinafter referred to as the “Agency”) whose address is _____, and Marian E. Burch (hereinafter referred to as the “Sub Recipient”) whose address is _____. This Contract covers the period of October 1, 2025, through September 30, 2026.

SECTION 1. DEFINITIONS

PROGRAM

Means the Michigan Specialized Services Operating Assistance program designated primarily for seniors and handicappers as defined under Section 10e(4)(c)(i) of Act 51, of the Public Acts of 1951, as amended.

DEPARTMENT

Means the Michigan Department of Transportation

AGENCY

Means the eligible authority, eligible governmental agency, or organization representing Specialized Services interests which is receiving funds from the Department under the Program.

SUB RECIPIENT

Means the organization which will provide the transit services with funds received under this contract.

APPLICATION

Means the Agency’s application, submitted in cooperation with the Sub Recipient, for funding from this PROGRAM for the period from October 1, 2025, to September 30, 2026.

SECTION 2. PURPOSE

The purpose of this contract is to provide operating assistance funding received from the Department Program to the Sub Recipient. The transit services provided shall be as described in the Application and as approved for funding by the Department.

SECTION 3. AGENCY COVENANTS

- A. Assure that the transit service provided is consistent with the service described in the Application and approved for funding by the Department.

- B. Prepare and submit appropriate information to the Department as set forth in the attached document entitled “Specialized Services Quarterly Operating Report”, and made a part hereof, in order to qualify the service for state financial assistance. Said report shall be submitted to the Department twenty (20) days after the end of each state fiscal year quarter.
- C. Pay to the Sub Recipient, the state funds designated for the relevant transit service within 10 working days of receipt from the Department.
- D. Notify the Sub Recipient within five days of receipt of any written requests for information by the Department, or restrictions required by the Department, concerning the transit service.
- E. Inform the Sub Recipient of any transit service changes, or changes in state or federal law or programs known to the Agency, which could impact the transit services being provided by the Sub Recipient.
- F. Strive to coordinate transit services within its service area.

SECTION 4. SUB RECIPIENT COVENANTS

- A. Provide transit services as described in the Application and as approved for funding by the Department.
- B. Use the Department’s current “Local Public Transit Expense Manual” in the determination of eligible project costs, if the Sub Recipient receives funding from other Department’s operating assistance programs. All other providers shall use the current “Revenue Expense and Non-financial Data Definition Manual for Specialized Services Agencies.”
- C. Complete and submit to the Agency, the information required by the Department on the attached document entitled “Specialized Services Quarterly Operating Report” within 10 days after the end of each fiscal year quarter.
- D. Establish and maintain books, records, documents, and other accounting records in accordance with generally accepted governmental accounting principles.
- E. Permit the Agency or the Department to audit all data and records relating to the transit service financed in part or in whole by the Program. The Sub Recipient shall retain and allow access to all data and records pertaining to this contract until three (3) years after the final payment by the Department and provide proof of such documentation as may reasonably be requested by the Agency pursuant to Department requirements and guidelines.
- F. In addition to any policy of insurance and the protection afforded thereby the Sub Recipient agrees to indemnify and save harmless the State of Michigan, the Department and the Agency, and all officers, agents, and employees thereof, from any and all claims and losses occurring or resulting to any and all persons, firms, or corporations furnishing or supplying work, services, materials, or supplies to the Sub Recipient in connection with this Agreement as further stated in relation to Agency in this Agreement’s Section 5.

- G. Inform the Agency of any event which may have significant potential impact on the transit service, its control, or cost.
- H. Cooperate with the Agency, other Sub Recipients, and other service providers in coordinating transportation services.
- I. In connection with the acceptance of this Contract, agrees to comply with the State of Michigan provisions for “Prohibition of Discrimination in State Contracts,” as set forth in Appendix A, dated August 1985, attached hereto, and which may be amended, and made a part hereof. The Sub Recipient further covenants that it will comply with the Civil Rights Act of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6 and will require similar covenants on the part of any contractor or subcontractor employed in the performance of the project for which this Contract is made.
- J. The use of volunteer drivers by Sub Recipients is eligible if the following requirements are met:
 - 1. Rides are provided for nonemergency medical trips and are available to any elderly individuals or individuals with disabilities.
 - 2. Local Coordination Committee and Transportation Authority of Calhoun County must support the proposed service.
 - 3. Service must be available to all elderly individuals and individuals with disabilities in the service area.
 - 4. The Sub Recipient must ensure that the private car is in safe operating condition, and is owned by the volunteer driver.
 - 5. The driver must have had a valid driver’s license for the past five consecutive years with no moving violations within the last two years.
 - 6. The driver has notified his/her insurance company that his/her vehicle will be used for this service.
- K. Provide to Agency the names and driver’s license numbers for all volunteer drivers intended to be used by Sub Recipient, as well as the vehicle identification number, Michigan vehicle registration number, and proof of insurance with notifications as required above with the executed copy of this contract. This information is an integral portion of this contract, is subject to approval by Agency, and it shall not be considered a completed, executed contract without this information if Sub Recipient intends to utilize volunteer drivers. Further, Sub Recipient shall be subject to a continuing affirmative duty to update this information prior to using any previously undisclosed volunteer driver.

SECTION 5. GENERAL TERMS AND CONDITIONS

- A. **ALTERATION OF SERVICE:** Neither the Agency nor the Sub Recipient shall alter the transit service described in the Application and as approved for funding by the Department without the written approval of the Department.
- B. **FUNDING.** The Agency's maximum funding to the Sub Recipient for transit services provided is Eighteen Thousand Seven Hundred and Twenty-five dollars (\$18,725). Reimbursement will be at the rate of \$5.08 per passenger trip. Agency is only obligated to provide funds if they are distributed to the Agency from the Department.
- C. **TERM.** This contract will cover the period commencing October 1, 2025, and extending through September 30, 2026, and shall terminate, unless renewed with expressed authorization from the Department.
- D. **TERMINATION.** Agency may terminate this contract prior to the Term of this Agreement if Sub Recipient fails to provide the required services or breaches any term or condition of this Agreement. Agency must provide written notice of termination of this agreement.
- E. **SUSPENSION OF OBLIGATIONS.** The Agency or the Sub Recipient may, by a ten (10) day written notice, suspend any or all of the rights and obligations under this Contract until such time as the event or condition resulting in such suspension has ceased or been corrected.
- F. **OVER PAYMENT.** The Sub Recipient agrees to repay any funds overpaid by the Agency.
- G. **REDUCTION OF PAYMENT.** If the Department reduces the payment to the Agency, the Agency will accordingly reduce the payment to the Sub Recipient.
- H. **SUBMISSION OF DOCUMENTATION.** If the Sub Recipient fails to sign and return this Contract to Agency with all required documentation, including but not limited to the information regarding volunteer drivers as set out in above Section 4(K), by March 1, 2026, then the terms of this Contract are null and void ab initio and the offered terms of this contract are revoked.
- I. **INDEMNIFICATION.** Sub Recipient shall defend, indemnify, and hold harmless AGENCY, its affiliates, and their respective directors, officers, employees, agents, and representatives (each, a "Agency Indemnified Party") from and against any and all third-party claims, demands, actions, suits, proceedings, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees and costs) (collectively, "Claims") to the extent arising out of or resulting directly from (a) any negligent act or omission, willful misconduct, fraud or violation of applicable laws or regulations of Sub Recipient or its employees, agents, or subcontractors in the performance of Sub Recipient's obligations hereunder and (b) any unauthorized use, access, disclosure, or security incident involving Agency data caused by Sub Recipient or its personnel. Sub Recipient's indemnification obligations shall be supported by and is not limited to the insurance coverage required under this Agreement.
- J. **INSURANCE.** The Sub Recipient shall secure and maintain insurance coverages as indicated at limits not less than those set forth below. The Sub Recipient shall also require each and every contractor(s) and/or subcontractor(s) engaged by the Sub Recipient to perform services pursuant to this Agreement to purchase and maintain insurance coverages at the limits set forth below. Sub Recipient and its contractor(s) and/or subcontractor(s), as applicable, shall name Agency as an additional insured under all coverages listed below,

except Worker's Compensation. The Sub Recipient shall maintain other insurance as it deems appropriate for its own protection.

1. Worker's Disability Compensation and Occupational Disease Insurance including Employers Liability Coverage in accordance with all applicable statutes of the State of Michigan.
 2. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and \$2,000,000 aggregate combined single limit. Coverage shall include the following:
 - i. Contractual Liability
 - ii. Products and Completed Operations
 - iii. Independent Contractors Coverage
 - iv. Broad Form General Liability Endorsement or Equivalent
 3. Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.
 4. All insurance coverages described above shall remain in effect at all times until termination of this agreement. The Sub Recipient shall deliver copies of certificates of insurance for each of the policies mentioned above to the Agency. If so requested, certified copies of all policies will be provided. It is understood and agreed that thirty (30) days advanced written notice of cancellation, non-renewal, reduction and/or material change in any coverage shall be sent to the Agency.
- K. **NOTICES.** All notices shall be given by registered or certified mail addressed to the parties at their respective addresses as shown above. Either party may change the address by written notice sent by registered or certified mail to the other party
- L. **ASSIGNMENT.** The interest of any party under this Agreement shall not be assignable without the other parties' written consent, which shall not be unreasonable withheld, which shall require notice but not the prior consent of the other parties.
- M. **FORCE MAJEURE.** The parties shall not be liable or deemed in breach of this Agreement for failure to perform due to events beyond its reasonable control, including but not limited to natural disasters, severe weather, public health emergencies, pandemics, government orders, labor shortages, utility failures, or other circumstances constituting a state of emergency. The Sub Recipient will make reasonable efforts to notify the Agency and affected Participants of any such service interruption and to resume services as soon as practicable.

- N. **ENTIRE AGREEMENT.** This Agreement supersedes all agreements previously made between the parties relating to the subject matter. There are no other understandings or agreements between them.
- O. **NON-WAIVER.** No delay or failure by either party to exercise any right under this Agreement, and no partial or single exercise of that right, shall constitute a waiver of that or any other right, unless otherwise expressly provided herein.
- P. **HEADINGS.** Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
- Q. **GOVERNING LAW.** This Agreement shall be construed in accordance with and governed by the laws of the State of Michigan.
- R. **COUNTER PARTS.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.
- S. **NO THIRD- PARTY BENEFICIARIES.** This Agreement shall not be construed to create any third-party beneficiary contract or claim, and the parties intend there to be no third-party beneficiaries.
- T. **BINDING EFFECT.** The provisions of this Agreement shall be binding upon and inure to the benefit of each of the parties and their respective heirs, legal representatives, successors, and assigns.

FOR THE
BY
TITLE

Transportation Authority of Calhoun County

Mallory Avis, Executive Director

FOR THE
BY
TITLE

Marian E. Burch Adult Day Care


MDOT_AppendixA_3
14704_7.pdf


SPECIALIZED
SERVICES QUARTERL

**TRANSPORTATION AUTHORITY OF CALHOUN COUNTY
BOARD OF DIRECTORS**

Resolution 07-2026

At the regular Board of Directors meeting of the Transportation Authority of Calhoun County (TACC), held at Ride Calhoun Administrative Offices, located at 49 South Cass St., Battle Creek, MI 49037, on Wednesday, February 11, 2026, with Chair Erick Stewart presiding, the following action was taken:

Whereas, The Transportation Authority of Calhoun County (“TACC”) is an eligible recipient of specialized transportation funding through the Michigan Department of Transportation (MDOT) Specialized Services Program; and

Whereas, the Specialized Services Program is intended to support transportation services for seniors, individuals with disabilities, and other transportation disadvantaged populations through qualified local service providers; and

Whereas, MDOT requires that Specialized Services Program funds be distributed through a state-approved Local Coordinating Committee (LCC) process to ensure coordinated, equitable, and efficient use of transportation resources; and

Whereas, TACC serves as the designated fiduciary and pass-through agency for Specialized Services Program funds within Calhoun County and administers such funds in accordance with MDOT requirements and applicable state and federal regulations; and

Whereas, Community Action has applied for Specialized Services funding through the Local Coordinating Committee process and has been reviewed and recommended for funding based on demonstrated need, service capacity, compliance history, and alignment with program objectives; and

Whereas, subrecipients of Specialized Services Program funds must meet all eligibility and qualification requirements established by MDOT, including but not limited to nonprofit or public agency status, provision of eligible services, financial and administrative capacity, and compliance with applicable reporting, monitoring, and audit requirements; and

Now, Therefore, be it resolved, that the Transportation Authority of Calhoun County hereby authorizes the pass-through of Specialized Services Program funds received from the Michigan Department of Transportation to Community Action in accordance with the approved Local Coordinating Committee process; and

Be it further resolved, that such funds shall be distributed pursuant to a written subrecipient agreement that defines allowable uses, reporting requirements, performance expectations, and compliance obligations; and

Be it further resolved, that the Executive Director is authorized to execute all necessary agreements and take all actions required to administer, monitor, and oversee the pass-through funds in compliance with MDOT requirements and applicable laws.

CERTIFICATE

I, Vivian Davis, Secretary of the Transportation Authority of Calhoun County, having custody of the records and proceedings of the Transportation Authority of Calhoun County at the meeting of February 11, 2026, with the original minutes now on file and of record in the office that this resolution is true and correct.

Signature

Printed Name

Title

Date

**TRANSPORTATION AUTHORITY OF CALHOUN COUNTY &
COMMUNITY ACTION
SPECIALIZED SERVICES OPERATING ASSISTANCE
CONTRACT**

THIS CONTRACT is made and entered into this _____ day of _____, 2026, (hereinafter referred to as the EFFECTIVE DATE) by and between the Transportation Authority of Calhoun County, (hereinafter referred to as the “Agency”) whose address is _____, and Community Action (hereinafter referred to as the “Sub Recipient”) whose address is _____. This Contract covers the period of October 1, 2025, through September 30, 2026.

SECTION 1. DEFINITIONS

PROGRAM

Means the Michigan Specialized Services Operating Assistance program designated primarily for seniors and handicappers as defined under Section 10e(4)(c)(i) of Act 51, of the Public Acts of 1951, as amended.

DEPARTMENT

Means the Michigan Department of Transportation

AGENCY

Means the eligible authority, eligible governmental agency, or organization representing Specialized Services interests which is receiving funds from the Department under the Program.

SUB RECIPIENT

Means the organization which will provide the transit services with funds received under this contract.

APPLICATION

Means the Agency’s application, submitted in cooperation with the Sub Recipient, for funding from this PROGRAM for the period from October 1, 2025, to September 30, 2026.

SECTION 2. PURPOSE

The purpose of this contract is to provide operating assistance funding received from the Department Program to the Sub Recipient. The transit services provided shall be as described in the Application and as approved for funding by the Department.

SECTION 3. AGENCY COVENANTS

- A. Assure that the transit service provided is consistent with the service described in the Application and approved for funding by the Department.

- B. Prepare and submit appropriate information to the Department as set forth in the attached document entitled “Specialized Services Quarterly Operating Report”, and made a part hereof, in order to qualify the service for state financial assistance. Said report shall be submitted to the Department twenty (20) days after the end of each state fiscal year quarter.
- C. Pay to the Sub Recipient, the state funds designated for the relevant transit service within 10 working days of receipt from the Department.
- D. Notify the Sub Recipient within five days of receipt of any written requests for information by the Department, or restrictions required by the Department, concerning the transit service.
- E. Inform the Sub Recipient of any transit service changes, or changes in state or federal law or programs known to the Agency, which could impact the transit services being provided by the Sub Recipient.
- F. Strive to coordinate transit services within its service area.

SECTION 4. SUB RECIPIENT COVENANTS

- A. Provide transit services as described in the Application and as approved for funding by the Department.
- B. Use the Department’s current “Local Public Transit Expense Manual” in the determination of eligible project costs, if the Sub Recipient receives funding from other Department’s operating assistance programs. All other providers shall use the current “Revenue Expense and Non-financial Data Definition Manual for Specialized Services Agencies.”
- C. Complete and submit to the Agency, the information required by the Department on the attached document entitled “Specialized Services Quarterly Operating Report” within 10 days after the end of each fiscal year quarter.
- D. Establish and maintain books, records, documents, and other accounting records in accordance with generally accepted governmental accounting principles.
- E. Permit the Agency or the Department to audit all data and records relating to the transit service financed in part or in whole by the Program. The Sub Recipient shall retain and allow access to all data and records pertaining to this contract until three (3) years after the final payment by the Department and provide proof of such documentation as may reasonably be requested by the Agency pursuant to Department requirements and guidelines.
- F. In addition to any policy of insurance and the protection afforded thereby the Sub Recipient agrees to indemnify and save harmless the State of Michigan, the Department and the Agency, and all officers, agents, and employees thereof, from any and all claims and losses occurring or resulting to any and all persons, firms, or corporations furnishing or supplying work, services, materials, or supplies to the Sub Recipient in connection with this Agreement as further stated in relation to Agency in this Agreement’s Section 5.

- G. Inform the Agency of any event which may have significant potential impact on the transit service, its control, or cost.
- H. Cooperate with the Agency, other Sub Recipients, and other service providers in coordinating transportation services.
- I. In connection with the acceptance of this Contract, agrees to comply with the State of Michigan provisions for “Prohibition of Discrimination in State Contracts,” as set forth in Appendix A, dated August 1985, attached hereto, and which may be amended, and made a part hereof. The Sub Recipient further covenants that it will comply with the Civil Rights Act of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6 and will require similar covenants on the part of any contractor or subcontractor employed in the performance of the project for which this Contract is made.
- J. The use of volunteer drivers by Sub Recipients is eligible if the following requirements are met:
 - 1. Rides are provided for nonemergency medical trips and are available to any elderly individuals or individuals with disabilities.
 - 2. Local Coordination Committee and Transportation Authority of Calhoun County must support the proposed service.
 - 3. Service must be available to all elderly individuals and individuals with disabilities in the service area.
 - 4. The Sub Recipient must ensure that the private car is in safe operating condition, and is owned by the volunteer driver.
 - 5. The driver must have had a valid driver’s license for the past five consecutive years with no moving violations within the last two years.
 - 6. The driver has notified his/her insurance company that his/her vehicle will be used for this service.
- K. Provide to Agency the names and driver’s license numbers for all volunteer drivers intended to be used by Sub Recipient, as well as the vehicle identification number, Michigan vehicle registration number, and proof of insurance with notifications as required above with the executed copy of this contract. This information is an integral portion of this contract, is subject to approval by Agency, and it shall not be considered a completed, executed contract without this information if Sub Recipient intends to utilize volunteer drivers. Further, Sub Recipient shall be subject to a continuing affirmative duty to update this information prior to using any previously undisclosed volunteer driver.

SECTION 5. GENERAL TERMS AND CONDITIONS

- A. **ALTERATION OF SERVICE:** Neither the Agency nor the Sub Recipient shall alter the transit service described in the Application and as approved for funding by the Department without the written approval of the Department.
- B. **FUNDING.** The Agency's maximum funding to the Sub Recipient for transit services provided is Forty Thousand Two Hundred Seventy-eight dollars (\$40,278). Reimbursement will be at the rate of \$1.76 per mile. Agency is only obligated to provide funds if they are distributed to the Agency from the Department.
- C. **TERM.** This contract will cover the period commencing October 1, 2025, and extending through September 30, 2026, and shall terminate, unless renewed with expressed authorization from the Department.
- D. **TERMINATION.** Agency may terminate this contract prior to the Term of this Agreement if Sub Recipient fails to provide the required services or breaches any term or condition of this Agreement. Agency must provide written notice of termination of this agreement.
- E. **SUSPENSION OF OBLIGATIONS.** The Agency or the Sub Recipient may, by a ten (10) day written notice, suspend any or all of the rights and obligations under this Contract until such time as the event or condition resulting in such suspension has ceased or been corrected.
- F. **OVER PAYMENT.** The Sub Recipient agrees to repay any funds overpaid by the Agency.
- G. **REDUCTION OF PAYMENT.** If the Department reduces the payment to the Agency, the Agency will accordingly reduce the payment to the Sub Recipient.
- H. **SUBMISSION OF DOCUMENTATION.** If the Sub Recipient fails to sign and return this Contract to Agency with all required documentation, including but not limited to the information regarding volunteer drivers as set out in above Section 4(K), by March 1, 2026, then the terms of this Contract are null and void ab initio and the offered terms of this contract are revoked.
- I. **INDEMNIFICATION.** Sub Recipient shall defend, indemnify, and hold harmless AGENCY, its affiliates, and their respective directors, officers, employees, agents, and representatives (each, a "Agency Indemnified Party") from and against any and all third-party claims, demands, actions, suits, proceedings, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees and costs) (collectively, "Claims") to the extent arising out of or resulting directly from (a) any negligent act or omission, willful misconduct, fraud or violation of applicable laws or regulations of Sub Recipient or its employees, agents, or subcontractors in the performance of Sub Recipient's obligations hereunder and (b) any unauthorized use, access, disclosure, or security incident involving Agency data caused by Sub Recipient or its personnel. Sub Recipient's indemnification obligations shall be supported by and is not limited to the insurance coverage required under this Agreement.
- J. **INSURANCE.** The Sub Recipient shall secure and maintain insurance coverages as indicated at limits not less than those set forth below. The Sub Recipient shall also require each and every contractor(s) and/or subcontractor(s) engaged by the Sub Recipient to perform services pursuant to this Agreement to purchase and maintain insurance coverages at the limits set forth below. Sub Recipient and its contractor(s) and/or subcontractor(s), as applicable, shall name Agency as an additional insured under all coverages listed below,

except Worker's Compensation. The Sub Recipient shall maintain other insurance as it deems appropriate for its own protection.

1. Worker's Disability Compensation and Occupational Disease Insurance including Employers Liability Coverage in accordance with all applicable statutes of the State of Michigan.
 2. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and \$2,000,000 aggregate combined single limit. Coverage shall include the following:
 - i. Contractual Liability
 - ii. Products and Completed Operations
 - iii. Independent Contractors Coverage
 - iv. Broad Form General Liability Endorsement or Equivalent
 3. Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.
 4. All insurance coverages described above shall remain in effect at all times until termination of this agreement. The Sub Recipient shall deliver copies of certificates of insurance for each of the policies mentioned above to the Agency. If so requested, certified copies of all policies will be provided. It is understood and agreed that thirty (30) days advanced written notice of cancellation, non-renewal, reduction and/or material change in any coverage shall be sent to the Agency.
- K. **NOTICES.** All notices shall be given by registered or certified mail addressed to the parties at their respective addresses as shown above. Either party may change the address by written notice sent by registered or certified mail to the other party
- L. **ASSIGNMENT.** The interest of any party under this Agreement shall not be assignable without the other parties' written consent, which shall not be unreasonable withheld, which shall require notice but not the prior consent of the other parties.
- M. **FORCE MAJEURE.** The parties shall not be liable or deemed in breach of this Agreement for failure to perform due to events beyond its reasonable control, including but not limited to natural disasters, severe weather, public health emergencies, pandemics, government orders, labor shortages, utility failures, or other circumstances constituting a state of emergency. The Sub Recipient will make reasonable efforts to notify the Agency and affected Participants of any such service interruption and to resume services as soon as practicable.

- N. **ENTIRE AGREEMENT.** This Agreement supersedes all agreements previously made between the parties relating to the subject matter. There are no other understandings or agreements between them.
- O. **NON-WAIVER.** No delay or failure by either party to exercise any right under this Agreement, and no partial or single exercise of that right, shall constitute a waiver of that or any other right, unless otherwise expressly provided herein.
- P. **HEADINGS.** Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
- Q. **GOVERNING LAW.** This Agreement shall be construed in accordance with and governed by the laws of the State of Michigan.
- R. **COUNTER PARTS.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.
- S. **NO THIRD- PARTY BENEFICIARIES.** This Agreement shall not be construed to create any third-party beneficiary contract or claim, and the parties intend there to be no third-party beneficiaries.
- T. **BINDING EFFECT.** The provisions of this Agreement shall be binding upon and inure to the benefit of each of the parties and their respective heirs, legal representatives, successors, and assigns.

In witness hereof, the parties hereto have caused this contract to be executed.

FOR THE
BY
TITLE

Transportation Authority of Calhoun County

Mallory Avis, Executive Director

FOR THE
BY
TITLE

Community Action



MDOT_AppendixA_3
14704_7.pdf



SPECIALIZED
SERVICES QUARTERL

**TRANSPORTATION AUTHORITY OF CALHOUN COUNTY
BOARD OF DIRECTORS**

Resolution 08-2026

At the regular Board of Directors meeting of the Transportation Authority of Calhoun County (TACC), held at Ride Calhoun Administrative Offices, located at 49 South Cass St., Battle Creek, MI 49037, on Wednesday, February 11, 2026, with Chair Erick Stewart presiding, the following action was taken:

Whereas, The Transportation Authority of Calhoun County (“TACC”) is an eligible recipient of specialized transportation funding through the Michigan Department of Transportation (MDOT) Specialized Services Program; and

Whereas, the Specialized Services Program is intended to support transportation services for seniors, individuals with disabilities, and other transportation disadvantaged populations through qualified local service providers; and

Whereas, MDOT requires that Specialized Services Program funds be distributed through a state-approved Local Coordinating Committee (LCC) process to ensure coordinated, equitable, and efficient use of transportation resources; and

Whereas, TACC serves as the designated fiduciary and pass-through agency for Specialized Services Program funds within Calhoun County and administers such funds in accordance with MDOT requirements and applicable state and federal regulations; and

Whereas, Community Inclusive Recreation (CIR) has applied for Specialized Services funding through the Local Coordinating Committee process and has been reviewed and recommended for funding based on demonstrated need, service capacity, compliance history, and alignment with program objectives; and

Whereas, subrecipients of Specialized Services Program funds must meet all eligibility and qualification requirements established by MDOT, including but not limited to nonprofit or public agency status, provision of eligible services, financial and administrative capacity, and compliance with applicable reporting, monitoring, and audit requirements; and

Now, Therefore, be it resolved, that the Transportation Authority of Calhoun County hereby authorizes the pass-through of Specialized Services Program funds received from the Michigan Department of Transportation to Community Inclusive Recreation in accordance with the approved Local Coordinating Committee process; and

Be it further resolved, that such funds shall be distributed pursuant to a written subrecipient agreement that defines allowable uses, reporting requirements, performance expectations, and compliance obligations; and

Be it further resolved, that the Executive Director is authorized to execute all necessary agreements and take all actions required to administer, monitor, and oversee the pass-through funds in compliance with MDOT requirements and applicable laws.

CERTIFICATE

I, Vivian Davis, Secretary of the Transportation Authority of Calhoun County, having custody of the records and proceedings of the Transportation Authority of Calhoun County at the meeting of February 11, 2026, with the original minutes now on file and of record in the office that this resolution is true and correct.

Signature

Printed Name

Title

Date

**TRANSPORTATION AUTHORITY OF CALHOUN COUNTY &
COMMUNITY INCLUSIVE RECREATION
SPECIALIZED SERVICES OPERATING ASSISTANCE
CONTRACT**

THIS CONTRACT is made and entered into this _____ day of _____, 2026, (hereinafter referred to as the EFFECTIVE DATE) by and between the Transportation Authority of Calhoun County, (hereinafter referred to as the “Agency”) whose address is _____, and Community Inclusive Recreation (hereinafter referred to as the “Sub Recipient”) whose address is _____. This Contract covers the period of October 1, 2025, through September 30, 2026.

SECTION 1. DEFINITIONS

PROGRAM

Means the Michigan Specialized Services Operating Assistance program designated primarily for seniors and handicappers as defined under Section 10e(4)(c)(i) of Act 51, of the Public Acts of 1951, as amended.

DEPARTMENT

Means the Michigan Department of Transportation

AGENCY

Means the eligible authority, eligible governmental agency, or organization representing Specialized Services interests which is receiving funds from the Department under the Program.

SUB RECIPIENT

Means the organization which will provide the transit services with funds received under this contract.

APPLICATION

Means the Agency’s application, submitted in cooperation with the Sub Recipient, for funding from this PROGRAM for the period from October 1, 2025, to September 30, 2026.

SECTION 2. PURPOSE

The purpose of this contract is to provide operating assistance funding received from the Department Program to the Sub Recipient. The transit services provided shall be as described in the Application and as approved for funding by the Department.

SECTION 3. AGENCY COVENANTS

- A. Assure that the transit service provided is consistent with the service described in the Application and approved for funding by the Department.

- B. Prepare and submit appropriate information to the Department as set forth in the attached document entitled “Specialized Services Quarterly Operating Report”, and made a part hereof, in order to qualify the service for state financial assistance. Said report shall be submitted to the Department twenty (20) days after the end of each state fiscal year quarter.
- C. Pay to the Sub Recipient, the state funds designated for the relevant transit service within 10 working days of receipt from the Department.
- D. Notify the Sub Recipient within five days of receipt of any written requests for information by the Department, or restrictions required by the Department, concerning the transit service.
- E. Inform the Sub Recipient of any transit service changes, or changes in state or federal law or programs known to the Agency, which could impact the transit services being provided by the Sub Recipient.
- F. Strive to coordinate transit services within its service area.

SECTION 4. SUB RECIPIENT COVENANTS

- A. Provide transit services as described in the Application and as approved for funding by the Department.
- B. Use the Department’s current “Local Public Transit Expense Manual” in the determination of eligible project costs, if the Sub Recipient receives funding from other Department’s operating assistance programs. All other providers shall use the current “Revenue Expense and Non-financial Data Definition Manual for Specialized Services Agencies.”
- C. Complete and submit to the Agency, the information required by the Department on the attached document entitled “Specialized Services Quarterly Operating Report” within 10 days after the end of each fiscal year quarter.
- D. Establish and maintain books, records, documents, and other accounting records in accordance with generally accepted governmental accounting principles.
- E. Permit the Agency or the Department to audit all data and records relating to the transit service financed in part or in whole by the Program. The Sub Recipient shall retain and allow access to all data and records pertaining to this contract until three (3) years after the final payment by the Department and provide proof of such documentation as may reasonably be requested by the Agency pursuant to Department requirements and guidelines.
- F. In addition to any policy of insurance and the protection afforded thereby the Sub Recipient agrees to indemnify and save harmless the State of Michigan, the Department and the Agency, and all officers, agents, and employees thereof, from any and all claims and losses occurring or resulting to any and all persons, firms, or corporations furnishing or supplying work, services, materials, or supplies to the Sub Recipient in connection with this Agreement as further stated in relation to Agency in this Agreement’s Section 5.

- G. Inform the Agency of any event which may have significant potential impact on the transit service, its control, or cost.
- H. Cooperate with the Agency, other Sub Recipients, and other service providers in coordinating transportation services.
- I. In connection with the acceptance of this Contract, agrees to comply with the State of Michigan provisions for “Prohibition of Discrimination in State Contracts,” as set forth in Appendix A, dated August 1985, attached hereto, and which may be amended, and made a part hereof. The Sub Recipient further covenants that it will comply with the Civil Rights Act of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6 and will require similar covenants on the part of any contractor or subcontractor employed in the performance of the project for which this Contract is made.
- J. The use of volunteer drivers by Sub Recipients is eligible if the following requirements are met:
 - 1. Rides are provided for nonemergency medical trips and are available to any elderly individuals or individuals with disabilities.
 - 2. Local Coordination Committee and Transportation Authority of Calhoun County must support the proposed service.
 - 3. Service must be available to all elderly individuals and individuals with disabilities in the service area.
 - 4. The Sub Recipient must ensure that the private car is in safe operating condition, and is owned by the volunteer driver.
 - 5. The driver must have had a valid driver’s license for the past five consecutive years with no moving violations within the last two years.
 - 6. The driver has notified his/her insurance company that his/her vehicle will be used for this service.
- K. Provide to Agency the names and driver’s license numbers for all volunteer drivers intended to be used by Sub Recipient, as well as the vehicle identification number, Michigan vehicle registration number, and proof of insurance with notifications as required above with the executed copy of this contract. This information is an integral portion of this contract, is subject to approval by Agency, and it shall not be considered a completed, executed contract without this information if Sub Recipient intends to utilize volunteer drivers. Further, Sub Recipient shall be subject to a continuing affirmative duty to update this information prior to using any previously undisclosed volunteer driver.

