



# IOWA LIVING ROADWAY TRUST FUND

## Grant Funding Guidelines

### **FISCAL YEAR 2027**

JULY 1, 2026 - JUNE 30, 2027

APPLICATION DEADLINE JUNE 1, 2026

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## I. GENERAL

### A. INTRODUCTION

The purpose of the Living Roadway Trust Fund (LRTF) is to promote the implementation of Integrated Roadside Vegetation Management (IRVM) on or adjacent to road, street, and highway rights-of-way in Iowa. IRVM promotes management of Iowa's roadsides "...to be preserved, planted, and maintained to be safe, visually interesting, ecologically integrated, and useful for many purposes." IRVM is a long-term approach to roadside management that, in part incorporates the use of plant communities that are sustainable along Iowa's roadways. Iowa Code 314.21 and 314.22 further define the roles of LRTF and IRVM.

### B. FUNDING SOURCES

The LRTF has four funding sources.

1. \$250,000 from the Road Use Tax Fund (RUTF).
2. Fees obtained from utility easements along interstate and other divided four-lane, access-controlled highways.
3. Three percent of Resource Enhancement and Protection (REAP) funds.
4. Three percent of REAP license plate revenue.

Income from these sources, after distribution of the legislatively mandated amounts, are divided between city, county, and state projects in the same proportions as the RUTF distribution formula.

### C. DEFINITIONS

**Authorizing Official** - The authorizing official is the official from the applicant entity who has the authority to formally assume responsibility and sign for the grant application. For Counties, this is typically the County Engineer, County Conservation Board Director or Board Supervisor, or the Roadside Manager. For Cities, this is typically the Mayor or a City Council Member. For non-profits, this is typically the CEO or Director. This person is separate from the Project Coordinator/Manager.

**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.

**In-kind Match** - The value of labor, equipment, and materials that are eligible for grant funding but are donated to provide match for an LRTF grant award. These items must be necessary to the grant-funded project to be considered eligible as in-kind match. Future anticipated work beyond the scope of the immediate grant-funded project is not eligible. Work that falls under general IRVM responsibilities not specific to the grant-funded project is not eligible.

**IRVM Technical Advisory Committee (TAC)** - Committee consisting of members from of a broad range of interests including local and state government, conservation, science, and private sector representatives. The TAC advises the development and implementation of the IRVM program and provides recommendations on funding for the LRTF grant applications.

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

**Matching Funds** - Monies supplied by the jurisdiction or a third party to pay the difference between the eligible grant award amount and the total project cost.

**Project Coordinator/Manager** - The person from the applicant entity who will be directly responsible for implementing the proposed project or managing the use of specialized equipment. This person is separate from the Authorizing Official.

**Specialized Equipment** - Equipment used for the establishment of alternative forms of roadside vegetation and intended to be used solely for IRVM activities.

## II. GRANT PROGRAM FEATURES

### A. ELIGIBLE APPLICANTS

**Who:** Governments, Tribes, Non-profit organizations, Individuals, Private Citizens or Groups

Government applicants are required to have an updated IRVM plan on file with the Iowa DOT LRTF Coordinator prior to June 1, 2026. Updated IRVM plans shall follow the LRTF standard plan template.

County IRVM Plan

City IRVM Plan (population <10,000)

City IRVM Plan (population >10,000)

**What:** IRVM activities and specialized equipment associated with the establishment of alternative forms of roadside vegetation. Descriptions of the types of projects eligible for funding can be found in section III. GRANT PROJECT TYPES of this document. Please review these project types to ensure your project qualifies and to see application requirements specific to your project type.

Grant Projects should have the following IRVM goals:

- a) Maintain a safe travel environment.
- b) Serve a variety of public purposes including erosion control, wildlife habitat, climate control, scenic qualities, weed control, utility easements, recreation uses, and sustenance of water quality.
- c) Be based on a systematic assessment of conditions existing in roadsides, preservation of valuable vegetation and habitats in the area, and the adoption of a comprehensive plan and strategies for cost-effective maintenance and vegetation planting.
- d) Emphasize the establishment of adaptable and long-lived vegetation, often native species, matched to the unique environment found in and adjacent to the roadside.
- e) Incorporate integrated management practices for the long-term control of damaging insect populations, weeds, and invasive plant species.
- f) Build upon a public education program allowing input from adjacent landowners and the general public.
- g) Accelerate efforts toward increasing and expanding the effectiveness of plantings to reduce wind-induced and water-induced soil erosion and to increase deposition of snow in desired locations.
- h) Incorporate integrated roadside vegetation management with other state agency planning and program activities including the recreational trails program, scenic highways, open space, and tourism development efforts.

### B. GRANT PROCESS

Following submission, eligible applications will be reviewed by the LRTF Technical Advisory Committee (TAC). A TAC meeting will be held to determine recommendations for funding approval. For applications recommended for approval with provisions, the LRTF Coordinator may reach out to applicants for additional

information. To make the final decision on funding awards, Iowa DOT staff reviews all applications and considers the recommendations of the LRTF TAC. All applicants will be notified of the final funding decisions.

### C. APPLICATION DEADLINE AND PROJECT SCHEDULE

The following is the approximate schedule for the grant cycle. Except for the application submittal deadline, dates are flexible and subject to change:

- **June 1 @ 4:00pm** – Grant Application Submittal Deadline (Hard Deadline)
- **June 21 to July 5** – LRTF Technical Advisory Committee (TAC) reviews applications
- **July 12** – Goal date for LRTF TAC meeting to make funding recommendations
- **July 13 to July 20** – Follow up with applicants for which TAC recommends additional provisions
- **August 1** – Final recommendations submitted to Iowa DOT Administration for approval
- **August 15** – Notification email to all applicants informing them of funding decision
- **August 15 to August 30** – Contract agreements sent to grant recipients for signatures
- **August 30** – Once applicants receive fully executed agreement and authorization letter from LRTF coordinator, grant projects may start incurring eligible costs
- **September - December following year** - Project funds used; reimbursement request submitted

### D. FUNDING MATCH REQUIREMENTS

A matching contribution is required for all projects other than research and special staff training. For projects requiring a matching contribution, LRTF grant funds may be granted up to a maximum of 80% of the total allowable project costs or the maximum allowable amount of the grant, whichever is less. The percentage of matching contributions will factor into the grant evaluations.

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#### CASH MATCH

Cash provided to pay for eligible LRTF project costs must make up a minimum of 20% of the total project cost when required. Equipment requests must include a cash match. See Section III - Grant Project Types for more information.

Note on Trade-Ins. An applicant may trade-in old equipment as part of their purchase agreement for new equipment, but the accompanying grant request must not result in cash-back to the applicant. For example, if you are purchasing a new UTV for \$24,000 and trading in an old UTV for \$14,000, this leaves a balance of \$10,000 owed on the new UTV. If you would like to consider the entire \$14,000 trade-in value your match, you would not be able to request the maximum grant amount of \$15,000 (the maximum grant amount for UTVs). This situation would result in \$5,000 cash back to the applicant (\$15,000 award from LRTF minus balance owed of \$10,000 for new equipment) and therefore would not be allowed. In this case, the award amount would be limited to \$10,000, the balance due after the trade-in.

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#### IN-KIND MATCH

In-kind labor and equipment match values may be determined by using actual rates from the jurisdiction. If these values are unknown, labor and equipment rates shall be obtained from the FY 2027 LRTF Approved Labor and Equipment Rate Schedule found on the LRTF website at <http://www.iowadot.gov/lrtf/grants.html>.

**FISCAL YEAR 2027 FUNDING GUIDELINES**

The rates from this schedule are approved labor rates for the level of jurisdictional staff or other qualified volunteers being submitted as match. The approved hourly rates for equipment usage will be used to determine the value of equipment being submitted as match. Examples include the use of tractors, seed drills, hydro seeders, and implements required to work soil to the conditions required for a suitable seedbed. Future anticipated work beyond the scope of the immediate grant-funded project is not eligible for in-kind match. Work that falls under general IRVM responsibilities not specific to the grant-funded project is also not eligible.

Materials that are integral to the project can be used for match so 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.

## E. APPLICATION INSTRUCTIONS

### FILLING OUT THE APPLICATION

Applications must be completed via a web-based format and submitted online ([iowadot.gov/lrtf](http://iowadot.gov/lrtf)). The application can be saved and completed later by clicking the blue floppy disc icon in the lower left of the web page and following the prompts. The following includes detailed instructions for completing each corresponding section on the application.

#### APPLICANT INFORMATION

List the (1) Applicant (agency, organization, county, city, etc.) and the (2) Applicant Authorizing Official, including the name, position/title, and contact information. Also list the (3) Project Coordinator/Manager who will be responsible for the project including name, position/title, and contact information. The Authorizing Official and Project Coordinator/Manager should not be the same person.

