Steering Committee Meeting #5

Date: February 28, 2019  Time: 9:00 AM  Duration: 1.5 hours

Location: Skype Conference Call. Phone Number1-866-691-4535, Conference ID# 3350239

Agenda

1. Welcome and Introductions
2. Review and Finalize Agenda
3. Lead Organization for Implementation (starting July 2019) – See attached memo from Three Rivers
   a. Options?
      i. Community and Economic Development Associates (CEDA)
      ii. Southeastern Minnesota Center for Independent Living
      iii. Southeastern Minnesota Area Agency on Aging
      iv. Southern Minnesota Initiative Foundation
      v. Southeast Service Cooperative
4. Phase 2: Implementation Grant – Due 4/12 - Grant application in attached memo from Three Rivers
5. Engagement Activities
   a. February meetings
      i. Stakeholder input
      ii. Other input
   b. March Meeting Logistics -- Winona, Rochester, Owatonna/Albert Lea, and Northfield
      i. Dates
      ii. Locations
      iii. Personnel: Steering Committee Lead Engagement Plan
   c. March Meeting Materials
      i. Agenda for first meeting
      ii. Presentation for first meeting
      iii. Marketing Materials for Public & Stakeholder Distribution
6. Website
7. Next Steps & Discussion
Steering Committee Meeting #5

Date: February 28, 2019  Time: 9:00 AM  Duration: 1.5 hours

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Notes

1. In need of new lead organization for implementation (starting July 2019) – Jennifer Prins provided Three Rivers’ position on stepping down as the lead agency (see attached memo). As a transit provider, there are concerns about real and perceived conflicts of interest in being the primary grantee.
   a. Options?
      i. Community and Economic Development Associates (CEDA) – Will be contacted to gauge interest.
      ii. Southeastern Minnesota Center for Independent Living – Will be contacted.
      iii. Southeastern Minnesota Area Agency on Aging – Would prefer to remain involved in the steering committee, but they do not have the organizational structure to serve as the lead organization.
      iv. Southern Minnesota Initiative Foundation – Will be contacted.
      v. Southeast Service Cooperative – Unsure that their focus on education will position them to be the best option, but they will be contacted.
      vi. Olmsted County – May have interest and capacity to lead, will be contacted.

2. Phase 2: Implementation Grant – Due 4/12 - Grant application in attached memo from Three Rivers
   a. Concerns about the timeline of this grant, as well as changes between Phase 1 and Phase 2. Brian Carlson volunteered to help new lead agency/whoever is working on the grant to navigate those changes.
   b. Notice of Affidavit of Publication: need to provide public notice that we are applying for Phase 2 of this grant at least 30 days before submitting application (March 13). Needs to be submitted by lead agency, one time if in a daily paper, once if weekly paper. Phase 1 used the Post Bulletin (widest circulation in the region). Not specific on content.
   c. Need to make sure new lead agency is registered with MnDOT BlackCat system for Phase 2 app.
   d. MnDOT committed to 100% funding of implementation for year one, will communicate if a local match is needed in the future.
   e. Need to identify statewide emphasis areas (2/3) listed in grant: transportation management coordination center, volunteer driver program committee, or vehicle sharing.
f. Need to identify local coordination strategies. Creating a regional coordination body was a logical start. Maintaining a central website is feasible, by updating MnDOT’s statewide RTCC for this region.

<table>
<thead>
<tr>
<th>Coordinate and Consolidate Transportation Services and Resources</th>
<th>Mobility Strategies</th>
<th>Communication, Training and Organizational Support</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Share Resources • Coordinate Dispatch • Address Barriers</td>
<td>• Improve Convenience • Maintain Volunteer Drivers • Enhance Accessibility</td>
<td>• Create Regional Coordination Body • Improve Awareness of Resources &amp; Programs • Maintain Central Website</td>
<td>• Contract with Common Carrier • Develop low-cost partnership with ridesharing or TNC</td>
</tr>
</tbody>
</table>

g. Timeline concerns. Unclear if we can get an extension for Phase 2 grant application (may have an answer early March when relevant MnDOT staff is back in the office). Even if there is an extension, that would create a gap in July when Phase 1 funding runs out.

i. Kimley-Horn is working on drafting an implementation plan, work plan, etc. to have a draft by mid-March. This will be used to help orient lead agency to the work, and can be finalized with input from March workshops.

h. RTCC Board membership moving forward? Ideal size and structure?

i. List of potential representation: County human services; Other human services agencies; Three Rivers, SEMCAC; Transportation, human services, and health advocates; Southeastern Minnesota Area Agency on Aging; Southeastern Minnesota Center for Independent Living; Municipalities, counties, regional agencies; Transportation providers – public and private; Veteran service organizations; Hospitals and healthcare facilities; Health plan providers; Educational institutions; Workforce development; Private sector

ii. 8-10 people, goal of balancing representation and ability to stay functional

iii. Strong committee structure proposed to help with diverse representation

3. Engagement Activities

a. February meetings: Summary available in February Workshop Feedback pdf posted on project website.

i. Challenging turnout with winter weather, overall reached around 50 attendees.

