

**MINUTES OF THE
BI-STATE REGIONAL COMMISSION**

Wednesday, June 23, 2021, 3:30 p.m.
Teleconference

MEMBERS PRESENT: Broderson – Secretary, Beck, Brunk, Deppe, Dunn, Freeman, Heninger, Kinzer, Lack, Lawrence, Limberg, Matson, Mendenhall, O’Boyle, Rayapati, Roethler, Saucedo, Sauer, Schloemer, Sherwin, Stoermer, Thompson, Waldron

MEMBERS ABSENT: Breeden, Dawson, Gallagher, Holmes, Kendall, Maxwell, G. Moore, R. Moore, Newton, Parker, Thoms

OTHERS PRESENT: None

STAFF PRESENT: Bulat, Grabowski, McCullough

Mayor Broderson called the meeting to order at 3:32 p.m.

1. Approval of the May 26, 2021 Minutes. Mr. Beck moved to approve the minutes of the May 26, 2021 meeting as presented. Mr. Kinzer seconded the motion, and it passed unanimously.
2. Treasurer’s Report. Mr. Brunk presented the Treasurer’s Report for the month ending May 31, 2021, noting an ending total bank and book balance of \$561,123.54. Mayor O’Boyle moved the report be accepted as written and mailed. Mr. Stoermer seconded the motion, and it passed unanimously.
3. Finance and Personnel Committee.
 - a. Bills. Mayor O’Boyle presented the bills totaling \$31,411.18, as listed on the following bills listing:

Bills List

The Roosevelt Group LLC, May 2021 Legislative Technical Services (cost reimbursed by participating member governments)	\$20,000.00
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Addendum

Blackhawk Bank & Trust, VISA charge card expenses related to Managers and Administrators meeting (cost reimbursed by participants); 1 staff attending the virtual 2021 Midyear Economic Update; 3 staff attending the 2021 Midwest Community Development conference; office supplies	2,205.81
Platinum Information Services, Inc., support and network monitoring services, software installation, and 2 monitors	3,260.00
Rock Island County Treasurer	5,945.37
07/2021 Rent	4,979.25
07/2021 Internet Access	88.00
06/2021 Managed Print Services	333.50
03-05/2021 Xerox Overage	49.95
05/2021 Postage	308.32
05/2021 Printing	18.75
05/2021 Supplies	141.57
05/2021 Cell Phone	26.03

Mayor O’Boyle moved approval of the bills totaling \$31,411.18 as presented above. Mr. Stoermer seconded the motion, and it passed unanimously.

b. Report on Progress on Commission’s FY 2020-21 Program Budget as of May 31, 2021.

Mayor O’Boyle explained the Program Budget Status Report was sent prior to the meeting. The Commission is 91.7% through the fiscal year with 87.6% expended and within budget.

c. Contracts/Grants for Consideration. Ms. Bulat presented the following grants/contracts for consideration.

- Contract with Rock Island County Waste Management Agency for Staff Support. The contract is for actual costs and will run from July 1, 2021 to June 30, 2022.
- Contract with Emergency Telephone System Board of Rock Island County for Staff Support. The contract is for actual costs and will run from July 1, 2021 to June 30, 2022.
- Contract with Scott County Kids for Financial Management. The contract is for actual costs and will run from July 1, 2021 to June 30, 2022.
- Contract with Scott County Housing Council for Financial Management. The contract is for actual costs and will run from July 1, 2021 to June 30, 2022.
- Grant with Iowa Association of Regional Councils for Iowa Department of Economic Development for planning assistance to local governments. The grant is for \$16,176 and will run from July 1, 2021 to June 30, 2022.
- Contract from the Illinois Department of Transportation for the Human Service Transportation Program (HSTP) to coordinate public transportation services and access in rural areas of Illinois, to include Rock Island, Mercer, Whiteside, and Henry counties in the amount of \$76,601 for the period July 1, 2021 through June 30, 2023.

