

Battle Creek Transit

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

(269) 966-3588

Urban Medium

Specialized Services/5310

Annual Budgeted

2026

Total Eligible Expenses: \$0

Comments: FY2026 Annual Specialized Services application covering the period of October 1, 2025 to September 30, 2026. Vehicle Allocations: Community Action - 10 (6 accessible); Community Inclusive Recreation - 6; Marian Burch - 10; BCT - 2

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Non Financial Schedule Report

Public Service

Code	Description	Agency	Volunteer	Total
610	Vehicle Hours	37,105	0	37,105
611	Vehicle Miles	337,105	0	337,105
616	Unlinked Passenger Trips - Elderly	12,895	0	12,895
617	Unlinked Passenger Trips - Persons w/Disabilities	24,959	0	24,959
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	3,744	0	3,744

Total Passengers: 41,598

Vehicle Information

Code	Description	Quantity
655	Total Demand-Response Vehicles	28
656	Demand-Response Vehicle w/ Lifts	24
658	Total Transit Vehicles	28

Total Vehicles: 28

Miscellaneous Information

Code	Description	Quantity DR
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FY 2026 SPECIALIZED SERVICES

BUDGET DATA FORM

Name Of Applicant (legal organization name)

Battle Creek, City of

REVENUE SCHEDULE

FY 2026

Passenger Fares(paid by rider)		\$	18,500
Contract Fares (paid by another organization)		\$	95,000
Local (source)	United Way	\$	5,000
	BC Community Foundation	\$	10,000
	Calhoun Cty Sr Millage	\$	500,000
		\$	141,831
	Calhoun Cty Sr Millage	\$	500,000
		\$	141,831
State (source)	Specialized Services	\$	135,341
		\$	
Federal (source)		\$	
		\$	
Other (source)	Program Revenue	\$	257,467
	Foster Grandparent Progra	\$	4,000
Total Operating Revenue		\$	1,808,970

EXPENSE SCHEDULE

Labor and Fringe Benefits	\$	657,767
Services, Materials and Supplies (gas, oil, work performed by another agency)	\$	208,544
Casualty and Liability insurance	\$	89,600
Purchased Transportation Service Within Service Area	\$	0
Leases and Rentals	\$	
Depreciation and Amortization	\$	142,396
All Other	\$	55,027
Total Operating Expenses	\$	1,153,334

FY 2026 COORDINATION PLAN FOR SPECIALIZED SERVICES

Name Of Applicant (legal organization name)

Battle Creek, City of

A. DOES YOUR COORDINATION COMMITTEE MEET AT LEAST QUARTERLY?

Yes

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. CA has assisted Marian Burch to fulfill demand response rides that they weren't able to at times. BCT's Mobility Manager has provided PASS training to Marian Burch's staff numerous times.

C. DESCRIBE PLANNED ACTIVITIES FOR THE NEXT FISCAL YEAR.

Each of the Specialized Services 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 to the best of their abilities. Agencies will continue to work together to assist each other with meeting demand.

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 submitted to FTA's Region V in December 2022 in accordance with the FTA Title VI circular. Each of the Specialized Services agencies 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	Paul Ecklund
AFFILIATION	Disability Network Southwest Michigan
NAME	Terry Youmans
AFFILIATION	Community Action
NAME	Rhonda Ostrander-Cook
AFFILIATION	Community Inclusive Recreation
NAME	Alicia Davis
AFFILIATION	Marian E. Burch Adult Day Care
NAME	Mallory Avis
AFFILIATION	Battle Creek Transit
NAME	Andy Tilma
AFFILIATION	Battle Creek Area Transportation Study
NAME	Mark Woodford
AFFILIATION	Person using transportation

FY 2026 SPECIALIZED SERVICES SERVICE DESCRIPTION

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 FY26 program is anticipated to be provided by the following agencies who will utilize paid drivers & agency vehicles that have been funded following Section 5310 guidelines:

1) Community Action will provide demand response, door-to-door transportation services for senior citizens & persons with disabilities in Calhoun County, including rural areas. Services will be provided Monday to Friday 8am to 4pm. Rides will be scheduled by telephone reservations or at caascm.org.

