

# *Transportation Planning Work Program FY 2022*

## *Region 9 Scott and Muscatine Counties, Iowa*

July 1, 2021 - June 30, 2022

**FINAL MAY 2021**





# **TRANSPORTATION PLANNING WORK PROGRAM FOR THE REGION 9 AREA**

July 1, 2021 to June 30, 2022  
(FY 2022)

FINAL May 2021

*Including comprehensive, cooperative, and continuing  
transportation planning activities to be performed by:*

## **Bi-State Regional Commission Iowa Department of Transportation and Local Units of Government**

With the assistance of:

U. S. DEPARTMENT OF TRANSPORTATION

(Federal Highway Administration and  
Federal Transit Administration)

STATE OF IOWA

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## **ABSTRACT**

TITLE: Area Transportation Planning Work Program for Region 9  
July 1, 2021 to June 30, 2022 (FY 2022)

AUTHOR: Bi-State Regional Commission

SUBJECT: A work program covering activities of the Bi-State Regional Commission, and state and local agencies involved with the cooperative, comprehensive, and continuing regional transportation planning process for the non-urbanized area of Muscatine and Scott Counties.

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Rock Island, Illinois

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ABSTRACT: The Region 9 Transportation Planning Work Program describes the transportation planning activities for the non-urbanized area of Scott County and Muscatine County for the Fiscal Year 2022 beginning July 1, 2021 and ending June 30, 2022. The work of the Bi-State Regional Commission is carried out with full involvement and participation of local elected and appointed officials and other citizens.



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## **Bi-State Regional Commission**

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## **Region 9 Transportation Policy Committee**

Scott Sauer, Board Member  
River Bend Transit

Diana Broderson, Mayor<sup>2</sup>  
City of Muscatine

Jeff Sorensen, Board Member<sup>1</sup>  
Muscatine County Board of Supervisors

John Maxwell, Board Member  
Scott County, Board of Supervisors

John Kostichuk, Mayor<sup>3</sup>  
City of Walcott  
(Alternate: Michael Limberg, City of Long  
Grove)

Darla Hugaboom<sup>4</sup>  
Iowa Division  
Federal Highway Administration

Gerri Doyle<sup>4</sup>  
Federal Transit Administration

Sam Shea<sup>4</sup>  
Iowa Department of Transportation

<sup>1</sup> Chairman Region 9 Transportation Policy Committee

<sup>2</sup> Vice Chair Region 9 Transportation Policy Committee

<sup>3</sup> The mayors of the cities under 5,000 in the non-urbanized areas of Muscatine and Scott Counties caucused for a representative.

<sup>4</sup> Ex-officio Non-Voting Members

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## Region 9 Technical Committee

Randy Zobrist  
Executive Director  
River Bend Transit

Brian Stineman<sup>2</sup>  
Public Works Director  
City of Muscatine

Jodi Royal-Goodwin  
Community Development Director  
City of Muscatine

Amy Fortenbacher  
Transit Supervisor  
City of Muscatine/MuscaBus

Keith White  
County Engineer  
Muscatine County

Eric Furnas  
Planning and Zoning Administrator  
Muscatine County

Chris Mathias  
Planning & Development Director  
Scott County

Angie Kersten<sup>1</sup>  
County Engineer  
Scott County

Jeff Horne<sup>3</sup>  
City Administrator  
City of Wilton

(Alternate: Lee Geertz)

Darla Hugaboom<sup>4</sup>  
Iowa Division  
Federal Highway Administration

Gerri Doyle<sup>4</sup>  
Federal Transit Administration

Sam Shea<sup>4</sup>  
Iowa Department of Transportation

<sup>1</sup> Transportation Technical Committee Chair

<sup>2</sup> Transportation Technical Committee Vice Chair

<sup>3</sup> Represents the staff of the cities under 5,000 in the non-urbanized areas of Muscatine and Scott Counties.

<sup>4</sup> Ex-officio Non-Voting Members

Note: Each jurisdiction has one vote, except for ex-officio members.



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## SECTION 1 INTRODUCTION

### Purpose

The *Region 9 Transportation Planning Work Program (RPA9 TPWP)* is intended to serve a number of local, state, and federal purposes. Locally, the program serves to:

- Clarify the means for coordination among the many local units of governments cooperating in the regional transportation planning effort
- Establish continuing, comprehensive, and cooperative regionwide planning within the Bi-State area
- Assist in the development of budgets for transportation planning activities and in the preparation of requests for planning funds
- Delineate requirements for the various agencies involved in the planning efforts
- Establish the products, purposes, and general methods to be employed in the conduct of specific transportation planning work elements

Federal and state agencies use the Transportation Planning Work Program (TPWP) for monitoring and evaluating:

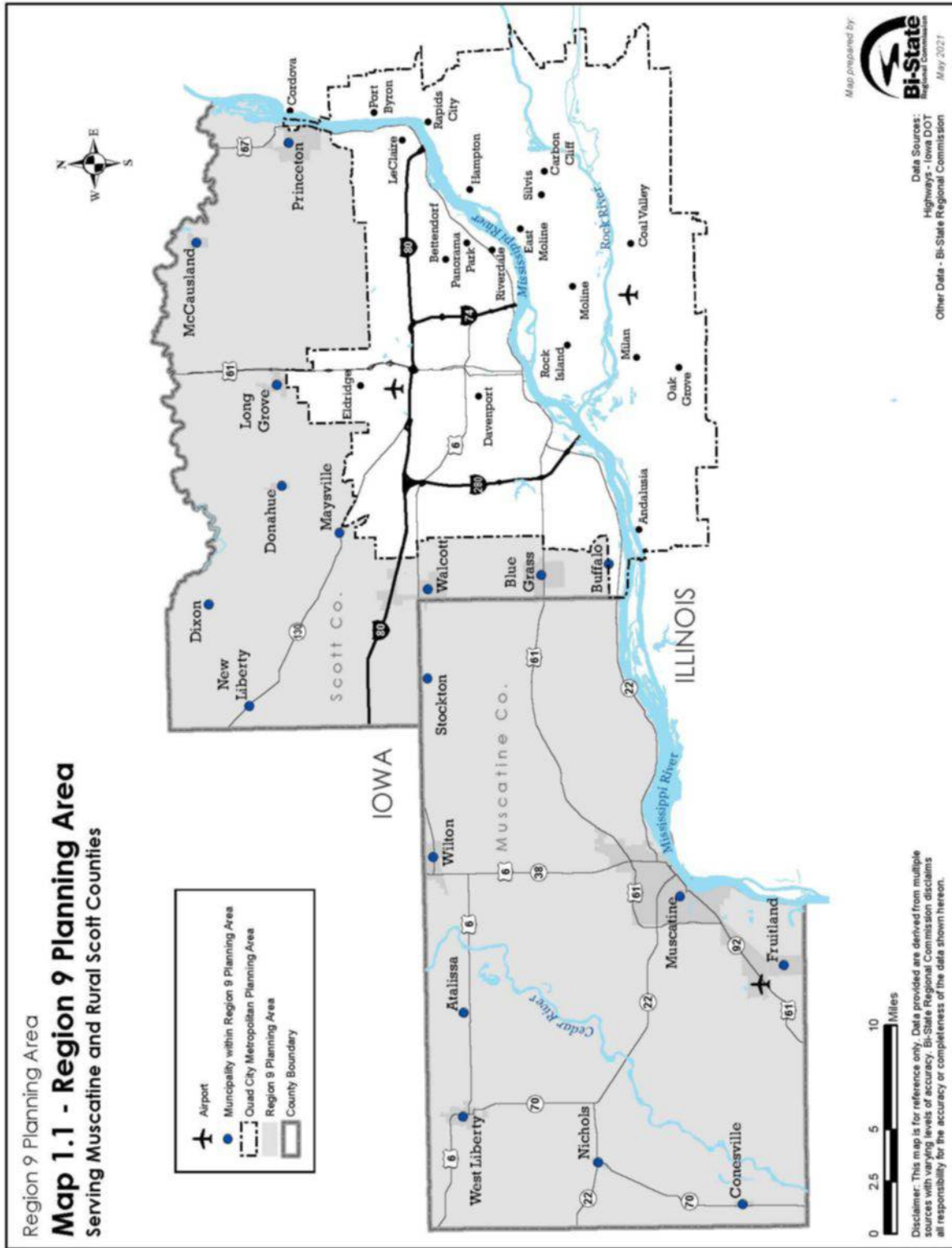
- 1) The progress of transportation planning
- 2) The effectiveness of the planning program in addressing key issues and problems
- 3) As an aid in allocating federal planning funds

The TPWP document outlines activities and tasks to be accomplished by Bi-State Regional Commission staff in a continued, coordinated, and cooperative manner with representatives on the Region 9 Transportation Policy and Technical Committees to serve transportation needs in the region. The Policy and Technical Committees provide input on work program activities and the budget at their meetings each spring. The budget and contract authority are approved by the Bi-State Regional Commission board following recommendation of the Region 9 Policy Committee.

### Study Area

There are 902 square miles in the two-county Region 9 area, with Scott County containing 454 square miles and Muscatine County containing 448 square miles. The study area for transportation planning covers all of Muscatine County and the non-urbanized area of Scott County.

A map showing the Bi-State area and the Region 9 area is included on the following page.



