

INSTRUCTIONS

TO PREPARE THE FY 2025

COUNTY SECONDARY ROAD BUDGET

And

CONSTRUCTION PROGRAM

PREPARED BY: Local Systems Bureau
Iowa Department of Transportation
January 2024
515-239-1064

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DEFINITIONS

Advancement of a Priority List Project

The process of advancing a project from the program priority lists to the accomplishment list so the project may be let or constructed in the accomplishment year. This is accomplished using a resolution process provided in Transportation Program Management System (TPMS) found on the Iowa County Engineers Association (ICEA) Service Bureau website (<http://www.iceasb.org>). In most cases, this process can be used in lieu of submitting a supplemental program (full amendment). Details are contained in Instructional Memorandum (I.M.) 2.050, "Procedure to Amend a County Secondary Road Construction Program and Budget".

Amended Secondary Road Budget

A document adopted by the Board of Supervisors during the current fiscal year revising the receipts or expenditures as shown on the approved current secondary road budget. These revisions shall be necessitated by **bona fide unforeseen conditions** arising during the budget year and must be approved prior to exceeding the previously approved expenditures. The unforeseen condition(s) must be stated in the area provided in the TPMS Budget and Program submittal application. **It must explain the "why" of what happened** to create the need for an amended budget. Refer to I.M. 2.050 for further information.

County Five Year Program (CFYP)

The commonly used name for the Secondary Road Construction Program. It is often referred to by its acronym, CFYP.

Next Fiscal Year

This refers to the first year of the CFYP and the year for which the new budget is being developed. (At the time the CFYP is being assembled, the "next" year is going to be the first year being programmed.)

Program Project Accomplishment List

The portion of the secondary road construction program which lists the local, Farm-to-Market and Federal-aid/aid/Swap/State-aid projects proposed for construction in the next fiscal year. It is the first year of the five-year program. The estimated cost of the individual projects shall be on a total cost basis in thousands of dollars.

Program Project Priority Lists

The portion of the secondary road construction program which lists the local, Farm-to-Market and Federal-aid/Swap/State-aid projects contemplated for the remaining four fiscal years. The estimated cost of the individual projects shall be on a total cost basis in thousands of dollars.

Secondary Road Budget

Adopted annually by the Board of Supervisors and submitted electronically to the Iowa DOT for approval on or before April 15 of each year. The submittal must show the two previous fiscal years' actuals, the proposed current fiscal year, and the proposed next fiscal year's receipts and expenditures.

Secondary Road Construction Program

Adopted annually by the Board of Supervisors and submitted electronically to the Iowa DOT for approval on or before April 15 of each year. The submittal must indicate the proposed Federal-aid, Swap, State-aid, Farm-to-Market, and local construction projects for the accomplishment year and the proposed priority list projects for the succeeding four fiscal years based upon available construction funds.

Supplemental Secondary Road Construction Program (Full Amendment)

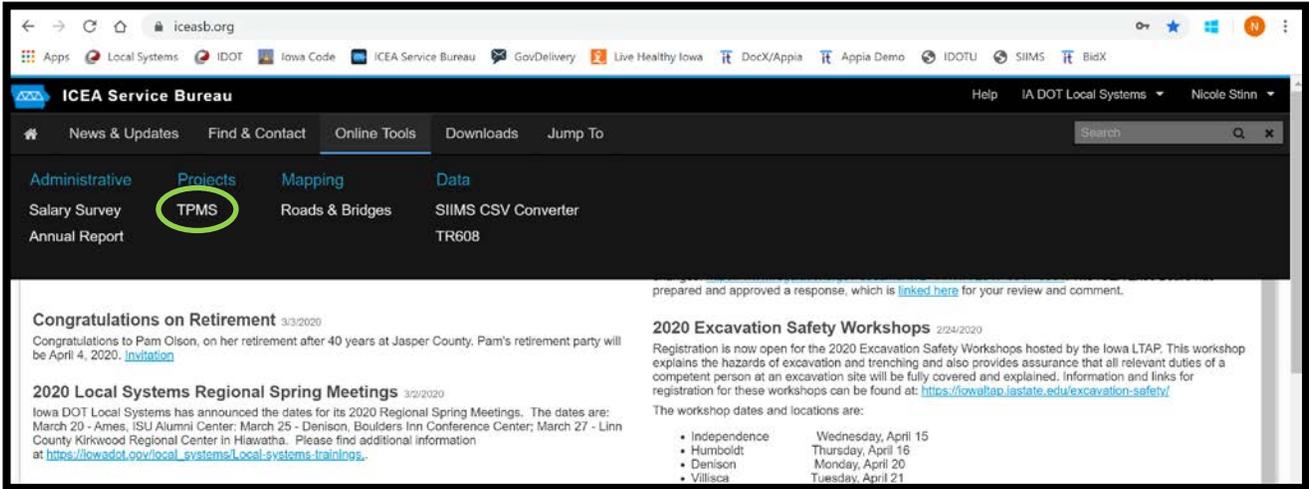
A process used by the Board of Supervisors, during the current fiscal year, to revise the currently approved secondary road program. A full amendment is required when a priority year project needs to be added or changed. (A full amendment is not needed for changes to accomplishment year projects only.) These revisions shall be necessitated by **bona fide unforeseen conditions** arising during the program year and must be approved prior to the start of any additional construction work included in the supplement. The unforeseen condition(s) must be stated in space provided in the TPMS CFYP amendment and **must explain the "why" of what happened** to create the need for a supplemental program. Refer to [I.M. 2.050](#) for further information.

