## Table of Contents

Introduction ........................................................................................................................................ 1

Section One: MMRTCC Membership & Bylaws ................................................................. 2

Section Two: MMRTCC Mission Statement,  
Goals & Objectives .................................................................................................................... 6

Section Three: MMRTCC Work Plan .................................................................................. 7

Section Four: The MMRTCC Work Plan and the Region 6E  
2017 Local Human Services Transit Coordination Plan .......... 14

Section Five: Stakeholder Involvement Strategies ..................................................... 23

Section Six: MMRTCC Budget ........................................................................................... 25

Appendix A: Notice of MnDOT Project Award (Phase 2) .......... 30
Introduction to the Mid-Minnesota Regional Transportation Coordination Council (MMRTCC)

Operational Implementation Plan

The formation of a Mid-Minnesota Regional Transportation Coordination Council (RTCC) is being pursued by Kandiyohi, Meeker, McLeod, Renville and Sibley Counties (refer to Figure 1), with the underlying belief that many of the Region’s growing transportation needs would be better addressed through regional cooperation. The Mid-Minnesota Development Commission (MMDC) received a Phase 1 Organization Planning Grant from the Minnesota Department of Transportation (MnDOT) to create an operational plan for the newly formed RTCC. This document provides an overview of the Mid-Minnesota Regional Transportation Coordination Council’s (MMRTCC) proposed Operational Work Plan.

Figure 1: Mid-Minnesota Regional Transportation Coordination Council (MMRTCC) Five-County Area
SECTION ONE: MMRTCC

MEMBERSHIP & BYLAWS

The Mid-Minnesota Development Commission (MMDC) will be restructured to take on the additional responsibilities of serving as a Regional Transportation Coordination Council (RTCC). To accomplish this, the MMDC bylaws will be revised to include a Mid-Minnesota Regional Transportation Coordination Council (MMRTCC) and MMRTCC Advisory Committee. The MMRTCC Board will be given wide latitude on decision making capabilities under the MMDC umbrella. The Advisory Committee will assist with providing direction on the MMRTCC’s goals, objectives and work plan. The MMDC Board will be responsible for all financial decisions.

MMRTCC Board Structure

The MMRTCC Board and Advisory Committee shall consist of members who represent a variety of stakeholders that live or work within Kandiyohi, Meeker, McLeod, Renville and Sibley Counties. Members will include a variety of key transportation stakeholders, such as elected officials, public and private transportation providers, major employers, health care organizations, and representatives from transportation disadvantaged groups (refer to the text box on the next page). A list of where possible MMRTCC Board and Advisory Committee members will be chosen from is shown in Table 1. The list demonstrates there is a wide range of key transportation stakeholders who will be invited to participate in order to have a well-rounded and diversified MMRTCC Board and Advisory Committee.

Table 1: MMRTCC

Potential Board and Advisory Representatives

- Local Government Elected Officials
- MMDC Board Members (2 representatives)
- County Human/Social Service Directors
- Public Transit Providers
- Private Transportation Providers
- Transportation Disadvantaged Groups/Representatives
  - Senior Citizens
  - People with disabilities
  - Veterans/Veteran Services
  - Low Income
  - Minorities
- Workforce Development – Central MN
  - Job Training Service
- Economic Development Groups
- Major Employers
- Minnesota River Area Agency on Aging
- United Community Action Partnership
- Healthcare Facilities/Organizations
- Organizations Utilizing Client Transportation Services
  - Centers for Independent Living
  - Senior Service Administrators
  - Minnesota Continuum Care Coordinators
  - Disabled Person Service Organizations
  - Habilitation Centers
- Civic/Non-Profit Groups
- Church/Faith Communities
- Other Key Transportation Stakeholders
Transportation-disadvantaged refers to individuals who meet at least one of the following situations:\(^1\)

- Persons with limited or no access to transportation;
- Persons who cannot provide their own transportation; and/or
- Persons who cannot use existing travel options, or can only use them with great difficulty.

Although not exclusively, individuals with transportation disadvantages primarily include seniors, people with physical and/or mental disabilities, veterans, low-income, and minorities (especially in households where English is spoken as a second language).

\(^1\) Torng, G., Y. Gross, and, B. Cronin, “Mobility Services for All Americans–Unmet Mobility Needs and ITS Solutions,” 2005 ITS World Congress; available at: https://www.its.dot.gov/research_archives/msaa/docs/11MSAAWorldCongressS.htm

**MMRTCC Phase 1 Advisory Committee**

The committee that was assembled to provide guidance on developing the Region 6E 2017 Local Human Service Transit Coordination Plan was called upon again to provide assistance with guiding the MMRTCC development process. Committee members primarily consisted of public and private transportation providers and human/social service department directors. In addition, the committee had representation from the Minnesota River Area Agency on Aging (MnRAAA) and the Central Minnesota Jobs and Training Services (CMJTS). The Advisory Committee will be expanded and continue to provide guidance to the MMRTCC during Phase 2 and beyond.
Table 2: MMRTCC
Phase 1 Planning Advisory Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiffany Collins</td>
<td>Central Community Transit Director</td>
</tr>
<tr>
<td>Gary Ludwig</td>
<td>Trailblazer Transit Executive Director</td>
</tr>
<tr>
<td>Robert Bruins</td>
<td>A2B Transportation</td>
</tr>
<tr>
<td>Betty Christensen</td>
<td>MnRAAA Program Developer</td>
</tr>
<tr>
<td>Eric Day</td>
<td>Central MN Jobs &amp; Training Services</td>
</tr>
<tr>
<td>Kathy Nelson</td>
<td>Kandiyohi County Human Services Supervisor</td>
</tr>
<tr>
<td>Paul Bukovich</td>
<td>Meeker County Social Services Director</td>
</tr>
<tr>
<td>Gary Sprynczynatyk</td>
<td>McLeod County Human Services Director</td>
</tr>
<tr>
<td>Jill Pelzel</td>
<td>Renville County Financial Assistance Supervisor</td>
</tr>
<tr>
<td>John Glisczinski</td>
<td>Sibley County Administrator</td>
</tr>
<tr>
<td>Jill Bruns</td>
<td>Public Health Director</td>
</tr>
<tr>
<td>Cindy Grosklags</td>
<td>Renville County Human Services Director</td>
</tr>
<tr>
<td>Maureen Schneider</td>
<td>PrimeWest Health Senior Services Manager</td>
</tr>
<tr>
<td>Donn Winckler</td>
<td>MMDC Executive Director</td>
</tr>
<tr>
<td>Matthew Johnson</td>
<td>MMDC Community Development Director</td>
</tr>
</tbody>
</table>

Action Items:

1. Create a MMRTCC Board member informational packet (MMDC and MMRTCC handouts).

2. Recruit MMRTCC Board and Advisory Committee members by using local media sources (i.e., press releases, legal advertisements, radio talk-shows, etc.), by contacting MMDC’s key stakeholders, and by emailing MMDC’s transportation stakeholder database (which is updated regularly).

