

Battle Creek Transit

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

(269) 966-3588

Urban Medium

Specialized Services/5310

Annual Budgeted

2022

Operating Revenue: \$0

Total Eligible Expenses: \$0

Local Share: \$0

Comments: FY 2022 Annual Specialized Services application covering the period of October 1 2021 to September 30, 2022

Vehicle Allocations: Community Action - 10; Marian Burch - 8; Community Inclusive Recreation - 5; Battle Creek Transit - 1

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Non Financial Schedule Report

Public Service

Code	Description	Agency	Volunteer	Total
610	Vehicle Hours	36,792	0	36,792
611	Vehicle Miles	621,881	0	621,881
615	Unlinked Passenger Trips - Regular	3,203	0	3,203
616	Unlinked Passenger Trips - Elderly	8,370	0	8,370
617	Unlinked Passenger Trips - Persons w/Disabilities	14,856	0	14,856
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	213	0	213

Total Passengers: 26,642

Vehicle Information

Code	Description	Quantity
655	Total Demand-Response Vehicles	24
656	Demand-Response Vehicle w/ Lifts	18
658	Total Transit Vehicles	24

Total Vehicles: 24

FY 2022 SPECIALIZED SERVICES
BUDGET DATA FORM

Name Of Applicant (legal organization name)

Battle Creek, City of

REVENUE SCHEDULE

FY 2022

Passenger Fares(paid by rider)		\$	15,000
Contract Fares (paid by another organization)		\$	75,000
Local (source)	Calhoun Cty Millage	\$	500,000
	United Way	\$	3,000
	BCCF Grant	\$	5,000
		\$	110,000
State (source)	Specialized Services	\$	108,434
		\$	
Federal (source)		\$	
		\$	
Other (source)	Program Income	\$	6,200
	Foster Grandparent Prog	\$	6,700
	Summit Pointe-Program Rev	\$	117,380
Total Operating Revenue		\$	946,714

EXPENSE SCHEDULE

Labor and Fringe Benefits		\$	530,342
Services, Materials and Supplies (gas, oil, work performed by another agency)		\$	184,497
Casualty and Liability insurance		\$	50,880
Purchased Transportation Service Within Service Area		\$	
Leases and Rentals		\$	
Depreciation and Amortization		\$	88,000
All Other		\$	71,973
Total Operating Expenses		\$	925,692

Name Of Applicant (legal organization name)

Battle Creek, City of

A. DOES YOUR COORDINATION COMMITTEE MEET AT LEAST QUARTERLY?

Yes No

B. Identify the coordination committee's basic responsibilities. Provide a brief narrative of activities and/or major accomplishments the committee achieved in the previous fiscal year. Consider the following examples of activities: community events, customer input opportunities, designated leadership roles, coordination of client rides, development of specific goals and objectives, clearinghouse, central dispatch, joint driver training programs, shared maintenance, performance reviews, and budget management.

The Local Coordinating Committee (LCC) votes specifically to allocate Specialized Services funds to human service agencies. Battle Creek Transit refers riders to other agencies when it is not able to provide transportation to them as requested.

C. DESCRIBE PLANNED ACTIVITIES FOR THE NEXT FISCAL YEAR.

Each of the specialized service agencies will continue to provide transportation to senior citizens or persons with disabilities for a wide array of activities whether it be employment or work programs, medical related appointments, or simply social/recreational activities.

D. Organizations must ensure that the level and quality of service will be provided without regard to race, color, or national origin and that these groups are not adversely affected by service changes. Please describe your efforts to comply with this requirement.

BCT's Title VI Plan, including a LEP plan was reviewed by the FTA Region V and they concurred in October 2019 in accordance with FTA's Title VI Circular 4702. BCT continues its outreach efforts by providing schedules and website information in Spanish and we are working to expand this to Burmese as well. All subrecipients also agree to provide service without regard to race, color, or national origin.

E. Act 51 requires proposals for coordinated Specialized Services assistance funding be developed jointly between existing eligible authorities or eligible governmental agencies that provide public transportation services and the area agencies on aging or any other organization representing specialized services interests.

COORDINATION COMMITTEE PARTICIPATION (List the people who have participated and the agency they represent.)