## Status of Comprehensive Planning

Several of the local governments in the Region 9 area have prepared land use, development, or comprehensive plans. They include Muscatine and Scott Counties and the Cities of Blue Grass, Buffalo, Conesville, Eldridge, Fruitland, Long Grove, McCausland, Muscatine, Princeton, Walcott, West Liberty, and Wilton. The majority of local governments also have zoning and/or subdivision ordinances. In addition, regional plans have been developed that incorporate the Region 9 geographical area. Among these are the Comprehensive Economic Development Strategy (CEDS) (updated cyclically with annual progress reports); *Industrial Land in the Bi-State Region, 1984*; the *Bi-State Regional Comprehensive Solid Waste Plan, 1990* (updated in 1994, 1996, 1999, 2001, 2004, 2008, 2011, and 2016); *Muscatine County Comprehensive Plan, 2014*; and the *Scott County Future Land Use Plan, 2008* with a future land use map update under review in 2018. Scott County completed a sustainability plan in 2011. Scott County completed a countywide Hazard Mitigation Plan in 2018, and Muscatine County completed an update in 2020.

## Status of Transportation Planning

Transportation planning in the Region 9 area had been divided by mode. Highway, transit, and other transportation modes each utilized a different structure in the planning and programming of projects. However, the Iowa Department of Transportation reorganized the planning and programming process for all modes into a single joint approach in FY 1995.

In FY 1995, the *Region 9 Long Range Transportation Plan* was developed. The long range plan examined the region's existing transportation network and projected a network for 20 years into the future. The plan takes into consideration all transportation modes and the improvements needed to satisfy the future transportation demands placed on the entire network. The *Region 9 Long Range Transportation Plan* is in its third iteration with a 2045 time horizon. It was completed in January 2021. The next update will be completed by winter 2026.

The first *Region 9 Transportation Improvement Program (TIP)* was developed in FY 1995. The Region 9 TIP outlines federally-funded transportation projects in the region. Projects in the Region 9 TIP must be reasonably justified, conform with the long range plan, and be financially constrained. All transportation projects involving federal or state funds must be listed in the Region 9 TIP. The document is updated annually.

Region 9 also participates in the development of the *Bi-State Regional Intelligent Transportation System Architecture (2013)*, and the *Bi-State Region Transit Development Plan (2018)*, updated no less than every four years. These documents provide coordination of operational technology deployment, such as dynamic message signs, and passenger transportation coordination with human services organizations, respectively.

### Issues and Planning Emphasis

**Fixing America's Surface Transportation (FAST) Act** was passed in December 2015 and was set to expire at the end of 2020. FAST was extended to the end of 2021 when a reauthorization is expected or another continuing resolution. Congress continues to support metropolitan and statewide transportation planning as well as recognize the role of regional transportation planning. Transportation planning processes were continued and enhanced to continue addressing performance goals, measures, and targets into the process of identifying needed transportation improvements and project selection. Summarized by the Federal Highway Administration, national performance goals for federal transportation programs address the following:

- Safety—To achieve a significant reduction in traffic fatalities and serious injuries on all public roads
- Infrastructure condition—To maintain the highway infrastructure asset system in a state of good repair
- Congestion reduction—To achieve a significant reduction in congestion on the National Highway System (NHS)
- System reliability—To improve the efficiency of the surface transportation system
- Freight movement and economic vitality—To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development
- Environmental sustainability—To enhance the performance of the transportation system while protecting and enhancing the natural environment
- Reduced project delivery delays—To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and **improving agencies' work practices**

There is also interest in interconnecting transportation, environment, and housing through livability and sustainability initiatives, as well as continued emphasis on economic development. The FAST Act also introduced transportation planning for resilience and reliability, and consideration of travel and tourism. Locally, the transportation planning process will work to incorporate these national goals and work with the state to identify and address them. The locally appropriate performance measures identified and developed will be used to monitor the metropolitan transportation system. Additionally, U.S. Department of Transportation released planning emphasis areas that further focus the comprehensive, continuing, and coordinated transportation planning efforts. These emphasis areas will be integrated into local transportation planning and include:

- Transition to performance based planning and programming
- Promote coordination and cooperation beyond the regional planning area to include other metropolitan and state partners
- Identify connectivity gaps and promote access to essential services

Faced with limited capital and human resources, limited buying power for all modes of transportation, and mounting transportation needs, it is very important to emphasize cost-effective planning and operation of the transportation system. Focus will be on supporting the *2045 Long Range Transportation Plan for Region 9* goals as follows:

### **2045 Plan Goals**

- **Movement**—Provide for the efficient movement of people and goods by coordinating the management and operations of all modes of transportation within Region 9.
- **Land Use**—Develop a transportation system that considers existing and future land uses and encourages desired development patterns.
- **Balance**—Develop a transportation system that balances all modes of transportation, protects and enhances the environment, and supports both the rural and urban economic vitality in Region 9.
- **Safety/Security**—Enforce and enhance programs designed to ensure the safe, secure operations and utilization of all transportation facilities/systems.
- **Accessibility & Mobility**. Strive to coordinate, develop, and maintain an accessible transportation system that promotes mobility for a variety of citizens and visitors, particularly those with special needs, such as the elderly, disabled, and low-income persons.
- **Modes**—Increase connectivity, accessibility, and mobility options to encourage the multi-modal aspects of the transportation system, such as bicycle/pedestrian, transit, air, and rail facilities and their integration.
- **Preservation**—Emphasize the preservation of the existing transportation system and preserve corridors for planned improvements, and minimize disruptions due to extreme weather events, climate changes, and natural and man-made disasters, whenever feasible. **These goals coincide with supporting the region’s economic prosperity,** monitoring congestions, facilitating a multi-modal system and facilitating passenger transportation for special needs populations. Similar to the metropolitan area, Region 9 will continue to monitor issues related to air quality, traffic safety, and ways to secure funding to preserve and enhance the multi-modal transportation system.

Issues facing Region 9 include transportation system preservation, including maintaining bridges and crossing capacity for rivers and streams; healthy living initiatives and aging as it relates to mobility; status of air quality and emission reduction; and development of freight facilities within Region 9.



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## SECTION 2 REGIONAL STRUCTURE

Region 9 has a local review process established. The review process includes the Region 9 Transportation Policy Committee and Region 9 Transportation Technical Committee. The Region 9 Transportation Policy Committee is a delegated authority under Bi-State Regional Commission. The Region 9 Technical Committee is responsible for technical review and guidance of data collection and analysis, plan preparation, and plan review and update functions. The Region 9 Technical Committee assists the Region 9 Policy Committee in making transportation recommendations. The current membership of these committees is as follows:

### Region 9 Transportation Policy Committee

Members –

- Mayor, Representing Small Communities, caucused
- River Bend Transit, Inc. Board of Directors
- Scott County Board of Supervisors
- City of Muscatine, Mayor or Alderperson
- Muscatine County Board of Supervisors

One Vote per Jurisdiction/Agency

Ex-Officio, Non-Voting Members –

- Federal Transit Administration, Kansas City, MO
- Federal Highway Administration, Ames, IA
- Iowa Department of Transportation

### Region 9 Transportation Technical Committee

Members –

- City of Wilton, Representing Small Communities (City of West Liberty Alternate)
- City of Muscatine-Planning/Development
- City of Muscatine-Public Works
- City of Muscatine-Transit
- Scott County-Engineering
- Scott County-Planning/Development
- Muscatine County-Engineering
- Muscatine County-Planning/Development
- River Bend Transit, Inc.

One Vote per Jurisdiction/Agency

Ex-Officio, Non-Voting Members –

- Federal Transit Administration, Kansas City, MO
- Federal Highway Administration, Ames, IA
- Iowa Department of Transportation

### Advisory Committees

Advisory committees work to assist the Region 9 Transportation Policy Committee and the Bi-State Regional Commission in each of its major planning efforts. The committees are composed of local citizens and city, county, state, and federal technical personnel concerned with daily operations affected by any plans developed. Advisory committees that assist the Region 9 Transportation Policy Committee include Bi-State Regional Trails Committee, Bi-State Region Air Quality Task Force, Bi-State ITS Technical Committee, Regional Transit Interest and Advisory Group, and the Regional Transportation Advisory Group.

*Bi-State Regional Trail Committee:* Coordinates planning and development activities associated with the multi-purpose trails in the Bi-State Region.

*Membership* – Membership is open to jurisdictions located in the Bi-State Region to work toward the development of multi-purpose trails within the Bi-State Region.

*Bi-State Region Air Quality Task Force:* Provides a forum to discuss issues for maintaining National Ambient Air Quality Standards (NAAQS) attainment status through voluntary emission reduction measures; for communication between public and private entities on voluntary measures by sharing experiences and knowledge; and for encouraging and supporting individual and group voluntary measures/activities such as public education, and mobile/stationary source reduction initiatives.

*Membership* – Representatives from Henry, Mercer and Rock Island Counties, Illinois and Muscatine and Scott Counties, Iowa include local city public works and engineering officials; transit managers; county health departments; Chambers of Commerce representatives, **development group organizations' staff**; representatives of major industries; state resource agencies' staff (IADNR, ILEPA, DOTs, IDED, DCEO); local conservation, health and education representatives; and interested citizens.

*Bi-State ITS Technical Advisory Group:* Coordinates ITS planning and deployment activities in the Bi-State Region.

