



Black Hawk County  
Metropolitan Area Transportation Policy Board

# SURFACE TRANSPORTATION BLOCK GRANT PROGRAM

**Project Prioritization and Funding Guidelines**  
**FY 2023-2026**

Adopted November 14, 2019

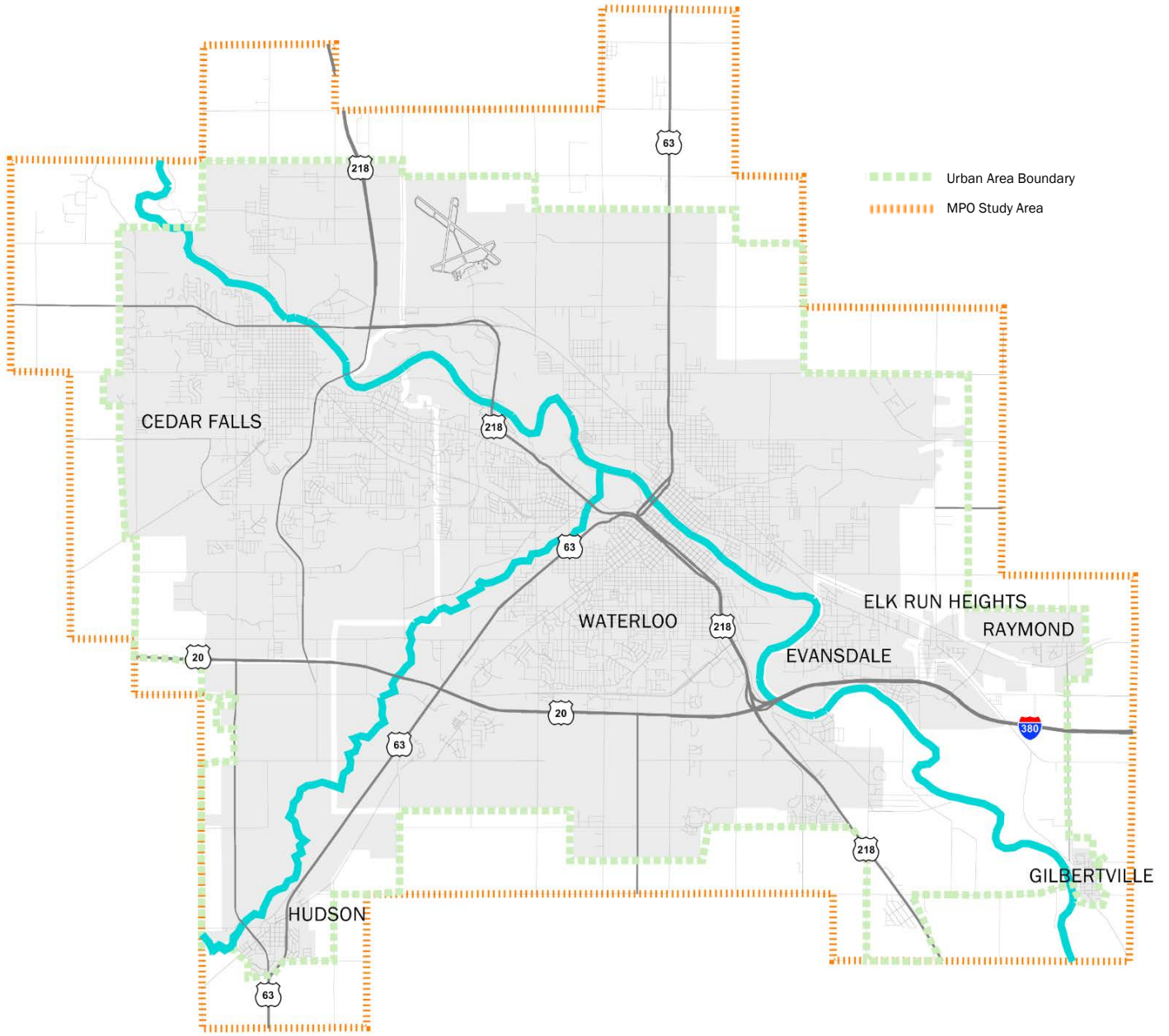
## CONTENTS

<b>Schedule .....</b>	<b>2</b>
<b>Grant Information and Requirements .....</b>	<b>4</b>
Requirements and Eligible Activities .....	4
Technical Resources .....	5
Grant Application .....	6
Grant Review and Programming.....	6
Project Status Updates.....	6
<b>Appendix A: Example Resolution .....</b>	<b>7</b>
<b>Appendix B: Example Award Letter and Programming Agreement.....</b>	<b>8</b>

