

# Dubuque Metropolitan Area Transportation Study (DMATS)

## FY 2023 Transportation Planning Work

**Draft March 10, 2022**

**Prepared by: East Central Intergovernmental Association  
7600 Commerce Park, Dubuque, IA 52002  
PHONE 563.556.4166  
FAX 563.556.0348**

#### DISCLAIMER #1

The preparation of this (report, document, etc.) was financed in part through federal funds provided by the U.S. Department of Transportation, Federal Highway Administration, and/or Federal Transit Administration.

#### CAVEAT

The content of this document reflects information given to ECIA by the various implementing agencies named within. This document does not constitute a standard, specification, or regulation.



## Table of Contents

### Contents

Introduction to Dubuque Metropolitan Area	4
Organization and Management	8
Staff Assigned to work on the Program	8
Policy Committee	9
FY2023 DMATS Work Program Budget	17
FY2023 DMATS Work Program Budget for IADOT	18
Work Elements	19
1. <i>Project #1599 - Overhead and Administration</i> .....	19
2. <i>Project #5329 - General Coordination</i> .....	19
3. <i>Project #5341- Long-Range Transportation Plan (LRTP)</i> .....	21
4. <i>Project #5342 – Transportation Research and Database Management</i> .....	22
5. <i>Project # 5352 - Short-Range Transportation Planning</i> .....	23
6. <i>Project #35370– Smart Traffic Routing with Efficient and Effective Traffic Signals</i> .....	26
7. <i>Project #35372 – Dubuque County BUILD grant Administration (will be completed             by July 2024)</i> .....	27
ECIA Cost Allocation Plan	29
DMATS Public Participation Program	31
PERFORMANCE MANAGEMENT AGREEMENT BETWEEN ECIA AND IOWA DOT	34
STATEMENT OF CONTINUED VALIDITY	37
FEDERAL TRANSIT ADMINISTRATION CIVIL RIGHTS ASSURANCE	38
ECIA SECTION 504 ASSURANCE CERTIFICATION	39
ECIA CERTIFICATE OF INDIRECT COST PROPOSAL/INDIRECT COSTS	40
ECIA SELF-CERTIFICATION OF PROCUREMENT AND CONSULTANT SELECTION PROCEDURES	41

**Resolution for Approval of the DMATS FY2023  
Transportation Planning Work Program  
And  
Authorization to Execute Planning Contracts with  
Iowa, Illinois and Wisconsin Departments of Transportation**

WHEREAS, the Dubuque Iowa-Illinois-Wisconsin Urbanized Area has been established by the U.S. Department of Commerce, Bureau of Census, to have a population in excess of 50,000, and the East Central Intergovernmental Association (ECIA) has been officially designated as the Metropolitan Planning Organization (MPO) for the Dubuque area and has delegated this function to DMATS; and

WHEREAS, in accordance with the FAST ACT, the MPO has an adopted Long-Range Transportation Plan which: 1) Identifies transportation facilities that function as an integrated transportation system; 2) Includes a financial plan; 3) Assesses capital investment and other measures necessary to preserve the existing transportation system; and 4) Will indicate appropriate transportation alternative activities; and

WHEREAS, the FY2023 Transportation Planning Work Program (TPWP) has been developed with input from the Iowa, Illinois and Wisconsin Departments of Transportation, the Federal Highway Administration and the Federal Transit Administration; and

WHEREAS, contracts will become available from the Iowa, Illinois and Wisconsin Departments of Transportation providing planning funds to DMATS with \$133,554 in PL, \$48,333 in STBG and \$47,903 in FTA Section 5305(d) being provided by Iowa; \$15,181 in PL and \$55,068 in State funds being provided by Illinois; \$4,209 in PL and \$243 being provided by Wisconsin respectively for the continuing, comprehensive, and cooperative transportation planning process for the Dubuque Metropolitan Area.

NOW, THEREFORE, BE IT RESOLVED that the DMATS Policy Committee of the East Central Intergovernmental Association approves the FY 2023 TPWP and authorizes the ECIA Executive Director to execute the contracts with the Iowa, Illinois and Wisconsin Departments of Transportation for FY2023.

Adopted on the 12th day of May 2022

Attest:

---

Brad Cavanagh, Chairperson  
DMATS Policy Committee

---

Kelley Deutmeyer  
Executive Director

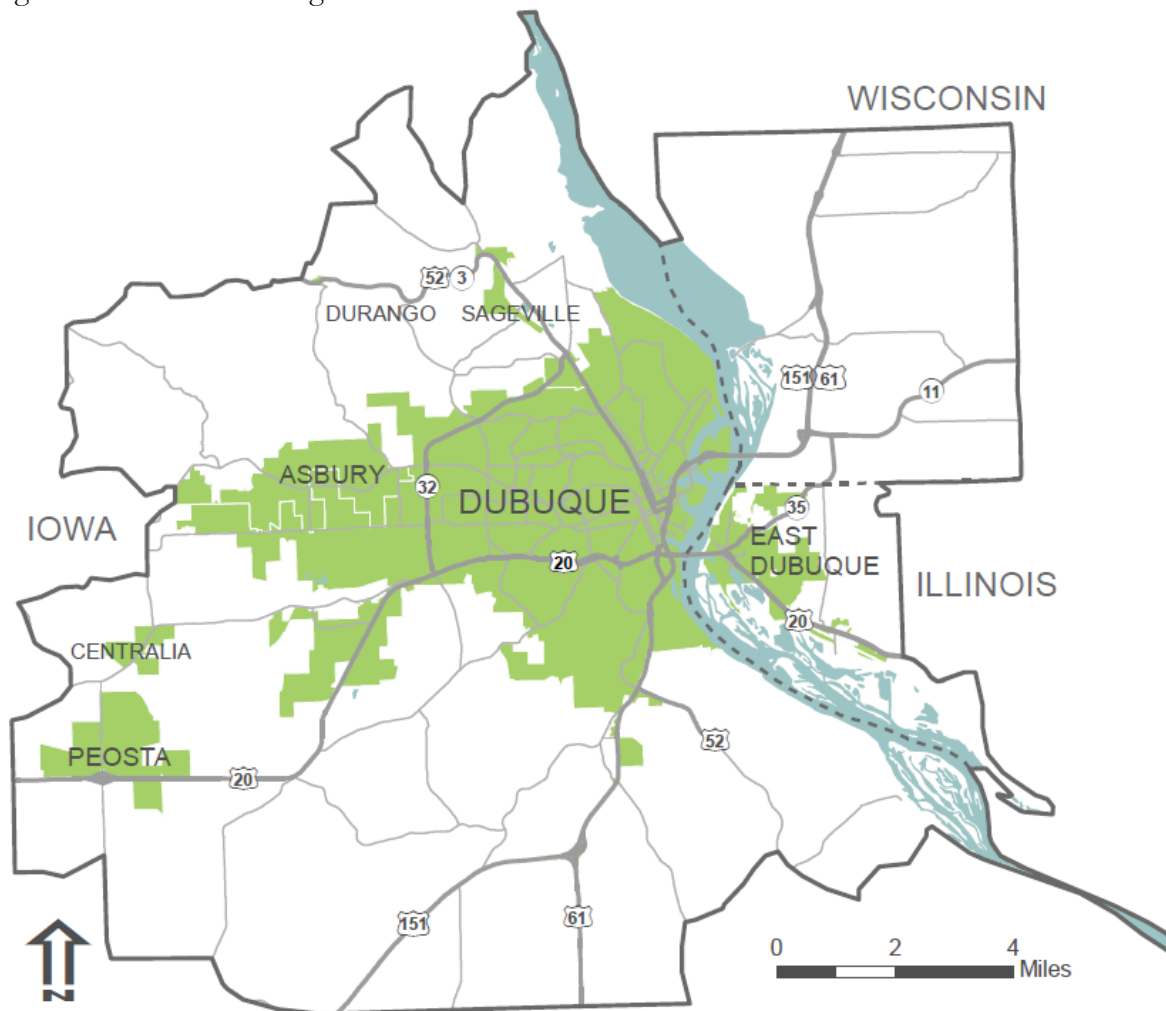
## Introduction to Dubuque Metropolitan Area

### The Dubuque Metropolitan Area

The Dubuque Metropolitan Area is a tri-state Metropolitan Planning Organization (MPO) located at the boundary intersections of the states of Iowa, Illinois and Wisconsin. The 2010 population for the Dubuque area was 81,073 with approximately 92.7% of the total population living in the Iowa portion of the region. The major transportation routes in, around and through this area include US Highways 20, 52, 61, and 151; all coming to a junction at the base of the Julien Dubuque Bridge over the Mississippi River.

Dubuque is Iowa's oldest city and is among the oldest settlements west of the Mississippi River. Dubuque's early economy developed around lead mining, trading, and river transportation. Over time, the area added a rail transportation center where major railroad companies converged on the Mississippi River banks for easier distribution of product. Highway transportation followed and developed into the major form of transportation in the area. Today the area continues improve quality of life by expanding the region's bicycle and pedestrian network, improving access to public transit, and creating a modern and efficient freight transportation system. Figure 1 maps the DMATS planning area.

Figure1: DMATS Planning Area



## **The Dubuque Metropolitan Area Transportation Study (DMATS)**

The Dubuque Metropolitan Area Transportation Study (DMATS,) composed of both a Technical Committee and Policy Committee, guides the Metropolitan Planning Organization (MPO) for the Dubuque Metropolitan Area. As the guiding entity of the MPO for the three-state (Illinois, Iowa & Wisconsin) Dubuque Metropolitan Area, DMATS is responsible for maintaining a continuous, comprehensive and coordinated (“3-C”) transportation planning process.

