

LIVING ROADWAY TRUST FUND FISCAL YEAR 2020 FUNDING GUIDELINES

Introduction

The Living Roadway Trust Fund (LRTF) grants are available for eligible Integrated Roadside Vegetation Management (IRVM) activities and equipment as outlined below. Applicants applying for funding are required to have a digital file in PDF format of their updated IRVM plan on file with the Iowa DOT LRTF Administrator prior to June 1, 2019 to be eligible for FY 2020 funding. Updated plans shall follow the guidelines found in the [IRVM Plan Outline for Counties and Cities](#). Recommendations for awards of LRTF grant funds for projects will be based on final project applications submitted. LRTF grant applications are available on the Iowa Living Roadway Trust Fund website at <http://www.iowadot.gov/lrtf/grants.html>. Please follow the instructions for completing applications and submit them to LRTF program staff no later than 4:00 pm June 1, 2019 to be considered for funding.

In the weeks following submission, the eligible applications will be reviewed by the LRTF advisory committee and recommendations for funding communicated to the Iowa DOT LRTF Administrator. All grant applications are subject to approval based on funds available, LRTF priorities, applicant funding history and other considerations. Local Public Agencies with active roadside vegetation management programs and a designated roadside manager may be given preference for grant awards. In addition, applications with higher percentages of cash match may be given preference for grant awards. Iowa DOT staff reviews all applications and the recommendations submitted by the advisory committee in order to make the final decision on funding awards. All applicants will be notified of the final funding decisions once they are determined.

Definitions

Contributions – Cash or eligible in-kind labor, equipment and materials, the value of which is used to match LRTF grant funds on those project types requiring a match.

Eligible Site Specific Infrastructure Project Areas – Public areas on or adjacent to road, street, and highway rights-of-way.

Local Public Agency – A political subdivision (city, county, or school corporation) or other government agency.

Matching Funds – Additional monies supplied by the jurisdiction or a third party to pay the difference between the eligible grant award amount and the total project cost.

In-kind Match - The value of labor, equipment and materials that are eligible for grant funding, but are donated to match an LRTF grant award. These items must be integral to the purchase of equipment and/or required to

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complete the grant project in order to be eligible. Future anticipated work beyond the scope of the immediate equipment purchase or project implementation is not eligible as in-kind match.

Specialized Equipment – Equipment uniquely designed and utilized for IRVM and intended to be used solely for IRVM activities.

Match Requirements

A match contribution is required for all projects other than research. For projects requiring a match contribution, LRTF grant funds may be granted up to a maximum of eighty percent of the total allowable project costs or the maximum allowable amount of the grant, whichever is less.

Cash match

Cash provided to pay for eligible LRTF project costs and make up a minimum of twenty percent of the total project cost when required.

In-kind match

In-kind labor and equipment match items utilizing actual rates determined by the jurisdiction may be used. In the event that these values are unknown, they shall be obtained from the FY 2020 LRTF Approved Labor and Equipment Rate Schedule which can be found on the LRTF website at <http://www.iowadot.gov/lrtf/grants.html>. This includes approved labor rates for the level of jurisdictional staff or other qualified volunteers required to perform the work being submitted as match. The approved hourly rates for the equipment required to perform the work being submitted as match will be used to determine the value of the equipment match. Examples include tractors, seed drills, hydroseeders, and implements required to work soil to the conditions required for a suitable seedbed. Materials that are integral to the project can be used for match as long as they meet required specifications and were not purchased with LRTF funding. Qualifying materials will be valued at the prices in effect when the grant application is submitted to the Iowa DOT.

Trade-in value

Trade-in value of equipment can be used as match for the purchase of new equipment that qualifies for funding. A grant request, utilizing trade-in value, is subject to the same match percentage and maximum grant amounts as cash or in-kind match. In determining the amount of the trade-in that is used in the match calculation, the original purchase percentages of match and grant amounts will be used.