*Membership* – Intelligent Transportation System (ITS) Stakeholders (engineers, public works, public safety, planners) in Bettendorf, Davenport, East Moline, Moline, and Rock Island, along with the smaller Iowa and Illinois Quad Cities communities; Henry, Rock Island Muscatine and Scott Counties; Illinois and Iowa Departments of Transportation staff; representatives of the Bettendorf and Davenport transit systems, and the Rock Island County Metropolitan Mass Transit District (MetroLINK); and planning and research engineers from the Illinois and Iowa Federal Highway Administration division offices and the Federal Transit Administration's Region VII (Kansas City).

*Bi-State Region Freight Forum*

*Membership* – Multi-modal freight transportation stakeholders in both private and public sectors representing air, highway, rail, and water; community officials (engineers, public works and economic development staff, and/or planners) in the Bi-State Region; Illinois Department of Transportation staff and Iowa Department of Transportation staff; and planning and research engineers from the Illinois and Iowa Federal Highway Administration division offices.

*Function* – To coordinate multi-modal freight planning in the Bi-State Region and to understand and monitor needs and issues related to physical, operational, and institutional aspects of the regional freight system.

*Regional Transit Interest and Advisory Group:* Provides a forum to receive public input and comments on regional mobility, human services coordination, passenger transportation, and the public transit systems compliance plan with the Americans with Disabilities Act on an as needed basis. The group also provides organized discussions on transportation problems affecting the special needs populations of the region. Information and meeting notices related to the regional transit development plan are provided to this group for input and suggestions. The group serves in an advisory capacity to the transportation community, as well as the Region 9 Transportation Technical Committee.

*Membership* – Membership is open to anyone interested in passenger transportation and mobility. Members represent elderly, disabled advocacy groups, resident associations, social service agencies, transit systems, or individual community members.

*Regional Transportation Advisory Group:* Provides a forum through direct mailings and meeting notices to solicit input and examine the Transportation Improvement Plan (TIP), Long-Range Transportation Plan, Bi-State Regional ITS Architecture Plan, enhancement program projects, and surface transportation program projects. This group may provide comments to the Region 9 Transportation Technical and Policy Committees for their consideration at regular meetings, public hearings, or through direct requests for input.

*Membership* – Membership is open to anyone interested in transportation planning and projects. Members represent private transportation providers, social service agencies that provide transportation, transit consumers, historic societies, biking and hiking clubs, environmental groups, and freight movers.

## Public Involvement

Public involvement in the planning and programming activities of the Bi-State Regional Commission for Region 9 is accomplished through four primary mechanisms:

1. Technical and advisory committees and delegated authority groups
2. Seminars, workshops, and public hearings
3. Commission report, mailings, website, and other publications
4. Television, radio, and print and electronic media coverage

The public involvement process ensures that all citizens are given ample opportunity to be involved in the planning process, regardless of race, color, or national origin. Further, the Bi-State Regional Commission complies with Title VI requirements. The **Bi-State Regional Commission’s Title VI Program and Non-Discrimination Policy** is posted on the agency website, and the Title VI public notice and complaint form are both posted in the Bi-State Regional Commission office and on its website. A Limited English Proficiency (LEP) Analysis is prepared as part of the Title VI documents for the MPO. The urbanized area fixed route transit systems prepare individual Title VI documents with a respective LEP analysis. A LEP analysis is included in the *Bi-State Region Transit Development Plan*. Refer to public participation plan in the appendix for the public participation process. These

documents provide guidance for fulfilling federal civil rights requirements per the 1964 Civil Rights Act.

### *Technical and Advisory Committees and Delegated Authority Groups*

The following tabular listing shows the extensive committee structure that provides guidance and input to the program of the Bi-State Regional Commission for Region 9 along with information regarding total numbers of people, minority, and female composition. Note the Regional Transportation Advisory Group is not listed because of its constant fluctuation in membership.

Committees	Number of Members	Racial Minorities	Females	Elected Officials
Bi-State Regional Commission	35	9	6	25
RPA 9 Transportation Policy Committee*	8	0	3	4
RPA 9 Transportation Technical Committee	12	0	5	0

\*Ex-officio, non-voting members included.

## **Seminars, Workshops, and Public Hearings**

For Region 9, the Bi-State Regional Commission conducts and participates in seminars, workshops, public hearings, and informational meetings beyond the formal committee structure. Past examples have included sessions on community development, land use, public safety and hazards, air quality and climate change, energy, infrastructure, census, solid waste, sustainability/livability, community health, and transportation. Periodic functions of this nature offer the opportunity to bring in more diverse viewpoints not otherwise obtained in the formal committee structure, as well as educating and informing large numbers of citizens and officials.

### *Commission Report, Mailings, Website and Other Publications*

Topical publications in each of the Commission's program areas are published when needed. In addition, a monthly report on the Commission's meeting actions and activities is distributed to all member county and city elected officials within a week following the meeting. This monthly report is posted to the Commission website and archived reports are on record going back to 2000. Further, the Commission maintains a website that contains current information regarding the **Commission's services/activities as well as several adopted planning documents and publications**. The website is revised and expanded on an on-going basis. Agendas and minutes of the following groups are posted on the website:

- Bi-State Drug and Alcohol Testing Consortium
- Bi-State Executive Committee
- Bi-State Finance and Personnel Committee
- Bi-State Region Air Quality Task Force
- Bi-State Regional Commission
- Bi-State Regional Trails Committee
- Bi-State Revolving Loan Fund
- Mercer-Muscatine Revolving Loan Fund
- QCIC Net Governing Board
- Quad City Riverfront Council

- Quad Cities MPO and Region 9 Transportation Policy Committees
- Quad Cities MPO and Region 9 Transportation Technical Committees

#### *Television, Radio, and Print Media Coverage*

Extensive news media resources are available for use by the Commission within its five-county area. Four major television networks (ABC, CBS, NBC, and FOX) have affiliate stations located in the region. There are three public television stations, plus digital and cable TV. In addition, there are 43 radio stations, four daily newspapers, and four weekly newspapers located in the area. Many of these media sources also have a website presence that includes news and information. Local news coverage including the matters of local government is excellent within the area with a broad, diverse coverage within all sectors of the community. The visibility of the Commission is enhanced with public service and public affairs programming through the cable television media. Meeting announcements and news features focusing on local government are given regular coverage.

### **Equal Opportunity Policy and Non-Discrimination Policies**

The Commission adopted the *Equal Opportunity Policies, Bi-State Regional Commission* on June 26, 1991. This document contains the Commission's ongoing, broad, equal opportunity policies; provides for the designation of an Equal Opportunity Administrator; outlines the responsibilities of this administrator; and gives specific employment and contractual policies and standards. The Commission also accepts responsibility for promoting minority and women business opportunities as detailed in contracts with the various state and federal agencies. The Commission adopted a policy statement in January 2000 that will inform Commission members of gender balance and current status when making membership appointments.

In accordance with federal law, Bi-State Regional Commission is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, and familial status (Not all prohibited basis apply to all programs.) **As part of the 1964 Civil Rights Act, Title VI states “No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Additional nondiscrimination requirements include Executive Orders (EO) to address environmental justice in minority and low-income populations (EO 12898), to improve access to services for persons with limited English proficiency (EO 13166), and to ensure consistent and effective implementation of Title VI (EO 12250).** There are other statutes that address other protected classes related to age, sex, marital status, disability, etc.

In 2011, the Iowa Department of Transportation, as lead overseer of **Bi-State Regional Commission’s** transportation planning process, required a separate and standardized Title VI Plan in 2012 for the agency. The Bi-State Regional Commission Title VI Program and Non-Discriminatory Policy was approved by the Commission in December 2012 and filed with the Iowa and Illinois Departments of Transportation. It was since revised in October 2015 and accepted by the Civil Rights Office of FTA. It was updated October 2018, and technical revisions were addressed in March 2019. The current policy is also posted to the Bi-State Regional Commission website and the public notice and complaint form are posted in the office.



## SECTION 3 SUMMARY OF PLANNING ACTIVITIES/WORK TASKS

The *Region 9 Transportation Planning Work Program* details the transportation planning activities to be conducted through Bi-State during the fiscal year. This work is carried out with cooperation from local city and county engineers and planners, the transit operators, representatives from the Iowa Department of Transportation, and staff of the Federal Highway Administration and the Federal Transit Administration.

The work program focuses on four main transportation responsibilities of Bi-State: 1) the coordination of overall transportation planning and operations activities; 2) maintaining a long-range transportation plan; 3) the programming of transportation projects to address the needs identified in that plan and associated studies; and 4) facilitating the public involvement process. Information supplied by Bi-State through short-range planning activities such as capacity analyses and transit route information is used by the local and state planners in the project development process.

The *Region 9 Transportation Planning Work Program FY 2021* is divided into four major categories: 1) Program Support and Administration; 2) General Development and Comprehensive Planning; 3) Long-Range Transportation Planning; and 4) Short-Range Transportation Planning. A brief description of each category outlines the work elements that are included in each task. Funding levels from each source (e.g. Surface Transportation Block Grant Program-STBG, Federal Highway Administration (FHWA) Special Planning and Research (SPR) and Regional Transit) are identified by **dollars following each numbered work activity. The four major categories' percentages are based on each work activity's percent of the total available non-urbanized area planning funds.** A general summary of categories follows. Following is a summary of FY 2022 TPWP program activities; highlights are provided on the accomplishments in FY 2021.