3. Establish the MMRTCC Board (action taken by the MMDC Board).
4. Formalize the MMRTCC Bylaws (action taken by the MMDC and MMRTCC Boards).

5. Create a MMRTCC Board and MMRTCC Advisory Committee tentative meeting schedule (i.e., dates, times, meeting locations). It is anticipated the MMRTCC Board and Advisory Committee will meet on a monthly basis.

6. Adoption of the following items by the MMRTCC Board (developed during Phase 1):

   A. Public & Stakeholder Participation Plan – the success of the newly formed RTCC will rely heavily upon having a wide variety of public and stakeholder participation.

   B. Public Meeting Plan – MMRTCC Board and Advisory Committee meetings will take place monthly at various locations throughout the five-county area. Each member county will host a minimum of one public meeting annually.

   C. Website and Media Plan – In addition to posting all documents and meeting notices on websites, MMDC will proactively use local media sources (i.e., newspapers and radio stations) to keep citizens and stakeholders informed on MMRTCC activities and opportunities to be involved.

   D. Limited English Proficiency Plan – The RTCC documents will be created in English and will be available in Spanish or Somali upon request. Spanish and Somali interpreters will be made available as needed.

   E. A.D.A. Accessible Plan – All RTCC documents will be A.D.A. assessable and all public meetings will be located in buildings that are A.D.A. compliant.

7. Create a user-friendly MMRTCC webpage and corresponding links. Keep up-to-date information on transportation providers and key stakeholders, MMRTCC Board and Advisory Committee meetings, MMRTCC staff contacts, existing transportation programs, and other relevant information.

8. Work with stakeholders to secure long-term funding for MMRTCC programs and initiatives.

9. Meet with RTCCs statewide to share success stories, discuss common issues, and collectively pursue RTCC-related opportunities.

10. Complete monthly progress reports and Requests for Funds (RFF) to MnDOT on all MMRTCC activities and expenditures.
SECTION TWO: MMRTCC
MISSION STATEMENT, GOALS & OBJECTIVES

The following MMRTCC Mission Statement, Goals and Objectives will be further customized once the MMRTCC Board is formalized. They were created with assistance from the MMRTCC Phase 1 Advisory Committee and have been discussed and reviewed throughout the various public meetings and presentations made during the RTCC Phase 1 Organizational Planning Grant.

**MMRTCC Mission Statement:**
Identify the Region’s growing transportation needs, mitigate transportation issues, and facilitate sustainable partnerships through Regional Cooperation, while emphasizing strong citizen and stakeholder participation.

**MMRTCC Goal:**
Safe, convenient, and affordable transportation options for all citizens.

**MMRTCC Objective 1:**
Identify and mitigate obstacles for citizens, employees, visitors, customers, and people who have transportation disadvantages.

**MMRTCC Objective 2:**
Identify and address the Region’s transportation needs through public and private partnerships.

**MMRTCC Objective 3:**
Use extensive citizen and stakeholder participation to develop sustainable transportation relationships.

**Action Items:**

- Host public informational meetings in each member county to promote the MMRTCC and to further customize the draft mission statement, goals and objectives.
- Have the MMRTCC Board review and adopt the founding mission statement, goals and objectives.
- Review and update the MMRTCC mission statement, goals, objectives (as needed) and MMRTCC Work Plan (annually).
SECTION THREE:

MMRTCC WORK PLAN

Section Three contains the MMRTCC Work Plan developed during the Phase 1 Organization Planning Grant received from MnDOT to form the Regional Transportation Coordination Council for Kandiyohi, Meeker, McLeod, Renville and Sibley Counties. The MMRTCC Board, Advisory Committee, and MMDC staff will cooperate to achieve the MMRTCC Mission Statement, Goals and Objectives by implementing the following four high-priority initiatives:

1. Transportation Management Coordination Center (TMCC)

Transportation Management Coordination Centers (TMCC) strive to provide comprehensive information to citizens and stakeholders on existing transportation providers, service areas, and types of transportation-related programs. Their formal structure can vary greatly based upon local needs, from simply providing basic transportation information (i.e., which providers are available and how to contact them), to some TMCCs being the single access point to call or click to schedule rides. This customer-oriented initiative empowers travelers by providing the information they desire about existing services and programs, understanding funding and eligibility requirements, and learning how the reimbursement process works.

In 2016, the Transportation Research Board, under the National Cooperative Highway Research Program, published a two-volume study aimed at assisting state departments of transportation in connecting customers with the best mobility options (State DOTs Connecting Specialized Transportation Users and Rides – NCHRP Report 832). Volume 1 for the study, Research Report, discusses the main components of facilitating the connection of specialized transportation users and providers. The document examines various planning considerations, the development process, marketing, and evaluation of current transportation programs. It identifies five types of linkage programs and provides best practices for connecting specialized transportation users with their daily rides to access services. Volume 2 of the study, Toolkit for State DOTs and Others, provides guidance on how to plan for and implement a range of linkage services, from identifying target areas, populations, and modes, to determining effective marketing and evaluation strategies.

The five types of linkage programs identified in the NCHRP Volume 1 Research Report are all considered different types of TMCCs. They are briefly described below:

- **Central Repository (Level 1)** – creation of a centralized database of transportation resources. This can vary from a hard-copy listing of services and programs to an online database. The Level 1 TMCC is what the MMRTCC is pursing during Phase 2.
Matching Assistance (Level 2) – customers answer a triage of questions or supply search criteria, either by talking with a mobility specialist (call-taker) or prompted by an online system. The call-taker or online system then shows the results based upon the answers provided. This systematically narrows down the list of providers to match the customer’s unique circumstances.

