

## S T A T E O F M I C H I G A N

## BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**TRANSPORTATION—APPROVE FY2024 MDOT OPERATING AND CAPITAL ASSISTANCE APPLICATIONS**

**BE IT RESOLVED** that the Allegan County Board of Commissioners hereby approves the request from Allegan County Transportation Services to approve the attached FY2023 Michigan Department of Transportation (MDOT) applications for operating and capital assistance

- Regular Services - State Operating of \$774,614 and Federal Operating - Section 5311 of \$398,539
- Job Access Reverse Commute of \$102,300
- Capital Section New Freedom-Mobility Management for \$62,500
- Capital Section Transit vehicles/equipment for \$500,050 and

**BE IT FURTHER RESOLVED** that the County Administrator is authorized to purchase transit vehicles as requested in the application; and

**BE IT FINALLY RESOLVED** that the Board Chairperson and/or the County Administrator are authorized to sign the necessary documents and MDOT project authorizations, and the Executive Director of Finance is authorized to make necessary budget adjustments on behalf of the County.

# Allegan County Grants

## Section I - General Information

Name of Grant	Grant Period / Term
<b>MDOT FY 2024 annual grant application</b>	10/01/23 to 09/30/24
Source of Grant Funding - Agency Name	Federal, State, Local
MDOT	Federal & State
Submitted by and/or Program Manager	Service Area Requesting
Whitney Ehresman, Transportation Director	Transportation
Brief summary of Grant program	Requesting continued funding for Regular Service, Job Access, Mobility Management and Capital.

## Section II - Application

Request Type	Grant Renewal	Work Order No.	221819
Specific Action Requested	BOC Approval	Request Date	1/26/2023
Request Submission Deadline (Date)	2/10/2023	Approval Date	
Grant request approved by BOC with Budget			
Signatures Needed	County Administrator		
<b>Funding Sources</b>	<b>Estimated amounts approved with Grant Renewal list</b>	<b>Application Amount</b>	
Grant Funding		\$	1,838,003.00
Required Local Match	\$ -	\$	2,500.00
County Funding	\$ -	\$	807,125.00
<b>TOTAL</b>	<b>\$ -</b>	<b>\$</b>	<b>2,647,628.00</b>

### Notes or Additional Information

Application amount includes \$562,500 for capital items (\$62,500 for New Freedom Mobility; with \$2,500 required match, total NF budget 65,000). There is an additional \$5,500 in RTAP funding being requested(separate from Section 5311 funding) - this will reimburse eligible training and educational endeavors 100%.

### Metrics and Measurements at Application - Identify Goals and Purpose

Number of Trips Provided - Regular	Deliver Affordable and Accessible services
Number of Trips Provided - Job Access	Deliver Affordable and Accessible services
Number of Trips Provided - Mobility Mangement	Deliver Affordable and Accessible services

## Section III - Acceptance

Specific Action Requested		Work Order No.	
Request Submission Deadline Date		Request Date	
Signatures Needed		Approval Date	
<b>Funding Sources</b>	<b>Actual Award</b>		

Grant Funding	\$	-	
Required Local Match	\$	-	
County Funding	\$	-	
<b>TOTAL</b>	\$	-	

**Notes or Additional Information**

**Section IV - Closeout**

<b>Funding Sources</b>	<b>Actual Expenditures</b>	<b>Actual Funding/Revenues</b>
Grant Funding	\$ -	\$ -
Required Local Match	\$ -	\$ -
County Funding	\$ -	\$ -
<b>TOTAL</b>	\$ -	\$ -

**Notes or Additional Information**

**Metrics and Measurements at Completion - Evaluate Performance and Success**

< insert Metric or Measurement #1 >	< insert Performance Data for Metric or Measurement #1 >
< insert Metric or Measurement #2 >	< insert Performance Data for Metric or Measurement #2 >
< insert Metric or Measurement #3 >	< insert Performance Data for Metric or Measurement #3 >
< insert Metric or Measurement #4 >	< insert Performance Data for Metric or Measurement #4 >

**Notes or Additional Information**

**Amendment(s)**

Specific Action Requested		Work Order No.	
Request Submission Deadline Date		Request Date	
Signatures Needed		Approval Date	
<b>Funding Sources</b>	<b>Proposed Funding</b>		
Grant Funding	\$ -		
Required Local Match	\$ -		
County Funding	\$ -		
<b>TOTAL</b>	\$ -		

**Notes or Additional Information**

I acknowledge that I have reviewed a copy of the Contract Clauses. I understand that the nature of the project will determine which requirements of the contract clauses apply and I will comply with all applicable clauses for all FTA-funded contracts for the application year.

**Name Of The Person Authorized To Sign A Contract Or Project Authorization**

Robert J. Sarro

**Legal Organization Name**

Allegan County Board of Commissioners

**Title Of Authorized Signer**

County Administrator

**Signature Of Authorized Signer \*\* (See Below)**

.....

**Date**

01/26/2023

**Governing Board Chair Information \*\*\*:**

**Name\***

Commissioner James Storey

**Phone\* (###)###-####**

616-848-9767

**Email\***

jstorey@allegancounty.org

\* 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 contracts 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.

\*\*\* Chair of the governing board having supervisory powers over your agency.