### PROGRAM SUPPORT AND ADMINISTRATION:

- Management and Operations
- Transportation Planning Work Program Development
- Public Information and Citizen Participation
- Public Participation Plan Development

### GENERAL DEVELOPMENT AND COMPREHENSIVE PLANNING:

- Information Management
- Public Information, Citizen Participation, and Environmental Considerations
- Development and Comprehensive Planning
- Modal Planning
- Technical Assistance

LONG-RANGE TRANSPORTATION PLANNING:

- Facilities Planning
- Public Information and Citizen Participation
- Facilities Programming and Development
- Technical Assistance
- Long Range Transportation Plan Development

SHORT-RANGE TRANSPORTATION PLANNING:

- Facilities Planning
- Facilities Programming and Development
- Transportation Improvement Program Development
- Public Information and Citizen Participation
- Technical Assistance

**1.0 Program Support and Administration (4%)**

**Status**

The *Region 9 Transportation Planning Work Program (TPWP)* is prepared on an annual basis. Separate applications and contracts are prepared for each funding source and program monitoring, including auditing, is undertaken on an annual basis.

The Commission has prepared and accepted an Annual Employment Practices Review and Work Force Analysis and Annual Plan of Affirmative Action since 1976 and biannually after 2010 through 2012. Historically, there have been on-site equal opportunity evaluations and visits involving the Federal Transit Administration, the Department of Housing and Urban Development, and the Department of Labor over time. The Affirmative Action Plan is a voluntary and not required by Bi-State Regional Commission's federal funding sources. The Commission has a Title VI Non-Discrimination Policy (2018) for its federally-funded planning activities.

Bi-State's public information function includes a strong emphasis in community relations, citizen participation, and technical assistance. Numerous communities and groups have used Bi-State as a technical resource for graphics, communications, and public relations work as they deal with the public in local government.

The challenge of informing not only the general public but specific interest groups, such as elected officials, community leaders, resource agencies, or other interested parties, shall continue to be a motivation for the public information program. Communications tools such as meetings, workshops, publications, website, and background information will be provided on an as-needed basis.

### **Objectives**

- Administer in an effective and timely manner planning and management contracts that support transportation planning activities of Region 9
- Coordinate the multi-functional program between and among the participating federal, state, and local governments
- Provide for continuing improvement of staff resources through an extensive recruitment program based upon equal opportunity and affirmative action, personnel evaluation, and relevant training opportunities
- Inform targeted audiences about transportation system development

These groups will include the following:

- Bi-State Regional Commission
- Local elected officials
- Public officials
- Public interest groups
- Community leaders
- News media
- General public including: minority, low-income, handicapped, elderly, private transportation providers, historical/environmental interests, school districts, and bicycle/pedestrian advocates, intermodal interests, among others
- Use the communications and public response process as a method of involvement and feedback analysis by the private sector
- Encourage the use of Bi-State as a technical resource for local governments in the area of graphics, mapping, geographic information systems, public relations, citizen participation, and data services

### **Major Action Steps and End Products**

- Revise, when necessary, the FY 2022 TPWP and develop the FY 2023 TPWP
  - Revise FY 2022 TPWP (as needed)
  - Develop FY 2023 TPWP (February – June)
- Prepare and submit financial and program status reports
  - Prepare quarterly and annual/closeout reports for the transportation planning funding programs (as scheduled)
  - Prepare work program progress monitoring reports (as scheduled)
- Provide staff support for Region 9 Policy and Technical Committees
  - Conduct committee meetings (as needed at least quarterly)
  - Provide new member orientation (as needed)

## Summary of Planning Activities/Work Tasks

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- Hold every other meeting of the Technical and Policy Committees in Muscatine/Scott Counties for geographic representation
- Provide staff support for committees and interest/advisory groups
  - Conduct committee meetings of the Bi-State Regional Trails Committee (bi-monthly), Bi-State Region Freight Forum (as needed), and Bi-State Region Air Quality Task Force (2-3 times per year)
  - Facilitate communication with interest and advisory groups for coordination and comments on the transportation planning process
- Coordinate transportation program activities with governmental entities and the general public as part of public participation and involvement
  - Maintain mailing lists/databases (continuous)
  - Administer graphic, mapping, and web services (continuous)
  - Prepare "Commission in Review" reports (monthly or bi-monthly, depending on program for agenda)
  - Prepare meeting reports (as scheduled)
  - Maintain Public Participation Plan – See Appendix, Page 5 (update as needed)
  - Maintain Title VI Non-Discrimination Policy (update as needed or on 3 year cycle-CY 2021) and incorporate Federal Transit Administration guidance into this document.
- Provide information to the general public concerning transportation planning activities as part of public participation and involvement
  - Continue public relations (continuous)
  - Encourage citizen participation (continuous)
  - Prepare news releases and press conferences (as needed)
  - Evaluate and revise citizen participation process (continuous)
- Maintain mailing/distribution lists for interest groups through Regional Transportation Advisory Group and Regional Transit Interest Group as appropriate.

### 1.0 Funding Sources and Amounts:

Regional STBG	\$ 400
FTA 5305e	827
FHWA SPR	827
Local/Other	<u>513</u>
TOTAL	\$2,567 (25 employee hours)

## **2.0 General Development and Comprehensive Planning (27%)**

### **Status**

Decision-making, whether it is of a planning, management, or development nature, is founded on the availability of pertinent information with which to exercise judgment. In the Region 9

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area, agencies, local governments, private groups, and individuals rely upon basic social and economic information to determine courses of action and activity. The provision of this basic, common data is one of the services offered by the Commission.

Data collection, analysis, mapping, and dissemination have all been continuing efforts of the Commission since its inception in 1966. The Commission periodically prepares and publishes estimates and forecasts of population and other critical socio-economic variables and presents such data in both tabular and map formats. The central data service function of the Commission maintains a core of commonly requested socio-economic data. It does not, however, encompass all the data collection, analysis, or forecasting tasks carried on by the agency. Data tasks that are more exclusively identifiable within a single program function are included within that program. A component of the data-information efforts is of informing not only the general public but specific interest groups, such as elected officials, community leaders, resource agencies, or other interested parties, shall continue to be a motivation for the public information program for general development and comprehensive planning.

### **Objectives**

- Maintain a core of socio-economic data for the two-county Region 9 area that is as complete, current, and accurate as reasonably possible and make this information available to the general public

### **Major Action Steps and End Products**

- Maintain current and accurate records and provide information on socio-economic, employment, and land use data in the Region 9 area via different mediums – text, mapping, graphics, web, etc. (continuous)
- Revise data and documents to reflect results of the decennial Census and American Community Survey data and updates to existing sources (on-going) or newer data sets. Assist with roll-out of 2020 Census. Refine maps for the Region 9 area from the current Census data transportation planning document updates. Continue follow-up with Census data (as scheduled and requested) and maintain web-based data portal.
- Maintain public participation plan process (as needed)
- Provide technical assistance in the environmental services, watershed and stormwater management, public safety areas, tourism impacts, including land use plans, zoning and subdivision ordinances, environmental assessments, hazard mitigation, and technology/communications coordination and their impact on the transportation system
- Place Region 9 Transportation Planning Work Program, Transportation Improvement Program, Long Range Plan, Regional ITS Architecture Plan, and Region Transit Development Plan on the web to provide general access to these documents
- Investigate general transportation issues as they occur in various transportation modes such as rail, water navigation, and intermodal issues (as needed)
- Monitor status of National Ambient Air Quality Standards (NAAQS), climate change adaptation, hazard mitigation/resilience, and greenhouse gas reduction dialog and their impact on the transportation system (continuous)

- Continue mailing/distribution of information to interest groups through Regional Transportation Advisory Group and Regional Transit Advisory and Interest Group as appropriate

2.0 Funding Sources and Amounts:

Regional STBG	\$ 2,700
FTA 5305e	5,579
FHWA SPR	5,579
Local/Other	<u>3,466</u>
TOTAL	\$ 17,324 (253 employee hours)

### **3.0 Long Range Transportation Planning (33%)**

#### **Status**

Long-range transportation planning forecasts future travel demand, analyzes the current system's ability to meet these future demands, and identifies what improvements will be necessary to address excess demand. These improvements are then directed through the short-range planning and programming processes to ultimate implementation. A component of the long range planning efforts is informing not only the general public but specific interest groups, such as elected officials, community leaders, resource agencies or other interested parties, and shall continue to be a motivation for the public information program for long range transportation planning.

#### **Objectives**

- Identify long-range transportation needs

#### **Major Action Steps and End Products**

- Maintain *2045 Long Range Transportation Plan for Region 9*, update the *Bi-State Regional ITS Architecture Plan* (July-November) and facilitate project development for a multi-modal transportation network. Assist with project implementation of *2045 Long Range Transportation Plan for Region 9* (on-going). Debrief and set course for *2050 Long Range Transportation Plan for Region 9* update with data collection and background information preparation (deadline 2026).
- Monitor progress on statewide performance measures as they relate to Region 9. Support Iowa Department of Transportation planning efforts toward statewide performance management.
- Investigate various general transportation issues as they occur and monitor various transportation modes, such as rail and air, as well as issues related to access, mobility, and integration between modes, such as trails/transit connections, transportation alternatives, and intermodal and freight connectivity (as needed)
- Facilitate coordination of specialized transportation services with human services and other passenger transportation providers as part of the *Bi-State Region Transit*

*Development Plan* progress, known in Iowa as the Passenger Transportation Plan (ongoing). Conduct an annual review and update at least every three years (2023). Hold mobility summit and/or attend human services meetings to seek input and facilitate mobility coordination (annually) and/or coordinate with existing human services groups to facilitate improved mobility (as needed).