DMATS is composed of a broad mixture of local, regional, state and federal officials from all three states; each representing their individual agencies within the region. Local governments represented on the DMATS committees are the cities of Asbury, Centralia, Durango, Dubuque, Peosta, Sageville and Dubuque County in Iowa; East Dubuque and Jo Daviess County in Illinois; and Jamestown Township, the unincorporated town of Kieler and Grant County in Wisconsin. In addition, DMATS has representation from each of the three state Departments of Transportation (Iowa, Illinois and Wisconsin,) the regional councils of government in Iowa (East Central Intergovernmental Association - ECIA,) and Wisconsin (Southwest Wisconsin Regional Planning Commission - SWRPC,) Jule Transit, the Regional Planning Affiliation 8 (RPA 8) Regional Transit Authority, Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA).

### **DMATS Boundary**

The DMATS boundary encompasses surrounding areas most likely to be urbanized within the next 20 years. The DMATS boundary encompasses 207.27 square miles.

### **Introduction to the Transportation Planning Work Program (TPWP)**

The Transportation Planning Work Program (TPWP) outlines the various transportation planning activities to be conducted by the East Central Intergovernmental Association (ECIA) for the Dubuque Metropolitan Area Transportation Study (DMATS) during FY 2022 (July 1, 2021 through June 30, 2022).

This TPWP was developed with input from the following governing agencies:

- DMATS Policy Committee
- DMATS Technical Advisory Committee
- Jule Transit System
- City of Asbury
- City of Centralia
- City of Dubuque
- City of Peosta
- Dubuque County
- Jo Daviess County
- Grant County
- Region 8 RTA
- Federal Transit Administration Region VII
- Transit Advisory Board
- City of East Dubuque
- Iowa Department of Transportation
- Illinois Department of Transportation
- Wisconsin Department of Transportation
- Federal Highway Administration Illinois Division
- Federal Highway Administration Iowa Division
- Federal Highway Administration Wisconsin Division
- Southwest Wisconsin Regional Planning Commission

## **Guidelines for planning in DMATS by taking into consideration the 2015 Fixing America's Surface Transportation Act (FAST Act):**

- Provide a transportation planning program addressing major highway, city street, county road, and transit system issues with emphasis on the requirements of the FAST ACT.
- Develop and implement a Long-Range Transportation Plan. Special emphasis should be placed on mainstreaming safety and maintenance of existing system in the Long-Range Transportation Plan and in the planning processes, which will result from the implementation of that plan.
- Stay current on efforts at the federal and state level to identify methods for streamlining the environmental process
- Assist local member jurisdictions and Iowa DOT in any corridor or subarea planning studies, which may be conducted.
- Provide support and technical assistance to local governments and particularly local transit agencies in the area of transportation system management.
- Develop strategies for transportation corridor preservation, road system continuity and spacing, and access control.
- Develop strategies for coordinating land use and transportation development.
- Maintenance of a program for increased citizen/public awareness and involvement in the transportation planning process. Compliance with Title VI of the Civil Rights Act will be accomplished.
- Continuation of a transportation improvement programming process that provides for selecting and prioritizing projects based on objective planning criteria and funding capabilities.

The TPWP encompasses the following:

- clarifies the means of coordination among local units of governments cooperating in the planning effort;
- aids in project development/selection and the allocation of federal, state, and local funding sources;
- establishes the end results/products, purposes, and general methods employed in the conduct of specific work elements; and
- addresses issues and problems affecting modal functions in the urbanized area.

### **TPWP Development Process:**

The Transportation Planning Work Program (TPWP) outlines various transportation planning activities to be conducted by the staff for the Dubuque Metropolitan Area Transportation Study (DMATS). The TPWP is prepared and adopted each year and contains transportation planning activities for the current fiscal year.

The TPWP Process will include the following steps:

- DMATS staff will start developing TPWP in the month of February, following rules and regulations adopted by the FHWA and guidance from state DOTs.
- After the draft TPWP is finished, it will be released for a 30-day public review period in March. DMATS staff will inform the public of the draft TPWP's availability by sending

notices to the organizations on the DMATS Public Participation Process mailing list and by publishing legal notices in local newspapers and the ECIA website. These notices will be published 4-20 days before the scheduled meeting.

- The public hearing will be held during the DMATS Policy Committee meeting in March and the meeting will be opened for public input during the process.
- After the draft TPWP is finished, it will be released for a 30-day public review period in April. DMATS staff will inform the public of the draft TPWP's availability by sending notices to the organizations on the DMATS Public Participation Process mailing list and by publishing legal notices in local newspapers and the ECIA website. These notices will be published 4-20 days before the scheduled meeting.
- Staff will inform the public of the final TPWP's availability by sending notices to the organizations on the DMATS Public Participation Process mailing list and by publishing legal notices in local newspapers and the ECIA website. These notices will be published 4-20 days before the scheduled meeting.
- The public hearing will be held during the DMATS Policy Committee meeting in May. The meeting will be opened for public input during the process.

## Organization and Management

The Dubuque Metropolitan Area Transportation Study was established on March 25, 1976 through the adoption of Articles of Agreement by the participating organizations in the area. This cooperative, comprehensive, and continuing transportation planning process was established by agreement between the state and local governments in compliance with Section 134 of the United States Code. The planning process is implemented through a committee structure. All committees forward their recommendations to the Policy Committee for consideration. Each committee's responsibilities are summarized below:

**Policy Committee** - Responsible for establishing overall policy making decisions related to transportation funding priorities, programming of STBG and Transportation Alternative funds, and monitoring the direction of studies of transportation conditions in the metropolitan area.

**Technical Advisory Committee** - Reviews, studies, and makes recommendations related to technical issues affecting study priorities and the transportation planning and programming process.

### Staff Assigned to work on the Program

#### Transportation Planning Staff

Executive Director .....	Kelley Deutmeyer
Director of Transportation .....	Chandra Ravada
Senior Planner .....	Dan Fox
Planner I.....	Chris Wesseln

#### Administrative and Support Staff

Finance Director.....	Lisa Weinhold
Support Services Manager.....	Sarah Berning



## Policy Committee

- Section 1 (a) **Each State Department of Transportation (DOT)**  
Illinois DOT Doug DeLille (proxy Rob Bates)  
Iowa DOT Craig Markley (proxy Sam Shea) (elected to have no vote)  
Wisconsin DOT Francis Schelfhout, (proxy Stephen Flottmeyer)
- Section 1 (b) **County Board of Supervisors**  
Dubuque County **Ann McDonough (Vice-Chair) (proxy Anthony Bardgett)**  
Grant County Dan Timmerman  
Jo Daviess County Don Zillig
- Section 1 (c) **Mayor and six City Council members of the City of Dubuque**  
Mayor **Brad Cavanagh, (Chair)**  
Council Member Laura Rousell  
Council Member Danny Sprank  
Council Member Brad Cavanagh  
Council Member Brett Shaw  
Council Member David Resnick  
Council Member Ric Jones  
Council Member Michael Van Milligen (proxy for City Council)  
Council Member Teri Goodmann (proxy for City Council)  
Council Member Marie Ware (proxy for City Council)  
Council Member John Klostermann (proxy for City Council)  
Council Member Wally Wernimont (proxy for City Council)  
Council Member Gus Psihoyos (proxy for City Council)
- Section 1 (d) **Municipality (Chief elected official or designated representative for a township, municipality or village with at least 2,000 in population but less than 50,000)**  
Asbury Jim Adams (proxy John Richey)  
East Dubuque Kirk VanOstrand, (proxy Loras Herrig)  
Small Cities Representative Russ Pfab, (proxy Don Recker)
- Section 1 (e) **Regional Planning Organization (chairman or designated representative)**  
ECIA Beth Bonz (proxy Kelley Deutmeyer)  
Southwestern WI Regional Planning Commission Troy Maggied (proxy Katrina Hecimovic)
- Section 1 (f) **Public Transit Authority (2)**  
Jule Advisory Board Matt Esser (proxy Ryan Knuckey)  
RTA Jay Wickham (proxy Harley Pothoff)
- Section 1 (g) **Federal Transportation Agencies (Non-Voting)**  
FHWA Timothy Marshall (Proxy Darla Hugaboom)  
FTA Mokhtee Ahmad (Proxy Gerri Doyle)
- Section 1 (h) **Designated representative of any other public board or commission having jurisdiction in the operation of transportation.**  
None

\*\*Mike Van Milligen, Teri Goodmann, Cori Burbach, John Klostermann, Wally Wernimont and Gus Psihoyos are the proxy vote for any absent council member from the City of Dubuque.

## Technical Advisory Committee

- Sec 2 (a) **Each State Department of Transportation (DOT)**  
 Illinois DOT Kris Tobin (proxy Rob Bates/Doug Delille)  
 Iowa DOT Sam Shea (elected to have no vote)  
 Wisconsin DOT Stephen Flottmeyer (proxy Francis Schelfhout)
- Sec 2 (b) **Regional Planning Organization (executive director)**  
 ECIA Kelley Deutmeyer  
 SW WI Regional Planning Commission Troy Maggied (proxy Katrina Hecimovic)
- Sec 2 (c) **City/County Engineers or Commissioners**  
 Dubuque. City of **Gus Psihoyos (Chair)** (proxy Bob Schiesl)  
 Dubuque Co. **Anthony Bardgett (Vice Chair)**  
 Grant County Dave Lambert  
 Jo Daviess County Steve Keeffer
- Sec. 2 (d) **Chief Officer of Municipal or County Zoning Commission**  
 Asbury Beth Bonz  
 Dubuque, City of Wally Wernimont  
 Dubuque County Tammy Henry  
 East Dubuque Loras Herrig
- Sec. 2 (e) **Federal Transportation Agencies (Non-Voting)**  
 FHWA- IA Darla Hugaboom  
 FTA IA Gerri Doyle  
 FHWA.WI Vacant  
 FHWA IL Betsy Tracy
- Sec 2 (f) **Chief Administrative Officer of Transit**  
 Jule Ryan Knuckey (proxy Jake Ironside)  
 RTA Amanda Dupont
- Sec. 2 (g) Representative of air quality, rail, water transportation, motor carrier etc.  
 None

## TRANSPORTATION RELATED ISSUES

The unique geography of the DMATS Region provides a variety of natural advantages and challenges for the regional transportation system. The topography of the landscape consists of rolling hills and steep bluffs divided by the Mississippi River. The landscape has impacted how the transportation system has evolved. For example, the street networks in downtown Dubuque and East Dubuque are in the form of a traditional grid pattern. These locations tend to be the areas where settlement first occurred and consist of mostly flat topography adjacent to the Mississippi River. Further from the river, steep bluffs and rolling hills forced communities to abandon the traditional grid pattern in favor of streets that followed the area's natural topography.

