



To: Holders of the Project Development Information Packet

Date: 11-01-05

From: Office of Local Systems

Revision No.: 05-2005

Subject: Project Development Information Packet Revision

The Project Development Information Packet (Packet) has been revised. If you are maintaining a hardcopy of the Packet, please update your Packet by removing the old documents and replacing them with the revised documents noted below. To view, print, or download the revised documents noted below, click on the document title.

You may wish to keep this revision notice in the "Revision Notices" section of your Packet for future reference. The current versions of all Packet documents are available on the internet at:

http://www.dot.state.ia.us/local_systems/publications/2001_packet/packet_toc.pdf

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

Document Title Revision Date (Section / Index No.)	Summary of Significant Revision(s)
Table of Contents 11-01-05 (Table of Contents)	The table of contents has been modified to show the latest revision dates for the documents listed below.
Force Account Construction Guidelines 11-01-05 (Index No. 3)	This document has been revised and expanded to clarify the conditions under which the direct performance of construction work (e.g., providing labor, materials or equipment) by a Local Public Agency (LPA) may be approved for Federal-aid reimbursement. Specific changes include: <ul style="list-style-type: none"> • References to the applicable Federal regulations were added. • A definition of a "finding of cost-effectiveness" was added. • Additional guidance was added concerning the reasons or justification required as part of a LPA's request for using Force Account procedures.
Steps to Utilize Federal-aid for Force Account Construction 11-01-05 (Index No. 3)	Substantive changes to this document include: <ul style="list-style-type: none"> • References to the "District Local Systems Engineer" have been changed to "administering office." • Step 3 has been modified to be more specific concerning when a pre-audit may be requested. • Step 6 has been modified to indicate the administering office's request to the Office of Contracts shall include documentation to support the finding of cost-effectiveness. • Step 8 has been modified to indicate the LPA's request for reimbursement shall include the appropriate documentation. • Step 11 (preparation of final voucher) was eliminated. This information is already covered by Chart No. 15 – Final Voucher Process.