SECTION 5. GENERAL TERMS AND CONDITIONS

- A. **ALTERATION OF SERVICE:** Neither the Agency nor the Sub Recipient shall alter the transit service described in the Application and as approved for funding by the Department without the written approval of the Department.
- B. **FUNDING.** The Agency's maximum funding to the Sub Recipient for transit services provided is Fifty-five Thousand Three Hundred Sixteen dollars (\$55,316). Reimbursement will be at the rate of \$5.08 per passenger trip. Agency is only obligated to provide funds if they are distributed to the Agency from the Department.
- C. **TERM.** This contract will cover the period commencing October 1, 2025, and extending through September 30, 2026, and shall terminate, unless renewed with expressed authorization from the Department.
- D. **TERMINATION.** Agency may terminate this contract prior to the Term of this Agreement if Sub Recipient fails to provide the required services or breaches any term or condition of this Agreement. Agency must provide written notice of termination of this agreement.
- E. **SUSPENSION OF OBLIGATIONS.** The Agency or the Sub Recipient may, by a ten (10) day written notice, suspend any or all of the rights and obligations under this Contract until such time as the event or condition resulting in such suspension has ceased or been corrected.
- F. **OVER PAYMENT.** The Sub Recipient agrees to repay any funds overpaid by the Agency.
- G. **REDUCTION OF PAYMENT.** If the Department reduces the payment to the Agency, the Agency will accordingly reduce the payment to the Sub Recipient.
- H. **SUBMISSION OF DOCUMENTATION.** If the Sub Recipient fails to sign and return this Contract to Agency with all required documentation, including but not limited to the information regarding volunteer drivers as set out in above Section 4(K), by March 1, 2026, then the terms of this Contract are null and void ab initio and the offered terms of this contract are revoked.
- I. **INDEMNIFICATION.** Sub Recipient shall defend, indemnify, and hold harmless AGENCY, its affiliates, and their respective directors, officers, employees, agents, and representatives (each, a "Agency Indemnified Party") from and against any and all third-party claims, demands, actions, suits, proceedings, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees and costs) (collectively, "Claims") to the extent arising out of or resulting directly from (a) any negligent act or omission, willful misconduct, fraud or violation of applicable laws or regulations of Sub Recipient or its employees, agents, or subcontractors in the performance of Sub Recipient's obligations hereunder and (b) any unauthorized use, access, disclosure, or security incident involving Agency data caused by Sub Recipient or its personnel. Sub Recipient's indemnification obligations shall be supported by and is not limited to the insurance coverage required under this Agreement.
- J. **INSURANCE.** The Sub Recipient shall secure and maintain insurance coverages as indicated at limits not less than those set forth below. The Sub Recipient shall also require each and every contractor(s) and/or subcontractor(s) engaged by the Sub Recipient to perform services pursuant to this Agreement to purchase and maintain insurance coverages at the limits set forth below. Sub Recipient and its contractor(s) and/or subcontractor(s), as applicable, shall name Agency as an additional insured under all coverages listed below,

except Worker's Compensation. The Sub Recipient shall maintain other insurance as it deems appropriate for its own protection.

1. Worker's Disability Compensation and Occupational Disease Insurance including Employers Liability Coverage in accordance with all applicable statutes of the State of Michigan.
 2. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and \$2,000,000 aggregate combined single limit. Coverage shall include the following:
 - i. Contractual Liability
 - ii. Products and Completed Operations
 - iii. Independent Contractors Coverage
 - iv. Broad Form General Liability Endorsement or Equivalent
 3. Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.
 4. All insurance coverages described above shall remain in effect at all times until termination of this agreement. The Sub Recipient shall deliver copies of certificates of insurance for each of the policies mentioned above to the Agency. If so requested, certified copies of all policies will be provided. It is understood and agreed that thirty (30) days advanced written notice of cancellation, non-renewal, reduction and/or material change in any coverage shall be sent to the Agency.
- K. **NOTICES.** All notices shall be given by registered or certified mail addressed to the parties at their respective addresses as shown above. Either party may change the address by written notice sent by registered or certified mail to the other party
- L. **ASSIGNMENT.** The interest of any party under this Agreement shall not be assignable without the other parties' written consent, which shall not be unreasonable withheld, which shall require notice but not the prior consent of the other parties.
- M. **FORCE MAJEURE.** The parties shall not be liable or deemed in breach of this Agreement for failure to perform due to events beyond its reasonable control, including but not limited to natural disasters, severe weather, public health emergencies, pandemics, government orders, labor shortages, utility failures, or other circumstances constituting a state of emergency. The Sub Recipient will make reasonable efforts to notify the Agency and affected Participants of any such service interruption and to resume services as soon as practicable.

- N. **ENTIRE AGREEMENT.** This Agreement supersedes all agreements previously made between the parties relating to the subject matter. There are no other understandings or agreements between them.
- O. **NON-WAIVER.** No delay or failure by either party to exercise any right under this Agreement, and no partial or single exercise of that right, shall constitute a waiver of that or any other right, unless otherwise expressly provided herein.
- P. **HEADINGS.** Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
- Q. **GOVERNING LAW.** This Agreement shall be construed in accordance with and governed by the laws of the State of Michigan.
- R. **COUNTER PARTS.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.
- S. **NO THIRD- PARTY BENEFICIARIES.** This Agreement shall not be construed to create any third-party beneficiary contract or claim, and the parties intend there to be no third-party beneficiaries.
- T. **BINDING EFFECT.** The provisions of this Agreement shall be binding upon and inure to the benefit of each of the parties and their respective heirs, legal representatives, successors, and assigns.

In witness hereof, the parties hereto have caused this contract to be executed.

FOR THE
BY
TITLE

Transportation Authority of Calhoun County

Mallory Avis, Executive Director

FOR THE
BY
TITLE

Community Inclusive Recreation



MDOT_AppendixA_3
14704_7.pdf



SPECIALIZED
SERVICES QUARTERL

**TRANSPORTATION AUTHORITY OF CALHOUN COUNTY
BOARD OF DIRECTORS**

Resolution 09-2026

At the regular Board of Directors meeting of the Transportation Authority of Calhoun County (TACC), held at Ride Calhoun Administrative Offices, located at 49 South Cass St., Battle Creek, MI 49037, on Wednesday, February 11, 2026, with Chair Erick Stewart presiding, the following action was taken:

Whereas, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the Transportation Authority of Calhoun County (TACC), established under Public Act 196, to provide a local transportation program for the state fiscal year of 2027 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 surplus budget and funding sources of estimated federal funds \$3,080,380, estimated state funds \$3,429,284, estimated local funds \$4,724,917, estimated fare box \$620,116, estimated other funds \$152,000, with total estimated expenses of \$11,661,966.

Now, Therefore, be it resolved that the Transportation Authority here by 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 Mallory Avis, 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 2027.

CERTIFICATE

I, Vivian Davis, Secretary of the Transportation Authority of Calhoun County, having custody of the records and proceedings of the Transportation Authority of Calhoun County at the meeting of February 11, 2026, with the original minutes now on file and of record in the office that this resolution is true and correct.

Signature

Printed Name

Title

Date

PUBLIC NOTICE

TRANSPORTATION AUTHORITY OF CALHOUN COUNTY PROPOSED STATE AND FEDERAL APPLICATION FOR OPERATING AND/OR CAPITAL ASSISTANCE

All citizens are advised that the Transportation Authority of Calhoun County has prepared an application for State of Michigan financial assistance for fiscal year 2027 as required under Act 51 of the Public Acts of 1951, as amended, and for federal assistance as required under the federal transit laws, as amended.

The Transportation Authority of Calhoun County is requesting the following funds:

Funding Source	Project Description	State Funding	Federal Funding	Local Funding	Total Funding
MDOT CTF	Local Bus Operating	\$ 3,429,284			\$ 3,429,284
5307	Section 5307 Formula (Op)		\$ 2,009,147	\$2,009,147	\$ 4,018,294
5310	New Freedom Operating		\$ 229,995	\$ 229,995	\$ 459,990
5310	Mobility Management	\$ 17,500	\$ 70,000		\$ 87,500
5311	Section 5311 Formula (Op)		\$ 753,738		\$ 753,738
MDOT CTF	Specialized Services	\$ 135,341			\$ 135,341
5339 Formula	Expansion Vehicle(s) FY25	\$ 24,211	\$ 96,842		\$ 121,053
5339 Formula	Expansion Vehicle(s) FY26	\$ 24,211	\$ 96,842		\$ 121,053
STP / Rural	Vehicle Replacement	\$ 32,500	\$ 130,000		\$ 162,500
BUILD	Facility Construction	\$ 6,250,000	\$ 25,000,000		\$ 31,250,000
TOTAL		\$ 9,913,047	\$ 28,386,564	\$2,239,142	\$ 40,538,753

The Transportation Authority of Calhoun County ensures that the level and quality of transportation service is provided without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964. For more information regarding our Title VI obligations, or to file a complaint, please contact us at the address given below.

The proposed application is on file at the Ride Calhoun office, 339 W. Michigan Avenue, Battle Creek, MI 49037 and may be reviewed during a 30-day period from February 12, 2026 to March 14, 2026 between the hours of 8am and 5pm Monday through Friday. Written comments regarding the application and/or written requests for a public hearing to review the application must be received by March 14, 2026. If a hearing is requested, notice of the schedule date, time, and location will be provided at least 10 days in advance.

Submittals should be sent to Shannon Wedl, Procurement and Grant Manager, 339 W. Michigan Avenue, Battle Creek, MI 49037 or via email to swedl@ridecalhoun.org.

LBO – Regular Services – FINANCIALS

Bus (MB) (Fixed Route)	
Total Bus (MB) (Fixed Route) Expenses:	\$2,355,956.00
Total Ineligible Bus (MB) (Fixed Route) Expenses:	\$135,489.00
Total Eligible Bus (MB) (Fixed Route) Expenses:	\$2,220,467.00
Total Bus (MB) (Fixed Route) Revenue:	\$2,614,024.00

Demand Response (DR)	
Total Demand Response (DR) Expenses:	\$4,339,001.00
Total Ineligible Demand Response (DR) Expenses:	\$249,534.00
Total Eligible Demand Response (DR) Expenses:	\$4,089,467.00
Total Demand Response (DR) Revenue:	\$4,814,291.00

Total Expenses:	\$6,694,957.00
Total Ineligible Expenses:	\$385,023.00

Total Eligible Expenses:	\$6,309,934.00
Total Revenue:	\$7,428,315.00

LBO – Regular Services – NON-FINANCIALS

Public Service				
Code	Item	Mode	Quantity	Comments
610	Vehicle Hours	Bus (MB) (Fixed Route)	15,600.00	
610	Vehicle Hours	Demand Response (DR)	62,759.00	
611	Vehicle Miles	Bus (MB) (Fixed Route)	188,455.00	
611	Vehicle Miles	Demand Response (DR)	118,844.00	
615	Unlinked Passenger Trips - Regular	Bus (MB) (Fixed Route)	99,245.00	
615	Unlinked Passenger Trips - Regular	Demand Response (DR)	23,684.00	
616	Unlinked Passenger Trips - Elderly	Bus (MB) (Fixed Route)	17,813.00	
616	Unlinked Passenger Trips - Elderly	Demand Response (DR)	8,922.00	
617	Unlinked Passenger Trips - Persons w/Disabilities	Bus (MB) (Fixed Route)	7,634.00	
617	Unlinked Passenger Trips - Persons w/Disabilities	Demand Response (DR)	2,374.00	
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	Bus (MB) (Fixed Route)	2,545.00	
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	Demand Response (DR)	4,448.00	
621	Total Line-Haul Unlinked Passenger Trips	Bus (MB) (Fixed Route)	127,237.00	
621	Total Line-Haul Unlinked Passenger Trips	Demand Response (DR)	0.00	
622	Total Demand-Response Unlinked Passenger Trips	Bus (MB) (Fixed Route)	0.00	
622	Total Demand-Response Unlinked Passenger Trips	Demand Response (DR)	38,428.00	

Vehicle Information				
Code	Item	Mode	Quantity	Comments
653	Line-Haul Vehicle	Bus (MB) (Fixed Route)	10.00	
654	Line-Haul Vehicle w/ Lifts	Bus (MB) (Fixed Route)	10.00	
655	Total Demand-Response Vehicles	Demand Response (DR)	23.00	
656	Demand-Response Vehicle w/ Lifts	Demand Response (DR)	23.00	
			33.00	

Miscellaneous Information

Code	Item	Mode	Quantity	Comments
601	Number of Routes (Line Haul Only)	Bus (MB) (Fixed Route)	23.00	
661	Total Transit Agency Employees (Full-Time Equivalents)	Bus (MB) (Fixed Route)	49.00	
661	Total Transit Agency Employees (Full-Time Equivalents)	Demand Response (DR)	49.00	
662	Total Revenue Vehicle Operators (Full-Time Equivalents)	Bus (MB) (Fixed Route)	29.00	
662	Total Revenue Vehicle Operators (Full-Time Equivalents)	Demand Response (DR)	29.00	

	Section	Quantity
	Total Public Service Quantity	166665.00
	Total Vehicle Information Quantity	33.00

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3175 (08/2022)

FY 20 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.

Page 1 of 2

NAME OF APPLICANT (Legal organization name)

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.

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

Provide a summary including the purpose or reason for the review, the name of the agency or organization that performed the review, the findings and recommendations of the review, and a report on the status and/or disposition of such findings and recommendations.

Have any changes been made to your ADA Complaint Policy?

Yes No

Please provide an explanation of changes.

If your agency is operating inaccessible revenue vehicles, is equivalent service* being offered to riders?

* Equivalent service means that all riders, including wheelchair users, must be provided with the same level of service.

Yes No

Please provide an explanation why equivalent service is not offered to riders.

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3076 (11/2025)

FY 20 FTA MASTER AGREEMENT PROVISIONS

INSTRUCTIONS: Complete, sign and return it to the Michigan Department of Transportation.

I acknowledge that I have reviewed a copy of the [FTA Master Agreement Provisions](#). I understand that the nature of the project will determine which requirements of the FTA Master Agreement Provisions apply and I will comply with all applicable provisions for all FTA-funded contracts for the application year and future master agreement versions in amended grants through the completion of all funded projects.

NAME OF PERSON AUTHORIZED TO SIGN A CONTRACT OR PROJECT AUTHORIZATION	
BOARD OF CHAIR INFORMATION: NAME	
PHONE NUMBER	E-MAIL ADDRESS
LEGAL ORGANIZATION NAME *	
TITLE OF AUTHORIZED SIGNER	
SIGNATURE OF AUTHORIZED SIGNER **	DATE

* If the organization has a master agreement with MDOT, the organization name must match the name as it appears on the master agreement. Organizations with multiple master agreements must submit multiple contract clauses certifications.

** If the organization has a master agreement with MDOT, the signature must be the same as the authorized signer of the master agreement or an individual with legal authority to sign a project authorization for the organization. Your agency can change, add or remove an authorized signer at any time by completing a signature resolution.

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3071 (08/2025)

**FY 20 COORDINATION PLAN FOR
LOCAL BUS OPERATING ASSISTANCE**

Page 1 of 2

INSTRUCTIONS: Complete and return it to the Michigan Department of Transportation.

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)

TRANSIT PROVIDER/PURCHASER AND COORDINATION EFFORTS

List all transit providers/purchasers in your area. 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.).

FUTURE TRANSIT OBJECTIVES

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

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3079 (09/2022)

FY 20__ FTA CERTIFICATIONS AND ASSURANCES

INSTRUCTIONS: Complete, sign and return this form to Michigan Department of Transportation.

This form is required for all agencies applying for FTA funds, except for urban agencies that receive all of their FTA funds directly from FTA. For details, review the current [Certification and Assurances for FTA Assistance](#).

NAME OF APPLICANT (Legal Organization Name)

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

<u>Category</u>	<u>Description</u>
1.	Certifications and Assurances Required of Every Applicant
2.	Public Transportation Agency Safety Plans
3.	Tax Liability and Felony Convictions
4.	Lobbying
5.	Private Sector Protections
6.	Transit Asset Management Plan
7.	Rolling Stock Buy America Reviews and Bus Testing
8.	Formula Grants for Rural Areas
9.	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.	Emergency Relief Program

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 the 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 AND TITLE OF AUTHORIZED OFFICIAL	SIGNATURE OF AUTHORIZED OFFICIAL	DATE
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If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3078 (12/2025)

FY 20 RESOLUTION OF INTENT

The approved resolution of intent to apply for state formula operating assistance for fiscal year 20 under Act 51 of the Public Acts of 1951, as amended.

INSTRUCTIONS: Complete and return it to the Michigan Department of Transportation.

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 Name of Applicant (Legal organization name)

Act _____ to provide a local transportation program for the state fiscal year of 20 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 \$ _____, estimated fare box \$ _____, estimated other funds \$ _____, with total estimated expenses of \$ _____.

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 20 _____.

I, _____, _____ of _____ (Name) _____ (Secretary/Clerk)

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

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3084 (07/2025)

FY20 STATE CERTIFICATIONS AND ASSURANCES

INSTRUCTION: Complete, sign, and return this form to the Michigan Department of Transportation.

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)

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

- A. 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 on Exhibit A of your Master Agreement with the Michigan Department of Transportation.
- C. The organization facility(ies) is/are located in a flood plain. No Yes
If yes, attach proof of insurance for your facility(ies).
- D. The organization has attached proof of facility insurance if facility funded with federal/state funding or contains equipment funded with federal/state funding. No Yes

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 AND TITLE OF AUTHORIZED OFFICIAL	
SIGNATURE OF AUTHORIZED OFFICIAL	DATE

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3067 (11/17)

FY 20SS TITLE VI INFORMATION

Page 1 of 2

INSTRUCTIONS: Complete and return this form to the Michigan Department of Transportation.

NAME OF APPLICANT (legal organization name)

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. List 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**. The list should include: the date lawsuit or complaint was filed; a summary of the allegation, and the status of the lawsuit or complaint, including whether the parties to the lawsuit have entered into a consent decree.

If none, so state.

RESPONSE:

-
2. Summarize all Title VI compliance review activities conducted **with regard to your transportation program, including triennial compliance reviews conducted by FTA and/or MDOT**. The summary should include: the purpose or reason for the review; the name of the agency or organization that performed the review; the findings and recommendations of the review; and a report on the status and/or disposition of such finding and recommendations.

If none, so state.

RESPONSE:

3. When was your last Title VI Program approved by MDOT or FTA?

4. Has your Title VI Coordinator/EEO Officer changed during the reporting period or since your last Title VI Plan was approved?
NO YES If yes, please provide the name and contact information for the new coordinator/EEO Officer.

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. If yes, please complete the following items: NO YES

a. Provide a brief description of these projects/service changes.

b. What did you do to ensure that populations affected by the project and/or service change had meaningful access to and involvement in the development process?

c. What is the number or percentage of LEP or EJ populations affected by the project and/or service change?

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?

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3059 (07/2025)

FY20 VEHICLE ACCESSIBILITY PLAN UPDATE

Page 1 of 4

INSTRUCTION: Complete and return it to Michigan Department of Transportation.

NOTE: To be completed only by agencies providing demand-response (D-R) service with a vehicle(s) obtained with state or federal funds. Report total D-R vehicles used for all programs.

NAME OF APPLICANT (Legal organization name)					
1. TOTAL D-R FLEET ANTICIPATED FOR APPLICATION YEAR (Including locally funded vehicles)					
2. TOTAL ANTICIPATED D-R FLEET ACCESSIBLE OR LIFT-EQUIPPED (Including locally funded vehicles)					
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? YES NO (If "yes", explain changes and reasons for those changes below.)					
4. HAS THE AGENCY MADE ANY CHANGES IN THE FOLLOWING SINCE THE LAST ACCESSIBILITY PLAN UPDATE WAS SUBMITTED? (If "yes", please explain changes below.)					
A. FARE STRUCTURE		YES	NO	B. SERVICE AREA INFORMATION	
				YES NO	
C. SERVICE AVAILABILITY INFORMATION		YES	NO	D. SERVICE HOURS/DAYS OF OPERATION	
				YES NO	
E. LOCAL ADVISORY COUNCIL COMPOSITION			YES	NO	
5. HAS THE AGENCY MADE ANY OTHER CHANGES IN ITS VEHICLE ACCESSIBILITY PLAN SINCE THE LAST SUBMISSION OF AN ACCESSIBILITY PLAN OR ANNUAL UPDATE? YES NO (If "yes" please explain changes and reasons for changes below.)					

NOTE: The Local Advisory Council (LAC) established by the agency must review and be given opportunity to comment on this Accessibility Plan Update prior to submission with the annual application. Please attach minutes of the LAC, signed by the LAC chairperson or an authorized substitute, indicating LAC review of this form. Also attach a copy of the agency's response to the LA.

6. PLEASE INDICATE THE NUMBER OF TIMES PER YEAR THE AGENCY'S LAC MEETS:

ANNUALLY	QUARTERLY	MONTHLY	OTHER
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7. LAC MEMBER LIST (List below the members of your agency LAC. Mail a separate page of additional names if necessary.) The list should reflect the membership in the minutes; if not, explain any discrepancies.

NOTE: MDOT Administrative Rule 202 requires that the applicant agency shall establish an 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.

1. CHAIRPERSON'S NAME	AFFILIATION (Name of organization, if any)
-----------------------	--

THIS MEMBER REPRESENTS:		
Persons with Disabilities	Persons 65 years and older	Neither of these groups

THIS MEMBER IS:		
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups

2. NAME	AFFILIATION (Name of organization, if any)
---------	--

THIS MEMBER REPRESENTS:		
Persons with Disabilities	Persons 65 years and older	Neither of these groups

THIS MEMBER IS:		
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups

3. NAME	AFFILIATION (Name of organization, if any)
---------	--

THIS MEMBER REPRESENTS:		
Persons with Disabilities	Persons 65 years and older	Neither of these groups

THIS MEMBER IS:		
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups

4. NAME	AFFILIATION (Name of organization, if any)
---------	--

THIS MEMBER REPRESENTS:		
Persons with Disabilities	Persons 65 years and older	Neither of these groups

THIS MEMBER IS:		
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups

5. NAME	AFFILIATION (Name of organization, if any)
---------	--

THIS MEMBER REPRESENTS:		
Persons with Disabilities	Persons 65 years and older	Neither of these groups

THIS MEMBER IS:		
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups

6. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
7. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
8. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
9. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
10. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
11. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
12. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	

13. NAME	AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS: Persons with Disabilities Persons 65 years and older Neither of these groups		
THIS MEMBER IS: Jointly appointed by an area agency on aging A user of public transportation Neither of these groups		
14. NAME	AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS: Persons with Disabilities Persons 65 years and older Neither of these groups		
THIS MEMBER IS: Jointly appointed by an area agency on aging A user of public transportation Neither of these groups		
15. NAME	AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS: Persons with Disabilities Persons 65 years and older Neither of these groups		
THIS MEMBER IS: Jointly appointed by an area agency on aging A user of public transportation Neither of these groups		
16. NAME	AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS: Persons with Disabilities Persons 65 years and older Neither of these groups		
THIS MEMBER IS: Jointly appointed by an area agency on aging A user of public transportation Neither of these groups		
17. NAME	AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS: Persons with Disabilities Persons 65 years and older Neither of these groups		
THIS MEMBER IS: Jointly appointed by an area agency on aging A user of public transportation Neither of these groups		
18. NAME	AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS: Persons with Disabilities Persons 65 years and older Neither of these groups		
THIS MEMBER IS: Jointly appointed by an area agency on aging A user of public transportation Neither of these groups		
19. NAME	AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS: Persons with Disabilities Persons 65 years and older Neither of these groups		
THIS MEMBER IS: Jointly appointed by an area agency on aging A user of public transportation Neither of these groups		

Transportation Authority of Calhoun County
LOCAL ADVISORY COUNCIL
MEETING MINUTES
January 5, 2026
Marshall City Hall, Training Room
323 W. Michigan Avenue, Marshall, MI 49068

3:01pm Call to order by Chuck Asher

Roll Call

- Present Members: Belinda Armstrong, Chuck Asher, Isadore Caserez, Paul Ecklund, Paulette Porter, Dr. Katey Price, Ruth Valdes
- Present Staff Members: Mallory Avis, Mary Fortney, Kristy Grestini, Matt McKee, Shannon Wedl
- Absent Members: None

Approval of Agenda

- It was motioned by Ruth Valdes and supported by Dr. Katey Price to approve the agenda. Motion Carried.

Approval of September 24, 2024 Meeting Minutes

- It was motioned by Paulette Porter and supported by Dr. Katey Price to approve the agenda. Motion Carried.

Communications to the Council

- Mallory Avis, TACC Executive Director, welcomed LAC members and thanked them for their participation. She reviewed the role of the Local Advisory Council (LAC) and its advisory responsibilities related to the annual application for public transportation funding. She noted that this responsibility is new for the LAC as of October 1, following TACC's eligibility to receive funding previously allocated to Battle Creek Transit and Marshall Dial-A-Ride.
- Mallory explained that TACC is currently preparing its FY27 public transportation funding application, which begins October 1, 2026, with the state application due February 16, 2026.
- Mallory also highlighted that LAC brings together other transit providers in the area, to review transportation plans and to advise and make recommendations on accessibility matters as it relates to seniors and people with disabilities.

Reports from Officers

- None

General Public Comment

- None

New Business

Review/Action on FY2027 agency vehicle accessibility plans

- Community Action – replacing non-lift vans with lift equipped vehicles, three vehicles have met useful life by years, and one vehicle has met useful life by miles. Once replaced all vehicles will be accessible.
 - 10 Demand Response Vehicles – 100% Accessible
 - It was motioned by Dr. Katey Price and supported by Ruth Valdes to approve Community Action’s Vehicle Accessibility Plan. Motion Passed.
- Community Inclusive Recreation – No proposed changes to vehicle inventories.
 - 6 Demand Response Vehicles – 100% Accessible
 - It was motioned by Ruth Valdes and supported by Dr. Katey Price to approve CIR’s Vehicle Accessibility Plan. Motion Passed.
- Marian E Burch – September disposed of two CDL sized vehicles that had met their useful life. They will be requesting funding with MDOT to replace these two vehicles.
 - 8 Demand Response Vehicles – 100% Accessible
 - It was motioned by Paulette Porter and supported by Dr. Katey Price to approve Marian E. Burch’s Vehicle Accessibility Plan. Motion Passed.
- Transportation Authority of Calhoun County – All vehicles are accessible. TACC has changed from the traditional cutaway style vehicles to low-floor cutaway vans or minivans. The majority of the fleet has ramps rather than lifts.
 - 28 Demand Response Vehicles – 100% Accessible
 - It was motioned by Ruth Valdes and supported by Paulette Porter to approve TACC’s Vehicle Accessibility Plan. Motion Passed.

Agency Updates

- Communication/Action – Seniors (over 60) and individuals with disabilities can travel within Calhoun County for FREE. CAA has a new out of county program for seniors that they can take them out of county for medical appointments.
- Community Inclusive Recreation – provide transportation primarily to individuals with disabilities and program participants. Rhonda provided the following update via email, *“CIR is doing well - we just began our new semester and have 311 people signed up for weekly programming and rides to supported employment and pre-vocational programs (72 rides per week of the 311). We also have individuals signed up for other community events (108 in Q1 of 2026, 138 in Q 2) and monthly programming (119). We have one bus incapacitated due to engine issues but are still able to meet all of the obligations.”*

- Marian E. Burch – CIR provides transportation for program participants. In 2025 they provided about 6,500 one-way rides and put an estimated 60,000 miles on their vehicles. Services continue to grow since they reopened three years ago.
- Transportation Authority of Calhoun County – RC MAX (fixed route), RC MOVE (paratransit), and RC FLEX (on-demand) are all 100% accessible. TACC has increased the size of their fleet as Battle Creek Transit and Marshall Dial-A-Ride merge together. Six additional vehicles will be purchased this year with grant funds. In the process of establishing a uniform and equitable fare structure for the RC FLEX service as multiple providers/services merge together to operate under one platform. Fare structure will have to meet new guidelines/requirements set by MDOT. Public Hearing to discuss the new fare structure will be held on January 27, 2026 at 9:00am at Marshall City Hall.

2026 Meeting Schedule

- It was proposed that the LAC meet three times a year (January, May, and September).
 - Suggested to schedule the three meetings and add additional meetings if they are needed.
 - Doodle Poll will be sent to members for availability
 - Paulette Porter will be retiring from Carewell Services and someone will need to be appointed from Area Agency on Aging before the next January meeting.

Announcements

- Next Meeting: May 2026 (pending day, time, and location)

3:46pm Meeting Adjourned by Chuck Asher

Respectfully Submitted,

Kristy Grestini



Chuck Asher, Chair

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY COVERAGE PROPOSAL

Member:	City of Battle Creek	Proposal No: Q000015109
Date of Original Membership:	July 1, 2016	
Proposal Effective Dates:	July 01, 2025 To July 01, 2026	
Member Representative:	Ted Dearing	Telephone #: (269) 966-3378
Regional Risk Manager:	Ibex Insurance Services	Telephone #: (248) 538-0470

A. Introduction

The Michigan Municipal Risk Management Authority (hereinafter "MMRMA") is created by authority granted by the laws of the State of Michigan to provide risk financing and risk management services to eligible Michigan local governments. MMRMA is a separate legal and administrative entity as permitted by Michigan laws. **City of Battle Creek** (hereinafter "Member") is eligible to be a Member of MMRMA. **City of Battle Creek** agrees to be a Member of MMRMA and to avail itself of the benefits of membership.

City of Battle Creek is aware of and agrees that it will be bound by all of the provisions of the Joint Powers Agreement, Coverage Documents, MMRMA rules, regulations, and administrative procedures.

This Coverage Proposal summarizes certain obligations of MMRMA and the Member. Except for specific coverage limits, attached addenda, and the Member's Self Insured Retention (SIR) and deductibles contained in this Coverage Proposal, the provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulations, and administrative procedures shall prevail in any dispute. The Member agrees that any dispute between the Member and MMRMA will be resolved in the manner stated in the Joint Powers Agreement and MMRMA rules.

B. Member Obligation - Deductibles and Self Insured Retentions

City of Battle Creek is responsible to pay all costs, including damages, indemnification, and allocated loss adjustment expenses for each occurrence that is within the Member's Self Insured Retention (hereinafter the "SIR"). **City of Battle Creek's** SIR and deductibles are as follows:

Table I
Member Deductibles and Self Insured Retentions

COVERAGE	DEDUCTIBLE	SELF INSURED RETENTION
Liability	N/A	\$1,000,000 Per Occurrence
Vehicle Physical Damage	\$25,000 Per Vehicle	\$25,000 Per Vehicle \$50,000 Per Occurrence
Fire/EMS Replacement Cost	N/A	\$50,000 Per Occurrence
Property and Crime	N/A	\$50,000 Per Occurrence
Sewage System Overflow	N/A	\$500,000 Per Occurrence

The member must satisfy all deductibles before any payments are made from the Member's SIR or by MMRMA.

Member's Motor Vehicle Physical Damage deductible applies, unless the amount of the loss exceeds the deductible. If the amount of loss exceeds the deductible, the loss including deductible amount, will be paid by MMRMA, subject to the Member's SIR.

The **City of Battle Creek** is afforded all coverages provided by MMRMA, except as listed below:

- 1.
- 2.
- 3.
- 4.

All costs including damages and allocated loss adjustment expenses are on an occurrence basis and must be paid first from the Member's SIR. The Member's SIR and deductibles must be satisfied fully before MMRMA will be responsible for any payments. The most MMRMA will pay is the difference between the Member's SIR and the Limits of Coverage stated in the Coverage Overview.

City of Battle Creek agrees to maintain the Required Minimum Balance as defined in the Member Financial Responsibilities section of the MMRMA Governance Manual. The Member agrees to abide by all MMRMA rules, regulations, and administrative procedures pertaining to the Member's SIR.

C. MMRMA Obligations - Payments and Limits of Coverage

After the Member's SIR and deductibles have been satisfied, MMRMA will be responsible for paying all remaining costs, including damages, indemnification, and allocated loss adjustment expenses to the Limits of Coverage stated in Table II. The Limits of Coverage include the Member's SIR payments.

The most MMRMA will pay, under any circumstances, which includes payments from the Member's SIR, per occurrence, is shown in the Limits of Coverage column in Table II. The Limits of Coverage includes allocated loss adjustment expenses.