#### NOTIFICATION FOR WORK IN RIGHT-OF-WAY (PLANTING) PROJECTS

All applicants proposing a project that will occur in right-of-way must notify the jurisdiction responsible for the right-of-way. If applicable, (4) fill in the appropriate information documenting the notification and whether required clearances for right-of-way work have already been obtained. If they have not, please explain why.

**LIVING ROADWAY TRUST FUND GRANT APPLICATION**  
 Deadline: June 1st, 2022 4:00 p.m.  
*Read Application Instructions and FY 2023 Funding Guidelines before completing application.*

Project Name:

**APPLICANT INFORMATION**

1 → Grant Applicant (Agency, Organization, County...):

2 → Applicant Authorizing Official: Position/Title:

Title:  First Name:  Last Name:

Address 1:

Address 2:

Address 3:

City:  State:  ZIP Code:

E-mail:  Phone:  Fax:

3 → Project Coordinator/Manager: Position/Title:

Title:  First Name:  Last Name:

Address 1:

Address 2:

Address 3:

City:  State:  ZIP Code:

E-mail:  Phone:  Fax:

**NOTIFICATION FOR WORK IN RIGHT-OF-WAY (PLANTING) PROJECTS**

4 → If applicable, select the type of right-of-way in which the proposed project will occur:

Jurisdiction representative who has been notified of the project proposal:

Name:  Title:

E-mail:  Phone:

Have all required permits, environmental clearances, easements and notifications been made or acquired?

If no, please explain:

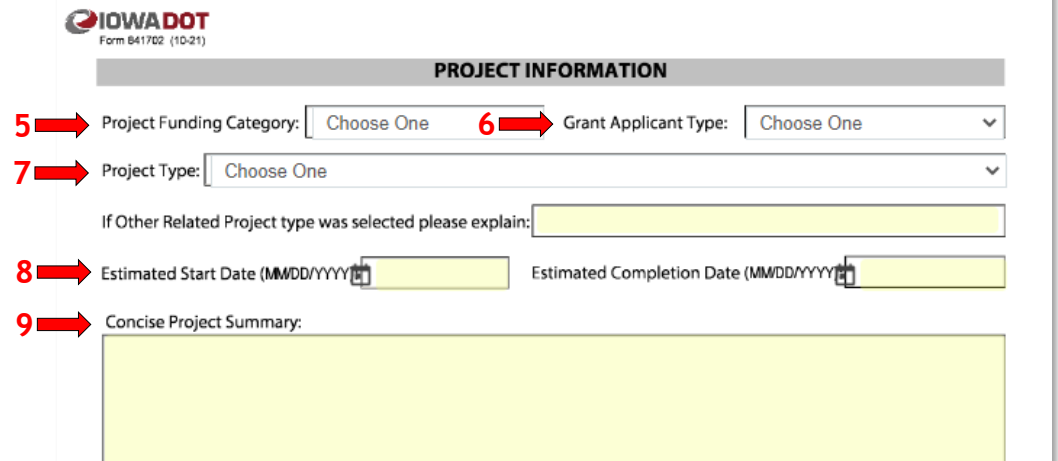


## PROJECT INFORMATION

The (5) Project Funding Category (State, County, or City), (6) Grant Applicant Type, (7) Project Type, and (8) Estimated Start Date and Estimated Completion Date boxes should be filled-in to the best of your knowledge at the time of the application.

### Concise Project Summary.

(9) Provide pertinent details about the proposed project in a short narrative so that the basic premise of the project can be easily understood. The summary in this section should be comprehensive but succinct. Generally, one or two short paragraphs should suffice.



**IOWA DOT**  
Form 841702 (10-21)

**PROJECT INFORMATION**

5 → Project Funding Category: Choose One 6 → Grant Applicant Type: Choose One

7 → Project Type: Choose One

If Other Related Project type was selected please explain:

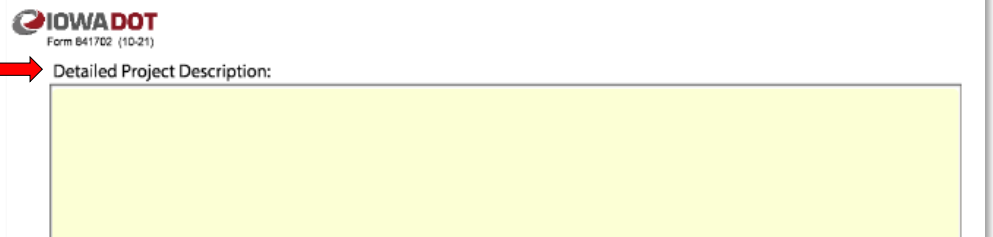
8 → Estimated Start Date (MM/DD/YYYY) Estimated Completion Date (MM/DD/YYYY)

9 → Concise Project Summary:

**Detailed Project Description.** (10) This section should include a detailed narrative describing the project so that someone unfamiliar with it can understand what is being proposed. The project description should clearly describe its

connection to eligible IRVM activities (i.e., maintaining roadsides to be safe, visually interesting, ecologically integrated, and useful for many purposes, per Iowa Code 314.22; see Section II(A) of this

10 →



**IOWA DOT**  
Form 841702 (10-21)

Detailed Project Description:

document for a summary of IRVM goals). For equipment requests, describe what the equipment will be used for, where it will be used, and how it relates to IRVM. Justification for the request should also be included in this section. Additionally, each project type has specific information that is required for the application which can be found in Section III(A).

Supplemental supporting information that helps clarify or enhance understanding of the project description can be added as attachments to the application. This may include items such as maps, images, project plans, species lists, or equipment price quotes. See the “Application Certification” section below for details on how to add attachments.

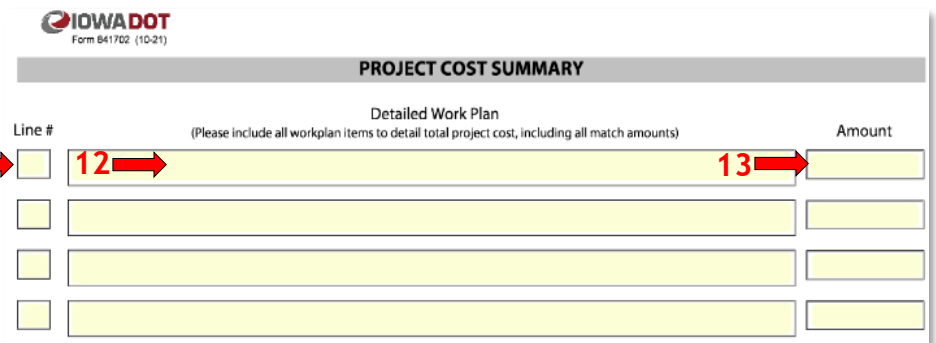
## PROJECT COST SUMMARY

This section outlines the cost of the project or equipment purchase. Please include a detailed list of the workplan items that comprise the total project cost. Be certain to list each proposed workplan item along with an adequate explanation to substantiate the funding request. Items should be separated logically so that is easy to determine what the grant funds are to be spent on and whether the costs are eligible. Costs that cannot be tied directly to specific work plan items may be deemed ineligible. The total project cost should include all matching amounts as well.

(11) The first workplan item should be added by entering a “1” in the “Line #” box; (12) a description that demonstrates applicability to the project and eligibility for funding in the “Detailed Work Plan” box; and (13) a dollar amount for the line item in the “Amount” box.

Repeat this process as needed to account for all workplan items.

The application will automatically calculate the “Total Project Cost” box based on your entries.