Trip Planning Assistance (Level 3) – customers use an online system or call a mobility specialist to get detailed options to make a specific trip. For example, Level 2 planning simply provides a list of potential transportation providers based upon a person’s criteria. Level 3 planning takes it one step further and helps the rider decide which provider they should contact.

Trip Booking Assistance (Level 4) – a mobility specialist helps customers with trip requests and books a trip by contacting the transportation provider. The primary benefit to Level 4 is the customer only has to make one call or click to schedule their rides.

Direct Trip Booking (Level 5) – occurs via automated links to multiple transportation systems. Direct trip booking allows a scheduler from one partnering organization to schedule trips onto another partner’s vehicle runs. Similar to Level 4, the customer only needs to make one call or click. The main difference is the ability of the TMCC is be able to directly schedule the ride versus needed to contact a provider.

Action Items:

Explore TMCC Levels – The MMRTCC Board, Advisory Committee, and key stakeholders will need to explore which of the five levels of TMCCs would meet local needs. Tours and/or presentations from existing TMCCs, such as the neighboring SmartLink Program, would help the MMRTCC and key stakeholders know what options might work locally (refer to the text box on the next page). It is anticipated that Level 1 planning, establishing a central transportation stakeholder repository, would need to occur prior to any commitment to implement a higher level TMCC. As a result, establishing a Level 1 TMCC was the agreed upon by the Advisory Committee as one of the main priorities during the MMRTCC Phase 2 implementation.

Transportation Resource Guide – Regardless of which Level TMCC is right for the participating counties, a MMRTCC Transportation Resource Guide will need to be created as a first implementation priority. The document will profile all existing public and private transportation providers. In addition, the guide will highlight the various transportation programs that are potentially available to customers. Each provider will be interviewed in detail to create their profile. Once completed, the guide will be distributed to local residents and key stakeholder groups.
TMCC Case Studies

The San Luis Obispo County Travel Management Coordination Center (TMCC) was created to help design a customer-focused demand response transportation service for its residents. The following graphic was taken from a presentation made at the CalACT 2017 Spring Conference:

San Luis Obispo County TMCC/MSAA Project

What is a TMCC?

- It is:
  - People focused.
  - Mobility enabling.
  - Partnership oriented.
  - Community determined.
  - Technology inclusive.
  - Yours to design!

It may include...

- Multiple provider partners.
- Operational collaboration.
- Service coordination.
- One-Call/One-Click Center.
  - In-person mobility services.
  - Telephone-based mobility services.
  - Internet and mobile services.
- Information & Referral.
- Inter-agency agreements.
- Technology enabling.
- Travel training.
- Maintenance agreements.
- Other items of interest.

SmartLink is an established transportation coordination council for Scott and Carver Counties... twenty years in-the-making. SmartLink coordinates Dial-a-Ride, Medical Assistance, and a Volunteer Driver Program. The program coordinates mobility options for its residents with the following goals: decrease denials of trips for all residents; enhance access to services; improve use of resources; and better coordination that leads to Livable Communities. Customers call a central number Monday through Friday from 7:00 a.m. to 3:30 p.m. Reservations can be made up to seven days in advance. The program gets residents anywhere in the seven-county metro area (in some cases a transfer to a different transportation provider is required). For more information on SmartLink, visit the following website:

https://scottcountymn.gov/516/SmartLink-Transit
2. Volunteer Driver Program Committee

Volunteer drivers are a key component of human service 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 rely upon 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 and trips to work or school, to general errands or other unspecified purposes. Unfortunately, there are increasingly a variety of social and political issues that have been discouraging people from continuing with and/or wanting to become a volunteer driver. Locally, this ultimately led to Trailblazer Transit having to sunset its volunteer driver program.

To address these issues and support volunteer driver programs, the Minnesota Council on Transportation Access (MCOTA) has studied the benefits and costs of these programs in the State. They also conducted a Volunteer Forum in 2018 to share best practices and identify issues and solutions for maintaining this valuable network throughout 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 RTCC organizations could assist in this effort by working with local Volunteer Driver Programs to help coordinate their efforts, recruit volunteers, and document the overall need for volunteer drivers. The MMRTCC will also help organize and provide direction on volunteer driver issues by participating on a statewide Volunteer Driver Program Committee. The MMRTCC will also work towards the local goal of ‘Increasing the number of volunteer drivers as a method to reduce the Region’s unmet transportation needs,’ which was identified as an implementation step in the Region 6E 2017 Local Human Services Transit Coordination Plan.

**Action Items:**

- Actively participate in local, state and federal efforts to mitigate the key barriers preventing people from becoming volunteer drivers (i.e., mileage reimbursement, insurance requirements, etc.).

- Work with local and regional stakeholders to increase the number of volunteer driver programs and drivers by developing education, marketing, and training materials.
3. Transportation Gaps Analysis

The Mid-Minnesota Regional Transportation Coordination Council, with assistance from its key transportation stakeholders, will publish a biannual report that analyzes the gaps between citizen/organizational transportation needs and existing public and private transportation services. Transportation gaps exist wherever there is a mismatch between the demand for transportation services and ability of public and private providers to meet those demands. The report will help identify and find solutions for those needing rides that transportation organizations have difficulty or currently are not equipped to handle. A thorough gaps analysis will address how transportation providers and stakeholders are currently meeting the needs of the people with transportation-disadvantages throughout Kandiyohi, Meeker, McLeod, Renville and Sibley Counties.

Overall, conducting the MMRTCC Transportation Gaps Analysis was the largest priority expressed by the Advisory Committee during the Phase 1 Planning Grant. The Gaps Analysis will strive to be an unbiased assessment of existing transportation needs, services, and programs, with the overall goal of trying to improve them for our citizens and stakeholders. The transportation gaps report will not be intended to be critical of existing providers, but instead will focus its findings on trying to discover win-win scenarios for providers and riders to fill in the key transportation gaps.

In addition to providing current and future population estimates, the Transportation Gaps Analysis will include an assessment on how transportation barriers impact the local economy. This will help to better understand the current and emerging transportation needs of major employers and how barriers to transportation impact local retail and commercial establishments. Another section of the Gaps Analysis will examine the transportation barriers related to accessing health care services, and the costs associated with no-show medical appointments.