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

Allegan County Board of Commissioners

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

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

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

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

Allegan County Board of Commissioners

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

Does a union represent the applicant's employees?  Yes  No

Does agency use a third party transportation provider?  Yes  No

**Indicate third party transportation provider and their union representation provider or none. (Agency hired by the applicant to perform public transportation services)**

Third Party :  Union Names:  None

Are there other surface transportation providers in your area?  Yes  No

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

**Indicate public transit-providers and their union representation or none.**

Provider :  Union Names:  None

Provider :  Union Names:  None

Provider :  Union Names:  None

Provider :  Union Names:  None

Provider :  Union Names:  None

## FY 2024 ADA COMPLAINT INFORMATION

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

### Name Of Applicant (legal organization name)

Allegan County Board of Commissioners

**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

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

Yes  No

**Have any changes been made to your ADA Complaint Policy?**

Yes  No

Please provide an explanation of changes.

The ADA Complaint policy was revised in September 2022 to include an expanded section on information on reasonable modifications, and the process public entities provide when there are requests made for reasonable modifications. The revised policy was adopted by the Board of Commissioners on September 22, 2022.

**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

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)**

Allegan County Board of Commissioners

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

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

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



Name Of Applicant (legal organization name)

Allegan County Board of Commissioners

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

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

Yes  No

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

Yes  No

Please summarize 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.

The last title VI program was approved by MDOT/FTA on 12/15/2021.

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

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

Yes  No

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

Yes  No

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

Allegan County Transportation expanded service on January 1, 2022, now offering curb to curb service throughout the county of Allegan, including off of major roadways. In addition, the Hours of Operation were expanded to 7 p.m. on weekdays and 3 p.m. on Saturdays. There were no reductions to service, and Allegan County Transportation maintains its open-door policy - anyone is welcome to ride, regardless of race, color, national origin, gender, age, or disability.

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?

Service expansion and discussion went through the public input process at the Board of Commissioner meetings. In addition, Transportation was a key focus area included in the American Community Survey (ACS), which is part of the Census Bureau. The ACS is available across all major language groups and the results of the survey showed a continued need for the growth of a strong community transportation network.

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

According to 2022 population estimates (based off of the 2020 census), 94.7 percent of residents in Allegan County identify as white, 1.6 percent identify as Black or African American, .7 percent American Indian and Alaska Native alone, .9 percent Asian, 7.9 percent Hispanic or Latino, and 2.1 percent identify with two or more races. Of the total estimated population (120,950), 9.4 percent reportedly live below the poverty threshold. The land area of Allegan County is 825.23 sq miles. Enabling county-wide service will ensure every resident in the county has an equal chance at getting a ride.

**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?**

Allegan County Transportation has information and requirements for Title VI compliance posted in visible site within the facility for all staff to see and review. In addition, every revenue vehicle has a notice (sticker) attached indicating Title VI requirements. Promotional Material was updated between July-Dec 2022 to include specific language on Title VI Compliance. Each year, ACT bus drivers are required to complete a Sensitivity training to help understand diverse community needs.

## FY 2024 COORDINATION PLAN FOR LOCAL BUS OPERATING ASSISTANCE

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

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

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

Allegan County Board of Commissioners

### TRANSIT PROVIDER/PURCHASER AND COORDINATION EFFORTS

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

Coordination efforts are conducted through regular Transportation meetings with area-agencies to discuss the needs of individuals within the service area. These agencies include:

West Michigan Works (for employment-related transport)

OnPoint (formally Community Mental Health)

Department of Health & Human Services

Allegan County Senior & Veteran Services

Evergreen Commons & Ely Manor (coordination of services for transit-dependent clients)

Community Action of Allegan County

In addition, the Transportation Director regularly attends the Multi-Agency Collaborative Council meetings, which consists of human services agencies. In addition to the annual Local Advisory Council Meeting, the Specialized Services meetings are still held in order to continue conversations surrounding community transportation needs. The Mobility Management Assistant regularly attends these meetings as well, and has regular communication with the agencies referenced above to ensure client transportation needs are being met.

Coordination efforts are made with providers in the area: Interurban Transit Authority, and Macatawa Area Express. Meetings are held each quarter with agency representatives in order to network and offer support for one another. The Transportation Director is also involved with the Michigan Public Transit Association and attends regular trainings and meetings in order to network with other agencies throughout the state. Building these connections and partnerships will be beneficial as ACT looks at partnership opportunities in the arenas of technology, marketing and driver recruitment campaign strategies, and driver training.

The Mobility Management assistant helps with coordination efforts for seniors & persons with disabilities, in addition to the program Transportation Coordinator, who is focused on outreach efforts and education with individuals and agencies.

## FUTURE TRANSIT OBJECTIVES

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

The Transportation Coordinator will continue to meet with area-employers and human services organizations in order to gather data on transportation needs in order to bridge the gap to ensure more people are able to access public transit. In addition, ACT will still have a full-time Mobility Management assistant, committed to coordinating trips with human services agencies for seniors and persons with disabilities. Allegan County Transportation will also continue to participate in community events throughout the service area in order to have a larger presence in the county. In addition, ACT will be implementing a new scheduling and dispatch platform in 2023, which will improve operational efficiencies, and allow opportunities for trip brokering (coordination with area-agencies).

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

Allegan County Board of Commissioners

**Project Name**

Job Access Reverse Commute

**Category Of Project (e.g., Job Access operating and/or Reverse Commute operating; Job Access capital and/or Reverse Commute capital such as bus, equipment, marketing, planning, and/or mobility management). You must also submit capital and/or operating request in PTMS.**

This is an operating request for Job Access Reverse Commute (JARC).

