

Guide and / or I.M. Revision Notice

To: Cities, Counties, and Consultants

Date: May 20, 2019

From: Local Systems Bureau

Revision Notice Number: 2019_02

The Federal-aid Project Development Guide (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. Where appropriate, it also references the existing Project Development Information Packet (Packet) documents that have been replaced or superseded.

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 515-239-1506.

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

| Document Title or I.M. Number | Summary of Significant Revision(s) |
|---|---|
| I.M. Table of Contents May 20, 2019 | The I.M. Table of Contents has been revised to reflect new or revised I.M. numbers, as indicated below. |
| I.M. 2.100 Farm-to-Market Program May 20, 2019 | This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> Added that the LPA shall, on FM projects, send the 435/436 through the Local Systems Field Staff. Added that Change Orders for FM projects need to be reviewed/signed by Administering Office beginning July 1, 2019. |
| I.M. 2.130 Transfer of Local Funds to the Farm-to-Market Fund May 20, 2019 | This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> Added a sentence about signing over a check (from another entity) to the DOT. |
| I.M. 2.270 County Road Vacations May 20, 2019 | This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> Eliminated the District Local Systems Engineer (or anyone Local Systems) from needing copied on County Road Vacation resolutions. |
| I.M. 3.060 Project Numbers May 20, 2019 | This I.M. has been completely re-written. |
| I.M. 4.020 NEPA Process May 20, 2019 | This is a new I.M. It replaces the information that had been provided in the Packet. |
| I.M. 4.020, Att. A NEPA Process Flowchart May 20, 2019 | This is a new I.M. attachment. It replaces the information that had been provided in the Packet. |
| I.M. 4.020, Att. B Environmental Assessment / FONSI Process Flowchart May 20, 2019 | This is a new I.M. attachment. It replaces the information that had been provided in the Packet. |

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| <p>I.M. 4.020, Att. C Environmental Impact Statement / ROD Process Flowchart May 20, 2019</p> | <p>This is a new I.M. attachment. It replaces the information that had been provided in the Packet.</p> |
| <p>I.M. 4.020, Att. D Section 4(f) Process Flowchart May 20, 2019</p> | <p>This is a new I.M. attachment. It replaces the information that had been provided in the Packet.</p> |
| <p>I.M. 4.110 Threatened and Endangered Species May 20, 2019</p> | <p>This I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> • Minor Terminology Changes |
| <p>I.M. 4.110, Att. A Threatened and Endangered Species Process for Non-Federal-aid Projects Flowchart May 20, 2019</p> | <p>This I.M. attachment has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> • Minor Terminology Changes |
| <p>I.M. 4.110, Att. B Threatened and Endangered Species Process for Federal-aid Projects Flowchart May 20, 2019</p> | <p>This I.M. attachment has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> • Minor Terminology Changes |
| <p>I.M. 4.130 404 Permit Process May 20, 2019</p> | <p>This I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> • Added a sentence about Contractor Furnished Borrow of 50,000 CY or more needing additional approval from the Corps. |
| <p>I.M. 6.000 Construction Inspection May 20, 2019</p> | <p>This I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> • Added that Change Orders for FM projects need to be reviewed/signed by Administering Office beginning July 1, 2019. • Added information on Appia and modified the Field Book and Field Manager section. • Added information about Contractor Furnished Borrow for 50,000 CY or greater. • Added clarification about Materials Labs needing to be certified, and LPAs shall be certified to test materials. |
| <p>I.M. 6.000, Att. D Local Public Agency Construction Contract Administration Guidance May 20, 2019</p> | <p>This I.M. attachment has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> • Added that Change Orders for FM projects need to be reviewed/signed by Administering Office. |
| <p>I.M. 6.110 Final Review, Audit, and Close-out Procedures for Federal-aid, Federal-aid Swap, and Farm-to-Market Projects May 20, 2019</p> | <p>This I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> • Made clarifications to Project Close Out and Records Retention to show slight differences in processes between Federal-aid and Non-Federal-aid. |
| <p>I.M. 6.110, Att. E (word) Pre- Audit /Project Review Close-out Checklist May 20, 2019</p> | <p>This I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> • Made clarifications to the FHWA Form 1273 only being needed for Federal-aid projects. |