Action Items:

- Create a MMRTCC Transportation Gaps Analysis that identifies the demand for transportation services and the ability of public/private providers to meet those demands. Include sections on demographic trends, access to health care, economic impacts, overall transportation gaps, and potential solutions to closing the identified gaps. It is anticipated that at least two versions of surveys will be administered to assist with the analysis.

- Hold public meetings and share the results of the MMRTCC Transportation Gaps Analysis directly with key transportation stakeholders.
4. Transportation Ambassador and the Learn Not-to-Drive Program

Over the last few years, MMDC has discussed trying to work with stakeholders to establish a program for seniors to be auto-independent. This was discussed during the development of the 2017 Region 6E Human Services Transit Coordination Plan and is listed as the following implementation step: ‘Develop a program to help seniors make the transition of not having a vehicle.’ There has been strong stakeholder support to help develop this type of program, with some preliminary interest in providing stakeholder funding from the Minnesota River Area Agency on Aging. The overall goal of the program would be to teach people, targeting transportation disadvantaged groups, how to use the various existing transportation providers. The program could eventually be offered to all residents, but working with seniors would be MMRTCC’s Phase 2 priority, primarily due to MnRAAA’s expressed interest in helping to develop the program. In addition, Transportation Ambassadors could assist people in learning about funding mechanisms, eligibility requirements, and reimbursement procedures. Some existing Transportation Ambassador programs across the country also provide first-time rider assistance as a service.

The Learn Not-to Drive Program could also help citizens with the process of selling or donating their vehicles. For example, there are several existing donation programs that offer tax deductions. People would receive funds for selling their vehicles and would also save money by not paying for car insurance.

Action Items:

- Convert the MMRTCC Transportation Resource Guide into user-friendly handouts that summarize the key information on how to schedule rides based upon unique circumstances. Customize the handouts for each member county.

- Partner with key stakeholders to develop a Transportation Ambassador Program to provide customized guidance to residents and stakeholders on how to use existing transportation providers and help determine which funding mechanisms are potentially available. The long-term goal would be to train volunteers to become Transportation Ambassadors. Only MMRTCC staff, however, would provide Ambassador guidance during Phase 2.

- Work with the Minnesota River Area Agency on Aging and other key stakeholders to develop the MMRTCC Learn Not-to-Drive Program. To begin with, prioritize implementing the program with Seniors and other transportation-disadvantaged groups.
5. Vehicle Sharing *(optional – only as time permits)*

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

**Figure 2: Vehicle Sharing Process**

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. Work with stakeholders to increase vehicle sharing to maximize the use of available vehicles and drivers. This coordination will save on transportation related costs and expand services. Time sharing and/or ride sharing will maximize the investment that government agencies and private organizations make to fund transportation services. This will also help to meet the local goal of ‘Work with stakeholders and providers to reduce the overlap of redundant services’ (Region 6E 2017 Local Human Services Transit Coordination Plan). A key component to beginning this initiative is to build an accurate database of which stakeholders have vehicles and which stakeholders have transportation needs that could be addressed by sharing resources.

There are a wide variety of vehicle sharing programs that have been successfully implemented throughout the United States and other industrialized countries. They can range from two or more stakeholders sharing expenses and resources, to having third-party companies own the vehicles and various groups rent vehicles as needed. Much like the other initiatives discussed in this implementation plan, the MMRTCC Board will need to provide direction on how best to implement the program.

**Action Items:**

- As time permits during Phase 2, work towards creating a comprehensive database of existing stakeholder’s vehicles and how/when they are in use to transport residents, members, customers, etc. The work developing the TMCC and conducting the Transportation Gaps Analysis will lay the groundwork to be able to successfully work on vehicle sharing in the future (beyond Phase 2).
SECTION FOUR:
THE MMRTCC WORK PLAN AND THE REGION 6E 2017
LOCAL HUMAN SERVICES TRANSIT CoORDINATION PLAN

This section of the MMRTCC Operational Plan compares how the MMRTCC Work Plan contained in this document addresses the implementation steps identified in the Region 6E 2017 Local Human Services Transit Coordination Plan.

Background on the Human Services Transit Coordination Plan

A Local Human Services Public Transit Coordination plan is a federal requirement under the Fixing America’s Surface Transportation Act (FAST Act). Federal regulations require that projects eligible for funding under the Transportation for Elderly Persons and Persons with Disabilities Program (Section 5310) must advance strategies identified in a Local Human Service Transit Coordination Plan. This planning process fulfills federal requirements by engaging transportation providers, social services agencies, and members of the public in identifying strategies for regional transportation coordination.

The Mid-Minnesota Development Commission has been involved with writing all three generations of Local Human Services Transit Coordination Plans for Region 6E (2006, 2011, 2017). The plan is required to be developed through a process that includes representatives of public, private, non-profit transportation services, human services providers, and the general public. Agencies and organizations that represent, provide service to, or advocate for individuals who have public or specialized transportation service needs (i.e., ‘transportation disadvantages’) participated in the development of the Plan. MMDC created an Advisory Committee to help guide the plan process made up of a variety of agencies and organizations discussed above. The Minnesota Department of Transportation provided oversight throughout the planning process and in review of the final document.