Expansion     Continuation

**Amount Of FEDERAL Funds Requested For The Project    Amount Of STATE Funds Requested For The Project    Total Funding: \$**

51,150	51,150	102,300
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**Project Description**

The JARC project provides expanded access to employment opportunities for residents in Allegan County. With the expansion of service hours residents are able to get to any job site within Allegan County, with increased hours to meet the needs of different shifts. Funding will be used to support current operations and efforts to expand the number of completed trips.

**Are There Multiple Providers For This Project/Service?**

No     Yes    if yes, please describe how the project/service provides for the coordination among the various providers

**Project Implementation Plan And Timeline**

Continued funding will enable continuation of long-standing program for fiscal year beginning Oct 1 2023-September 30, 2024..Allegan County Transportation established its Job Access Reverse Commute Program in 2000; the agency was one of the first ten projects implemented by MDOT in the state of Michigan.

**Additional Information**

Allegan County Transportation established its Job Access Reverse Commute Program in 2000; the agency was one of the first ten projects implemented by MDOT in the state of Michigan.

FY 2024 SECTION 5310/NEW FREEDOM  
GENERAL INFORMATION FORM

Name Of Applicant (legal organization name)

Allegan County Board of Commissioners

Check One :

Urbanized Area       Non Urbanized Area

Name of urbanized area

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

Yes       No

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

Services provided include scheduling requested trips with a volunteer driver or, if necessary, the client is referred the bus scheduling team. Service is typically provided Monday through Saturday, 8 a.m. to 5 p.m. No MDOT vehicles are used to provide service; only vehicles provided by the volunteers and/or county-owned vehicles.

Projected Annual 5310 Ridership

2,200

Estimated Percentage of Ridership(%)

Elderly  %      Disabled  %      Other  %

Specify Other

Vehicles are intended to:

Replace Existing Vehicles       Expand Existing Service       Start New Service

Select One:

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

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

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

Allegan County Board of Commissioners

**Project Name**

Allegan County Mobility Management

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

New Freedom Capital (mobility management)

Expansion       Continuation

**Amount of FEDERAL funds requested for the project**

50,000

**Amount of STATE funds requested for the project**

12,500

**Local Match (If other than capital)**

2,500

**Total funding \$**

65,000

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

The local match requirement of \$2,500 will be provided using local Allegan County Funding sources (General Fund and Commission on Aging).

**General area served:**

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

**Is this project in a tip:**

- Yes  
 No

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

2,200

**Project description**

Allegan County is committed to promoting the independence of seniors and individuals with disabilities by offering rides to medical and nutritional appointments, legal appointments, shopping and errands. Mobility Management activities at ACT are geared towards developing individualized transportation strategies in order to provide accessible transportation options (including bus trips and rides provided by volunteer drivers) for members of the community.



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

Allegan County FY 2024 Coordination Plan for Local Bus Operating Assistance

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

The section on Future Transit Objectives references the importance of this role.

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

The Mobility Management assistant is a key individual that ensures ACT is maintaining regular communication with Human Services agencies, particularly those that work with seniors and persons with disabilities, to ensure members of the community have access to reliable and barrier-free transportation. Access to public transit supports the independence of older adults and individuals with disabilities.

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

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

**Project implementation plan and timeline**

Continuation of funding will support Mobility Management activities (including position funding) from Oct 1 2023 through September 30, 2024.

## FY 2024 CERTIFICATION OF LOCAL MATCH

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

Allegan County Board of Commissioners

certifies that local funds in the amount of \$

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

The Commission on Aging has made up to \$25,000 available to support NF activities and Mobility Management for Seniors using this service. There is also fund balance, available for use as needed to supplement state and federal funding for this NF transportation program.

**Allegan County Transportation  
750 Airway Drive  
Allegan, Michigan 49010**

January 28, 2023

Fred Featherly  
Office of Passenger Transportation  
Michigan Department of Transportation  
P.O. Box 30050  
Lansing, MI 48909

Dear Fred,

Attached to this email please find Allegan County Transportation's updated Accessibility Plan, as reviewed by the agency's Local Advisory Council on January 13, 2023 (see enclosed minutes of LAC meeting), and by the agency's governing body on January 26, 2023.

Please contact me at your convenience if you have any questions.

Sincerely,

Whitney D. Ehresman  
Allegan County Transportation

/Enclosures

**Accessibility Plan  
Allegan County Transportation  
750 Airway Drive  
Allegan, Michigan 49010**

**1. Purpose**

This accessibility plan is submitted in compliance with Section 10e(18) of the Michigan Transportation Fund Act (MCL 247.660e) (hereinafter “the Act”) and the official administrative rules for administration of Michigan’s Comprehensive Transportation Fund. The purpose of this accessibility plan is to describe the reservation-based and demand-response service provided by Allegan County Transportation to senior persons and individuals with disabilities. This accessibility plan demonstrates it is the policy of Allegan County Transportation to comply with the following requirements of Section 10e(18):

- A. That reservation-based and demand-response service is provided to persons 65 years of age or older and individuals with disabilities residing in Allegan County Transportation’s entire service area.
- B. That as a minimum, transportation service is provided to persons 60 years of age or older and individuals with disabilities during the same hours as service is provided to all other persons in Allegan County Transportation’s service area.
- C. That the average time required for transportation service to persons 60 years and older and individuals with disabilities, from the initiation of a service request to arrival at the destination, is equal to the average time period required for transportation service provided to all other persons in Allegan County Transportation’s service area.
- D. That Allegan County Transportation has established a Local Advisory Council with not less than 50 percent of its membership representing persons 65 years of age or older and individuals with disabilities in Allegan County Transportation’s service area. At least one member (or 12 percent of membership has been appointed jointly with the area agency on aging. The Local Advisory Council has had an opportunity to review and comment on this plan before its submission to the Michigan Department of Transportation. (See attached Allegan County Transportation Local Advisory Council minutes)

All rules cited below refer to the official administrative rules for the administration of the Comprehensive Transportation Fund. These rules are found in the Michigan Administrative Code, beginning at Rule 241.4101, et seq.

