

FY18 TASKS

TASK 2018-1

Task Name: Website updates and maintenance

Task Description: For this task, the following activities will take place:

- Upload new information from the Council or members
- Review other state transit coordination and related websites for materials to add to the website
- Update home page with new information as it is available
- Review external links to make sure that they are still active
- Update website within 2 business days of requests unless development of new content is required
- Review usage logs to see which pages are being accessed by users
- Provide usage reports to the sponsor on a quarterly basis

Time frame: July 2017 – June 30, 2018

Estimated Cost:\$3,713

This task relates to MCOTA legislative duty 1 by compiling information on existing transportation alternatives for the transit public and serving as a clearinghouse for information on services, funding sources, innovations and coordination efforts.

TASK 2018-2

Task Name: Write and edit the Council's annual report for the Minnesota legislature

Task Description: For this task, CTS will work with a Council committee and MnDOT staff to write the annual report for the Minnesota legislature. This will be a 20-25 pp. document with highlights of activities from the past year. Input from the committee, as well as meeting minutes from the past year, will be the basis for the report.

Time frame: July 2017 – January 15, 2018

Estimated Cost: \$4,839

TASK 2018-3

Task Name: MCOTA meeting assistance

Task Description: For this task, the following activities will take place:

- Attend monthly MCOTA meetings in order to provide task updates, understand task needs, and facilitate discussions as needed.
- Prepare meeting agendas for review by MCOTA staff, determining topics through monthly conference calls and coordinating with presenters as requested.
- Write minutes for each meeting, submitting them electronically to the TL within 10 business days.

Time frame: July 2017 – June 30, 2018

Estimated Cost: \$12,979

TASK 2018-4

Task Name: MCOTA quarterly stakeholder communications

Task Description: For this task, the following activities will take place:

- Solicit content from MCOTA members and staff each quarter
- Edit content and put into e-mail format, send for review, and send to stakeholders
- Maintain mailing list
- Summarize results like open rate, click-through rate, and most popular stories in each issue to share with MCOTA members

Time frame: July 2017 – June 30, 2018

Estimated Cost: \$5,142

This task relates to MCOTA legislative duty 1 by compiling information on existing transportation alternatives for the transit public and serving as a clearinghouse for information on services, funding sources, innovations and coordination efforts.

TASK 2018-5

Task Name: Volunteer Driver Program Forum

Task Description: For this task, the following activities will take place:

Parameters: 150 people, full day, lunch, no registration fee, at U of M or St. Cloud

For this task, the following activities will take place:

- Participate in planning meetings with MCOTA
- Finalize contracts and any required deposits with the facilities and catering for the Forum
- Coordinate logistics with Forum venue
- Prepare budget documents
- Develop registration forms for Forum
- Manage the registration system for the Forum (no fee for participants to attend?)
- Assist in development of Forum marketing materials
- Update the Forum Web pages as content becomes available
- Provide registration counts
- Finalize menus and refreshments with the caterers
- Finalize all arrangements with facility venues
- Create an evaluation form and PDH document (?)
- Develop participant packets (packets will include such items as a final program, registrant list, speaker handouts, the evaluation form, and a certificate of Professional Development Hours)
- Provide on-site staffing during the event to staff registration tables, serve as liaisons with facility staff, assist speakers, and provide support during and after the workshop
- Post presentations to the Web
- Tabulate and summarize conference evaluations
- Pay final conference expenses, including any speaker honoraria

Anticipated products include conference marketing materials, preliminary budget information, contracts with venue, and registration forms.

Time frame: May 2018 (start planning in August 2017)

Estimated Cost: \$49,385

This task relates to MCOTA legislative duties 1, 10, 13, and 20 by identifying barriers to volunteer driver programs and recommending steps to address the barriers.

TASK 2018-6

Task Name: Best Practices for Addressing Youth Employment and Training Transportation

Task Description: This task is to gather data on best practices that address the biggest barrier that our youth employment and training program “graduates” face; the lack of transportation. Again and again, surveys show that the inadequacy of transportation resources prevent our youth from obtaining jobs in apprenticeship, in construction, and in other industries that require mobility. Further, youth in the rural areas of our State cannot even assume jobs that only require for them to show up at a required time. The study would document both national and Minnesota examples of innovative programs meeting the transportation needs of working youth.