- Provide technical assistance with long-range modal and intermodal projects (as requested)
- Facilitate connections between Region 9 and urban trails long range planning and assist with implementation of Muscatine County-wide trails plan (on-going), assist with updating plan as needed, and efforts toward trail planning in rural Scott County
- Monitor status of federal transportation act reauthorization, related transportation legislation, and other transportation funding sources

3.0 Funding Sources and Amounts:

Regional STBG	\$ 3,300
FTA 5305e	6,820
FHWA SPR	6,820
Local/Other	<u>4,234</u>
TOTAL	\$ 21,174 (350 employee hours)

**4.0 Short-Range Transportation Planning (36%)**

**Status**

Short-range transportation planning analyzes short-term, low-cost improvements to mitigate existing system deficiencies. This type of planning, usually referred to as congestion management process (CMP), or historically as transportation systems management (TSM), typically concentrates on topics such as accident studies, traffic analysis, congestion problems, and transit service analysis. A component of the short-range planning efforts is informing not only the general public but specific interest groups, such as elected officials, community leaders, resource agencies, or other interested parties, and shall continue to be a motivation for the public information program for short-range transportation planning.

**Objectives**

- Assist local governments in evaluating transportation system performance
- Identify short-term, low-cost system improvements to enhance access and mobility of system users

**Major Action Steps and End Products**

- Update and maintain the Region 9 Transportation Improvement Program FFY 2022-2025 (on-going)

- Prepare the *Region 9 Transportation Improvement Program FFY 2023-2026* (March – June) and follow the public participation plan to involve the public
- Continue to facilitate projects and interface with **state's** TPMS database and use for regional program management (on-going)
- Provide technical assistance related to multimodal regional transportation planning, including but not limited to, freight, roadway, rail, aviation, transit, and non-motorized transportation, including bicycle and pedestrian efforts, as well as Complete Streets implementation where appropriate (on-going)
- Provide general technical assistance to participating governmental entities, including traffic analysis, grant applications, project development assistance, research, etc. (as requested)
- Facilitate the **region's surface transportation projects'** evaluation process, based on funding exchanged for Surface Transportation Block Grant funds and monitor funding status (as needed), including programming and balances. Facilitate an evaluation process for Transportation Alternatives Program (TAP) Flex funds, including programming and monitoring balances. (cyclical)
- Facilitate the Transportation Alternatives Set-Aside Program (TAP/TASA) evaluation process and funding status in cooperation with Iowa Department of Transportation (cyclical)
- Facilitate other transportation funding sources (as needed)
- Assist with implementation of safety and security efforts, such as school and work zones safety, safe routes to schools, and statewide Strategic Highway Safety Plan (as needed.)
- Monitor ADA requirements (on-going)
- Assist in transportation planning efforts as needed for the regional area, such as congestion management, safety and hazard mitigation, resilience, pavement management, complete streets and community health through the build environment, freight movement, public transportation and other passenger transportation system management, and performance measures development (as needed)
- Prepare annual progress of the regional transit development plan and assist with facilitation of mobility action planning efforts (July – June)

4.0 Funding Sources and Amounts:

Regional STBG	\$ 3,600
FTA 5305e	7,439
FHWA SPR	7,439
Local/Other	<u>4,620</u>
TOTAL	\$ 23,098 (315 employee hours)

**Work Program Highlights of Fiscal Year 2021**

*Region 9 Transportation Planning Work Program FY 2021* accomplishments included the following items. Staff conducted budget monitoring for the FY 2021 TPWP. The development of the FY 2022 TPWP was completed. Staff conducted the Region 9 Transportation Policy and Technical Committees, Bi-State Regional Commission, Bi-State Regional Trails Committee, and Bi-State Region Air Quality Task Force meetings and attended quarterly joint MPO/RPA Directors meetings. The Bi-State Region Freight Forum was utilized to facilitate regional freight movement and weigh in on related issues, including development of a river ports statistical area designation. Quarterly program reporting was completed. Administrative duties related to timesheets, performance evaluations, training, and staff meetings were performed. Staff monitored the status of FAST Act implementation and reauthorization, transportation funding, related transportation legislation and activities. Staff continued the public participation process and, maintained the CY2018 Title VI Program and Non-Discrimination Policy document. Staff also conducted transportation planning **process new committee members'** and staff orientations.

Bi-State served data, comprehensive land use/development, development code, community wellness/livability, sustainability and energy, hazard mitigation, public safety/interoperability communications efforts and funding inquiries, (Blue Grass, Fruitland, Maysville, Muscatine, Muscatine County, Nichols, Scott County, and West Liberty) and grant assistance in Region 9. Conducted outreach and assistance with the 2020 Census, including annexation boundary mapping, and updates through the American Community Survey. Bi-State also assisted with mapping and website requests within Region 9 (Blue Grass, Long Grove, McCausland, MuscaBus, Muscatine County and Walcott); continued distinction between Region 9 and MPO coverage on Bi-State website; facilitated review of data portal website and provider alternatives; and continued efforts related to air quality/emission reduction education and congestion mitigation.

Staff continued efforts on trail planning for the Mississippi River Trail (MRT), and American Discovery Trail (ADT)/Hoover Trails and regional or local connections, including work with Muscatine, and Muscatine and Scott Counties. Staff monitored the status of the Mississippi River corridor and Maritime Highway issues for coordination of river issues plus coordinated application for Corps of Engineers port statistical area. Staff monitored issues related to freight, highway, and trail transportation. Staff also monitored passenger rail status in Iowa and provided updates on passenger rail implementation. Staff participated in the greater Quad Cities air service committee, and monitored implementation progress of the *2040 Region 9 Long Range Transportation Plan (LRTP)*. The *2045 Long Range Transportation Plan for Region 9* was adopted January 2021 and included data collection, mapping and consultation with stakeholders, as well as a public input meeting and public hearing. Bi-State coordinated regional greenway and trail connections in Region

9 and tying into the urban long range plan implementation, e.g. Muscatine-Buffalo and LeClaire-Princeton corridors. State and federally-funded local projects were assisted with project implementation as requested. Staff participated in human services group meetings to solicit input and facilitated human services coordination related to transit mobility. Staff worked with transit providers in the region to implement items in 2018 *Bi-State Region Transit Development Plan* for passenger transportation. Staff participated in regional freight movement discussions and efforts to establish a regional port statistical area. Efforts to improve staff capacity in the use of freight data and an understanding of freight transportation continued. Efforts to implement the freight plan were continued, including monitoring efforts to develop a containerized port in the region. The Regional ITS Architecture plan update was delayed to include information from the Region 9 LRTP update as well as the MPO update. It has been initiated in FY2021 and will be completed in FFY2022.

Assistance was provided with transportation-related traffic and trail counting transit coordination; sign/sign posts joint purchasing; mobility assistance; and general technical assistance such grant writing/research or concurrence letters as requested. Staff participated in transportation-related conferences/webinars on traffic safety, walkability, trails, freight planning, federal transportation grants, and resilience. The *Region 9 Transportation Improvement Program(TIP) FY2021 – 2023 was maintained, and the FY2022-25* was developed in concert with data entry into TPMS. TIP amendments and administrative modifications/revisions were processed as needed. STBG, TAP Flex, and TAP/TASA project projects were monitored for implementation, and a programming solicitation was sent out in the last quarter of the fiscal year. Staff participated in Muscatine County Trails Committee. Maintained trails information on QCTrails.org website.

## **SECTION 4 BUDGET INFORMATION AND PROGRAM REVISIONS**

### **Direct Salary and Fringe Benefit Costs**

Direct salary and fringe benefits are programmed for each category listed in the Region 9 TPWP. Staff time is allocated in increments of person-hours on the basis of past experience reflecting the time required to perform the same or similar tasks. Every effort is made to charge each project the appropriate amount of direct time to be worked. Refer to the tables on Pages 4-4, 4-5, and 4-6 for summary funding, summary of staff hours, and object class budget.

### **Direct Other Costs**

The transportation program budget includes an estimate of direct other costs. Direct other costs consist of travel, printing (including copying), and supplies that can be identified with a given project. Such items as consultants, computer services, and membership and subscription fees are also directly identified with a project. In order to compute direct other costs for the purposes of this Region 9 TPWP, past bookkeeping records are reviewed to determine the direct cost incurrence characteristics of each project. In addition, knowledge of future substantial printing and consultant costs is considered.

### **Indirect Costs**

The Bi-State Regional Commission has an Indirect Cost Rate (ICR) based upon a plan prepared in accordance with Uniform Guidance for Federal Awards. The plan allocates indirect costs to projects, grants, and contracts on the basis of direct labor dollars using a percentage allocation rate. Direct labor costs include fringe benefits. The indirect cost information is included at the end of this budget section as a certificate of indirect costs. The Economic Development Administration is the cognizant agency for review of the indirect cost allocation plan.

### **Annual Audit**

Arrangements have been made for the required financial and compliance audit, and the audit will be made within the prescribed audit reporting cycle. Failure to furnish an acceptable audit as determined by the cognizant federal audit agency may be a basis for denial and/or refunding of federal funds.