The geographic formations of the DMATS Mississippi River region result in unique challenges to the different modes of transportation. Barge traffic is a major mode of freight transportation within the DMATS region. However, barge industry officials consider the Corps of Engineer's 70-year old lock and dam system outdated, inefficient, and the source of lengthy delays for barge traffic.

While the Mississippi River serves as an important highway for barge traffic and recreation, it also affects the efficiency and safety of the surface transportation system. The US Highway 20 Julien Dubuque Bridge and the US Highway 61/151 Wisconsin Bridge serve as the DMATS region's only river crossings and act as major east-west bottlenecks. The two-lane design of the current Julien Dubuque Bridge presents specific safety and capacity issues on US Highway 20. Currently, an additional bridge is proposed adjacent to the Julien Dubuque Bridge to double the capacity and increase the safety on US Highway 20 over the Mississippi River.

Other challenges in the DMATS area include US Highway 20 corridor from Peosta to the Julien Dubuque Bridge. Insufficient capacity, uncoordinated access management, at grade intersection, steep grades, heavy truck traffic all contribute to the need to improve the safety and efficiency of this major transportation corridor and free flow of freight within the region.

### Major Road Issues

Based on the analysis of current and forecasted conditions, the following issues have been identified.

Southwest Arterial – The number one priority for DMATS, City of Dubuque, and Dubuque County. The project is completed and open to public in summer of 2020. The project will have a major impact on region-wide traffic circulation patterns. The interchanges on either side did help in opening access to new industrial development.

US Highway 20 Mississippi River Crossing Capacity Improvement (Julien Dubuque Bridge Parallel Span) – This project is also under study. Due to the impact of this project on the US Highway 20, DMATS should continue to consider it an issue for future planning.

US Highway 20 from Devon Drive to Swiss Valley Road – Two short segments of US Highway 20 from Devon Drive to Swiss Valley Road have already been identified as experiencing traffic problems based on current data. The segment between Devon Drive and John F. Kennedy Road (JFK)/Cedar Cross Road is already over capacity.

East West Corridor Improvements - The U.S. 20 corridor in Dubuque, Iowa is the primary east-west route in the Metropolitan Area, but future traffic projections indicate that U.S. 20 alone will not provide sufficient capacity for east-west travel in the City of Dubuque. Additional capacity along alternate east-west corridors will provide connectivity between the western growth areas and Downtown Dubuque. It has been found

that Asbury Road, Pennsylvania Avenue, University Avenue, Loras Boulevard, Fremont Avenue, Kaufmann Avenue, 32nd Street, North Cascade Road needs significant improvements to accommodate future growth and development.

### Passenger Rail

DMATS supports passenger rail and will assist IADOT and ILDOT in the return of round-trip passenger rail transportation service from Dubuque to Chicago. In FY 2007 Amtrak completed a study at the request of ILDOT to determine the feasibility of bringing Amtrak service from Chicago to Dubuque. The study showed potential locations for future rail stations in the city. ILDOT is in process of getting the service from Chicago to Rockford and will eventually be connecting to DMATS region. The study updated in FY 2022.

### Transit

The City of Dubuque worked with DMATS to construct an intermodal transit center and a bus storage facility. The projects were funded with a \$10 million State of Good Repair grant and \$2.5 million in DMATS Surface Transportation Block Grant Program (STBG) funds. The intermodal transit center opened in 2015. The bus storage facility got completed and opened to public in spring of 2018.

### Air Services

The Dubuque Regional Airport is currently in the process of building a new passenger terminal. The current passenger terminal was built in 1948 and expanded in 1969. The current terminal has several issues including an inadequate number of aircraft gates, inefficient circulation, inadequate area for the building's purposes, and limited vehicle parking. The new terminal is designed for approximately 62,500 annual enplanements, 80 peak hour enplanements, 3 airlines, 3 aircraft positions, and approximately 650 parking spaces. A terminal built to these specifications will accommodate ten year demand levels and will be designed to accommodate expansion to 20 year demand levels. The proposed project will include:

- Passenger terminal building (33,151 sq ft)
- New terminal apron and apron access taxiways
- New parallel taxiway to runway 13/31
- New automobile parking lot
- US Hwy 61 and Merlin Lane intersection improvements
- New terminal entrance and circulation roads
- New utility services

The current estimated total project cost is approximately \$39,970,000 over a seven year period. Of that total cost, the FAA will provide \$35,270,000 (88%), with a local share of \$4,700,000 (12%). The local share will be a combination of Iowa DOT grants, passenger facility charges, customer finance charges, and City of Dubuque funding.

### ISSUES FOR THE FREIGHT INDUSTRY

Over the next 20 years, a number of issues will affect the freight industry in the Dubuque region. The following are issues identified by freight industry representatives in a meeting with DMATS staff during the preparation of the Long-Range Transportation Plan.

DMATS in partnership with Regional Planning Affiliation 8 (RPA 8) and Blackhawk Hills Regional Planning Council (RPC) in Illinois did conduct a multimodal, intermodal freight plan for the eight-county region that enhances the mobility of both people and goods while mitigating the negative impacts on mobility, safety, environment and quality of life. The Plan did help to address all freight issues listed above and make the region gear up to future freight needs.

### Mississippi River Transportation

Barge Fleeting - Today, many of the fleeting sites that were identified in the 1985 study are no longer available due to changes in the federal, state and local regulatory environment. Convenient fleeting sites are a key requirement for the operation of river freight terminals like those that occupy the Dubuque harbor area. The terminals only have the ability to load or unload a barge or two at a time. They do not have sufficient bank space on the river to store the barges themselves and typically do not have harbor tugs that can move the barges. As a result, they are dependent on the ability of barge fleeters to bring barges to the terminal quickly from the fleeting sites. Time spent waiting for the barges to arrive from the fleeting sites for either loading or unloading is idle time for the terminal operators and costs them money without accomplishing productive work. The current fleeting sites in the middle of the Dubuque harbor allow barges to be brought to the terminals quickly with a minimum of idle time. If the fleeting sites are moved out of the Dubuque harbor, the travel time required to get the barges from the fleeting sites will impose a severe time penalty on the barge terminals. Due to the slow speed of travel for harbor boats with barges, sites as close as the south end of the Mines of Spain are between ½ day and a full day round trip. The idle time imposed on the barge terminals by such lengthy periods of down time could seriously impair the competitiveness of the river freight industry in the Dubuque region.

Maintenance and Replacement of Lock and Dam System – The extensive system of locks and dams, which make the Mississippi River navigable for freight transportation is aging. The system was built during the 1930's and key components are reaching the point at which they must have repairs. The lock and dam at Dubuque is the 11th down river from the headwaters of navigation at St. Paul, Minnesota. Closing any of the locks and dams below Dubuque for maintenance closes off traffic to Dubuque. Unfortunately, much of the work on the locks and dams cannot be done when the river is frozen. At other times, when the river is not frozen, there is often heavy river traffic which precludes maintenance activities.

### Freight Trucks

Truck Delay – Truck delay is one of the most important issues for the truck freight industry because of the coordination requirements of just-in-time delivery. Representatives of the freight industry who met with DMATS staff identified three main sources of delay in Dubuque.

The first is the congestion that exists today on US Highway 20 between Devon Drive and Old Highway Road. The congested intersections on that segment of US Highway 20 and the long waiting time required while cross traffic clears the intersections creates a difficult situation for truck traffic.

The second source of congestion is the result of the at-grade railroad crossings between Jones Street and 12th Street. This area is particularly difficult because it is the main freight center in the region and there are two railroads using the tracks in this area (Canadian Pacific (CP) and Canadian National (CN) In addition, the area is immediately adjacent and north of the CP. As a result, the at-grade crossings are often obstructed by CP trains that are either parked as a result of switching activity or are actively switching and causing the crossing gates to drop.

The third source of congestion is the lack of a west side by-pass route for trucks. The two highways most heavily traveled by trucks in the region are US Highway 61/151 south and US Highway 20 west. Currently, the two routes taken through town by automobiles (Cedar Cross Road/Kelly Lane and South Grandview Avenue) most often to get from the west side of Dubuque to the south side are not appropriate for trucks. Only the combination of US Highway 20 and US Highways 52/61/151 south from the downtown area is available for trucks. This route, of course, requires trucks to traverse the segment of US Highway 20 identified as the first cause of delay as stated above.

### Railroad Freight

Two Railroads on a Single Track – When US Highway 61/151 was re-aligned in downtown Dubuque in the early 1990's, the Iowa DOT brokered an agreement between Illinois Central Railroad (now CN) and the I & M (now CP) Rail Link to share trackage in downtown Dubuque between the two railroads yards. As a result, it is not uncommon for one railroad to be required to wait while the other uses the shared tracks. These waiting delays the railroads and causes scheduling problems. In addition, the trains must sit somewhere while they wait and that results in additional delay at railroad grade crossings.