Time frame: January 2018 – June 30, 2018

Estimated Cost: \$29,875

This task relates to MCOTA legislative duties 3 and 4 by identifying barriers to the accessibility of transportation services and recommending ways to address those barriers statewide.

FY19 TASKS

TASK 2019-1

Task Name: Website updates and maintenance

Task Description: For this task, the following activities will take place:

- Upload new information from the Council or members
- Review other state transit coordination and related websites for materials to add to the website
- Update home page with new information as it is available
- Review external links to make sure that they are still active
- Update website within 2 business days of requests unless development of new content is required
- Review usage logs to see which pages are being accessed by users
- Provide usage reports to the sponsor on a quarterly basis

Time frame: July 2017 – June 30, 2018

Estimated Cost: \$3,824

This task relates to MCOTA legislative duty 1 by compiling information on existing transportation alternatives for the transit public and serving as a clearinghouse for information on services, funding sources, innovations and coordination efforts.

TASK 2019-2

Task Name: Write and edit the Council's annual report for the Minnesota legislature

Task Description: For this task, CTS will work with a Council committee and MnDOT staff to write the annual report for the Minnesota legislature. This will be a 20-25 pp. document with highlights of activities from the past year. Input from the committee, as well as meeting minutes from the past year, will be the basis for the report.

Time frame: July 2017 – January 15, 2018

Estimated Cost: \$4,984

TASK 2019-3

Task Name: MCOTA meeting assistance

Task Description: For this task, the following activities will take place:

- Attend monthly MCOTA meetings in order to provide task updates, understand task needs, and facilitate discussions as needed.
- Prepare meeting agendas for review by MCOTA staff, determining topics through monthly conference calls and coordinating with presenters as requested.
- Write minutes for each meeting, submitting them electronically to the TL within 10 business days.

Time frame: July 2017 – June 30, 2018

Estimated Cost: \$13,368

TASK 2018-4

Task Name: MCOTA quarterly stakeholder communications

Task Description: For this task, the following activities will take place:

- Solicit content from MCOTA members and staff each quarter
- Edit content and put into e-mail format, send for review, and send to stakeholders
- Maintain mailing list
- Summarize results like open rate, click-through rate, and most popular stories in each issue to share with MCOTA members

Time frame: July 2017 – June 30, 2018

Estimated Cost: \$5,097

This task relates to MCOTA legislative duty 1 by compiling information on existing transportation alternatives for the transit public and serving as a clearinghouse for information on services, funding sources, innovations and coordination efforts.

TASK 2019-5

Task Name: Education and Outreach for transportation providers about Coordination Strategies

Task Description: The purpose of this task is to develop targeted educational resources about the operational mechanics of transportation coordination strategies such as vehicle sharing and to disseminate this information within the human service provider community through education and outreach efforts. The education and outreach efforts should focus on the “how to” of the strategies, and include user-friendly guidance documents and training. This task is in response to the findings and recommendations from the 2013 MCOTA study: [Vehicle Sharing Among Human Service Providers in Minnesota: Steps to Address Barriers](#).

Time frame: July 2017 – July 30, 2018

Estimated Cost: TBD

This task relates to MCOTA legislative duties 1, 13, and 19 by creating materials that reduce the barriers to the accessibility of transportation service and vehicle sharing.

FY18-19 MCOTA Proposed Work Plan

April 25, 2017

Budget Summary:

FY18 Tasks:	Estimated Cost
1: Website maintenance	\$ 3,713
2: Write and edit the Council's annual report for MN Legislature	\$ 4,839
3: MCOTA meeting assistance	\$ 12,979
4: MCOTA quarterly stakeholder communications	\$ 5,142
5: Volunteer Driver Program Forum (<i>budget is tentative</i>)	\$ 49,385
6: Youth Employment and Training Transportation	\$ 29,875
FY18 Total:	\$ 105,933
FY19 Tasks:	
1: Website maintenance	\$ 3,824
2: Write and edit the Council's annual report for MN Legislature	\$ 4,984
3: MCOTA meeting assistance	\$ 13,368
4: MCOTA quarterly stakeholder communications	\$ 5,097
5: Education and Outreach follow-up from Vehicle Sharing Study	TBD
FY19 Total:	\$ 26,733
FY18-19 Biennium Total:	\$ 132,666