The following tables show how the MMRTCC Work Plan helps to implement the Region 6E 2017 Local Human Service Transit Coordination Plan by analyzing each implementation step with the four identified MMRTCC Phase 2 implementation priorities.
### Table 3: MMRTCC Work Plan and Region 6E 2017 LHSTCP Comparison

<table>
<thead>
<tr>
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<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Promote the use of the Region’s existing transportation options.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Continue to work towards a reliable source of centralized information.</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Make it a priority to keep websites updated with current information, services and programs. Provide links to other stakeholders and ensure they work properly.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Develop new marketing strategies to reach additional people, including the use of social media.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Develop brochures, flyers and newspaper ads with key contact information.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Distribute promotional materials using existing stakeholder resources, such as utility bills, organizational newsletters, school mailings, etc.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Work with the media to advertise and encourage them to cover events/stories.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>G. Meet with stakeholders (nursing homes, clinics, civic groups, etc.) on a regular basis so they can better understand what services are currently available.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>H. Ensure the Region’s people of need (i.e., seniors, disabled, low-income, etc.) are aware of what services are available to them and how to schedule rides.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>I. Establish Transportation Ambassadors (Bus Buddies) to assist riders with understanding how to best use local transportation options.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. Invest in providing training to agency representatives, public transit employees (especially dispatch), and other stakeholders so they fully understand what transportation services are available and which funding programs may be available to individuals.</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. Meet with key stakeholders periodically to assess what is working and what changes are needed.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

LHSTCP = Region 6E 2017 Local Human Services Transit Coordination Plan  
TMCC = Transportation Management Coordination Center  
Volunteers = Volunteer Driver Initiatives  
Gaps Analysis = MMRTCC Transportation Gaps Analysis  
Ambassadors = Transportation Ambassador Program  
X = The MMRTCC Work Plan priority addresses the LHSTCP implementation step  
Blank Cell = The MMRTCC Work Plan priority does not directly address the LHSTCP implementation step
### Table 4: MMRTCC Work Plan and Region 6E 2017 LHSTCP Comparison (continued…)

<table>
<thead>
<tr>
<th>2017 LHSTCP Action Steps</th>
<th>MMRTCC Work Plan</th>
</tr>
</thead>
</table>
| 2. Centralized Call Center/Number to share trip dispatch information under a single entity within a single organization either regional or statewide. The central, statewide number would then coordinate rides with the various transportation providers. | 1. TMCC  
2. Volunteers  
3. Gaps Analysis  
4. Ambassadors |
| A. Continuously update the database of available transportation options.                   | X  
X  
X |
| B. Train staff to understand the various options available to get people where they need to be. | X  
X |
| C. Public transit options should be the first option if available.                         | X |
| D. Develop a mechanism to follow-up with people after their transportation has been completed. | X  
X |
| E. Continue to support the development of better centralized information, such as MinnesotaHelp.info. Regionally promote the use of the Senior LinkAge, Disability Linkage, and Veterans Linkage Lines. | X  
X |

LHSTCP = Region 6E 2017 Local Human Services Transit Coordination Plan  
TMCC = Transportation Management Coordination Center  
Volunteers = Volunteer Driver Initiatives  
Gaps Analysis = MMRTCC Transportation Gaps Analysis  
Ambassadors = Transportation Ambassador Program  
X = The MMRTCC Work Plan priority addresses the LHSTCP implementation step  
Blank Cell = The MMRTCC Work Plan priority does not directly address the LHSTCP implementation step
Table 5: MMRTCC Work Plan
and Region 6E 2017 LHSTCP Comparison (continued…)

<table>
<thead>
<tr>
<th>2017 LHSTCP Action Steps</th>
<th>MMRTCC Work Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Invest in software and technology to stay current and to improve coordination.</td>
<td>X</td>
</tr>
<tr>
<td>A. Strive to allow people to go online and/or use mobile apps to schedule rides.</td>
<td>X</td>
</tr>
<tr>
<td>B. Software and technology investments increase the capacity of transportation providers and helps to address unmet needs.</td>
<td>X</td>
</tr>
<tr>
<td>C. Regularly identify and address problems with the available scheduling software programs.</td>
<td>X X X</td>
</tr>
</tbody>
</table>

LHSTCP = Region 6E 2017 Local Human Services Transit Coordination Plan
TMCC = Transportation Management Coordination Center
Volunteers = Volunteer Driver Initiatives
Gaps Analysis = MMRTCC Transportation Gaps Analysis
Ambassadors = Transportation Ambassador Program
X = The MMRTCC Work Plan priority addresses the LHSTCP implementation step
Blank Cell = The MMRTCC Work Plan priority does not directly address the LHSTCP implementation step
Table 6: MMRTCC Work Plan
and Region 6E 2017 LHSTCP Comparison (continued…)

<table>
<thead>
<tr>
<th>2017 LHSTCP Action Steps</th>
<th>MMRTCC Work Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Regularly communicate regional needs and issues with the Minnesota Council on Transportation Access (MCOTA) and other key stakeholders.</td>
<td>X</td>
</tr>
<tr>
<td>A. Continue to work towards the formation of group of key stakeholders who can meet regularly to identify regional transit and transportation needs.</td>
<td>X</td>
</tr>
<tr>
<td>B. Support the formation of Regional Transportation Coordination Councils (RTCC).</td>
<td></td>
</tr>
</tbody>
</table>

LHSTCP = Region 6E 2017 Local Human Services Transit Coordination Plan
TMCC = Transportation Management Coordination Center
Volunteers = Volunteer Driver Initiatives
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Blank Cell = The MMRTCC Work Plan priority does not directly address the LHSTCP implementation step
Table 7: MMRTCC Work Plan and Region 6E 2017 LHSTCP Comparison (continued…)

<table>
<thead>
<tr>
<th>2017 LHSTCP Action Steps</th>
<th>MMRTCC Work Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5. Work with stakeholders and providers to reduce the overlap of redundant services.</strong></td>
<td>1. TMCC</td>
</tr>
<tr>
<td>A. Continue to make strides on having public transit provide Day Training &amp; Habilitation (DT &amp; H) transportation when feasible.</td>
<td>X</td>
</tr>
<tr>
<td>B. Realize that rural areas that don’t fit into scheduled routes might be best served by DT&amp;H vehicles.</td>
<td>X</td>
</tr>
<tr>
<td>C. Enroll public transit providers in the Minnesota Health Care Program (MHCP) so they can bill Waiver Programs.</td>
<td></td>
</tr>
<tr>
<td>D. Work towards having a regional mobility manager that can help identify and eliminate redundant services.</td>
<td>X</td>
</tr>
</tbody>
</table>