Table II
Limits of Coverage

Liability and Motor Vehicle Physical Damage	Limits of Coverage Per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
1 Liability	10,000,000	N/A	N/A	N/A
2 Judicial Tenure	N/A	N/A	N/A	N/A
3 Sewage System Overflows	1,000,000	N/A	1,000,000	N/A
4 Volunteer Medical Payments	25,000	N/A	N/A	N/A
5 First Aid	2,000	N/A	N/A	N/A
6 Vehicle Physical Damage	1,500,000	N/A	N/A	N/A
7 Uninsured/Underinsured Motorist Coverage (per person)	100,000	N/A	N/A	N/A
Uninsured/Underinsured Motorist Coverage (per occurrence)	250,000	N/A	N/A	N/A
8 Michigan No-Fault	Per Statute	N/A	N/A	N/A
9 Terrorism	5,000,000	N/A	N/A	5,000,000

Property and Crime	Limits of Coverage Per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
1 Buildings and Personal Property	371,817,119	350,000,000	N/A	N/A
2 Personal Property in Transit	2,000,000	N/A	N/A	N/A
3 Unreported Property	5,000,000	N/A	N/A	N/A
4 Member's Newly Acquired or Constructed Property	10,000,000	N/A	N/A	N/A
5 Fine Arts	2,000,000	N/A	N/A	N/A
6 Debris Removal (25% of Insured direct loss plus)	25,000	N/A	N/A	N/A
7 Money and Securities	1,000,000	N/A	N/A	N/A
8 Accounts Receivable	2,000,000	N/A	N/A	N/A
9 Fire Protection Vehicles, Emergency Vehicles, and Mobile Equipment (Per Unit)	5,000,000	10,000,000	N/A	N/A
10 Fire and Emergency Vehicle Rental (12 week limit)	2,000 per week	N/A	N/A	N/A
11 Structures Other Than a Building	62,673,452	N/A	N/A	N/A
12 Dam/Dam Structures/Lake Level Controls	975,000	N/A	N/A	N/A
13 Transformers	2,500,000	N/A	N/A	N/A
14 Storm or Sanitary Sewer Back-Up	1,000,000	N/A	N/A	N/A
15 Marine Property	1,000,000	N/A	N/A	N/A
16 Other Covered Property	20,000	N/A	N/A	N/A
17 Income and Extra Expense	5,000,000	N/A	N/A	N/A
18 Blanket Employee Fidelity	1,000,000	N/A	N/A	N/A
19 Faithful Performance	Per Statute	N/A	N/A	N/A
20 Earthquake	5,000,000	N/A	5,000,000	100,000,000
21 Flood	5,000,000	N/A	5,000,000	100,000,000
22 Terrorism	50,000,000	50,000,000	N/A	N/A

Table III

Network and Information Security Liability, Media Injury Liability, Network Security Loss, Breach Mitigation Expense, PCI Assessments, Social Engineering Loss, Reward Coverage, Telecommunications Fraud Reimbursement, Extortion.				
	Limits of Coverage Per Occurrence/Claim	Deductible Per Occurrence/Claim		Retroactive Date
	\$2,000,000			
Coverage A Network and Information Security Liability: Regulatory Fines:	Each Claim Included in limit above Each Claim Included in limit above	\$25,000	Each Claim	7/1/2016
Coverage B Media Injury Liability	Each Claim Included in limit above	\$25,000	Each Claim	7/1/2016
Coverage C Network Security Loss Network Security Business Interruption Loss:	Each Unauthorized Access Included in limit above Each Business Interruption Loss Included in limit above	\$25,000	Each Unauthorized Access Retention Period of 72 hours of Business Interruption Loss	Occurrence
Coverage D Breach Mitigation Expense:	Each Unintentional Data Compromise Included in limit above	\$25,000	Each Unintentional Data Compromise	Occurrence
Coverage E PCI Assessments:	Each Payment Card Breach \$1,000,000 Occ./\$1,000,000 Agg. Included in limit above	\$25,000	Each Payment Card Breach	Occurrence
Coverage F Social Engineering Loss:	Each Social Engineering Incident \$100,000 Occ./\$100,000 Agg. Included in limit above	\$25,000	Each Social Engineering Incident	Occurrence
Coverage G Reward Coverage	Maximum of 50% of the Covered Claim or Loss; up to \$25,000 Included in Limit above		Not Applicable	Occurrence
Coverage H Telecommunications Fraud Reimbursement	\$25,000 Included in limit above		Not Applicable	Occurrence
Coverage I Extortion Coverage	Each Claim Included in limit above	\$25,000	Each Extortion Loss	Occurrence

Annual Aggregate Limit of Liability

Each Member Aggregate	All Members Aggregate
\$2,000,000	\$17,500,000

The Each Member Aggregate Limit of Liability for the combined total of all coverage payments of MMRMA and MCCRMA shall not exceed \$2,000,000 per Member for all Subjects of Coverage in any Coverage Period, regardless of the number of coverage events.

The All Member Aggregate Limit of Liability for the combined total of all coverage payments of MMRMA and MCCRMA shall not exceed \$17,500,000 for All Members for all Subjects of Coverage in any Coverage Period, regardless of the number of Members or the number of coverage events.

It is the intent of MMRMA that the coverage afforded under the Subjects of Coverage be mutually exclusive. If however, it is determined that more than one Subject of Coverage applies to one coverage event ensuing from a common nexus of fact, circumstance, situation, event, transaction, or cause, then the largest of the applicable Deductibles for the Subjects of Coverage will apply.

D. Contribution for MMRMA Participation

City of Battle Creek

Period: July 01, 2025 To July 01, 2026

Coverages per Member Coverage Overview:	\$718,361
Stop Loss Coverage:	\$0
Member Loss Fund Deposit:	\$150,000
TOTAL ANNUAL CONTRIBUTIONS:	\$868,361

E. List of Addenda

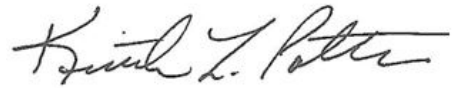
- 1. Limited Liability Coverage For Use or Operations of Unmanned Aircraft

This document is for the purpose of quotation only and does not bind coverage in the Michigan Municipal Risk Management Authority, unless accepted and signed by both the authorized Member Representative and MMRMA Representative below.

Accepted By:
City of Battle Creek

Proposal No:
Q000015109

MMRMA



Member Representative

MMRMA Representative

Date

5-22-2025

Date

ADDENDUM

LIMITED LIABILITY COVERAGE FOR USE OR OPERATIONS OF UNMANNED AIRCRAFT
(Optional)

This addendum modifies the Liability and Motor Vehicle Physical Damage Coverage Document

A. LIMITATIONS OF COVERAGE, PROCEDURES, EXCLUSIONS, DEFINITIONS.

1. MMRMA will pay for any loss as defined in Sections 1 and 2 of the Liability and Motor Vehicle Physical Damage Coverage Document, caused by the use or operation of an Unmanned Aircraft, the actual loss up to a \$2,000,000 limit per occurrence and subject to a \$2,000,000 annual member aggregate.
2. The Member Duties, Responsibilities, Other Conditions stated in Section 7 of the Liability and Motor Vehicle Physical Damage Coverage Document shall apply to Limited Liability Coverage for use or operations of Unmanned Aircraft.
3. As respects this Limited Liability Coverage for Use or Operations of Unmanned Aircraft Addendum, Section 7; Member Duties, Responsibilities, Other Conditions, of the Liability and Motor Vehicle Physical Damage Coverage Document is amended to include the following:

P. FAA COMPLIANCE

The terms of this Addendum apply only if the Member is in compliance with all FAA rules and regulations governing the use or operation of an unmanned aircraft, at time of occurrence.

4. The Liability and Motor Vehicle Physical Damage Coverage Document Section 4, Definitions, shall apply to this Limited Liability Coverage For Use Or Operation Of An Unmanned Aircraft Addendum.
5. As respects this Limited Liability Coverage For Use Or Operations Of Unmanned Aircraft Addendum, Section 2; Exclusion C, of the Liability and Motor Vehicle Physical Damage Coverage Document is deleted in its entirety and replaced by the following:

EXCLUSIONS

- C. Ownership, maintenance, loading or unloading, use or operation of any aircraft (other than unmanned aircraft), airfields, or runways; watercraft over 75 feet in length;

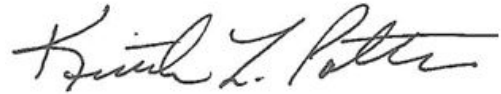
Period: 07/01/2025 to 07/01/2026

LIMITED LIABILITY COVERAGE FOR USE OR OPERATIONS OF UNMANNED AIRCRAFT
(Optional)

Accepted By:
City of Battle Creek

Member ID:
1694

MMRMA



Member Representative

MMRMA Representative

Date

5-22-2025

Date

FY2027 Annual Budget –Non Urban/Regular Service

Bus (MB) (Fixed Route)	
Total Bus (MB) (Fixed Route) Expenses:	\$0.00
Total Ineligible Bus (MB) (Fixed Route) Expenses:	\$0.00
Total Eligible Bus (MB) (Fixed Route) Expenses:	\$0.00
Total Bus (MB) (Fixed Route) Revenue:	\$0.00

Demand Response (DR)	
Total Demand Response (DR) Expenses:	\$4,332,809.00
Total Ineligible Demand Response (DR) Expenses:	\$249,177.00
Total Eligible Demand Response (DR) Expenses:	\$4,083,632.00
Total Demand Response (DR) Revenue:	\$4,265,888.00

Total Expenses:	\$4,332,809.00
Total Ineligible Expenses:	\$249,177.00

Total Expenses:	\$4,332,809.00
Total Ineligible Expenses:	\$249,177.00

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3175 (08/2022)

FY 20 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.

Page 1 of 2

NAME OF APPLICANT (Legal organization name)

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.

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

Provide a summary including the purpose or reason for the review, the name of the agency or organization that performed the review, the findings and recommendations of the review, and a report on the status and/or disposition of such findings and recommendations.

Have any changes been made to your ADA Complaint Policy?

Yes No

Please provide an explanation of changes.

If your agency is operating inaccessible revenue vehicles, is equivalent service* being offered to riders?

* Equivalent service means that all riders, including wheelchair users, must be provided with the same level of service.

Yes No

Please provide an explanation why equivalent service is not offered to riders.

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3076 (11/2025)

FY 20 FTA MASTER AGREEMENT PROVISIONS

INSTRUCTIONS: Complete, sign and return it to the Michigan Department of Transportation.

I acknowledge that I have reviewed a copy of the [FTA Master Agreement Provisions](#). I understand that the nature of the project will determine which requirements of the FTA Master Agreement Provisions apply and I will comply with all applicable provisions for all FTA-funded contracts for the application year and future master agreement versions in amended grants through the completion of all funded projects.

NAME OF PERSON AUTHORIZED TO SIGN A CONTRACT OR PROJECT AUTHORIZATION	
BOARD OF CHAIR INFORMATION: NAME	
PHONE NUMBER	E-MAIL ADDRESS
LEGAL ORGANIZATION NAME *	
TITLE OF AUTHORIZED SIGNER	
SIGNATURE OF AUTHORIZED SIGNER **	DATE

* If the organization has a master agreement with MDOT, the organization name must match the name as it appears on the master agreement. Organizations with multiple master agreements must submit multiple contract clauses certifications.

** If the organization has a master agreement with MDOT, the signature must be the same as the authorized signer of the master agreement or an individual with legal authority to sign a project authorization for the organization. Your agency can change, add or remove an authorized signer at any time by completing a signature resolution.

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3071 (08/2025)

**FY 20 COORDINATION PLAN FOR
LOCAL BUS OPERATING ASSISTANCE**

Page 1 of 2

INSTRUCTIONS: Complete and return it to the Michigan Department of Transportation.

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)

TRANSIT PROVIDER/PURCHASER AND COORDINATION EFFORTS

List all transit providers/purchasers in your area. 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.).

FUTURE TRANSIT OBJECTIVES

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

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3079 (09/2022)

FY 20__ FTA CERTIFICATIONS AND ASSURANCES

INSTRUCTIONS: Complete, sign and return this form to Michigan Department of Transportation.

This form is required for all agencies applying for FTA funds, except for urban agencies that receive all of their FTA funds directly from FTA. For details, review the current [Certification and Assurances for FTA Assistance](#).

NAME OF APPLICANT (Legal Organization Name)

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

<u>Category</u>	<u>Description</u>
1.	Certifications and Assurances Required of Every Applicant
2.	Public Transportation Agency Safety Plans
3.	Tax Liability and Felony Convictions
4.	Lobbying
5.	Private Sector Protections
6.	Transit Asset Management Plan
7.	Rolling Stock Buy America Reviews and Bus Testing
8.	Formula Grants for Rural Areas
9.	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.	Emergency Relief Program

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 the 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 AND TITLE OF AUTHORIZED OFFICIAL	SIGNATURE OF AUTHORIZED OFFICIAL	DATE
---------------------------------------	----------------------------------	------

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3078 (12/2025)

FY 20 RESOLUTION OF INTENT

The approved resolution of intent to apply for state formula operating assistance for fiscal year 20 under Act 51 of the Public Acts of 1951, as amended.

INSTRUCTIONS: Complete and return it to the Michigan Department of Transportation.

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 Name of Applicant (Legal organization name)

Act _____ to provide a local transportation program for the state fiscal year of 20 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 \$ _____, estimated fare box \$ _____, estimated other funds \$ _____, with total estimated expenses of \$ _____.

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 20 _____.

I, _____, _____ of _____ (Name) _____ (Secretary/Clerk)

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

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3084 (07/2025)

FY20 STATE CERTIFICATIONS AND ASSURANCES

INSTRUCTION: Complete, sign, and return this form to the Michigan Department of Transportation.

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)

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

- A. 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 on Exhibit A of your Master Agreement with the Michigan Department of Transportation.
- C. The organization facility(ies) is/are located in a flood plain. No Yes
If yes, attach proof of insurance for your facility(ies).
- D. The organization has attached proof of facility insurance if facility funded with federal/state funding or contains equipment funded with federal/state funding. No Yes

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 AND TITLE OF AUTHORIZED OFFICIAL	
SIGNATURE OF AUTHORIZED OFFICIAL	DATE

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3067 (11/17)

FY 20SS TITLE VI INFORMATION

Page 1 of 2

INSTRUCTIONS: Complete and return this form to the Michigan Department of Transportation.

NAME OF APPLICANT (legal organization name)

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. List 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**. The list should include: the date lawsuit or complaint was filed; a summary of the allegation, and the status of the lawsuit or complaint, including whether the parties to the lawsuit have entered into a consent decree.

If none, so state.

RESPONSE:

-
2. Summarize all Title VI compliance review activities conducted **with regard to your transportation program, including triennial compliance reviews conducted by FTA and/or MDOT**. The summary should include: the purpose or reason for the review; the name of the agency or organization that performed the review; the findings and recommendations of the review; and a report on the status and/or disposition of such finding and recommendations.

If none, so state.

RESPONSE:

3. When was your last Title VI Program approved by MDOT or FTA?

4. Has your Title VI Coordinator/EEO Officer changed during the reporting period or since your last Title VI Plan was approved?
NO YES If yes, please provide the name and contact information for the new coordinator/EEO Officer.

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. If yes, please complete the following items: NO YES

a. Provide a brief description of these projects/service changes.

b. What did you do to ensure that populations affected by the project and/or service change had meaningful access to and involvement in the development process?

c. What is the number or percentage of LEP or EJ populations affected by the project and/or service change?

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?

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3059 (07/2025)

FY20 VEHICLE ACCESSIBILITY PLAN UPDATE

Page 1 of 4

INSTRUCTION: Complete and return it to Michigan Department of Transportation.

NOTE: To be completed only by agencies providing demand-response (D-R) service with a vehicle(s) obtained with state or federal funds. Report total D-R vehicles used for all programs.

NAME OF APPLICANT (Legal organization name)					
1. TOTAL D-R FLEET ANTICIPATED FOR APPLICATION YEAR (Including locally funded vehicles)					
2. TOTAL ANTICIPATED D-R FLEET ACCESSIBLE OR LIFT-EQUIPPED (Including locally funded vehicles)					
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? YES NO (If "yes", explain changes and reasons for those changes below.)					
4. HAS THE AGENCY MADE ANY CHANGES IN THE FOLLOWING SINCE THE LAST ACCESSIBILITY PLAN UPDATE WAS SUBMITTED? (If "yes", please explain changes below.)					
A. FARE STRUCTURE		YES	NO	B. SERVICE AREA INFORMATION	
				YES NO	
C. SERVICE AVAILABILITY INFORMATION		YES	NO	D. SERVICE HOURS/DAYS OF OPERATION	
				YES NO	
E. LOCAL ADVISORY COUNCIL COMPOSITION			YES	NO	
5. HAS THE AGENCY MADE ANY OTHER CHANGES IN ITS VEHICLE ACCESSIBILITY PLAN SINCE THE LAST SUBMISSION OF AN ACCESSIBILITY PLAN OR ANNUAL UPDATE? YES NO (If "yes" please explain changes and reasons for changes below.)					

NOTE: The Local Advisory Council (LAC) established by the agency must review and be given opportunity to comment on this Accessibility Plan Update prior to submission with the annual application. Please attach minutes of the LAC, signed by the LAC chairperson or an authorized substitute, indicating LAC review of this form. Also attach a copy of the agency's response to the LA.

6. PLEASE INDICATE THE NUMBER OF TIMES PER YEAR THE AGENCY'S LAC MEETS:

ANNUALLY	QUARTERLY	MONTHLY	OTHER
----------	-----------	---------	-------

7. LAC MEMBER LIST (List below the members of your agency LAC. Mail a separate page of additional names if necessary.) The list should reflect the membership in the minutes; if not, explain any discrepancies.

NOTE: MDOT Administrative Rule 202 requires that the applicant agency shall establish an 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.

1. CHAIRPERSON'S NAME	AFFILIATION (Name of organization, if any)
-----------------------	--

THIS MEMBER REPRESENTS:		
Persons with Disabilities	Persons 65 years and older	Neither of these groups

THIS MEMBER IS:		
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups

2. NAME	AFFILIATION (Name of organization, if any)
---------	--

THIS MEMBER REPRESENTS:		
Persons with Disabilities	Persons 65 years and older	Neither of these groups

THIS MEMBER IS:		
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups

3. NAME	AFFILIATION (Name of organization, if any)
---------	--

THIS MEMBER REPRESENTS:		
Persons with Disabilities	Persons 65 years and older	Neither of these groups

THIS MEMBER IS:		
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups

4. NAME	AFFILIATION (Name of organization, if any)
---------	--

THIS MEMBER REPRESENTS:		
Persons with Disabilities	Persons 65 years and older	Neither of these groups

THIS MEMBER IS:		
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups

5. NAME	AFFILIATION (Name of organization, if any)
---------	--

THIS MEMBER REPRESENTS:		
Persons with Disabilities	Persons 65 years and older	Neither of these groups

THIS MEMBER IS:		
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups

6. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
7. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
8. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
9. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
10. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
11. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
12. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	

13. NAME	AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS: Persons with Disabilities Persons 65 years and older Neither of these groups		
THIS MEMBER IS: Jointly appointed by an area agency on aging A user of public transportation Neither of these groups		
14. NAME	AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS: Persons with Disabilities Persons 65 years and older Neither of these groups		
THIS MEMBER IS: Jointly appointed by an area agency on aging A user of public transportation Neither of these groups		
15. NAME	AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS: Persons with Disabilities Persons 65 years and older Neither of these groups		
THIS MEMBER IS: Jointly appointed by an area agency on aging A user of public transportation Neither of these groups		
16. NAME	AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS: Persons with Disabilities Persons 65 years and older Neither of these groups		
THIS MEMBER IS: Jointly appointed by an area agency on aging A user of public transportation Neither of these groups		
17. NAME	AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS: Persons with Disabilities Persons 65 years and older Neither of these groups		
THIS MEMBER IS: Jointly appointed by an area agency on aging A user of public transportation Neither of these groups		
18. NAME	AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS: Persons with Disabilities Persons 65 years and older Neither of these groups		
THIS MEMBER IS: Jointly appointed by an area agency on aging A user of public transportation Neither of these groups		
19. NAME	AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS: Persons with Disabilities Persons 65 years and older Neither of these groups		
THIS MEMBER IS: Jointly appointed by an area agency on aging A user of public transportation Neither of these groups		

Transportation Authority of Calhoun County
LOCAL ADVISORY COUNCIL
MEETING MINUTES
January 5, 2026
Marshall City Hall, Training Room
323 W. Michigan Avenue, Marshall, MI 49068

3:01pm Call to order by Chuck Asher

Roll Call

- Present Members: Belinda Armstrong, Chuck Asher, Isadore Caserez, Paul Ecklund, Paulette Porter, Dr. Katey Price, Ruth Valdes
- Present Staff Members: Mallory Avis, Mary Fortney, Kristy Grestini, Matt McKee, Shannon Wedl
- Absent Members: None

Approval of Agenda

- It was motioned by Ruth Valdes and supported by Dr. Katey Price to approve the agenda. Motion Carried.

Approval of September 24, 2024 Meeting Minutes

- It was motioned by Paulette Porter and supported by Dr. Katey Price to approve the agenda. Motion Carried.

Communications to the Council

- Mallory Avis, TACC Executive Director, welcomed LAC members and thanked them for their participation. She reviewed the role of the Local Advisory Council (LAC) and its advisory responsibilities related to the annual application for public transportation funding. She noted that this responsibility is new for the LAC as of October 1, following TACC's eligibility to receive funding previously allocated to Battle Creek Transit and Marshall Dial-A-Ride.
- Mallory explained that TACC is currently preparing its FY27 public transportation funding application, which begins October 1, 2026, with the state application due February 16, 2026.
- Mallory also highlighted that LAC brings together other transit providers in the area, to review transportation plans and to advise and make recommendations on accessibility matters as it relates to seniors and people with disabilities.

Reports from Officers

- None

General Public Comment

- None

New Business

Review/Action on FY2027 agency vehicle accessibility plans

- Community Action – replacing non-lift vans with lift equipped vehicles, three vehicles have met useful life by years, and one vehicle has met useful life by miles. Once replaced all vehicles will be accessible.
 - 10 Demand Response Vehicles – 100% Accessible
 - It was motioned by Dr. Katey Price and supported by Ruth Valdes to approve Community Action’s Vehicle Accessibility Plan. Motion Passed.
- Community Inclusive Recreation – No proposed changes to vehicle inventories.
 - 6 Demand Response Vehicles – 100% Accessible
 - It was motioned by Ruth Valdes and supported by Dr. Katey Price to approve CIR’s Vehicle Accessibility Plan. Motion Passed.
- Marian E Burch – September disposed of two CDL sized vehicles that had met their useful life. They will be requesting funding with MDOT to replace these two vehicles.
 - 8 Demand Response Vehicles – 100% Accessible
 - It was motioned by Paulette Porter and supported by Dr. Katey Price to approve Marian E. Burch’s Vehicle Accessibility Plan. Motion Passed.
- Transportation Authority of Calhoun County – All vehicles are accessible. TACC has changed from the traditional cutaway style vehicles to low-floor cutaway vans or minivans. The majority of the fleet has ramps rather than lifts.
 - 28 Demand Response Vehicles – 100% Accessible
 - It was motioned by Ruth Valdes and supported by Paulette Porter to approve TACC’s Vehicle Accessibility Plan. Motion Passed.

Agency Updates

- Communication/Action – Seniors (over 60) and individuals with disabilities can travel within Calhoun County for FREE. CAA has a new out of county program for seniors that they can take them out of county for medical appointments.
- Community Inclusive Recreation – provide transportation primarily to individuals with disabilities and program participants. Rhonda provided the following update via email, *“CIR is doing well - we just began our new semester and have 311 people signed up for weekly programming and rides to supported employment and pre-vocational programs (72 rides per week of the 311). We also have individuals signed up for other community events (108 in Q1 of 2026, 138 in Q 2) and monthly programming (119). We have one bus incapacitated due to engine issues but are still able to meet all of the obligations.”*

- Marian E. Burch – CIR provides transportation for program participants. In 2025 they provided about 6,500 one-way rides and put an estimated 60,000 miles on their vehicles. Services continue to grow since they reopened three years ago.
- Transportation Authority of Calhoun County – RC MAX (fixed route), RC MOVE (paratransit), and RC FLEX (on-demand) are all 100% accessible. TACC has increased the size of their fleet as Battle Creek Transit and Marshall Dial-A-Ride merge together. Six additional vehicles will be purchased this year with grant funds. In the process of establishing a uniform and equitable fare structure for the RC FLEX service as multiple providers/services merge together to operate under one platform. Fare structure will have to meet new guidelines/requirements set by MDOT. Public Hearing to discuss the new fare structure will be held on January 27, 2026 at 9:00am at Marshall City Hall.

2026 Meeting Schedule

- It was proposed that the LAC meet three times a year (January, May, and September).
 - Suggested to schedule the three meetings and add additional meetings if they are needed.
 - Doodle Poll will be sent to members for availability
 - Paulette Porter will be retiring from Carewell Services and someone will need to be appointed from Area Agency on Aging before the next January meeting.

Announcements

- Next Meeting: May 2026 (pending day, time, and location)

3:46pm Meeting Adjourned by Chuck Asher

Respectfully Submitted,

Kristy Grestini





Chuck Asher, Chair

FY27 Specialized Services

Funding Breakdown

+ Add new record

Funding Type	Source	Amount	Percent	Actions
State	State	\$135,341.00	100.00 %	 

1 - 1 of 1 items

	Percent	Amount
Total Federal Amount:	0.00%	\$0.00
Total State Amount:	100.00%	\$135,341.00
Total Local Amount:	0.00%	\$0.00

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3081 (09/2025)

Page 1 of 2

FY 20 COORDINATION PLAN FOR SPECIALIZED SERVICES

INSTRUCTIONS: Complete and return it to Michigan Department of Transportation.

Submit only one coordination plan update per county or multi-county region.

NAME OF APPLICANT (Legal organization name)		
A. DOES YOUR COORDINATION COMMITTEE MEET AT LEAST QUARTERLY? If No, describe reasons for not meeting and efforts to establish quarterly meetings.	Yes	No
B. PLEASE IDENTIFY BASIC RESPONSIBILITIES OF THE COORDINATION COMMITTEE, LOOK AT THE FOLLOWING EXAMPLES OF ACTIVITIES, AND PROVIDE A BRIEF NARRATIVE OF THOSE ACTIVITIES OR MAJOR ACCOMPLISHMENTS YOU ACHIEVED DURING THE PREVIOUS FISCAL YEAR. Example of Activities: communication events; obtaining customer input; designated leadership roles; coordination of client rides; develop specific goals and objectives; clearing house; central dispatch; joint driver training programs; shared maintenance; review performance; and review and adjust budgets.		
C. DESCRIBE PLANNED ACTIVITIES FOR THE NEXT FISCAL YEAR.		
D. 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 not a disparate impact on groups protected by Title VI of the Civil Rights Act of 1964 and related statutes and regulations. This is especially important if the same service has been provided for several years and demographic changes may have occurred in your community or if service changes have been made. PLEASE DESCRIBE YOUR EFFORTS TO COMPLY WITH THIS REQUIREMENT.		

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3080 (09/2025)

FY 20 SPECIALIZED SERVICES SERVICE DESCRIPTION

INSTRUCTIONS: Complete and return it to Michigan Department of Transportation.

If you have multiple sub-applicants, please provide information for each sub-applicant.

NAME OF APPLICANT (legal organization name)/SUB-APPLICANT
A. PROVIDE THE FOLLOWING INFORMATION FOR YOUR PROPOSED FY 20 SERVICE
REGULAR SERVICE/PAID DRIVER
DESCRIPTION OF SERVICE AND INFORMATION FOR APPLICANT AND/OR EACH SUB-APPLICANT AS APPLICABLE (service area, schedule, type of service).

NOTE: Available funding for the area will be the same as the current fiscal year. Funds may be redistributed among subrecipients by agreement of the Coordination Committee.

MDOT CONTINUATION FUNDS REQUESTED BY APPLICANT AND METHOD OF REIMBURSEMENT (PER MILE OR PER PASSENGER). PROVIDE INFORMATION FOR APPLICANT AND/OR EACH SUB-APPLICANT AS APPLICABLE (do not list volunteer drivers).

APPLICANT:

Dollar Amount Requested	by Mile	Estimated Miles
Dollar Amount Requested	by Passenger	Estimated Passengers

If your sub-applicant does not submit a budgeted Specialized Services Operating Assistance Report in PTMS, both estimated miles and estimated passengers are required. The estimated miles and passengers should reflect the service level of each sub-applicant regardless of what is funded.

SUB-APPLICANT(S):

Name of Sub-Applicant		
Dollar Amount Requested	by Mile	Estimated Miles
	by Passenger	Estimated Passengers

Name of Sub-Applicant		
Dollar Amount Requested	by Mile	Estimated Miles
	by Passenger	Estimated Passengers

Name of Sub-Applicant		
Dollar Amount Requested	by Mile	Estimated Miles
	by Passenger	Estimated Passengers

Name of Sub-Applicant		
Dollar Amount Requested	by Mile	Estimated Miles
	by Passenger	Estimated Passengers

Name of Sub-Applicant		
Dollar Amount Requested	by Mile	Estimated Miles
	by Passenger	Estimated Passengers

Name of Sub-Applicant		
Dollar Amount Requested	by Mile	Estimated Miles
	by Passenger	Estimated Passengers

Name of Sub-Applicant		
Dollar Amount Requested	by Mile	Estimated Miles
	by Passenger	Estimated Passengers

Name of Sub-Applicant		
Dollar Amount Requested	by Mile	Estimated Miles
	by Passenger	Estimated Passengers

VOLUNTEER DRIVER SERVICE

DESCRIPTION OF SERVICE AND INFORMATION FOR APPLICANT AND/OR EACH SUB-APPLICANT AS APPLICABLE (service area, schedule, type of service).

MDOT CONTINUATION FUNDS REQUESTED BY APPLICANT. REIMBURSED BASED ON MILES ONLY. PROVIDE INFORMATION FOR APPLICANT AND/OR EACH SUB-APPLICANT AS APPLICABLE.

Enter both estimated miles and passengers. The estimated miles and passengers should reflect the service level of each.

APPLICANT

Dollar Amount Requested	by Mile	Estimated Miles
		Estimated Passengers

SUB-APPLICANT(S):

Name of Sub-Applicant

Dollar Amount Requested	by Mile	Estimated Miles
		Estimated Passengers

Name of Sub-Applicant

Dollar Amount Requested	by Mile	Estimated Miles
		Estimated Passengers

Name of Sub-Applicant

Dollar Amount Requested	by Mile	Estimated Miles
		Estimated Passengers

Name of Sub-Applicant

Dollar Amount Requested	by Mile	Estimated Miles
		Estimated Passengers

Name of Sub-Applicant

Dollar Amount Requested	by Mile	Estimated Miles
		Estimated Passengers

Name of Sub-Applicant

Dollar Amount Requested	by Mile	Estimated Miles
		Estimated Passengers

Name of Sub-Applicant

Dollar Amount Requested	by Mile	Estimated Miles
		Estimated Passengers

B. DESCRIBE TRAINING EFFORTS FOR AGENCY STAFF AND VOLUNTEER DRIVERS. PROVIDE INFORMATION FOR APPLICANT AND/OR EACH SUB-APPLICANT AS APPLICABLE.

BOARDING EQUIPMENT/ASSISTANCE

SENSITIVITY

OTHER

THE SIGNATURE BELOW CERTIFIES THAT THE COORDINATION COMMITTEE HAS REVIEWED AND AGREED ON THE ABOVE FUNDING ALLOCATION.

NAME AND TITLE

SIGNATURE

DATE

FY2027 Annual Budget / New Freedom

Bus (MB) (Fixed Route)

Total Bus (MB) (Fixed Route) Expenses:	\$0.00
Total Ineligible Bus (MB) (Fixed Route) Expenses:	\$0.00
Total Eligible Bus (MB) (Fixed Route) Expenses:	\$0.00
Total Bus (MB) (Fixed Route) Revenue:	\$0.00

Demand Response (DR)

Total Demand Response (DR) Expenses:	\$601,892.00
Total Ineligible Demand Response (DR) Expenses:	\$92,383.00
Total Eligible Demand Response (DR) Expenses:	\$509,509.00
Total Demand Response (DR) Revenue:	\$511,472.00

Total Expenses:	\$601,892.00
Total Ineligible Expenses:	\$92,383.00

Total Eligible Expenses:	\$509,509.00
Total Revenue:	\$511,472.00

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3175 (08/2022)

FY 20 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.

Page 1 of 2

NAME OF APPLICANT (Legal organization name)

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.

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

Provide a summary including the purpose or reason for the review, the name of the agency or organization that performed the review, the findings and recommendations of the review, and a report on the status and/or disposition of such findings and recommendations.

Have any changes been made to your ADA Complaint Policy?

Yes No

Please provide an explanation of changes.

If your agency is operating inaccessible revenue vehicles, is equivalent service* being offered to riders?

* Equivalent service means that all riders, including wheelchair users, must be provided with the same level of service.

Yes No

Please provide an explanation why equivalent service is not offered to riders.

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3076 (11/2025)

FY 20 FTA MASTER AGREEMENT PROVISIONS

INSTRUCTIONS: Complete, sign and return it to the Michigan Department of Transportation.

I acknowledge that I have reviewed a copy of the [FTA Master Agreement Provisions](#). I understand that the nature of the project will determine which requirements of the FTA Master Agreement Provisions apply and I will comply with all applicable provisions for all FTA-funded contracts for the application year and future master agreement versions in amended grants through the completion of all funded projects.

NAME OF PERSON AUTHORIZED TO SIGN A CONTRACT OR PROJECT AUTHORIZATION	
BOARD OF CHAIR INFORMATION: NAME	
PHONE NUMBER	E-MAIL ADDRESS
LEGAL ORGANIZATION NAME *	
TITLE OF AUTHORIZED SIGNER	
SIGNATURE OF AUTHORIZED SIGNER **	DATE

* If the organization has a master agreement with MDOT, the organization name must match the name as it appears on the master agreement. Organizations with multiple master agreements must submit multiple contract clauses certifications.

** If the organization has a master agreement with MDOT, the signature must be the same as the authorized signer of the master agreement or an individual with legal authority to sign a project authorization for the organization. Your agency can change, add or remove an authorized signer at any time by completing a signature resolution.

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3001 (07/2025)

FY20 CERTIFICATION OF LOCAL MATCH

INSTRUCTION: Complete and return it to Michigan Department of Transportation.

certifies that local funds

NAME OF APPLICANT (Legal Organization Name)

in the amount of \$ _____ are available to match federal Section 5317 New Freedom (NF) grant funds should they be awarded to this applicant. Farebox cannot be used as local match for NF and must be backed out as ineligible under expense code 55000 in your OAR. Following is 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.

NAME	TITLE	
SIGNATURE		DATE

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3079 (09/2022)

FY 20__ FTA CERTIFICATIONS AND ASSURANCES

INSTRUCTIONS: Complete, sign and return this form to Michigan Department of Transportation.