The Commission's FY2020 audit was conducted by Bohnsack & Frommett, LLP, the accounting firm determined by a competitive bid process. The Commission has a fiscal year from July 1 through June 30, which should provide for a clear audit for the transportation program.

### **Work Program Revisions**

Region 9 TPWP work program revisions and approvals will comply with 2 CFR 200.308 requirements related to additional funding, transfer of funds, changes in scope, third party transfers of work, capital expenditures, and transfers of funds between categories.

### Waiver of Approvals

All work program changes require prior written federal approval, unless waived by the awarding agency. Regulation 2 CFR 200.308 outlines different types of revisions for budget and program plans. Full requirements for prior approvals can be found at [www.fhwa.dot.gov/planning/priorapprovals.cfm](http://www.fhwa.dot.gov/planning/priorapprovals.cfm). The following table denotes the approving agency for various changes to work programs. The following approving agencies include the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Iowa Department of Transportation (IADOT), or Bi-State Regional Commission, representing the Regional Planning Area (RPA).

Revision Type	Approving Agency
Request for additional federal funding	FHWA/FTA
Transfer of funds between categories, projects, functions, or activities that exceed 10 percent of the total work program budget when the federal award share of the total work program budget exceeds \$150,000	FHWA/FTA
Revision of the scope or objectives of the activities (i.e. adding or deleting of activities or major change in scope of activity)	FHWA/FTA
Transferring substantive programmatic work to a third party (i.e. consultant)	FHWA/FTA
Capital expenditures including the purchasing of equipment	FHWA/FTA
Transfer of funds allotted for training allowances	FHWA/FTA
Transfer of funds between categories, projects, functions, or activities that do not exceed 10 percent of the total work program budget or when the federal award share of the total work program budget is less than \$150,000	Iowa DOT
Revisions related to work that does not involve federal funding	RPA

### **Revision and Approval Procedures**

Revisions where FHWA/FTA is the designated approving agency require written approval by FHWA/FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement. Requests from Bi-State Regional Commission shall be submitted in writing to the Iowa DOT Office of Systems Planning through the district planner, and then forwarded to FHWA and FTA for approval. Electronic copies of the updates to the work program are required as part of the request. Notification by the approving agency will be in writing in reverse order.

Revisions where the Iowa DOT Systems Planning Bureau is the designated approving agency shall require written approval by the Iowa DOT Systems Planning Bureau prior to commencement of activity, purchasing of equipment, or request for reimbursement. Requests from the MPOs and RPAs shall be submitted in writing electronically to Iowa DOT Systems Planning Bureau through the district planner. Copies will be forwarded to FHWA/FTA. Notification by the approving agency will be in reverse order.

Revisions where Bi-State Regional Commission is the approving agency will be approved by the Bi-State Regional Commission with review by the Region 9 Transportation Policy Committee. Hard copy updates to the work program shall be provided to the district planner, Iowa DOT Systems Planning Bureau, FHWA, and FTA.

FY 2022  
Region 9 Transportation Planning Work Program  
Summary of Funding

	REGIONAL STBG*	FTA 5305e	FHWA SPR**	LOCAL/ OTHER	TOTAL	Program Percent	Total Employee Hours
1.0 Program Support and Administration	\$400	\$827	\$827	\$513	\$2,567	4.00%	25
2.0 General Development and Comprehensive Planning	\$2,700	\$5,579	\$5,579	\$3,466	\$17,324	27.00%	253
3.0 Long Range Transportation Planning	\$3,300	\$6,820	\$6,820	\$4,234	\$21,174	33.00%	350
4.0 Short Range Transportation Planning	\$3,600	\$7,439	\$7,438	\$4,620	\$23,098	36.00%	315
	\$10,000	\$20,665	\$20,665	\$12,833	\$64,163	100.00%	943

\*Includes the use of carryover \$5,159 STBG from FY2020. FHWA Surface Transportation Block Grant (STBG) program funding is transferred to FTA 5311 program in a separate FTA transfer grant application by the Iowa Department of Transportation.

\*\* FHWA Statewide Planning & Research (SPR) program funding is transferred to FTA 5305e funding in a consolidated planning grant application by the Iowa Department of Transportation.

Acronyms- FHWA: Federal Highway Administration; FTA: Federal Transit Administration; SPR: State Planning and Research; and STBG: Surface Transportation Block Grant Program

FY 2022 Region 9 Transportation Planning Work Program Summary of Hours By Planning Activity

Staff Title	1.0	2.0	3.0	4.0	Total
Executive Director		15		49	64
Planning Director	21	50	65	62	198
Finance-Human Resources Specialist	2				2
Graphic Specialist		25	39		64
Graphic Specialist		30			30
Graphic Specialist		24	39		63
Senior Planner			77	73	150
Senior Planner		40			40
Planner		7		26	33
Planner			105	74	179
Planner		37			37
Word Processor	2	25	25	31	84
TOTAL HOURS	25	253	350	315	943

FY 2022  
Region 9 Transportation Planning Work Program  
Object Class Budget

	REGIONAL STBG*	FTA 5305e	FHWA SPR**	LOCAL OTHER	TOTAL
Personnel (Direct)	\$4,800	\$9,919	\$9,919	\$6,160	\$30,798
Fringe Benefits (52%)	\$2,496	\$5,158	\$5,158	\$3,203	\$16,015
Indirect Costs (33%)	\$2,408	\$4,975	\$4,975	\$3,090	\$15,448
Printing Costs	\$55	\$100	\$100	\$64	\$319
Training/Travel/Meetings	\$175	\$450	\$450	\$269	\$1,344
Direct Other Costs	\$66	\$63	\$63	\$47	\$239
	\$10,000	\$20,665	\$20,665	\$12,833	\$64,163

\*Includes the use of carryover \$5,159 STBG from FY2020. FHWA Surface Transportation Block Grant (STBG) program funding is transferred to FTA 5311 program in a separate FTA transfer grant application by the Iowa Department of Transportation.

\*\* FHWA Statewide Planning & Research (SPR) program funding is transferred to FTA 5305e funding in a consolidated planning grant application by the Iowa Department of Transportation.

**U.S. Department of Commerce, Economic Development Administration**  
1401 Constitution Ave., NW  
Washington, DC 20230

**CERTIFICATE OF INDIRECT COSTS**

This is to certify that I have reviewed the indirect cost rate proposal prepared and maintained herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal dated April 12, 2021 to establish fixed indirect cost rates for July 1, 2021 through June 30, 2022 are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (codified at 2 C.F.R. Part 200). Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently, and the Federal Government will be notified of any accounting changes that could affect the fixed rate.
- (3) The fixed indirect cost rate calculated within the proposal is 33%, which was calculated using an direct cost rate base type of Salary and Fringe Benefits. The calculations were based on actual indirect costs carried forward from fiscal year 2020 and FY20 Actual Direct and Indirect Costs, to obtain a Federal indirect cost billing rate for fiscal year 2022.
- (4) All documentation supporting the indirect cost rate identified above must be retained by the Recipient. This rate should be reviewed and validated as part of the Recipient's annual financial audit.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (31 USC 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729), and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Organization Name: Bi-State Regional Commission  
Signature:   
Name of Authorized Official: Carol Connors  
Title: Finance/HR Specialist  
Email Address and Phone: [cconnors@bistateonline.org](mailto:cconnors@bistateonline.org) 309-793-6300, ext. 1125  
Date of Execution: April 12, 2021

CC/  
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**APPENDIX:  
CERTIFICATION/RESOLUTIONS/  
CORRESPONDENCE**

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Serving local governments in Muscatine and Scott Counties, Iowa; Henry, Mercer and Rock Island Counties, Illinois

RESOLUTION

BI-STATE REGIONAL COMMISSION ADOPTING THE FY2022 REGION 9 TRANSPORTATION PLANNING WORK PROGRAM AUTHORIZING FILING OF GRANT APPLICATIONS AND EXECUTION OF GRANT CONTRACTS CONSISTENT WITH THE WORK PROGRAM

OFFICERS:

CHAIR Robert Gallagher

VICE-CHAIR Kippy Breeden

SECRETARY Diana Broderson

TREASURER Richard "Quijas" Brunk

MUNICIPAL REPRESENTATIVES:

- City of Davenport: Mike Matson, Mayor; Rick Dunn, Alderperson; Vacant, Alderperson; Randy Moore, Citizen
City of Rock Island: Mike Thoms, Mayor; Dylan Parker, Alderperson
City of Moline: Stephanie Acri, Mayor; Mike Waldron, Alderperson
City of Bettendorf: Robert Gallagher, Mayor
City of East Moline: Reggie Freeman, Mayor
City of Muscatine: Diana Broderson, Mayor
City of Kewanee: Gary Moore, Mayor
City of Silvis: Villages of Andalusia, Carbon Cliff, Coal Valley, Cordova, Hampton, Hillsdale, Milan, Oak Grove, Port Byron, and Rapids City; Duane Dawson, Mayor, Milan
Cities of Aledo, Colona, Galva, Geneseo; Villages of Alpha, Andover, Annawan, Atkinson, Cambridge, Keithsburg, New Boston, Orion, Sherrard, Viola, Windsor, and Woodhull; Dave Holmes, Mayor, Woodhull
Cities of Blue Grass, Buffalo, Eldridge, Fruitland, LeClaire, Long Grove, McCausland, Nichols, Princeton, Riverdale, Walcott, West Liberty, and Wilton; Marty O'Boyle, Mayor, Eldridge
COUNTY REPRESENTATIVES: Henry County: Kippy Breeden, Chair; Shawn Kendall, Member; James Thompson, Member; Mercer County: Vacant; Muscatine County: Santos Saucedo, Chair; Scott Sauer, Member; Rock Island County: Richard "Quijas" Brunk, Chair; Jeff Deppe, Member; Vacant, Member; Elizabeth Sherwin, Citizen; Scott County: Ken Beck, Chair; Brinson Kinzer, Member; John Maxwell, Member; Jazmin Newton, Citizen
PROGRAM REPRESENTATIVES: Ralph H. Heninger, Jerry Lack, Nathaniel Lawrence, Nancy Mendenhall, Eileen Roethler, Rick Schloemer, Bill Stoermer, Executive Director, Denise Bulat