LHSTCP = Region 6E 2017 Local Human Services Transit Coordination Plan  
TMCC = Transportation Management Coordination Center  
Volunteers = Volunteer Driver Initiatives  
Gaps Analysis = MMRTCC Transportation Gaps Analysis  
Ambassadors = Transportation Ambassador Program  
X = The MMRTCC Work Plan priority addresses the LHSTCP implementation step  
Blank Cell = The MMRTCC Work Plan priority does not directly address the LHSTCP implementation step
<table>
<thead>
<tr>
<th>2017 LHSTCP Action Steps</th>
<th>MMRTCC Work Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Expand and/or develop new programs to address unmet needs.</td>
<td>X</td>
</tr>
<tr>
<td>A. Continue to expand Trailblazer Transit’s SMART Ride Program (Sibley McLeod Auxiliary Regional Transit). This allows riders to go places where and/or at times when public transit options are not available.</td>
<td>X</td>
</tr>
<tr>
<td>B. Continue to expand Central Community Transit’s JOYRIDE Program, which provides sober rides home on Friday and Saturday nights from Memorial Day weekend through Labor Day weekend.</td>
<td>X</td>
</tr>
<tr>
<td>C. Work towards ensuring that special events have viable transportation options.</td>
<td>X</td>
</tr>
<tr>
<td>D. Realize that private providers, such as Uber and Lyft, will continue to expand and can assist with addressing some of the unmet needs.</td>
<td>X</td>
</tr>
<tr>
<td>E. Realize that increasing capacity to provide unmet needs doesn’t necessary mean expanding service hours and/or service areas. Increasing capacity also means adding bus service during current hours of operations.</td>
<td>X</td>
</tr>
<tr>
<td>F. Work with the Region’s major employers to identify unmet transportation needs and to determine what options are available to address them.</td>
<td>X</td>
</tr>
<tr>
<td>G. Promote the development and expansion of ride-sharing programs, especially for employment opportunities.</td>
<td>X</td>
</tr>
<tr>
<td>H. Encourage the expansion of Mode 6 ‘Protected Transport’ services into Region 6E.</td>
<td>X</td>
</tr>
</tbody>
</table>

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Table 9: MMRTCC Work Plan
and Region 6E 2017 LHSTCP Comparison (continued…)

<table>
<thead>
<tr>
<th>2017 LHSTCP Action Steps</th>
<th>MMRTCC Work Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Develop a program to help seniors make the transition of not having a vehicle.</td>
<td></td>
</tr>
</tbody>
</table>
A. Work with key stakeholder to determine what resources are currently available to provide this type of assistance. | X |
B. Find a stakeholder who is interested in taking on this responsibility, including applying for grant funds and coordinating stakeholder resources. | X |

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Blank Cell = The MMRTCC Work Plan priority does not directly address the LHSTCP implementation step
Table 10: MMRTCC Work Plan and Region 6E 2017 LHSTCP Comparison (continued…)

*Note: There is no overlap between implementation steps*

<table>
<thead>
<tr>
<th>2017 LHSTCP Action Steps</th>
<th>MMRTCC Work Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Encourage the development of Active Living Transportation Plans, which can help to identify needed pedestrian and bicycle amenities.</td>
<td></td>
</tr>
<tr>
<td>B. Encourage communities to take ownership and responsibility of sidewalks, including A.D.A. assessable curb-cuts, pedestrian friendly crosswalks, proper lighting, and suitable places to rest.</td>
<td></td>
</tr>
<tr>
<td>C. Improve the safety, convenience and comfort at transit stops. Coordinate efforts with the business community and other stakeholders.</td>
<td></td>
</tr>
</tbody>
</table>

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Volunteers = Volunteer Driver Initiatives
Gaps Analysis = MMRTCC Transportation Gaps Analysis
Ambassadors = Transportation Ambassador Program
X = The MMRTCC Work Plan priority addresses the LHSTCP implementation step
Blank Cell = The MMRTCC Work Plan priority does not directly address the LHSTCP implementation step
The Mid-Minnesota Regional Transportation Coordination Council’s (MMRTCC) Public Participation Plan (PPP) and stakeholder involvement strategies have been developed in draft form during the Phase 1 RTCC Planning Grant. The PPP shall cover the public participation under Phase One organizing the MMRTCC and Phase Two MMRTCC operations. The MMRTCC is a semi-autonomous board under the Mid-Minnesota Development Commission (MMDC). RTCC’s consist of stakeholders interested in improving mobility for “transportation disadvantaged”- older adults, individuals with disabilities, individuals with low incomes, and/or military veterans. The PPP presents a summary of tools, approaches, issues and considerations related to community engagement for the planning and operation of the MMRTCC. The PPP is intended to evolve through the life of the MMRTCC, and to respond to guidance received from MMRTCC’s partners, stakeholders, and other interested parties.

The goals of the PPP are twofold. First, to ensure early, continuous, and broad public notification about and participation in major actions and decisions by the formation and operations of the MMRTCC and second, to get meaningful public input to inform the decision-making process. This plan establishes consistent, minimum procedures to accomplish these goals; procedures beyond these minimums may be applied as warranted and are encouraged.

The term "major" is to be applied loosely. If a proposed action or decision is clearly a normal course-of-business activity that does not significantly affect the public or alter public policy, it may not be necessary to apply these procedures. If there is a question, however, as to whether these procedures should be followed, then the MMRTCC will follow them to ensure appropriate public notification and participation. Failure to comply with these procedures shall not, in and of itself, render any decisions or actions invalid.

Desired Outcomes for MMRTCC’s Public Participation:

1. To get public input on MMRTCC formation and activities and decisions
2. To share information with a broad cross-section of the public
3. To ensure notification and participation of traditionally underserved populations
4. To increase overall awareness of regional planning activities.

The 2019 first edition PPP will be reviewed and updated by the MMRTCC Board once established. The MMRTCC Public Participation Plan will be reviewed periodically for its effectiveness.
MMRTCC’s Transportation Disadvantaged Population Estimates

There are approximately 131,165 residents in the MMRTCC service area according to the 2017 population estimates from the American Community Survey. It is important to note that many persons will be in two or more of the following attributes shown below:

**Low Income:** 2016 estimates show that the service area has approximately 12,104 persons that live in poverty. This is 9.2 percent of the total population. The highest percentage of persons in poverty live in Kandiyohi County (11.5 percent).

**Elderly:** MMRTCC’s service area has an estimated total of 23,491 persons age 65 or older (17.91 percent) in 2016. The estimated number of persons age 75 and older is estimated at 11,279 (8.60 percent) during this same year. Persons 85 and older totaled 3,653 (2.79 percent).