## **2. Definition of Senior and Individual with a Disability - Rule 201 (2) (c)**

As used in this Accessibility Plan

(a) “individual with a disability” means an individual who has a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such impairment, or being regarded as having such an impairment. See Michigan Administrative Code Rule 247.4101(1)(m).

(b) “Senior” means an individual 60 years of age or older.

## **3. Number of Senior and Individuals with Disabilities in Service Area - Rule 201 (2) (c)**

Based on 2020 US Census Data, Allegan County Transportation estimates that a total of 332,000 persons fitting the above definitions reside in the agency’s defined service area. This accounts for roughly 17 percent of the population within the service area.

## **4. Description of Plan Development Process and Local Advisory Council Involvement - Rule 201(2) (e)**

Allegan County Transportation developed this plan using the following process:

- a. Agency staff drafted a plan, incorporating all information required by R 247.4201 and R247.4202 of the Michigan Administrative Code
- b. The draft plan content was reviewed at a meeting of the Allegan County Transportation Local Advisory Council, held on January 13, 2022, wherein the Local Advisory Council was given an opportunity to review and comment on the content of the plan. In accordance with Sec. 10e(18)(d) of the Act, all comments on the plan received at this meeting by Local Advisory Council members are contained in a separate section of this plan, below.
- c. A final draft plan was submitted to and approved by Allegan County Transportation’s governing body.

## **5. Local Advisory Council Composition - Rule 202**

Allegan County Transportation’s Local Advisory Council is currently comprised of eight members, which meets or exceeds the required minimum of three members. In accordance with Rule 202, no member of the Local Advisory Council is an employee, executive committee member, or governing board member of Allegan County Transportation. Allegan County Transportation ensures that at least 50 percent of its Local Advisory Council membership represents persons who are 65 years of age or older and persons who have disabilities within the agency’s defined service area. Allegan County Transportation further ensures that at least one member of its Local Advisory

Council is approved jointly with the area agency on aging. Allegan County Transportation further ensures that its Local Advisory Council membership will include people who have diverse disabilities and seniors who are users of public transportation. Allegan County Transportation's Local Advisory Council is, at the time of adoption and submission of this plan, composed of the following members:

LAC Chairperson

**NAME:** Sherry Owens

**AFFILIATION** Allegan County Senior & Veteran Services

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

2. **NAME:** Norma MacDonald

**AFFILIATION**

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

3. **NAME:** Holly Harvey

**AFFILIATION:** Disability Network/Lakeshore

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

4. **NAME:** Kendrick Heinlein

**AFFILIATION**

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

5. **NAME:** Linda Escott

**AFFILIATION**

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

6. **NAME:** Roger Bird

**AFFILIATION:** The Arc of Allegan County

**AFFILIATION**

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

7. **NAME:** Mark Witte

**AFFILIATION:** OnPoint (formally Community Mental Health)

**AFFILIATION**

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

8. **NAME:** Andrew Iciek

**AFFILIATION:** None

**AFFILIATION**

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

**6. Present Vehicle Inventory – Rule 201 (2) (a)**

Allegan County Transportation's demand response vehicle inventory presently in service is as follows:

a. Number of demand response vehicles presently in service purchased using Comprehensive Transportation Fund monies = 23

b. Number of accessible demand response vehicles presently in service purchased using Comprehensive Transportation Fund monies = 23

**7. Anticipated Vehicle Inventory – Rule 201 (2) (b)**

Allegan County Transportation's anticipated demand response vehicle inventory is as follows:



a. Number of demand response vehicles in agency’s anticipated fleet which will be purchased using Comprehensive Transportation Fund monies = 28

b. Number of accessible demand response vehicles in agency’s anticipated fleet which will be purchased using Comprehensive Transportation Fund monies = 28

**8. Narrative Summary of Vehicles Requested – Rule 201 (2) (I)**

As indicated above, the agency currently operates or plans to operate a total of 23 demand response vehicles. Of these vehicles, the total number that will be fully accessible to seniors and individuals with disabilities is 28 vehicles. All vehicles in the fleet are ADA accessible, further supporting the program’s mission to enhance and promote the transportation needs of the county by providing safe, reliable, and barrier-free travel.