Replacement of the Illinois Central Railroad Bridge under the Truman-Hobbs Act – The Dubuque railroad bridge will require replacement soon, most likely in the next 10 years, to meet the requirements of the Truman-Hobbs Act. The replacement will be the responsibility of the railroad. However, prior to beginning the replacement, Congress must authorize a payment to the railroad for the bridge at the full depreciated value. This amount will probably be between \$50 and \$75 million. Although both the Union Pacific Bridge in Clinton and the I & M Rail Link Bridge in Sabula are under Truman-Hobbs Act orders, Congress has not yet authorized the funds. As a result, these two railroads have not yet moved forward with replacement plans of those structures.

Two concerns have been raised regarding this event. The first is that the CN will not replace the bridge but simply sell off the portion of its system in Iowa and abandon the bridge. Although that could happen, it does not seem likely that it will because of the connectivity to Omaha and Sioux City. The railroad does not have another crossing over the Mississippi River close by as the next crossing will be in St. Louis, MO and St Paul, MN.

A second concern was related to the possibility that the railroad could be persuaded to construct the new bridge at a different location and free up areas in Dubuque and East Dubuque currently dominated by CN. It does not seem that this will take place because of the limited frontage on the Mississippi River.

Powder River Basin (PRB) project – The MPO has maintained a constant concern about the Powder River Basin (PRB) project, the environmental impact of the coal trains coming into and through Dubuque on the health, safety and welfare of our community. The additional trains will increase traffic delays and could potentially isolate the Ice Harbor area of Dubuque during peak periods of heavy train traffic.

Lack of Rail Accessible Sites and Businesses that Require Rail Access – Another concern for the region is the lack of rail accessible sites and businesses that require rail access. There are many cities that railroads pass through, where they do not stop. If sufficient business were there to merit stopping, the railroads would do so. Over the past 30 years railroad officials indicate that there has been a decline in business in the Dubuque area. This trend is also affected by the trend described above towards rail consolidation and pricing policies, which favor large shippers and long hauls. At some point, officials from the freight industry point out these factors will combine to make Dubuque an unprofitable market for the railroads. When that happens, it will significantly damage the river freight and the truck freight industries in Dubuque due to the inter-relationships between the three modes.

## RELATIONSHIP BETWEEN TPWP AND DMATS LRTP, FAST ACT & MPO REQUIREMENTS

DMATS Long Range Transportation Plan, creates a policy framework for transportation investments in the DMATS region. The plan recognizes the vision and eight transportation goals to help make progress towards this vision. The 2022 Transportation Planning Work Program (TPWP) is designed to ensure the region focuses time and resources on meeting the DMAT's LRTP goals, planning factors and MPO requirements of FHWA and FTA. The table provides how the seven planning tasks meet the above requirements.

		Project #1599 - Overhead and Administration	Project #5329 - General Coordination	Project #5341- Long-Range Transportation Plan (LRTP)	Project #5342 – Transportation Research and Database Management	Project # 5352 - Short-Range Transportation Planning	Project #35370 STREETS	Project #35372 – Dubuque County BUILD grant
<b>DMATS LRTP GOALS</b>	Manage and maintain the existing transportation system to maximize performance.	X	X	X		X		
	Support an efficient freight system in the region.	X		X		X	X	X
	Strategically preserve our existing infrastructure and focus future investment in areas that are already served by significant public infrastructure investments.	X	X	X		X		
	Increase the safety, security, and resiliency of the transportation system.	X	X	X	X	X	X	X
	Protect and enhance the natural environment and support energy conservation and management.		X	X	X	X		
	Improve the transportation system and promote efficient system management and operations.		X	X	X	X		
	Provide a high degree of multi-modal accessibility and mobility for individuals. This should include better integration and connectivity between modes of travel.		X	X	X	X	X	X
	Ensure that transportation system performance improvements are distributed equitably.	X	X	X		X		
<b>MPO Requirements</b>	Long-Range Transportation Plan			X	X			
	Transportation Improvement Program				X	X		
	Unified Planning Work Program				X	X		
	Passenger Transportation Plan				X	X		
	Congestion Management Process			X	X	X		
	Award Federal Funding			X	X	X		
	Decision Making Structure	X	X					

		Project #1599 - Overhead and Administration	Project #5329 - General Coordination	Project #5341- Long-Range Transportation Plan (LRTP)	Project #5342 – Transportation Research and Database Management	Project # 5352 - Short-Range Transportation Planning	Project #35370 STREETS	Project #35372 – Dubuque County BUILD grant
Planning Guidelines	Support economic vitality	X	X	X		X		
	Increase the safety of the transportation system for motorized and non-motorized users	X	X	X	X	X	X	X
	Increase the security of the transportation system for motorized and non-motorized users	X	X	X	X	X	X	X
	Increase accessibility and mobility of people and freight	X	X	X	X	X	X	X
	Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency	X	X	X	X	X	X	X
	Enhance the integration and connectivity of the transportation system, across and between modes	X	X	X	X	X	X	X
	Promote efficient system management and operation	X	X	X	X	X	X	X
	Emphasize the preservation of the existing transportation system	X	X	X	X	X	X	X
	Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation	X	X	X	X	X	X	X
	Enhance travel and tourism	X	X	X	X	X	X	X



**FY2023 DMATS Work Program Budget**

DMATS Budget for FY2023

Draft 3/10/2022

Work Elements and Activities						Total	State Source		Local Sources	Total	Staff	No
	IA FTA Sec. 5305(d)	Iowa STBG	Iowa PL	ILL PL	WIS PL	Federal Funds	ILL DOT	WIS DOT	ECIA/Local	funds	Hours	Staff
<b>Program Support &amp; Administration</b>												
1599 Overhead and Administration	\$11,157		\$48,910	\$2,507	\$3,134	\$65,709	\$1,499	\$243	\$14,685	\$82,136	847	4
5329 General Coordination	\$8,573		\$7,876	\$2,400		\$18,849			\$4,712	\$23,561	243	4
<b>Sub total</b>	<b>\$19,730</b>		<b>\$56,786</b>	<b>\$4,907</b>	<b>\$3,134</b>	<b>\$84,558</b>	<b>\$1,499</b>	<b>\$243</b>	<b>\$19,397</b>	<b>\$105,697</b>	<b>1,090</b>	
<b>Long Range Transportation Planning</b>												
5341 Long Range Transportation Planning	\$16,923		\$4,037	\$5,822	\$1,075	\$27,857	\$26,456		\$4,500	\$58,812	606	3
5342 Transportation Research and Database Management	\$2,000		\$400			\$2,400			\$600	\$3,000	31	3
<b>Short Range Transportation Planning</b>												
5352 Short Range Planning	\$9,250		\$68,331	\$4,452		\$82,033	\$27,114		\$19,395	\$128,542	1,325	5
<b>Special Projects</b>												
35370 STREETS		\$33,333				\$33,333			\$8,333	\$41,666	430	2
35372 Dubuque County BUILD grant Administration Website		\$15,000				\$15,000			\$3,750	\$18,750	155	2
			\$4,000			\$4,000			\$1,000	\$5,000	155	2
<b>Sub total</b>	<b>\$28,173</b>	<b>\$48,333</b>	<b>\$76,768</b>	<b>\$10,274</b>	<b>\$1,075</b>	<b>\$164,623</b>	<b>\$53,569</b>	<b>\$0</b>	<b>\$37,578</b>	<b>\$255,770</b>	<b>2,701</b>	
<b>Total</b>	<b>\$47,903</b>	<b>\$48,333</b>	<b>\$133,554</b>	<b>\$15,181</b>	<b>\$4,209</b>	<b>\$249,181</b>	<b>\$55,068</b>	<b>\$243</b>	<b>\$56,975</b>	<b>\$361,467</b>	<b>3,791</b>	

**Total funds Available for DMATS in FY 23**

**Total funds used by DMATS in FY 23**

<b>FY 23 FTA funds</b>	
Iowa DOT	\$47,903
<b>FY 23 PL Carryover Funds</b>	
Iowa DOT	\$119,698
<b>FY 23 PL Funds</b>	
Iowa DOT	\$133,554
Illinois DOT	\$14,274
Wisconsin DOT	\$4,209
<b>FY 23 STBG Funds</b>	
Iowa DOT	\$48,300
<b>FY 23 State Funds</b>	
Illinois DOT	\$53,569
Wisconsin DOT	\$243
<b>Total</b>	<b>\$421,750</b>

<b>FY 23 FTA Funds used</b>	
Iowa DOT	\$47,903
<b>FY 23 PL Carryover Funds</b>	
Iowa DOT	\$119,698
<b>FY 23 PL Funds used</b>	
Iowa DOT	\$13,856
Illinois DOT	\$15,181
Wisconsin DOT	\$4,209
<b>FY 23 STBG Funds</b>	
Iowa DOT	\$48,333
<b>Match</b>	
Illinois & Wisconsin DOT State Funds	\$55,311
ECIA & Other Local Funds	\$56,975
<b>Total</b>	<b>\$361,467</b>

Totals may not add due to rounding.