**IOWA DOT**  
Form 841702 (10-21)

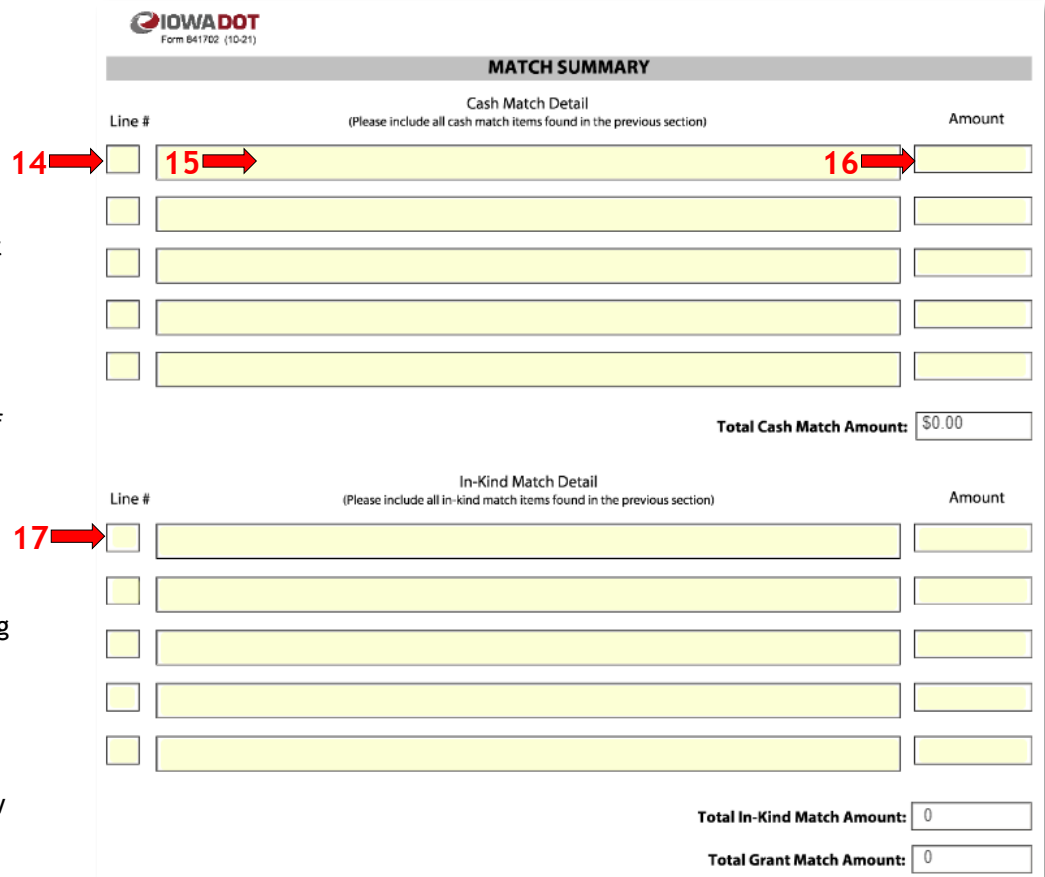
**PROJECT COST SUMMARY**

| Line # | Detailed Work Plan<br>(Please include all workplan items to detail total project cost, including all match amounts) | Amount |
|--------|---|--------|
| 11 → 1 | 12 →  | 13 →   |
|        |   |        |
|        |   |        |
|        |   |        |

### MATCH SUMMARY

This section provides the opportunity to list sources and quantities of matching cash and in-kind contributions for the purchase of items or development of projects. Cash can come from any source that doesn't conflict with the LRTF Funding Guidelines. Make sure you comply with any required matches for your project type as described in Section III(A) of these Funding Guidelines.

In-kind contributions include non-cash contributions to the project such as the estimated value of labor or use of existing equipment. LRTF funds and other LRTF funded activities are not eligible as matching funds or in-kind contributions. Be sure to clearly describe how the in-kind contribution is directly related to the project.



**IOWA DOT**  
Form 841702 (10-21)

**MATCH SUMMARY**

| Line # | Cash Match Detail<br>(Please include all cash match items found in the previous section) | Amount |
|--------|--|--------|
| 14 → 1 | 15 →   | 16 →   |
|        |  |        |
|        |  |        |
|        |  |        |
|        |  |        |

**Total Cash Match Amount:** \$0.00

| Line # | In-Kind Match Detail<br>(Please include all in-kind match items found in the previous section) | Amount |
|--------|--|--------|
| 17 → 1 |  |        |
|        |  |        |
|        |  |        |
|        |  |        |
|        |  |        |

**Total In-Kind Match Amount:** 0

**Total Grant Match Amount:** 0

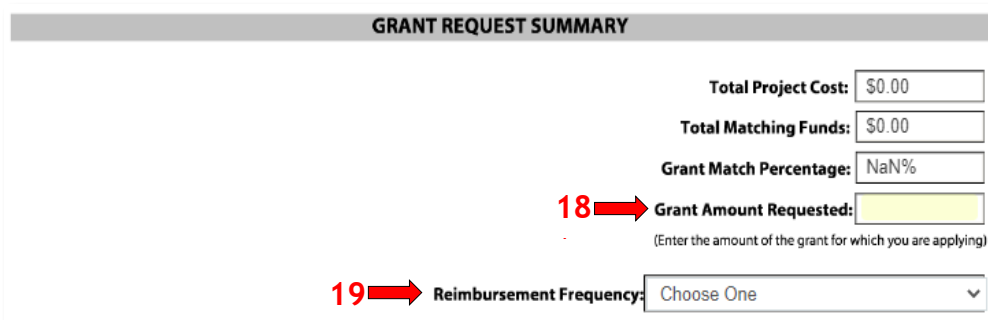
(14) The first cash match item should be listed on the first line by entering a “1” in the “Line #” box; (15) a description that demonstrates applicability to the project and eligibility for funding in the “Cash Match Detail” box; and (16) a dollar amount for the line item in the “Amount” box. Repeat this process as needed. The application will automatically calculate the “Total Cash Match Amount” box based on your entries.

(17) This process is repeated for the “In-Kind Match Detail” section with the “Total In-Kind Match Amount” automatically calculated.

## GRANT REQUEST SUMMARY

After completing the Project Cost and Match Summary sections, the “Total Project Cost”, “Total Matching Funds”, and “Grant Match Percentage” are automatically calculated and entered in the Grant Request Summary. Be sure to double check that the match amount shown meets the requirements stipulated in Section III(A) for your project type.

Next, (18) enter the “Grant Amount Requested” in the appropriate box. Once again, check your project type in Section III(A) to see if there is a maximum grant amount that can be requested for your project type. If your application is for multiple projects or pieces of equipment, the maximum applies separately to each project or piece of equipment. (19) Enter the Reimbursement Frequency you wish to request from the drop-down list (monthly, quarterly, or one-time at conclusion of project).



**GRANT REQUEST SUMMARY**

Total Project Cost: \$0.00

Total Matching Funds: \$0.00

Grant Match Percentage: NaN%

**18** → Grant Amount Requested:  (Enter the amount of the grant for which you are applying)

**19** → Reimbursement Frequency: Choose One

## MINORITY IMPACT STATEMENT

All applications must include a completed Minority Impact Statement Form 105101. Fill out this section within the application. The Iowa Living Roadway Trust Fund Coordinator can be contacted with any questions.

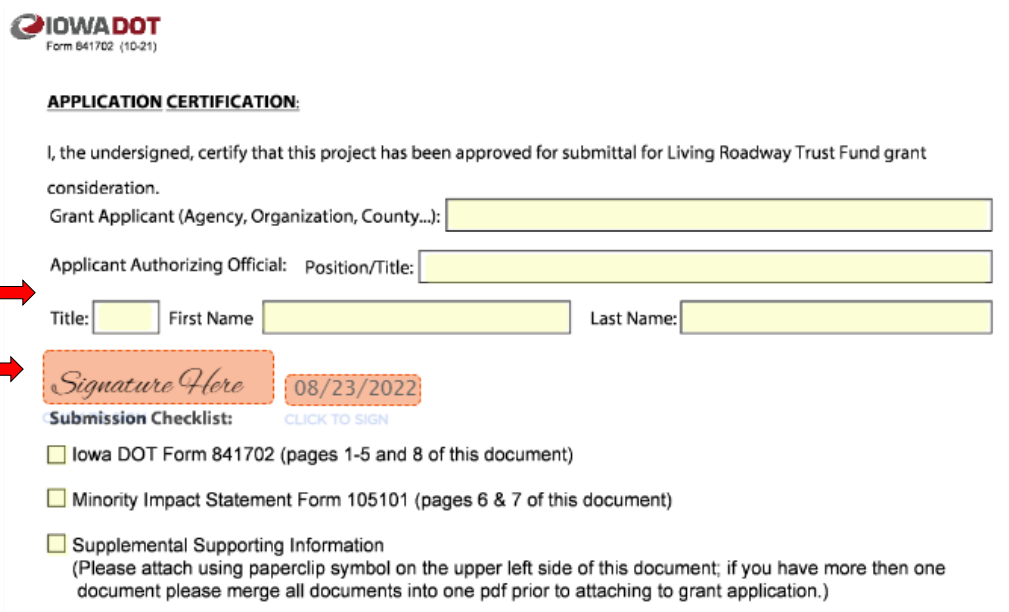
## APPLICATION CERTIFICATION

The Applicant Authorizing Official information will be automatically filled in for this section if the “Applicant Information” section at the start of the application has already been completed.

**Sign Application.** (20) The Applicant should digitally sign the document by clicking “Signature Here” and filling in their name and email address, checking the box to agree to electronically sign, and clicking “Apply Signature”..