Mayor O’Boyle moved approval of the grants/contracts as presented above. Mayor Matson seconded the motion, and it passed unanimously.

d. Consideration of Recommended FY2022 Commission Planning Budget. Mayor O’Boyle moved approval of the recommended FY2022 Commission budget plan as presented at the May 26, 2021 meeting. Mr. Beck seconded the motion, and it passed unanimously.

4. Status of Bi-State Grant Writing in the Region and Grants Readiness. Ms. McCullough reported that Bi-State staff have been tracking grant applications for the last seven years. These do not include on-going planning grants to Bi-State, such as for transportation or economic development. The presentation focused on grant applications written on behalf of member governments. The list represents seven years of cumulative work on 101 applications for projects totaling \$40 million from 2014 – 2021. Some grants lag in award announcements, such as those written in 2020 that are still under review and awards, for example of the Rebuild Illinois Infrastructure grants are not expected to be awarded until the 3rd quarter of 2021 after submissions in June 2020. The following table summarizes the applications.

Grant Type	Number	Total Project Cost	Requested Funds	Awarded Funds/Recorded
Foundation	37	\$2,581,272	\$1,337,476	\$397,338
State/Federal Pass Thru	53	\$33,413,698	\$17,163,986	\$4,292,632
Federal Direct	11	\$4,107,992	\$2,507,051	\$999,423
Total	101	\$40,102,962	\$21,008,512	\$5,689,392

Larger awarded successes include \$794,300 to West Liberty for a single stream curbside recycling program through the Solid Waste Assistance Program (SWAP) through the Iowa Department of Natural Resources. Windsor was awarded \$450,000 in Community Development Block Grant funds through the Illinois Department of Commerce and Economic Opportunity (DCEO) for a sewer hook-up project to their new wastewater treatment system, which is now being finalized. A few of the grants have served Bi-State’s smaller communities. Bi-State staff have assisted with applications to foundations, state and federal pass-through grants, and federal direct grants.

Ms. McCullough described grant writing as understanding the formula and following the cookbook. Grant readiness is predicated on understanding what grantors want in projects and matching what communities and counties want to accomplish. Applicants need to ask the following questions: “Does our community priority align with the grant program purpose and goals? Is the timing right for us? As a community, are we ready to commit to the grant requirements, and is there sufficient funding, staff capacity, and support to complete the project? From the grantor’s perspective, does a project align with program goals and objectives? Who benefits from the project if awarded? Is there commitment from the applicant to complete and successfully administer the grant?”

Keys to successful grant applications include a clear project purpose and scope of work, detailed budget, documentation of support and planning, public involvement in the priority project, assemblage of grant supplementary information, and confirming eligibility. Federal grant readiness includes making sure the community/county has a DUNS unique identifier number and is registered/updated in SAM.gov and Grants.gov. In Grants.gov, it is important to know who is the organization’s make grant administrator in the system, and who else is given roles to submit applications or work on grant components. Lastly, understanding the program’s administrative rules and reading the grant guidance can support a successful application. While not rocket science, grants require planning and preparation, as well as attention to detail.

5. Status Report on Request to De-Federalize Bi-State Revolving Loan Fund Dollars. – Ms. Bulat reported the request to de-federalize the Bi-State RLF had been approved and noted that certain federal regulations are required to continue. She had sent an e-mail to Commissioners following the May meeting referencing the federal regulations. She also stated that the first draft of a grant application for a nuclear power decommissioning study had been submitted to EDA. Mr. Kinzer confirmed that an e-mail had been sent by Ms. Bulat.

6. Questions or Comments by Commissioners. Mr. Dunn noted that a roll-call had not been performed. Ms. Grabowski then performed roll-call for those in attendance.
7. Other Business. Ms. Bulat reported that the Census data will likely not come out until September as opposed to August as was previously thought. She also noted that the next meeting of Bi-State Regional Commission will be held in-person at the Rock Island County Chambers. It is anticipated that the State of Illinois will go back to an open meetings policy that will make it necessary to hold in-person meetings for voting purposes.
8. Adjournment. The meeting adjourned at 4:05 p.m.

Respectfully submitted,



Diana Broderson
Secretary