NAME	Charles Asher	AFFILIATION	Community Action
NAME	Mark Woodford	AFFILIATION	Citizen using services & LAC Member
NAME	Paul Ecklund	AFFILIATION	Disability Network
NAME	Mary Frisby	AFFILIATION	Marian Burch Adult Day Care
NAME	Andy Tilma	AFFILIATION	Battle Creek Area Transportation Study
NAME	Jerry Sigourney	AFFILIATION	Citizen using services & LAC Member
NAME	Rhonda Ostrander-Cook	AFFILIATION	Community Inclusive Recreation
NAME	Mallory Avis	AFFILIATION	Battle Creek Transit

Name Of Applicant (legal organization name)

Battle Creek, City of

A. Provide the following information for your proposed 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, etc.).

Specialized Services FY2022 program is anticipated to be provided by the following agencies, all of which will be reimbursed on a per passenger basis & will utilize paid drivers & agency vehicles that have been funded following Section 5310 program guidelines:

- 1) Community Action-provides demand response, door-to-door transportation services for senior citizens & persons with disabilities in Calhoun County including rural areas. Services provided Monday-Friday 8 am-5 pm & Saturday 8 am-noon. Rides are scheduled by phone reservations.
- 2) Community Inclusive Recreation-provides accessible, supported door-to-door transportation for people with disabilities & seniors to employment & work programs, recreation, & arts & community events. Services are scheduled rides, on demand from 8 am-9 pm depending upon demand & requested scheduling.
- 3) Marian Burch provides seniors & persons with disabilities with a wider array of activities plus physical, speech, & occupational therapies if needed. Various social & recreational activities are offered Monday-Friday, along with a noon meal & morning & afternoon snacks. As part of the service, they provide transportation to & from the center for participants throughout Calhoun County.
- 4) Battle Creek Transit provides demand response services beyond what is required of complimentary paratransit. This service is open to the general public but primarily serves seniors & people with disabilities who do not meet ADA qualifications.

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.

Below, please provide the continuation funds being requested by the applicant...etc.

Applicant:

Dollar Amount Requested by Mile Estimated Miles

Dollar Amount Requested by Passenger Estimated Passengers

Do you have sub-applicants? Yes No

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 what is funded.

Name of Sub-Applicant	Community Action		
Dollar Amount Requested	24,156	By	<input checked="" type="radio"/> Passengers <input type="radio"/> Miles
Estimated Miles or Passengers	5,935		
Name of Sub-Applicant	Community Inclusive Recreation		
Dollar Amount Requested	50,100	By	<input checked="" type="radio"/> Passengers <input type="radio"/> Miles
Estimated Miles or Passengers	12,310		
Name of Sub-Applicant	Marian E Burch Adult Day Care		
Dollar Amount Requested	13,156	By	<input checked="" type="radio"/> Passengers <input type="radio"/> Miles
Estimated Miles or Passengers	4,914		
Name of Sub-Applicant	Battle Creek Transit		
Dollar Amount Requested	21,022	By	<input checked="" type="radio"/> Passengers <input type="radio"/> Miles
Estimated Miles or Passengers	5,165		

Volunteer Driver Service

Do You have volunteer Drivers? Yes No

Describe training efforts relating to boarding equipment/assistance, sensitivity, etc, for agency staff and volunteer drivers. Provide information for applicant and/or each sub-applicant as applicable.

1) Community Action: Boarding Equipment/Assistance - CA drivers attend a monthly meeting which include training and updates for assisting clients with walkers or in wheelchairs, proper wheelchair securement, operation of the wheelchair lift, securing the occupant, and what to do in case of an accident or emergency. Drivers are also trained in the proper use of boarding equipment such as wheelchair straps and lap belts. Sensitivity - Monthly meetings include training that prepare drivers to perform their duties while maintaining a respectful attitude towards every client. Drivers are trained to use "People First" language resources, to understand that not every disability is visible and to treat every client in a respectful manner. Other - Changes and updates to Policy and Procedures are discussed in monthly staff meetings. Transportation staff attend Mass Transit conference annually as funding will allow. Partnering agencies maintain and share a knowledge and training base of the changing needs of their clients and local state requirements for the program.

2) Community Inclusive Recreation: All drivers are trained in boarding assistance, recipient rights, people first language, person centered planning, and the culture of gentleness. They all have had CPR/First Aid training and maintain current certifications. They are also trained in de-escalation and non-violent intervention techniques. They receive special training in lift operation and tie downs for various designs of wheelchairs and other equipment.

3) Marian E Burch: Training is provided for new hires on the routes, how to load/unload clients, how to use the lifts, lock downs and other needed training such as Title VI, HIPPA, confidentiality, etc. Drivers are trained in all aspects of boarding and transporting passengers, including use of lifts, lock-down devices, how to transfer to and from wheelchairs to bus seats, use of gait belts, and safety measures. Periodically throughout the year, drivers receive training to reinforce the importance of passenger safety, driving in hazardous weather, dealing with onboard medical situations, cleaning and sanitizing the buses, and more.

4) BCT - Drivers complete Passenger Assistance Safety and Sensitivity (PASS) basic driver training. Drivers are trained on how to use wheelchair lifts/ramps and the proper method for securing mobility devices into the vehicles. All staff are provided customer service, equality, and diversity training. BCT provides training for new hires on the routes, all aspects on boarding and transporting passengers, and other needed trainings such as Title VI, HIPPA, confidentiality etc. Staff receives periodic refresher training on all of the above mentioned items.