### Submission Checklist.

(21) Complete the Submission Checklist certifying that all items listed have been completed correctly and any supplemental supporting information has been attached. See below for information on adding attachments.



**IOWA DOT**  
Form 841702 (10-21)

**APPLICATION CERTIFICATION:**

I, the undersigned, certify that this project has been approved for submittal for Living Roadway Trust Fund grant consideration.

Grant Applicant (Agency, Organization, County...):

Applicant Authorizing Official: Position/Title:

Title:  First Name:  Last Name:

**21** → *Signature Here* **20** →  08/23/2022

**Submission Checklist:** [CLICK TO SIGN](#)

☐ Iowa DOT Form 841702 (pages 1-5 and 8 of this document)

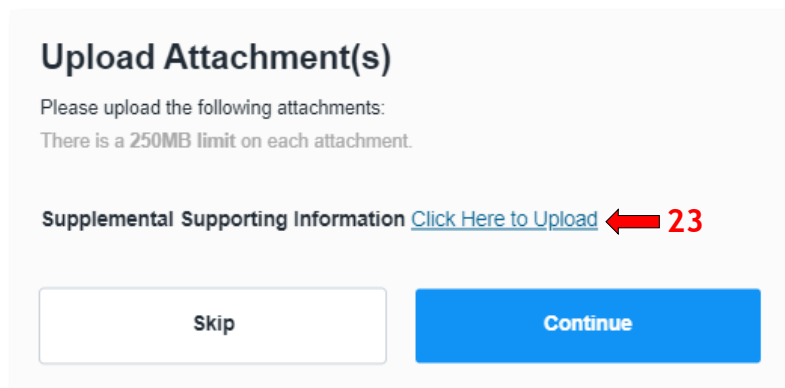
☐ Minority Impact Statement Form 105101 (pages 6 & 7 of this document)

☐ Supplemental Supporting Information  
(Please attach using paperclip symbol on the upper left side of this document; if you have more than one document please merge all documents into one pdf prior to attaching to grant application.)

**Add Attachments.** Before submitting the application, (22) supplemental supporting information should be attached by clicking the blue paper clip icon generally located on the left of the web page, although this may vary with different web browsers. In the pop-up window, (23) choose “Click Here to Upload”. Click “Select Files to Upload” and browse to the location of the documents you wish to attach; or alternatively, drag and drop the files you wish to attach into the pop-up window. Once documents are added, click “Upload” and “Continue”. The paper clip icon should now have a number next to it reflecting the number of attached documents. Only ONE file document can be attached. Please merge all supporting documentation into one pdf. file before attaching to your grant application.

Supplemental supporting information may include any items that serve to clarify or enhance the reviewers understanding of the project. Please do not include unessential items that do not increase understanding of the project. Examples of supporting information include maps, images, project plans, species lists, equipment price quotes, or equipment specifications. Most project types require letters of support (see Section III(A)). Attached materials should generally be formatted to 8 ½” x 11”

and submitted as a single PDF document. Please do not provide live weblinks as supporting documentation.



**Finalize & Submit Application.** Once all sections of the application have been completed and the application signed, (24) an orange box will appear in the lower right of the web page that says, “Finalize & Submit”. Click this button to submit your application. After clicking the orange box, the window should say “Who else needs to sign this document?” Please enter Applicant authorizing official name and email in the boxes provided and click continue. A message stating “Thank you! Your submission is complete. Your document has been successfully signed.” A copy of the application can be saved or printed from this screen by clicking the “download” or “printer” icons in the upper right. However, an email will also be sent to the applicant with a copy of the application and a link to access your submitted application. An email will be sent to the Authorizing Official to finalize and sign the application.



If you have trouble with your submittal, please contact the Iowa Living Roadway Trust Fund Coordinator at [lrtf.support@iowadot.us](mailto:lrtf.support@iowadot.us). Please make sure your completed application is submitted by the stated deadline. Hard copy applications will not be accepted.

## F. CRITERIA FOR EVALUATING PROPOSALS

Applications are reviewed by the LRTF Technical Advisory Committee (TAC) and the LRTF Coordinator to determine recommendations for funding. LRTF funds are allocated according to the following project funding categories and percentages: State (47.5%), County (32.5%) and City (20%). Each application is scored and compared with other applications in the same funding category.

## FISCAL YEAR 2027 FUNDING GUIDELINES



Applications will be evaluated by TAC members using a scoring matrix that rates each of the following criteria on a scale ranging from “Below Average” to “Excellent”:

- The project’s connection to eligible IRVM activities and the priorities of the program.
- A project description that provides a thorough understanding of what will be accomplished.
- A project budget that adequately itemizes project costs, matching funds, and in-kind match.
- Supporting documentation that clarifies and strengthens the application (maps, photos, price quotes, etc.).

Applications will receive additional points for the following:

- The applicant is part of a newly established IRVM program (0-5 years).
- The applicant has not received LRTF funding for the same or very similar requests in the last 5 years.
- Matching contributions are above the minimum required.

Applications that are ranked higher by the LRTF TAC will be given priority over lower ranked applications. If the total grant funds requested exceeds the total available funds for that category (state, county, or city), some otherwise eligible projects may not be funded. The scoring matrix is provided below:

Reviewer Identification Number:

Applicant:

Project Title:

## LRTF Grant Reviewer Scoring Sheet



| Scoring Criteria  | Excellent - 5  | Good - 4 pts  | Average - 3  | Below Average - 1   | Mult. | Score |
|---|--|---|--|---|-------|-------|
| Connection to eligible IRVM activities per IC 314.22. (See list below.)   | Includes 6 or more IRVM objectives.  | Includes 4 to 5 IRVM objectives.  | Includes 2 or 3 IRVM objectives.   | Includes 1 IRVM objective.  | 2     |       |
| Project description provides a complete and thorough understanding of what the applicant wants to accomplish through this grant; justification for the request; and all required information for the project type. (See project type descriptions in the Funding Guidelines.) | An excellent project description that clearly states what will be accomplished with the proposed project/equipment request. Includes clear and logical justification for the request. Specific information requested for the project type is included. | A basic description of what will be accomplished but may lack some relevant details. Justification for request is provided but could be expanded upon. Specific information requested for the project type is included.                 | A very basic description that does not explain well what will be accomplished or lacks critical details. Justification is weak and/or implied but not clearly stated. Specific information requested for the project type is partially included.           | Project description lacks sufficient detail to understand the basic premise of the request. Justification for the project is missing entirely. Specific information for the project type is missing.                                  | 2     |       |
| Project budget adequately itemizes project costs, matching funds, and in-kind match so that it is clear what the LRTF funding will be used for.   | Not Applicable   | Budget is thoroughly itemized so that it is clear how money is being spent. Descriptions for each workplan item clearly demonstrate applicability to the project and IRVM. Prices appear to be fair and well thought out and justified. | Budget is sufficiently itemized so that it is generally clear how money is being spent but could be broken out further. Descriptions are included for each workplan item that demonstrate applicability to the project. Prices may be higher than average. | Budget is somewhat itemized, but not enough to sufficiently understand how all money is being spent. Descriptions are vague so it is not clear how they apply to the project or IRVM. Prices may be considerably higher than average. | 1.5   |       |
| Supporting documentation clarifies and strengthens the project application (maps, plans, photos, species lists, etc.). All required supporting documents are included. (See project type descriptions in the funding guidelines.)   | Not Applicable   | All required supporting documents are included for the project type. Additional supporting documents (beyond what is required) may also be included if they help enhance the understanding of the application.                          | Application is missing some required supporting documents, or documents are included but they don't sufficiently provide the required information.   | No supporting documentation or incorrect information attached.  | 1     |       |
| REVIEWER TOTAL SCORE  |  |   |  |   |       |       |

## Eligible IRVM Activities per IC 314.22:

- Maintain a safe travel environment.
- Serve a variety of public purposes including erosion control, wildlife habitat, climate control, scenic qualities, weed control, utility easements, recreation uses, and sustenance of water quality.
- Be based on a systematic assessment of conditions existing in roadsides, preservation of valuable vegetation and habitats in the area, and the adoption of a comprehensive plan and strategies for cost-effective maintenance and vegetation planting.
- Emphasize the establishment of adaptable and long-lived vegetation, often native species, matched to the unique environment found in and adjacent to the roadside.
- Incorporate integrated management practices for the long-term control of damaging insect populations, weeds, and invasive plant species.
- Build upon a public education program allowing input from adjacent landowners and the general public.
- Accelerate efforts toward increasing and expanding the effectiveness of plantings to reduce wind-induced and water-induced soil erosion and to increase deposition of snow in desired locations.
- Incorporate integrated roadside vegetation management with other state agency planning and program activities including the recreation trails program, scenic highways, open space, and tourism development efforts. Agencies should annually report their progress in this area to the general assembly.