This form is required for all agencies applying for FTA funds, except for urban agencies that receive all of their FTA funds directly from FTA. For details, review the current [Certification and Assurances for FTA Assistance](#).

NAME OF APPLICANT (Legal Organization Name)

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

<u>Category</u>	<u>Description</u>
1.	Certifications and Assurances Required of Every Applicant
2.	Public Transportation Agency Safety Plans
3.	Tax Liability and Felony Convictions
4.	Lobbying
5.	Private Sector Protections
6.	Transit Asset Management Plan
7.	Rolling Stock Buy America Reviews and Bus Testing
8.	Formula Grants for Rural Areas
9.	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.	Emergency Relief Program

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 the 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 AND TITLE OF AUTHORIZED OFFICIAL	SIGNATURE OF AUTHORIZED OFFICIAL	DATE
---------------------------------------	----------------------------------	------

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3069 (03/21)

FY 20__ SECTION 5310/NEW FREEDOM GENERAL INFORMATION FORM

INSTRUCTIONS: Complete and return this form to the Michigan Department of Transportation.

NAME OF APPLICANT (legal organization name) _____

CHECK ONE:

Non-Urbanized Area

_____ NAME OF URBANIZED AREA

Transportation Improvement Program (TIP) has been developed for this area and this project is included in the annual element (for agencies within a Metropolitan Planning Organization) (Attach proof of TIP approval) Yes No (If "No", please explain below)

SERVICES PROVIDED BY APPLICANT (including how 5310 vehicles will be used, service area, days and hours of operation, and reservation requirements). _____

PROJECTED ANNUAL 5310 PASSENGERS: _____

TYPE OF SERVICE TO BE PROVIDED (% OF USE):

_____ Demand-responsive (dial-a-ride)

_____ Fixed-route

_____ Other (specify): _____

ESTIMATED PERCENTAGE OF RIDERSHIP (%):

_____ Elderly

_____ Disabled

_____ Other (specify): _____

VEHICLES ARE INTENDED TO:

Replace existing vehicles

Expand existing service

Start new service

CHECK 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.

OR

A public notice has been published (attached).

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3084 (07/2025)

FY20 STATE CERTIFICATIONS AND ASSURANCES

INSTRUCTION: Complete, sign, and return this form to the Michigan Department of Transportation.

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)

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

- A. 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 on Exhibit A of your Master Agreement with the Michigan Department of Transportation.
- C. The organization facility(ies) is/are located in a flood plain. No Yes
If yes, attach proof of insurance for your facility(ies).
- D. The organization has attached proof of facility insurance if facility funded with federal/state funding or contains equipment funded with federal/state funding. No Yes

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 AND TITLE OF AUTHORIZED OFFICIAL	
SIGNATURE OF AUTHORIZED OFFICIAL	DATE

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3067 (11/17)

FY 20SS TITLE VI INFORMATION

Page 1 of 2

INSTRUCTIONS: Complete and return this form to the Michigan Department of Transportation.

NAME OF APPLICANT (legal organization name)

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. List 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**. The list should include: the date lawsuit or complaint was filed; a summary of the allegation, and the status of the lawsuit or complaint, including whether the parties to the lawsuit have entered into a consent decree.

If none, so state.

RESPONSE:

-
2. Summarize all Title VI compliance review activities conducted **with regard to your transportation program, including triennial compliance reviews conducted by FTA and/or MDOT**. The summary should include: the purpose or reason for the review; the name of the agency or organization that performed the review; the findings and recommendations of the review; and a report on the status and/or disposition of such finding and recommendations.

If none, so state.

RESPONSE:

3. When was your last Title VI Program approved by MDOT or FTA?

4. Has your Title VI Coordinator/EEO Officer changed during the reporting period or since your last Title VI Plan was approved?
NO YES If yes, please provide the name and contact information for the new coordinator/EEO Officer.

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. If yes, please complete the following items: NO YES

a. Provide a brief description of these projects/service changes.

b. What did you do to ensure that populations affected by the project and/or service change had meaningful access to and involvement in the development process?

c. What is the number or percentage of LEP or EJ populations affected by the project and/or service change?

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?

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3059 (07/2025)

FY20 VEHICLE ACCESSIBILITY PLAN UPDATE

Page 1 of 4

INSTRUCTION: Complete and return it to Michigan Department of Transportation.

NOTE: To be completed only by agencies providing demand-response (D-R) service with a vehicle(s) obtained with state or federal funds. Report total D-R vehicles used for all programs.

NAME OF APPLICANT (Legal organization name)					
1. TOTAL D-R FLEET ANTICIPATED FOR APPLICATION YEAR (Including locally funded vehicles)					
2. TOTAL ANTICIPATED D-R FLEET ACCESSIBLE OR LIFT-EQUIPPED (Including locally funded vehicles)					
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? YES NO (If "yes", explain changes and reasons for those changes below.)					
4. HAS THE AGENCY MADE ANY CHANGES IN THE FOLLOWING SINCE THE LAST ACCESSIBILITY PLAN UPDATE WAS SUBMITTED? (If "yes", please explain changes below.)					
A. FARE STRUCTURE		YES	NO	B. SERVICE AREA INFORMATION	
				YES NO	
C. SERVICE AVAILABILITY INFORMATION		YES	NO	D. SERVICE HOURS/DAYS OF OPERATION	
				YES NO	
E. LOCAL ADVISORY COUNCIL COMPOSITION			YES	NO	
5. HAS THE AGENCY MADE ANY OTHER CHANGES IN ITS VEHICLE ACCESSIBILITY PLAN SINCE THE LAST SUBMISSION OF AN ACCESSIBILITY PLAN OR ANNUAL UPDATE? YES NO (If "yes" please explain changes and reasons for changes below.)					

NOTE: The Local Advisory Council (LAC) established by the agency must review and be given opportunity to comment on this Accessibility Plan Update prior to submission with the annual application. Please attach minutes of the LAC, signed by the LAC chairperson or an authorized substitute, indicating LAC review of this form. Also attach a copy of the agency's response to the LA.

6. PLEASE INDICATE THE NUMBER OF TIMES PER YEAR THE AGENCY'S LAC MEETS:

ANNUALLY	QUARTERLY	MONTHLY	OTHER
----------	-----------	---------	-------

7. LAC MEMBER LIST (List below the members of your agency LAC. Mail a separate page of additional names if necessary.) The list should reflect the membership in the minutes; if not, explain any discrepancies.

NOTE: MDOT Administrative Rule 202 requires that the applicant agency shall establish an 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.

1. CHAIRPERSON'S NAME	AFFILIATION (Name of organization, if any)
-----------------------	--

THIS MEMBER REPRESENTS:		
Persons with Disabilities	Persons 65 years and older	Neither of these groups

THIS MEMBER IS:		
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups

2. NAME	AFFILIATION (Name of organization, if any)
---------	--

THIS MEMBER REPRESENTS:		
Persons with Disabilities	Persons 65 years and older	Neither of these groups

THIS MEMBER IS:		
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups

3. NAME	AFFILIATION (Name of organization, if any)
---------	--

THIS MEMBER REPRESENTS:		
Persons with Disabilities	Persons 65 years and older	Neither of these groups

THIS MEMBER IS:		
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups

4. NAME	AFFILIATION (Name of organization, if any)
---------	--

THIS MEMBER REPRESENTS:		
Persons with Disabilities	Persons 65 years and older	Neither of these groups

THIS MEMBER IS:		
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups

5. NAME	AFFILIATION (Name of organization, if any)
---------	--

THIS MEMBER REPRESENTS:		
Persons with Disabilities	Persons 65 years and older	Neither of these groups

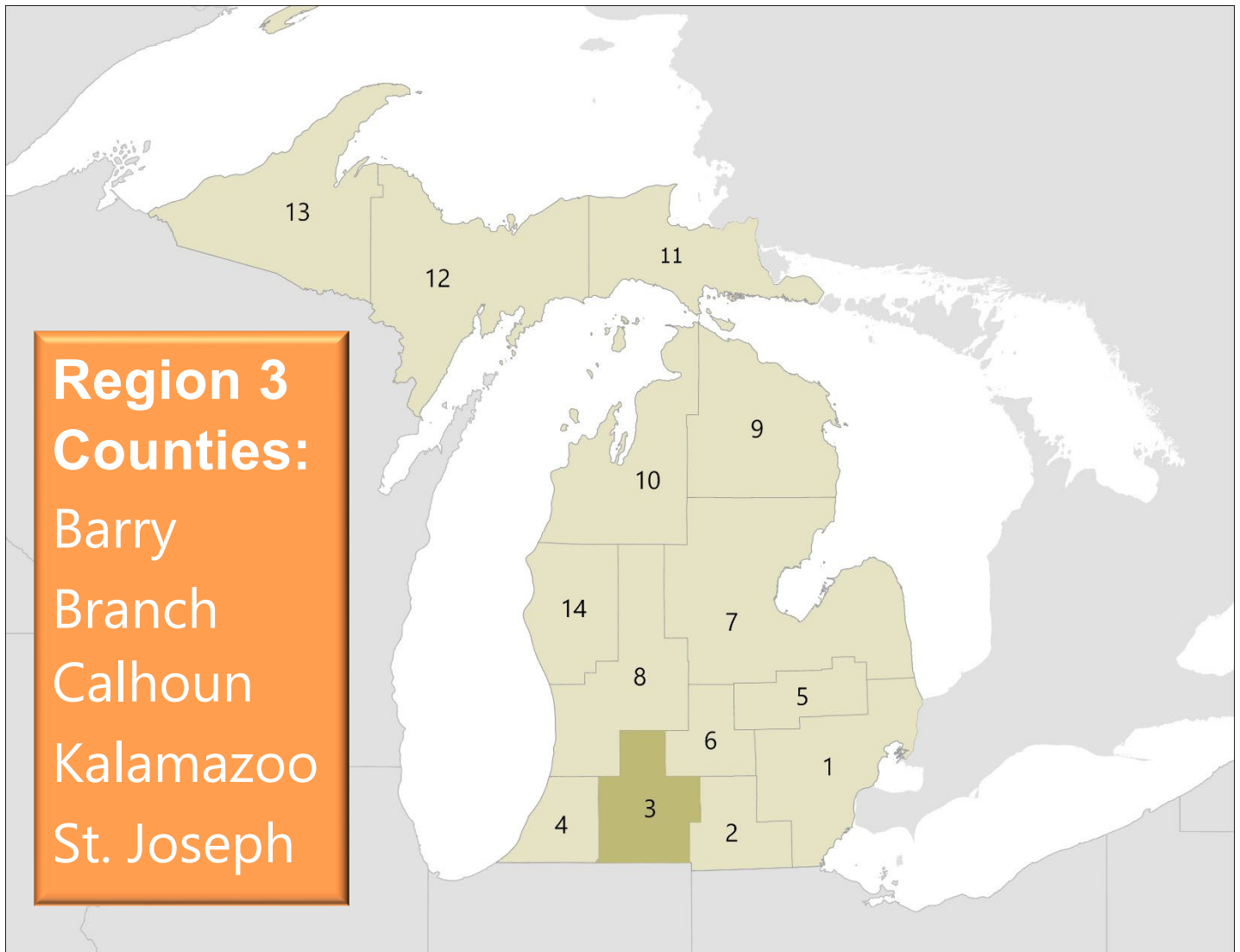
THIS MEMBER IS:		
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups

6. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
7. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
8. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
9. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
10. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
11. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
12. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	

13. NAME		AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
14. NAME		AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
15. NAME		AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
16. NAME		AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
17. NAME		AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
18. NAME		AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
19. NAME		AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	

Coordinated Public Transit – Human Services Transportation Plan Michigan Planning Region 3

Final Plan
June 2024



Acknowledgements

Input from a wide range of stakeholders was a key component in the development of this plan. Special thanks to the stakeholders who participated in regional focus groups and provided input throughout the planning process. Their input was especially beneficial in the assessment of transportation needs in the region, and in the development of potential strategies, activities and projects to improve mobility. In addition, appropriate information and pictures were obtained from the websites of some regional stakeholders.

Specific thanks also go to Southcentral Michigan Planning Council staff and their assistance throughout the development of this plan, particularly with focus group logistics and outreach efforts.

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Chapter 8: Adoption Process

Chapter 1

Background

Introduction

The Bipartisan Infrastructure Law, enacted as the Infrastructure Investment and Jobs Act (IIJA), maintained formula grants through the Federal Transit Administration's (FTA) Enhanced Mobility for Seniors and Individuals with Disabilities (Section 5310) Program. This program funds transportation services planned, designed, and provided to meet the needs of older adults and people with disabilities. As noted by FTA Section 5310 Program funding can be used for "traditional" capital projects and for "nontraditional" capital and/or operating projects that go beyond the scope of the Americans with Disabilities Act (ADA) complementary paratransit service or public transportation alternatives designed to assist older adults and people with disabilities.

One of the federal requirements of the Section 5310 program is that projects selected for funding must be included in a locally developed, coordinated public transit-human services transportation plan (coordinated transportation plan). In Michigan coordinated transportation plans are primarily based on the fourteen regional planning agencies across the state, and this is the plan for the Southcentral Michigan Planning Council - Region 3 that includes Barry, Branch, Calhoun, Kalamazoo, and St. Joseph Counties. The region is shown in Figure 1-1 on the next page, and in relation to the other planning regions in Michigan.

Plan Contents

Chapter 1 (this chapter) provides background information on the planning process and the Section 5310 Program.

Chapter 2 discusses outreach efforts and the involvement of regional stakeholders in the planning process.

Chapter 3 provides a review of recent plans and studies in the region that are relevant to the planning process.

Chapter 4 provides a review of current transportation services and resources in the region.

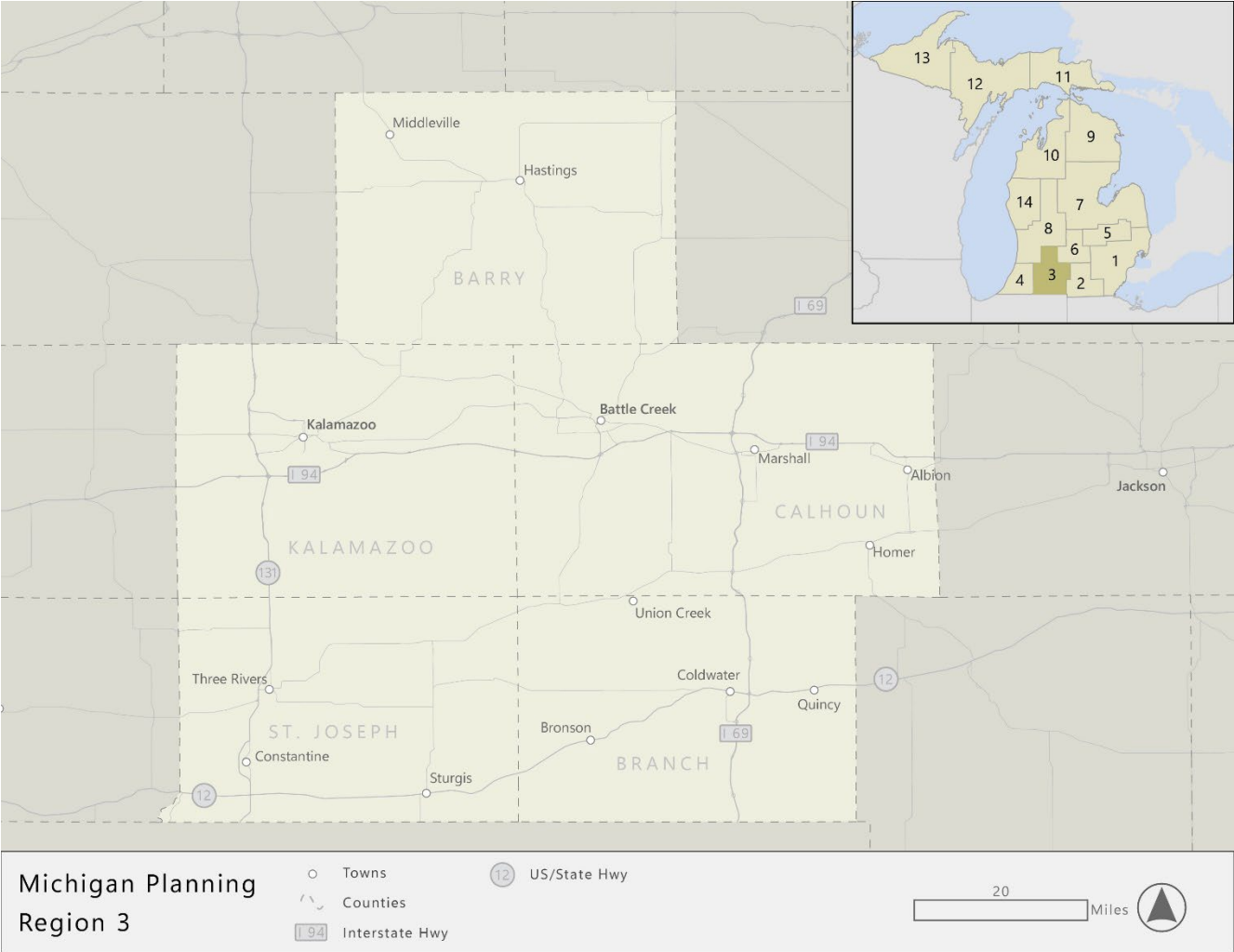
Chapter 5 provides an assessment of the transportation needs in the region based on input from key stakeholders.

Chapter 6 provides an assessment of transportation needs in the region through a demographic analysis.

Chapter 7 presents strategies and potential projects to meet transportation needs as identified and prioritized by regional stakeholders.

Chapter 8 discusses the process for approval of this plan.

Figure 1-1: Michigan Planning Region 3



Coordinated Transportation Planning Requirements

FTA guidance defines a coordinated public transit-human service transportation plan as one that identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services and projects for funding and implementation. There are four required plan elements:

- (1) An assessment of available services that identifies current transportation providers (public, private and non-profit).
- (2) An assessment of transportation needs for individuals with disabilities and seniors. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service.
- (3) Strategies, activities, and/or projects to address the identified gaps between current services and needs, and opportunities to achieve efficiencies in service delivery.
- (4) Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

Coordination with Other Federal Programs

The Coordinating Council on Access and Mobility (CCAM) is a Federal interagency council that works to coordinate funding and provide expertise on human services transportation for three targeted populations: people with disabilities, older adults, and individuals of low income. The CCAM works at the Federal level to improve coordination of transportation resources and to address barriers faced by states and local communities when coordinating transportation. The CCAM's mission is to issue policy recommendations and implement activities that improve the availability, accessibility, and efficiency of transportation for CCAM's targeted populations, with the vision of equal access to coordinated transportation for all Americans.

As part of the coordination efforts CCAM encourages Federal fund braiding for local match that allows grant recipients to use funds from one federal program to meet the match requirements of another, such as the Section 5310 Program. The CCAM Federal Fund Braiding Guide provides information to potential grantees on acceptable fund braiding arrangements on transportation-related projects. The guide defines Federal fund braiding for local match and examines whether Federal fund braiding is allowable for 61 programs across CCAM agencies that may fund transportation. More information on CCAM and access to the braiding guide can be found at <https://www.transit.dot.gov/coordinating-council-access-and-mobility>. This website also provides links to multiple FTA-funded transportation technical assistance centers that can also offer guidance with coordination efforts.

In addition, in March 2022 FTA posted guidance clarifying coordination on human services transportation on a new transportation coordination webpage. As noted by FTA, coordinated transportation involves multiple entities working together to deliver one or more components of a transportation service to increase capacity. The transportation coordination guidance aims to reduce overlap between the federal programs across nine agencies that may fund human services transportation and incentivize collaboration by clarifying eligible reporting into the National Transit Database (NTD). This new guidance addresses the following topics as they relate to NTD reporting: definition of public transportation; paratransit; charter service; incidental use of transit assets; and trip brokering. This guidance can be found at

<https://www.transit.dot.gov/regulations-and-programs/access/ccam/about/transportation-coordination>.

Going Beyond the Federal Requirements

While this coordinated plan meets federal coordinated transportation planning requirements, it is also consistent with FTA guidance that encourages broad efforts that incorporate activities offered under a variety of transportation programs sponsored by federal, state, and local agencies to greatly strengthen its impact. Therefore, this plan takes a broad approach that includes:

- Documenting the variety of transportation services offered in the region, and beyond those funded through the Section 5310 program.
- Incorporating and building upon ongoing and recent extensive planning efforts in the region.
- Placing an emphasis on moving people and expanding mobility options, by whatever means possible and through a variety of services.
- Providing strategies and potential projects beyond services funded through the Section 5310 program.

Overall, this plan is designed to serve as a blueprint and a practical document for future discussions and efforts in Region 3 to improve regional mobility and coordination.

Chapter 2

Outreach and Planning Process

Introduction

This chapter discusses outreach efforts conducted in the development of this coordinated transportation plan, and the involvement of regional stakeholders in the planning process. Federal coordinated planning guidance served as the foundation in the development of a broad approach that provided the opportunity for a diverse group of individuals, agencies, and organizations to be involved.

Regional Outreach Efforts

The primary outreach effort for the statewide coordinated transportation planning process involved two rounds of online regional workshops that provided the opportunity to engage a variety of stakeholders, to confirm transportation needs, and to discuss potential strategies, projects, and services to improve regional mobility. In Region 3 SMPC distributed an invitation to numerous agencies and organizations that serve older adults, people with disabilities, people with lower incomes, and others facing transportation challenges, and seeking their involvement in the focus groups and their input on mobility needs and potential improvements in the region. These stakeholders were encouraged to pass the invitation along to their individual contact lists to help ensure an even broader outreach effort.

Region 3 Focus Groups

In Region 3 an initial focus group was conducted on March 14, 2023, and attracted registrants that included representatives from:

- Commission on Aging
- Local transit systems
- Michigan Department of Transportation
- Planning agencies
- Workforce development agencies

The focus group began with a review of the coordinated transportation planning process and the Section 5310 Program, and discussion on the important role of stakeholders in providing their input on transportation needs and potential solutions and in the collection of appropriate information and data for the plan.

The majority of the focus group workshop was then focused on obtaining feedback from participants through three breakout groups, and in particular on:

- Existing transportation services provided by their organization/agency (if applicable)
- Their sense of the awareness of transportation services in the region for older adults, people with disabilities, people with lower incomes, and other population groups that may have limited mobility options
- Strengths and weaknesses of current transportation services
- Opportunities to improve transportation services and mobility options in the region
- Specific transportation services or resources that would expand mobility in the region

As a follow-up to the focus group regional stakeholders were provided with the opportunity to complete a questionnaire and to offer additional feedback on community transportation needs and potential coordination efforts. Information from that survey was incorporated into the needs identified through the focus group.

At the conclusion of the focus group participants were invited to stay involved with the coordinated planning process by participating in a second regional focus group. This event was conducted on May 22, 2023, and provided the opportunity to review the transportation needs and gaps identified through the initial focus group and to discuss preliminary strategies for meeting these needs.

Ongoing Stakeholder Input

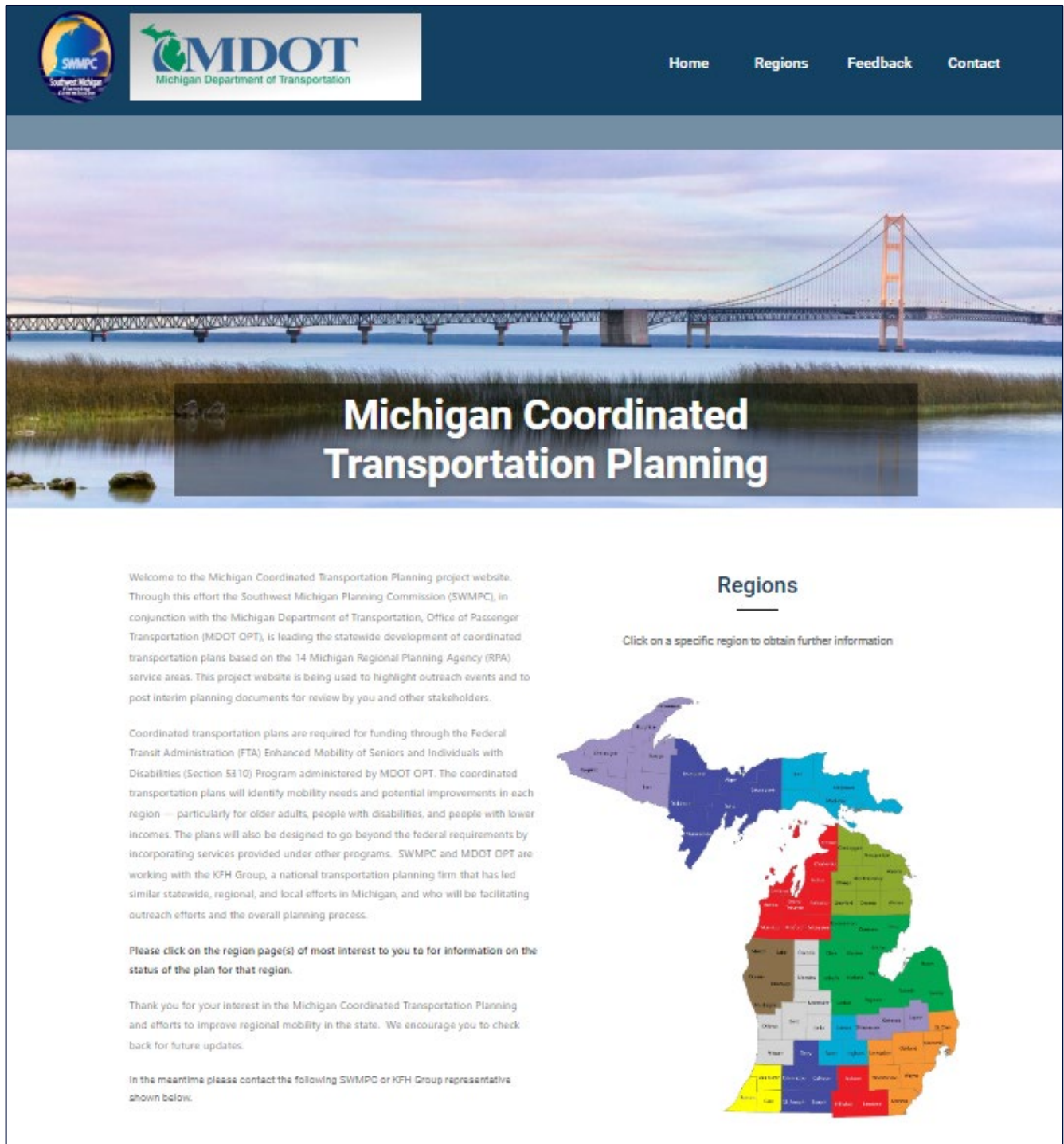
While the two focus groups served as the formal gathering of regional stakeholders, they had multiple opportunities throughout the planning process to review interim documents and provide their input. This ongoing involvement included:

- Reviewing and commenting on a summary of the transportation needs from the regional workshop and the questionnaire.
- Reviewing and providing input on potential strategies, activities, and projects to be included in the regional plan.
- Prioritizing strategies identified as the most appropriate for improving mobility in the region.
- Reviewing and providing input on a draft version of this plan.

Michigan Coordinated Transportation Planning Website

To assist in outreach and planning efforts a project website was established at <https://michigancoordinationplans.com>, and is shown in Figure 2-1. This website offered background information on the study and details on regional online focus groups and was used to promote these events and for stakeholders to register.

Figure 2-1: Home Page of the Michigan Coordinated Transportation Planning Website



Chapter 3

Previous Plans and Studies

Introduction

This chapter summarizes recent plans and studies in the region that are relevant to the study process, or provide information on community transportation needs and potential solutions. The issues and needs identified by previous planning processes were similar to those identified during outreach efforts in Region 3. Key issues from the previous planning reports and projects, along with stakeholder input and the demographic analysis discussed in later chapters, help to provide a broad transportation needs assessment.

Barry County 2040 Master Plan

The Barry County 2040 Master Plan discusses multiple facets of the community, including the current transportation network. Currently, the network connects residents to employment opportunities, farmers and manufacturers to distant markets, and provides convenient access to the region's natural features and recreational amenities. It was found that most Barry County residents can commute to any of five major job centers (Kalamazoo, Grand Rapids, Holland, Battle Creek, and Lansing) in under one hour. Another finding from the master plan included that Barry County does not suffer from traffic congestion even though many of its residents commute long distances, and benefit from a road system designed to connect to nearby job centers in other counties.

Calhoun County Transit Study – 2020

The Calhoun County Countywide Transit Study (CTS) was an initiative aimed at identifying how public transportation can best serve residents throughout Calhoun County. The study established goals for countywide public transportation, as well as a transit service plan, financial plan, and roadmap for implementation. The vision plan for future public transportation services in Calhoun County is "The Calhoun County Transit Study and its public and private partners envision cost-effective, user-friendly, sustainable, and equitable transit options for all county residents that offer connections to all aspects of community life." The guiding principles for public transportation in Calhoun County include:

- Providing equitable access to all County residents
- Designing transit services with the customer in mind for easy use, affordability, and convenience
- Utilizing technology to improve efficiency and customer convenience
- Coordinating with neighboring counties, cities, and transit authorities for regional travel
- Sourcing stable, sustainable, and equitable funding

The Calhoun County service plan includes a demand response public transit service, which would be divided into five zones, with a zone-based fare structure.

Branch County Master Land Use Plan (2021)

The Branch County Planning Master Land Use Plan discusses the public transit system within Branch County. A transportation authority has been established to operate a demand-response passenger system in the county. The Branch Area Transit Authority (BATA) operates throughout Branch County and was funded by a combination of State grants, property taxes, and fair-box receipts. BATA obtained inter-local agreements with Kalamazoo, Calhoun, Hillsdale, St. Joseph, and Jackson counties. These agreements allow BATA to take Branch County residents to and from facilities in the neighboring counties. The Master Land Use Plan includes two goals for transportation, which include:

- Provide for efficient, safe, and convenient access to the transportation network
- Provide rail and street access so as to encourage and promote commercial, industrial, and residential development

2050 Metropolitan Transportation Plan for The Kalamazoo Area

The Kalamazoo Area Transportation Study 2050 Metropolitan Transportation Plan (MTP) integrates mode-specific master plans and recent studies to address pedestrian, bicycle, transit, rail, and road needs. The 2050 Metropolitan Transportation Plan's purpose was to fulfill the Federal, State, and Policy Committee directives to ensure distribution of transportation funding in Kalamazoo County to best benefit the transportation system. The plan discusses public transportation system deficiencies which can involve limitation in areas covered by public transportation service and more demand for service than the system can handle. The desired increased service levels include:

- Shorter wait time between buses.
- Increasing the hours of service to cover third shift workers or late-night business.
- Linking rural areas to fixed route service

The financial plan of the MTP that documents the method used to calculate funds reasonably expected to be available and compares this amount to proposed projects to demonstrate that the MTP is fiscally constrained. The financial plan also identifies the costs of operating and maintaining the transportation system within KATS. In regards to ridesharing, the plan states Metro serves as the community ridesharing office for Kalamazoo, Barry, Branch, Calhoun, and St. Joseph counties.

A Master Plan for Kalamazoo County (2018)

The Master Plan for Kalamazoo County is meant to be a resource in terms of providing high quality data to its communities and to serve as a tool for grant eligibility. The major focus areas fall into eight categories:

- Protect natural resources
- Preserve agriculture and rural land
- Plan for town centers, village centers, and high density areas
- Plan for transportation, infrastructure, and non-motorized transit
- Plan for recreation
- Address housing needs
- Grow the local economy
- Collaborate and plan together

In regards to transit, fourteen communities recorded goals that spans across improved roads, more transit options, widened road shoulders for public safety, and efficient networks. Thirteen communities adopted non-motorized infrastructure goals and objectives focusing on multi-modal transit, walkable neighborhoods, and transit-oriented development. Infrastructure expansion was supported by all 17 communities.

Chapter 4

Transportation Services and Resources

Introduction

This chapter offers an overview of public transit, human services transportation, private transportation services, and non-motorized transportation services provided in Region 3. The process to identify transportation resources available in the region included:

- Using information from previous planning efforts
- Obtaining input from regional stakeholders through the on-line focus groups
- Reviewing reports produced by MDOT
- Conducting on-line research and obtaining appropriate information on current transportation services

Public Transit

Region 3 is served by the following transit systems:

- Barry County Transit
- Branch Area Transit Authority
- Battle Creek Transit
- City of Marshall Dial-a-Ride
- Metro and Metro Connect
- St. Joseph County Transportation Authority

Barry County Transit

Barry County Transit provides rural services, student services, and a medical van Monday through Friday. Barry County Transit also operates a Med-van which costs \$45.00 per hour. Fares for Barry County Transit services are presented in Table 4-1.

Table 4-1: Fares for Barry County Transit Services

	Fare under 5 miles	Fare over 5 miles
Senior Citizen	\$1.00	\$1.50
General Public	\$2.00	\$3.00
Students	\$1.00	-
Children aged 1 - 4	\$1.00	\$1.50
Disabled	\$1.00	\$1.50

Branch Area Transit Authority

Branch Area Transit Authority provides local transportation to people throughout Branch County. BATA offers regular pick up and drop off service within the Coldwater city limits, as well as curb-to-curb service outside of the city limits. The Circle Route runs from 9:00 a.m. to 5:00 p.m. Monday through Friday.