ii. Include a survey on the project website for those unable to attend meetings to provide feedback.

b. March Meeting Logistics – Winona, Rochester, Owatonna/Albert Lea, and Northfield

- Wednesday, March 13, 4-6pm
  Rochester, 125 Live (125 Elton Hills Dr NW)
- Monday, March 18, 4-6pm
  Albert Lea, Albert Lea City Hall (221 E Clark St)
- Tuesday March 19, 4-6pm
Northfield, Northfield Public Library (210 Washington St)
- Wednesday March 27, 4-6pm

Winona, Winona City Hall – Third Floor (207 Lafayette St)

i. Personnel: Steering Committee Lead Engagement Plan

c. March Meeting Materials

i. Will focus on state and local initiatives to pursue

4. Website


To: Southeast MN RTCC Steering Committee  
From: Three Rivers Community Action, RTCC grant recipient  
Jenny Larson, Executive Director  
Jennifer Prins, Planning Director  
CC: Mary Karlsson, Kimley Horn (project consultant)  
Date: February 20, 2019  
Re: RTCC Phase 2

As the first year of Regional Transportation Coordinating Council planning moves toward its conclusion, Three Rivers wants to connect with you regarding next steps in this project. As you may know, Three Rivers agreed in 2017 to submit an application to MnDOT on behalf of regional stakeholders to explore the RTCC initiative. The funding was approved and this project began in 2018, with Kimley Horn hired as the project manager.

Over the past year, Three Rivers has evaluated its role and the requirements of being the grantee for RTCC funding. Through this evaluation, Three Rivers has determined that our agency is not the logical home for the RTCC initiative in future phases of the project, due to both difficulty with project fit within our organizational structure/staffing and due to potential confusion for our community partners about our agency role within our primary transportation service areas. As a transit provider in three counties, there may be real or perceived conflicts with RTCC administration.

As a result of this assessment, Three Rivers is notifying the Southeast RTCC Steering Committee that Three Rivers Community Action does not intend to apply on behalf of the Southeast RTCC for the upcoming implementation funding round. Instead, Three Rivers recommends that the Steering Committee select another sponsor to secure the funding on a more permanent basis to continue moving the RTCC project forward in our region.

MnDOT released the RFP for Phase 2 implementation funds on February 15, 2019. Proposals are due by April 12, 2019. The RFP is attached for your review.

While our agency will not continue to serve in the role of grantee for the Southeast RTCC beyond this grant period, Three Rivers supports the work of the Southeast RTCC to improve transportation options for the people we serve, and we are happy to provide a representative from our agency as a member of the permanent Steering Committee if that is desired.

Please contact Jenny Larson at jlarson@threeriverscap.org or Jennifer Prins jprins@threeriverscap.org with any questions.
2019 Greater Minnesota Regional Transportation Coordinating Councils
Phase 2: Implementation Grant

The State of Minnesota provides a variety of transportation services for its citizens. These services come in many different forms and are administered by a wide range of organizations across the State. Unfortunately, understanding the availability and accessibility of these services is challenging. Inconsistent established connections among transportation providers result in gaps, redundancies and other system inefficiencies. Formalized and increased coordination between providers and service agencies will result in an efficient system of transportation options, which will provide customers easier access to services that meet their travel needs.

The Minnesota Department of Transportation (MnDOT) Office of Transit and Active Transportation (OTAT) will provide ongoing financial and technical support for the implementation of a statewide network of Regional Transportation Coordinating Councils (RTCC) throughout Greater Minnesota. Greater Minnesota is defined as the counties outside the seven county Twin Cities Metropolitan Area. The Regional Transportation Coordinating Council (RTCC) Implementation Grant Application represents an opportunity to apply for State of Minnesota funding for administrative support to implement coordination activities. This grant supports Regional Transportation Coordinating Council(s) that have completed Phase 1: Organizational Planning Grant task activities in Greater Minnesota regions outside the seven county Twin Cities metropolitan area.

Note: This document is available in alternative formats for persons with disabilities by calling Sue Siemers at 320-223-6556, or for persons who are hearing or speech impaired by calling the Minnesota Relay Services at 1-800-627-3529.

This solicitation does not obligate MnDOT Office of Transit and Active Transportation to award a grant or complete the project. The MnDOT Office of Transit and Active Transportation reserves the right to cancel the solicitation if it is considered to be in its best interest.

Public Data
Responses to this solicitation will be public information under the Minnesota Data Practices Act, Minnesota Statutes Chapter 13.

What is the Phase 2: Implementation Grant Process?
An Implementation Grant Application and Work Plan for each defined Task must be completed and submitted electronically via MnDOT Office of Transit and Active Transportation’s BlackCat database. Upon request, information is available in alternate formats by emailing ADArequest.dot@state.mn.us

What is the Timeline?
- February 15, 2019 MnDOT Office of Transit and Active Transportation releases Implementation Grant Application
- April 12, 2019 Phase 2: Implementation Grant Application and Work Plan Deadline
- May 1, 2019 MnDOT Office of Transit and Active Transportation Provides Notification of Grant Award
- June 25, 2019 Regional Transportation Coordinating Council Phase 2: Implementation Grant Executed
Who is Eligible to Apply?
Eligible grant sub-recipients are those that have successfully completed the Regional Transportation Coordinating Council(s) Phase 1: Organizational Planning task activities or who have been identified as the entity to carry out the implementation as the Regional Transportation Coordinating Councils through the planning process.