**FY2023 DMATS Work Program Budget for IADOT**

DMATS Budget for FY2023

Draft

3/10/2022

Work Elements and Activities				Total	Local Match 20%	Total	Staff	No
	IA FTA Sec. 5305(d)	Iowa STP	Iowa PL	Federal Funds	ECIA/Loca	funds	Hours	Staff
<b>Program Support &amp; Administration</b>								
1599 Overhead and Administration	\$11,157		\$48,910	\$60,067	\$15,017	\$75,084	1,502	4
5329 General Coordination	\$8,573		\$7,876	\$16,449	\$4,112	\$20,561	411	4
<b>Sub total</b>	<b>\$19,730</b>		<b>\$56,786</b>	<b>\$76,516</b>	<b>\$19,129</b>	<b>\$95,646</b>	<b>1,913</b>	
<b>Long Range Transportation Planning</b>								
5341 Long Range Transportation Planning	\$16,923		\$4,037	\$20,960	\$5,240	\$26,200	524	3
5342 Transportation Research and Database Management	\$2,000		\$400	\$2,400	\$600	\$3,000	60	3
<b>Short Range Transportation Planning</b>								
5352 Short Range Planning	\$9,250		\$68,331	\$77,581	\$19,395	\$96,976	1,940	5
<b>Special Projects</b>								
35370 STREETS		\$33,333		\$33,333	\$8,333	\$41,666	833	2
0 Website			\$4,000	\$4,000	\$1,000	\$5,000	155	2
<b>Sub total</b>	<b>\$28,173</b>	<b>\$33,333</b>	<b>\$76,768</b>	<b>\$138,274</b>	<b>\$34,568</b>	<b>\$172,842</b>	<b>3,511</b>	
<b>Total</b>	<b>\$47,903</b>	<b>\$33,333</b>	<b>\$133,554</b>	<b>\$214,790</b>	<b>\$53,698</b>	<b>\$268,488</b>	<b>5,424</b>	

**Total funds Available for DMATS in FY 23**

<b>FY 23 FTA funds</b>	
Iowa DOT	\$47,903
<b>FY 21 PL Carryover Funds</b>	
Iowa DOT	\$119,698
<b>FY 23 STBG Funds</b>	
Iowa DOT	\$48,300
<b>FY 23 PL Funds</b>	
Iowa DOT	\$133,554
<b>Total</b>	<b>\$349,455</b>

Totals may not add due to rounding.

**Total funds used by DMATS in FY 23**

<b>FY 23 FTA Funds used</b>	
Iowa DOT	\$47,903
<b>FY 21 PL Carryover Funds</b>	
Iowa DOT	\$133,554
<b>FY 23 STBG Funds</b>	
Iowa DOT	\$33,333
<b>FY 23 PL Funds used</b>	
Iowa DOT	\$0
<b>Match</b>	
ECIA & Other Local Funds	\$53,698
<b>Total</b>	<b>\$268,488</b>

Totals may not add due to rounding.

For Iowa, FHWA Metropolitan Planning (PL) program funding is transferred to FTA 5305d program funding in a consolidated planning grant application. Total programmed FHWA PL funds is \$121,554, of which \$119,698 is carryover from the previous fiscal year.

For Iowa, FHWA Surface Transportation Block Grant (STBG) program funding is transferred to FTA 5307 program funding in a separate FTA transfer grant application.

## Work Elements

### 1. Project #1599 - Overhead and Administration

#### Background:

ECIA General Management has conducted association operations under direction of its governing council and committees since the origin of the association since 1976. Adequate and necessary administration support and overhead have been provided as part of this activity.

#### Program Objective:

Conduct ECIA operations in conformance with proper business practices and provide necessary overhead to conduct transportation planning.

#### Program Activities:

Provide overhead and administration throughout the fiscal year. Examples of costs include personnel costs associated with the administration of the agency, office supplies, insurance, telephone expense, postage and equipment, agency fiscal management, utilities, rent, and data processing services (continuous).

**Cost: \$ 82,136**

**Staff Hours: 847**

#### Previous work done in FY 2022:

- Held Nine Tech and Policy Committees meetings (July 2021 – June 2022).
- Held one joint special meeting with Iowa DOT staff.
- Staff meetings were held, and timesheets were reviewed for accuracy.
- Office supplies, insurance, telephone expense, postage and equipment, agency fiscal management, utilities, rent, and data processing services.

### 2. Project #5329 - General Coordination

#### Background:

Staff has served as liaison between DMATS and state and federal agencies pertaining to specific transportation issues. Staff provides local support to the 3C process in the DMATS area.

#### Program Objective:

- To provide general urban transportation planning and coordination in the tri-state DMATS area.

#### Program Activities:

- Undertake the general transportation planning, coordination and cooperation with local, state, and federal representatives consistent with the Federal 3C Transportation Planning requirements including an emphasis on public involvement (continuous).

- Review new legislation and inform local agencies of development of federal transportation legislation (as needed).
- Conduct special studies as directed by the DMATS Policy Committee with input from the Technical Advisory Committee (as needed).
- Support DMATS committees through staff assistance, research, and communications among the committees and various other levels of government. Include citizen/public involvement in the MPO's planning process (as needed).
- Provide technical assistance to other governmental agencies or organizations involved in the overall transportation efforts identified by DMATS (as needed).
- Monitor the changes effected by Congress (continuous).
- Attend and participate in meetings of national, state, and local organizations like Mississippi River Trail (MRT), Transit Action Group (TAG), etc. relating to transportation planning; and, apply knowledge to local planning program (continuous).
- Attend and participate in meetings of national, state, and local organizations that emphasizes Coordination of Human Service Transportation (continuous).
- Organize and participate in meetings of DMATS Policy, Technical Advisory, and other committees; and attend other committee and board meetings as needed (continuous).
- Manage the financial side of the TPWP in a way that ensures sound and efficient program administration (continuous).
- Work with USDOT and the states of Iowa, Illinois and Wisconsin to update the DMATS Public Participation Policy to insure compliance with the latest directives from FHWA and FTA related to Transportation Equity and Public Involvement (continuous).
- Prepare the FY 2024 TPWP in cooperation with the Iowa, Illinois, and Wisconsin Departments of Transportation (will be completed by June of 2023).
- Participate in Iowa DOT Quarterly MPO meetings (continuous).
- Participate in Iowa MTMUGS Quarterly meetings (continuous).

**Cost: \$ 23,561**

**Staff Hours: 243**

Work done in FY 2022:

- Working with the city of Dubuque in implementing INFRA grant received to make improvements to the port.
- Working on Phase II Smarter Travel project with IADOT and the city of Dubuque.
- Staff supervision.
- Worked with Illinois passenger rail collation and consultant on a passenger rail feasibility study between Rockford and Dubuque
- Monitored implementation of FY 2022 TPWP and facilitated revisions as needed
- Developed FY 2023 DMATS budget and prepared FY 2023 TPWP
- Attending Trail vision, TAG, Air quality, MRT and Ride the rail meetings.
- Attending IADOT, WISDOT and ILDOT quarterly and annual meetings
- Attending Iowa MTMUGS
- Working with member agencies and transit systems on COVID 19 issues

### 3. Project #5341- Long-Range Transportation Plan (LRTP)

#### Background:

During Fall 2016, DMATS adopted the 2045 Long-Range Transportation Plan (LRTP). Efforts in FY 2022 are focused on maintaining DMATS 2050 Long-Range Transportation Plan (LRTP) and start updating the Travel Demand Forecast Model.

#### Program Objective:

- To maintain the LRTP and to collect, update, analyze, and provide transportation data (e.g. socio-economic, land use, travel) information to be used in the metropolitan planning process.
- Continue development of DMATS Geographic Information System (GIS).
- DMATS staff will also be involved in the coordination and collection of data on an as needed basis with each of the three DOTs.
- Staff will assist in integrating LRTP with state wide plans developed by the State DOTs.
- Update existing DMATs model
- Maintain DMATS 2050 Long-Range Transportation Plan (LRTP)

#### Program Activities:

- Maintain approved DMATS 2050 Long-Range Transportation Plan.
- Ensure the region's Long-Range Planning process addresses the federal transportation planning factors (continuous).
- Develop policy directions for the DMATS region's 2055 Long Range Transportation Plan.
- Assess impact of policy choices on regional transportation system, land use, development and the financial capacity to guide decision making (continuous).
- Process amendments to LRTP 2050 as necessary (as needed).
- Travel Demand Model will be maintained and updated (continuous).
- Perform model runs and analyses and produce reports (continuous).
- Alter transportation networks as necessary to reflect current and anticipated results (as needed).
- Assess data requirements to support potential model enhancements (as needed).
- Coordinate all model improvement/update efforts with the Iowa DOT, Systems Planning Bureau (as needed).
- Monitor the local land use plans and their implementations as they impact development on the metro area transportation system (as needed).
- Facilitate efforts by the Iowa DOT looking at concerns regarding corridor management implemented through local land use plans (as needed).
- Stay current on efforts at the federal and state levels to identify methods for integrating the environmental process with the transportation planning process (continuous).
- Work with other MPOs to identify methods for early incorporation of environmental analysis into the project planning process (as needed).
- Assist with other studies and projects recommended in DMATS 2045 LRTP (continuous).
- Participate in Mississippi River Trail (MRT) development as a member of Iowa's MRT Executive Committee (as needed).

- Will participate on Dubuque Area chamber of commerce's Transportation group (continuous).
- Help in developing and maintaining evacuation plan for the DMATS area for the future (as needed).
- Continue to work on planning elements issues of the DMATS 2050 LRTP and create annual performance measures report (continuous).
- Continue to work with DOT and Transit staff in developing safety performance measures and adaptation of MPO safety targets, Bridge and Pavement conditions on the National Highway Systems (NHS) Freight performance on the NHS and Transit Asset Management (TAM) (continuous).