**9. Fare Structure - Rule 201 (2) (d)**

Allegan County Transportation’s fare structure that is in use for seniors, individuals with disabilities, and the general public for demand response service is as follows:

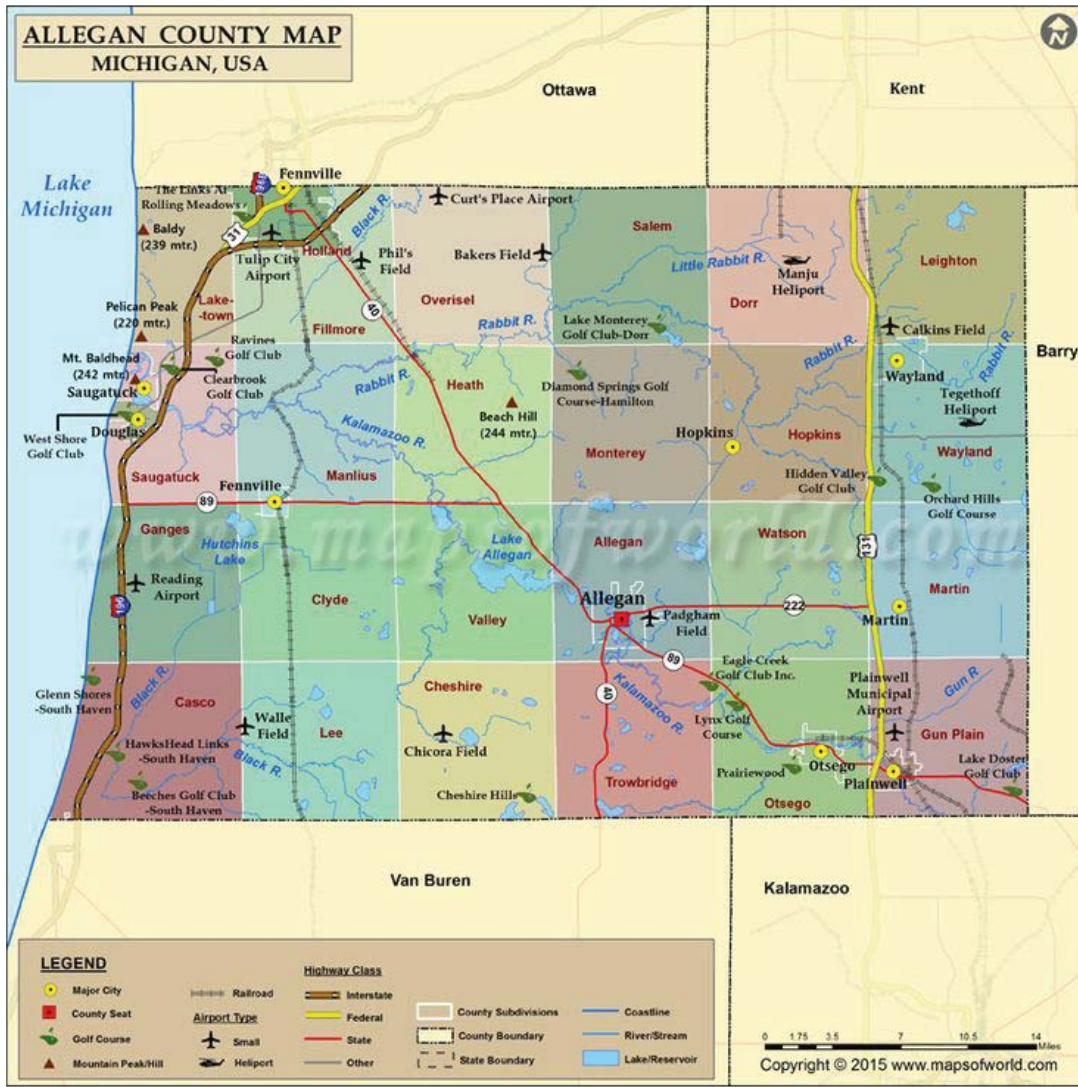
	<b>General Public</b>	<b>Seniors/Disabled Peak</b>	<b>Seniors/Disabled Non-Peak</b>
<b>Demand Response</b>	\$2	\$1	\$1
<b>Fixed Route</b>	N/A	N/A	N/A

Allegan County Transportation complies with the statutory requirement for preferential fares for individuals with disabilities and persons 65 years of age and older, for off peak periods of service. Per this requirement, preferential fares may not be higher than 50% of the regular 1-way single fare. Refer to the Michigan Transportation Fund Act, MCL 247.660e, Sec. 10e (4) (a) (iii) for additional information.

**10. Map and Narrative Description of Service Area – Rule 201 (2) (f)**

The total landmass of Allegan County is 1,833 sq miles, with 825 sq miles of land. Major roadways run throughout the county, including I-196, US 31, US 131, M-40, M-89, M-179, M-222, and A-2, A-37, A-42 and A-45. Since the beginning of 2022, Allegan County Transportation has offered curbside services throughout the county; previous service was limited to one mile from major roadways for general public trips. In addition to providing trips within the county lines, Allegan County Transportation will provide limited transportation for seniors and persons with disabilities that need to go out of the county for medical trips.

The Transportation building, which completed construction in 2010, is located at 750 Airway Drive Allegan MI 49010.



## 11. Service Schedule – Rule 201 (2) (g)

Allegan County Transportation’s current service schedules, including hours of day and days per week for reservation-based and demand response service is as follows: Monday- Friday 5:30 a.m. – 7:00 p.m. and Saturday 8:00 a.m. to 3:00 p.m.

The Scheduling Priority is as follows:

**Priority One: Standing Orders** - These are services, established in advance, same passenger, same time, and same origin. Agency or employment related.

**Priority Two: Reserved Trips** - These rides are reserved before 12:00 noon the prior business day in advance of service needed.

**Priority Three: On Demand** - Those who wait until the last minute to make their request.

The goal of Allegan County Transportation is to meet the individual needs of people in the county who need transportation to and from work, agency services,

medical appointments, or whatever their needs may be. Anyone is welcome to ride with ACT.