How Is the Grant Award Determined?
The MnDOT Office of Transit and Active Transportation staff along with other state department staff who comprise the Regional Transportation Coordinating Council project management team will evaluate the Implementation Grant Application, Work Plan and associated budget of the Regional Transportation Coordinating Council.

Can MnDOT Office of Transit and Active Transportation assist with the Work Plan?
The Regional Transportation Coordinating Council (RTCC) Greater Minnesota Coordinator is available to provide guidance and technical assistance. Regional Transportation Coordinating Councils are encouraged to submit their Implementation Grant Application and Work Plan to the RTCC Coordinator by April 1, 2019, if not before, in order to receive the maximum level of technical assistance, including a detailed review to ensure Implementation Grant Application and Work Plans are complete prior to the final due date.

How are Regional Transportation Coordinating Councils Notified about their Grant Award?
MnDOT Office of Transit and Active Transportation anticipates notification of the grant awards to the Regional Transportation Coordinating Councils via email on or before May 1, 2019. Award information may also be published on the MnDOT and Minnesota Council on Transportation Access websites after the evaluation process is completed.

Contacts
Applicants who have questions regarding this Grant may contact:
Sue Siemers, MnDOT Office of Transit and Active Transportation
Greater Minnesota Mobility Management Program Coordinator
3725 12th Street North, St. Cloud, MN 55330    320-223-6556
Susan.siemers@state.mn.us

For assistance with Title VI Civil Rights Program
Michael Johnson, MnDOT Office of Transit and Active Transportation
Programs Unit Supervisor
395 John Ireland Boulevard, Mail Stop 430, St. Paul, MN 55155-1899    651-366-4199
Michael.allan.johnson@state.mn.us
Emphasis areas set implementation priorities, support the work of Minnesota Council on Transportation Access (MCOTA), and give importance to topic areas which Regional Transportation Coordinating Councils (RTCC) are encouraged to address as they develop their implementation programs.

Regional Transportation Coordinating Councils will be required to implement two of the three following emphasis areas when preparing their Implementation Grant Application and Work Plan for Calendar Year 2019. In addition, RTCC will include, at a minimum, two of their Region’s 2017 Local Human Service Transit Coordination Plan projects as identified by the stakeholders.

**#1 Transportation Management Coordination Center (TMCC)**

A TMCC serves as a one-call or one-click service for transportation providing customers with a single point of contact to learn about available transportation resources. This customer-friendly tool can empower travelers by providing information about, assistance with, and access to available services. To assist in the development of a one-call or one-click programs, a Toolkit was created with funding from the Office of Disability Employment Policy, U.S. Department of Labor, through a cooperative agreement between the Community Transportation Association of America and the Federal Transit Administration. This toolkit provides information for RTCCs interested in working together—whether locally, regionally or statewide—to develop a one-call or one-click service for transportation. RTCC can choose to start small, follow one of a number of different models, and develop technologically and functionally from information and referral to reservations, dispatching, and more. The toolkit will empower RTCC to select the right fit for their locally driven circumstances.

The Toolkit is a set of on-line tools, including:
- A guide for beginning one call-one click transportation services,
- Results from a survey of existing one-call services,
- Advice from the one-call services fields,
- Local profiles and videos, and
- Factsheets, a glossary, and links to more information.

Toolkit Link: https://nationalcenterformobilitymanagement.org/one-call-one-click-training/

Case Study Link: http://web1.ctaa.org/webmodules/webarticles/articlefiles/CaseStudy_LSCOG.pdf

RTCCs are encouraged to develop TMCCs in their region. A good case study example is the Lower Savannah Council of Governments

**#2 Volunteer Driver Program Committee**

Volunteer drivers are a key component of human services transportation in Minnesota. They provide a low cost form of transportation for people that need services provided by these organizations in situations where other forms of transit would be less cost-effective and/or provide a lower level of service.

A wide variety of organizations utilize volunteer drivers. These include counties and other local governments, human service providers, public transit providers, faith-based organizations, and other non-profit organizations. Not surprisingly, given the wide variety of organizations, they also provide a wide variety of trips, ranging from non-emergency medical appointments to trips to work or school, to
general errands or other unspecified purposes. While most of the organizations that utilize volunteer drivers are located in small towns or rural areas where dedicated transit services do not exist, many are located in urban areas as well.

To support the volunteer driver programs Minnesota Council on Transportation Access (MCOTA) has studied the benefits and costs of the programs to the State and conducted a Volunteer Forum in early 2018 to share best practices and identify issues and solutions for maintaining this valuable network in Minnesota. One of the findings of the Volunteer Forum was the need for ongoing support at the local level in attempting to address many of the issues facing Volunteer Driver Programs. It was identified that the RTCC organizations can assist in this effort by convening the Volunteer Driver Programs to coordinate their efforts at maintaining and improving the vital networks. RTCCs will be required to organize and provide direction on statewide Volunteer Driver Program Guidelines for a seamless network of volunteer drivers.