**Cost: \$ 58,812**

**Staff Hours: 606**

Work done in FY 2022:

- Ensured the region's Long-Range Planning process addresses the federal transportation planning factors.
- Approved and adopted Travel Demand Model.
- Coordinated all model improvement/update efforts with the Iowa DOT, Systems Planning Bureau (as needed).
- Continue to work on planning elements issues of the DMATS 2050 LRTP and create annual performance measures report.
- Continued to work with DOT staff in developing safety performance measures and adaptation of MPO safety targets Bridge and Pavement conditions on the National Highway Systems (NHS) and Freight performance on the NHS.
- DMATS 2050 LRTP got approved and adopted.

**4. Project #5342 – Transportation Research and Database Management (Ongoing Process)**

Background:

To have a complete understanding of transportation and travel behavior in the region, DMATS staff regularly collects and analyzes data from various government organizations in the region. Data pertaining to transportation is routinely tracked and reported such as traffic counts, transit ridership, and accident data; and, expenditures of funds for maintenance and expansion of transportation facilities are kept on databases at ECIA. Documents produced by the states and local jurisdictions that include data on transportation within the region are kept in the transportation department.

Program Objective:

- To collect, maintain and analyze data on transportation within the DMATS area for facilitating transportation planning and decision making.
- To use information derived from analysis of data in modeling and other activities to promote national transportation planning.
- To promote better understanding of transportation patterns and trends among member jurisdictions and general public.
- To maintain data on low-income and minority populations to support environmental justice, outreach and analysis.

- To respond to requests for information from local, state and private agencies and members of the public.

Program Activities:

- Process data collection from membership organizations (continuous).
- Monitor data sources (continuous).
- Maintain databases and documentation (continuous).
- Disseminate data and/or analysis to DMATS member jurisdictions, other interested agencies and general public (as needed).
- Maintain the Transportation Department Library within ECIA (continuous).
- Maintain the GIS system with updated information for future analysis and graphical representation (continuous).
- Collect trail counts from trail counters (on going)
- Conduct traffic counts for Cities and counties (as requested)
- Providing input on traffic studies (as needed)
- Provide VMT data to City of Dubuque (as requested)
- Collect data on John Deere road.

**Cost: \$3,000**

**Staff Hours: 31**

Work done in FY 2022:

- Working on data collection for Dubuque County Emergency Management Plan

**5. Project # 5352 - Short-Range Transportation Planning (Ongoing Process)**

Background:

Staff is working with local, state, and federal staff and policy makers in the planning and funding of development work for highway and bridge work for projects such as Northwest Arterial & John Deere Road improvements, the US 20 Mississippi River Crossing, US 20 Capacity Study, and the bike/pedestrian network. Staff is writing grant applications for Regional Transit Authority (RTA) used in the procurement of funds for marketing.

Program Objective:

- To work with DMATS members in street/highway and bike/pedestrian transportation planning.
- To provide technical support, grant administration, and planning assistance to the Jule Transit System.
- To prepare and manage the four-year multi-modal Transportation Improvement Program (TIP) for the DMATS area consistent with federal and state guidelines and regulations.
- To update TPMS with revisions, amendments and new federal aid projects within in DMATS area on Iowa side.

- To assist the state Departments of Transportation with administration for projects under development.

Program Activities:

- Work and assist Iowa DOT with the US 20 Capacity Improvements, Northwest Arterial Project and the Julien Dubuque Bridge Project (as needed).
- Work and assist the city of Dubuque and Dubuque County with federal aid Projects, with assistance from the Iowa DOT (as needed).
- Work with the city of East Dubuque and Jo Daviess County representatives and Illinois DOT in the development of transportation improvements in the East Dubuque-Dunleith Township area (as needed).
- Work with the city of East Dubuque on developing a comprehensive plan.
- Work with the public transit providers in the DMATS area and interested private sector providers in developing and implementing service coordination strategies for Jule transit. DMATS is working with the transit providers to have the recommendations implemented (on-going).
- Work with Dubuque County and the city of Dubuque on John Deere Road improvements.
- Attend and participate in Dubuque Regional Airport master plan update.
- Attend and participate in Transit Advisory Board meetings (continuous).
- Assist the transit operators in complying with all applicable federal requirements (continuous).
- Work with local transportation agencies to implement transportation management and operations systems (continuous).
- The PTP plan was completed in May of FY 2020. Staff will update the plan in FY 2023 working with the TAG group. The update includes Process Discussion, Inventory & Area Profile, Coordination Issues, Priorities & Strategies and Funding. DMATS will submit the minutes of these meetings to the Systems Planning Bureau. A Full PTPs will be submitted to Systems Planning Bureau every five years and will continue on the same schedule (as needed).
- The Public Participation Plan (PPP) was completed in July of FY 2021. Staff will revisit the PPP plan update in FY 2023.
- The development of the FFY 2024-2027 Transportation Improvement Program (TIP) will be done in cooperation with the member governments in the DMATS urban area. The program will be developed cooperatively by the DMATS committees, the Iowa, Illinois, and Wisconsin Departments of Transportation, local units of government, and participation from the public (completed by June 2023).
- Evaluate potential STBG and Transportation Alternative projects for TIP development using DMATS LRTP and DMATS model (continuous).
- DMATS will assist Jule Transit and the ADA Advisory Committee in implementing the provisions of the Jule ADA Plan (as needed).



- DMATS staff will be assisting local governments with route location designation, signing route segments, usage, and coordination with MRT Inc and the Iowa MRT Executive Committee (as needed).
- DMATS staff will be working with Bi-State Regional Commission, IADOT, ILDOT, RPA 8 ,local governments and State representatives on established Port Statistical Area (as needed).
- Provide technical assistance in the land use and environmental service area, including comprehensive land use planning, development ordinances (e.g. zoning, subdivision etc.), and environmental assessments and their impact on the transportation system (as requested).
- Serve as stakeholder on Envision 2010 Passenger Rail and Bike/Hike Trail Steering Committees and help in printing and mailing the agendas and meeting notices for committee meetings. Staff is actively participating in these group activities for FY2023 (on going).
- Participate in the Air quality group created by MPO, Greater Dubuque Development (GDDC) and City of Dubuque (continuous).
- Assist in documentation for grant applications (as needed).
- Prepare or assist with Title VI compliance report (as needed).
- Work with local emergency planners, law enforcement agencies, and appropriate transportation agencies to analyze and improve the security of metropolitan transportation facilities. Facilitate the Dubuque Multi-disciplinary Safety Group (continuous).
- Help Cities and Counties in Iowa Clean Air Attainment (ICAAP) and Traffic Safety grants (as needed).
- Participate in ITS improvements and projects related to transportation technology (on going)
- Participate in transportation improvement projects like East-West Corridor improvements (on going)
- Work on a Bike and Pedestrian plan for the MPO region. (on going)

**Cost: \$ 128,542**

**Staff Hours: 1,325**

Work done in FY 2022:

- Acting as a lead agency for air quality group and create a PM 2.5 path forward plan for DMATS area
- Conducted two MDST meetings
- Worked with City of Dubuque, Dubuque County, IADOT District 6 and Grant wood scenic group.
- Working with the city of Dubuque on East West Corridor project.
- Working with the city of Dubuque on Northwest Arterial project.
- Working with the city of Dubuque and Iowa DOT on US 20 and Northwest Arterial intersection.
- Working with the city of Dubuque and Dubuque County on freight rail issues.
- Working with Dubuque County on road projects.
- Working with Dubuque county on John Deere Road improvements.
- Working on FFY 2023-2026 TIP

- Amended FFY 2022-2025 TIP
- Attending bike meetings.
- Attending rail meetings.
- Attending MDST meetings.
- Conducting project base meetings for trail projects.
- Working on Smart Zoning project.

**6. Project #35370– Smart Traffic Routing with Efficient and Effective Traffic Signals (STREETS) (will be completed by December 2023)**

Background:

The STREETS project is designed to develop a smart, next-generation, traffic management and control system that will use traffic control strategies to enable dynamic traffic routing to maximize the use of existing roadway capacities in the Dubuque Metro Area.

Program Objective:

The proposed system should reduce wear and tear on major corridors in the Dubuque metro area by distributing traffic more evenly throughout the metro area. It is also expected that the system will reduce congestion, shorten travel times, and improve safety in the metro area. By rerouting traffic on the roads with extra capacities dynamically, it is expected that the proposed system will reduce/eliminate some of the traffic bottlenecks. As an auxiliary outcome of the system operations, the City staff will use the proposed system to identify future projects that will improve safety and reduce congestion in the metro area. Finally, the system will help to measure the effectiveness of safety and congestion projects. This project is one of a kind and will become a replicable model for small urban areas such as Dubuque with populations under 100,000. The project has \$1.97 million in federal and state funds that will be used to hire a third party to develop the project. These funds will not be part of DMATS budget. The funds listed in DMATS budget will be used for staff time on the project.

Program Activities:

- Project management.
- Work with consultant on
  - Microsimulation Traffic Model (MTM);
  - Adaptive Signal Control Technology (ASCT); and
  - Decision Support System (DSS).
- Monthly reports to IADOT.
- Project implementation
- Work with Stakeholder group and consultant to meet the project goals.

**Cost: \$ 41,666**

**Staff Hours: 430**

Program Activities in 2022:

- Addressing contract issues and scope of services with IADOT staff.
- Attending weekly meetings.

7. **Project #35372 – Dubuque County BUILD grant Administration (will be completed by July 2024)**

Background:

Dubuque County received Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grants for Northwest Arterial/John Deere Road Corridor.