WHEREAS, the Bi-State Regional Commission serves local government within Muscatine and Scott Counties, Iowa and Henry, Mercer, and Rock Island Counties, Illinois; and
WHEREAS, the purpose and objectives of the Bi-State Regional Commission are to serve as a forum for intergovernmental cooperation, provide technical assistance, serve as an information clearinghouse for data and the intergovernmental project review process, assist in the allocation of state and federal funds and conduct regional studies; and
WHEREAS, the Bi-State Regional Commission annually develops a transportation planning work program which describes all major transportation planning work tasks to be performed by its staff during the coming fiscal year for Region 9; and
WHEREAS, the federal and state agencies which provide funding for the activities described in the work program require submittal of grant applications and execution of contracts;

NOW, THEREFORE, BE IT RESOLVED by the Bi-State Regional Commission on this 26th day of May 2021 as follows:

- 1. That the FY2022 Transportation Planning Work Program for Region 9 contains major transportation work activities which are consistent with the purpose and objectives of the Commission;
2. That the Commission Chair, Secretary, and Executive Director, as appropriate, are hereby authorized to submit the necessary applications to the State of Iowa, Department of Transportation;
3. That the appropriate Commission officials are authorized to execute the planning grants resulting from the above stated applications; and
4. That the appropriate Commission officials are authorized to furnish all assurances and additional information as may be required in connection with all grant applications and contacts.

SIGNED: Robert Gallagher, Chair Bi-State Regional Commission

ATTEST: Officer Bi-State Regional Commission

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1504 Third Avenue, P.O. Box 3368, Rock Island, Illinois 61204-3368 Phone (309) 793-6300 • Fax (309) 793-6305 E-mail: info@bistateonline.org • Website: www.bistateonline.org



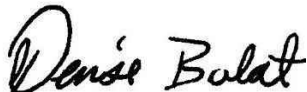
## **RPA Self-Certification of Procurement and Consultant Selection Procedures**

This is to certify that I have reviewed the [Iowa DOT Purchasing Rules](#) (Iowa Administrative Code 761, Chapter 20) and will ensure procurements or the selection of consultant firms for projects to be reimbursed with federal transportation planning funds will follow the policies and procedures outlined in the above-referenced purchasing rules.

Further, I certify that the following requirements will be adhered to for procurements and consultant services to be reimbursed with federal transportation planning funds.

- Capital expenditures, including the purchase of equipment, will be a separate line item in an approved Transportation Planning Work Program (TPWP) if the anticipated total cost exceeds \$5,000.
- An approved TPWP will specify that a project will involve consultant services prior to initiating the consultant selection process.
- Our agency will document the procedures utilized for the procurement or consultant selection, and will retain this documentation on file for a minimum of three years.
- When reimbursement is requested for capital expenditures or consultant services, we will provide our District Planner and the Systems Planning Bureau, through email or hard copy, invoices documenting the expenditure(s) at the time the associated reimbursement request is submitted.

I declare to the best of my knowledge and ability that we will adhere to the above requirements.



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Denise Bulat, Executive Director  
Bi-State Regional Commission

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May 26, 2021  
(Date Signed)

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## **Region 9 Transportation Policy and Technical Committees**

### **Committee and Meeting Procedures**

#### **Purpose**

Bi-State Regional Commission will maintain a Region 9 Transportation Policy Committee (TPC) and Technical Committee (TTC) to oversee and coordinate the transportation planning process, directed under the existing transportation authorization, in a manner that will ensure that the transportation planning process and programming recommendations are reflective of the needs of local and state governments and transit operations for the area known as Region 9.

The TPC is responsible for policy review and guidance of data collection and analysis, transportation plan preparation, review, and update. This committee is responsible to, and makes recommendations to, the Bi-State Regional Commission regarding the Region 9 transportation planning process and the *Region 9 Long Range Transportation Plan*.

The TTC is responsible for technical review and guidance of data collection and analysis, transportation plan preparation, review, and update. This committee is responsible to, and makes recommendations to, the Transportation Policy Committee.

#### **Membership, Voting and Quorum**

##### **Transportation Policy Committee (TPC)**

The TPC is composed of the following representatives and outlines the voting requirements of the Committee. Representatives are required to be present to vote.

Members –

- Mayor or Alderperson, Representing Small Communities from a Bi-State Regional Commission member government in Region 9, caucused
- River Bend Transit, Inc. Board of Directors
- Scott County Board of Supervisors
- City of Muscatine, Mayor or Alderperson
- Muscatine County Board of Supervisors

One vote per Jurisdiction/Agency is allowed.

Ex-Officio, Non-Voting Members –

- Federal Transit Administration, Kansas City, MO
- Federal Highway Administration, Ames, IA
- Iowa Department of Transportation

A quorum of the TPC shall consist of a simple majority (3) of voting members.

### **Transportation Technical Committee**

The TTC is composed of the following representatives and mirrors voting requirements of the Transportation Policy Committee. Representatives are required to be present to vote.

Members –

- City Administrator/Manager, Representing Small Communities from a Bi-State Regional Commission member government in Region 9, caucused
- City of Muscatine-Planning/Development
- City of Muscatine-Public Works
- City of Muscatine-Transit
- Scott County-Engineering
- Scott County-Planning/Development
- Muscatine County-Engineering
- Muscatine County-Planning/Development
- River Bend Transit, Inc.

One vote per Jurisdiction/Agency

Ex-Officio, Non-Voting Members –

- Federal Transit Administration, Kansas City, MO
- Federal Highway Administration, Ames, IA
- Iowa Department of Transportation

A quorum of the TTC shall consist of a simple majority (3) of voting members.

Small community policy and technical staff representatives will be caucused in odd years to renew the standing representative or select a new representative, or as needed to fill vacancies.

### **Officers**

A chairman and vice-chairman of the TPC and TTC, respectively, shall be chosen by representatives of the respective Committee at the first meeting held in odd numbered years. The chairman or any member presiding over the Committee may vote and make or second motions.

### **Meeting Notification**

Other local governments within Region 9 who are not the caucused member of the respective TPC or TTC will receive information and may attend all meetings. Also, all appropriate regional and division offices of the U.S. Department of Transportation serving the RPA shall be notified of all TPC and TTC meetings.

A public involvement plan will further outline meeting notifications for transportation planning documents and activities.

Presented March 2015 to Transportation Policy Committee

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PUBLIC PARTICIPATION PLAN FOR  
TRANSPORTATION PLANNING  
IN THE  
REGION 9 AREA

In compliance with the provisions of the **Fixing America's Surface Transportation (FAST) Act**, the Region 9 Transportation Planning Region has approved the following public participation plan to engage interested parties and resource agencies in the transportation planning process.

The transportation planning process takes place at local, regional, tribal, state, and federal levels. It is based on comprehensive, continuing, and coordinated activities that work together to identify, prioritize, and meet transportation needs at these various levels. Public participation in this process begins with finding what opportunities are available and expressing interest or concern.

Bi-State Regional Commission is the Regional Planning Agency (RPA) designated to cooperatively facilitate public participation in the Region 9 transportation planning process in rural Scott County and all of the Muscatine County are in Iowa in cooperation with the communities and counties, and state/federal departments of transportation, and among the various modes of transportation. The RPA is charged with carrying out regional transportation planning that provides early and ongoing opportunities for involvement, timely information, reasonable access to information, adequate notification, diverse participation, and periodic review and evaluation of the participation process. This public participation plan outlines the parameters for conducting these requirements.

### **Public Notices**

All meeting announcements and agendas of the Region 9 Transportation Technical Committee and Policy Committee shall be sent to local news media and the Regional Transportation Advisory Group (RTAG) prior to the actual meeting date no less than 48 hours in advance. It is common practice to send meeting announcements and agendas one week in advance of a meeting. Agendas of these Committees are posted at Bi-State Regional Commission offices and on the Bi-State Regional Commission website ([www.bistateonline.org](http://www.bistateonline.org)) while minutes are web-posted following approval by these Committees. In addition, proposed amendments to the annual Transportation Improvement Program shall be sent to the same local media and RTAG, as well as local jurisdictions within the Region 9 area, as part of the Technical and/or Policy Committee agenda. Other transportation-related advisory committees may be posted on this website to provide added transportation-related information, such as the Bi-State Regional Trails Committee and Bi-State Region Air Quality Task Force meetings. Notice of public hearings will be published in local newspapers of general circulation and posted on the Bi-State Regional Commission website per the time period noted in "Public Hearings" of this plan.