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Here's an example: In 1995, Bison County received an LRTF grant for \$10,000 for a hydroseeder that is now worn out. The original grant was for 80% of the total cost of the hydroseeder or \$10,000 (its full cost was \$12,500). The dealer they are working with to obtain a new hydroseeder is willing to take the old one in on trade and will give \$5,000 for the unit. Of the \$5,000 offered for the trade, LRTF has 80% of the equity in the old hydroseeder; which equals \$4,000 (80% of \$5,000 = \$4,000). The dealer specified a new hydroseeder at \$40,000. In a situation without trade-in values to calculate, LRTF's maximum award for hydroseeders is \$24,000 or 80% of the total project cost, whichever amount is less. However, in this instance the LRTF would only be able to grant an additional \$20,000 to the project. This amount is obtained by subtracting the LRTF's equity in the trade-in value of \$4,000 (80% of \$5,000) from the maximum possible award of \$24,000 (if no trade-in value used). The county is responsible for the difference in cost between the grant amount available (in this scenario \$20,000) plus the trade-in value of \$5,000 (\$4,000 of which is the LRTF share and \$1,000 of which is the counties' share) which is \$15,000.

LRTF portion of old hydroseeder when originally purchased– 80%	\$10,000
County portion of old hydroseeder when originally purchased – 20%	+ \$ 2,500
<hr/> Old hydroseeder cost	<hr/> \$12,500
LRTF portion of trade-in value – 80%	\$ 4,000
County portion trade-in value – 20%	+ \$ 1,000
<hr/> Trade in Value	<hr/> \$ 5,000
LRTF maximum award without trade-in value (80% of total cost or \$24,000 – whichever amount is less)	\$24,000
LRTF grant amount (with trade-in value accounted for)	\$20,000
LRTF portion of trade-in value (80% of \$5,000)	\$ 4,000
County cash match for the acquisition	\$15,000
County portion trade-in value (20% of \$5,000)	+ \$ 1,000
<hr/> New hydroseeder cost	<hr/> \$40,000

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Project Types Eligible for Consideration of Grant Funding Include:

1. Demonstration Projects (20% match required)

Demonstration projects must be designed to show the positive aspects of IRVM and document the benefits of using native plants in roadsides. These projects should be highly visible and allow for an educational component such as signage. Projects will be evaluated on their ability to impact large populations of the traveling public. Applications must provide detailed information on the project location, site preparation techniques, species selection, establishment methods, and long-term maintenance activities for the advisory committee to make recommendations on these types of projects. Design costs shall not exceed ten percent of the total project cost.

2. Education (match varies)

Education projects should inform project participants and the general public about the use of native plants as an integral component of IRVM. Funding may be provided for seminars, conferences, classroom instruction, or other related opportunities. Funding may also be provided for costs associated with producing educational signage, displays, newsletters, books and brochures, and may include the purchase of computer software. Educational material funded by the LRTF shall be submitted to the Iowa DOT for review before printing or electronic distribution.

3. Outdoor Learning Environments (match varies)

Projects which are developed for teaching and related educational purposes on public properties are eligible to be funded through a separate Outdoor Learning Environment (OLE) grant process of the LRTF. This sequential, three phase grant process has been created to build a network of support for projects that are designed, installed, established and maintained to be a long-term resource. For additional information about Outdoor Learning Environments and the related funding process, please direct questions to the LRTF administrator or program assistant.

4. Electronic Equipment (20% match required)

Communications Equipment – Two-way radio communication or intercoms used for the operations of prescribed fire, herbicide application or hydroseeding. Maximum award: \$2,000.

Digital camera – Roadside management programs in Iowa may apply for a digital camera. GPS-enabled digital cameras are preferred. Maximum award: \$1,000.

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GPS equipment (and training) – Maximum award: \$4,500.

GIS software (and training) – Maximum award: \$2,000.

All applications for GPS/GIS equipment must include a letter of support/intent from the Chair of the County Board of Supervisors, the County Engineer or the Director of the County Conservation Board confirming the county's desire to collect this information and how they will use the GIS/GPS equipment and information gained for IRVM purposes. Please be specific as to the type of use, the data you intend to collect or record, how you plan to use the information gained and the process you intend to use to gather the information.

5. Equipment-Specialized (20% match required)

Funding may be provided for specialized equipment needed to minimize erosion, establish, manage, or harvest native roadsides and native roadside plantings in Iowa. With the understanding that IRVM programs may need to replace equipment that is at the end of its lifecycle and, the Local Public Agency has determined that equipment purchased does not meet their needs, or the Local Public Agency may need multiple pieces of like equipment; LRTF funds are eligible to replace or supplement items previously funded. Applicants will need to justify the need for these items in their application. Sale or disposal of all equipment purchased with LRTF funds must comply with the procedures agreed to in the funding agreement between the Iowa DOT and grantee when LRTF grants are accepted by the Local Public Agency.