Fares for Branch Area Transit Authority services are presented in Table 4-2.

Table 4-2: Fares for Branch Area Transit Authority Services

	Coldwater City Limits	Up to 5 Miles	Over 5 Miles
Regular	\$1.30	\$1.60	\$2.50
Student 12-18 years	\$1.00	\$1.30	\$1.60
Seniors, Disabled, Children 3-11	\$0.65	\$0.80	\$1.25
Infants	N/C	N/C	N/C

Battle Creek Transit

Battle Creek Transit operates fixed route service Monday through Friday from 5:15 a.m. to 6:45 p.m. Battle Creek also operates a door-to-door public transportation service, called Tele-Transit, available to all residents but primarily for ADA certified customers. BCT Tele-Transit operates Monday through Friday 5:15 a.m. to midnight and Saturday 9:15 a.m. to 5:00 p.m. The service area includes the City of Battle Creek, City of Springfield, and limited portions of Bedford, Emmett, and Pennfield Townships.

Fares for Battle Creek Transit services in Table 4-3.

Table 4-3: Fares for Black Creek Transit Services

	Line-Haul Bus Route	Tele-Transit
Adults and children (taller than fare box)	\$1.75	\$7.00
Senior citizens and persons with disabilities	\$0.85	\$3.00
Children (shorter than fare box)	Free	\$7.00
Transfers	Free	N/C
ADA certified passengers	-	\$3.00

BCGo is a pilot program demonstrating the feasibility of an on-demand transportation system in Calhoun County. The pilot program is funded through a Michigan Department of Transportation grant and is expected to operate for 12 consecutive months. BCGo is operated by Battle Creek Transit and collaborating agencies. The pilot will initially operate Monday through Friday from 6:00 a.m. to 9:00 p.m. and Saturday from 9:00 a.m. to 5:00 p.m.

Marshall Dial-a-Ride

The city of Marshall operates a curb-to-curb dial-a-ride service focused on getting residents to work, school, doctors' visits, shopping, dining, and more. Peak travel times are 7:30 a.m. to 8:30 a.m. and 3:30 p.m. to 4:30 p.m. during the school year. The first four Wednesdays of each month are Free Senior/Disabled Days. Priority one for Marshall Dial-a-Ride is to serve the same passenger, with the same origin(s) and destination(s), at the same time of every weekday. Fares for Marshall Dial-A-Ride services presented in Table 4-4.

Table 4-4: Fares for Marshall Dial-a-Ride Services

	In-Town One-Way	Out-of-town One-way
Adults/Children 13+	\$3.00	\$4.00
Disabled/Seniors/Children 5-12	\$1.50	\$2.00
Caretakers/Children under 5	Free	Free

Metro

Metro operates a fixed route system in the urban center of Kalamazoo County and a dial-a-ride service (Metro Connect) that serves rural and urban residents throughout the county. All services operate Monday through Friday from 6:00 a.m. to 12:15 a.m., Saturday 6:00 a.m. to 10:00 p.m., and Sunday 8:15 a.m. to 6:15 p.m.

Fares for Metro services are presented in Table 4-5.

Table 4-5: Fares for Metro Fixed-Route Services

	Fixed Route
Adult	\$1.50
Seniors/Disabled/Medicare Holders	\$0.75
Low Income	\$1.25
Children	\$0.75

Fares for Metro Connect services are presented in Table 4-6.

Table 4-6: Fares for Metro Connect Services

	Metro Connect
Cash	\$12.00
Cash Subscription	\$14.00
Reduced demand/response	\$4.00
Demand Response Subscription	\$6.00
Metro Connect Access	\$3.00
Children	\$10.00

St. Joseph County Transportation Authority

Metro operates a fixed route system in the urban center of Kalamazoo County and a dial-a-ride service (Metro Connect) that serves rural and urban residents throughout the county. The Three Rivers Circle Line and Sturgis Circle Line provides transportation only within the city limits. Flex route requires riders to schedule their designated pick-up location at least one hour prior. The TR Circle Line and Sturgis Circle Line runs Monday through Saturday with a fare of \$1.00 per destination.

Fares for St. Joseph County Transportation Authority are presented in Table 4-7.

Table 4-7: Fares for JATA Fixed-Route Services

	Three Rivers Circle	Sturgis Circle
Riders	\$1.00	\$1.00

St. Joseph County Transportation Authority also operates a Medical Escort Service available to any senior citizen of St. Joseph County.

Regional Overview

Table 4-8: Public Transit Services in Region 3

System	Service Type	Primary Service Area	Service Hours	Regional Services /Connectivity
Barry County Transit	Rural Service, Student and Medical	Barry County	Weekdays	Intra-county
Branch Area Transit Authority	Deviated Fixed Route and Demand Response	Branch County	Weekdays 9:00 a.m. - 5:00 p.m.	Intra-county
Battle Creek Transit	Fixed Route and Demand Response	Cities of Battle Creek and Springfield; and Townships of Bedford, Emmett and Pennfield	Weekdays 5:15 a.m. - 12:00 a.m. Saturday 9:15 a.m. - 5:00 p.m.	Intra-county
City of Marshall Dial-A-Ride	Demand Response	City of Marshall	Weekdays 7:00 a.m. - 6:00 p.m.	Intra-city
Kalamazoo Metro and Metro Connect	Fixed Route and Demand Response	Kalamazoo County	Weekdays 6:00 a.m. - 12:15 a.m. Saturday 6:00 a.m. - 10:00 p.m. Sunday 8:15 a.m. - 6:15 p.m.	Intra-County
St. Joseph County Transportation Authority	Demand Response	St. Joseph County	Monday - Saturday	Intra-county

Human Service Transportation Providers

The following section provides an overview of human service transportation providers identified in the region. It should be noted that the transportation services provided by these organizations are specialized in nature, and are typically provided only to agency clients for specific trip purpose, generally either medical or to access agency locations. These services may be modified due to funding or other changes.

Barry County

- American Red Cross of West Central Michigan offers limited transportation services in Barry. Transportation is reserved for individuals in need, specifically dialysis patients, veterans needing trips to the Battle Creek VAMC, and other medical treatment. All services are demand response and trips are provided Monday to Friday 8:00 a.m. to 4:00 p.m.
- Areas Community Services Employment and Training Council (ACSET) provides transportation service in Barry County for medical purposes only.

Branch County

- Branch – St. Joseph Area Agency on Aging of Coldwater is a regional planning, advocacy, and administrative agency that plans and provides needed services to seniors in specified geographic regions of the state

Calhoun County

- Region 3B Agency on Aging is a regional planning, advocacy, and administrative agency that plans and provides needed services to seniors in specified geographic regions of the state

Kalamazoo County

- Kalamazoo County Community Action Bureau provides services to seniors ages 60 and over and clients meeting poverty rate guidelines. Services include basic life assistance, referral service and transportation
- Kalamazoo Community Action Agency serves as a resource to services and agencies offering assistance within the community including transportation assistance
- Region 3A Agency on Aging is a regional planning, advocacy, and administrative agency that plans and provides needed services to seniors in specified geographic regions of the state

St. Joseph

- St. Joseph County Commission on Aging provides escort services to doctor appointments, dial-a-ride, and trips (day or night)
- Branch – St. Joseph Area Agency on Aging of Coldwater is a regional planning, advocacy, and administrative agency that plans and provides needed services to seniors in specified geographic regions of the state

Private Transportation Providers

Intercity Bus Services

There are a variety of intercity private transportation routes serving Region 3. Routes consist of interstate and intrastate connections from:

- Greyhound Lines
- Indian Trails

Taxi/Shuttle Providers

Using online research, the following taxi and shuttle providers were identified in the region:

- A Taxi
- Bronco Express
- Checker Cab
- City Cab
- Executive Car Service
- Godspeed Transportation
- Kalamazoo Taxi
- Little Green Limousine
- Lyft
- Uber
- Yellow Cab
- Yellow Union Cab

Chapter 5

Assessment of Transportation Needs

Introduction

This chapter provides a summary of the transportation needs and gaps in mobility identified by regional stakeholders during the Region 3 focus groups. While many transportation needs are interrelated, they are broken out by the following key categories and themes that were expressed by regional stakeholders. It should be noted that these issues vary from one jurisdiction to another in the region, largely based on transportation resources, travel distance to key locations, and a variety of other factors:

While many transportation needs are interrelated, they are broken out by the following key categories and themes that were expressed by regional stakeholders. It should be noted that these issues vary from one jurisdiction to another in the region, largely based on transportation resources, travel distance to key locations, and a variety of other factors:

- Expanded or Improved Transportation Services
- Coordination
- Outreach, Marketing, and Education
- Funding
- Operational Challenges
- Additional Needs and Issues

Expanded Transportation Services

Transportation Gaps in Rural Areas – Many participants expressed that there are significant transportation gaps in rural areas, particularly to access services and employment.

Expanded Transportation Options for Older Adults – Stakeholders expressed the need for additional transportation options for older adults in accessing congregate meal sites, medical appointments, and social events. Transportation to medical appointments for treatment of chronic illnesses (e.g., dialysis, chemotherapy) was also identified as a major need. It was noted that staffing for medical transportation is often a challenge since seniors need more help with medical appointments, thus agencies need more staffing capabilities.

Access to Employment Opportunities - Another area that was noted by regional stakeholders was for expanded employment transportation services, especially for workers needing to access jobs that require second and third shifts. It was mentioned that some employers have considered obtaining their own vehicles since there is no available late-night service for people to get to work at those times of night. Stakeholders mentioned the need for a loan program for car repair and purchase, especially for those in rural areas. A new facility near Marshall with FORD – people will need to cross boundaries – particularly poses a challenge for lower income and disabled workers.

Coordination

Limited Opportunity for Regional Connectivity and Coordination - In some parts of the region, there are little or no transportation services available for people without access to a car, and therefore, limited opportunities to collaborate with others to identify improvements and to bridge gaps between systems that are in place. One of the overriding challenges noted by regional stakeholders was the lack of transportation services that cross county lines, and that greater regional transportation services are needed.

A limited communications framework exists to bring together community organizations, leaders, and consumers to discuss transportation issues within the context of other community priorities. Particularly from a regulation standpoint as well as mileage issues.

Need for Community Framework for Discussion of Transportation Issues and Priorities – Through the questionnaire, stakeholders were asked if a framework existed that provided the opportunity to bring together community organizations, leaders, and consumers to discuss transportation issues within the context of other community priorities. The majority of respondents noted that actions were needed in this area, as well as identifying how better to coordinate existing transportation services.

Outreach, Marketing, and Education

Lack of Awareness of Available Transportation Services - Some stakeholders noted that in some areas there is a lack of awareness of available services open to the public. It was also mentioned that many people may think trips are operated through specific agencies or require specific medical insurance and are unaware of the availability of these services to the general public.

Improved Marketing of General Public Transportation Services – While services designed to meet the needs of older adults and people with lower incomes are essential, there is a need for effective marketing efforts to offset the perception that public transit services are only available for specific populations and not open to everyone in the community. Lack of public input from the public is a challenge especially when major changes are being made.

Effective Advocacy and Educational Campaigns – Ongoing educational efforts are needed to ensure local leaders and decision makers are aware of the impact of community transportation services and overall buy-in for the needs for these services. Campaigns that stress that transit services are part of robust community are particularly important in efforts to educate people who do not use current services but would be voting on specific millages. It was mentioned that while most transit systems in Michigan have had success getting millages passed, there may be push back in some areas and some voters may be hesitant to renew them, and therefore ongoing education campaigns are needed.

Funding

Community Desire for More Transit Options – While it can vary from one community to the next, stakeholders noted that there is general support for increasing mobility options and expanding transit services in the region.

Funding Challenges - There is a need to identify new funding to support service expansions. Funding can be restrictive, but it was noted that this presents an opportunity to be creative and think up different and new solutions. Some stakeholders also noted the need to expand current vehicle fleets and transition to smaller vehicles that do not require drivers a Commercial Driver’s License (CDL) so that the driver hiring pool can be expanded, and this has an impact on capital expenses and needed funding.

While some millages are in place that support transit services, they can also cause challenges to coordination efforts and to cross jurisdictional travel needs – as they may limit trips to specific geographic boundaries. Overall, it was noted that any service expansion or improvement will most likely come down to funding.

Operational Challenges

Challenges with Recruiting and Retaining Drivers – Similar to communities across the country, many of the transportation providers expressed challenges with recruiting and retaining a sufficient number of drivers. As a result, providers are looking to modify their fleets and as noted earlier, switch to vehicles that do not require a driver with a CDL. In addition to maintaining current services the driver shortage prevents the ability to expand services.

Increased Operating Expenses – A number of factors have led to transit systems and transportation providers to incur significant increases in operating expenses, and it is expected that this will continue in the future fuel prices higher and the need to improve driver salaries and benefits.

Vehicle Shortages – It was noted that the timeframe for delivery of new or replacement vehicles is longer than before the pandemic, creating fleet inventory shortages that challenge transportation providers with maintaining services and hamper efforts to implement expanded services.

Additional Needs and Issues

Technology Challenges – Stakeholders noted the need for technology advancements, though this can be a significant cost barrier for many smaller organizations who lack the funding to acquire technology that may allow them to provide more efficient, effective, and coordinated services.

At the same time, it was mentioned that any technological advancements need to consider the user, and that requiring them to utilize technology may be a weakness. For instance, it was noted that some older adults may prefer a call center structure over the use of an app or software platform.

Chapter 6

Demographic Analysis

Introduction

This chapter analyzes demographic data and land use to assess the need for transit in Region 3. Data ranging from major trip generators to underserved and unserved population subgroups are documented and analyzed. Data sources include the 2020 Census and American Community Survey (ACS) 2016-2021 5-year estimates.

Population Profile

The following section provides a general population profile for Region 3 and will identify and evaluate underserved population subgroups as well as review demographic characteristics pertinent to a Title VI analysis.

Table 6-1 shows the census population counts from 2000-2020.

Table 6-1: Historical Populations for Region 3

County	2000 Pop.	2010 Pop.	2020 Pop.	2000-2010 % Change	2010-2020 % Change	2000-2020 % Change
Barry	56,755	59,173	62,423	4.3%	5.5%	10.0%
Branch	45,787	45,248	44,862	-1.2%	-0.9%	-2.0%
Calhoun	137,985	136,146	134,310	-1.3%	-1.3%	-2.7%
Kalamazoo	238,603	250,331	261,670	4.9%	4.5%	9.7%
St. Joseph	62,422	61,295	60,939	-1.8%	-0.6%	-2.4%

SOURCE: US DECENNIAL CENSUS

The population trend of the five counties in Region 3 fall into categories: modest decline between 2.0-2.7% for Branch, Calhoun, and St. Joseph Counties and moderate increase between 9.7-10.0% for Kalamazoo and Barry Counties.

Table 6-2 features population projections from the University of Michigan’s Institute for Research on Labor, Employment, and the Economy. This data suggests that the overall population trends should continue to some extent with some variation. The three counties with modestly declining population should lose or gain 3-6% of population by 2040 while Barry and Kalamazoo are projected to continue growing at rates of 14.1 and 18.3%, respectively.

Table 6-2: Future Population Trends for Region 3

County	2020 Pop.	2030 Pop. Estimate	2040 Pop. Estimate	2020-2040 % Change
Barry	62,423	67,363	71,223	14.1%
Branch	44,862	43,509	43,387	-3.3%
Calhoun	134,310	136,857	138,504	3.1%
Kalamazoo	261,670	290,091	309,540	18.3%
St. Joseph	60,939	62,969	64,379	5.6%

SOURCE: U.S. CENSUS BUREAU AND THE INSTITUTE FOR RESEARCH ON LABOR, EMPLOYMENT AND THE ECONOMY, UNIVERSITY OF MICHIGAN

Population and its density are often used as an indicator for public transit services that are feasible within a specific area. While exceptions will always exist, an area with a density of 2,000 or more persons per square mile will typically be able to sustain daily fixed route transit service. An area with a population density below 2,000 but above 1,000 persons per square mile may be a better candidate for deviated fixed route and areas with densities below 1,000 are typically best suited for demand response service.

Figure 6-1 shows Region 3’s population at the census block group level. Overall, Region 3’s population is concentrated around the north of the region around Battle Creek and in the northwest of the region around Kalamazoo and Middleville.

Figure 6-2 provides population density for Region 3. Areas with a population density of over 2,000 people per square mile include Kalamazoo, Battle Creek, Marshall, Coldwater, Sturgis, and Three Rivers.

Figure 6-1: 2020 Census Population

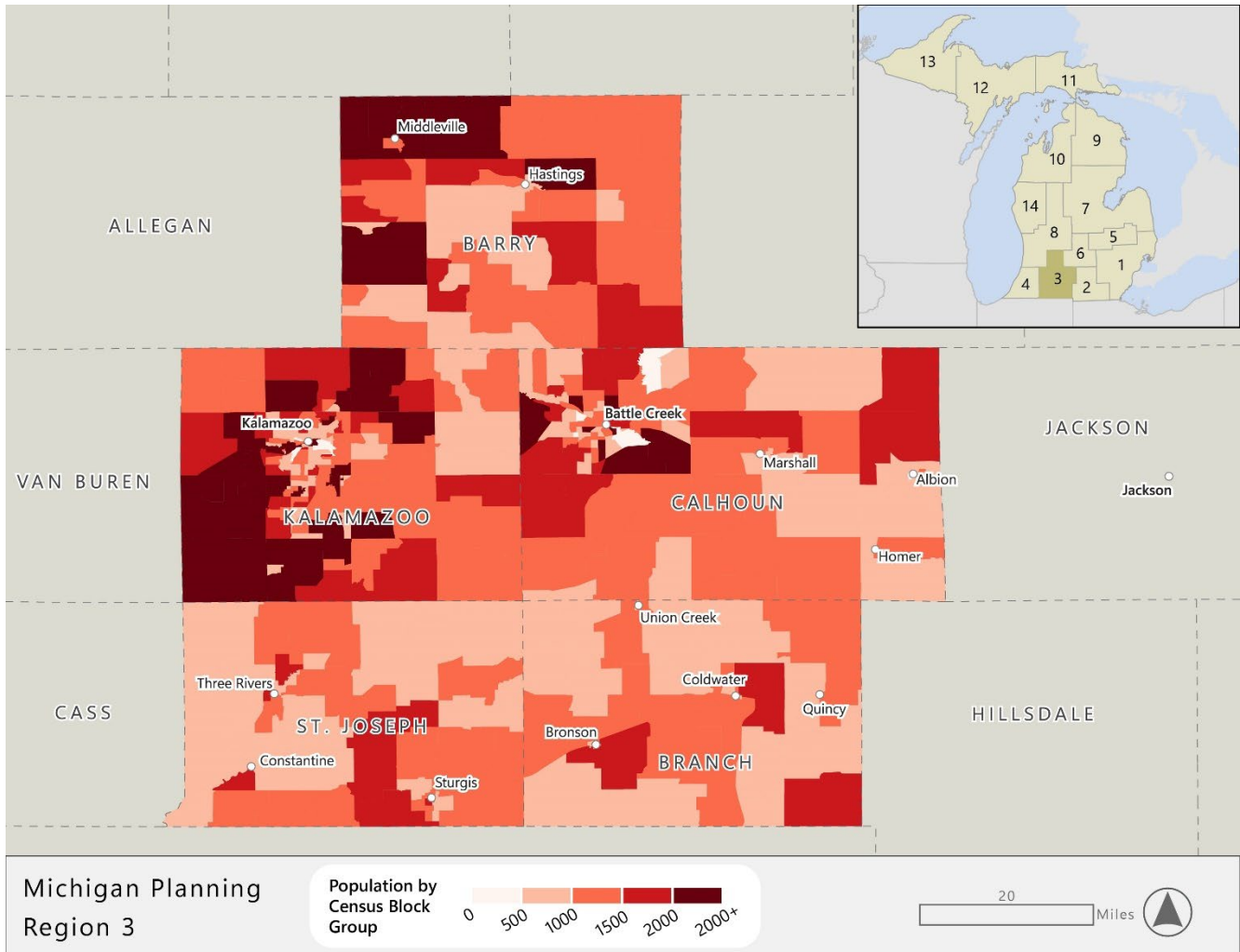
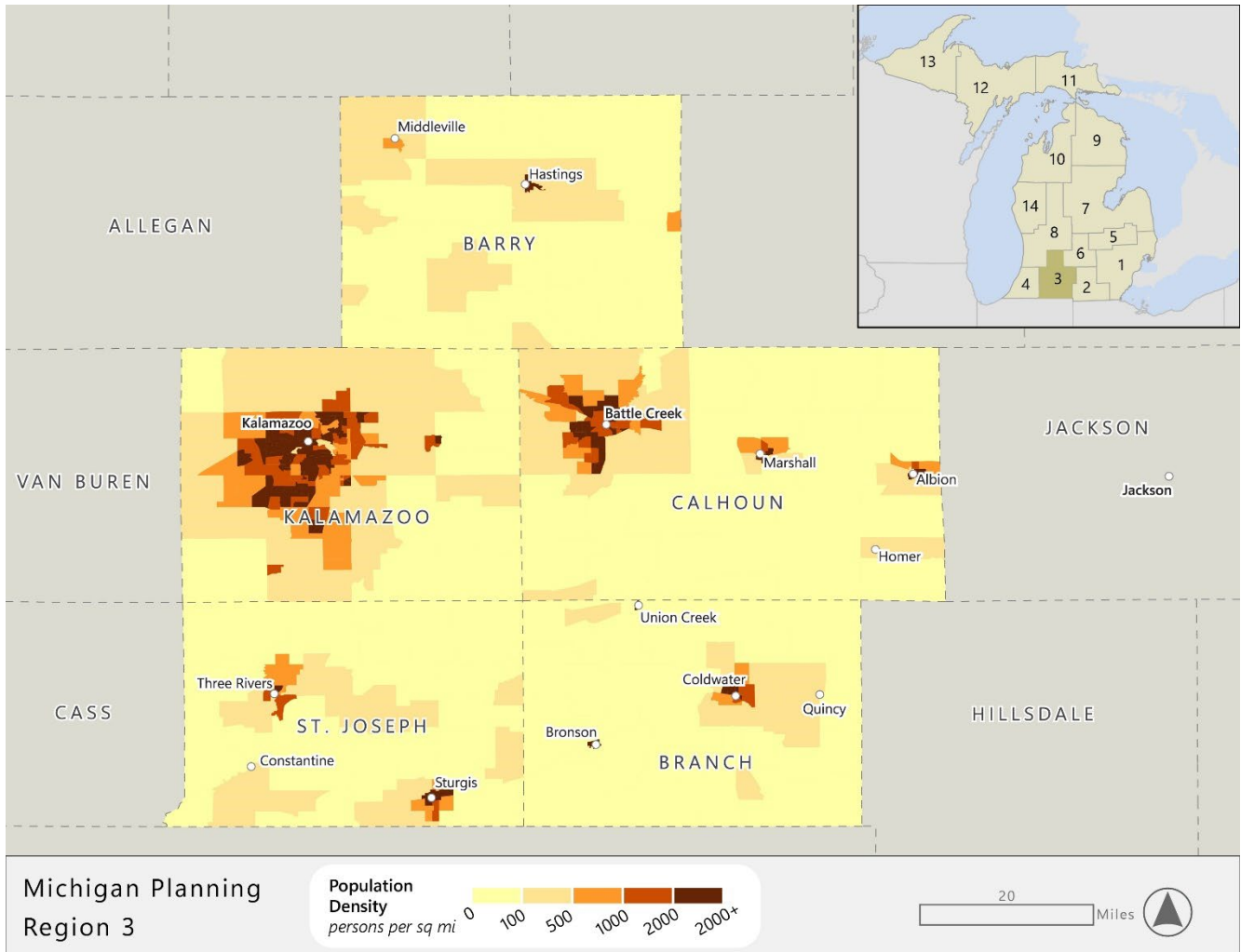


Figure 6-2: 2020 Census Population Density



Transit Dependent Populations

Transit Dependence Index

The need for public transportation is often derived by recognizing the size and location of segments of the population most dependent on transit services. Transit dependency can be a result of many factors, i.e., no access to a personal vehicle, age, and income. Establishing the location of transit dependent populations aids in the evaluation of the current population while identifying potential gaps in transit services.

The Transit Dependence Index (TDI) is an aggregate measure displaying relative concentrations of transit dependent populations. Five factors make up the TDI calculation including population density, autoless households, elderly populations (ages 65 and over), youth populations (ages 10-17), and below poverty populations.

In addition to population density, the factors above represent specific socioeconomic characteristics. For each factor, individual block groups were classified according to the frequency of the vulnerable population relative to the county average. Factors were then put into the TDI equation to determine the relative transit dependence of each block group.

The relative classification system utilizes averages in ranking populations. For example, areas with less than the average transit dependent population fall into the "Very Low" classification, where areas that are more than twice the average will be classified as "Very High." The classifications "Low, Moderate, and High" fall between the average and twice the average. These classifications are divided into thirds.

Figure 6-3 displays the TDI rankings for Region 3. The areas recognized to have Very High transit need with respect to density are Kalamazoo and Battle Creek.

The Transit Dependence Index Percent (TDIP) provides a complementary analysis to the TDI measure. It is similar to the TDI measure however it excludes the population density factor. The TDIP for each block group in the study area was calculated based on autoless households, elderly populations, youth populations, and below poverty populations.

By removing the population density factor, TDIP is able to measure the degree or percentage of vulnerability. It follows the TDI's five-tiered categorization of Very Low to Very High. The results of this analysis are typically much more dispersed than the TDI because many of the larger, or rural, block groups may have a larger percentage of certain populations when compared to heavily populated areas.

Figure 6-4 shows the TDIP rankings for Region 3. Block groups with "Very High" and "High" levels of dependence are found in and around Kalamazoo, Battle Creek, Albion, and Marshall with areas of "Moderate" levels of dependence dispersed throughout the region.

Figure 6-3: Transit Dependence Index Density

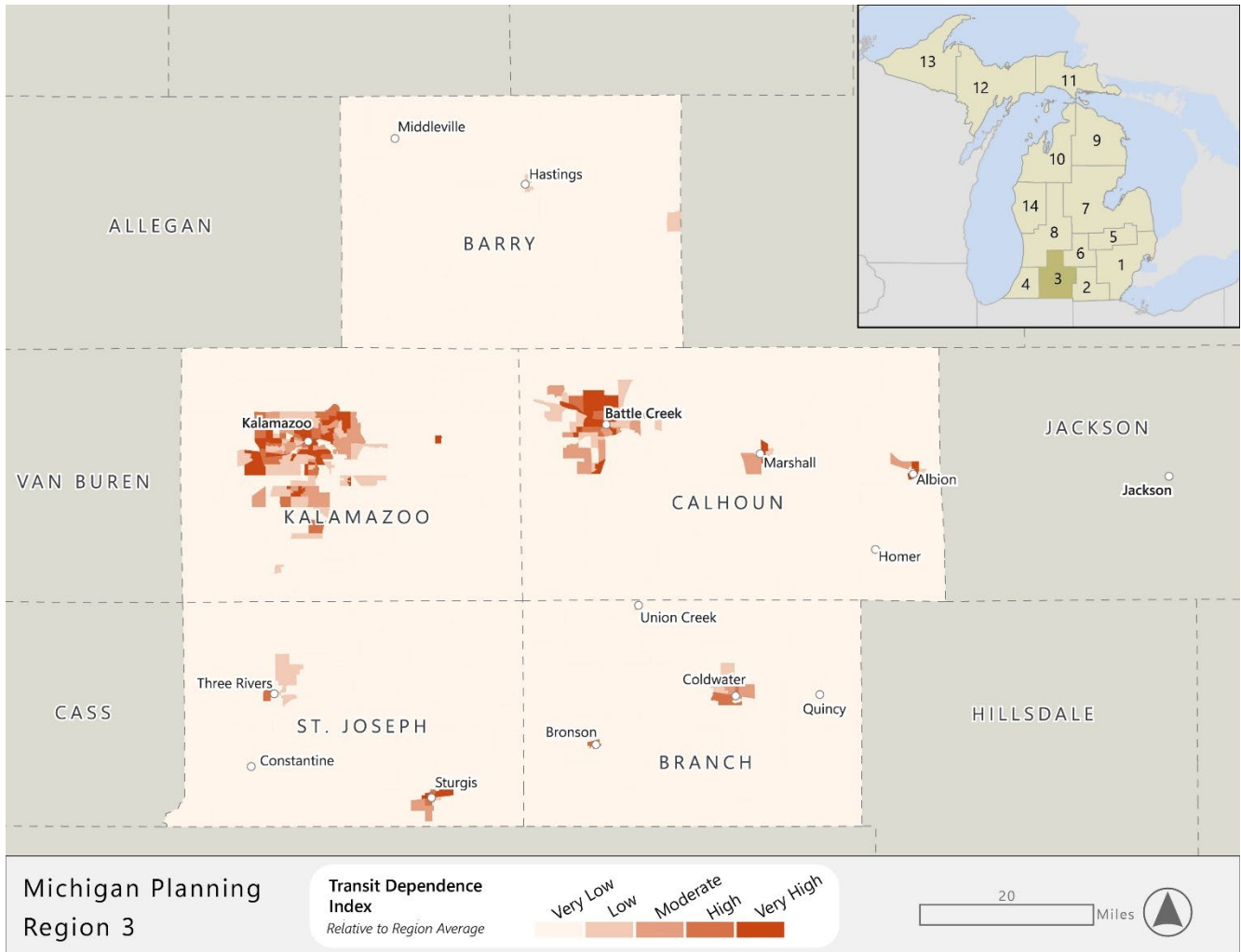
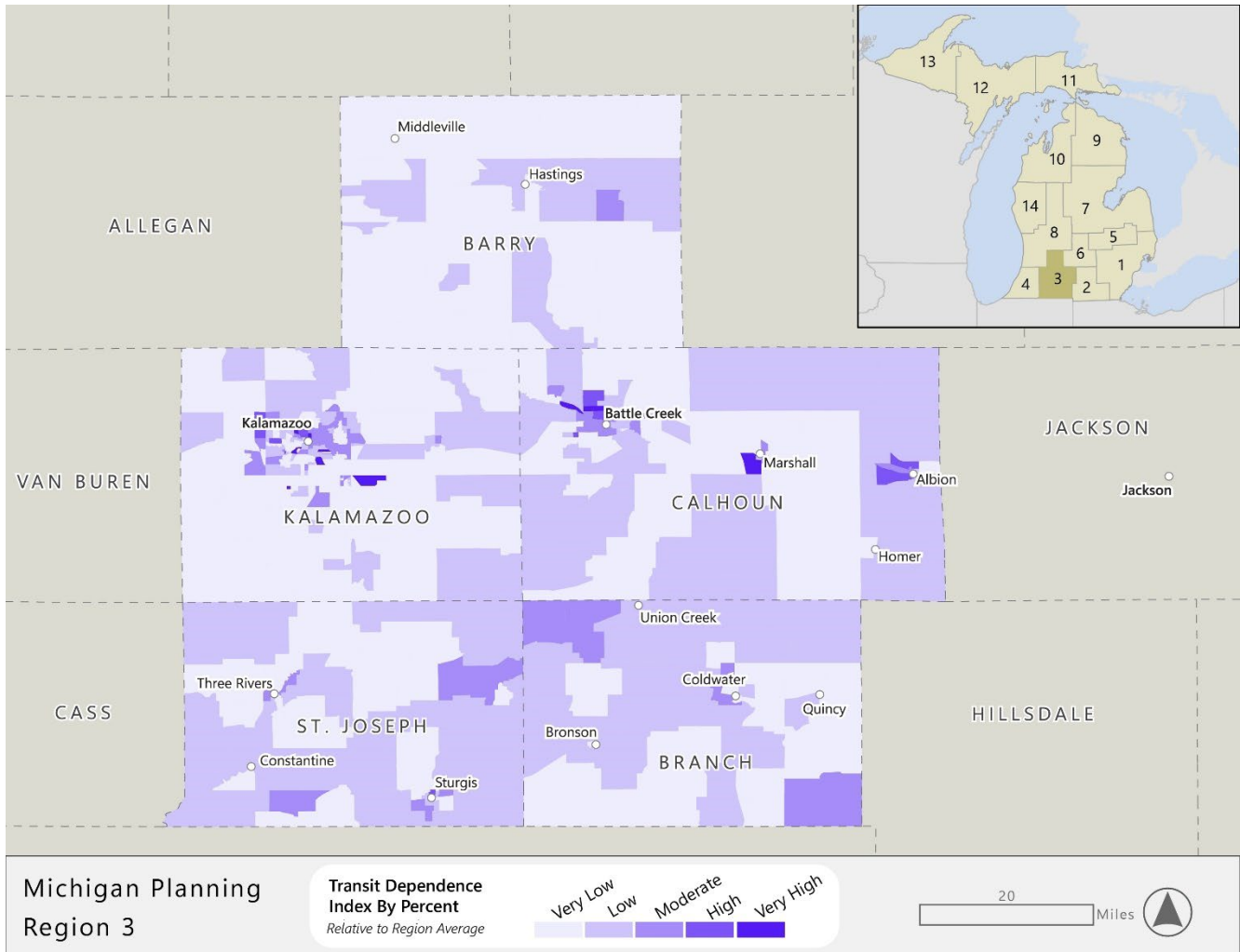


Figure 6-4: Transit Dependence Index Percentage



Transit Dependence Index Factors

This subsection will review three of the five factors which make up the transit dependence index: youth population, senior adult population, and zero car households. Other than population, the fifth factor, individuals living at or below the poverty level, will be reviewed in the following section, Title VI Demographic Analysis. This section also provides a similar index for individuals with disabilities. While this data is not included in the TDI it is still important to review as those with disabilities may have difficulty driving a personal automobile.