#### **12. Schedules in Alternative Formats – Rule 201 (2) (h)**

Allegan County Transportation has made arrangements to produce copies of its current service schedule in an alternative format that can be utilized by persons who are blind or have other disabilities.

#### **13. Vehicle Availability On Other Than Regular Service Hours and Days – Rule 201 (2) (i)**

Allegan County Transportation does not make demand-response service vehicles available for use during hours or days other than regular service hours and days. Allegan County Transportation confirms that accessible transit vehicles are available for use by the senior and individuals with disabilities to the same extent as the general public.

#### **14. Advance Requests for Demand Actuated Service – Rule 201 (2) (j)**

Allegan County Transportation does require that the senior, people with disabilities, and the general public must make an advance request to obtain demand response service. The required advance request time period is 24 hours.

#### **15. Constraints on Capacity and Restrictions on Trip Purpose – Rule 201 (2) (k)**

Allegan County Transportation provides service to all customers with no constraints on capacity and restrictions on trip purpose.

#### **16. Local Advisory Council Comments on this Plan – Rule 201(2) (m)**

Allegan County Transportation's Local Advisory Council members made the following comments about this plan:

#### **17. Agency Response to Local Advisory Council Comments on the Plan – Rule 201 (2) (n)**

Allegan County Transportation made the following response to its Local Advisory Council regarding the above comments:

**Allegan County Transportation**

**750 Airway Drive  
Allegan, MI 49010**

**(269) 686-4529**

**Nonurban County**

**Job Access**

**Annual Budgeted**

**2024**

**Total Eligible Expenses: \$102,299**

**Comments: Applying for renewal of funding for Job Access Reverse Commute.**

**Allegan County Transportation  
Nonurban County  
Regular Service  
Annual Budgeted  
2024**

**Revenue Schedule Report**

Code	Description	Amount
<b>401 :</b>	<b>Farebox Revenue</b>	
40100	Passenger Fares (-)	\$100,909
<b>407 :</b>	<b>NonTrans Revenues</b>	
40720	Rental of Bldgs or Other Property (-Building leased to County)	\$20,081
40760	Gains from the Sale of Capital Assets <b>(Explain in comment field) </b> (-vehicle sales)	\$8,000
<b>409 :</b>	<b>Local Revenue</b>	
40910	Local Operating Assistance (- Allegan County Board of Commissioners )	\$807,125
40950	Local Service Contract/Local Source (-)	\$132,919
<b>411 :</b>	<b>State Formula and Contracts</b>	
41101	State Operating Assistance (- State Operating Assistance 34.9854 percent of eligible expenses)	\$774,614
<b>413 :</b>	<b>Federal Contracts</b>	
41301	Section 5311 Operating (- 18 percent Federal)	\$398,539
41398	RTAP (-)	\$5,500
<b>Total Revenues: \$2,247,687</b>		

**Allegan County Transportation  
Nonurban County  
Job Access  
Annual Budgeted  
2024**

**Expense Schedule Report**

Code	Description	Amount
<b>501 :</b>	<b>Labor</b>	
50101	Operators Salaries & Wages (-)	\$27,384
50102	Other Salaries & Wages (-)	\$16,586
50103	Dispatchers' Salaries & Wages (-)	\$9,443
<b>502 :</b>	<b>Fringe Benefits</b>	
50200	Fringe Benefits (-)	\$7,325
<b>503 :</b>	<b>Services</b>	
50302	Advertising Fees (-)	\$407
50399	Other Services (-)	\$5,916
<b>504 :</b>	<b>Materials and Supplies</b>	
50401	Fuel & Lubricants (-)	\$11,051
50402	Tires & Tubes (-)	\$407
50499	Other Materials & Supplies (-)	\$1,442
<b>505 :</b>	<b>Utilities</b>	
50500	Utilities (-)	\$2,127
<b>506 :</b>	<b>Insurance</b>	
50603	Liability Insurance (-)	\$6,822
50699	Other Insurance (-)	\$12,477
<b>509 :</b>	<b>Misc Expenses</b>	
50902	Travel, Meetings & Training (-)	\$24

**Allegan County Transportation  
 Nonurban County  
 Job Access  
 Annual Budgeted  
 2024**

**Expense Schedule Report**

Code	Description	Amount
50903	Association Dues & Subscriptions (-)	\$136
<b>512 :</b>	<b>Operating Leases &amp; Rentals</b>	
51200	Operating Leases & Rentals (- Cost Allocation Plan. Leasing part of bldg to county)	\$4,753
<b>570 :</b>	<b>Ineligible Expenses</b>	
57099	Other Ineligible Federal/State/Local (Explain in comment field) (- JARC Passenger Funds)	\$4,000

**Total Expenses: \$106,300**

**Total Ineligible Expenses: \$4,000**

**Total Eligible Expenses: \$102,300**

**Allegan County Transportation  
 Nonurban County  
 Job Access  
 Annual Budgeted  
 2024**

**Non Financial Schedule Report**

**Public Service**

<b>Code</b>	<b>Description</b>	<b>Quantity DR</b>
610	Vehicle Hours	1,358
611	Vehicle Miles	38,515
615	Unlinked Passenger Trips - Regular	1,331
616	Unlinked Passenger Trips - Elderly	20
617	Unlinked Passenger Trips - Persons w/Disabilities	514
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	66
622	Total Demand-Response Unlinked Passenger Trips	1,931
625	Days Operated	256