MCOTA Reports:
2018 Volunteer Driver Program Forum Summary (PDF)
Summary and highlights from the May 2018 state-wide Volunteer Driver Program Forum, a day-long event that brought together those running volunteer driver programs and other stakeholders to share information to maintain and strengthen the programs.

Cost-Benefit Analysis of Volunteer Driver Programs: Minnesota Case Studies (PDF, 2017)
This study identified the economic benefits of volunteer driver programs in Minnesota, using six volunteer driver programs as case studies.

Volunteer Driver Programs in Minnesota: Benefits and Barriers (PDF, 2017)
This study surveyed organizations that use volunteer drivers and the challenges and opportunities they face.

#3 Vehicle Sharing

Vehicle sharing generally refers to (a) one or more organizations operating the same vehicle at different times (time sharing) or (b) an human service provider using their vehicle to provide transportation for the clients of another organization (ride sharing). The aim of vehicle sharing is to maximize the use of available vehicles and drivers in order to save on transportation related costs and expand services.

Increased vehicle sharing is an objective among the government agencies and private organizations that fund transportation. It is also an objective among transportation providers seeking to more efficiently use their resources, further their respective missions or increase funding opportunities outside of the current boundaries that are impacted by transportation movements between regions.

MCOTA Report:
The report includes several very specific recommendations to reduce the transaction cost.
RTCCs are encouraged to provide outreach and education focusing on the “how to” of vehicle sharing to reduce the informational acquisition cost. RTCCs are also encouraged to work with the MnDOT Office of Transit and Active Transportation FTA Section 5310 – Enhanced Mobility of Seniors & Individuals with Disabilities Program grant recipients to identify potential vehicle sharing partnerships.

**Project Goals**
RTCCs receiving funding under the Implementation Grant will develop a Work Plan for the Implementation Emphasis Areas determined to be undertaken during the 2019 Implementation Grant Agreement timeframe. The purpose of the grant funding is to support RTCCs administrative work throughout Greater Minnesota. The RTCCs Work Plan will be focused on three areas:

- Support and administration
- State Level Coordination Emphasis Areas
- Local Coordination Strategies (derived from Regions 2017 Local Human Service Transit Coordination Plan)

**Available Funding**
MnDOT Office of Transit and Active Transportation has committed to providing funding for Phase 2: Implementation. For the first year of Implementation MnDOT Office of Transit and Active Transportation will provide full funding for the Regional Transportation Coordinating Councils (RTCC) with a combination of state funds and FTA Section 5310 Transportation for Enhanced Mobility of Seniors & Individuals with Disabilities Program funds.

The total amount of the grant award will be dependent upon the RTCCs Implementation Grant Application and Work Plan and accompanying budget. For future Regional Transportation Coordinating Council Implementation Grant, the local match requirement will be reevaluated for each grant year to determine the amount of local share that will be required for eligible applicants.

- Applicant must provide a resolution demonstrating commitment to the RTCC Phase 2: Implementation

**Grant Application Submission**
Applicants should submit their Implementation Grant Application and Work Plan in MnDOT Office of Transit and Active Transportation BlackCat database. All required documents must be received no later than 4:30pm Central Standard Time on or before April 12, 2019. Applicants must adhere to all terms of the Implementation Grant Application and Work Plan.

Late submittals will not be considered. All costs incurred in responding to this Implementation Grant Application and Work Plan will be borne by the Applicant.
Proposal Certificates
By submitting a Grant Application and Work Plan, Applicants warrant that the information provided is true, correct, and reliable for evaluation purposes and potential grant agreement award. The submission of inaccurate or misleading information may be grounds for disqualification from the grant award, and may subject the Applicant to suspension or debarment proceedings, as well as other remedies available to MnDOT by law.

Contingency Fees Prohibited
Pursuant to Minnesota Statutes §10A.06 Contingent Fees Prohibited. No person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

Affidavit of Noncollusion
Applicants must complete the attached “Affidavit of Noncollusion” and submit it as part of the Implementation Grant Application and Work Plan (Attachment C).

Cost Principal Requirements
According to 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award sub recipients are required to have a process in which costs can be identified and assigned to benefited activities on a reasonable basis.

This process can be completed by; direct rate classification, indirect rate classification, de Minimis, or Cost Allocation Plan with rate. The process together with supporting documentation must be submitted with the Implementation Grant Application and Work Plan.

MnDOT will either accept a certified plan or review and approve a proposed plan. Any plan and/or rate that is not certified by a federal cognizant agency will be recommended on a provisional basis. Provisional means a temporary indirect cost rate applicable to a specified period which is used for funding, interim reimbursement, and reporting indirect pending the establishment of a final rate for the period. At any time during the term of the Implementation Grant Agreement or the final audit, State may audit and adjust the indirect cost rate according to the cost principles in 2 CFR 200.