Examples of specialized equipment that is eligible for LRTF funds are listed below with their corresponding maximum award amounts. This list is not meant to be all-inclusive and other equipment may be eligible. Multiple applications for the same piece of equipment from Local Public Agencies will be prioritized by need and the size of the match.

Equipment accessories – Maximum award: \$3,000. May be applied for separately from related specialized equipment. Must be dedicated to an IRVM function.

Erosion control

Mulcher/Blower – Maximum award: \$20,000. Must be designed for erosion control applications and approved by Iowa DOT.

Silt fence installation and removal equipment – Maximum award: \$5,000.

Herbicide equipment – Maximum award: \$15,000.

Mowing, brush, and tree removal – Must be dedicated to the establishment of natives or brush control – Shoulder and disc mowers are not eligible. Wet-blade mowers are discouraged.

Rotary and flail mowers – Maximum award: \$10,000.

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Boom mowers– Maximum award: \$15,000.

Forestry mowers/mulching heads – Maximum award: \$15,000.

Wood chipper – Maximum award: \$15,000.

Prescribed fire equipment/PPE– Maximum award: \$3,000

Seeding equipment

Broadcast seeder – Maximum award: \$4,000.

Cultipacker – Maximum award: \$3,500.

Drop seeder – Maximum award: \$6,000.

Hydroseeder – Maximum award: \$24,000. Hydroseeders must have mechanical agitation.

No-till drill – Maximum award: \$10,000.

Soil preparation equipment – Maximum award \$20,000. Examples: reciprocating or rotary spading machines, power harrows or power rakes.

Vehicles

Dedicated heavy-duty trucks – Maximum award \$10,000. Must be dedicated to an IRVM function such as hydroseeding or spraying.

Utility task vehicle (UTV) – Maximum award: \$10,000. UTVs must have seat belts and factory-installed roll bars and safety lighting.

6. Gateways and Community Entryways (20% match required)

Materials required to successfully complete these types of projects are eligible for funding. Materials purchased for specific projects must be used within the LRTF fiscal year in which they were granted.

Gateway and roadside plantings must be located on, or originate in, city, county, state or federal rights-of-way or public land immediately adjacent to the rights-of-way. Revegetation projects are eligible for funding.

Applications for gateway and roadside plantings must provide detailed information on the project location, site preparation techniques, species selection, establishment methods, and maintenance activities. Seeded plantings are preferred. Funding for live plant plugs will be considered on a case-by-case basis. The use of seed and plant materials from their native range within the state is preferred. The LRTF [Native Plant Database](#) is available to identify these species. Plant materials must meet the following guidelines:

Native seed - Yellow-tag/source-identified seed, other local ecotype seed, and seed native to and grown in Iowa, certified and non-certified, will be given preference. Applicants are eligible for up to \$1,000/acre in seed costs.

Non-native annual grasses – Cover or nurse crops to aid in native vegetation establishment, with the exception

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of turf type species, may be funded. Applicants are eligible for up to \$150/acre of seed costs.

Native plant plugs - Evaluated on a case-by-case basis. Only plants native to Iowa will be funded. Assurance of provisions for the level of maintenance necessary for plants and plugs to successfully establish is required for funding.

Woody plants - Woody plant materials should include native species and cultivars of native species. Non-native species, up to twenty five percent of the plant material required for the project, may be eligible if proof is provided that native species can't provide the desired benefit to the project. Woody plant material shall be obtained from stock grown in the same plant hardiness zone as Iowa or colder zones according to the 2012 USDA plant hardiness zone map. Installation of plant material should comply with [Iowa SUDAS Specifications](#) (Section 9030: Plant Material and Planting). **Note:** 1.5" caliper maximum. Air root pruned stock is required.

Signage - Project signs acknowledging the Living Roadway Trust Fund are available upon request from the LRTF Coordinator and shall be installed at suitable locations within the project area. Signage utilizing the LRTF logo shall comply with the usage guidelines.

7. Scenic Value Protection and Enhancement (20% match required)

In rare instances, properties become available that demonstrate both a significant ecological value and directly connect to the work of a local IRVM program. State code establishing the LRTF enables the Trust Fund to assist in acquiring these properties. Applicants must fully demonstrate the ecological significance of an area and illustrate how the property will be used in conjunction with the local IRVM program in order to be considered. As stated previously, these awards are rare and are held to a higher standard.