**Total Passengers: 1,931**

**Vehicle Information**

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

**Total Vehicles: 2**

**Miscellaneous Information**

<b>Code</b>	<b>Description</b>	<b>Quantity DR</b>
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**Allegan County Transportation**

**750 Airway Drive  
Allegan, MI 49010**

**(269) 686-4529**

**Nonurban County**

**Regular Service**

**Annual Budgeted**

**2024**

**Total Eligible Expenses: \$2,214,106**

**Comments: -**

**Allegan County Transportation  
Nonurban County  
Regular Service  
Annual Budgeted  
2024**

**Revenue Schedule Report**

Code	Description	Amount
<b>401 :</b>	<b>Farebox Revenue</b>	
40100	Passenger Fares (-)	\$100,909
<b>407 :</b>	<b>NonTrans Revenues</b>	
40720	Rental of Bldgs or Other Property (-Building leased to County)	\$20,081
40760	Gains from the Sale of Capital Assets <b>(Explain in comment field) </b> (-vehicle sales)	\$8,000
<b>409 :</b>	<b>Local Revenue</b>	
40910	Local Operating Assistance (- Allegan County Board of Commissioners )	\$807,125
40950	Local Service Contract/Local Source (-)	\$132,919
<b>411 :</b>	<b>State Formula and Contracts</b>	
41101	State Operating Assistance (- State Operating Assistance 34.9854 percent of eligible expenses)	\$774,614
<b>413 :</b>	<b>Federal Contracts</b>	
41301	Section 5311 Operating (- 18 percent Federal)	\$398,539
41398	RTAP (-)	\$5,500
<b>Total Revenues: \$2,247,687</b>		

**Allegan County Transportation  
 Nonurban County  
 Regular Service  
 Annual Budgeted  
 2024**

**Expense Schedule Report**

<b>Code</b>	<b>Description</b>	<b>Amount</b>
<b>501 :</b>	<b>Labor</b>	
50101	Operators Salaries & Wages (-)	\$577,616
50102	Other Salaries & Wages (-)	\$349,857
50103	Dispatchers' Salaries & Wages (-)	\$199,175
<b>502 :</b>	<b>Fringe Benefits</b>	
50200	Fringe Benefits (-)	\$154,497
<b>503 :</b>	<b>Services</b>	
50302	Advertising Fees (-)	\$8,593
50399	Other Services (-)	\$124,795
<b>504 :</b>	<b>Materials and Supplies</b>	
50401	Fuel & Lubricants (-)	\$233,099
50402	Tires & Tubes (-)	\$8,593
50499	Other Materials & Supplies (-)	\$30,423
<b>505 :</b>	<b>Utilities</b>	
50500	Utilities (-)	\$44,873
<b>506 :</b>	<b>Insurance</b>	
50603	Liability Insurance (-)	\$143,898
50699	Other Insurance (-)	\$263,180
<b>509 :</b>	<b>Misc Expenses</b>	
50902	Travel, Meetings & Training (-)	\$5,977

**Allegan County Transportation  
 Nonurban County  
 Regular Service  
 Annual Budgeted  
 2024**

**Expense Schedule Report**

Code	Description	Amount
50903	Association Dues & Subscriptions (-)	\$2,864
<b>512 :</b>	<b>Operating Leases &amp; Rentals</b>	
51200	Operating Leases & Rentals (-)	\$100,247
<b>550 :</b>	<b>Ineligible Expenses</b>	
55008	Other Ineligible Expenses (Explain in comment field) (-vehicle sales)	\$8,000
<b>560 :</b>	<b>Ineligible Expenses</b>	
56004	Ineligible Expenses Associated w/Rentals (-)	\$20,081
<b>574 :</b>	<b>Ineligible Expenses</b>	
57402	Ineligible RTAP (-)	\$5,500

**Total Expenses: \$2,247,687**

**Total Ineligible Expenses: \$33,581**

**Total Eligible Expenses: \$2,214,106**

**Allegan County Transportation  
 Nonurban County  
 Regular Service  
 Annual Budgeted  
 2024**

**Non Financial Schedule Report**

**Public Service**

<b>Code</b>	<b>Description</b>	<b>Quantity DR</b>
610	Vehicle Hours	28,642
611	Vehicle Miles	630,560
615	Unlinked Passenger Trips - Regular	11,412
616	Unlinked Passenger Trips - Elderly	7,848
617	Unlinked Passenger Trips - Persons w/Disabilities	17,260
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	9,130
622	Total Demand-Response Unlinked Passenger Trips	45,650
625	Days Operated	312

**Total Passengers: 45,650**

**Vehicle Information**

<b>Code</b>	<b>Description</b>	<b>Quantity</b>
655	Total Demand-Response Vehicles	26
656	Demand-Response Vehicle w/ Lifts	26
658	Total Transit Vehicles	26