Worker's Compensation Insurance
The successful Applicant upon the grant agreement award will be required to submit acceptable evidence of compliance with workers' compensation insurance coverage requirements prior to execution of the grant agreement.

Notice of Affidavit of Publication
To ensure that the region is fully aware of Applicants intent to apply for Phase 2 – RTCC Implementation Grant funding every Applicant must publish a public notice 30 days prior to the Implementation Grant Application and Work Plan submittal. The Affidavit of Publication must be published in the most frequently published newspaper(s) in the proposed region.

☐ If the newspaper(s) is printed daily, the notice must appear for three (3) consecutive days;
☐ If the newspaper(s) is printed less than daily, only one (1) appearance is required

To ensure the Affidavit of Publication Notice is printed on time the Applicant should determine publishing deadlines for the regional newspaper(s) and be prepared to pay for publishing and for the Application of Publication.

The Affidavit of Publication should state the goals and objectives of the proposed RTCC Implementation Grant Application and Work Plan.

☐ Copy of the Affidavit of Publication Notice posting will be a required attachment (Attachment A) to the Implementation Grant Application and Work Plan submittal.
**Project Selection**
Grant agreement will be awarded based on the RTCC Project Management Team’s (PMT) evaluation of all Implementation Grant Applications and Work Plans received by the deadline. The PMT includes, but is not limited to, representatives of the Minnesota Department of Human Services, Aging and Adult Services, Disability Services, Health Care Administration, Adult Mental Health Divisions; the Minnesota Department of Transportation – Office of Transit and Active Transportation and the Minnesota Board on Aging. The criteria factors the PMT members will use in evaluating and making the final evaluation recommendation are outlined as follows:

- RTCC Organizational Structure
- Emphasis Area Selections
- 2017 Local Human Service Transit Coordination Plan Projects
- Proposed Estimated Budget
- Work Plan/Detailed Deliverables
- Local Stakeholder Support

**Appeal Process**
If an Application is not funded based on PMT recommendations, the Applicant may appeal the outcome by initiating the following process:

- Applicant must submit a written appeal to:
  Minnesota Department of Transportation, 395 John Ireland Boulevard, MS430, St. Paul, MN 55155-1899
- A letter of appeal from the Applicant must clearly state the Applicants name, contact person, address, phone number, project description and grounds for appeal
- A letter of appeal must be postmarked no later than 14 calendar days from the postmarked date of MnDOT Office of Transit and Active Transportation’s written notice of the Applicant’s funding status.
- MnDOT Office of Transit and Active Transportation in consultation with Minnesota Council on Transportation Access will review the appeal and provide a written response within ten working days of receipt of the appeal.

**Grant Agreement Award**
Approved Applicants will enter into a grant agreement with MnDOT Office of Transit and Active Transportation and should be prepared to abide by all applicable state and/or federal requirements regarding procurements and other requirements.

**Pre-Award Audit**
Approved Grant Agreement RTCC may be required to undergo a pre-award audit from MnDOT’s Office of Audit. The purpose of the audit is to determine the capability of the RTCC’s general accounting practices for state grant agreement funds.

**Monthly Reporting and Reimbursement Requirements**
If project is awarded, grant recipient will be required to maintain appropriate programmatic and financial records. Recipient will be required to submit monthly progress reports and monthly Requests for Funds (RFF) including all invoices. The monthly financial report must be completed and submitted within MnDOT Office of Transit and Active Transportation’s BlackCat database for approval and is due on or before the 30th of the month following the end of the month.

RTCCs that do not submit required reporting on time are subject to payment withholding until the reporting requirements are fulfilled. Once the RFF is received and approved, MnDOT Office of Transit and Active Transportation will process the RFF and will reimburse the approved RTCC up to the allotted amount.

The following list is the type of information that will be included in the monthly progress report.

- Activities by Work Plan Task
- % of Work Completed by Task
Upon request, RTCC must allow authorized representatives from MnDOT Office of Transit and Active Transportation to examine documents and records associated with RTCC Phase 2 - Implementation.

**Application Instructions**
All RTCC must complete the Implementation Grant Application and Work Plan Forms in Attachment D. Each task should be described on a separate Work Plan Form. Each task should pertain to one of the three following areas:

- Support and administration
- State Level Coordination Emphasis Areas
- Local Coordination Strategies (derived from Region’s 2017 Local Human Service Transit Coordination Plan)

The deliverables for each task should be entered in the appropriate table, along with the estimated completion date.

The budget for the overall Implementation Grant Application and Work Plan should be completed per the budget instructions.

**Resolution**
The governing body of the Applicant must adopt a resolution authorizing submission of an Implementation Grant Application and Work Plan for financial assistance and subsequent execution of a grant agreement and any amendments with the State of Minnesota. The resolution designates up to two persons (by title) who have authority to execute an agreement with MnDOT Office of Transit and Active Transportation on behalf of their organization.