8. Planning, Design and Professional Services (20% match required)

Planning, design and professional services requiring the assistance of a third-party professional are eligible for funding. Planning and design professionals must be licensed in the state of Iowa ([see Iowa Code section 542B.1](#)). These projects may be funded to a maximum of \$6,000. The final reimbursement of no less than ten percent of the consultant services agreement amount will be made after the services are complete and a copy of final product has been submitted to the Iowa DOT. Consultant services agreements are required to be filed with the LRTF at the time of their completion.

9. Research (no match required)

Research projects must address current issues surrounding the practice of IRVM as determined by the technical advisory committee and the Iowa DOT. Investigator-proposed research may be considered for funding. Projects

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are funded through university and college sponsors as well as specialized private firms and individuals. Indirect costs will be funded to a maximum of 8%. Research is funded on a year-by-year basis. Applications for multi-year projects must be submitted yearly and must include a summary of accomplishments and findings to date. Researchers will be selected through a request for qualifications (RFQ) process managed by the Iowa DOT. The details of each research project and the funding guidelines governing the entire grant award and management process will be detailed in each individual RFQ.

Note: No funding will be granted to individual applicants and principal investigators who have not completed previously funded research or turned in final research reports on projects that have been closed out.

10. Roadside Inventories (20% match required)

To most effectively implement IRVM, roadside departments need baseline information about roadside conditions, including herbaceous cover, woody cover, bare areas, erosion, encroachment, and other roadside characteristics. An inventory may be conducted to collect this basic data. Inventory funding may be provided for expenses associated with data collection, data input, and staff for the specific purpose of conducting roadside inventories to a maximum of \$8,000 over a period of time not to exceed two consecutive grant cycles.

All applications for roadside inventories must include a letter of support/intent from the Chair of the County Board of Supervisors, the County Engineer or the Director of the County Conservation Board confirming the county's desire to collect the data and how they propose to use the inventory data for IRVM purposes. Please be specific as to the type of inventory, the data you intend to collect, how you plan to use the information gathered and the format you intend to use to gather the information.

The use of applicable Global Positioning System (GPS) and Geographic Information System (GIS) technology is required for the initial inventory, the maintenance of the inventory database and mapping. The final reimbursement of no less than ten percent will be made after the inventory is complete and final digital map files have been submitted to the Iowa DOT.

11. Roadside Remnant Vegetation Survey (20% match required)

Remnant vegetation adjacent to or visible from roadsides that can be used as a potential seed source for IRVM activities is eligible for LRTF grant funds for survey and mapping.

All applications for roadside remnant vegetation surveys must include a letter of support/intent from the Chair of the County Board of Supervisors, the County Engineer or the Director of the County Conservation Board

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confirming the county's desire to collect the data and how they will use the survey data for IRVM purposes. Please be specific as to the type of survey, the data you intend to collect, how you propose to use the information gained, and the process you intend to use to gather the information. Funding may be provided for expenses associated with data collection and data input to a maximum of \$2,000 for the specific purpose of conducting remnant surveys. The final reimbursement of no less than ten percent will be made after the services are complete and a copy of final product has been submitted to the Iowa DOT.

12. Other Related Projects (20% match required)

Equipment storage – Maximum award: \$10,000 for specialized IRVM equipment storage shed.

Seed storage – Maximum award: \$3,000 for construction or retro-fit of a seed storage room with temperature and humidity controls.

Herbicide storage – Maximum award: \$2,000

Storage facilities shall be dedicated to IRVM use in order to receive funding. Maximum amounts can be combined if the facilities are incorporated into the same project. Renovation of existing facilities shall be considered on a case by case basis but is still required to be dedicated to IRVM use. Detailed design drawings of the proposed facilities are required to be considered for funding.

13. Special Staff Training (no match required)

Registration and expenses for seminars, conferences, and training sessions related to IRVM are eligible for funding.

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Project Types Ineligible for Consideration of Grant Funding Include:

Examples of Equipment Not Eligible for Funding

Equipment that can be used for many other functions not related to IRVM. This list is not meant to be all inclusive and other equipment may be determined to be ineligible.

- Compact track loaders (CTLs)
- Disc and other shoulder mowers
- Pick-up trucks
- Skid loaders
- Seed processing equipment
- Tractors

Electronic Equipment

- Cell phones
- Citizen band (CB) radios
- Laptop computers

Labor Costs

Labor expenses associated with activities that are normally considered part of an IRVM program, both direct and indirect, are not eligible for funding. This applies to jurisdictional staff as well as outside contractors.

If you have questions, please visit <http://www.iowalivingroadway.com/> or contact:

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