Youth Population

Persons ages 10 to 17 either have not yet learned to drive or are just beginning to drive and often do not have a personal automobile accessible to them. For this population, public transit is often the means that offers mobility. Figure 6-5 illustrates the concentrations of youth populations relative to the study area. Only Kalamazoo County contains block groups with “Very High” concentrations of youth.

Senior Adult Population

The senior adult population, which includes individuals 65 years and older, was used in the TDI measure. Persons in this age group may begin to decrease their use of a personal vehicle and begin to rely more on public transit. Figure 6-6 shows the relative distribution of seniors in Region 3. Areas with “Very High” and “High” senior populations are dispersed throughout the region.

Individuals with Disabilities

Figure 6-7 illustrates the disabled population in Region 3. The American Community Survey was used to obtain data for the disabled population. Persons who have disabilities that prevent them or make it more difficult to own and operate a personal vehicle often rely on public transit for their transportation needs. Areas with “Very High” concentrations of individuals with disabilities may be found around Kalamazoo, Battle Creek, and Marshall.

Zero Car Households

Households without at least one personal vehicle are more likely to depend on the mobility offered by public transit. Although autoless households are reflected in both the TDI and TDIP measures, displaying this segment of the population separately is important since most land uses in Region 3 are at distances too far for non-motorized travel. Figure 6-8 displays the relative number of autoless households. Areas with “Very High” numbers of zero car households include Kalamazoo, Battle Creek, Sturgis, Coldwater, and Marshall.

Figure 6-5: Distribution of the Youth Population (Ages 10 to 17)

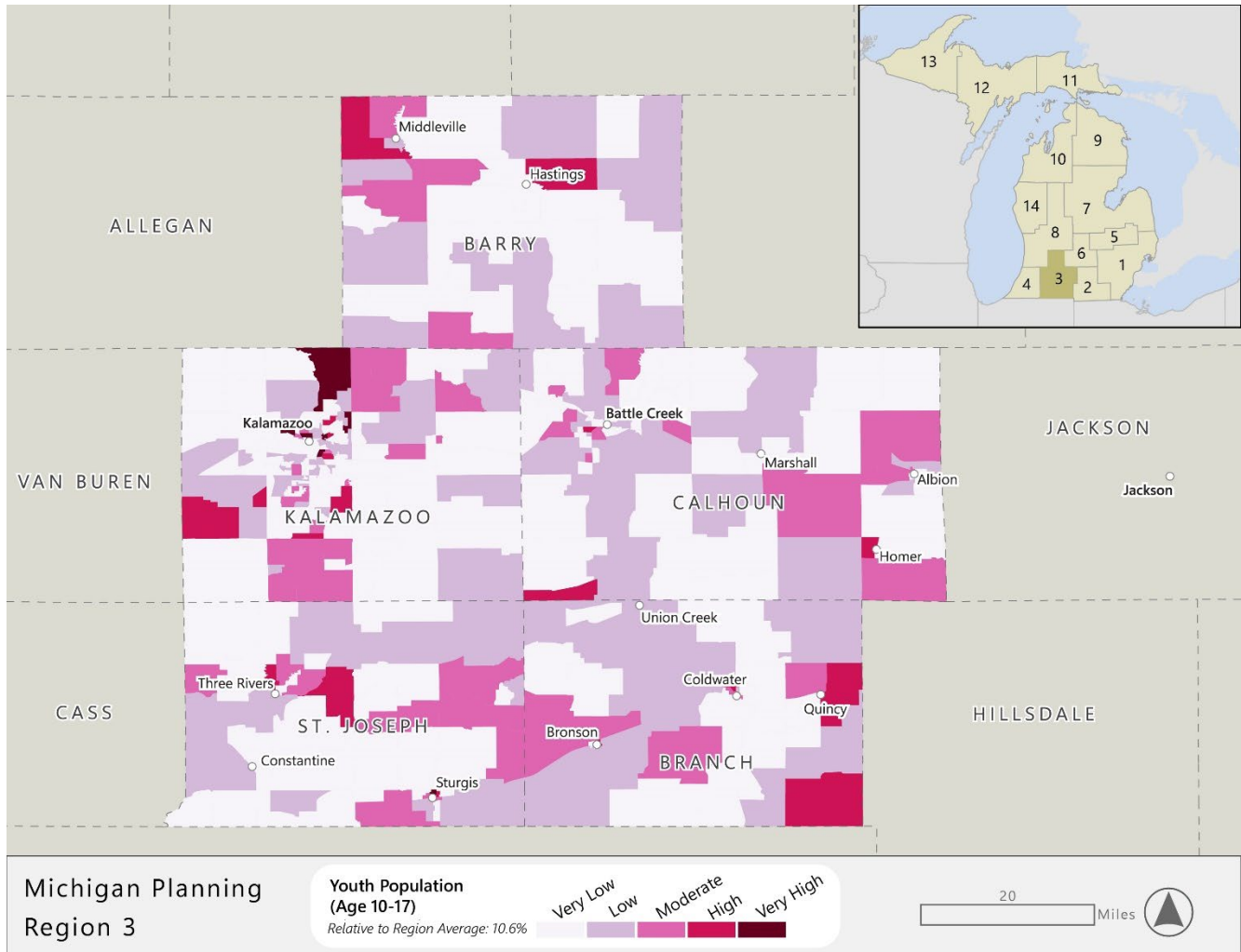


Figure 6-6: Distribution of the Senior Adult Population (Aged 65 and Above)

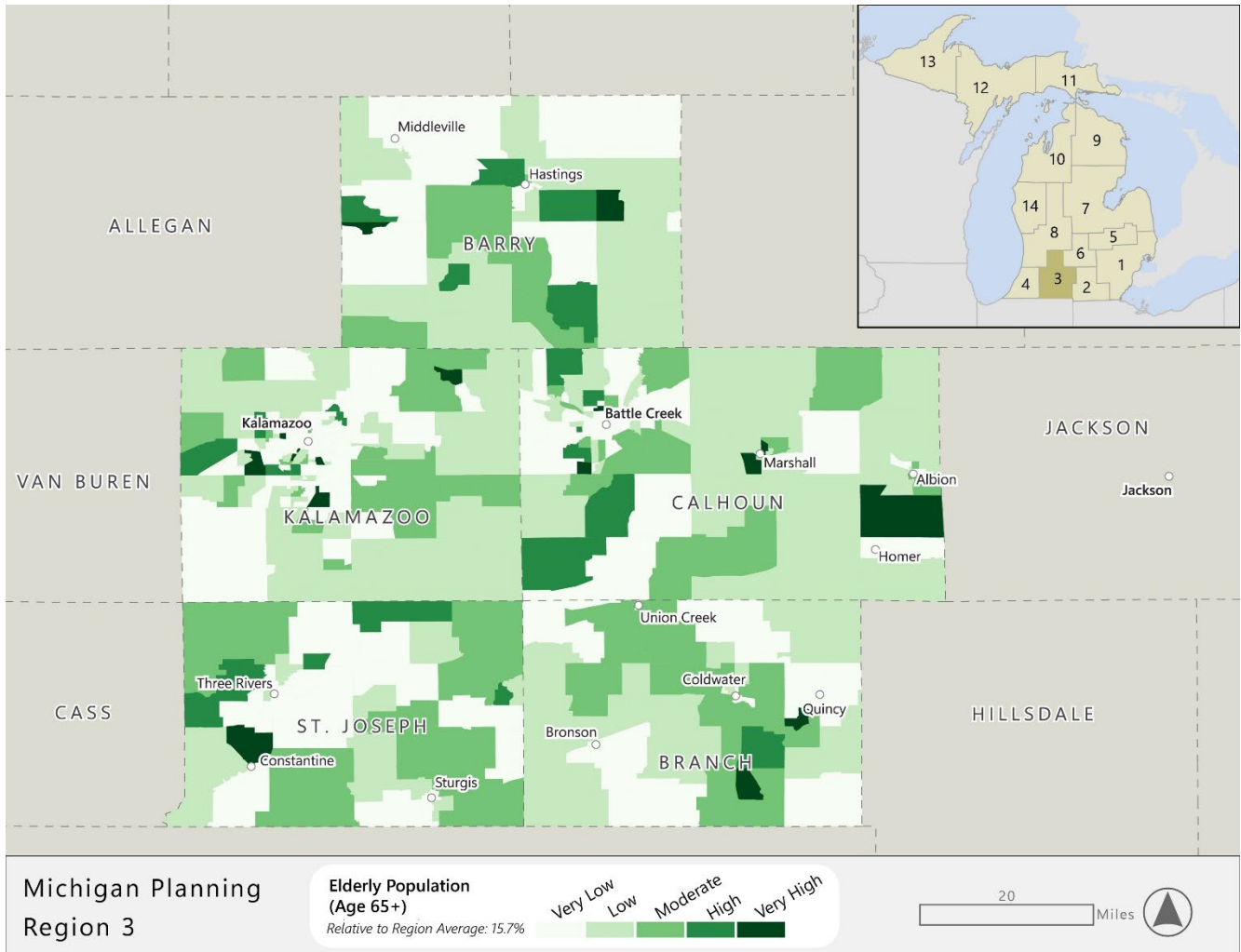


Figure 6-7: Distribution of the Disabled Population

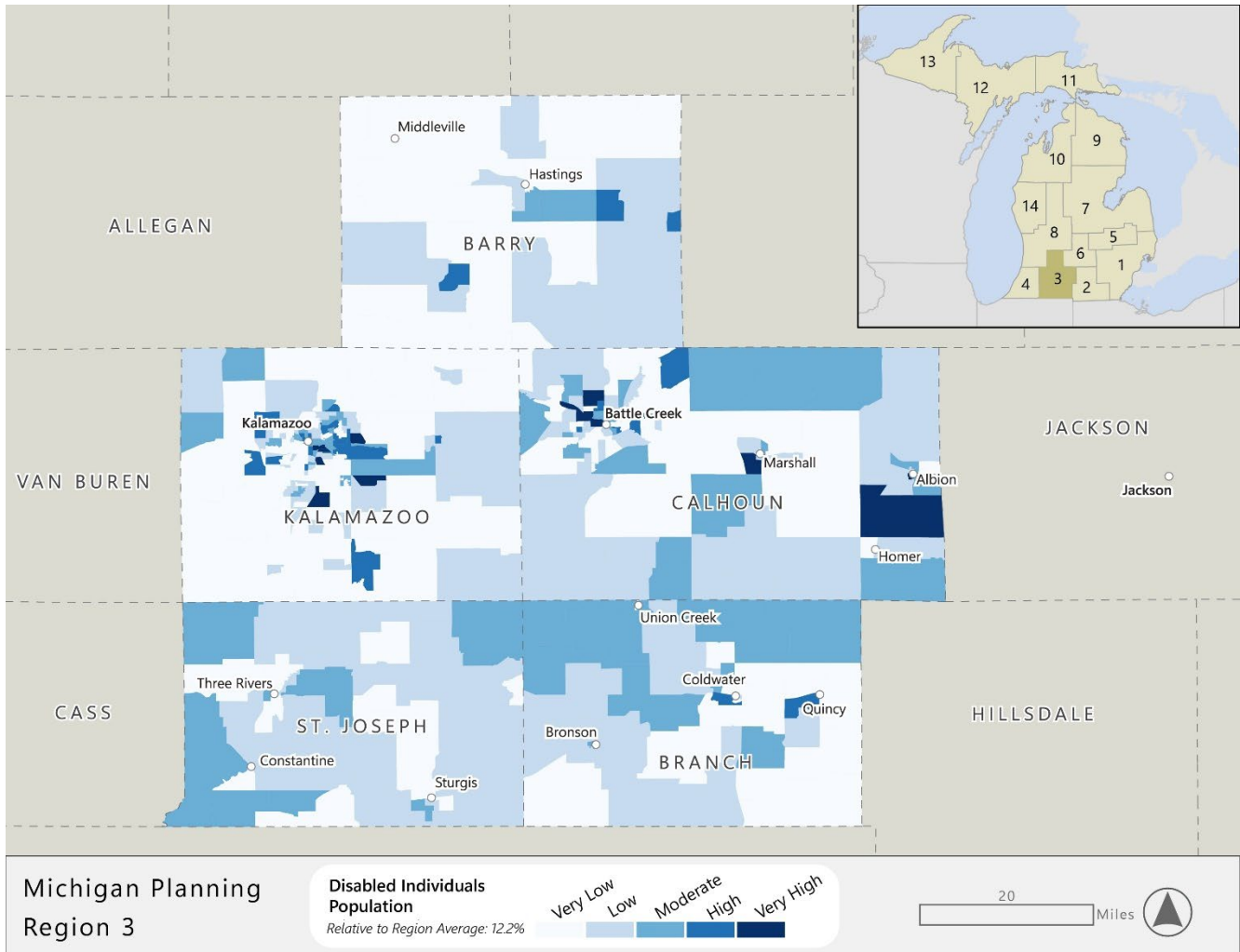
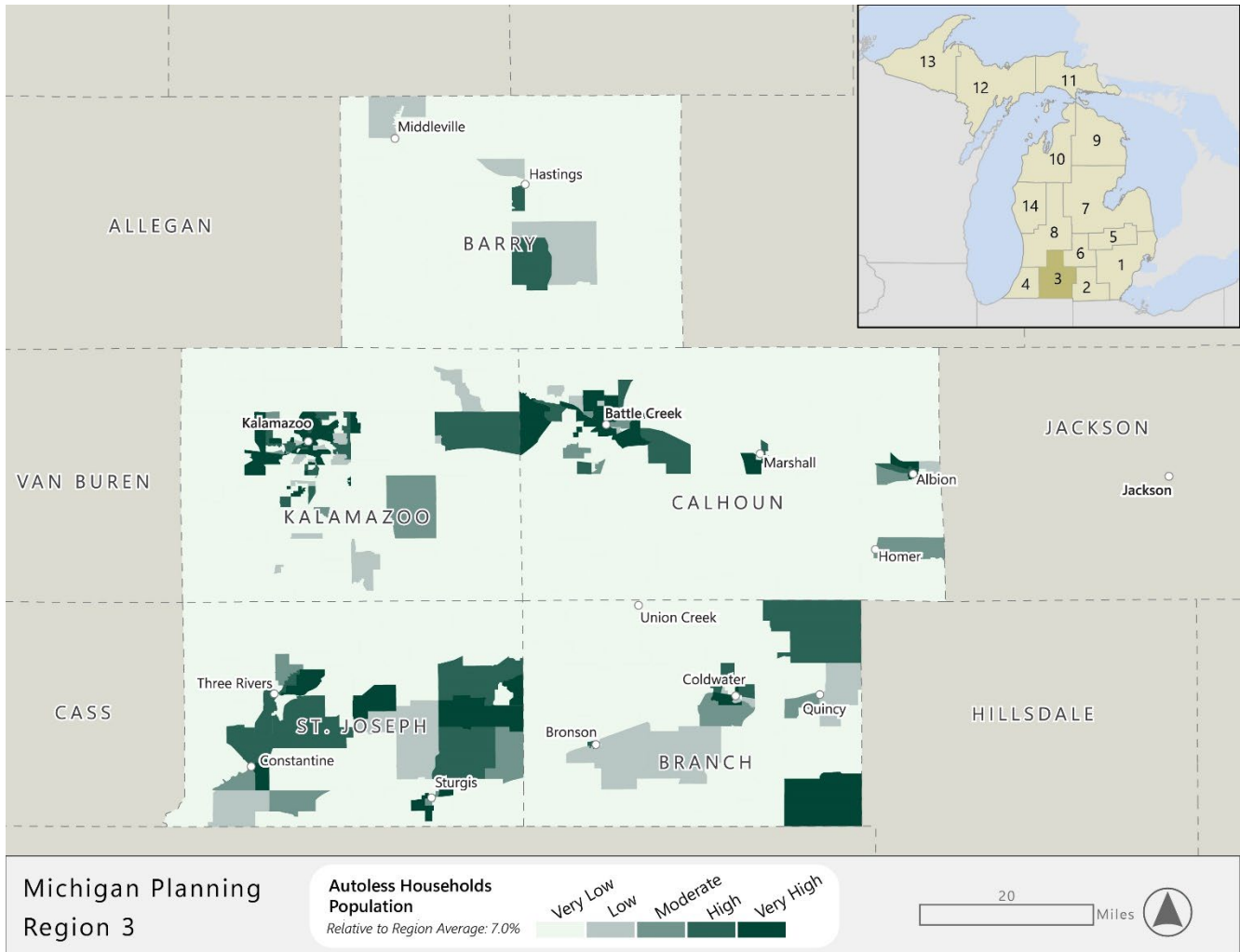


Figure 6-8: Zero Car Household Distribution



Title VI Demographic Analysis

The Civil Rights Act of 1964, Title VI prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal subsidies. This includes agencies providing federally funded public transportation. The following section examines the minority and below poverty level populations in Region 3.

Minority Population

It is important to ensure that areas with an above average percentage of racial and/or ethnic minorities are not negatively impacted by any proposed alterations to existing public transportation services. In Region 3, 17.1% of the population are part of minority populations. Figure 6-9 illustrates the concentration of minority populations based on the region's average. As seen in the figure, areas with above average concentrations of minorities are around Kalamazoo and Battle Creek as well as the vicinity of most major population centers.

Below Poverty Level Population

The second group included in the Title VI analysis represents those individuals who earn less than the federal poverty level. This segment of the populations may find it a financial burden to own and maintain a personal vehicle, thus relying on public transit as their primary means of transportation. In Region 3, the percentage of those living below the federal poverty level is 14.2%. Figure 6-10 depicts the concentration of population above or below the average relative to the study area. As seen in the map, those living below the poverty line are heavily dispersed and widespread throughout the region. Clusters of above average poverty levels are present around Kalamazoo.

Figure 6-9: Distribution of the Minority Population

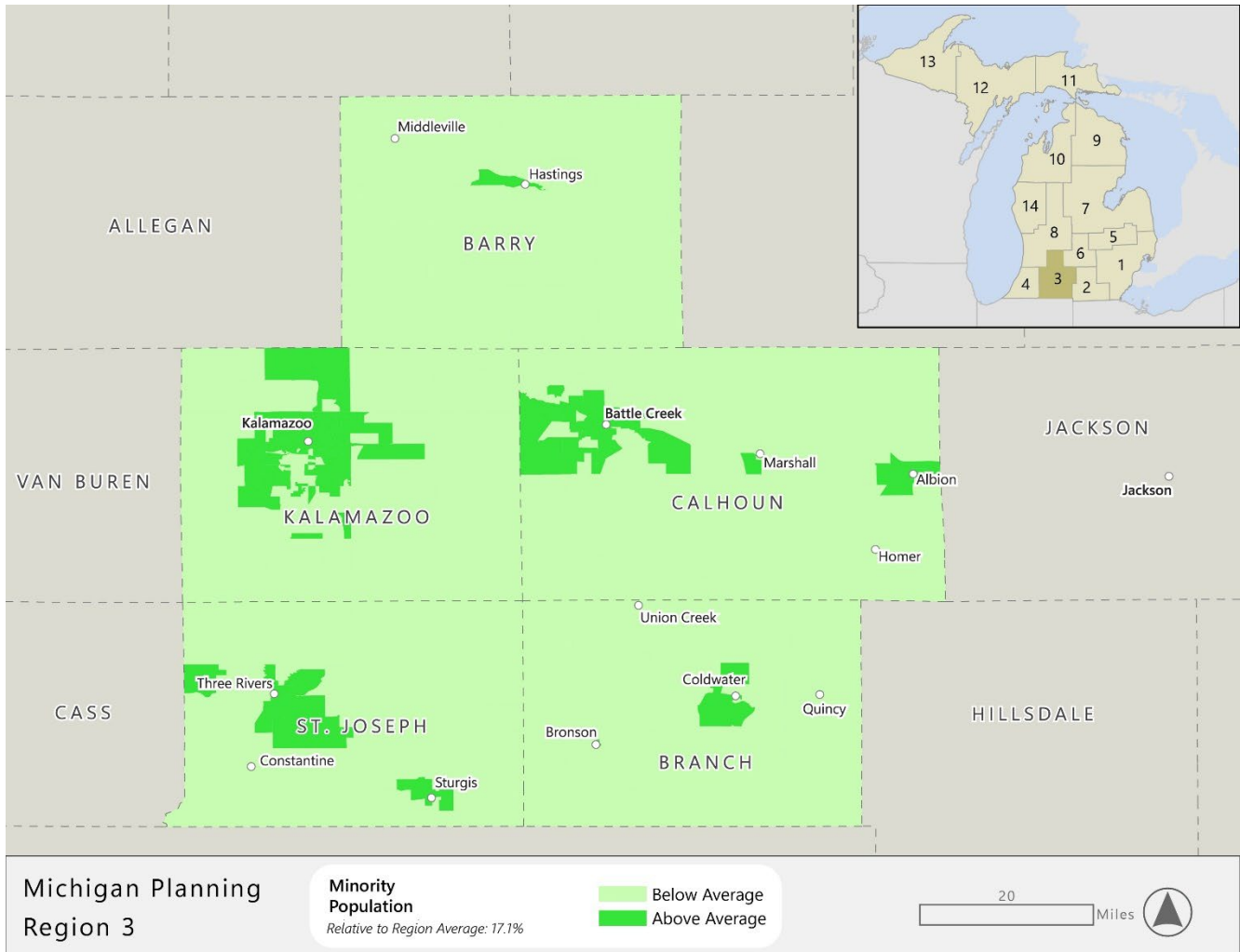
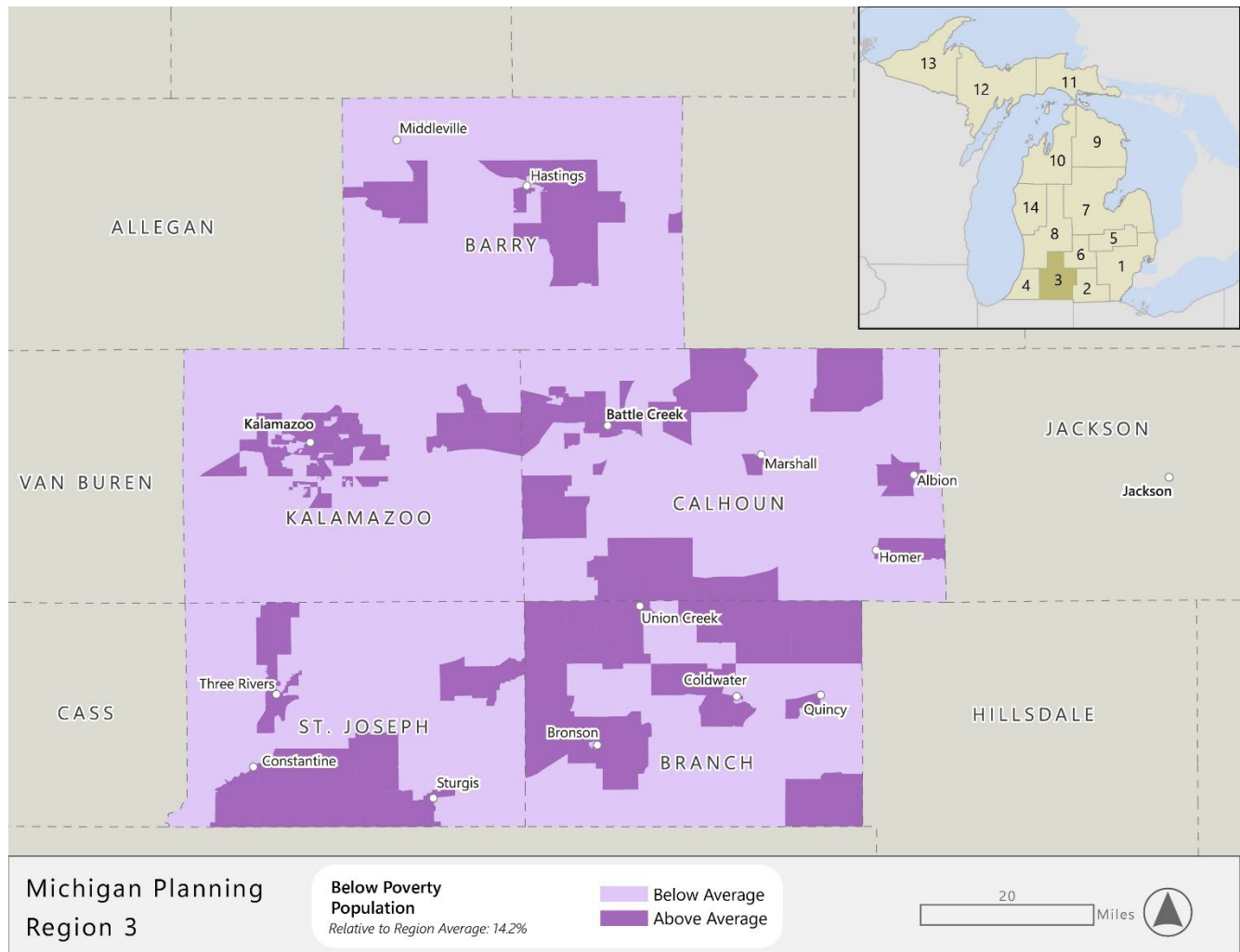


Figure 6-10: Distribution of Individuals Living Below the Poverty Level

Limited-English Proficiency

In addition to providing public transportation for a diversity of socioeconomic groups, it is also important to serve and disseminate information to those of different linguistic backgrounds. As shown in Table 6-3, the Western Michigan Region's residents predominately speak English. In all three counties, English is the primary language for over 88 percent of the residents. The most prevalent language in the region after English is Spanish with just over six percent of St. Joseph County considering it their primary language. Of those who primarily speak languages other than English the overwhelming majority is able to speak English "Very Well." For the entire region, Branch County contains the highest concentration of people who speak English less than "Very Well" at 3.7%.

Table 6-3: Limited English Proficiency for Region 3

County	Barry		Branch		Calhoun	
Population (Age 5+)	58,705		41,942		126,230	
Languages Spoken	#	%	#	%	#	%
English	57,056	97.2%	38,005	90.6%	117,866	93.4%
Speak Non-English	1,649	2.8%	3,937	9.4%	8,364	6.6%
Spanish	777	1.3%	1,474	3.5%	3,864	3.1%
Indo-European languages	665	1.1%	1,398	3.3%	1,660	1.3%
Asian/Pacific languages	190	0.3%	113	0.3%	2,387	1.9%
Other	17	0.0%	952	2.3%	453	0.4%
Ability to Speak English:	#	%	#	%	#	%
“Very Well”	1,208	2.1%	2,390	5.7%	5,361	4.2%
Less than “Very Well”	441	0.8%	1,547	3.7%	3,003	2.4%

County	Kalamazoo		St. Joseph	
Population (Age 5+)	245,941		56,924	
Languages Spoken	#	%	#	%
English	228,437	92.9%	50,251	88.3%
Speak Non-English	17,504	7.1%	6,673	11.7%
Spanish	6,432	2.6%	3,452	6.1%
Indo-European languages	5,461	2.2%	2,957	5.2%
Asian/Pacific languages	3,015	1.2%	166	0.3%
Other	2,596	1.1%	98	0.2%
Ability to Speak English:	#	%	#	%
“Very Well”	12,775	5.2%	4,846	8.5%
Less than “Very Well”	4,729	1.9%	1,827	3.2%

Land Use Profile

Regional Trip Generators

Identifying regional trip generators serves to complement the previous demographic analysis by indicating where transit services may be most needed. Trip generators attract transit demand and include common origins and destinations. Examples include higher level educational facilities, major employers, regional medical facilities, and Veteran Affairs Medical Centers and Clinics. Figure 6-11 provides a map of the regional trip generators in western Michigan. The trip generator categories are briefly detailed below.

Educational Facilities

Many of the individuals that comprise the school age population are unable to afford or operate their own personal vehicle; therefore, it may be assumed that this segment of the population is one that is reliant upon public transportation. Additionally, many faculty and staff members are associated with these institutions as a place of employment. Southwestern Michigan features a number of colleges and universities including Andrews University, Lake Michigan College, and Western Michigan University.

Major Employers

This section examines the top regional employers in Region 3; employers included in this category were those that employ 500 or more workers. Providing transit services to major employment locations is advantageous to both the employee, as the individual is provided with direct access to their occupation and subsequent source of income, and the employer, as this entity will have assurance that their current or potential workforce will have diverse options of accessing the destination. Many of the major employers in Western Michigan include numerous colleges and universities as well as the regional medical facilities. Manufacturing is a large part of the region's economy with major employers including Whirlpool, Modineer Company, LECO Corporation, and Albemarle Corporation.

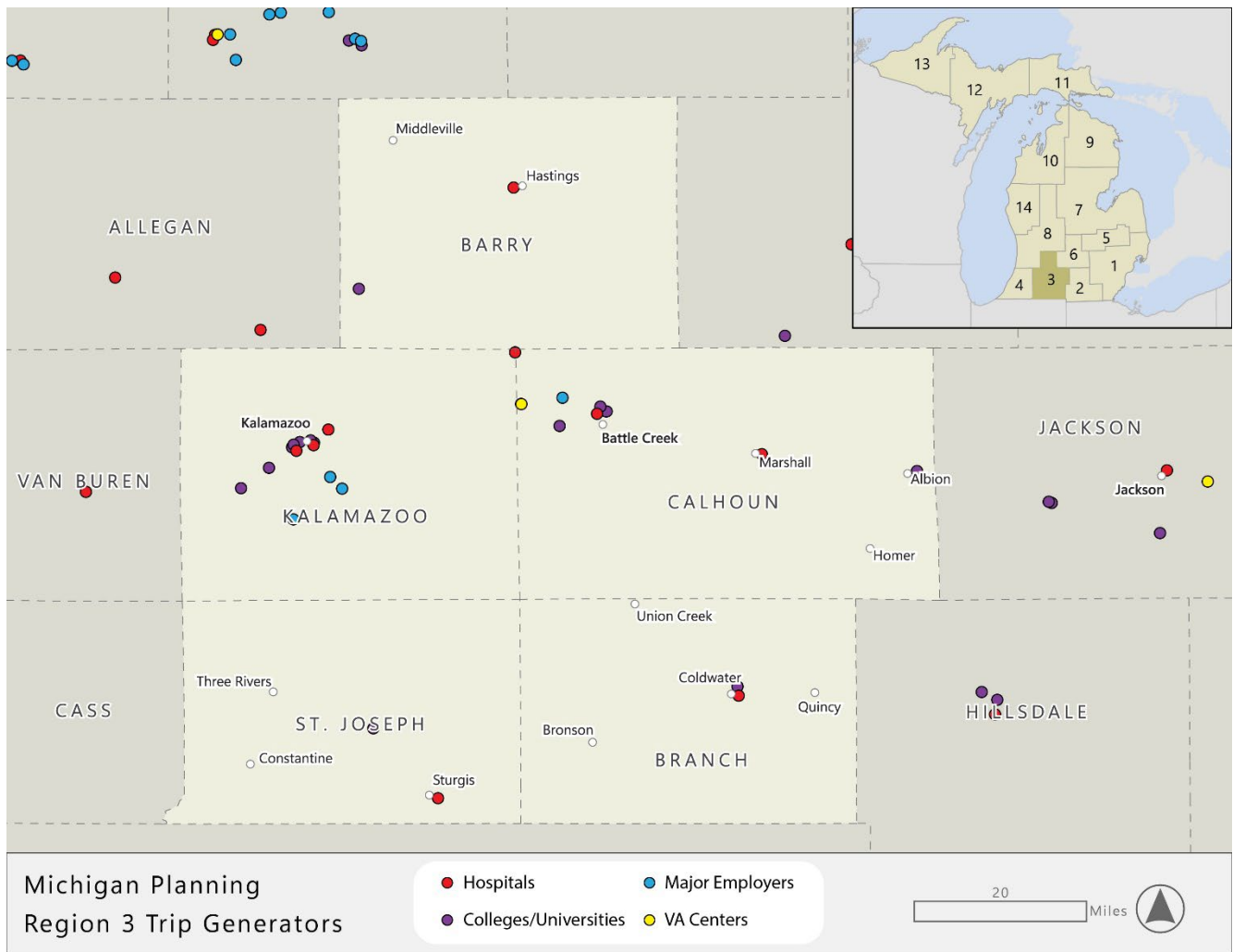
Major Medical Facilities

Major medical facilities, classified as regional and general hospitals, represent a significant destination for users of public transportation. Older adults and persons with disabilities often rely more heavily upon services offered by medical facilities than other population segments. Since older adults and persons with disabilities represent a large fraction of the transit dependent population, it is imperative that these facilities are made accessible through public transit services.