An Implementation Grant Application and Work Plan submitted without an executed resolution will be disqualified if not provided at time of submittal.
### Attachment B: Regional Transportation Coordinating Council Line Item Detail Estimated Budget Form

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<tr>
<td>1010 Administrative, Management and Supervisory Services</td>
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| **TOTAL ORGANIZATIONAL BUDGET EXPENSES** | $0.00 |
| *(ADD LINES 1000 AND 1200)* | |
RTCC Budget Line Item Descriptions

#1 Applications must specify dollar amounts in the categories provided in the budget document.

#2 The amount of the RTCC grant funds requested in each category must be specified on the Budget Line Item Form (Attachment B – entered in BlackCat).

#3 The description section of the proposed Budget Line Item must include details regarding each budget category following the guidance provided below:

PERSONNEL COSTS

- Salaries should specify salary costs, number of staff, percent of staff time (i.e. percent of Full-Time Equivalent (FTE) staff; for example .60 FTE)
- Fringe benefits to carry out Implementation Application and Work Plan project activities. Specify how fringe is calculated (i.e. 20% of salary costs).

DIRECT COSTS

- Meeting/training expenses may include the costs of holding focus groups, community forums, community education sessions, etc. The budget should specify number of meetings and types of meetings planned.
- Travel costs may cover staff travel for local project travel, including mileage, parking and related costs.
- Other direct costs may include office space rental/utilities (to be calculated based on personnel costs), telephone/internet monthly expenses, photocopying, printing, postage, projected related supplies, computer costs, marketing/medic/outreach costs, focus groups/survey costs (if applicable).
STATE OF MINNESOTA
AFFIDAVIT OF NONCOLLUSION

I swear (or affirm) under the penalty of perjury:

1. That I am the Applicant (if the Applicant is an individual), a partner in the company (if the Applicant is a partnership), or an office or employee of the responding corporation having authority to sign on its behalf (if the Applicant is a corporation);

2. That the attached Implementation Grant Application and Work Plan submitted is in response to the Regional Transportation Coordinating Council Phase 2 Implementation Grant has been arrived at by the Applicant independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Applicant of materials, supplies, equipment or services described in the Regional Transportation Coordinating Council Phase 2 Implementation Grant, designed to limit fair and open competition;

3. That the contents of the Implementation Grant Application have not been communicated by the Applicant or its employees or agents to any person not an employee or agent of the Applicant and will not be communicated to any such persons prior to the official grant agreement award; and

4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Organization Name
__________________________________________________________________________

Authorized Signature
__________________________________________________________________________

Name
__________________________________________________________________________

Title
__________________________________________________________________________

Date
__________________________________________________________________________

Subscribed and sworn to me this ____ day of ___________________, 2019.

Notary Public: ____________________________________________

My Commission ____________________________________________
## Attachment D: Work Plan

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<table>
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Deliverables:

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Project Schedule

Task Durations:

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Estimated Task Completion Dates:

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Agenda

• Welcome and Introductions
• Lead organization for implementation
• Phase 2 Implementation Grant – due 4/12
• Engagement Activities
  • February meetings
  • March meeting logistics
  • March meeting materials
• Website
• Next Steps & Discussion
Options for Lead Implementing Organization

- Community and Economic Development Associates (CEDA)
- Southeastern Minnesota Center for Independent Living
- Southeastern Minnesota Area Agency on Aging
- Southern Minnesota Initiative Foundation
- Southeast Service Cooperative
- Others?
- Volunteer?
Phase 2 Implementing Grant

• Due 4/12
  • Notice of Affidavit of Publication due before 3/13
  • Must submit via MnDOT BlackCat system
• MnDOT providing 100% funding for first year
• Need to identify statewide emphasis area (pick one)
  • Transportation Management Coordination Center
  • Volunteer driver program committee
  • Vehicle sharing – time sharing or ride sharing
• Need to identify local coordination strategies (pick two or more)
• Grant application -- lead agency and executed resolution, budget, letters of support, etc.
## 2017 Regional Transit Coordination Plan for Southeast Minnesota
*(Local Human Services-Public Transit Coordination Plan)*

### High Priority for Region 10

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<th>Coordinate and Consolidate Transportation Services and Resources</th>
<th>Mobility Strategies</th>
<th>Communication, Training and Organizational Support</th>
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• Coordinate Dispatch  
• Address Barriers | • Improve Convenience  
• Maintain Volunteer Drivers  
• Enhance Accessibility | • Create Regional Coordination Body  
• Improve Awareness of Resources & Programs  
• Maintain Central Website | • Contract with Common Carrier  
• Develop low-cost partnership with ridesharing or TNC |
Phase 2 Implementing Grant

- Grant application -- lead agency, budget, letters of support, etc.
- Project selection
  - RTCC organizational structure
  - Emphasis area selection
  - 2017 Local Human Service Transit Coordination Plan Projects
  - Proposed estimated budget
  - Work plan
  - Local stakeholder support
Meeting Overviews

Wednesday, February 13, 4-6pm
Rochester, 125 Live (125 Elton Hills Dr NW)

Tuesday, February 19, 3-5pm
Owatonna, Public Utilities Building (208 Walnut Ave S)