# SCHEDULE

January 1, 2022	Application posted to the INRCOG website and Notice of Funding Availability
<b>April 8, 2022</b>	<b>STBG applications due by 3:30 p.m., including all required attachments</b>
April 14, 2022	Technical Committee meeting to develop draft STBG Program
June 9, 2022	Draft FY 2023-2026 TIP reviewed by the Policy Board and Technical Committee
June 10, 2022	Draft FY 2023-2026 TIP submitted to the Iowa DOT, FHWA, and FTA
June 21-23, 2022	TIP Public Input Sessions
July 14, 2022	Final FY 2023-2026 TIP reviewed by the Policy Board for adoption
July 15, 2022	Final FY 2023-2026 TIP submitted to the Iowa DOT, FHWA, and FTA

# Black Hawk County MPO Planning Area



# GRANT INFORMATION AND REQUIREMENTS

## REQUIREMENTS AND ELIGIBLE ACTIVITIES

- Eligible activities include the following:
  - a. Final design engineering, and construction related services
  - b. Right-of-way acquisition
  - c. Planning studies
  - d. Road and bridge new construction and reconstruction
  - e. Road resurfacing, restoration, or rehabilitation (3R), excluding straight overlay projects
  - f. Transit capital purchases
  - g. Intelligent Transportation System (ITS) improvements
  - h. Roadway and traffic safety improvements and programs
  - i. Traffic monitoring, management, and control facilities and programs
  - j. Traffic safety studies and public information initiatives
  - k. Projects eligible under the MPO's Iowa's Transportation Alternatives Program (TAP) requirements
- Ineligible activities include the following:
  - a. Preliminary design
  - b. Sidewalk maintenance
  - c. Utility relocation
- Roadway projects must be on federally classified routes that are Collector or above.
- For construction projects, preliminary design must be completed prior to applying for final design, right-of-way acquisition, construction related services, and construction.
- Projects must be consistent with the goals of the MPO's *2045 Long-Range Transportation Plan*. Construction projects must be listed in the Plan unless it is a project that primarily:
  - a. Maintains and optimizes the transportation system
  - b. Addresses deficient or obsolete bridges
  - c. Focuses on multi-modal transportation
- Federal STBG projects are eligible for up to 80 percent of the total estimated eligible project cost.
- STBG Swap projects are eligible for up to 85 percent of the total estimated eligible project cost.
- Project sponsors will participate in the Iowa DOT's federal-aid swap for all eligible projects.
- Applications must include an executed resolution, preliminary design plan, and detailed cost estimate. All information must be submitted by the application deadline. Incomplete applications will not be considered for funding.

## TECHNICAL RESOURCES

Applicants are expected to refer to the approved *2045 Long-Range Transportation Plan* while preparing the grant application. Links to additional technical resources can be found below.

MPO 2045 Long Range Transportation Plan

[http://incog.org/pdf/MPO\\_2045\\_LRTP.pdf](http://incog.org/pdf/MPO_2045_LRTP.pdf)

Iowa DOT Freight Plan

<https://iowadot.gov/iowainmotion/files/Iowa-State-Freight-Plan-Update-2018.pdf>

Iowa DOT Crash Analysis Tool

<https://icat.iowadot.gov>

Iowa DOT Bridge Conditions

<https://iowadot.maps.arcgis.com/home/index.html>

Iowa Bicycle and Pedestrian Long-Range Plan

<https://iowadot.gov/iowainmotion/modal-plans/bicycle-pedestrian-plan>

## GRANT APPLICATION

- The application must be submitted online using the [SurveyMonkey form](#)
- Each grant application must answer all applicable questions.
- A copy of an executed resolution from the City Council or Board of Supervisors must be emailed by the application deadline. An example resolution can be found in *Appendix A*.
- In lieu of a resolution, applications from the Iowa DOT must include a letter of support from the Iowa DOT District 2 Office. The letter must be emailed by the application deadline.
- In lieu of a resolution, applications from INRCOG and MET Transit must include a letter of support from their respective Board. The letter must be submitted by the application deadline.
- Questions and application materials should be directed to Kyle Durant, [kdurant@inrcog.org](mailto:kdurant@inrcog.org)

