

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

(269) 966-3588

Urban Medium
Specialized Services/5310

Annual Budgeted

2020

Operating Revenue: \$0

Total Eligible Expenses: \$0

Local Share: \$0

Comments: FY2020 Annual Specialized Services application covering the period of October 1, 2019 to September 30, 2020

**Battle Creek Transit
Urban Medium
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Annual Budgeted
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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	411,367	0	411,367
615	Unlinked Passenger Trips - Regular	539	0	539
616	Unlinked Passenger Trips - Elderly	8,091	0	8,091
617	Unlinked Passenger Trips - Persons w/Disabilities	15,104	0	15,104
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	12,227	0	12,227

Total Passengers: 35,961

Vehicle Information

Code	Description	Quantity
655	Total Demand-Response Vehicles	16
656	Demand-Response Vehicle w/ Lifts	10
658	Total Transit Vehicles	16

Total Vehicles: 16

FY 2020 SPECIALIZED SERVICES
BUDGET DATA

Name Of Applicant (legal organization name)

Battle Creek, City of

REVENUE SCHEDULE

FY 2020

Passenger Fares(paid by rider)		\$	400,000
Contract Fares (paid by another organization)		\$	605,878
Local (source)		\$	607,072
		\$	
State (source)		\$	92,624
		\$	
Federal (source)		\$	
		\$	
Other (source)		\$	12,900
		\$	
Total Operating Revenue		\$	1,718,474

EXPENSE SCHEDULE

Labor and Fringe Benefits	\$	1,087,732
Services, Materials and Supplies (gas, oil, work performed by another agency)	\$	213,016
Casualty and Liability insurance	\$	87,730
Purchased Transportation Service Within Service Area	\$	
Leases and Rentals	\$	28,486
Depreciation and Amortization	\$	60,400
All Other	\$	207,799
Total Operating Expenses	\$	1,685,163

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.

Battle Creek Transit's primary objective is always to maintain as much of its current services with on-going budget challenges. Battle Creek Transit recently completed a Transit Master Plan Study by a third party consultant and we are excited to see what the future holds as a result of that study.

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 found to be in compliance with FTA's Title VI Circular 4702. The program was approved until July 2016. BCT submitted an updated plan in April 2016 and as of August 2016, FTA had advised us it was still under review and IF changes need to be made, they would be in contact. We anticipate an update to this plan in 2019. BCT continues its outreach efforts by providing schedules and website information in Spanish.

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 and LAC member
NAME	Paul Ecklund	AFFILIATION	Disability Network
NAME	Jolene English	AFFILIATION	Area Agency on Aging
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 and LAC member
NAME	Rhonda Oustrander-Cook	AFFILIATION	Community Inclusive Recreation
NAME	Dawn Nichols	AFFILIATION	Summit Pointe
NAME	Scott Cubberly	AFFILIATION	Aequitas Mobility Services
NAME	Rich Werner	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 for senior citizens and persons with disabilities in Calhoun County. Services under the FY2020 Specialized program is anticipated to be provided by the following agencies, all of which are reimbursed on a per passenger basis and will utilize paid drivers and agency vehicles funded following Section 5310 program guidelines.

- 1) Community Action will provide demand response transportation for senior citizens and persons with disabilities. Service will be provided Monday through Friday 8 am - 5 pm and Saturday 8 am - 12 pm. Rides will be scheduled by telephone reservation.
- 2) Community Inclusive Recreation provide medical, social, employment, shopping, and recreational trips.
- 3) Marian E. Burch Adult Day Care provides seniors and persons with disabilities with a wider array of activities plus physical, speech, and occupational therapies if needed. Various social and recreational activities are offered Monday through Friday, along with a noon meal and morning and afternoon snacks. As part of our service, we provide transportation to and from the center for participants throughout Calhoun County.
- 4) Aequitas Mobility Services (AMS) provides workforce, non-emergency medical, and basic needs transportation to riders in metropolitan Battle Creek and Calhoun County. AMS is a demand response service that connects the general public to where they need to go when they need to get there.

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

Do you have sub-applicants? Yes No

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 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 wheelchair straps and lap belts. Sensitivity - Monthly meetings of CA drivers include sensitivity that prepares and 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 respectful manner. Other - Changes and updates to CA's Policy and Procedures are discussed in their monthly staff meetings. CA's Transportation staff members attend a Mass Transit conference annually, as funding will allow. CAs partnering agencies maintain and share a knowledge and training base of the changing needs of their clients and the local state requirements for the program.

2) Community Inclusive Recreation: All drivers receive training in the following: types of accommodations, vehicle specific orientation (including tie downs and lifts), vehicle safety and safe driving techniques, lift support transport (including oxygen tank transport), and CPR/first aid. All passengers with mobility issues receive physical assistance when appropriate. Drivers receive sensitivity training in the following: use of people first language, recipient rights, person centered planning, non-violent crisis intervention, limited English proficiency, Title VI & LEP plan, and non-smoking policy.

3) Marian E Burch: 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 buses, and more.

4) Aequitas Mobility - Drivers complete Passenger Assistance Safety and Sensitivity (PASS) basic driver training by Community Transportation Association of America (CTAA). Additionally, drivers complete First Aid and CPR training offered by the American Red Cross. Drivers are trained on how to use the wheelchair lifts and the proper method of securing wheelchair riders into the vehicles and follow all safety products.

Administrative staff have completed Mobility Management Basics by the National Center for Mobility Management. All staff are provided customer service, equality and diversity training as part of monthly staff meetings to ensure that they have a customer centered focus to their work.