

Instructional Memorandums To Local Public Agencies

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Some I.M.s are written either to counties or cities; others are written to both counties and cities. The intended audience is indicated in the "To:" field of the I.M. as well as the Table of Contents below. Many of the I.M.s are referenced by the Federal-aid Project Development Guide (Guide). These I.M.s are marked with an asterisk (*). For more information about the relationship between the Guide and I.M.s, refer to the [Guide and I.M.s web page](#).

Note: The I.M.s are currently in the process of being transitioned into a new format and numbering system. New or updated I.M.s will use the new format. Existing I.M.s will remain in the old format until they are revised or updated. Some of the I.M.s are not yet complete, as shown in light grey text. Some incomplete I.M.s will be based on an existing Project Development Information Packet document, some will be based on an existing County Engineers I.M. that will be renumbered, and some will include entirely new content. Where applicable, a reference and link to the existing Packet document or County Engineers I.M. is provided.

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Chapter 1 – General Information			
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1.010	County Road Embargoes on the Iowa Detour and Road Embargo Map	November 2001	Counties
1.020	Pavement Friction Evaluation Program	August 2003	Counties
1.030	Ordering Forms and Supplies From the Iowa Department of Transportation	November 2001	Both
1.050	Manuals, Guides and Instructional Information Available to Counties	December 2002	Both
1.070*	Title VI and Nondiscrimination Requirements	February 21, 2008	Both
1.080*	ADA Requirements	February 21, 2008	Both
	Attachment A – Sample Curb Ramp Transition Plan (Word)	February 21, 2008	Both
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1.120	References to the Iowa Code	August 2003	Counties
Chapter 2 – Administration			
Section 2.0 -- Finance			
2.010	Transfer of Local Secondary Road Use Tax Funds to the Farm-to-Market Fund	November 2001	Counties
	Attachment A - Local to FM Fund Transfer Resolution (Word)	November 2001	Counties
2.020	Federal and State Bridge Replacement and Rehabilitation Programs	August 2004	Counties
2.030	Transfer of Farm-to-Market Funds to the Local Secondary Road Fund	April 12, 2007	Counties
2.040	Temporary Allocation of Farm-to-Market Funds	November 2001	Counties
2.050	Procedure to Change a County Secondary Road Construction Program (see I.M. 3.11 , dated March 2003)	(future)	Counties
	Attachment A – Add FM or Local Project Resolution (see attachment to I.M. 3.11, dated March 2003) (Word)	(future)	Counties
	Attachment B - Advance Local Project Resolution (see attachment to I.M. 3.11, dated March 2003) (Word)	(future)	Counties
2.071	Secondary Road Budget Accounting Code Series	July 2005	Counties
Section 2.1 -- Maintenance			
2.110	Maintenance of County Roads at Intersections, Interchanges, and Grade Separations with the Primary Highway System	June 1998	Counties
2.120	Bridge Inspections	(future)	Both

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2.210	Engineering and Traffic Investigations – Speed Limit Study	March 2002	Counties
	Attachment A - Speed Restriction Ordinance (Word)	March 2002	Counties
	Attachment B - Amendment to Speed Restriction Ordinance (Word)	March 2002	Counties
	Attachment C - Resolution for Establishing Speed Limits (Word)	March 2002	Counties
2.220	Establishing and Signing Area Service B and Area Service C Roads	January 2004	Counties
	Attachment A - Area Service "B" Ordinance (Word)	March 2002	Counties
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	Attachment C - Area Service "C" Ordinance (Word)	January 2004	Counties
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2.230	Signing for Low Cost Stream Crossings	June 2002	Counties
	Attachment A - Resolution for Low-Water Stream Crossing (Word)	June 2002	Counties
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2.310	Construction Agreements Between City and County on Secondary Road Extensions	April 2002	Both
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3.002*	Federal-aid Project Scheduling	February 16, 2007	Both
3.005*	Project Development Submittal Dates and Information	August 14, 2008	Both
3.010	Project Development Outline -- Federal-Aid Funding (BRS, BHS, BROS, BHOS, STS-S, STP-A, STP-E, STP-ES)	February 2002	Both
3.020	Project Development Outline -- Farm-to-Market Funding (FM)	February 2002	Counties
3.030	Project Development Outline -- Local Funding (L)	February 2002	Both
3.050*	In-Kind Contributions	April 12, 2007	Both
3.060	Project Numbers (see I.M. 3.14 , dated December 2002)	(future)	Both
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3.105*	Concept Statement Instructions (see Packet, Index No. 6, Concept Statement Instructions)	(future)	Both
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3.110*	Environmental Data Sheet Instructions (see Packet, Index No. 6, Environmental Datasheet Instructions)	(future)	Both
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3.112*	FHWA Environmental Concurrence Process (see Packet, Index No. 6, NEPA Project Classification Process)	(future)	Both
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	Attachment B - Environmental Assessment / FONSI Process (see Packet, Flowcharts, Chart No. 6A – Environmental Assessment / FONSI Process)	(future)	Both
	Attachment C - Environmental Impact Statement / ROD Process (see Packet, Flowcharts, Chart No. 6B – Environmental Impact Statement / ROD Process)	(future)	Both
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3.120*	Farmland Protection Policy Act Guidelines (see Packet, Index No. 6, Farmland Protection Policy Act Guidelines)	(future)	Both
	Attachment A - Farmland Protection Policy Act Process Flowchart (see Packet, Flowcharts, Chart No. 6E – Farmland Protection Policy Act Process)	(future)	Both
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3.210*	Rural Design Guidelines	March 26, 2008	Counties
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3.220*	Design Exception Information for Bridges Narrower than Approach Pavement (see I.M. 3.132 , dated February 2002)	(future)	Both
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	Attachment C – Check and Final Plan Process Flowchart	February 16, 2007	Both
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3.640*	Utility Accommodation and Coordination	December 11, 2008	Both
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3.650*	Federal-aid Participation in Utility Relocations	June 18, 2007	Both
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	Attachment C – Work on Railroad Right-of-Way Flowchart	May 1, 2007	Both
3.680*	Federal-aid Projects Involving Railroads	May 1, 2007	Both
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3.720*	Local Letting Process – Federal-aid	April 12, 2007	Both
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	Forms Packet Note: The documents included in the Forms Packet are not actually a part of I.M. 3.720 or its attachments. However, for convenient download, these documents are bundled together in a self-extracting executable file (forms.exe).	N/A	Both
3.730*	Iowa DOT Letting Process (see I.M. 3.44 , dated September 2005)	(future)	Both
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3.940	County Engineer Resolution	December 3, 2007	Counties
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4.030	County Road Vacations	September 2002	Counties
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