## PROJECT REVIEW AND PROGRAMMING

- Projects will be reviewed at the April Technical Committee meeting.
- The Technical Committee will prioritize projects for funding by considering the ability to meet the goals of the *2045 Long-Range Transportation Plan*, jurisdictional need, and time and funding constraints. The Technical Committee has the discretion to recommend the share of funds for each recommended project.
- Projects recommended for STBG funding will be incorporated into the draft TIP, distributed to the MPO Policy Board for review, and taken out for public comment. The draft document will also be submitted to the Iowa DOT, FHWA, and FTA for review. Comments from these agencies and the public will be incorporated into the final document and presented to the MPO Policy Board for adoption.
- The Policy Board has the ultimate decision-making authority. Accordingly, the Policy Board shall review and approve the allocation of all STBG projects within the final TIP.
- Upon approval of the final TIP by the Policy Board, the MPO shall forward an award letter and *STBG Programming Agreement* to the recipient. An example letter and agreement can be found in *Appendix B*. If the Programming Agreement is not signed and returned to the MPO by October 1, 2022, then the STBG funds will be returned to the program.

## PROJECT STATUS UPDATES

Project sponsors shall provide status updates to the Technical Committee during project development.

# APPENDIX A: EXAMPLE RESOLUTION

A RESOLUTION OF THE **[MEMBER GOVERNMENT]** APPROVING AN APPLICATION TO THE BLACK HAWK COUNTY METROPOLITAN AREA TRANSPORTATION POLICY BOARD (MPO) FOR SURFACE TRANSPORTATION BLOCK GRANT (STBG) PROGRAM FUNDING FOR THE **[PROJECT NAME]** PROJECT AND DIRECTING EXECUTION OF SAID APPLICATION BY THE **[GOVERNING BODY]**.

WHEREAS, the **[MEMBER GOVERNMENT]** is a full member in good standing of the Black Hawk County Metropolitan Area Transportation Policy Board (MPO); and

WHEREAS, the MPO provides Surface Transportation Block Grant (STBG) Program funds, on a competitive basis, for eligible projects to preserve and improve the conditions and performance on any federal-aid highway, bridge project on any public road, pedestrian and bicycle infrastructure, and transit capital projects; and

WHEREAS, it is in the best interest of the **[MEMBER GOVERNMENT]** to avail itself of financial assistance through the Surface Transportation Block Grant Program as administered by the Black Hawk County MPO.

NOW, THEREFORE, BE IT RESOLVED BY THE **[GOVERNING BODY]** OF THE **[MEMBER GOVERNMENT]** AS FOLLOWS:

- 1) The Surface Transportation Block Grant Program application for the **[PROJECT NAME]** project is hereby approved and endorsed by the **[GOVERNING BODY]**.
- 2) The improvements provided for in this application will be dedicated to public use and adequately maintained by the **[MEMBER GOVERNMENT]**.
- 3) The **[MEMBER GOVERNMENT]** assures the Black Hawk County Metropolitan Area Transportation Policy Board that funds for the local match have been or will be committed to the Surface Transportation Block Grant Program project.
- 4) The **[DESIGNATED OFFICIAL]** is hereby designated as the official representative of the **[MEMBER GOVERNMENT]** and is further hereby directed and authorized to affix their signature to said application on behalf of the **[GOVERNING BODY]**.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_

ATTEST:

\_\_\_\_\_



# APPENDIX B: EXAMPLE AWARD LETTER AND PROGRAMMING AGREEMENT



**INRCOG**  
Iowa Northland Regional  
Council of Governments

7/11/2019

Name  
Title  
Community  
Address  
City, State ZIP

Dear Joe Example:

RE: Black Hawk County Metropolitan Planning Organization  
Surface Transportation Block Grant Program Funding Award

This correspondence is to inform the [MEMBER GOVERNMENT] that the Black Hawk County Metropolitan Planning Organization (MPO) has awarded Surface Transportation Block Grant (STBG) Program funds in the amount of \$0.00 for the [PROJECT NAME] project.

