



LIVING ROADWAY TRUST FUND

APPLICATION INSTRUCTIONS

APPLICATION DEADLINE: JUNE 1

Living Roadway Trust Fund

The purpose of the Living Roadway Trust Fund (LRTF) is to promote implementation of integrated roadside vegetation management (IRVM) on city, county or state rights-of-way or areas adjacent to traveled roadways. IRVM is a long-term approach to vegetation management that, in part, incorporates the use of the plant communities best adapted to, and sustainable along, roadways. These may be native prairie plantings, and can also include savanna or woodland plantings.

Visit www.iowalivingroadway.com for more information.

APPLICANT INFORMATION

Applications may be submitted by city, county or state agencies; non-profit organizations and private citizens or groups. County applicants must have an IRVM plan on file with Steve Holland, LRTF Coordinator. If one is not on file, it must be included with this application. [County IRVM Plan template](#).

PROPOSAL INFORMATION

Types of projects eligible for consideration include roadside inventories; gateway and roadside plantings; research, demonstration and education; equipment and other projects. Descriptions of these project categories are in the [Funding Guidelines](#).

NOTIFICATION

All applicants proposing a project that will occur in the right-of-way, must notify the agency responsible for the right-of-way.

BUDGET SUMMARY

Summary of itemized budget on page 2 of the application.

BUDGET

Provide an itemized list of project costs, matching funds and in-kind contributions on page 2 of the application. Funds/contributions used for maintenance or construction of traveled roadways are not eligible as matching funds or in-kind contributions. Examples of eligible in-kind contributions include estimated value of labor, use of existing equipment and use of a building and utilities.

CONCEPT STATEMENT

Provide pertinent details about the proposed project in a concise narrative beginning in the space provided on page 2 of the application. The description should be comprehensive but succinct, not to exceed 800 words. Additional pages of relevant information such as maps, images and species lists may be added. However, these materials should be limited to essential, clarifying items only.

Roadside inventory, gateway/roadside planting or demonstration/education proposals must include:

- Project purpose, project goals and how goals will be accomplished and evaluated.
- Individuals and organizations involved in project.

Gateway or roadside planting applications must also include:

- A detailed map or aerial photo noting 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.

Gateway and roadside planting applications, continued:

- Name, phone number and e-mail address of person coordinating maintenance of roadside, gateway or other project site.
- A list of all plant species to be used in the project, arranged alphabetically by scientific name. (Guidelines for plant materials are in the [Funding Guidelines](#).) To ensure proposal eligibility, the species list *must* be presented in the following format:

Scientific name	Common name	Lb.	Oz.	No. of live plants
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Research proposals must include:

- A statement that clearly defines how the proposed research will benefit IRVM.
- Research objectives, methodologies and timeline.
- Principal investigator’s previous experience with IRVM and/or native plants.
- Project budget (to be completed in the table on page 2 of the application). Include student stipends, capital equipment expenses, indirect fees (maximum 8%) and other expenses. Tuition and associated fees are not eligible for funding.

Equipment proposals must include:

- An explanation of why the equipment is needed, how it will be used and how it will make IRVM efforts more effective.
- Product specifications and explanation for selection of requested item over comparable models.

Application submission

E-mail completed application, [Minority Impact Statement](#) and any supplemental materials to murice@netins.net by June 1. (Hard copies will not be accepted.)

Criteria for evaluating proposals

Applications are reviewed by the IRVM Technical Advisory Committee and the LRTF Coordinator to determine recommendations for funding. LRTF funds are allocated according to the following categories: state, county and city. Each application will be judged against others in the same jurisdictional category. Cash matches will be taken into consideration when reviewing applications for similar projects.

Award of project funds

The IRVM Technical Advisory Committee will review all applications in mid-July and submit their funding recommendations to the Department of Transportation. Upon final approval, the DOT will issue funding agreements to grant recipients. These will be sent, via US Mail, to the Project Coordinator.

Agreements must be signed and returned to the LRTF Coordinator. You will then receive approval to begin the project. No purchases may be made before receiving this approval.

Questions?

Visit www.iowalivingroadway.com or contact:

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