Program Objective:

The project is designed to address the following:

- Bring the Northwest Arterial into a state of good repair with resurfacing, rehabilitation, and minor reconstruction;
- Realign and signalize W. John Deere Road and the South Parking Lot Drive to create a four-legged intersection with S. John Deere Road, with consideration to large truck turning movements and pedestrian crossing provisions;
- Add a southbound lane from W. John Deere Road to south of Peru Road to accommodate through traffic and provide a climbing lane for large, slow vehicles heading south from Peru Road toward the Northwest Arterial, U.S. Route 52, and Iowa Highway 3;
- Build turn lane improvements at the Peru Road and S. John Deere Road intersection, with consideration to large truck turning movements and provisions for future signalization; and
- Make geometric improvements, including adding turn lanes and signalization of the intersection of U.S. Route 52/Iowa Highway 3 and W. John Deere Road.
- Develop a multi-use trail along the south side of W. John Deere Road to connect the John Deere factory with the Proving Grounds Recreation Area, the Heritage Trail, Heritage Pond and the Northwest Arterial Trail.

Program Activities:

DMATS staff will help Dubuque County with the following activities:

- Working with FHWA and IADOT on BUILD Contract
- Working with IADOT on SWAP funding contracts
- Design selection team for RFP process and get it approved by IADOT
- Design RFPs for Design and Construction Engineering
- Writing council memos for RFPs approvals
- Working with City/County and go through the consultant selection process
- Negotiate contract with consultant once the consultant is approved by IADOT and City/County
- Implement Contract and start participating in biweekly meetings. Make sure the consultant or the City/County are following IADOT/FHWA regulations
- Process monthly reimbursements and provide paper work to the City/County to process the reimbursements
- Maintain a balance sheet for the City/County with different funding sources.
- Do monthly, Quarterly, Semiannual and Annual reports to FHWA through RADS
- Other actives as needed (like addressing NEPA, right of way issues if the consultant wants to deviate from approved NEAP and ROW boundaries)

**Cost: \$ 18,750**

**Staff Hours: 155**

Program Activities in 2022:

- Went through selection process and hired a consultant for Construction Engineering.
- Working with FHWA on amendments to Grant Agreement
- Participating on biweekly calls
- Working with Dubuque county on Reimbursements
- Participated meetings with Dubuque County supervisors and John Deere staff

**Total Program Cost for DMATS: \$ 361,467**

## ECIA Cost Allocation Plan

### General

The Cost Allocation Plan of ECIA is the basis of assigning costs equitably to all projects during each fiscal year. Under the plan, the total costs assigned to each project are comprised of both direct and indirect costs. All direct and indirect costs are further identified as to personnel and non-personnel costs. The distinctions of cost allocation are described in the following definitions:

### Definitions

*Direct Personnel Costs* are costs of all personnel activities identifiable to specific projects. Examples of Direct Personnel Costs include personnel time spent on planning activities, administration of housing assistance and Community Development Block Grant Programs. (see Schedule A)

*Direct Non-Personnel Costs* are the costs of non-personnel items or service clearly incurred by specific projects. Direct non-personnel costs include project related items such as contracted services, data processing, project report publishing, reproductions, travel, supplies, reference materials, staff development, long-distance telephone calls, project audit fees, project inspection fees, advertising, postage, memberships, and other costs similarly identifiable to specific projects. (see Schedule B)

*Indirect Personnel Costs* are costs of all personnel activities that are not identifiable to specific projects but support all project activities. Examples of Indirect Personnel Costs include personnel time spent on producing the Unified Work Program, policy meetings, and agency general and fiscal management. (see Schedule C)

*Indirect Non-Personnel Costs* are the costs of all non-personnel items or service that are not directly attributed to specific projects but rather are attributed to overall operation of the agency including all projects. Indirect non-personnel costs include such items as office rent, equipment rental, base telephone and overall agency long-distance calls, postage, advertising, travel, staff development, insurance-bonds, office supplies, reproductions-publications, agency memberships, reference materials, agency audit, and other such costs similarly attributed to total agency and all project support. (see Schedule D)

### Cost Allocation to Projects

Each project that is active during the fiscal year receives an allocation for costs as follows:

- A. Direct personnel costs for the month
- B. Direct non-personnel costs for the month
- C. A share of all indirect costs for the month

The monthly share of indirect costs charged to each project is determined by the ratio of each respective project's direct personnel costs relative to the total direct personnel costs of all projects. Monthly timesheets are maintained by all agency personnel and serve as the basis for such allocations.

Schedule A - Direct Personnel Activities

Schedule B - Direct Non-Personnel Costs

Schedule C - Indirect Personnel Activities

Schedule D - Indirect Non-Personnel Costs

Schedule A

Schedule C

Direct Personnel Activities	Indirect Personnel Activities
Transportation Planning and Grant Administration	Unified Work Program
Transit Planning and Grant Administration	Project Notification and Review
Regional Development	Policy Meetings
Local Comprehensive Planning	Filing and Library System
Housing Assistance Programs	Census Program
Community Development Block Grant Contract Administration	Agency Information Maintenance
Community Technical Assistance	Agency Newsletter
Contracted Services	Agency Fiscal Management
	Agency General Management
Leaves for personnel involved in direct activities	Leaves for personnel involved in indirect activities
Schedule B	Schedule D
Direct Non-Personnel	Indirect Non-Personnel
Project-related Office Supplies	Overall Agency Office Supplies
Project-related Operating Materials, Books	Overall Agency Operating Materials and Books
Project-related Conference and Training Expenses	Overall Agency Conference and Training Expense
Project-related Business Expense	Overall Agency Business Expense
Project-related Printing and Binding of Publications	Overall Agency Printing and Binding of Publications
Project-related Insurance and Bonds	Equipment Rent and Maintenance
Project-related Professional Memberships	Overall Agency Insurance and Bonds
Project-related Telephone Expense	Overall Agency Professional Memberships
Project-related Postage and Shipping	Office Utilities
Project-related Advertising	Base Telephone and Overall Agency Cellular and Long-Distance Services
Project-related Professional Services	Overall Agency Postage and Shipping
Project-related Equipment	Office Rent
	Overall Agency Advertising
	Overall Agency Professional Services
	Overall Agency Equipment

## DMATS Public Participation Program

The DMATS public participation is a living document and will be reviewed annually by DMATS staff to determine if revisions are necessary. The public participation plan is last approved in June of 2020. Staff are in process of updating the plan and the plan will be approved in May of 2022.

### Notification of Documents

The following describes the notification process for the materials that shall be made available, the process of documenting the input received, public hearings conducted as part of the development, updates, and amendment processes for the TIP, PTP, LRTP, TPWP and other public documents created by MPO that needs public hearing.

- *Public Notice*  
A public notice announcing a scheduled public hearing shall be published in a newspaper of general circulation in the DMATS area and DMATS website (<http://www.eciatrans.org/DMATS>). These notices will be printed 4-20 days before the scheduled meeting.
- *Press Releases*  
Press releases announcing scheduled public hearings shall be provided to community newspapers throughout the DMATS.

### Printed – Graphical Material

Any printed or graphical material that is available shall be provided by either DMATS staff or the appropriate agency upon request.

### Public Comments

Copies of all public comments received prior to the hearing shall be provided by either the DMATS staff at or before the public hearing. A summary, analysis, and report on the disposition of the comments received shall be prepared and made available upon request.

### Accommodation:

**Meetings, public hearings, and DMATS formal events are held in facilities that are accessible by persons with disabilities.** Public notices of ECIA meetings and events include a notice of location for public. Individuals with disabilities will be provided with accommodations to attend the meetings on request with a minimum of a week notice. Individuals requiring special material or presentation formats will be asked to contact the staff at least a week before the meeting.

### Amendments:

TPWP amendment will be necessary when a new work item is added.

An amendment will require the following steps:

- Staff will begin the amendment process by conducting public review at ECIA office. Staff will inform the public of the proposed amendment by sending notices to the organizations on the DMATS Public Participation Process mailing list and by publishing a legal notice in the local newspapers and the ECIA website. These notices will be printed 4-20 days before the scheduled meeting.
- The public hearing will be held during the DMATS Policy Committee meeting. The meeting will be opened for public input during the process.
- The state DOTs will be provided with the updated amendment.

### **Revisions:**

TPWP revisions will be necessary when there are minor changes to project description and dollar amounts.

- Staff will update the DMATS Policy Committee and Technical Advisory Committee on the revised item and notify the state DOTs of the changes.

### **Waiver of approvals from FTA, FHWA & IADOT**

#### Waiver of approvals

All work program changes require prior written Federal approval, unless waived by the awarding agency. [2 CFR 200.308](#) outlines different types of revisions for budget and program plans, and this [FHWA memo](#) summarizes revisions that require prior Federal approval, as well as other miscellaneous actions and allowable costs that require prior Federal approval.

Types of TPWP revisions that require Federal approval include, but are not limited to, the following:

- Request for additional Federal funding.
- Transfers of funds between categories, projects, functions, or activities which exceed 10% of the total work program budget when the Federal share of the budget exceeds \$150,000.
- Revision of the scope or objectives of activities.
- Transferring substantive programmatic work to a third party (consultant).
- Capital expenditures, including the purchasing of equipment.
- Transfer of funds allotted for training allowances.

Types of revisions that require Iowa DOT approval include:

- Transfers of funds between categories, projects, functions, or activities which do not exceed 10% of the total work program budget, or when the Federal share of the budget is less than \$150,000.

Types of revisions that require DMATS approval include:

- Revisions related to work that does not involve federal funding.

#### Revision and Approval Procedures

- All revision requests from MPOs and RPAs should be submitted electronically to the Iowa DOT Systems Planning Bureau. Four hard copies of the revision shall also be sent to Systems Planning, which will be forwarded to the DOT District, FHWA, and FTA for review and any necessary approvals.
- Revision requests shall, at a minimum, include:
  - A resolution or meeting minutes showing the revision's approval.
  - Budget summary table with changes highlighted/noted.