## FISCAL YEAR 2027 FUNDING GUIDELINES

### Additional Notes for Applicants and Reviewers:

Applications will first be reviewed against other applications of the same funding category (State, County, City).

The reviewer should give each criterion a score between 0 and 5. The Scoring Sheet document will automatically apply the multiplier and calculate the total score.

The final score for applications will incorporate additional criteria that is not included in the above Scoring Sheet: 1) whether the applicant is a newly established program that would benefit from the grant: 0-2 years (additional 10 points), 3-5 years (additional 5 points); and 2) whether the applicant has received recent LRTF grant funding for same/similar requests (max 5 points if no recent requests within 5 years). LRTF will review this information and add to the reviewer scores.

Applications will receive extra points for providing match higher than the minimum required: no match required or minimum required matched: 21% - 30% (additional 1 point), 31% - 50% (additional 2 points), 51% and more (additional 3 points).

## G. AWARD OF PROJECT FUNDS

Upon final approval, Iowa DOT will send notification to all applicants via email. Grant recipients will also be sent funding agreements and instructions on how to proceed. Original agreements must be signed by the Authorizing Official, project coordinator/manager, and a witness, then returned to the LRTF Coordinator. After final execution of the agreement by Iowa DOT, the recipient will receive approval to begin the project. No reimbursable costs may be incurred before receiving this approval.



### III. GRANT PROJECT TYPES

#### A. ELIGIBLE PROJECT TYPES

Types of projects eligible for funding are dictated by [Iowa Code 314.21](#) and [Iowa Code 314.22](#) and include:

- |  |   |
|--|---|
| 1. Demonstration Projects                  | 8. Planning, Design and Professional Services |
| 2. Education                               | 9. Research                                   |
| 3. Outdoor Learning Environments           | 10. Roadside Inventories                      |
| 4. Electronic Equipment                    | 11. Roadside Remnant Vegetation Surveys       |
| 5. Specialized Equipment                   | 12. Other Related Projects                    |
| 6. Gateways and Community Entryways        | 13. Special Staff Training                    |
| 7. Scenic Value Protection and Enhancement |   |

#### 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 to the public and allow an educational component such as signage. Projects will be evaluated on their ability to impact large populations of the traveling public. Design costs shall not exceed 10% of the total project cost. Demonstration project applications must provide the following information:

- **Project Description**
  - Detailed information on the project location, site preparation techniques, species selection, establishment methods, and long-term maintenance activities.
  - Individuals and organizations involved in the project.
  - Project purpose, goals, and explanation of how goals will be accomplished and evaluated.
- **Cost Estimate**
  - Detailed work plan showing itemized costs.
  - Match summary details showing itemized cash and/or in-kind contributions amounting to a minimum of 20% of the total project cost.
- **Supporting Documents**
  - Site plan
  - Example of signage included in project
  - A list of all plant species to be used in the project, arranged alphabetically by scientific name, in the following format:

| Scientific Name | Common Name | Size / Type | Units | Quantity |
|-----------------|-------------|-------------|-------|----------|
|                 |             |             |       |          |

#### 2. EDUCATION PROJECTS (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. Education project applications must provide the following information:

- **Project Description**
  - Individuals and organizations involved in the project.
  - Project purpose, goals, and explanation of how goals will be accomplished and evaluated.
- **Cost Estimate**
  - Detailed work plan showing itemized costs.
- **Supporting Documents**
  - Letter of support for the project.

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### 3. OUTDOOR LEARNING ENVIRONMENTS (MATCH VARIES)

Outdoor Learning Environment (OLE) projects are developed for teaching and related educational purposes on public properties. OLE projects are funded through a separate LRTF grant process than the other project types described in these Funding Guidelines. A 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 OLEs and the related funding process, please contact the LRTF Coordinator.

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### 4. ELECTRONIC EQUIPMENT (20% MATCH REQUIRED)

Includes electronic equipment that would assist with implementation of IRVM, such as two-way radios, intercoms, Global Positioning System (GPS) equipment, Geographic Information System (GIS) software, or Automated Spray Tracking Systems. The request must be for new equipment; used equipment is ineligible. Training to use GPS equipment or software is also included. When requesting more than one of the same item, the maximum award amount applies separately for each item. (e.g., a request for two radios would have a maximum award of \$2,000 each, or \$4,000 total). When requesting two different pieces of equipment an application for each type of equipment is required. Applications for electronic equipment must provide the following information:

- **Project Description**
  - Detailed information as to the type of use, the data you intend to collect, the process to collect the data, and how the information will be used in relation to IRVM.
- **Cost Estimate**
  - Detailed work plan showing itemized costs.
  - Match summary details showing itemized cash contributions amounting to a minimum of 20% of the total equipment cost.
- **Supporting Documents**
  - 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 obtain this equipment and how they will use it for IRVM purposes.
  - Price quote documenting the price of the equipment.
  - Equipment specification sheet.



**Table 1. Examples of Electronic Equipment Eligible for LRTF Funding**

| Equipment Type                                       | Match Requirement | Maximum Award |
|--|-------------------|---------------|
| <b>Communications Equipment</b>                      |                   |               |
| Two-way radio communication <sup>1</sup>             | 20%               | \$2,000       |
| Intercom <sup>1</sup>                                | 20%               | \$2,000       |
| <b>GPS Equipment</b>                                 |                   |               |
| GPS Equipment (and Training)                         | 20%               | \$4,500       |
| GIS Software (and Training)                          | 20%               | \$2,000       |
| <b>Automated Spray Tracking Equipment</b>            |                   |               |
| Automated spray tracking hardware/software           | 20%               | \$4,500       |
| <b>Other Electronic Equipment</b>                    |                   |               |
| Action cameras <sup>2</sup>                          | 20%               | \$2,000       |
| Unmanned aerial vehicles (i.e., drones) <sup>2</sup> | 20%               | \$2,000       |

<sup>1</sup>For IRVM related uses such as prescribed burning, herbicide application, or hydroseeding.

<sup>2</sup>For IRVM related uses such as videos highlighting the tools and techniques of IRVM for education, training and outreach. To fly a drone as a hobbyist in the state of Iowa you are required by the FAA to take The Recreational UAS Safety Test (TRUST). You are also required to follow the FAA's recreational model aircraft rules.

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## 5. SPECIALIZED EQUIPMENT (20% MATCH REQUIRED)

Funding may be provided for specialized equipment needed to establish alternative forms of roadside vegetation in Iowa. Examples of Specialized Equipment eligible for LRTF funds are listed in **Table 2** below with their corresponding maximum award amounts. When requesting more than one of the same item, the maximum award amount applies separately for each item (e.g., a request for two broadcast seeders would have a maximum award of \$4,000 each, or \$8,000 total). When requesting two different pieces of equipment an application for each type of equipment is required. This list is not meant to be all-inclusive and other equipment may be eligible. Smaller equipment items that are not specialized (e.g., chainsaws, hand tools, and replacement parts) will be given consideration for funding but are discouraged; such purchases should generally come out of your regular program budget.

LRTF funds are eligible to replace or supplement items previously funded if the equipment is at the end of its lifecycle; the Local Public Agency has determined the equipment does not meet their needs; or the Local Public Agency requires multiple pieces of similar equipment. The need for the equipment must be suitably justified in the application. The request must be for new equipment; used equipment is ineligible. Specialized Equipment applications must provide the following information:

- **Project Description**
  - An explanation of why the equipment is needed to establish alternative forms of roadside vegetation and how it will be used to make IRVM efforts more effective.
  - Product specifications and explanation for selection of requested item over comparable models.
- **Cost Estimate**
  - Detailed work plan showing the costs of the equipment.
  - Match summary details showing itemized cash contributions amounting to a minimum of 20% of the total equipment cost. See the note in Section II.D. regarding trade-in of old equipment.
- **Supporting Documents**
  - Price quotes documenting the price of the requested equipment.
  - Equipment specification sheet.

