



IOWA | DOT

What is the Living Roadway Trust Fund (LRTF)?

- A Fund setup by the State of Iowa to support sustainable roadside management programs. Written in Iowa Code in 1988.
- Fund supports a grant program focusing on projects related to vegetation, erosion control, stormwater management, and native plant restoration along roadways.

IOWA
LIVING ROADWAY
TRUST FUND

Step by Step Guide to LRTF Grant Writing

IOWA | DOT

Who Can Apply?

Local governments (cities, counties) with an IRVM plan on file with the Iowa DOT.

Private entities working on right of way vegetation or adjacent public lands.

Organizations or groups working with roadside vegetation or right-of-way management.

Step by Step Guide to LRTF Grant Writing

IOWA | DOT

Integrated Roadside Vegetation Management 8 Objectives

LRTF Grant Projects should have one or more of the following IRVM objectives: (Iowa Code 314.22)

- 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.

IOWA | DOT

Integrated Roadside Vegetation Management 8 Objectives

LRTF Grant Projects should have one or more of the following IRVM objectives: (Iowa Code 314.22)
(cont.)

- 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.

IOWA | DOT

Key Dates & Application Period

**Submit Application
No later than
June 1st at 4:00 p.m.**

JUNE 2nd Application Deadline

Aug. 15th Funding Notification goes out

Beginning Sept. Grant Agreements go out to awarded applicants

Technical Advisory Committee Reviews Applications

Grant Agreements have Project Expiration date of December 31st the following year (Dec. 2026)


2025 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec



How to Apply:

- 1 Review Eligibility
- 2 Review Funding Guideline Requirements and Requested Documents
- 3 Prepare Required Documents
- 4 Complete the Application and Submit

Step by Step Guide to LRTF Grant Writing



Review Eligibility

LRTF Website lowadot.gov/lrtf/
Menu on the left click "Grants"



Step by Step Guide to LRTF Grant Writing



LRTF Grant Website



Instruction Video for LRTF Grant Application

Current Funding Guidelines & Grant Application

Step by Step Guide to LRTF Grant Writing

IOWA DOT

Review Funding Guidelines

GRANT APPLICATION FOR COUNTIES, STATE AGENCIES AND CITIES

APPLICATION DEADLINE: 4 P.M., JUNE 1, 2025

Please read the LRTT funding guidelines before completing the application. All LRTT grant applications include a Mobility Impact Statement (MIS); applications will be considered incomplete unless the MIS portion is completed and submitted with the grant proposal.

Fiscal Year 2026 grant application materials have now been released. Applications for Fiscal Year 2026 are due by 4 p.m. June 1, 2025, and will not be accepted using the Fiscal Year 2025 application materials.

**STEP 1:
READ THE FUNDING
GUIDELINES**

**STEP 2:
COMPLETE THE LRTT
APPLICATION**

**STEP 3:
SUBMIT THE LRTT
APPLICATION**

Application submission:
Email the completed application, Mobility Impact Statement and any supplemental materials by June 1, 2025, 4 p.m. (Hard copies cannot be accepted)

NOTE: This online application works best when viewed in Chrome and other modern browsers such as Firefox and Edge. This form WILL NOT work in Internet Explorer. If you have problems or questions, please CONTACT US for additional assistance.

Step by Step Guide to LRTT Grant Writing

IOWA DOT

Review Funding Guidelines

4 Sections

TABLE OF CONTENTS

| | |
|--|-----------|
| I. GENERAL | 1 |
| A. Introduction | 1 |
| B. Funding Sources | 1 |
| C. Definitions | 1 |
| II. GRANT PROGRAM FEATURES | 3 |
| A. Eligible Applicants | 3 |
| B. Grant Process | 3 |
| C. Application Deadline and Project Schedule | 4 |
| D. Funding Match Requirements | 4 |
| E. Application Instructions | 6 |
| F. Criteria for Evaluating Proposals | 10 |
| G. Award of Project Funds | 12 |
| III. GRANT PROJECT TYPES | 13 |
| A. Eligible Project Types | 13 |
| B. Ineligible Project Types | 23 |
| IV. MANAGE YOUR GRANT | 24 |
| A. Reporting Forms | 24 |
| B. Logs | 24 |

IOWA DOT

Prepare Required Documents

Funding Guidelines Section III

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 IRWA and document the benefits of using native plants in roadside. 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 20% of the total project cost. Demonstration project applications must provide the following information:

- Project Description:** Specific place on application for this information
 - 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:** This information will need to be attached to the application
 - Site plan *Combining into one pdf file*
 - 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 |
|-----------------|-------------|-------------|-------|----------|
| | | | | |
| | | | | |

IOWA | DOT

Complete Application

Concise Project Summary

IOWA | DOT

PROJECT INFORMATION

Project Funding Category: [Choose One] Grant Applicant Type: [Choose One]

Project Type: [Choose One]

If Other Related Project type was selected please explain:

Estimated Start Date (MM/DD/YYYY): Estimated Completion Date (MM/DD/YYYY):

Concise Project Summary:

Project Objective

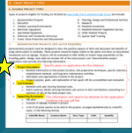
Who are you, why are you applying?
What is the project?
What are you asking for?
What's the importance of this project?
Are there Partnerships and Collaboration: Collaboration with local entities or community groups.

**Don't write more than the size of this box.*

IOWA | DOT

Complete Application

Detailed Project Description



IOWA | DOT

Detailed Project Description

Clearly describe project details so someone unfamiliar with the project can understand what's being proposed

Include expected outcome and impacts

Clearly describe the projects connection to as many of the 8 eligible IRVM objectives as possible.

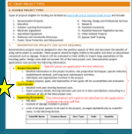
Reference the funding guidelines and provide required narrative described under each project type

**Don't write more than the size of this box.*

IOWA | DOT

Complete Application

Project Cost Estimate/Budget



IOWA | DOT

PROJECT COST SUMMARY

Line # Please include all major items to build your program including all track activities Amount

Include itemized list of project cost

Reference the funding guidelines and provide required Cost Estimate under each project type

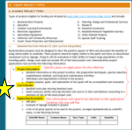
Make sure the total at the bottom adds up to the "Total Project Cost" (this includes matching funds)

Total Project Cost:

IOWA DOT

Complete Application

Project Cost Estimate/Budget



MATCH SUMMARY

Line # **Cap Match Dept** **Amount**

Separate out matching funds

Top cash match only

Total Cash Match Amount

Line # **In-Kind Match Dept** **Amount**

Second for all in-kind matching funds

Make sure the total at the bottom adds up to the "Total Matching Funds" (this includes matching funds)

Total In-Kind Match Amount

Total Grant Match Amount

GRANT REQUEST SUMMARY

Total Project Cost

Total Matching Funds

Grant Match Percentage *(Circled in red)*

Grant Amount Requested *(Circled in red)*

Payment Frequency


Boxes in this section should auto fill using totals from the previous sections (20% or more)

Requested amount will not autofill !

IOWA DOT

Complete Application

Sign and Submit



APPLICATION CERTIFICATION

1 **I** the undersigned, certify that this project has been approved for submission for Linking Roadway Trust Fund grant consideration.

Grant Applicant (Agency, Organization, County) *(Circled in red)*

Applicant Authorizing Official: Position/Title *(Circled in red)*

Name *(Circled in red)*

4 **S**ignature *(Circled in red)*

3 **S**ubmission Checklist:

- I have DOT Form 84-702 (pages 1-8 and 4 of this document)
- Monthly Invoiced Statement Form 100-011 (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 or to attach to grant application.)

2 **D**on't forget to attach Required supporting documentation *(Circled in red)*

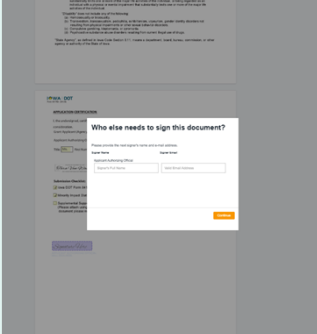
5 **S**ubmit & Submit *(Circled in red)*

IOWA DOT

Complete Application

Sign and Submit

POP UP ASKING FOR AUTHORIZING OFFICIAL NAME AND EMAIL



IOWA DOT

Complete Application

Sign and Submit

Email Notifications

Signature Confirmation: Living Roadway Trust Fund Grant Application

2 Emails Sent

1. Successfully added signature to the person who completed the form
2. Email sent to Authorization Official requesting signature

You signed 841702: Living Roadway Trust Fund Grant Application

Your signature was successfully added to a document

| | |
|-------------|---|
| Form name | 841702: Living Roadway Trust Fund Grant Application |
| Date signed | Feb 16, 2025, 06:58PM CST |

Signature Requested

Your signature is requested on the following document on behalf of Tara Van Wagon.

| | |
|----------------|---|
| Form name | 841702: Living Roadway Trust Fund Grant Application |
| Date submitted | Feb 16, 2025, 06:58PM CST |

Sign Document

IOWA DOT

Complete Application

Sign and Submit

Authorization Official Signature

After signing a screen will show up for the Authorizer with the signature in BLUE box

Click "Finalize & Submit"

LRTF will be automatically notified after Authorization Official clicks Finalize & Submit

Finalize & Submit

IOWA DOT

After Submission

Post-Submission Process

What Happens Next?