Thursday February 21, 4-6pm
Winona, Winona City Hall – Third Floor (207 Lafayette St)

Tuesday February 26, 4-6pm
Northfield, Northfield Public Library (210 Washington St)
Meeting Discussions

- Existing Conditions
- Future Coordination
- Southeast Minnesota Regional Transportation Coordinating Council (SE MN RTCC)
- Planning Process
ROCHESTER

February 13, 2019
Attendees

• Steering Committee
  • Sandi Goslee – Rochester Olmsted Planning Department
  • Chris Petree – Rochester Public Works
  • Laurie Brownell – SEMAA

• 27 attendees
• Kimley-Horn
Takeaways

• Funding Challenges – Users and Providers
  • Fare compatibility in different parts of the system
  • Funding complexity – difficulty of reimbursement process

• Service Doesn’t Meet User Needs
  • Unreliable transit between towns – not just Rochester hub connecting to other towns
  • Timing coordination between routes and providers (e.g., transfer times aren’t coordinated, long pick-up windows)
Takeaways (Cont’d)

• Other Challenges
  • Rural employers and employees struggle to access the system
  • Difficulty finding and coordinating drivers
  • Winter maintenance

• Who Should be Involved
  • Health plan providers
  • ZIPS, Handi Van
  • MnDOT lead
Takeaways (Cont’d)

• How to get more students, employers, healthcare plan providers involved?
  • Potential rider feedback to help shape solutions
  • Past effort to coordinate specialty transportation groups dissolved over business concerns
  • Need more, smaller community meetings
• Solutions should be customer experience focused
  • Span, frequency, technology/communications
  • Quality should outweigh costs
Attendees

- Steering Committee
  - Brian Carlson – SEH
  - Garry Hart – Cedar Valley Services / SMART
  - Jerry Gabrielatos – City of Albert Lea

- 10 Attendees
Takeaways

• Coordination Needs – Workforce
  • Better regional access, not just to Rochester
  • Expanded hours to accommodate other shifts

• Employer / Employee Access
  • Need business buy-in
  • Provide satellite parking lots for commuters
  • Make transit time productive (e.g., training or team building)
Takeaways (Cont’d)

• Coordination Needs – Health Industry
  • Mayo: employment and service center
  • Accessibility crucial for all trips
  • Door to door v. curb to curb

• Leverage Underutilized Resources
  • Coordinate services used by other programs and providers
  • Integrate and publicize other transportation options (e.g., Lyft)
Takeaways (Cont’d)

• Needed Service Type
  • Transit model that accommodates multiple stops
  • Owatonna: more in-town routes would meet much of need
  • Connections between cities (e.g., circular routes v. hub-and-spoke)

• Who Should be Involved
  • Businesses targeting high schools students
  • People transitioning out of criminal justice system
Attendees

• Steering Committee
  • Monica Hennessy Mohan – City of Winona
  • Jim Wolter – Rolling Hills Transit / SEMCAC
  • Chris Giesen – Community and Economic Development Associates

• 10 Attendees
Takeaways

• Existing Challenges
  • Meeting needs of rural users
  • Not enough volunteer drivers
  • Access to government services
  • Senior population access to medical appointments

• Existing Inefficiencies
  • New/better routes
  • Need for evening services out of town and evening return rides
Takeaways (Cont’d)

• Challenges with Transportation Providers
  • Winona – Rochester coordinating around colleges
  • Amtrak issues (i.e., fewer staff to assist ground transfers in Winona)
  • Weekend connections through Winona

• Existing Regional Transportation Coordination
  • Advocating for additional Amtrak train between Chicago & St. Paul
  • Encouraging development of a light rail feeder into Winona

• Anticipated Coordination Challenges
  • Private v. public roles
  • Rural v. big city imbalance – small cities need buy-in
  • Regional entity must have fair representation
  • Technology solutions may have limits
Takeaways (Cont’d)

• Existing Partnerships to Leverage
  • Social services – depending on user needs and funding

• Who Should be Involved
  • Regional planning agency(ies)
  • City Councils and County Boards
  • Higher education
  • Southern Minnesota Initiative Foundation

• Prioritize Coordination
  • Provide single-source communications (e.g., phone, website)
  • Simplify the system for easier use by all
  • Enhance access for users of all abilities
Attendees

- Steering Committee
  - Jennifer Prins – Three Rivers Community Action
  - Tracy Holguin – Three Rivers / Hiawatha Land Transit
  - Dave Bennett – Northfield Public Works
  - Brian Carlson - SEH

- 3 Attendees
Takeaways

• Funding Challenges – Providers
  • Funding limits function of transit providers – hours available or equipment, e.g., tie down

• Service Doesn’t Meet User Needs
  • Length of time to travel from home to downtown – reasonable?
  • Need access to more destinations
  • Small towns/rural needs, not just cities
Takeaways (Cont’d)

• Coordination
  • Local housing task force created to connect transportation and housing
• Student travel needs
  • Student services, jobs, activities and volunteering
  • Staffing needs for inter-city travel
  • Amtrack connection in Red Wing
• Not coordinating across groups within town – why not?
Takeaways (Cont’d)