2) Community Inclusive Recreation is a non-profit agency providing services to the greater Battle Creek/Calhoun County area. CIR provides accessible, supported door-to-door service for people with disabilities & seniors. CIR provide transportation to employment, work, & skill-building programs, recreation, arts, & community events. CIR's service is scheduled rides, on demand. CIR operates 8am to 9pm depending upon demand, requested scheduling, and availability.

3) Marian E Burch Adult Day Care provides door-to-door transportation service to those enrolled at the Center in Calhoun County. MB's hours of operation are Monday to Friday 8am to 4pm. MB has up to ten buses transporting, with paid staff who possess a chauffeur or CDL license.

4) BCT provides demand response service beyond what is required of complementary 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	<input type="text" value="40,278"/>	by Mile	Estimated Miles	<input type="text" value="22,885"/>
Dollar Amount Requested	<input type="text" value="95,063"/>	by Passenger	Estimated Passengers	<input type="text" value="18,713"/>
Do you have sub-applicants? Yes				

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.

Name of Sub-Applicant	Community Action Agency of South Central Michigan	
Dollar Amount Requested	40,278	By Miles
Estimated Miles or Passengers	22,885	
Name of Sub-Applicant	Community Inclusive Recreation	
Dollar Amount Requested	55,316	By Passengers
Estimated Miles or Passengers	10,889	
Name of Sub-Applicant	Marian E Burch Adult Day Care	
Dollar Amount Requested	18,725	By Passengers
Estimated Miles or Passengers	3,686	
Name of Sub-Applicant	Battle Creek Transit	
Dollar Amount Requested	21,022	By Passengers
Estimated Miles or Passengers	4,138	

Volunteer Driver Service

Do You have volunteer Drivers? 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-Drivers attend monthly meetings which include training & updates for assisting clients with walkers or in a wheelchair, proper wheelchair securement, operation of the wheelchair lift, securing the occupant, and what to do in the case of an accident or emergency. Drivers are also trained in the proper use of boarding equipment, such as straps & lap belts. Sensitivity-Monthly meetings of CA drivers include sensitivity training that prepares 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, & to treat every client in a respectful manner. Other-Changes & updates to CA's Policy & Procedures are discussed in monthly staff meetings. CA Transportation staff members attend a Mass Transit conference annually, as funding will allow. CA partnering agencies maintain and share a knowledge and training base of the changing needs of their clients and the local state requirements of the program.
- 2) Community Inclusive Recreation utilizes paid drivers. Drivers are trained in boarding assistance, Recipient Rights, People First Language, Person Centered Planning, Confidentiality, Trauma Informed Care and the Culture of Gentleness. They all have CPR/First Aid training and Universal Precautions (Bloodborne Pathogens) and COVID prevention. They are also trained in de-escalation and non-violent intervention techniques. All drivers receive special training in lift operation and tie downs for various designs of wheelchair and other equipment. All drivers have been screened with background checks, OIG and SAM exclusions, and primary source driving records have been secured.
- 3) Marian E Burch does not utilize volunteer drivers. Marian Burch performs background checks on all paid drivers. Training is provided to drivers before they can drive independently. The drivers are provided a job description, CPR training, and training on lock downs, routes, pre-trip inspections, tracking mileage, and ridership. Drivers also complete a 2-day Passenger Assistance Safety and Sensitivity (PASS) course with BCT. Ride-a-long sessions is provided for new drivers. A new driver does not drive independently until all training is completed. Both the trainer and the Center's Director signs off that the new driver is ready to start driving on their own.
- 4) BCT: Drivers complete PASS basic driver training. Drivers are trained on how to use wheelchair lifts/ramps & 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 of boarding & transporting passengers, & other needed trainings such as Title VI, HIPPA, confidentiality, etc. Staff receives periodic refresher training on all of the above mentioned items.