**Table 2. Examples of Specialized Equipment Eligible for LRTF Funding**

| Equipment Type   | Match Requirement | Maximum Award |
|--|-------------------|---------------|
| <b>Erosion Control Equipment</b>                             |                   |               |
| Mulcher/Blower <sup>1</sup>                                  | 20%               | \$20,000      |
| Silt fence installation/removal equipment                    | 20%               | \$5,000       |
| Erosion control accessories <sup>2</sup>                     | 20%               | \$3,000       |
| <b>Mowing, Brush, and Tree Removal Equipment<sup>2</sup></b> |                   |               |
| Rotary and flail mower                                       | 20%               | \$10,000      |
| Boom mowers  | 20%               | \$15,000      |
| Forestry mowers/mulching heads                               | 20%               | \$15,000      |
| Woodchipper  | 20%               | \$15,000      |
| Brush control accessories <sup>3</sup>                       | 20%               | \$3,000       |
| <b>Seeding Equipment</b>                                     |                   |               |
| Broadcast seeder   | 20%               | \$4,000       |
| Cultipacker  | 20%               | \$3,500       |
| Drop seeder  | 20%               | \$6,000       |
| Hydroseeder <sup>4</sup>                                     | 20%               | \$30,000      |
| No-till drill  | 20%               | \$10,000      |
| Soil preparation equipment <sup>5</sup>                      | 20%               | \$20,000      |
| Seed processing equipment <sup>6</sup>                       | 20%               | \$5,000       |
| Seeding accessories <sup>3</sup>                             | 20%               | \$3,000       |
| <b>Vehicles</b>  |                   |               |
| Dedicated heavy duty trucks <sup>7</sup>                     | 20%               | \$10,000      |
| Utility task vehicle (UTV) <sup>8</sup>                      | 20%               | \$15,000      |
| Vehicle accessories <sup>3</sup>                             | 20%               | \$3,000       |
| <b>Herbicide Equipment<sup>9</sup></b>                       |                   |               |
| Herbicide sprayers   | 20%               | \$15,000      |
| Herbicide equipment accessories <sup>9</sup>                 | 20%               | \$3,000       |
| <b>Prescribed fire equipment</b>                             |                   |               |
| PPE clothing set per person                                  | 20%               | \$500         |
| Drip torch   | 20%               | \$150         |
| Flappers, rakes, leaf blower                                 | 20%               | \$500         |
| Prescribed fire sprayer                                      | 20%               | \$5,000       |

<sup>1</sup>Must be designed for erosion control approved by Iowa DOT.<sup>2</sup>Must be dedicated to the establishment of natives or brush control. Shoulder and disc mowers are not eligible. Wet-blade mowers are discouraged.<sup>3</sup>May be applied for separately from related specialized equipment.<sup>4</sup>Hydroseeders must have mechanical agitation.<sup>5</sup>Examples include reciprocating or rotary spading machines, power harrows, or power rakes.<sup>6</sup>Examples include hammermills, tabletop clippers, fanning mills, combine heads, seed mixers, or loader attachments.<sup>7</sup>Must be dedicated to an IRVM function. Examples for vehicles include hydroseeding or spraying.<sup>8</sup>UTVs must have seat belts and factory-installed roll bars and safety lighting.<sup>9</sup>Does not include Automated Spray Tracking Equipment. These should be submitted as Electronic Equipment Requests.

## 6. GATEWAYS AND COMMUNITY ENTRYWAYS (20% MATCH REQUIRED)

Gateway and Community Entryway 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. 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 Community Entryway applications must provide the following information:

- **Project Description**
  - Detailed information on the project location, site preparation techniques, species selection, establishment methods, and long-term maintenance activities.
  - Individuals and organizations involved in the project.
  - Project purpose, goals, and explanation of how goals will be accomplished and evaluated.
  - Name, phone number, and email address of person coordinating maintenance of roadside, gateway, or other project site.
- **Cost Estimate**
  - Detailed work plan showing itemized costs.
  - Match summary details showing itemized cash and/or in-kind contributions amounting to a minimum of 20% of the total project cost.
- **Supporting Documents**
  - A detailed map or aerial photo noting the project location in relationship to right-of-way, size of planting area, and adjacent land use. If applicable, indicate the width of the roadside (from edge of traveled surface to right-of-way line). To assess safety, note where trees or shrubs will be planted (in feet) from the edge of traveled surfaces.
  - A list of all plant species to be used in the project, arranged alphabetically by scientific name, in the following format:

| Scientific Name | Common Name | Size / Type | Units | Quantity |
|-----------------|-------------|-------------|-------|----------|
|                 |             |             |       |          |

Revegetation projects are eligible for funding with under the Gateways and Community Entryways project type. 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 native 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 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 25% of the plant material required for the project, may be eligible if proof

is provided that native species cannot 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 recommended.

- **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 using 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 to be considered. As stated previously, these awards are rare and are held to a higher standard. Scenic Value Protection and Enhancement applications must provide the following information:

- **Project Description**
  - Individuals and organizations involved in the project.
  - Project purpose, goals, and explanation of how goals will be accomplished and evaluated.
  - Name, phone number, and email address of person coordinating maintenance of roadside, gateway or other project site.
- **Cost Estimate**
  - Detailed work plan showing itemized costs.
  - Match summary details showing itemized cash and/or in-kind contributions amounting to a minimum of 20% of the total project cost.
- **Supporting Documents**
  - A detailed map or aerial photo noting the project location in relationship to right-of-way, size of planting area, and adjacent land use. If applicable, indicate the width of the roadside (from edge of traveled surface to right-of-way line). To assess safety, note where trees or shrubs will be planted (in feet) from the edge of traveled surfaces.
  - A list of all plant species to be used in the project, arranged alphabetically by scientific name, in the following format:

| Scientific Name | Common Name | Size / Type | Units | Quantity |
|-----------------|-------------|-------------|-------|----------|
|                 |             |             |       |          |

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## 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 10% 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.

- **Project Description**
  - Detailed information on how planning, design, and professional services will be used for IRVM.
  - Individuals and organizations involved in the project.
- **Cost Estimate**
  - Detailed work plan showing itemized costs.
  - Match summary details showing itemized cash and/or in-kind contributions amounting to a minimum of 20% of the total project cost.
- **Supporting Documents**
  - A letter of support for the proposed project. This could come from a community leader/support group, other donors/partners, partner organization, or people served by the proposed project.

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## 9. RESEARCH (NO MATCH REQUIRED)

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

To target the immediate research needs of the LRTF and IRVM programs at all levels, 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. Research applications must include the following information:

- **Project Description**
  - A statement that clearly defines how the proposed research will benefit IRVM.
  - Research objectives, methods and timeline.
  - Principal investigator's previous experience with IRVM and/or native plants. (*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.*)
- **Cost Estimate**
  - Detailed work plan showing itemized costs. Include student stipends, capital equipment expenses, indirect fees (maximum 8%) and other expenses. (*Note: Tuition and associated fees are not eligible for funding.*)
- **Supporting Documents**
  - 2 letters of support that serve to validate the credibility of your proposed research.

#### 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. The final reimbursement of no less than 10% will be made after the inventory is complete and final digital map files have been submitted to the Iowa DOT. Roadside Inventory applications must include the following information:

- **Project Description**
  - Project purpose, goals, and explanation of how goals will be accomplished and evaluated. Please be specific as to the type of inventory, 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. (*Note: The use of applicable GPS and GIS technology is required for the initial inventory, the maintenance of the inventory database, and mapping.*)
  - Individuals and organizations involved in the project.
- **Cost Estimate**
  - Detailed work plan showing itemized costs.
  - Match summary details showing itemized cash and/or in-kind contributions amounting to a minimum of 20% of the total project cost.
- **Supporting Documents**
  - 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.

#### 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. 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 10% will be made after the services are complete and a copy of final product has been submitted to the Iowa DOT.

Roadside remnant vegetation survey applications must include:

- **Project Description**
  - Project purpose, goals, and explanation of how goals will be accomplished and evaluated. 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.
  - Individuals and organizations involved in the project.
- **Cost Estimate**
  - Detailed work plan showing itemized costs.
  - Match summary details showing itemized cash and/or in-kind contributions amounting to a minimum of 20% of the total project cost.
- **Supporting Documents**
  - 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.

## 12. OTHER RELATED PROJECTS (20% MATCH REQUIRED)

Storage facilities shall be dedicated to IRVM use 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 required to be dedicated to IRVM use. Storage facility application must include the following information:

- **Project Description**
  - Detailed information as to the type of facility and how it will be used for IRVM.
  - Herbicide Storage - provide information to show OSHA compliance.
  - Equipment Storage - list of equipment inventory that would be stored in the facility.
- **Cost Estimate**
  - Detailed work plan showing itemized costs.
  - Match summary details showing itemized cash and/or in-kind contributions amounting to a minimum of 20% of the total equipment cost.
- **Supporting Documents**
  - Detailed design drawings of the proposed facilities if the project is a storage facility.

**Table 3. Examples of Other Related Projects Eligible for LRTF Funding**

| Project Type                   | Match Requirement | Maximum Award |
|--------------------------------|-------------------|---------------|
| <b>Storage Facilities</b>      |                   |               |
| Equipment storage <sup>1</sup> | 20%               | \$10,000      |
| Seed storage <sup>2</sup>      | 20%               | \$3,000       |
| Herbicide storage <sup>3</sup> | 20%               | \$2,000       |

<sup>1</sup>Storage shed must be for specialized IRVM equipment.