• Who should be involved?
  • Non-emergency medical
  • Care centers
  • Southern Minnesota Initiative Foundation
  • Southeast Minnesota League of Municipalities

• Additional goals?
  • Community college students
  • Non-English speakers
March Meeting Logistics

Wednesday, March 13, 4-6pm
  Rochester, 125 Live (125 Elton Hills Dr NW)
  Sandi, Laurie, Chris P

Monday, March 18, 4-6pm
  Albert Lea, Albert Lea City Hall (221 E Clark St)
  Brian, Garry, Jerry

Tuesday March 19, 4-6pm
  Northfield, Northfield Public Library (210 Washington St)
  Jennifer, Tracy, Dave, Brian

Wednesday March 27, 4-6pm
  Winona, Winona City Hall – Third Floor (207 Lafayette St)
  Monica, Jim, Chris G
Meeting Overview

- Introductions
- February meeting input
- Implementation framework
- Priorities for workplan
- Next Steps
Key Points from February 2019

• Summarize previous slides
IMPLEMENTATION FRAMEWORK
Service Area

- Dodge
- Fillmore
- Freeborn
- Goodhue
- Houston
- Mower
- Olmstead
- Rice
- Steele
- Wabasha
- Winona

Figure from Three Rivers RTCC Grant Proposal
Mission Statement

To coordinate and enhance transportation services to improve mobility for residents and employees in southeast Minnesota.
Goals & Objectives

• Goal 1. Increase the accessibility of transportation for residents and employees within the 11-county region.
  • Objective 1. Identify opportunities to fill gaps in existing transportation services.
  • Objective 2. Define transportation solutions for users of all ages and abilities.
  • Objective 3. Enhance options for where and when to travel.
Goals & Objectives

• Goal 2. Identify opportunities to improve the **efficiency** of existing transportation service and associated resources.
  • Objective 1. Coordinate training across transportation providers.
  • Objective 2. Inventory facilities and equipment to identify options for shared resources.
  • Objective 3. Streamline scheduling across service providers.
Goals & Objectives (cont.)

• Goal 3. Develop a transportation network which provides diverse and equitable options for across the 11-county region.
  • Objective 1. Identify opportunities to fill gaps in existing transportation services.
  • Objective 2. Define solutions to address needs for transportation disadvantaged, including people with disabilities, older adults, people with low incomes, and military veterans.
  • Objective 3. Partner with employers to identify transportation options for employees, including shift employees.
• Goal 4. Identify opportunities for consistent **communications** for users of all ages and abilities.
  • Objective 1. Provide opportunities for meaningful input from RTCC members, transportation users, and other stakeholders.
  • Objective 2. Facilitate communications between transportation providers, service agents, and private sector.
  • Objective 3. Promote various communication methods to connect with a diverse audience.
Lead Organization

- INSERT TEXT
RTCC Board Membership

- County human services
- Other human services agencies
  - Three Rivers, SEMCAC
- Transportation, human services, and health advocates
  - Southeastern Minnesota Area Agency on Aging
  - Southeastern Minnesota Center for Independent Living
- Municipalities, counties, regional agencies
- Transportation providers – public and private
- Veteran service organizations
- Hospitals and healthcare facilities
- Health plan providers
- Educational institutions
- Workforce development
- Private sector
PRIORITIES FOR WORK PLAN
Work Plan

• Coordination and administration
  • Regular RTCC Board meetings
  • Statewide RTCC initiatives
  • Funding partners and agreements, including MnDOT

• Statewide Emphasis Area (pick one)
  • Transportation Management Coordination Center
  • Volunteer driver program committee
  • Vehicle sharing – time sharing or ride sharing

• Local Coordination Strategies (pick two or more)
  • See next slide

• Other?
## 2017 Regional Transit Coordination Plan for Southeast Minnesota
(Local Human Services-Public Transit Coordination Plan)

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- Contract with Common Carrier
- Develop low-cost partnership with ridesharing or TNC
NEXT STEPS
Next Steps

- Staffing - 1 FTE
- Budget
- Bylaws
- Funding
  - MnDOT grant application due 4/12
  - Need letters of support
Stay Involved!

• Share your perspective on local transit needs and concerns
• Provide support from local agencies and organizations
• Partner with SE MN RTCC

Share Your Thoughts
• Jennifer Prins, Three Rivers Community Action
  jprins@threeriverscap.org, 507.322.3850
• Mary Karlsson, Kimley-Horn
  mary.karlsson@kimley-horn.com, 651.643.0496
SE MN RTCC Steering Committee

Next Steps

• March 2019
  • Notice intent to submit grant application
  • Notice and host workshops
  • Review DRAFT Implementation Plan, including budget
  • Prepare grant application and solicit/provide letters of support
  • 3/28 Steering Committee meeting

• April 2019
  • Finalize Implementation Plan, including bylaws
  • 4/25 Steering Committee meeting

• May and June 2019
  • Transition lead organization
  • Assemble governing board
  • Presentation to lead organization directors
  • 5/23 and 6/27 Steering Committee meetings