- Modified section(s) of the plan's work elements with changes highlighted/noted.
- Revisions where **FHWA/FTA** is the designated approving agency shall require written approval by FHWA/FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement.
- 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 or request for reimbursement.
- Revisions where the DMATS is the approving agency shall be approved by the Policy Board.
- Notification by the approving agency will be in writing.

## PERFORMANCE MANAGEMENT AGREEMENT BETWEEN ECIA AND IOWA DOT

On May 27, 2016, the final rule for statewide and metropolitan transportation planning was published, based on 2012's Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act and 2015's Fixing America's Transportation System (FAST) Act. As part of this final rule, 23 CFR 450.314 (h) was amended to state:

1. The MPO(s), State(s), and the providers of public transportation shall jointly agree upon and develop specific written provisions for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO (see §450.306(d)), and the collection of data for the State asset management plans for the NHS for each of the following circumstances:
  - i. When one MPO serves an urbanized area;
  - ii. When more than one MPO serves an urbanized area; and
  - iii. When an urbanized area that has been designated as a TMA overlaps into an adjacent MPA serving an urbanized area that is not a TMA.
2. These provisions shall be documented either:
  - i. As part of the metropolitan planning agreements required under paragraphs (a), (e), and (g) of this section, or
  - ii. Documented in some other means outside of the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation.

In 2017, the following three-pronged approach was cooperatively developed to address 23 CFR 450.314 (h). This approach provides a regular opportunity to review and update coordination methods as performance management activities occur, which offers an adaptable framework as performance-based planning and programming evolves.

- Agreement between the Iowa DOT and MPOs on applicable provisions through documentation included in each MPO's TPWP.
- Agreement between the Iowa DOT and relevant public transit agencies on applicable provisions through documentation included in each public transit agency's consolidated funding application.
- Agreement between each MPO and relevant public transit agencies on applicable provisions through documentation included in the appropriate cooperative agreement(s) between the MPO and relevant public transit agencies.

Inclusion of the following language in an MPO's TPWP, and that TPWP's subsequent approval by Iowa DOT, constitutes agreement on these items.

The Iowa DOT and ECIA agree to the following provisions. The communication outlined in these provisions between the MPO and Iowa DOT will generally be through the statewide planning coordinator in the Systems Planning Bureau.

### **1) Transportation performance data**

- a. The Iowa DOT will provide MPOs with the statewide performance data used in developing statewide targets, and, when applicable, will also provide MPOs with subsets of the statewide data, based on their planning area boundaries.
- b. If MPOs choose to develop their own target for any measure, they will provide the Iowa DOT with any supplemental data they utilize in the target-setting process.

### **2) Selection of performance targets**

- a. The Iowa DOT will develop draft statewide performance targets for FHWA measures in coordination with MPOs. Coordination may include in-person meetings, web meetings, conference calls, and/or email communication. MPOs shall be given an opportunity to provide comments on statewide targets and methodology before final statewide targets are adopted.
- b. If an MPO chooses to adopt their own target for any measure, they will develop draft MPO performance targets in coordination with the Iowa DOT. Coordination methods will be at the discretion of the MPO, but the Iowa DOT shall be provided an opportunity to provide comments on draft MPO performance targets and methodology prior to final approval.

### **3) Reporting of performance targets**

- a. Iowa DOT performance targets will be reported to FHWA and FTA, as applicable. MPOs will be notified when Iowa DOT has reported final statewide targets.
- b. MPO performance targets will be reported to the Iowa DOT.
  - i. For each target, the MPO will provide the following information no later than 180 days after the date the Iowa DOT or relevant provider of public transportation establishes performance targets, or the date specified by federal code.
    1. A determination of whether the MPO is 1) agreeing to plan and program projects so that they contribute toward the accomplishment of the Iowa DOT or relevant provider of public transportation performance target, or 2) setting a quantifiable target for that performance measure for the MPO's planning area.
    2. If a quantifiable target is set for the MPO planning area, the MPO will provide any supplemental data used in determining any such target.
    3. Documentation of the MPO's target or support of the statewide or relevant public transportation provider target will be provided in the form of a resolution or meeting minutes.
- c. The Iowa DOT will include information outlined in 23 CFR 450.216 (f) in any statewide transportation plan amended or adopted after May 27, 2018, and information outlined in 23

CFR 450.218 (g) in any statewide transportation improvement program amended or adopted after May 27, 2018.

- d. MPOs will include information outlined in 23 CFR 450.324 (g) (3-4) in any metropolitan transportation plan amended or adopted after May 27, 2018, and information outlined in 23 CFR 450.326 (d) in any transportation improvement program amended or adopted after May 27, 2018.
- e. Reporting of targets and performance by the Iowa DOT and MPOs shall conform to 23 CFR 490, 49 CFR 625, and 49 CFR 673.

**4) Reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO**

- a. The Iowa DOT will provide MPOs with the statewide performance data used in developing statewide targets, and will also provide MPOs with subsets of the statewide data, based on their planning area boundaries.

**5) The collection of data for the State asset management plans for the NHS**

- a. The Iowa DOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS.

## STATEMENT OF CONTINUED VALIDITY

### Cost Allocation Plan

The Cost Allocation Plan was approved by IDOT, FHWA, and the MPO in September of 1984.

The Cost Allocation Plan of ECIA is the basis of assigning costs equitably to all projects during each fiscal year. Under the plan, the total costs assigned to each project are comprised of both direct and indirect costs. All direct and indirect costs are further identified as to personnel and non-personnel costs. The distinctions of cost allocation are described in the following definitions.

### **DEFINITIONS:**

**Direct Personnel Costs** are costs of all personnel activities identifiable to specific projects. The primary example of Direct Personnel Costs includes personnel time spent on planning activities.

**Direct Non-Personnel Costs** are the costs of non-personnel items or service clearly incurred by specific projects. Direct non-personnel costs include project related items such as contracted services, data processing, project report publishing, reproductions, travel, supplies, reference materials, staff development, long-distance telephone calls, project audit fees, advertising, postage, memberships, and other costs similarly identifiable to specific projects.

**Indirect Personnel Costs** are costs of all personnel activities that are not identifiable to specific projects but support all project activities. Examples of Indirect Personnel Costs include personnel time spent on producing the Transportation Planning Work Program, policy meetings, and the agency's general and fiscal management.

**Indirect Non-Personnel Costs** are the costs of all non-personnel items or service that are not directly attributed to specific projects but rather are attributed to overall operation of the agency including all projects. Indirect non-personnel costs include such items as office rent, equipment rental, base telephone and overall agency long distance calls, postage, advertising, travel, staff development, insurance-bonds, office supplies, reproductions-publications, agency memberships, reference materials, agency audit, and other such costs similarly attributed to the total agency and all project support.

---

Kelley Deutmeyer, ECIA Executive Director

---

Date

**ECIA**  
**FEDERAL TRANSIT ADMINISTRATION CIVIL RIGHTS ASSURANCE**

The East Central Intergovernmental Association HEREBY CERTIFIES THAT, as a condition of receiving Federal financial assistance under the Urban Mass Transportation Act of 1964, as amended, it will ensure that:

1. No person, on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.
2. The East Central Intergovernmental Association will compile, maintain, and submit, in a timely manner, Title VI information required by FTA Circular 4702.1 and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.9.
3. The East Central Intergovernmental Association will make it known to the public that those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.

The person or persons whose signature appears below are authorized to sign this assurance on behalf of the applicant or recipient.

\_\_\_\_\_  
Kelley Deutmeyer, ECIA Executive Director

\_\_\_\_\_  
Date

## ECIA SECTION 504 ASSURANCE CERTIFICATION

Pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973 (U.S.C. 794), the East Central Intergovernmental Association, desiring to avail itself of Federal financial assistance from the United States Department of Transportation, hereby gives assurance that no qualified disabled person shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination, including discrimination in employment, under any program or activity that receives or benefits from Federal assistance provided by the U.S. Department of Transportation.

The applicant/recipient further assures that its programs will be conducted and its facilities operated in compliance with all requirements imposed by or pursuant to 49 CFR Part 27.

East Central Intergovernmental Association

---

Kelley Deutmeyer, ECIA Executive Director

---

Date

## ECIA CERTIFICATE OF INDIRECT COST PROPOSAL/INDIRECT COSTS

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

- (1) All costs included in this proposal **December 17, 2021** to establish a:
  - a. Cost Allocation Plan
  - b. Indirect Cost Ratefor **January 1, 2022 – December 31, 2022** are allowable in accordance with the requirements of the Federal awards to which they apply and with Subpart E—Cost Principles of Part 200 as they apply to my:
  - c. Governmental Organization
  - d. Non-Profit Organization
- (2) This proposal does not include any costs which are unallowable under Subpart E—Cost Principles of Part 200 such as (without limitation): public relations costs, contributions and donations, entertainment costs, fines and penalties, lobbying costs, and defense of fraud proceedings; and
- (3) 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 Federal awards 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.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986, (31 USC 3801 et seq.), and the Department of Labor's implementing regulations, (29 CFR Part 22), 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.

\_\_\_\_\_  
(Signature)

Lisa Weinhold  
\_\_\_\_\_  
(Please Print Name)

Director of Finance and HR  
\_\_\_\_\_  
(Title)

ECIA  
\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Date Signed)

(Signed by the official having the authority to negotiate indirect cost rates for the organization or by a higher level official.)



**ECIA 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.

(Signed by the official having the authority to initiate procurements or consultant selection for the organization or by a higher level official.)

\_\_\_\_\_  
(Signature)

Kelley Deutmeyer  
(Please Print Name)

Executive Director  
(Title)

ECIA  
(Name of Organization)

\_\_\_\_\_  
(Date Signed)