Veteran Affairs Medical Facilities

The Department of Veterans Affairs oversees a network of medical centers and smaller community based outpatient clinics. Locating transportation to these facilities can be a major barrier for veterans who rely on healthcare that these facilities provide. Southwestern Michigan is home to the Benton Harbor VA Clinic and the Cass County VA Office in Cassopolis.

Figure 6-11: Regional Trip Generators



Local Trip Generators

In addition to major regional trip generators it is also important to identify communities containing local trip generators. Local trip generators attract transit demand and include common origins and destinations, like colleges and universities, multi-unit housing, non-profit and governmental agencies, major employers, medical facilities, and shopping centers. Table 6-4 shows local trip generators.

Table 6-4: Local Trip Generators

Trip Generators	College/University	High Density Housing	Human Service Agency	Major Employer	Medical Facility	Shopping Destinations
Berrien County						
Baroda		✓				
Benton Harbor	✓	✓	✓	✓	✓	✓
Benton Heights	✓			✓	✓	
Berrien Springs	✓	✓			✓	✓
Bridgman		✓	✓	✓		✓
Buchanan	✓	✓		✓		✓
Coloma		✓				✓
Eau Claire						
Fair Plain		✓				✓
Galien			✓			
Grand Beach						
Lake Michigan Beach						
Michiana						
New Buffalo		✓	✓	✓	✓	✓
Niles	✓	✓	✓	✓	✓	✓
Paw Paw Lake						
Shoreham		✓		✓		
St. Joseph		✓	✓	✓	✓	✓
Stevensville		✓				✓
Three Oaks		✓				✓
Watervliet		✓			✓	
Cass County						
Cassopolis		✓	✓	✓	✓	✓

Trip Generators	College/University	High Density Housing	Human Service Agency	Major Employer	Medical Facility	Shopping Destinations
Dowagiac	✓	✓		✓	✓	✓
Edwardsburg		✓		✓		
Marcellus		✓				
Vandalia						
Van Buren County						
Bangor		✓			✓	✓
Bloomington		✓				
Breedsville		✓				
Decatur		✓				✓
Gobles		✓				✓
Hartford		✓	✓		✓	✓
Lawrence		✓				
Lawton		✓	✓			
Mattawan		✓		✓		
Paw Paw		✓	✓	✓	✓	✓
South Haven	✓	✓			✓	✓

Employment Travel Patterns

In addition to considering locations of major employers, it is also beneficial to account for the commuting patterns of residents intra and inter-regionally.

Table 6-4 presents results of the Census Bureau's Journey to Work data which provides location of employment (in-county vs. out-of-county and in-state vs. out-of-state) and means of transportation to work. Residents in Region 3 typically work in their county of residence (76%) and predominately drive alone to work (80%). There is high variability between counties and their levels of in-county commuting. Barry County has the lowest percentage at 41% while Kalamazoo County has the highest percentage at 84%. While the majority of residents drive alone to work in all counties, over 15% of workers carpool in St. Joseph, making it the second-highest mode of transportation in the region. Public transportation garners less than one percent of the employment commuting in all counties except Kalamazoo at 1.5%.

Another source of data that provides an understanding of employee travel patterns is the Census Bureau's Longitudinal Employer-Household Dynamics (LEHD) dataset. Table 6-5 provides the results of this analysis for the region. The top employment destination for each county is within that county. Calhoun County has the highest concentration of workers commuting to one location with 20.8% of workers commuting to Battle Creek.

Table 6-4: Journey to Work Patterns for Region 3

County	Barry		Branch		Calhoun	
Workers 16 Years and Older	28,214		18,829		58,412	
Location of Employment	#	%	#	%	#	%
In state of residence	27,823	98.6%	16,798	89.2%	58,095	99.5%
In county of residence	11,634	41.2%	12,455	66.1%	46,649	79.9%
Outside county of residence	16,189	57.4%	4,343	23.1%	11,446	19.6%
Outside state of residence	391	1.4%	2,031	10.8%	317	0.5%
Means of Transportation to Work	#	%	#	%	#	%
Car, truck, or van - drove alone	23,512	83.3%	15,241	80.9%	47,312	81.0%
Car, truck, or van - carpooled	2,238	7.9%	2,188	11.6%	4,777	8.2%
Public transportation	36	0.1%	43	0.2%	490	0.8%
Walked	453	1.6%	358	1.9%	1,668	2.9%
Taxicab, motorcycle, bicycle, other	221	0.8%	255	1.4%	836	1.4%
Worked from home	1,754	6.2%	744	4.0%	3,329	5.7%

County	Kalamazoo		St. Joseph	
Workers 16 Years and Older	127,638		27,475	
Location of Employment	#	%	#	%
In state of residence	126,712	99.3%	22,659	82.5%
In county of residence	106,927	83.8%	19,233	70.0%
Outside county of residence	19,785	15.5%	3,426	12.5%
Outside state of residence	926	0.7%	4,816	17.5%
Means of Transportation to Work	#	%	#	%
Car, truck, or van - drove alone	102,292	80.1%	20,315	73.9%
Car, truck, or van - carpooled	8,766	6.9%	4,272	15.5%
Public transportation	1,862	1.5%	101	0.4%
Walked	3,444	2.7%	743	2.7%
Taxicab, motorcycle, bicycle, other	1,232	1.0%	684	2.5%
Worked from home	10,042	7.9%	1,360	4.9%

Table 6-5: Top Ten Employment Destinations for County Residents

Barry County			Branch County			Calhoun County		
Place	#	%	Place	#	%	Place	#	%
Hastings city, MI	1,329	11.6%	Coldwater city, MI	2,361	18.3%	Battle Creek city, MI	10,166	20.8%
Middleville village, MI	384	3.3%	Battle Creek city, MI	401	3.1%	Marshall city, MI	1,382	2.8%
Grand Rapids city, MI	277	2.4%	Bronson city, MI	328	2.5%	Kalamazoo city, MI	1,008	2.1%
Wyoming city, MI	175	1.5%	Quincy village, MI	221	1.7%	Albion city, MI	979	2.0%
Kentwood city, MI	169	1.5%	Union City village, MI	175	1.4%	Springfield city, MI	968	2.0%
Nashville village, MI	151	1.3%	Hillsdale city, MI	148	1.1%	Portage city, MI	724	1.5%
Battle Creek city, MI	129	1.1%	Sturgis city, MI	142	1.1%	Level Park-Oak Park CDP, MI	631	1.3%
Forest Hills CDP, MI	83	0.7%	Marshall city, MI	121	0.9%	Grand Rapids city, MI	407	0.8%
Wayland city, MI	77	0.7%	Jonesville city, MI	76	0.6%	Brownlee Park CDP, MI	378	0.8%
Lake Odessa village, MI	76	0.7%	Albion city, MI	74	0.6%	Jackson city, MI	286	0.6%
All Other Locations	8,635	75.2%	All Other Locations	8,886	68.7%	All Other Locations	31,833	65.3%

Kalamazoo County			St Joseph County		
Place	#	%	Place	#	%
Kalamazoo city, MI	16,763	15.0%	Sturgis city, MI	2,082	11.1%
Portage city, MI	13,285	11.9%	Three Rivers city, MI	1,345	7.2%
Westwood CDP, MI	2,748	2.5%	Kalamazoo city, MI	390	2.1%
Battle Creek city, MI	2,194	2.0%	Portage city, MI	305	1.6%
Eastwood CDP, MI	1,827	1.6%	Constantine village, MI	303	1.6%
Comstock Northwest CDP, MI	1,599	1.4%	Centreville village, MI	232	1.2%
Grand Rapids city, MI	1,215	1.1%	White Pigeon village, MI	217	1.2%
Vicksburg village, MI	944	0.8%	Colon village, MI	186	1.0%
Parchment city, MI	599	0.5%	Mendon village, MI	154	0.8%
Plainwell city, MI	547	0.5%	Bronson city, MI	146	0.8%
All Other Locations	70,344	62.8%	All Other Locations	13,415	71.5%

SOURCE: CENSUS BUREAU, ONTHEMAP APPLICATION AND LEHD ORIGIN-DESTINATION EMPLOYMENT STATISTICS, 2020

Chapter 7

Prioritized Strategies

Introduction

A key element required in the coordinated transportation plan involves identifying strategies that address gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery. While all of the strategies discussed by stakeholders are important and would support efforts to expand mobility in the region, a major step in the coordinated transportation planning process and one of the required elements of the plan is priorities for implementation based on resources, time, and feasibility for implementing specific strategies and/or activities.

This chapter presents strategies that were initially reviewed by Region 3 stakeholders, and then prioritized based on their comments. The development of these strategies considered input received through the two rounds of focus groups discussed in Chapter 2, along with strategies that were included in the previous plan for the counties in the region.

To summarize, the process for the development of prioritized strategies for the region involved:

- Identification of potential strategies to help to address the identified gaps between current transportation services and unmet needs, expand regional mobility, and achieve greater efficiencies in service delivery. These preliminary strategies were based on input from regional stakeholders during the focus groups and recommendations included in recent plans and studies.
- Incorporating comments from regional stakeholders on the preliminary list of possible strategies, activities, and projects.
- Prioritization of potential strategies through an on-line survey. At the May 2023 focus group participants agreed to this process, and that the results would be used to develop a list that grouped strategies that were higher priorities, ones that were a medium priority, and strategies that were a lower priority.

Strategy Categories




While many of the strategies to improve mobility in the region are interrelated, through the initial development they were categorized by:

- **Organizational and Coordination Strategies** – It is critical that residents in the region are aware of the transportation services and mobility options that are available to them. It is also important that existing resources are coordinated to reduce any duplication. These strategies support maintaining and expanding coordination activities, to help ensure services are marketed effectively, and that regional stakeholders have a forum to identify opportunities to connect services and share information.
- **Operating Strategies** – These strategies are focused on efforts to increase mobility options throughout the region, and include efforts to improve public transit services, expand regional connectivity, build upon current human services transportation, and plan and implement on-demand microtransit services.
- **Sustainability and Financial Strategies** – While many strategies involve efforts to expand mobility in the region, it is vital that current transportation services that are meeting needs are maintained. This includes operating funds to support existing services, as well as capital funding to replace vehicles beyond their useful life. These potential strategies support efforts to seek ongoing and additional funding to maintain and expand transportation services. These strategies also include improvements to the current infrastructure to allow greater access to existing services.

Region 3 Strategies

Table 7-1 provides a list of the overall strategies based on these categories and that were developed based on feedback from regional stakeholders and provided to them for their consideration. The prioritized list with a description of each potential strategy is provided in the next section of this chapter.

Table 7-1: Summary of Strategies by Categories

Categories	Potential Strategies
 <p data-bbox="196 657 558 730">Organizational and Coordination Strategies</p>	<ul data-bbox="618 365 1451 835" style="list-style-type: none"> • Form a regional coordinating committee to serve as an ongoing forum for discussions on coordination opportunities and to identify and prioritize regional connectivity needs. • Expand outreach efforts to provide information on available transportation options, particularly public transit services that are open to the general public. • Regional mobility management efforts • Administer trainings for human service agency staff, medical facility personnel, and others in the availability of transportation services. • Identify opportunities to utilize emerging technologies to improve customer information and with requesting services, while maintaining convenient access for people who would prefer other methods.
 <p data-bbox="220 1161 532 1192">Operating Strategies</p>	<ul data-bbox="618 852 1451 1283" style="list-style-type: none"> • Identify a process for planning and implementing new regional services to fill current gaps in transportation. • Support recommendations to improve public transportation identified through transit plans conducted in the region. • Identify opportunities to expand scheduled services where feasible that can be marketed to local communities. • Assess opportunities to implement on-demand microtransit services. • Identify opportunities to implement or build upon current volunteer driver programs. • Consider greater use of vanpool and long distance rideshare services.
 <p data-bbox="237 1646 537 1719">Sustainability and Financial Strategies</p>	<ul data-bbox="618 1316 1451 1869" style="list-style-type: none"> • Maintain services that are effectively meeting identified transportation needs in the region. • Continue to support capital needs that help to maintain existing services and ensure vehicles are safe and appropriate for the need. • Work with community leaders to identify additional funding sources to support increasing expenses and enable transportation providers to maintain and expand mobility options in the region. • Develop additional partnerships to identify new funding opportunities. • Advocate for additional recommendations to improve public transportation identified through previous transit plans. • Assess opportunities to improve recruitment and retention of vehicle operators. • Improve infrastructure that supports accessibility and use of available transportation services.

High Priorities

Form a regional coordinating committee to serve as an ongoing forum for discussions on coordination opportunities and to identify and prioritize regional connectivity needs.

This strategy supports a regional coordinating committee to ensure that a broad group of representatives engage in discussions to improve and expand mobility in the region. While transportation providers in the region work well together, opportunities for enhancing coordination were identified through the needs assessment and gap analysis. This regional coordinating would provide an ongoing forum for members to:

- Explore opportunities to improve coordination between public transit, private transportation, non-emergency medical transportation, and other human service transportation in the region.
- Discuss improved connections between existing transit providers.
- Consider, plan, and implement cross county services.
- Assess and reduce barriers to regional transportation services.
- Review and discuss strategies for coordinating transportation services with adjacent regions.
- Exploring and updating committee members on new and ongoing funding opportunities
- Facilitate updates of the coordinated transportation plan for Region 3.

Identify a process for planning and implementing new regional services to fill current gaps in transportation.

Through the engagement with regional stakeholders through the coordinated planning process, they expressed the need for transportation services to fill current gaps, and in particular multi-jurisdictional regional services. Connections between outlying city and counties to other jurisdictional transit systems, service to VA facility on the border of counties, and cross-county service to the new Ford facility in Marshall are specifically identified. One of the overriding challenges noted by regional stakeholders was the lack of transportation services that cross county lines, and that greater regional transportation services are needed.

In conjunction with the formation of a regional coordinating committee that would work on regional efforts, this strategy supports a more formal process for planning and implementing new regional services that would help to fill gaps.

There are a variety of considerations involved in the development of regional services that need to be considered, which include:

- Prioritizing regional service corridors.
- Balancing commuter needs to larger employment centers with medical transportation and other needs.
- Identifying preferred mode of transportation, i.e., public transit, private transportation, vanpools, etc.
- The determining agency or organization that will operate services, i.e. will be responsible entities be a consortium of operators, a new regional transit system or one designated transit operator with support from other participating systems.
- Identifying funding sources and formalizing agreements on a cost sharing plan for regional services that would cross jurisdictional boundaries and serve multiple communities.

Maintain services that are effectively meeting identified transportation needs in the region.

While most proposed strategies are designed to improve and expand mobility options in the region, it is vital to maintain services and infrastructure that are currently meeting transportation needs. Stakeholders noted the need to continuously reassess existing services for efficiency and effectiveness. Transit services are typically evaluated for both of these -- efficiency (doing things right) and effectiveness (doing the right things):

- **Efficiency** is usually analyzed by operating cost per hour, mile, and passenger trip.
- **Effectiveness**, emphasized by passenger productivity, is usually analyzed by passenger trips per mile and hour. The most useful single measure is the passenger trips per hour, as it reflects usage based on the amount of service provided. Generally speaking, the majority of transit operating costs are hourly (wages and benefits), so higher values of trips per hour reflect better use of resources.

Maintaining existing capital infrastructure is also vital to meeting community transportation needs. Financial resources are also needed to operate vehicles and continue current services.

Therefore, this strategy involves providing capital and operating funds to support existing public transit services and human services transportation that are effectively meeting mobility needs identified in the region, especially those serving older adults and individuals with disabilities. Maintaining these services are vital to ensuring basic mobility in the region, though existing services can be monitored on an ongoing basis using typical industry performance standards that can serve as a tool to monitor effectiveness and efficiency, and include: (This data can be found on MDOT's Office of Passenger Transportation's website - <https://www.michigan.gov/mdot/travel/mobility/pub-transit>)

- Operating Cost Per Hour
- Operating Cost Per Mile

- Operating Cost Per Passenger Trip
- Farebox Recovery
- Passenger Trips Per Mile
- Passenger Trips Per Hour

Through this strategy, there would be continued support for public transit services operated in the region that are meeting these standards. It also allows for opportunities to identify existing services that are important to the community, but that could be improved through modifications or technical assistance. This strategy would also enable regional stakeholders to establish baselines to help determine if additional funding is warranted, and to consider modifications to previous industry metrics for measuring transit's full value in the region.

Transportation provided through human service agencies is more specialized and therefore is not monitored through these performance measures. Agencies that would like to evaluate their transportation programs to ensure that financial resources are being used effectively can utilize *Transportation by the Numbers*, a resource available through the National Aging and Disability Transportation Center (NADTC). This tool provides human service organizations with ways to more easily identify expenses, revenues, and performance outcomes so that they can make more informed decisions about their future in the transportation business. This tool is available through the NADTC website at <https://www.nadtc.org/resources-publications/resource/transportation-by-the-numbers/>.

Continue to support capital needs that help to maintain existing services and ensure vehicles are safe and appropriate for the need.

Maintaining and building upon current capital infrastructure is crucial to continuing or expanding mobility options, especially for older adults and people with disabilities. Before the region can consider efforts for improving mobility for these population groups it is critical to ensure that the current foundation of services remains in place through a sufficient capital network. An aging vehicle fleet can be a potential barrier to improving transportation services.

This strategy involves the acquisition of replacement buses or vans, vehicle rehabilitation or overhaul, and other appropriate vehicle equipment improvements that support the current capital infrastructure in the region, especially for non-profit organizations that provide human services transportation. It is essential that current vehicles are maintained and remain safe and operable.

Advocate for additional recommendations to improve public transportation identified through previous transit plans conducted in the region.

Coupled with the need to develop additional partnerships is a stronger advocacy campaign that highlights the impact public transportation has on residents of the region, and how they are vital components of the community transportation infrastructure. Regional stakeholders noted that ongoing educational efforts are needed to ensure local leaders and decision makers are aware of the impact of community transportation services and overall buy-in for the needs for these services. Campaigns that

stress that transit services are part of a robust community are particularly important in efforts to educate people who do not use current services but would be voting on specific millages. It was mentioned that while most transit systems in Michigan have had success getting millages passed, there may be pushback in some areas and some voters may be hesitant to renew them, and therefore ongoing education campaigns are needed.

This strategy involves a regional and unified effort to inform elected officials, local and national decision makers and the general public of the need for additional funding to support current services. This advocacy campaign could be part of a national movement to stress the importance of community and public transit. The Community Transportation Association of America (CTAA) and the American Public Transportation Association (APTA) have developed a variety of resources that can be used in advocacy efforts with local offices of House and Senate members, local media and state and local elected officials.

There can be specific advocacy to support service recommendations included in transit plans conducted in the region and noted in a previous strategy. While the regionally coordinated transportation takes a broader review of mobility needs and options, this planning process conducted by transit systems is more detailed, and assesses current services, identifies unmet transit needs, and identifies specific service and/or organizational changes, improvements, and/or potential expansions. Detailed in each plan, these recommendations respond to a variety of transportation needs expressed by regional stakeholders such as improving access to work locations and employment opportunities.

Assess opportunities to improve recruitment and retention of vehicle operators.

In order to safely operate service levels to meet community needs, transit agencies must have an adequate number of qualified operators. Many transportation providers across the state and nation have been faced with a significant shortage of operators, even prior to the impacts of the COVID-19 pandemic. The job of a professional transit operator is an essential worker with specialized skills, who faces daily challenges with potentially challenging passengers, pressure to keep on schedule with challenging driving conditions, long periods of time sitting, and safely assisting individuals with disabilities, all while ideally being the professional, courteous public face of the organization. Being a transit operator is a difficult job. Ideally, their pay should reflect this.

If a transit agency cannot attract quality candidates to apply and continue working, the quality of the services the organization provides will suffer. Without enough employees (high quality or otherwise), service levels cannot be maintained, and some members of the community will lose their ride to work, school, the doctor, and other essential destinations. Each time a transit organization must fill a vacant position, there is a cost to the organization to hire and train a new employee. Paying overtime to current employees can be a short-term solution but is not a sustainable strategy. Not only is a high rate of overtime utilization costly to the agency in terms of payroll (because the overtime pay rate is typically 150% of the regular pay rate), but frequent overtime can also lead to safety risks due to operator fatigue and employee burnout, leading to yet more vacancies.

Therefore, this strategy recommends the assessment of opportunities to improve driver recruitment and retention, taking into account national research and analysis of operator vacancy rates that shows:

- Higher pay leads to lower vacancies – Systems with higher minimum and maximum pay rates have lower vacancy rates on average.
- Reliable hours and pay attracts workers – Systems with a higher percentage of full-time drivers and with more generous overtime levels have lower vacancy rates.
- Workers want training, health benefits, and a quality work environment – Systems that offer healthcare benefits, offer CDL training, and that foster a quality working environment have lower vacancy rates.

Additional considerations to support driver recruitment include:

- If they are to restore and maintain staffing levels, transit agencies will need to provide competitive wages and benefits that are commensurate with the levels of risk, pressures, and responsibilities that come with the operator position. The compensation will need to be higher than that offered by low-risk, low-challenge jobs in their area, and competitive with other types of driving jobs such as school bus operators.
- To compete with other employers in the area in today's employment environment, transit agencies may need to offer hiring bonuses. Hiring bonuses could be paid in installments over the course of the first year to encourage continued employment. Bonuses for referrals from current employees should also be considered.
- In addition to offering competitive, higher entry-level wages, transit agencies need to offer regular cost of living increases so that operators can continue to earn a living wage, and periodic longevity increases and/or bonuses, rewarding operators for their years of service will help retain operators and reward them for continuing to work for the organization.
- Transit agencies with vehicles that require the operator to have a CDL can seriously consider providing paid training to prepare new hires to obtain their CDL. Offering a competitive wage as well as a meaningful sign-up bonus contingent upon a minimum period of employment can help prevent new CDL operators from taking a higher-paying job as soon as they have earned their CDL.
- Transit agencies offer an advantage over transportation network companies (such as Lyft or Uber) not only with benefits but also by being a trusted employer. Transit agencies can have an advantage in recruiting efforts by emphasizing the agency's mission and the importance of the job to the community. However, adequate pay is needed for the job to be attractive. Transit agencies with full-time operator positions (at least 35 hours per week) are likely to have lower operator vacancy rates.

Improve infrastructure that supports accessibility and use of available transportation services.

Stakeholders noted that in some parts of the region there are opportunities to improve bus stop amenities and infrastructure, and these efforts would help to improve access to available transportation services. This strategy supports an assessment of these opportunities and to identify and implement improvements. Potential components of this strategy include:

- Consider a bus stop accessibility assessment for public transit services throughout the region.
- Continue and expand the presence of bus stop signs and customer amenities at local stops to encourage use of public transit services and to facilitate transfers between systems.
- Ensure transit services are under consideration during the initial planning stages of new area developments, including passenger amenities such as bus stops and shelters.
- Support the continued prioritization of the "Complete Streets Program" to improve first and last mile connections by creating new bike and pedestrian connectivity.
- Improve connectivity between land use planning and the location of community services that will need to be accessed by people who rely on public transit and human services transportation.

Medium Priorities

Expand outreach efforts to provide information on available transportation options, particularly public transit services that are open to the general public.

The lack of awareness of available transportation services was noted by regional stakeholders, particularly services that are open to the general public, and seniors looking for options outside the county. While services designed to meet the needs of older adults, people with disabilities, and people with lower incomes are essential, there is a need for effective marketing efforts to offset the perception that public transit services are only available for specific populations and not open to everyone in the community. This strategy involves increased marketing of transportation services and options to counter any perception that public transit services are only available for specific populations and not open to everyone in the community.

Regional Mobility Management Efforts

A statewide mobility management plan effort is currently underway. This strategy would build upon this initiative to promote the use of public, human service, and private transportation in the region through a variety of outreach efforts, to include one-on-one trainings as well as through meetings, town halls, and conferences. Specifically, the regional mobility manager's overall responsibilities could involve:

- Travel training
- Marketing
- Public relations
- Advocacy on the use of public transportation
- Regional leader in initiating and managing coordination efforts, covering the areas designated in this plan
- Secret Shopper through which customers are surveyed about services

Battle Creek Transit established a mobility manager position in 2020 that coordinates and facilitates transportation and mobility options for the community. Regionally, however, it was noted that many residents are unaware of the transportation services available to them, and the need for expanded marketing of transportation services was identified. Therefore, this strategy recommends an increased education campaign through an expanded mobility management effort. This effort could build upon the overall mobility management concept where the focus is on the customer and their needs, and the meeting of these needs through the coordinated use of a variety of providers. The inclusion of mobility management efforts in the region has the capability of greatly improving access to transportation services in the region, particularly for veterans, older adults, people with disabilities, and individuals with lower incomes.

Based on stakeholder input through the needs analysis, a mobility management program could take a variety of roles that include the following efforts:

- Assist customers to better understand rural scheduled services, and work with human service agencies staff so that they are knowledgeable of the transportation services in the region and are able to use this information when assisting the people they serve with their mobility options.
- Lead efforts to implement strategies outlined in the Region 3 Coordinated Transportation Plan.
- Continue efforts to promote available services through social media campaigns and promotions.
- Continue to work with larger employers on efforts to subsidize employee travel or subsidize vanpool programs.
- Help in the planning and implementation of improved technologies that allow customers to access information on available services or that help them understand better when a bus is going to arrive.
- Facilitate opportunities to coordinate trainings between transportation providers in the region.
- Assist with efforts to improve and expand regional connectivity such as regional fare collection systems.
- Lead interim updates of the regionally coordinated transportation plan.
- Develop and implement a sponsorship program (discussed later in the Sustainability and Financial Strategies section).
- Ensure funding for Region Mobility Management program to assist in implementing Coordinated Plan.

Through the National Cooperative Research Program (NCHRP) the KFH Group produced “Successful Mobility Management Practices for Improving Transportation Services in Small Urban and Rural Areas,” a guidebook that identified best practices and analyzed successfully implemented rural and small urban mobility management programs. The guide is designed to serve as a “one-stop” central point of information for improving or implementing mobility management and coordination strategies, providing resources developed through the research as well as those available through the National Center for Mobility Management and other federal initiatives. Key sections of the guide include:

**Expanding Access to Our Communities:
A Guide to Successful Mobility
Management Practices in Small Urban
and Rural Areas**



January 2018

The four key attributes and characteristics of successful mobility management: Community Outreach and Engagement, Needs Assessment and Program Design, Program Evaluation and Assessment, and Funding

A checklist for implementing successful mobility management approaches and strategies.

Program profiles that highlight mobility management practices from across the country that can serve as potential models for other efforts.

The guidebook is available for download from the TRB website through this [link](#).

Administer trainings for human service agency staff, medical facility personnel, and others in the availability of transportation services.

Through the needs assessment it was noted that often staff at different human service agencies and medical facilities were unaware of the transportation services available to their clients. In addition to expanding transportation options in the region, it is vital that customers, caseworkers, agency staff and medical facility personnel that work with people with disabilities, older adults, and others are familiar with available transportation services.

While possibly a component of the broader marketing efforts discussed in the preceding strategy, this strategy is segmented to highlight the support for the implementation and administration of transportation training for these employees. These educational opportunities are particularly important for scheduling medical and other appointments with available transportation options, as transportation providers in the region have limitations on service hours and days.

These trainings could be especially helpful as marketing, outreach, and education tools with healthcare and social service providers. People who consistently rely on social programs and/or need regular medical care are likely to rely on public or human service transportation. If providers of these services are not well educated on the variety of transportation options in the region, it can be difficult to see their clients. Hosting trainings or information sessions for these individuals, as well as the general public, can increase the community's awareness of these services.

Work with community leaders to identify additional funding sources that support increasing expenses and enable transportation providers to maintain and expand mobility options in the region.

Often the barrier to implementation or expansion of transportation services is a lack of funding to support these improvements. Regional stakeholders noted that there is a need to identify new funding to support service expansions, and while some funding programs can be restrictive that there is also an opportunity to be creative and to consider different and new solutions. In addition, while some millages are in place that support transit services this local funding stream can also cause challenges when considering regional services that cross jurisdictional boundaries. As discussed in the needs assessment, overall regional stakeholders expressed that any service expansion or improvement will most likely come down to funding.

The federal Coordinating Council on Access and Mobility (CCAM) reports that CCAM agencies administer 130 programs that may fund transportation for older adults, people with disabilities, and/or people with lower incomes. While there are renewed coordination efforts at the federal level on these programs, much of the work to coordinate funds and to fully utilize resources through these programs occurs at the local and regional levels. Therefore, this strategy encourages cooperation and coordination support between key community leaders and stakeholders to discuss how current funding can be used most effectively to meet mobility needs and to identify possible new sources that would support additional transportation services.

In positive news related to additional funding to support transportation services in the region and across the state, during the development of this current coordinated transportation plan the Michigan Legislature approved and sent to Governor Whitmer the 2024 State budget that includes increased operations funding for transits across the state. More details as they become available on this funding increase will be included in this section of the draft final plan for the region.

Develop additional partnerships to identify new funding opportunities.

This potential strategy would involve identifying partnership opportunities to leverage additional funding to support public transit and other mobility options in the region, and can involve several approaches:

- The federal Coordinating Council on Access and Mobility (CCAM) reports that CCAM agencies administer 130 programs that may fund transportation for older adults, people with disabilities, and/or people with lower incomes. While there are renewed coordination efforts at the federal level on these programs, much of the work to coordinate funds and to fully utilize resources through these programs occurs at the local and regional levels. Therefore, this strategy encourages cooperation and coordination support between key community leaders and stakeholders to discuss how current funding can be used most effectively to meet mobility needs and to identify possible new sources that would support additional transportation services.
- Sponsorship programs provide the opportunity to access non-traditional sources of funding. The transit industry has a long history of providing advertising on and in buses for additional revenue. Many systems have engaged in advertising over the years, but a sponsorship program is more than simply advertising. Instead of the usual selling of just one form of advertising, transit systems in the region can explore the selling of sponsorship packages. Hospitals, supermarkets, and retailers who want the business of the region's riders may be willing to pay for part of the cost of transporting those riders to their sites. This approach is applicable to both medical and retail establishments already served, as well as to new businesses. While this plan helps to document the need for these additional services, some may need to be further quantified. It might also be necessary to document unmet needs and gaps in service as part of educating potential funders and sponsors.

Identify opportunities to utilize emerging technologies to improve customer information and with requesting services, while maintaining convenient access for people who would prefer other methods

Stakeholders noted the need for technology advancements, though they also expressed that these advancements may be a significant cost barrier for agencies and organizations who lack the funding to acquire technology that may allow them to provide more efficient, effective, and coordinated services.

At the same time, it was mentioned that any technological advancements need to consider the user, and that requiring them to utilize technology may be a weakness. For instance, it was noted that some older adults may prefer a call center structure over the use of an app or software platform.

This strategy supports efforts to determine how emerging technologies can be more fully used to improve customer information and how customers access this information. Technologies that can help to coordinate services and trips between different transportation providers can also be a component of this strategy.

Identify opportunities to expand scheduled services where feasible that can be marketed to local communities.

Regional stakeholders noted the need to assess current services and consider different modes that may be more effective in meeting mobility needs in the region. While demand response services are essential

to provide mobility in rural areas, this strategy supports an assessment of these services operated within each county to determine if additional scheduled services are feasible. These schedules can be set up based on historical travel patterns and typical ridership patterns, and potentially implemented for different times and perhaps different days. The frequency of the service will be determined by existing and potential ridership, though the overall objective is to group trips that can reduce costs as opposed to constant one-on-one set of trips that is very expensive to operate.

One of the most important considerations related to this strategy is that these services must be heavily promoted, and a clear schedule developed so that they are fully marketed, and information posted throughout each community/county. Fixed schedule service has proven to be far more productive and less expensive than other services by generating more trips with existing resources, and with the promotion of the scheduled services those interested in traveling in the region can be more aware of their travel options, ridership can increase, and productivity of these services improved.

Consider greater use of vanpool and long distance rideshare services.

Regional stakeholders expressed the need for expanded employment transportation services, especially for workers needing to access jobs that require second and third shifts. Where feasible vanpool programs can be used and serve as a low-cost way to meet commuter demand.

Therefore, this proposed strategy calls for consideration of the implementation of vanpool services in the region. The MichiVan program, sponsored by MDOT and operated by Enterprise Rideshare, supplies fully insured passenger vans to commuter groups, and can be the starting point for these efforts.

Lower Priorities

Assess opportunities to implement on-demand microtransit services.

One of the major changes in planning transit services since the last coordinated transportation plan for the region is the introduction of microtransit services. A growing number of public transportation providers have begun operating this service that features an on-demand, e-hailing component. In Region 3 this includes the Battle Creek Transit' BCGO on demand transportation services.

Microtransit services use mobile technology to provide dynamic routing through which customers use a smartphone application (app) to schedule and/or pay for a ride within a specific geofenced zone. On-demand services can provide more flexibility to customers than traditional demand response services. Riders can individualize service by selecting both their pick-up and drop-off locations, while dynamic routing capabilities allow drivers to quickly adjust pick-up locations to provide more efficient service.

A variety of different needs and mobility challenges can be met through microtransit services. These included service industry workers who work second and third shift jobs and have mobility needs that are unable to be met during normal transit operational hours; and jobs outside of the current transit

service areas that are therefore challenging to access. Microtransit services are also appealing to college students. While once designed for larger urban areas, on-demand services are now expanding to small urban and rural communities. On-demand services can be designed to make local service easier, and instead of customers having to call the day before the trip they can access the service in as little as one hour or less.