Review

- Technical Advisory Committee (TAC) reads and scores grant applications
- TAC meets in person to discuss grant score outcomes and reviews each grant application and comments sent in with review

Approved

- Applicant will receive funding notification via email from LRTF program
- Grant agreements will be drafted and signed by both grant recipient and Iowa DOT representative
- After agreement is signed authorization letter sent via email and project may begin

Denied

- Email notification will be sent to grant applicant
- Feedback may be provided if requested

IOWA | DOT

Grant Evaluation Criteria

Reviewer Identification Number: _____
 Applicant: _____
 Project Title: _____

LRF Grant Reviewer Scoring Sheet

IOWA | DOT
ROAD ENHANCEMENT TRUST FUND

| Scoring Criteria | Excellent - 5 | Average - 3 | Below Average - 1 | Multiplier | Score |
|--|---|--|---|------------|----------|
| Connection to eligible IRVM activities per IC 4-22 (See list below) | Includes 5 or more IRVM objectives <input type="checkbox"/> | Includes 3 IRVM objectives <input type="checkbox"/> | Includes 1 or 2 IRVM objectives <input type="checkbox"/> | 2 | 0 |
| Project description provides a complete and thorough understanding of what the applicant needs to accomplish through the grant project and for the request, and all required information for the project type (See project type descriptions in the Funding Guidelines.) | Clearly states what will be accomplished with the proposed project/program request. Includes very clear and specific justification for the request. Specific information requested for the project type is included. | Project description lacks sufficient detail to understand the scope/purpose of the request. Justification for the project is missing or very generic. | A very brief description that does not explain what will be accomplished or lacks critical details. Justification is missing or missing entirely. Specific information requested for the project type is either missing or incomplete from the project description. | 2 | 0 |
| Project budget accurately reflects project goals, matching funds, and is consistent with IC 4-22. It is clear what the LRF funding will be used for. | Budget is thoroughly itemized so that it is clear how money is being spent. Descriptions for each budget item clearly demonstrate applicability to the project and IRVM. Prices appear to be fair and well thought out. | Budget is itemized but it is generally clear how money is being spent. Descriptions may be higher than average. Descriptions are included for each major item that demonstrates applicability to the project and IRVM. | Budget is somewhat itemized but not enough to fully understand how money is being spent. Descriptions are vague but it is not clear how they apply to the project or IRVM. Prices may be considered higher than average. | 1.5 | 0 |
| Supporting documentation clarifies and strengthens the project application (maps, plans, photos, letters, etc.). All required supporting documents are included (See project type descriptions in the Funding Guidelines.) | All required supporting documents are included for the project type. Additional supporting documents are included and they enhance, clarify, and strengthen the proposed project or the justification for the project. | Application is missing some required supporting documents, or documents are included but they don't sufficiently provide the required information. | No supporting documentation or required information attached. | 1 | 0 |
| REVIEWER TOTAL SCORE | | | | | 0 |

Step by Step Guide to LRF Grant Writing 21

IOWA | DOT

Grant Evaluation Criteria

Criteria for Bonus points

Newly established IRVM program
 10 pts – (0-2 years)
 5 pts – (3-5 years)

Whether the applicant has received recent LRF grant funding for same/similar request
 5 pts – if no recent request within 5 years

Extra points for providing match funds higher than minimum required
 1 pt – no match required or 21% - 30%
 2 pts – match 31% - 50%
 3 pts – match 51% and more

Step by Step Guide to LRF Grant Writing 24


IOWA | DOT

Tips for a Successful Application

- Be Clear and Concise:** Provide a focused project description.
- Follow the Instructions:** Make sure every section is complete and correct. Submit application on-time.
- Provide Strong Justifications:** Explain how your project will improve roadside management.
- Be Realistic About Budget & Timeline:** Ensure your proposal is feasible and reasonable.
- Review Before Submission:** Double-check for errors.

Step by Step Guide to LRF Grant Writing 27

IOWA DOT



Conclusion

- This application process is straightforward but requires attention to detail. Ensure your project aligns with LRTF goals and provides clear, concise documentation.
- Questions?

Step by Step Guide to LRTF Grant Writing 28