**Total Vehicles: 26**

**Miscellaneous Information**

<b>Code</b>	<b>Description</b>	<b>Quantity DR</b>
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**Allegan County Transportation  
Capital Requests For FY 2024**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
<b>2024 STBG(STP)</b>								
Requested:0	Facility	Desc:Transit Driveway and Parking Lot Justn:The transit driveway and parking lot needs resurfacing and replacement of asphalt in spots. This project includes the relocation of the entrance sign & widening of the paved entrance. (Approved by RTF 11/2021)	\$200,000	\$50,000	\$0	\$250,000	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$200,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$250,000</b>		
<b>2024 SEC 5310-NF</b>								
Requested:0	Mobility Mgt	Desc:Mobility Management Justn:Request for funds to continue Mobility Management program.	\$50,000	\$12,500	\$0	\$62,500	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$50,000</b>	<b>\$12,500</b>	<b>\$0</b>	<b>\$62,500</b>		
<b>2024 SEC 5339 - Bus and Bus Facilities</b>								
Eligible/Pending:1 Requested:1	Vehicle	Desc:Small Bus, 158 in wheelbase, w/ lift, propane (Tablet & Vinyl Logo Decals) Justn:Unit #43 (local unit identifier) eligible for replacement FY 2024	\$138,040	\$34,510	\$0	\$172,550	REPLACE	PRE-REQUESTED
Eligible/Pending:1 Requested:1	Vehicle	Desc:12-Passenger Van w/ lift (Tablet & Vinyl Logo Decals) Justn:Local number 50 eligible for replacement by age (4yr)	\$62,000	\$15,500	\$0	\$77,500	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$200,040</b>	<b>\$50,010</b>	<b>\$0</b>	<b>\$250,050</b>		
<b>Sub Total By Request Year</b>			<b>\$450,040</b>	<b>\$112,510</b>	<b>\$0</b>	<b>\$562,550</b>		

**Allegan County Transportation  
Capital Requests For FY 2024**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
<b>2025 STBG(STP)</b>								
Requested:0	Equipment	Desc:Transportation Maintenance Truck Justn:Replace existing ACT maintenance service truck (RTF approval 11/2022)	\$25,600	\$6,400	\$0	\$32,000	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$25,600</b>	<b>\$6,400</b>	<b>\$0</b>	<b>\$32,000</b>		
<b>2025 SEC 5310-NF</b>								
Requested:0	Mobility Mgt	Desc:Mobility Management 2025 Justn:Continue to provide Mobility Management	\$50,000	\$12,500	\$0	\$62,500	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$50,000</b>	<b>\$12,500</b>	<b>\$0</b>	<b>\$62,500</b>		
<b>2025 SEC 5339 - Bus and Bus Facilities</b>								
Eligible/Pending:2 Requested:2	Vehicle	Desc:Small Bus, 158 in wheelbase, w/ lift, propane (Tablets & Vinyl Logo Decals) Justn:Local number 44, 45 eligible for replacement by age (7yr) PM Note: put in service FY19, eligible by age FY26	\$276,080	\$69,020	\$0	\$345,100	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$276,080</b>	<b>\$69,020</b>	<b>\$0</b>	<b>\$345,100</b>		
<b>Sub Total By Request Year</b>			<b>\$351,680</b>	<b>\$87,920</b>	<b>\$0</b>	<b>\$439,600</b>		

**Allegan County Transportation  
Capital Requests For FY 2024**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
<b>2026 STBG(STP)</b>								
Requested:0	Facility	Desc:Transportation Building Roof (Office area only) Justn:The Allegan County Transportation Facility roof has met is useful life (office area only) and need replacement (replace shingled roof with steel) (approved by RTF 11/2021)	\$28,800	\$7,200	\$0	\$36,000	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$28,800</b>	<b>\$7,200</b>	<b>\$0</b>	<b>\$36,000</b>		
<b>2026 SEC 5310-NF</b>								
Requested:0	Mobility Mgt	Desc:Mobility Management FY 2026 Justn:Continue to provide Mobility Management	\$50,000	\$12,500	\$0	\$62,500	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$50,000</b>	<b>\$12,500</b>	<b>\$0</b>	<b>\$62,500</b>		
<b>2026 SEC 5339 - Bus and Bus Facilities</b>								
Eligible/Pending:2 Requested:2	Vehicle	Desc:Small Bus, 158 in wheelbase, w/ lift, propane (Tablets & Vinyl Logo Decals) Justn:Units 46 & 47 (local identifier numbers) eligible for replacement FY 2026 based on year (7 yrs)	\$276,080	\$69,020	\$0	\$345,100	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$276,080</b>	<b>\$69,020</b>	<b>\$0</b>	<b>\$345,100</b>		
<b>Sub Total By Request Year</b>			<b>\$354,880</b>	<b>\$88,720</b>	<b>\$0</b>	<b>\$443,600</b>		



**Allegan County Transportation  
Capital Requests For FY 2024**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
<b>2027</b>	<b>SEC 5310-NF</b>							
Requested:0	Mobility Mgt	Desc:Mobility Management FY 2027 Justn:Continue to provide Mobility Management	\$50,000	\$12,500	\$0	\$62,500	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$50,000</b>	<b>\$12,500</b>	<b>\$0</b>	<b>\$62,500</b>		
<b>2027</b>	<b>SEC 5339 - Bus and Bus Facilities</b>							
Eligible/Pending:2 Requested:2	Vehicle	Desc:Small Bus, 158 in wheelbase, w/ lift, propane (Tablets & Vinyl Logo Decals) Justn:Units #48 & #49 eligible for replacement based on age (7 yrs) FY 2027	\$276,080	\$69,020	\$0	\$345,100	REPLACE	PRE-REQUESTED
<b>Sub Total By Program Type</b>			<b>\$276,080</b>	<b>\$69,020</b>	<b>\$0</b>	<b>\$345,100</b>		
<b>Sub Total By Request Year</b>			<b>\$326,080</b>	<b>\$81,520</b>	<b>\$0</b>	<b>\$407,600</b>		
<b>Grand Total</b>			<b>\$1,482,680</b>	<b>\$370,670</b>	<b>\$0</b>	<b>\$1,853,350</b>		