There are also operational advantages to on-demand microtransit services, as they can be useful where fixed route service may be ineffective. These services may make better use of the existing vehicles and often require almost no interaction with the dispatcher, reducing the demands on that position.

There are a variety of new microtransit services across the country that can be used as possible models in the planning and design of on-demand options in the region. While each project is unique, the following step-by-step planning process provides a possible guide for implementation:

- **Microtransit Zones** – Locations are identified as prime candidates for services based on the assessment of existing transit services, demographic, and other key factors.
- **Service Plan** – Various operational considerations for potential services are developed, including service days and hours, pickup and drop off locations, and the type of vehicles to be used in the delivery of services.
- **Capital and Technology Considerations** – These areas are assessed based on preferred service delivery and other service components.
- **Funding and Budget Considerations** – Potential costs and revenue sources for the microtransit service are identified.
- **Outreach Considerations** – Various opportunities to obtain community input on potential microtransit services are developed.
- **Procurement and RFP Considerations** – Process for obtaining a vendor to provide microtransit software and/or operate services is developed.
- **Service Evaluation Considerations** – Methods for measuring and assessing the efficacy and efficiency of microtransit services after implementation are identified.

This strategy proposes the planning and implementation of additional on-demand microtransit services in the region. As appropriate more guidance in the planning and implementation of these services related to delivery, technology, and other key components can be provided in the draft plan for the region.

Identify opportunities to implement or build upon current volunteer driver programs.

A variety of transportation services are needed to meet the mobility needs in the region, especially for older adults. Many of the needs identified by regional stakeholders can be handled through more specialized services beyond those typically provided through general public transit services. In addition, the rural nature and geographic makeup of some parts of the region are not always conducive for shared-ride services.

The use of volunteer drivers would offer transportation options that are difficult to meet through public transit and human service agency transportation and provide a more personal and one-to-one transportation service for customers who may require additional assistance. Volunteer driver programs can also relieve both public transit systems and human service agencies with the burden of providing labor-intensive one-on-one trips, thus freeing up resources for routes and services that serve greater numbers of people.

There are numerous examples of volunteer driver programs throughout Michigan and the country that can be used as models. Examples and resources for implementing a volunteer driver program are available through the National Volunteer Transportation Center's website at <https://ctaa.org/national-volunteer-transportation-center/>. Another helpful resource is the National Trends Report through the National Aging and Disability Transportation Center (NADTC) that highlighted rural volunteer transportation programs. This report is available at – <https://www.nadtc.org/wp-content/uploads/7-Rural-Volunteer-Transportation-Programs.pdf>.

Chapter 8

Adoption Process

As discussed in Chapter 1, this coordinated mobility plan is designed to meet federal coordinated transportation planning requirements. The guidelines in these requirements state that the lead agency in consultation with planning participants should identify the process for approving and adopting the plan.

In Region 3 stakeholders who participated in development of this plan had the opportunity to:

- Review and comment on identified transportation needs in the region.
- Review and provide input on potential strategies, activities, and projects to be included in the regional plan.
- Prioritize strategies identified as the most appropriate for improving mobility in the region.

Through the next phase of the planning process these stakeholders will have the opportunity to review and provide input on the draft version of this plan. Their input will be incorporated into a final version.

Helpful Resources

This section provides links to a variety of resources, national technical assistance centers, and other organizations referenced throughout the plan; or that could be helpful with the implementation of the strategies identified in this plan and overall efforts to improve mobility in the region.

- Federal Transit Administration (FTA) Section 5310 Program
 - <https://www.transit.dot.gov/funding/grants/enhanced-mobility-seniors-individuals-disabilities-section-5310>
- Michigan Department of Transportation (MDOT) Office of Passenger Transportation (OPT)
 - <https://www.michigan.gov/mdot/travel/mobility/pub-transit>
- Coordinating Council on Access and Mobility (CCAM) Federal Fund Braiding Guide
 - <https://www.transit.dot.gov/regulations-and-programs/ccam/about/coordinating-council-access-and-mobility-ccam-federal-fund>
- National Aging and Disability Transportation Center (NADTC):
 - www.natdc.org
- American Public Transportation Association (APTA)
 - www.apta.com
- Community Transportation Association of America (CTAA):
 - www.ctaa.org
- National Center for Applied Transit Technology (N-CATT)
 - <https://n-catt.org>
- National Center for Mobility Management (NCMM)
 - <https://nationalcenterformobilitymanagement.org/by-topic/coordination>
- National Rural Transit Assistance Program (National RTAP)
 - <https://www.nationalrtap.org>
- Shared-Use Mobility Center (SUMC)
 - <https://sharedusemobilitycenter.org>
- Transit Workforce Development Technical Assistance Center (TWC)
 - <https://www.transitworkforce.org>

- National Cooperative Highway Research Program (NCHRP):
 - <http://www.trb.org/NCHRP/NCHRP.aspx>
- National Volunteer Transportation Center:
 - <https://ctaa.org/national-volunteer-transportation-center>
- Transit Cooperative Research Program (TCRP):
 - <http://www.apta.com/resources/tcrp/Pages/default.aspx>
- Transit Planning For All:
 - <https://transitplanning4all.org>
- The Kalamazoo Area Transportation Study (KATS):
 - <https://www.katsmpo.org/>
- Metro:
 - <https://www.kmetro.com/>

FY2027 Mobility Management

Capital Expenses			
Code	Item	Value	Comments
	Capital Expenses	\$87,500.00	

Total Expenses:		\$87,500.00
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If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3175 (08/2022)

FY 20 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.

Page 1 of 2

NAME OF APPLICANT (Legal organization name)

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.

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

Provide a summary including the purpose or reason for the review, the name of the agency or organization that performed the review, the findings and recommendations of the review, and a report on the status and/or disposition of such findings and recommendations.

Have any changes been made to your ADA Complaint Policy?

Yes No

Please provide an explanation of changes.

If your agency is operating inaccessible revenue vehicles, is equivalent service* being offered to riders?

* Equivalent service means that all riders, including wheelchair users, must be provided with the same level of service.

Yes No

Please provide an explanation why equivalent service is not offered to riders.

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3076 (11/2025)

FY 20 FTA MASTER AGREEMENT PROVISIONS

INSTRUCTIONS: Complete, sign and return it to the Michigan Department of Transportation.

I acknowledge that I have reviewed a copy of the [FTA Master Agreement Provisions](#). I understand that the nature of the project will determine which requirements of the FTA Master Agreement Provisions apply and I will comply with all applicable provisions for all FTA-funded contracts for the application year and future master agreement versions in amended grants through the completion of all funded projects.

NAME OF PERSON AUTHORIZED TO SIGN A CONTRACT OR PROJECT AUTHORIZATION	
BOARD OF CHAIR INFORMATION: NAME	
PHONE NUMBER	E-MAIL ADDRESS
LEGAL ORGANIZATION NAME *	
TITLE OF AUTHORIZED SIGNER	
SIGNATURE OF AUTHORIZED SIGNER **	DATE

* If the organization has a master agreement with MDOT, the organization name must match the name as it appears on the master agreement. Organizations with multiple master agreements must submit multiple contract clauses certifications.

** If the organization has a master agreement with MDOT, the signature must be the same as the authorized signer of the master agreement or an individual with legal authority to sign a project authorization for the organization. Your agency can change, add or remove an authorized signer at any time by completing a signature resolution.

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3079 (09/2022)

FY 20__ FTA CERTIFICATIONS AND ASSURANCES

INSTRUCTIONS: Complete, sign and return this form to Michigan Department of Transportation.

This form is required for all agencies applying for FTA funds, except for urban agencies that receive all of their FTA funds directly from FTA. For details, review the current [Certification and Assurances for FTA Assistance](#).

NAME OF APPLICANT (Legal Organization Name)

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

<u>Category</u>	<u>Description</u>
1.	Certifications and Assurances Required of Every Applicant
2.	Public Transportation Agency Safety Plans
3.	Tax Liability and Felony Convictions
4.	Lobbying
5.	Private Sector Protections
6.	Transit Asset Management Plan
7.	Rolling Stock Buy America Reviews and Bus Testing
8.	Formula Grants for Rural Areas
9.	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.	Emergency Relief Program

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 the 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 AND TITLE OF AUTHORIZED OFFICIAL	SIGNATURE OF AUTHORIZED OFFICIAL	DATE
---------------------------------------	----------------------------------	------

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3069 (03/21)

FY 20__ SECTION 5310/NEW FREEDOM GENERAL INFORMATION FORM

INSTRUCTIONS: Complete and return this form to the Michigan Department of Transportation.

NAME OF APPLICANT (legal organization name) _____

CHECK ONE:

Non-Urbanized Area

_____ NAME OF URBANIZED AREA

Transportation Improvement Program (TIP) has been developed for this area and this project is included in the annual element (for agencies within a Metropolitan Planning Organization) (Attach proof of TIP approval) Yes No (If "No", please explain below)

SERVICES PROVIDED BY APPLICANT (including how 5310 vehicles will be used, service area, days and hours of operation, and reservation requirements). _____

PROJECTED ANNUAL 5310 PASSENGERS: _____

TYPE OF SERVICE TO BE PROVIDED (% OF USE):

_____ Demand-responsive (dial-a-ride)

_____ Fixed-route

_____ Other (specify): _____

ESTIMATED PERCENTAGE OF RIDERSHIP (%):

_____ Elderly

_____ Disabled

_____ Other (specify): _____

VEHICLES ARE INTENDED TO:

Replace existing vehicles

Expand existing service

Start new service

CHECK 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.

OR

A public notice has been published (attached).

MICHIGAN DEPARTMENT OF TRANSPORTATION MOBILITY MANAGEMENT PROJECT APPLICATION 2027

Section 5310 program for enhanced mobility for Seniors, Individuals with Disabilities and Limited Income Individuals and Section 5311 Programs Mobility Management for Limited Income Individuals

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

* Required

1. Name of Applicant (legal organization name): *

Transportation Authority of Calhoun County

2. Applicant Address and Contact information: *

Mary Fortney, Mobility Manager, mfortney@ridecalhoun.org
Transportation Authority of Calhoun County, 339 W. Michigan Avenue, Battle
Creek, MI 49037



3. Indicate the program you are applying for to fund the Mobility Management project. (5310 program or 5311 program) *

4. Provide a detailed description of the mobility management project. Provide specific mobility management activities to be implemented. *

The Mobility Management project aims to enhance transportation coordination and continues to address service gaps across our region, particularly for seniors, individuals with disabilities, and low-income individuals. With the Transportation Authority of Calhoun County having expanded our service area to include Albion, Marshall, and Springfield; we are now providing transportation services to areas that were previously un(der)served or lacked access to comprehensive transportation options. As part of the project, the Mobility Manager will oversee the community outreach efforts, partnerships with stakeholders and human service agencies, and lead staff training. Staff training focuses on providing specialized knowledge for transporting seniors, people with disabilities, and low-income individuals, ensuring all staff are equipped to handle the unique needs of these groups. Additionally, the mobility manager will continue to assist riders with inquiries regarding trip navigation and planning. As the TACC's intelligent transportation technologies continues to develop, the mobility manager will provide vital services to underserved populations in becoming familiar with, and navigating the real-time scheduling software application. Growth is expected for TACC's travel training efforts in FY 2027, including working with small groups and individuals with disabilities who require greater assistance with learning how to navigate various transportation platforms and options. The Mobility Manager will continue to process all reduced fare applications ensuring that fares are equitable for vulnerable populations. The TACC's ADA application process is currently undergoing necessary updates to ensure that persons with disabilities who meet the criteria for ADA Paratransit, receive necessary transportation in a seamless and

5. Describe clearly how the project aligns with the needs of the target populations. Indicate who will benefit (older adults, individuals with disabilities, low-income individuals). Include demographic information. *

Per the United States Census Bureau, Calhoun County's demographics are as follows:

County		
Calhoun	Total Population	133,785
	Veterans	7,436
	Aged 65 and Older	19.2%
	Persons with Disabilities	10.4%
	Persons Below Poverty	14.5%

Source: U.S. Census Bureau:

<https://www.census.gov/quickfacts/fact/table/calhouncountymichigan,US/DIS010224>

The elderly population and the number of those living in poverty has increased in Calhoun County since last grant year. Therefore, additional affordable transportation options have become even more significant in meeting the needs of individuals and families for healthcare, food security, and employment. Those families living within ALICE poverty levels will have the ability to connect to stronger jobs and human service agencies. Elderly residents will have more opportunity to access healthcare and social opportunities, therefore reducing isolation. Persons with disabilities will be better able to connect to job training and healthcare programs. Additionally, a recommendation has been made to include veterans in the reduced fare policy, which will assist Calhoun County veterans in reaching much needed, vocational, physical and mental health resources at the Battle Creek Veterans Administration.

6. What unmet transportation needs does this project address in your service area? How will this project meet those needs of seniors, individuals with disabilities and low-income individuals? *

While the city of Battle Creek is home to many social services for Calhoun County, it is by no means within the county's center. This makes travel to specialized healthcare, mental health, supports and social services difficult for residents of Marshall and Albion. The Transportation Authority of Calhoun County is now able to help citizens in these other cities access vital supports in Battle Creek. Additionally, residents of these neighboring cities have gained access better employment opportunities in other parts of the county that were previously unreachable.

Even more typical community resources are scarce in Marshall and Albion. Grocery stores are in short supply and are significantly more expensive. The city of Albion, where many of the lowest income Calhoun County residents live, lacks a fully functioning laundromat. When provided the option to travel outside of their immediate area, residents are given an equitable opportunity to reach the community services and resources that best fit their income, needs, and lifestyle.

7. What are the measurable goals and objectives for this project? What metrics will be used to evaluate the success of the project and its impact on the target population(s)? *

In order to demonstrate continued growth in the mobility management program, the FY2027 metrics will remain the same as in FY2026.

1. Ridership Growth and Usage

- a. Metric: Increase in the number of riders, especially from target populations (seniors, people with disabilities, low-income individuals).
- b. Performance Measure: Track the number of trips taken per month and the demographic breakdown.

2. Improved Coordination between Transportation Providers

- a. Metric: Work with other transportation providers (public/private) to coordinate efforts or learn more about existing services.
- b. Performance Measure: Track the number of meetings held with other transportation providers. Track the number of individuals referred to another transportation provider (local or regional) due to customer need or area of travel.
- c. Performance Measure: Track the number of trainings (and/or employees) provided to other transportation providers (example: PASS training).

3. Community Outreach and Engagement

- a. Metric: Attend community events, public meetings, information sessions, and conferences.
- b. Performance Measure: Track the number of events/meetings attended, and the distribution of outreach materials (flyers, rider's guides, Reduced Fare Applications, ADA Applications, etc.)
- c. Metric: Advertising efforts to increase community awareness. Continue social media campaign.
- d. Performance Measure: Track the number of social media posts made to generate community awareness. Track the number of engagements or views on social media posts.

4. Trip Planning and Travel Training Participation

- a. Metric: Provide trip planning and travel training to individuals in Calhoun County.
- b. Performance Metric: Track the number of individuals who use trip planning/travel training services. Break down the report to detail the number of seniors, people with disabilities, or low-income individuals that received these services.

5. Technology Integration and Usage

- a. Metric: Research and implement intelligent transportation technologies (real-time tracking, mobile apps, online payments, etc.) across all modes of service.
- b. Performance Measure: Number of meetings/webinars attended during initial research of available programs?
Number of meeting/webinars attended during development phase?

8. Describe how your mobility management project will coordinate with existing transportation service providers, agencies, or stakeholders within the community and surrounding areas. Include specific partnerships, strategies for integration, and any role your agency will take on serving as transportation coordinator for seniors, individuals with disabilities and low-income individuals. *

Throughout the course of this project, we continue to create strategic partnerships with a variety of agencies, organizations, and stakeholders. This collaboration ensures that residents across Battle Creek, Albion, Marshall, and Springfield will have access to a more seamless and comprehensive transit network. In addition to this, we will partner with specialized service agencies such as Community Action, Community Inclusive Recreation, and Marian E. Burch ADC, all which provide vital services to seniors, individuals with disabilities, and low-income individuals, to align our service standards. We will work closely with these agencies to train staff, ensuring that all transportation providers deliver consistent, high-quality care and support to our riders. We recognize that TACC services may not always be the right fit for everyone, therefore we maintain strong relationships with private transportation companies to best direct those individuals in need of non-emergency, medical transit or transportation outside of Calhoun County. We will continue partnerships with local service clubs (e.g.: Rotary, Lions, and Ambucs),

9. Explain how your project supports the implementation of a locally developed coordinated public transit-human services transportation plan, including referencing specific strategies or action items from that plan. Indicate the page number(s) in your region's Coordinated Plan, which includes the need, project, strategy, or solution addressed by the project. *

The above information can be found within The Coordinated Public Transit-Human Services Transportation Plan - Planning Region 3, Chapter 7, Pages 7-10 and 7-11.

This section of The Plan cites the following specific strategies and action items of the mobility management project:

- Travel Training – including educational community events, small group travel training, and 1:1 training.
- Marketing & Public Relations through social media and special events.
- Advocacy on the use of public transportation.
- Regional leadership in initiating and managing coordination efforts.
- Customer surveys and input.

10. Identify the area and population the project will impact (Use the following source: <https://www.census.gov/quickfacts/>) **See application guidelines for sample.** *

County		
Calhoun	Total Population	133,785
	Veterans	7,436
	Aged 65 and Older	19.2%
	Persons with Disabilities	10.4%
	Persons Below Poverty	14.5%

11. Is your agency willing to be the coordinator of transportation services for seniors, people with disabilities and/or limited income individuals within your service area indicated above? If no, explain why? *

Yes, our agency is fully committed to being the coordinator of transportation services for seniors, people with disabilities, veterans, and individuals with limited income within our service area. As part of our Mobility Management project, we are dedicated to ensuring that all residents but especially these vulnerable



12. Provide a detailed timeline for the project, include key milestones, and deadlines. (See Guidelines for example key milestones.) *

For this application year, much of the Mobility Manager's time will be dedicated to the more in-depth development and launch of TACC's official travel training program, and to ensure that all vulnerable Calhoun County residents are aware that this service exists. Other projects will include a concerted effort to provide access to more non-English speaking residents, immigrants, and refugees, many of whom live below poverty levels. This will be accomplished through outreach and educational opportunities with agencies who serve these populations.

In quarters one and two of FY2027, the final edits of an updated ADA application process should be near completion. Outreach will continue to several human service agencies to include those that serve the immigrant and refugee populations, and providing materials in Spanish and Burmese. Research and training will continue to support the creation of a robust travel training program.

At the end of the first quarter, and into Q2, a small focus group of persons with disabilities will be identified and assembled to test travel training activities. The focus group will provide feedback on their travel needs and desires, as well as help design the proposed travel training program. It is hoped that with this input, a final travel training product could be rolled out by the end of FY 2027.

13. Describe how the project will be managed? Who will be responsible for overseeing the project? What qualifications do they have? *

The Mobility Management project will be supervised by Mary Fortney, TACC Mobility Manager. Mary has over 15 years' experience working closely with the disabled community and other underserved populations within Calhoun County. She comes to TACC with a strong understanding of fixed route, on-demand, and

14. Provide a detailed budget for the project. Include all anticipated costs. (See Appendix B). *

Item	Expense
Salaries	\$64,100
Fringe	\$18,900
Mileage/Travel	\$ 1,000
Meals	\$ 500
Lodging	\$ 1,500
Conferences/Training	\$ 1,500
Total:	\$87,500

15. If your agency received Section 5310 or Section 5311 Mobility Management funding in fiscal year 2024, are there unspent funds from those grants? If yes, describe in detail why these funds are unspent. *

Battle Creek Transit did receive Section 5310 Mobility Management funding in fiscal year 2024. The majority our funds were spent on Mobility Management activities; although, after final reconciliation of the grant we had \$357.04 in unspent funds. In quarter one of FY24, \$360 of registration fees for Passengers Assistance, Safety, and Sensitivity training was coded as an ineligible expense and

16. I have read and understand what an eligible project under the federal transit administration mobility management program is based on information provided in the guidelines. Review FY27 Mobility Management Guidelines prior to signing at <https://www.michigan.gov/-/media/Project/Websites/MDOT/Travel/Mobility/Public-Transportation/Applications/File/Section-5310-5311-Mobility-Management-Application-Guidelines.pdf> *

Yes



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If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3084 (07/2025)

FY20 STATE CERTIFICATIONS AND ASSURANCES

INSTRUCTION: Complete, sign, and return this form to the Michigan Department of Transportation.

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)

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

- A. 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 on Exhibit A of your Master Agreement with the Michigan Department of Transportation.
- C. The organization facility(ies) is/are located in a flood plain. No Yes
If yes, attach proof of insurance for your facility(ies).
- D. The organization has attached proof of facility insurance if facility funded with federal/state funding or contains equipment funded with federal/state funding. No Yes

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 AND TITLE OF AUTHORIZED OFFICIAL	
SIGNATURE OF AUTHORIZED OFFICIAL	DATE

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3084 (07/2025)

FY20 STATE CERTIFICATIONS AND ASSURANCES

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- B. This organization has proof of insurance on file that meets the insurance requirements on Exhibit A of your Master Agreement with the Michigan Department of Transportation.
- C. The organization facility(ies) is/are located in a flood plain. No Yes
If yes, attach proof of insurance for your facility(ies).
- D. The organization has attached proof of facility insurance if facility funded with federal/state funding or contains equipment funded with federal/state funding. No Yes

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 AND TITLE OF AUTHORIZED OFFICIAL	
SIGNATURE OF AUTHORIZED OFFICIAL	DATE

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3067 (11/17)

FY 20SS TITLE VI INFORMATION

Page 1 of 2

INSTRUCTIONS: Complete and return this form to the Michigan Department of Transportation.

NAME OF APPLICANT (legal organization name)

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. List 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**. The list should include: the date lawsuit or complaint was filed; a summary of the allegation, and the status of the lawsuit or complaint, including whether the parties to the lawsuit have entered into a consent decree.

If none, so state.

RESPONSE:

-
2. Summarize all Title VI compliance review activities conducted **with regard to your transportation program, including triennial compliance reviews conducted by FTA and/or MDOT**. The summary should include: the purpose or reason for the review; the name of the agency or organization that performed the review; the findings and recommendations of the review; and a report on the status and/or disposition of such finding and recommendations.

If none, so state.

RESPONSE:

3. When was your last Title VI Program approved by MDOT or FTA?

4. Has your Title VI Coordinator/EEO Officer changed during the reporting period or since your last Title VI Plan was approved?
NO YES If yes, please provide the name and contact information for the new coordinator/EEO Officer.

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. If yes, please complete the following items: NO YES

a. Provide a brief description of these projects/service changes.

b. What did you do to ensure that populations affected by the project and/or service change had meaningful access to and involvement in the development process?

c. What is the number or percentage of LEP or EJ populations affected by the project and/or service change?

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?

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3059 (07/2025)

FY20 VEHICLE ACCESSIBILITY PLAN UPDATE

Page 1 of 4

INSTRUCTION: Complete and return it to Michigan Department of Transportation.

NOTE: To be completed only by agencies providing demand-response (D-R) service with a vehicle(s) obtained with state or federal funds. Report total D-R vehicles used for all programs.

NAME OF APPLICANT (Legal organization name)					
1. TOTAL D-R FLEET ANTICIPATED FOR APPLICATION YEAR (Including locally funded vehicles)					
2. TOTAL ANTICIPATED D-R FLEET ACCESSIBLE OR LIFT-EQUIPPED (Including locally funded vehicles)					
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? YES NO (If "yes", explain changes and reasons for those changes below.)					
4. HAS THE AGENCY MADE ANY CHANGES IN THE FOLLOWING SINCE THE LAST ACCESSIBILITY PLAN UPDATE WAS SUBMITTED? (If "yes", please explain changes below.)					
A. FARE STRUCTURE		YES	NO	B. SERVICE AREA INFORMATION	
				YES NO	
C. SERVICE AVAILABILITY INFORMATION		YES	NO	D. SERVICE HOURS/DAYS OF OPERATION	
				YES NO	
E. LOCAL ADVISORY COUNCIL COMPOSITION			YES	NO	
5. HAS THE AGENCY MADE ANY OTHER CHANGES IN ITS VEHICLE ACCESSIBILITY PLAN SINCE THE LAST SUBMISSION OF AN ACCESSIBILITY PLAN OR ANNUAL UPDATE? YES NO (If "yes" please explain changes and reasons for changes below.)					

NOTE: The Local Advisory Council (LAC) established by the agency must review and be given opportunity to comment on this Accessibility Plan Update prior to submission with the annual application. Please attach minutes of the LAC, signed by the LAC chairperson or an authorized substitute, indicating LAC review of this form. Also attach a copy of the agency's response to the LA.

6. PLEASE INDICATE THE NUMBER OF TIMES PER YEAR THE AGENCY'S LAC MEETS:

ANNUALLY	QUARTERLY	MONTHLY	OTHER
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7. LAC MEMBER LIST (List below the members of your agency LAC. Mail a separate page of additional names if necessary.) The list should reflect the membership in the minutes; if not, explain any discrepancies.

NOTE: MDOT Administrative Rule 202 requires that the applicant agency shall establish an 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.

1. CHAIRPERSON'S NAME	AFFILIATION (Name of organization, if any)
-----------------------	--

THIS MEMBER REPRESENTS:		
Persons with Disabilities	Persons 65 years and older	Neither of these groups

THIS MEMBER IS:		
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups

2. NAME	AFFILIATION (Name of organization, if any)
---------	--

THIS MEMBER REPRESENTS:		
Persons with Disabilities	Persons 65 years and older	Neither of these groups

THIS MEMBER IS:		
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups

3. NAME	AFFILIATION (Name of organization, if any)
---------	--

THIS MEMBER REPRESENTS:		
Persons with Disabilities	Persons 65 years and older	Neither of these groups

THIS MEMBER IS:		
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups

4. NAME	AFFILIATION (Name of organization, if any)
---------	--

THIS MEMBER REPRESENTS:		
Persons with Disabilities	Persons 65 years and older	Neither of these groups

THIS MEMBER IS:		
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups

5. NAME	AFFILIATION (Name of organization, if any)
---------	--

THIS MEMBER REPRESENTS:		
Persons with Disabilities	Persons 65 years and older	Neither of these groups

THIS MEMBER IS:		
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups

6. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
7. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
8. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
9. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
10. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
11. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	
12. NAME	AFFILIATION (Name of organization, if any)		
THIS MEMBER REPRESENTS:			
Persons with Disabilities	Persons 65 years and older	Neither of these groups	
THIS MEMBER IS:			
Jointly appointed by an area agency on aging	A user of public transportation	Neither of these groups	

13. NAME	AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS: Persons with Disabilities Persons 65 years and older Neither of these groups		
THIS MEMBER IS: Jointly appointed by an area agency on aging A user of public transportation Neither of these groups		
14. NAME	AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS: Persons with Disabilities Persons 65 years and older Neither of these groups		
THIS MEMBER IS: Jointly appointed by an area agency on aging A user of public transportation Neither of these groups		
15. NAME	AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS: Persons with Disabilities Persons 65 years and older Neither of these groups		
THIS MEMBER IS: Jointly appointed by an area agency on aging A user of public transportation Neither of these groups		
16. NAME	AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS: Persons with Disabilities Persons 65 years and older Neither of these groups		
THIS MEMBER IS: Jointly appointed by an area agency on aging A user of public transportation Neither of these groups		
17. NAME	AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS: Persons with Disabilities Persons 65 years and older Neither of these groups		
THIS MEMBER IS: Jointly appointed by an area agency on aging A user of public transportation Neither of these groups		
18. NAME	AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS: Persons with Disabilities Persons 65 years and older Neither of these groups		
THIS MEMBER IS: Jointly appointed by an area agency on aging A user of public transportation Neither of these groups		
19. NAME	AFFILIATION (Name of organization, if any)	
THIS MEMBER REPRESENTS: Persons with Disabilities Persons 65 years and older Neither of these groups		
THIS MEMBER IS: Jointly appointed by an area agency on aging A user of public transportation Neither of these groups		

Transportation Authority of Calhoun County
LOCAL ADVISORY COUNCIL
MEETING MINUTES
January 5, 2026
Marshall City Hall, Training Room
323 W. Michigan Avenue, Marshall, MI 49068

3:01pm Call to order by Chuck Asher

Roll Call

- Present Members: Belinda Armstrong, Chuck Asher, Isadore Caserez, Paul Ecklund, Paulette Porter, Dr. Katey Price, Ruth Valdes
- Present Staff Members: Mallory Avis, Mary Fortney, Kristy Grestini, Matt McKee, Shannon Wedl
- Absent Members: None

Approval of Agenda

- It was motioned by Ruth Valdes and supported by Dr. Katey Price to approve the agenda. Motion Carried.

Approval of September 24, 2024 Meeting Minutes

- It was motioned by Paulette Porter and supported by Dr. Katey Price to approve the agenda. Motion Carried.

Communications to the Council

- Mallory Avis, TACC Executive Director, welcomed LAC members and thanked them for their participation. She reviewed the role of the Local Advisory Council (LAC) and its advisory responsibilities related to the annual application for public transportation funding. She noted that this responsibility is new for the LAC as of October 1, following TACC's eligibility to receive funding previously allocated to Battle Creek Transit and Marshall Dial-A-Ride.
- Mallory explained that TACC is currently preparing its FY27 public transportation funding application, which begins October 1, 2026, with the state application due February 16, 2026.
- Mallory also highlighted that LAC brings together other transit providers in the area, to review transportation plans and to advise and make recommendations on accessibility matters as it relates to seniors and people with disabilities.

Reports from Officers

- None

General Public Comment

- None

New Business

Review/Action on FY2027 agency vehicle accessibility plans

- Community Action – replacing non-lift vans with lift equipped vehicles, three vehicles have met useful life by years, and one vehicle has met useful life by miles. Once replaced all vehicles will be accessible.
 - 10 Demand Response Vehicles – 100% Accessible
 - It was motioned by Dr. Katey Price and supported by Ruth Valdes to approve Community Action’s Vehicle Accessibility Plan. Motion Passed.
- Community Inclusive Recreation – No proposed changes to vehicle inventories.
 - 6 Demand Response Vehicles – 100% Accessible
 - It was motioned by Ruth Valdes and supported by Dr. Katey Price to approve CIR’s Vehicle Accessibility Plan. Motion Passed.
- Marian E Burch – September disposed of two CDL sized vehicles that had met their useful life. They will be requesting funding with MDOT to replace these two vehicles.
 - 8 Demand Response Vehicles – 100% Accessible
 - It was motioned by Paulette Porter and supported by Dr. Katey Price to approve Marian E. Burch’s Vehicle Accessibility Plan. Motion Passed.
- Transportation Authority of Calhoun County – All vehicles are accessible. TACC has changed from the traditional cutaway style vehicles to low-floor cutaway vans or minivans. The majority of the fleet has ramps rather than lifts.
 - 28 Demand Response Vehicles – 100% Accessible
 - It was motioned by Ruth Valdes and supported by Paulette Porter to approve TACC’s Vehicle Accessibility Plan. Motion Passed.

Agency Updates

- Communication/Action – Seniors (over 60) and individuals with disabilities can travel within Calhoun County for FREE. CAA has a new out of county program for seniors that they can take them out of county for medical appointments.
- Community Inclusive Recreation – provide transportation primarily to individuals with disabilities and program participants. Rhonda provided the following update via email, *“CIR is doing well - we just began our new semester and have 311 people signed up for weekly programming and rides to supported employment and pre-vocational programs (72 rides per week of the 311). We also have individuals signed up for other community events (108 in Q1 of 2026, 138 in Q 2) and monthly programming (119). We have one bus incapacitated due to engine issues but are still able to meet all of the obligations.”*

- Marian E. Burch – CIR provides transportation for program participants. In 2025 they provided about 6,500 one-way rides and put an estimated 60,000 miles on their vehicles. Services continue to grow since they reopened three years ago.
- Transportation Authority of Calhoun County – RC MAX (fixed route), RC MOVE (paratransit), and RC FLEX (on-demand) are all 100% accessible. TACC has increased the size of their fleet as Battle Creek Transit and Marshall Dial-A-Ride merge together. Six additional vehicles will be purchased this year with grant funds. In the process of establishing a uniform and equitable fare structure for the RC FLEX service as multiple providers/services merge together to operate under one platform. Fare structure will have to meet new guidelines/requirements set by MDOT. Public Hearing to discuss the new fare structure will be held on January 27, 2026 at 9:00am at Marshall City Hall.

2026 Meeting Schedule

- It was proposed that the LAC meet three times a year (January, May, and September).
 - Suggested to schedule the three meetings and add additional meetings if they are needed.
 - Doodle Poll will be sent to members for availability
 - Paulette Porter will be retiring from Carewell Services and someone will need to be appointed from Area Agency on Aging before the next January meeting.

Announcements

- Next Meeting: May 2026 (pending day, time, and location)

3:46pm Meeting Adjourned by Chuck Asher

Respectfully Submitted,

Kristy Grestini



Chuck Asher, Chair