**Disabled:** The 2017 American Community Survey shows there is an estimated 14,449 disabled persons (approximately 11%) from the universe of total civilian noninstitutionalized population in the RTCC Region. From this total population, 6,858 persons 65 years old or older that have a disability. The data shows that approximately 30 percent of the elderly population has at least one disability. The percentage with a disability goes up to approximately 40 percent for those 75 years old or older. From this regional population of noninstitutionalized persons, the following estimates are taken (note: some individuals may have more than one disability):

- With a hearing disability 5,460
- With a vision disability 2,012
- With a cognitive difficulty 5,101
- With an ambulatory difficulty 6,102
- With a self-care difficulty 2,593
- With an independent living difficulty (age 18+) 4,405

**Veterans:** In 2016, the estimated number of veterans who live within the MMRTCC area is 8,729 (6.7 percent of the population).

**Minorities:** According to the 2017 Census American Fact Finder estimates, there are approximately 115,846 persons (88.3%) that are White alone and who are not Hispanic/Latino, and 15,319 (11.7%) who are a minority within the MMRTCC. The largest minority group represented are Hispanics/Latinos of any race, with 10,446 persons (8% of the population and 68% of the minority population). Kandiyohi County has a significant population of persons of Black race totaling 1,846 persons (4.3% of the county’s total population). The majority of this population in of East African heritage. The Region has a total of 5,872 persons that are foreign born (2016 data). There is a total of 10,078 persons that live in households where a language other than English is spoken at home (2016 data).
SECTION SIX: MMRTCC

ORGANIZATIONAL RESOURCES & BUDGET

The Mid-Minnesota Development Commission (MMDC) is one of the State’s Regional Development Commissions and has been in operation since 1974. The MMDC is governed by a Board of Directors consisting of representatives from Kandiyohi, Meeker, McLeod and Renville Counties. The Board is primarily made up of locally elected officials from the counties, cities, townships, and school districts we serve. In addition, several special interest members serve on the Board for a current total of 21 positions.

Through the years, MMDC has administered numerous large grant programs. These include the following examples:

1. Minnesota’s DEED Small Cities Development Program Grant – MMDC staff has administered program funds for such activities as housing rehabilitation, downtown renovation and new public facilities.

2. MnDOT Planning Grant – MMDC staff administers this grant annually to provide a variety of transportation planning for MnDOT, the Area Transportation Partnership, and local units of government.

3. Federal EDA’s Economic District Planning Grant - MMDC staff administers this grant annually to provide economic development services to our region.

4. Local Human Service Transit Coordination Plans – MMDC staff has administered and prepared plans for all three cycles of transit coordination plans.

5. Safe Routes to School Plans – MMDC has successfully closed out contracts to prepare Safe Routes to School Plans for six school districts.

In addition to the above examples, MMDC has been active with transit planning by writing transit need assessments for Kandiyohi, Meeker, McLeod and Renville Counties. The assessments helped to justify the first funded transit operations in each of the counties. MMDC staff has also served on Transit operational boards, and years ago contracted with MnDOT to do inspections of organizations that had 5310 vehicles. The MMDC staff who were involved with these activities are still currently working for the Commission.

MMDC staff also has a long history of successfully working with the various agencies and stakeholders who will ultimately help make the MMRTCC a success. This is especially true of working with Senior programs and the building upon the strong relationships established with the Health and Human Service Departments.
MMDC Existing Financial Resources

At the end of MMDC’s 2017 Fiscal Year, the MMDC had $848,392 in general fund reserves, of which $361,782 was unassigned. The Commission has had several years in a row with end-of-year surpluses in revenue over expenses, which has contributed to MMDC’s reserves. For FY 2017 MMDC’s General Fund revenues were $597,529. Over this same period, expenses were $580,332. Through the Regional Development Act, the MMDC has property taxing authority which it collected $317,739 in FY 2017. For FY 2018 the Commission’s tax levy shall increase by three percent. Other revenue for the MMDC comes primarily from operating grants and payment for the services the Commission provides.

Conway, Deuth & Schmiesing (CDS) is the firm that conducts the Commission’s independent annual audit. This audit is conducted in accordance with generally accepted auditing standards and government auditing standards. CDS issued an option that financial statements were reported fairly and found no compliance issues.

MMDC Staff Resources

The MMDC plans to have the Community Development Director, Matthew Johnson, lead the RTCC Phase 2 Implementation (22 years with MMDC). Matthew’s responsibilities will include administrating the MMRTCC Board, facilitating the Advisory Committee, creating MMRTCC documents, program development, new hire workload, monthly progress reports, MMRTCC webpage content, public/stakeholder relations, and the overall MMRTCC work program.

A new hire will be added to the MMDC staff who will be devoted exclusively to MMRTCC functions (i.e., TMCC development; Minnesota Volunteer Driver Committee; MMRTCC Transportation Gaps Analysis; and developing the Transportation Ambassador/Learn Not-to-Drive Program.

Community Planner, Kyle Ten Napel, will provide assistance with creating/updating the MMRTCC transportation stakeholder database, mapping and document support during Phase 2.

Terresa Westerman, Administrative Assistant: Terresa will provide 120 hours of assistance with scheduling MMRTCC Board and Advisory Committee meetings, MMRTCC webpage content, database development, document review, and miscellaneous MMRTCC needs.

MMDC’s Financial Director, Sue Gimse, has 23 years of experience with MMDC and has provided fiscal administration to numerous grant programs. During RTCC Phase 1 Planning Grant, Sue has been responsible for completing and submitting the monthly reports on BlackCat.
PERSONNEL SERVICES FOR THE MMRTCC PHASE 2

<table>
<thead>
<tr>
<th>Name</th>
<th>FTE</th>
<th>Hours</th>
<th>Salary</th>
<th>Fringe</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. New Hire</td>
<td>0.96</td>
<td>1,794</td>
<td>$72,112</td>
<td>$22,374</td>
<td>$94,486</td>
</tr>
<tr>
<td>2. Matthew Johnson</td>
<td>0.50</td>
<td>898</td>
<td>$55,124</td>
<td>$17,104</td>
<td>$72,227</td>
</tr>
<tr>
<td>3. Kyle Ten Napel</td>
<td>0.06</td>
<td>110</td>
<td>$4,573</td>
<td>$1,419</td>
<td>$5,992</td>
</tr>
<tr>
<td>4. Sue Gimse</td>
<td>0.05</td>
<td>96</td>
<td>$5,357</td>
<td>$1,662</td>
<td>$7,019</td>
</tr>
<tr>
<td>5. Terresa Westerman</td>
<td>0.07</td>
<td>120</td>
<td>$5,019</td>
<td>$1,557</td>
<td>$6,576</td>
</tr>
<tr>
<td>Totals</td>
<td>1.64</td>
<td>3,018</td>
<td>$142,184</td>
<td>$44,116</td>
<td>$186,301</td>
</tr>
</tbody>
</table>

1. New Hire: Full-time staff position (1,794 hours) devoted exclusively to all RTCC functions. Anticipated start date: July 16, 2019.