<sup>2</sup>Construction or retro-fit of a climate-controlled seed storage room.

<sup>3</sup>Must be OSHA compliant.

## 13. SPECIAL STAFF TRAINING FOR EDUCATION (NO MATCH REQUIRED)

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

- **Project Description**
  - Detailed information as to the type of training and how it relates to IRVM.
- **Cost Estimate**
  - Detailed work plan showing itemized costs to attend training.
- **Supporting Documents**
  - Agenda for seminar, conference, or training. Or if unavailable, a description of what will be covered or what has been covered in past years.



## B. INELIGIBLE PROJECT TYPES

### 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. Used equipment is ineligible for grant funding.

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

### EXAMPLES OF ELECTRONIC EQUIPMENT NOT ELIGIBLE FOR FUNDING

|                           |                          |
|---------------------------|--------------------------|
| Cell phones               | Citizen band (CB) radios |
| Laptop computers          | Tablets                  |
| Used electronic equipment |                          |

### 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.

## IV. MANAGE YOUR GRANT

### A. REPORTING FORMS

ALL FORMS ARE LOCATED ON THE LIVING ROADWAY TRUST FUND GRANT WEBSITE UNDER “GRANT RECIPIENT RESOURCES”

#### CHANGE REQUESTS

Grant recipients desiring changes to the scope or budget of their project must request the modification be made to their contract as soon as known. Download and complete the [Request For A Change In Scope Or Budget of An LRTF Project Form\(.DOC\)](#).

#### EXTENSION REQUEST

Grant recipients desiring an extension to their contract must apply for a no-cost extension prior to the agreement expiration date. Download and complete the [Request For Extension of LRTF Funding](#) form (.doc).

#### QUARTERLY REPORTS

Grant recipients that are required to submit quarterly reporting for their project as outlined in the Grant Agreement must file their reports using this standard reporting form. Download and complete the LRTF Quarterly Report Form (.doc).

#### REIMBURSEMENT REQUEST

Lrtf grants are cost reimbursement grants where the granting agency reimburses the recipient for the actual cost of the project. In certain special circumstances, a cost-reimbursement grant may allow payment to be made directly to the vendor rather than reimbursing the grantee. This typically occurs when the grantee is unable to pay upfront or when direct payment is necessary to keep the project on schedule. Any direct-pay arrangement must be approved in advance and documented according to the grant’s requirements.

All LRTF payments and reimbursement requests must be submitted using the [Request for Reimbursement of Living Roadway Trust Fund Grant Project Costs and Direct Vendor or Services Payments form](#) . In order for reimbursement requests to be processed, the Iowa DOT requires recipients and vendors being paid directly have an [IRS Form W-9](#) on file.

#### FILLING OUT THE REIMBURSEMENT FORM

This form is for documenting eligible costs that are to be: (1) reimbursed to the grant Recipient for costs already incurred, (2) requested to be paid directly to a vendor as a direct vendor payment after the equipment has been received and checked in on the invoice as required or (3) payment for services, including direct and indirect costs, and indicated in the project agreement. Each type has a separate line for data entry.

#### Project Information.

Claim Number: Enter the claim number. The first claim for a unique project number is Claim 1, the next for the same project is Claim 2 and so on.

Check the checkbox with the computer mouse for final reimbursement when completing the final reimbursement claim.

Date: enter the date the claim is prepared.

Enter the Iowa DOT Project Number, Grant Recipient and Project Name as they are indicated in the project agreement.

Form 541700 (04-25) REQUEST FOR REIMBURSEMENT OF LIVING ROADWAY TRUST FUND GRANT PROJECT COSTS AND DIRECT VENDOR OR SERVICES PAYMENTS

\*\*\* PLEASE READ THE INSTRUCTIONS FOR COMPLETING THIS FORM BEFORE YOU PROCEED\*\*\*

**Project Information**

Claim Number: ☐ check for Final Reimbursement ☐ Date:  wa DOT Project Number:

Grant Recipient:

Project Name:

|   |   |                      |
|---|---|----------------------|
| 1 | Grant Amount: Maximum State Funds payable per the Iowa DOT project agreement                            | <input type="text"/> |
| 2 | Local Contribution (including in-kind and organization funds contributed to the project if applicable): | <input type="text"/> |
| 3 | Total Project Cost: Total of lines 1 and 2  | \$0.00               |

Line 1. Enter the Grant Amount (maximum state funds payable per the Iowa DOT project agreement).

Line 2. If applicable, enter the amount of “Local Contribution” included in the total project cost. The local contribution amount is the combination of in-kind and organization funds contributed to the project.

Line 3. This is the sum of the Grant Amount, the in-kind contribution and the local contribution. This field is automatically calculated.

### Grant Items for Reimbursement to the Recipient and Costs Paid Directly to Vendor.

Lines 4 through 8 indicate the amount asking to be paid either through reimbursement or paid to directly to vendor.

Line 4. Enter the dollar amount of eligible costs requested for Reimbursement of Grant Items costs incurred by

the Recipient for this claim in Column A. Enter the total cumulative dollar amount of eligible cost requested for Reimbursement of Grant Items costs incurred by the Recipient to date, including this claim, in column B. These amounts should not include any match percentage.

| Grant Items for Reimbursement to the Recipient and Costs Paid Directly to Vendor |  | This Claim Amount (A) | Cumulative Claim Amount (B) |
|--|--|-----------------------|-----------------------------|
| <b>Grant Items to be Reimbursed to the Recipient</b>                             |  |                       |                             |
| 4  | Amount of Grant Item costs claimed: For this claim [A] and cumulative [B]                    | <input type="text"/>  | <input type="text"/>        |
| <b>Grant Items to be Paid Directly to Vendor</b>                                 |  |                       |                             |
| 5  | Amount of Vendor invoice(s): For this claim [A] and cumulative [B]                           | <input type="text"/>  | <input type="text"/>        |
| 6  | Subtotal amount eligible for Reimbursement and Direct Vendor Payments                        |                       | \$0.00                      |
| 7  | Amount paid by the Iowa DOT for Reimbursement and Direct Vendor payments prior to this claim |                       | <input type="text"/>        |
| 8  | Subtotal amount due this payment/final payment for Reimbursement and Direct Vendor Payments: |                       | \$0.00                      |

Line 5. Enter the dollar amount of eligible costs requested for Direct Vendor Payments for this claim in Column A. Enter the total cumulative dollar amount of eligible costs requested for Direct Vendor Payments to date, including this claim, in Column B. Each Direct Vendor Payment request should use a separate request form and should only include costs for a single vendor. These amounts should not include any match percentage.

Line 6. This is the Subtotal dollar amount of eligible costs requested for Reimbursement of Grant Item costs incurred by the Recipient and costs requested for Direct Vendor Payments. This field is automatically calculated.

Line 7. Enter the dollar amount paid by the Iowa DOT for eligible costs requested for Reimbursement of Grant Items and costs requested for Direct Vendor Payments prior to this claim.

Line 8. This is the subtotal dollar amount due this payment/final payment for Reimbursement of Grant Item costs incurred by the Recipient and costs requested for Direct Vendor Payments. This field is automatically calculated.

### Services Payments.

Line 9. Enter the dollar amount of eligible indirect and Direct costs requested for Services costs for this claim in the appropriate field in Column A. Enter the total cumulative dollar amount of eligible indirect and Direct costs requested for Services costs incurred by the Recipient to date, including this claim in the field in Column B. These amounts should not include any match percentage.

Line 10. This is the subtotal dollar amount eligible for Services Costs. This field is automatically calculated.

Line 11. Enter the dollar amount paid by the Iowa DOT for eligible Services Costs **prior** to this claim.

Line 12. This is the subtotal dollar amount due this payment/final payment for Services Costs. This field is automatically calculated.

