

# ADOPT-A-HIGHWAY APPLICATION ADDENDUM

## STIPEND PROGRAM

The Kansas Department of Transportation recognizes the importance of having clean roadsides and appreciates the work of our Adopt A Highway volunteers. For these reasons, KDOT is creating an incentive stipend for volunteer groups to participate in the Adopt-A-Highway (AAH) program. The AAH program provides an avenue for groups of citizens and organizations to volunteer their services to help remove litter from a section of State Highway. The goal is to significantly increase the number of groups and further increase the amount of litter removed from the State Highway System Right of Way.

### Implementation:

New and existing groups may participate in the stipend program. The group will be able to submit a request for payment after their group completes a cleanup along a segment of Kansas Highway. The program will be rolled out on July 1, 2022.

### Eligibility:

Groups and organizations that have an AAH agreement, whether a new or current adopter, are eligible for the stipends. State employees and families of, are welcome to participate in a group but are not eligible to receive stipends.

### Accountability:

After the litter clean-up, the AAH group must submit their Stipend Request form(1210H), and release form(1210C) per clean up to be eligible to receive the stipend. The group must have a current W-9 form on file with the District Administration Officer. The W-9 will need either the groups tax ID or an individual's tax ID number. (Stipends paid to personal SSN may carry a tax implication for that person.)

The Stipend Request must include the Group's name, the name of person submitting the request, SMART ID of the group, adopted site description, date of clean-up, number of bags, and number of volunteers. Groups may submit before and after photos of the site.

### Stipend:

The amount of the stipend will be \$190.00 per assigned segment. The segments are typically 2 centerline miles, per organized cleanup. This shall include cleaning up both sides of the highway. Up to 3 clean-ups per year will be eligible for the stipend. Some assigned segments are longer than 2 centerline miles, they will be prorated up by length to a max of 4 centerline miles for a contiguous segment. Stipend for segments shorter than 2 centerline miles will be prorated by length in 0.1 mile increments. Groups will work with the KDOT Area Adopt-A-Highway coordinator to make sure all necessary information has been submitted and paperwork completed. Stipends will be issued quarterly by KDOT's Fiscal Services. Groups receiving \$600.00 or more in payments from the State of Kansas in a calendar year will be issued a 1099.

This is a pilot program and KDOT reserves the right to cancel at any time.

Group Name: \_\_\_\_\_

Group Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_