2. Matthew Johnson, Community Development Director: Half of Matthew’s time (898) will be devoted to all MMRTCC functions. Matthew will take the lead on administering the MMRTCC Board, facilitating the Advisory Committee, creating MMRTCC documents, program development, new hire workload, monthly progress reports, MMRTCC webpage content, public/stakeholder relations, and the overall MMRTCC work program.

3. Kyle Ten Napel, Community Planner: 110 hours of Kyle’s time will be devoted to providing assistance on creating documents, updating databases, providing mapping assistance, and miscellaneous MMRTCC needs.

4. Sue Gimse, Financial Director: Sue’s budgeted 96 hours will be for grant administration, monthly request for funds, BlackCat interaction, and weekly MMRTCC staff meetings. Sue has also been involved with working with other RTCC Financial Directors during Phase 1. This type of interaction is expected during Phase 2.

5. Terresa Westerman, Administrative Assistant: Terresa will provide 120 hours of assistance with scheduling MMRTCC Board and Advisory Committee meetings, MMRTCC webpage content, database development, document review, and miscellaneous MMRTCC needs.
DIRECT COSTS FOR THE MMRTCC PHASE 2

<table>
<thead>
<tr>
<th>Category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Public Outreach</td>
<td>$3,506</td>
</tr>
<tr>
<td>2. Office Supplies</td>
<td>$1,737</td>
</tr>
<tr>
<td>3. Mileage/Reimbursements for Staff Travel</td>
<td>$4,280</td>
</tr>
<tr>
<td>4. Contracted Services</td>
<td>$1,000</td>
</tr>
<tr>
<td>Total Direct Cost Expenses</td>
<td>$10,521</td>
</tr>
</tbody>
</table>

1. Public Outreach:
   a. Meetings (room rentals, food/beverages) $900
   b. Promotion $750
   c. Board/Advisory Committee Mileage (0.58 cents/mile) $1,856

2. Office Supplies:
   a. New computer/software $500
   b. Chair $250
   c. Supplies $75
   d. Copies $700
   e. Postage $210

   $1,737

3. Mileage/Reimbursements for Staff Travel:
   a. Hotel expense $600
   b. Meals $200
   c. Mileage (0.58 cents per mile) $3,480

   $4,280

4. Contracted Services: Interpretation Fees $1,000

Total MMRTCC Direct Expenses: $10,521

TOTAL MMRTCC PHASE 2 BUDGET EXPENSES

<table>
<thead>
<tr>
<th>Category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personnel Services</td>
<td>$186,301</td>
</tr>
<tr>
<td>2. Direct Expenses</td>
<td>$10,521</td>
</tr>
<tr>
<td>Total MMRTCC Phase 2</td>
<td>$196,822</td>
</tr>
</tbody>
</table>
For comments or questions regarding the Mid-Minnesota Regional Transportation Coordination Council (MMRTCC) or this work plan, please contact MMDC Community Development Director, Matthew Johnson

By email at: communityplanning@mmrdc.org

Or by phone at: (320) 235-8504 Ext. 231
Appendix A:
2019 Greater Minnesota Regional Transportation Coordinating Councils
Phase 2 Implementation Grant
Mid-Minnesota Development Commission
Notice of MnDOT Project Award
2019 Greater Minnesota Regional Transportation Coordinating Councils
Phase 2: Implementation Grant
Mid-Minnesota Development Commission

May 29, 2019

Congratulations! Based on your 2019 application for assistance under the Greater Minnesota Regional Transportation Coordinating Councils Phase 2: Implementation Grant program, the Minnesota Department of Transportation (MnDOT) hereby makes the following project award:

<table>
<thead>
<tr>
<th>Award is made to:</th>
<th>Program Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-Minnesota Development Commission</td>
<td>Matthew Johnson 333 SW Sixth Street, Suite 2 Willmar MN 56201</td>
</tr>
<tr>
<td>DUNS: 092787225</td>
<td>Phone: 320-235-8504 Ext 231 Email: <a href="mailto:communityplanning@mmrndc.org">communityplanning@mmrndc.org</a></td>
</tr>
</tbody>
</table>

**Authorized Officials**

<table>
<thead>
<tr>
<th>Donn Winckler</th>
<th>Matthew Johnson</th>
</tr>
</thead>
<tbody>
<tr>
<td>333 SW Sixth Street, Suite 2 Willmar MN 56201</td>
<td>333 SW Sixth Street, Suite 2 Willmar MN 56201</td>
</tr>
<tr>
<td>Phone: 320-235-8504 Ext 225 Email: <a href="mailto:donn.winckler@mmrndc.org">donn.winckler@mmrndc.org</a></td>
<td>Phone: 320-235-8504 Ext 231 Email: <a href="mailto:communityplanning@mmrndc.org">communityplanning@mmrndc.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Total Project Cost</th>
<th>Federal Funds Awarded</th>
<th>State Funds Awarded</th>
<th>Local Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTCC Phase 2 - Implementation</td>
<td>$196,822.00</td>
<td>$157,457.60</td>
<td>$39,364.40</td>
<td>$0</td>
</tr>
</tbody>
</table>

Again, congratulations on this award. If you have any questions please contact Michael Johnson at michael.allan.johnson@state.mn.us or 651-366-4199.

Best Regards,
Victoria Nill
Director, Office of Transit and Active Transportation

cc: Tim Mitchell, Planning and Programs Section Director
    Michael Johnson, Programs Unit Supervisor
    Susan Siemers, Program Coordinator