Your project will be programmed into the MPO Fiscal Year 2020-2023 Transportation Improvement Program (TIP) in federal fiscal year 20-. Enclosed are two copies of an MPO STBG Programming Agreement for your project. Please review, sign both copies, and return one to the INRCOG office, keeping the other for your records.

In order to receive STBG funds, the [MEMBER GOVERNMENT] must work with the Iowa Department of Transportation. To initiate that process, project sponsors should contact the Iowa DOT Office of Local Systems.

Please note the [MEMBER GOVERNMENT] does not yet have a funding commitment nor is it authorized to expend STBG funds until the project has been authorized by the Federal Highway Administration (FHWA). Expenditures incurred prior to FHWA authorization will be ineligible for reimbursement. If you have questions, please contact me at (319) 235-0311 or [kdurant@inrcog.org](mailto:kdurant@inrcog.org).

Sincerely,

Kyle Durant  
Transportation Planner II

Cc:

**INRCOG | PARTNERS FOR PROGRESS**

*Developing Strong Local Government through Regional Cooperation*

229 E Park Avenue | Waterloo Iowa 50703 | P (319) 235-0311 | F (319) 235-2891 | [www.inrcog.org](http://www.inrcog.org)

# Black Hawk County Metropolitan Planning Organization (MPO)

## Surface Transportation Block Grant (STBG) Programming Agreement

BETWEEN: Black Hawk County Metropolitan Planning Organization  
229 E. Park Ave.  
Waterloo, IA 50703  
(hereinafter "MPO")

AND: Member Government  
Address  
City IA ZIP  
(hereinafter "RECIPIENT")

Recipient Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Title: \_\_\_\_\_ Email: \_\_\_\_\_

Upon acceptance of this funding, the RECIPIENT agrees to the following conditions:

1. CONTRACT PROJECT: As approved by the MPO Policy Board, the project includes:

[PROJECT NAME]

Program Year: 20--

See **Attachment A** for a detailed project description and project location map. The project description and map must accurately describe the project location.

2. CONTRACT AWARD AMOUNT:

STBG Funds: \$0.00

Local Match: \$0.00

Total Project Cost: \$0.00

3. GENERAL PROVISIONS:

The RECIPIENT shall receive Federal STBG funds for authorized and approved project costs of eligible items. STBG funds are to be used exclusively for the purposes specified in Section 1, which may represent all or any part of the project(s) specified in the grant application. Any portion of the funds not used for the purpose(s) specified in the STBG Grant Application shall be forfeited by the RECIPIENT. The MPO may request the RECIPIENT to provide information to determine that the funding distribution satisfies the written criteria and

procedures of the Iowa Department of Transportation and the MPO as well as any statutes or rules governing such distribution.

The RECIPIENT shall contact MPO staff if the project specified in Section 1 requires revision including, but not limited to, project cost, schedule, funding sources, project termini, and project description. Depending on the type of revision, public review and comment and MPO Policy Board approval may be required.

The portion of the eligible project costs covered by Federal STBG funds shall be limited to a maximum of either the appropriate percentage of eligible costs or the amount stipulated in the approved current Statewide Transportation Improvement Program (STIP), whichever is less.

The RECIPIENT is not authorized to expend STBG funds until the project has been authorized by the Federal Highway Administration (FHWA). Expenditures incurred prior to FHWA authorization will be ineligible for reimbursement.

The RECIPIENT shall abide by MPO and Iowa Department of Transportation rules and regulations. The RECIPIENT shall follow all guidelines outlined in the Federal-aid Project Development Guide (reference [www.iowadot.gov/local\\_systems/publications/im/guide.pdf](http://www.iowadot.gov/local_systems/publications/im/guide.pdf)). The Iowa Department of Transportation contact will be Christy VanBuskirk at the Iowa DOT Office of Local Systems.

All grant RECIPIENTS awarded STBG funds shall upon request provide status updates about the project specified in Section 1.

4. SPECIAL CONDITIONS:

The Letter of Award, which accompanies this agreement, may detail specific conditions pertinent to the individual award or RECIPIENT and shall become part of this agreement upon acceptance of this agreement.

Accepted on Behalf of the [MEMBER GOVERNMENT]

Date: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

ATTEST:  
  
\_\_\_\_\_