

INSTRUCTIONAL MEMORANDUMS

To Local Public Agencies



To: Counties	Date: August 7, 2020
From: Local Systems Bureau	I.M. No. 2.050
Subject: Procedure to Amend a County Secondary Road Construction Program and Budget	

Contents: This Instructional Memorandum (I.M.) includes guidelines and procedures for a County to amend its original Secondary Road Construction Program (Program) and/or Budget (Budget) due to unforeseen conditions.

This I.M. also includes the following attachments:

[Attachment A](#) – Example of Resolution to Add, Modify or Advance a Project

Background

After a County's original Program and Budget have been approved by the County's Board of Supervisors and the Iowa Department of Transportation (Iowa DOT), a County may have an unforeseen circumstance arise that requires an amendment to be made to either the original Program or Budget, or both. The Secondary Road Construction Program is also referred to as the County Five Year Program (CFYP) in Transportation Program Management System (TPMS). Iowa Code section [309.22](#) allows for the project accomplishment list to be revised due to unforeseen conditions. Iowa Code sections [309.95](#) and [309.96](#) allow for the Budget to be revised due to unforeseen conditions. Some examples of Program Amendments include adding projects to the accomplishment year, modifying the funding or description of a project in the accomplishment year, and advancing a project from a priority year to the accomplishment year. For Programs and Budgets, respectively, Iowa Code sections [309.23](#) and [309.94](#) set the deadline for review and approval by the Department as "not later than June 1", for any type of amendment. [Iowa Administrative Code 761 Chapter 173](#) also provides information on Programs and Budgets.

Note: Prior to letting, all Accomplishment Year projects must have **all** approvals as listed in the [Instructions to Prepare the County Secondary Road Construction Program and Budget](#).

The following information is a quick reference to determine the necessary action:

- For a Local, Farm-to-Market (FM), Federal-aid Swap, or Federal-aid funded project; a resolution to add, modify, or advance is required by June 1 of the current Fiscal Year (FY).
- For a Budget Control Item increase over 10%, a Budget Amendment is due by June 1 of the current FY.
- For more extensive modifications to the Program, see the Full Amendments section below in this I.M.

Transportation Program Management System (TPMS)

The County shall utilize the [TPMS](#) tool for their Programs and Budgets to amend their Program. If adding, modifying, or advancing projects, the TPMS user can select the "revise" button, make changes to projects affecting the accomplishment year, and TPMS will generate a resolution that the County Board of Supervisors can then approve and execute. Once this process has been completed, the County Engineer can submit the amendment through TPMS to the Iowa DOT, Local Systems Bureau. The County should also file the resolution with the originally adopted Program in the county files.

Note: The resolution generated in TPMS will only print the necessary types of resolutions. For instance, if the County is only adding a project to its Program, the resolution generated in TPMS will not include a place to modify or advance a project, it will only include the added project.

Changes made to the Program that are completed and approved by the Local Systems Bureau prior to initiation of a new draft Program in TPMS for the following FY will get copied into the new Program. Changes to the current Program made after initiation of a draft will not be copied to the draft.

Resolution to Add, Modify or Advance a project in the County Five Year Program

The following are ways to do a Resolution to Modify the CFYP that do not require a Full Amendment. Essentially, a resolution may be done to make changes to the Accomplishment Year, even if it involves moving a project from a Priority Year into the Accomplishment Year. If a change is being made to projects outside the Accomplishment Year, a Full Amendment is generally needed.

Adding a Project not in the Current Program to the Accomplishment Year

If unforeseen conditions create a need to construct a project not listed in the current Program, a resolution by the County Board of Supervisors to add the project to the accomplishment year shall be adopted.

Modifying a Project in the Accomplishment Year

If unforeseen circumstances create a need to modify a project already in the accomplishment year, a resolution by the County Board of Supervisors to modify the project shall be adopted. Modifications by resolution may consist of a change to the funding, description, project number, and/or location. A project could also be removed from the accomplishment year, either by being deleted from the Program entirely or by being pushed back into a priority year.

Advancing a Project from the Approved Priority Years

Due to unforeseen conditions, any project shown on the approved priority years may be advanced to be constructed in the accomplishment year. Before the letting date of any priority list project, it must first be approved by the Local Systems Bureau.

All county Federal-aid and Federal-aid Swap projects originate in the CFYP. Once approved by all agencies, projects are transferred to and synchronized with the appropriate STIP year based on the letting date identified in TPMS or the fiscal year of the CFYP if the letting date is not identified.

Full Amendment

Full Amendments are only needed if Priority Year projects are being amended. Full Amendments allow a County to revise the Program as extensively as desired; a County has the ability to edit projects in both the accomplishment year, as well as the priority years; and can add, modify, advance, or delete as many projects as desired. Full Amendments are due by June 1 of the current FY.

A Full Amendment should not be necessary very often; however, if unforeseen conditions make a Full Amendment necessary, the County shall utilize the [TPMS](#) tool for Programs and Budgets to fully amend the Program. TPMS will generate a new Program that the County Board of Supervisors can then approve and execute. Once this process has been completed, the County Engineer can submit the Full Amendment through TPMS to the Office of Local Systems. The County should also file the fully amended Program with the originally adopted Program in their files.

Budget Amendments

To satisfy Iowa Code section [309.95](#) and [309.96](#), a Budget amendment must be completed if unforeseen conditions arise that may cause any of the 4 control items below to be exceeded by more than 10%, or if the entire Budget will be exceeded at all. [Iowa Administrative Code 761 Chapter 173](#) also provides information on Budget amendments.

Budget Control Items:

1. 70X – Administration and Engineering
2. 71X – Roadway Maintenance
3. 72X – General Roadway
4. 020 – Construction

A “Resolution to Add, Modify, or Advance a Project in the County Secondary Road Construction Program” or a “Full Amendment to the County Secondary Road Construction Program” do not necessarily require an amended Budget if the projects in the accomplishment year are not using additional local Secondary Road Funds, or local

Secondary Road Funds can be provided from the total amount of the original Program or Budget. Usually this can be accomplished by deleting lower priority projects, by under runs on specific projects, by under runs in the programmed right-of-way expenditures, or from a balance held in reserve. Details shall be provided in the resolution.