



May 29, 2024

# Memo

**TO:** Russell Weber, County Engineer, Dubuque County

**FROM:** Dan Fox, Senior Planner, ECIA

**CC:** Beth Bonz, City Administrator, City of Asbury  
Josh Boldt, City Manager, City of Maquoketa  
Adrienne Breitfelder, City Clerk, City of Dubuque  
Kelly Brown, Director, Jackson County Economic Alliance  
Steve Lindner, City Administrator, City of DeWitt  
Tim Vick, City Manager, City of Manchester

**SUBJECT:** Fiscal Year 2025 Rural County Transportation Program Project Ranking

## PURPOSE

To provide the Dubuque County Engineer with a list of recommended Rural County Transportation Program projects for Fiscal Year 2025.

## BACKGROUND

The Rural County Transportation Program (RCTP) helps small cities implement non-federal aid transportation projects. Dubuque County awards RCTP funds to cities each fiscal year through a competitive application process. The Dubuque County Board of Supervisors approved \$70,000 in local funds for the program in FY 2025. The maximum annual award amount provided to a city by the RCTP is \$25,000. All municipal governments established through State of Iowa statutes in Dubuque County that do not receive a sub-allocation of funds from RPA 8 are eligible to apply for the RCTP.

## DISCUSSION

Regional Planning Affiliation 8 (RPA 8) administers the RCTP application process and application ranking process. The Fiscal Year 2025 RCTP application window opened on January 12, 2024, and closed March 14, 2024. RPA 8 staff conducted workshops with mayors and city clerks on project eligibility and the application process. RPA 8 staff worked with cities to collect information, complete application forms, and compile supporting documentation. RPA 8 staff submitted completed applications to the ranking committee for their review.

RPA 8 staff received applications from five cities requesting a total of \$96,180. Table 1 provides the list of cities and project information. Staff reviewed the requests and found that all projects met the minimum eligibility requirements.

**Table 1. Applications Submitted**

City	Project Name	RCTP Request	Local	Total
Balltown	Radar Speed Signs	\$3,280.00	\$820.00	\$4,100.00
Durango	Durango Road Resurfacing	\$17,900.00	\$4,500.00	\$22,400.00
Epworth	East Main St Curb and Gutter	\$25,000.00	\$49,344.00	\$74,344.00
Holy Cross	Highland Court	\$25,000.00	\$149,665.46	\$174,665.46
Luxemburg	1st Street Sidewalks	\$25,000.00	\$48,153.53	\$73,153.53
	<b>Total</b>	<b>\$96,180.00</b>	<b>\$252,482.99</b>	<b>\$348,662.99</b>

The RPA 8 Policy Board formed a ranking committee with representatives from Clinton, Delaware, Dubuque, and Jackson counties whose employers are not eligible to apply for RCTP funding. Table 2 lists the RCTP Ranking Committee members.

**Table 2. Ranking Committee Members**

Name	Title	Representing
Beth Bonz	Asbury City Administrator	Dubuque County
Josh Boldt	Maquoketa City Manager	Jackson County
Adrienne Breitfelder	Dubuque City Clerk	Dubuque County
Kelly Brown	Jackson County Economic Alliance Director	Jackson County
Steve Lindner	DeWitt City Administrator	Clinton County
Tim Vick	Manchester City Manager	Delaware County

The RCTP ranking committee reviewed the applications and assigned points to each project based on the scoring criteria established in the program guidelines. Table 3 provides the results of the ranking process.

**Table 3. RCTP Ranking Results**

City	Scores - Data Analysis			Scores - Subcommittee			Deductions	Total	Rank	Recommended RCTP Award
	Traffic	Local Match	Safety-Crash	Safety-SRTS	Community Support	Existing Conditions				
Epworth	10	20	0	0.833	14.333	16.833	-10	52.000	1	\$25,000
Holy Cross	15	20	0	0.667	12.500	11.833	-10	50.000	2	\$25,000
Balltown	20	5	15	1.167	5.000	12.333	-10	48.500	3	\$3,280
Luxemburg	20	20	0	3.333	13.500	16.667	-25	48.500	4	\$16,720
Durango	20	5	0	0.667	7.667	14.833	0	48.167	5	-

The scoring of the applications submitted by the cities of Balltown and Luxemburg resulted in a tie. In the event of a tie, RCTP funding history is used as the tiebreaker. Balltown last received RCTP funding in FY 2021 while Luxemburg's last award came in FY 2022. Based on the tie breaker, the third-place ranking was awarded to Balltown as it has been longer since the city was last awarded RCTP funding

Based on the ranking results, the committee recommends awarding \$25,000 to the City of Epworth, \$25,000 to the City of Holy Cross, \$3,280 to the City of Balltown, and \$16,720 to the City of Luxemburg.

## CONCLUSION

RPA 8 is providing the Dubuque County Engineer with the results of the RCTP application ranking process. RPA 8 staff will send award letters and draft funding agreements to grant recipients following approval from the Dubuque County Engineer and Dubuque County Board of Supervisors. If any city chooses to decline their recommended RCTP award, the funding will be offered to the next highest ranked applicant. RPA 8 staff recommends that any RCTP funds that remain unclaimed after being offered to all applicants should be added next year's RCTP funding pool. Thank you for your consideration.