

## **RPA 15 STBG/SWAP APPLICATION APPLICATION INSTRUCTIONS**

This application form shall be used to submit a Surface Transportation Block Grant/SWAP Program project proposal. **Counties are eligible to apply for STBG funds, cities may apply for SWAP funds. See 7.**

1. It is recommended that all applicants contact the Area 15 Regional Planning Commission before starting an application for STBG/SWAP funds to discuss the project.
2. Signed application and all attachments must be submitted electronically in adobe pdf format. Application must include photographs showing project area and condition of current roadway (if applicable).
3. All information submitted as part of this application and any additional information requested by the RPA will be used to evaluate the application.
4. Project applications are accepted one time, annually by the RPA.
5. Submit the completed application and all attachments by April 1<sup>st</sup>, 2026, at 5:00pm to:

Hector Hernandez-Morales by e-mail: [hector.hernandez@area15rpc.com](mailto:hector.hernandez@area15rpc.com)

**NOTE: E-mails with applications must be timestamped by 5:00pm on April 1<sup>st</sup>, 2026. Applications sent after this time/date will not be reviewed.**

6. Eligible applicants include: local governments, regional transportation authorities, transit agencies, other local or regional governmental entity with responsibility for transportation, the state. Applicants should review the Federal-Aid Project Development Guide for LPAs [Federal-aid Project Development Guide for Local Public Agencies \(iowadot.gov\)](#)
7. The maximum grant amount is 80% of the total cost of a project for STBG funds and 100% for SWAP funds.
8. The minimum project size is \$20,000.
9. Project sponsors will be requested to give a brief presentation at a Technical Advisory Committee meeting (date to be determined). The RPC will contact the project contact person listed on the application form to provide meeting information.
10. All projects will be reviewed by the RPA 15 Technical Advisory Committee and Policy Board. Only projects recommended for funding will be programmed into the RPA 15 Draft Transportation Improvement Program that is submitted to IDOT by June 15<sup>th</sup>. Final project approval is by IDOT/FHWA, in the Statewide Transportation Improvement Program by October 1<sup>st</sup>.
11. All project applicants will be notified by the Area 15 Regional Planning Commission of the RPA's funding decision.
12. For funded projects – to begin a project - a project agreement and concept statement are completed through the IDOT, project materials and labor contracts must be let through the Iowa Department of Transportation. An engineer, licensed in Iowa, must prepare all plans and specifications for the project. Additionally, the engineer must oversee work on the project. These are costs that should be planned for in the project application.

## RPA 15 STBG/SWAP APPLICATION APPLICATION FORM

### GENERAL INFORMATION

Name of Applicant \_\_\_\_\_

Name of Sponsor \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

### PROJECT INFORMATION

Project Name \_\_\_\_\_ Length (miles) \_\_\_\_\_  
(route/facility)

Category ☐ Construction ☐ Reconstruction ☐ Transit ☐ Planning

Project Cost

Total Cost	STBG/SWAP Funds	Sub-Allocation	Local Funds	Other (source) ( )
\$	\$	\$	\$	\$

Programming Year ☐ FY27 ☐ FY28 ☐ FY29 ☐ FY30

### APPLICATION CHECKLIST

*The following items must be included with the application:*

- ☐ Project Description
- ☐ Project Location Map
- ☐ Photographs of project area and conditions
- ☐ Response to Each Rating Criterion
- ☐ Detailed Cost Estimate
- ☐ Project Timeline
- ☐ Resolution from Sponsor

\_\_\_\_\_  
Signature of Chief Officer of Sponsoring Organization

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

TRAFFIC VOLUME			Maximum 20 Points:	
Annual Average Daily Traffic	Rural Project	Points (circle)	Urban Project	Points (circle)
Actual AADT:	2000+	10	10,000+	10
	1000+	9	5,000+	9
Source:	500+	8	2,000+	8
	100+	6	1,000	6
	50+	5	500+	5
Average AADT:		Allow 1 pt. For each 10% above average	Percent Above Average	Points

ROUTE CONTINUITY		Maximum 10 Points:	
Applicant must justify continuity in the project description		Regional	10 (Points)
		County/County	8
		City/County	8
		Intra County	5
		Intra City	5

TRUCK TRAFFIC		Maximum 10 Points:	
1 Point for each Rural % of truck traffic		% Rural	Points
2 Points for each Urban % of truck traffic		% Urban	Points
Source of truck traffic estimate:			

FEDERAL FUNCTIONAL CLASS		Maximum 20 Points:	
Rural and Small Municipalities	Points	Urban	Points
Principal Arterial	20	Principal Arterial	20
Minor Arterial	16	Minor Arterial	16
Major Collector	12	Collector	12
Minor Collector	8		

FACILITY CONDITION		Maximum 20 Points:	
Poor			20 (Points)
Below Average			16
Average			12
Above Average			8
Excellent			4

LONG RANGE PLAN GOALS		Maximum 20 Points:	
Maintains or improves the condition of the facility	Yes / No		4 (Points)
Improves safety, especially in areas with history of crashes	Yes / No		4
Reduces vehicle, freight, transit, rail, bicycle and pedestrian conflicts	Yes / No		2
Improve travel times or level of service	Yes / No		2
Improve connectivity between cities or regions	Yes / No		2
Benefits more than one agency	Yes / No		2
Supports job creation or retention (provides access to)	Yes / No		2
Promotes transit, bicycling and/or walking as transportation	Yes / No		2

TOTAL SCORE		Maximum 100 Points	
Applicant			
RPC Recommendation			
TOTAL			
Recommended Funding Level			