

Guide and / or I.M. Revision Notice

To: Cities, Counties, and Consultants
From: Local Systems Bureau

Date: January 19, 2024
Revision Notice Number: 2024-01

The Federal-aid Project Development Guide (Federal-aid Guide) and / or Instructional Memorandums to Local Public Agencies (I.M.s) have been revised as indicated below. This revision notice identifies all new or revised documents and includes a summary of the significant changes. The Iowa DOT does not provide paper copies of the Guide or I.M.s. Since these documents are updated frequently, we recommend using the on-line version of the [Guide and I.M.s](#) for reference.

If you have any questions concerning these revisions, please contact Nicole Moore at nicole.moore@iowadot.us or 515-460-0763.

***** PLEASE NOTIFY ALL AFFECTED PERSONNEL OF THIS CHANGE *****

Document Title or I.M. Number	Summary of Significant Revision(s)
I.M. Table of Contents January 19, 2024	The I.M. Table of Contents has been revised to reflect new or revised I.M. numbers, as indicated below.
I.M. 1.000 Iowa DOT Oversight of LPA Projects January 19, 2024	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Minor clarifications that FM Change Orders do not need review • Civil Rights Bureau needs to be invited to Federal-aid Preconstruction Conferences
I.M. 2.010 Requirements for the County Secondary Road Construction Program and Budget January 19, 2024	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Adding language regarding the April 15 deadlines and providing information on House File 718.
I.M. 2.100 Farm-to-Market Program January 19, 2024	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Clarifying all FM pay vouchers and change orders must be submitted by noon on Wednesday for processing of payment on Thursday of that same week.
I.M. 3.050 In-Kind Contributions January 19, 2024	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Adding language that Iowa DOT <u>does not allow</u> use of in-kind contributions for LPA projects administered by the Local Systems Bureau, including the following Federal-aid Formula programs: Surface Transportation Block Grant (STBG) Program for roadway and bridge projects, Highway Bridge Programs funded through STBG or the Bridge Formula Program, and Highway Safety Improvement Program (HSIP).
I.M. 3.310 Federal-aid Participation in Consultant Costs January 19, 2024	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Deleting a sentence after clarification from FHWA.
I.M. 3.500, Att. A (word) Bridge or Culvert Supplementary Checklist January 19, 2024	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Added that for projects using a non-standard concrete mix, to include details in the plans.
I.M. 3.600 Right-of-Way Acquisition January 19, 2024	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Clarifying when Federal-aid can and can't be used for ROW purchasing.

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I.M. 3.700 Check and Final Plans January 19, 2024	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Adding a link to I.M. 3.215, Urban Design Guidelines.
I.M. 3.700, Att. A Check and Final Plan Guidelines January 19, 2024	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Clarifying information on funding and plan divisions. • Adding link to Work Types.
I.M. 3.700, Att. B (word) Check and Final Plan Checklist January 19, 2024	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Adding a link to I.M. 3.215, Urban Design Guidelines. • Adding TPMS Funding Section information. • Adding Title VI Assurances, Pilot Cars and Pavement Thickness information. • Clarifying that for Federal-aid projects with STIP limits, funding can't be added after the letting.
I.M. 4.010 Environmental and Permitting Process for non-Federal-aid Projects January 19, 2024	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Adding link to new I.M. 4.200, Water Trails and Paddling Routes.
I.M. 4.020 NEPA Process January 19, 2024	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Adding link to new I.M. 4.200, Water Trails and Paddling Routes. • Adding language on purchasing ROW prior to NEPA clearance.
I.M. 4.120 Cultural Resource Regulations January 19, 2024	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Adding language about historic bridge assessments being required for 2023-2025.
I.M. 4.200 Water Trails and Paddling Routes January 19, 2024	This is a new I.M.
Federal-aid Project Development Guide January 19, 2024	The Federal-aid Project Development Guide has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Adding a link to I.M. 3.215, Urban Design Guidelines.
Non-Federal-aid Project Development Guide January 19, 2024	The Non-Federal-aid Project Development Guide has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Adding a link to I.M. 3.215, Urban Design Guidelines. • Adding information on Water Trails, and including a link to I.M. 4.200, which will be a new I.M. on Water Trails. • Deleting a sentence regarding using ROW as an In-kind Contribution. This is no longer allowed for non-trail projects.