### **Regional Transportation Advisory Group**

The intent of the federal transportation legislation is to provide a special effort for an early and continuing public involvement process which seeks out and considers the transportation needs of a diverse public, including traditionally underserved populations (Executive Order 12898-Federal Action to Address Environmental Justice in Minority and Low-Income Populations, 1994), as well as providing an opportunity for consultation with resource agencies as defined in the current transportation act. The Regional Transportation Advisory Group (RTAG) will fulfill that role (see

attachment). Involvement in the RTAG is open to any interested party, business, organization, or interested citizen within the Region 9 area wanting to be involved in the transportation planning process. RTAG serves as the diverse, multi-modal advisory group to the Transportation Technical Committee. Input from RTAG members are taken and concerns expressed and relayed to the members of the Transportation Technical Committee. Members will receive all meeting notices, as noted in Public Notices above, for the Technical and Policy Committee meetings. In addition, members will receive proposed Transportation Improvement Program amendments, Surface Transportation Block Grant (STBG) Program and Transportation Alternatives Set-Aside (TASA) submission notices and proposed changes to the Public Participation Plan, Regional Transit Development Plan (TDP), Regional Intelligent Transportation System (ITS) Architecture Plan or the Iowa Region 9 Long Range Transportation Plan (LRTP).

### **Annual TIP Project Request Notifications**

Individual jurisdictions, members of RTAG, and the media shall be informed as to when Region 9 is seeking projects for inclusion in the annual Transportation Improvement Program through an announcement requesting Transportation Improvement Program annual element additions, modifications or deletions for the proposed fiscal years, as part of an annual update cycle, typically thirty (30) days prior to a draft document review by the Technical Committee.

### **Public Comment/Notification**

The general public shall be afforded the opportunity to provide comments via the Technical and Policy Committee meetings on the annual Transportation Planning Work Program (TPWP) activities, Transportation Improvement Program, Regional ITS Architecture Plan, Regional Transit Development Plan, Long Range Transportation Plan (LRTP), and the Public Involvement Process (PPP) **through the process outlined under “Public Notices” above. In the case of the Iowa Region 9 Long Range Transportation Plan (LRTP), the Public Participation Plan (PPP), and the prioritization process for the Surface Transportation Block Grant (STBG) Program and the Transportation Alternatives Set-Aside (TASA) Program, a minimum of a thirty (30) day comment period shall be provided prior to action by the Policy Committee. In matters involving adoption of or amendments to the Transportation Improvement Program (TIP), Regional Transit Development Plan (TDP), and Regional ITS Architecture Plan, a minimum seven (7) day comment period shall be utilized prior to approval by the Transportation Policy Committee. The prioritization process of both the Surface Transportation Block Grant (STBG) Program and Transportation Alternatives Set-Aside (TASA) Program will require a minimum thirty (30) day comment/notification period to be provided prior to action by the Region 9 Transportation Policy Committee. In matters involving adoption or amendments to the Transportation Planning Work Program, Transportation Improvement Program (TIP), Regional Transit Development Plan, and Regional ITS Architecture Plan, a minimum of 48 hours, but typically seven (7) day comment period shall be utilized prior to approval by the Transportation Policy Committee. Additional notice may be provided through meetings of the Transportation Technical committee in advance of action by the Policy Committee.**

### **Publications**

The RPA shall publish or otherwise make available for public review, at a minimum, the Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP) in an electronically accessible format and means (to the maximum extent practicable), such as the World Wide Web. The LRTP and TIP publications developed by the RPA will be placed on the Bi-State Regional

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Commission website, [www.bistateonline.org](http://www.bistateonline.org). Other transportation planning publications may be posted to allow for interested parties to review and access additional RPA transportation planning information. Within these publications, the RPA may employ visualization techniques to help clarify transportation planning issues and/or activities. At a minimum, visualization techniques shall be applied to the LRTP and TIP. Visualization techniques may include maps, graphs, charts, tables, diagrams, or other methods. The LRTP will include a specific public participation outline during the update process that will be reviewed by the Technical and Policy Committees, and the results will be documented in the LRTP.

## Public Hearings

Prior to approval of the final Transportation Improvement Program (TIP), the Region 9 Transportation Policy Committee shall hold a public hearing on all the projects being considered for approval in the TIP. The Region 9 Transportation Policy Committee shall hold public hearings, as deemed necessary, for TIP amendments and prior to the approval of the Iowa Region 9 Long Range Transportation Plan. Fourteen (14) days prior notice will be given for all public hearings. No other documents noted will require a public hearing but shall afford public comment opportunities, as noted under “Public Comment.”

## Data

As part of non-discrimination requirements, Bi-State Regional Commission will maintain information on protected class (race, color, national origin, gender, age, or disability) and Limited English Proficiency (LEP) populations within the Region 9 Area, including demographics and identification of potential barriers (language, mobility, temporal, or other) that may prevent underserved persons from effectively participating in the metropolitan transportation planning process. This information is contained in the Bi-State Regional Commission Title VI Program and Non-Discrimination Policy.

## Accommodation

Persons requiring special material or presentation formats will be asked within a public notice for advance request of at least one week prior to a public hearing prior to consideration of adoption or approval by the Policy Committee.. Reasonable accommodations to provide documents in an accessible format, as required by the Americans with Disabilities Act and Executive Order 13166 (Improving Access for Persons with Limited English Proficiency, 2000), will be made when requested by the public. For meeting notices and agendas, requests at least one working day in advance of the meeting is requested for reasonable accommodation prior to consideration of adoption or approval. Persons requesting assistance will be referred to the appropriate Bi-State Regional Commission staff who will make reasonable accommodations for translation services or other accommodations based on the request. Meetings will be held at convenient and accessible locations and times with emphasis to engage minority, low-income, and LEP populations. Receipt of public input will be taken in a variety of formats – written, oral, or other means – where accommodations are requested and reasonable.

Approved Revisions March 22, 2019

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REGIONAL TRANSPORTATION ADVISORY GROUP (RTAG) – Region 9 Interest  
May 2021

ALTER LOGISTICS COMPANY	LUTHERAN HOMES
AMALGAMATED TRANSIT UNION	LUTHERAN SOCIAL SERVICES
AMENT ENGINEERING ASSOCIATES	MAX'S CAB COMPANY
BENNETT COMMUNITY SCHOOL DISTRICT #0603	MELON CITY BICYCLE CLUB
BURLINGTON TRAILWAYS	MIDAMERICAN ENERGY COMPANY
CALAMUS/WHEATLAND SCHOOL DISTRICT #0918	MILESTONES AREA AGENCY ON AGING
CENTER FOR AGING SERVICES INC	MISSISSIPPI BEND AREA EDUCATION AGENCY
COLUMBUS COMMUNITY SCHOOL DISTRICT #1368	MISSISSIPPI VALLEY NEIGHBORHOOD HOUSING SERVICES
COMMISSION ON VETERANS AFFAIRS	MSA PROFESSIONAL SERVICES INC
COMMUNITY ACTION OF EASTERN IOWA	MUSCATINE AREA HERITAGE FOUNDATION
DM&E RAILROAD	MUSCATINE COMMUNITY COLLEGE
DURANT COMMUNITY SCHOOL DISTRICT #1926	MUSCATINE COUNTY COMMUNITY SERVICES
EAST CENTRAL INTERGOV ASSOCIATION	MUSCATINE COMMUNITY SCHOOL DISTRICT #4581
EAST CENTRAL IOWA COUNCIL OF GOVERNMENTS	MUSCATINE COUNTY DEPARTMENT OF HUMAN SERVICES
EASTERN IOWA COMMUNITY COLLEGE	MUSCO CONSERVATION BOARD
EICCD BUSINESS & INDUSTRY CENTER	NATURAL RESOURCE CONSERVATION SERVICE (NRCS)
FAMILY RESOURCES INC	NORTH SCOTT COMMUNITY SCHOOL DISTRICT #4784
FEDERAL HIGHWAY ADMINISTRATION (FHWA) – IOWA & ILLINOIS	RIVER ACTION INC
FEDERAL TRANSIT ADMINISTRATION REGION VII	RIVER BEND TRANSIT
FLENKER LAND ARCHITECTURE CONSULTANTS	RIVER GULF GRAIN
GREATER MUSCATINE CHAMBER OF COMMERCE & DEVELOPMENT	SALVATION ARMY
GREATER QUAD CITIES HISPANIC CHAMBER OF COMMERCE	SCOTT COMMUNITY COLLEGE
HANDICAPPED DEVELOPMENT CENTER	SCOTT COUNTY ADMINISTRATOR
HR GREEN	SCOTT COUNTY DEPARTMENT OF HUMAN SERVICES
IOWA DEPARTMENT OF TRANSPORTATION	SCOTT COUNTY HISTORIC PRESERVATION SOCIETY INC
IOWA EAST CENTRAL T R A I N	SENIOR RESOURCES
IOWA INTERSTATE RAILROAD LTS	TRINITY MUSCATINE PUBLIC HEALTH
IOWA MOTOR TRUCK ASSOCIATION	UNITED WAY OF MUSCATINE
KYLE DAY, LANE AND WATERMAN	VERA FRENCH HOUSING
LAFARGE NORTH AMERICAN	WEST LIBERTY SCHOOL DISTRICT #3975