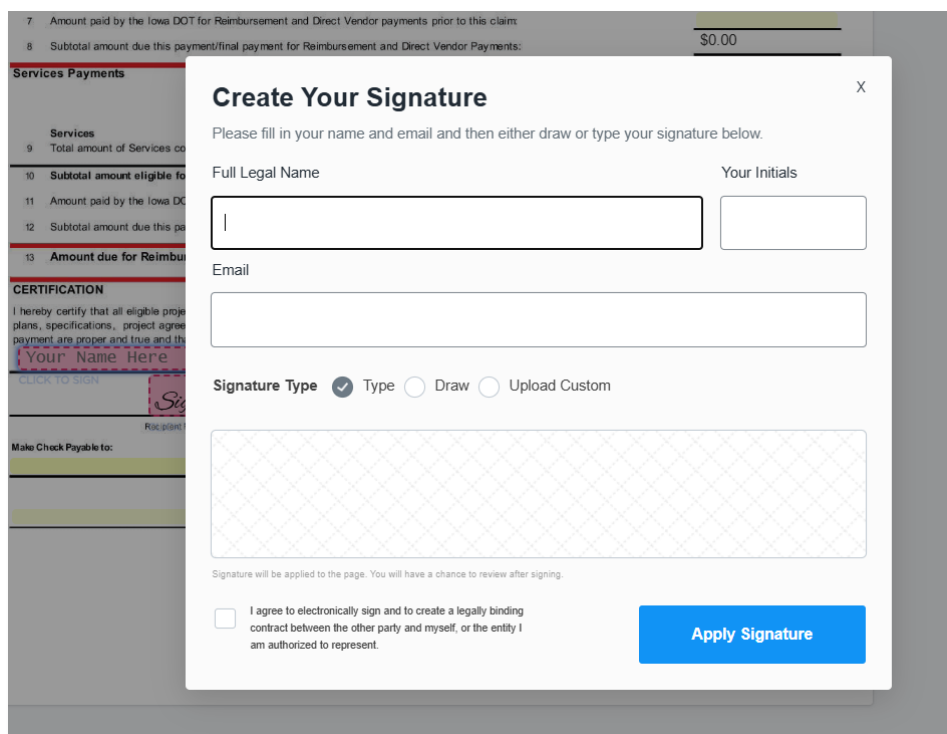
### Total Amount due for Reimbursement.

Line 13. This is the total dollar amount due for Reimbursement of Grant Items costs incurred by the Recipient, costs requested for Direct Vendor payments and Services Costs for this claim. This field is automatically calculated.

### Certification.

Sign request form by clicking on “Your Name Here” , then “Create Your Signature” pop-up will appear. The name provided should be the same person completing the request form. Make sure to click the box to agree to electronically sign and to create a legally binding contract between the other party and myself, or the entity I am authorized to represent. When complete click the blue “Apply Signature”.

On the form click your mouse on “Signature Here”. Another popup will appear with the name provided in previous step. Again, click the blue “Apply Signature”.



The screenshot shows a 'Create Your Signature' pop-up window. The background form includes sections for 'Services Payments' (Lines 9-12) and 'CERTIFICATION'. The pop-up form contains the following fields and options:

- Title:** Create Your Signature
- Instructions:** Please fill in your name and email and then either draw or type your signature below.
- Full Legal Name:** A text input field.
- Your Initials:** A text input field.
- Email:** A text input field.
- Signature Type:** Radio buttons for Type (selected), Draw, and Upload Custom.
- Signature Area:** A large grid-patterned area for drawing or typing a signature.
- Agreement:** A checkbox with the text: "I agree to electronically sign and to create a legally binding contract between the other party and myself, or the entity I am authorized to represent."
- Apply Signature:** A blue button at the bottom right.

Below the signature area, a note states: "Signature will be applied to the page. You will have a chance to review after signing."

Note that the date will automatically apply to the date the form is signed.

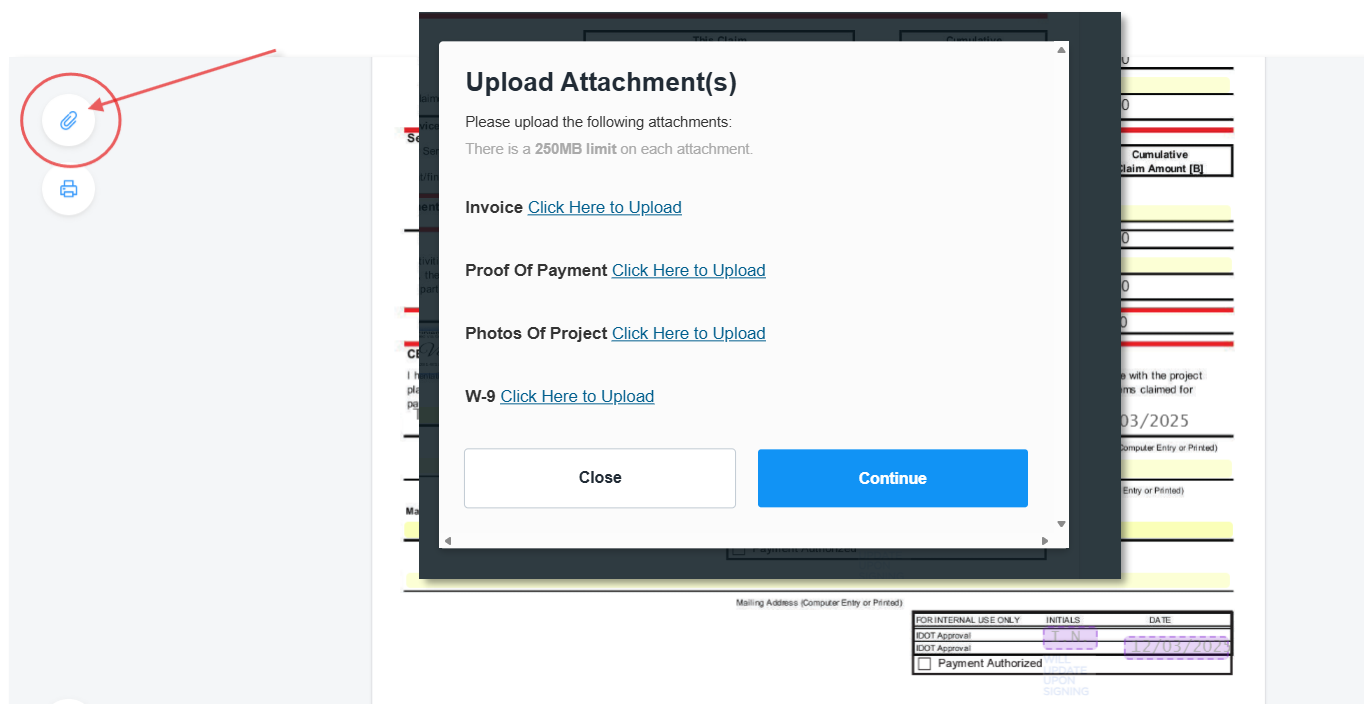
Complete the Make check payable to line.

Complete the mailing address line.

### Attached Documents.

Required Documents to include with reimbursement request:

- **Paid invoice** dated after approved cost accrual date for the grant project.
- **Proof of payment** (this is normal a cancelled check or finance report showing payment has been made) IF REQUESTING DIRECT VENDOR PAYMENT include the prior approval documentation for vendor payment here.
- **Photo of project** (1 or 2 photos)
- **W-9 form**. If grant recipient has never received payment from the Iowa DOT a completed W-9 form is required. If the grant recipient has received payment either for current project or past projects from the Iowa DOT a W-9 form is not needed.



**Upload Attachment(s)**

Please upload the following attachments:  
There is a 250MB limit on each attachment.

Invoice [Click Here to Upload](#)

Proof Of Payment [Click Here to Upload](#)

Photos Of Project [Click Here to Upload](#)

W-9 [Click Here to Upload](#)

Close Continue

Mailing Address (Computer Entry or Printed)

| FOR INTERNAL USE ONLY                       | INITIALS | DATE       |
|---|----------|------------|
| DOT Approval                                | CLN      | 12/03/2025 |
| DOT Approval                                |          |            |
| <input type="checkbox"/> Payment Authorized |          |            |

SIGNING

### Finalize & Submit

Click on orange “Finalize & Submit” button. If you did NOT attach required documents, a prompt will appear to attach the documents before the reimbursement form can be successfully submitted. If the form was completed correctly a Thank You screen will appear. The form has been sent to Iowa DOT to start the payment process. If any information was missing on the submitted form Iowa DOT staff will deny your form and send an email with a short message explaining why the form was denied.

## B. LOGOS

Permission for LRTF logo use by other groups must be granted by the Iowa DOT and includes an agreement to follow all specifications laid out in the use manual for the logo.

Iowa Department of Transportation and Iowa Living Roadway Trust Fund logos reinforce the department's identity. The logos are available in multiple formats. The logos should not be recreated or altered in any way. For logo formats and assistance in using the logos please contact Tara Van Waus, LRTF Coordinator [tara.vanwaus@iowadot.us](mailto:tara.vanwaus@iowadot.us).

Potential Logo Applications include:

- Seed signage
- Rest areas/Interpretive signage and trail signage
- Signage template for county use
- Roadside planting signage
- LRTF funded equipment
- Website
- Posters