Supplemental Secondary Road Construction Program (Resolution)

A process used by the Board of Supervisors, during the current fiscal year, to revise the currently approved secondary road program. A resolution revision is required when: adding a project not in the current program to the accomplishment year, modifying a project in the accomplishment year, or advancing a project from the approved priority years into the accomplishment year. Basically, a resolution can be used when changes are made which affect projects in the accomplishment year only. (Essentially, with a resolution, no changes will be made to priority year projects except the movement of a project out of the priority year into the accomplishment year.) These revisions shall be necessitated by **bona fide unforeseen conditions** arising during the program year and must be approved prior to the start of any additional construction work included in the supplement. The unforeseen condition(s) must be stated in space provided in the TPMS CFYP amendment and **must explain the "why" of what happened** to create the need for a supplemental program. Refer to [I.M. 2.050](#) for further information.

FORMAT AND USE OF TPMS

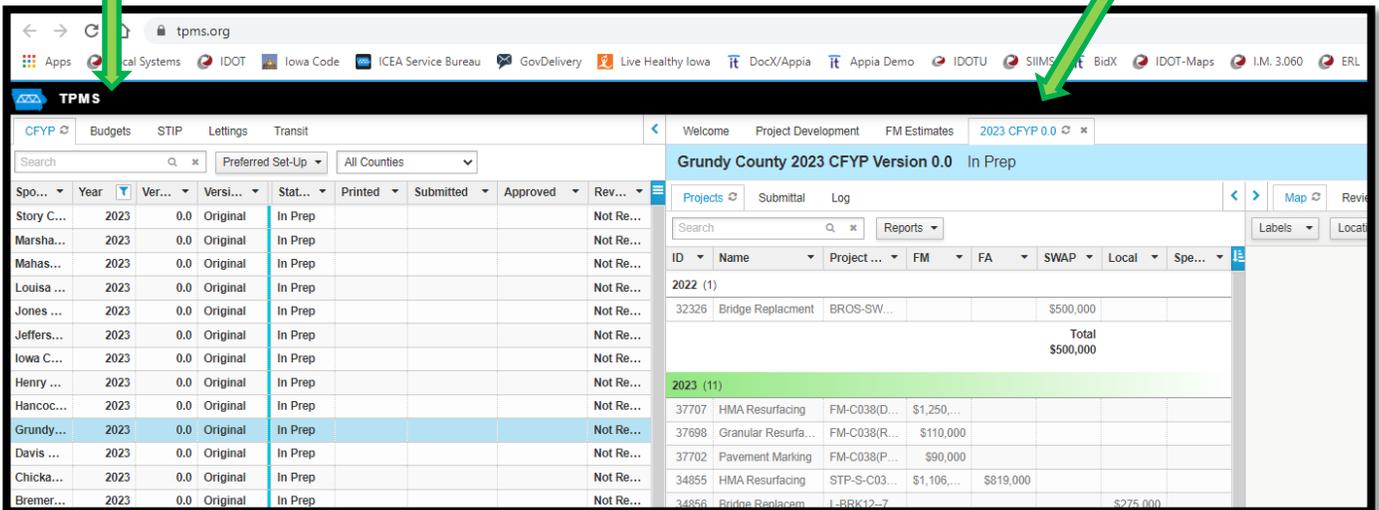
The program containing the budget may be found on the ICEA Service Bureau's website under the "Online Tools" > "Projects" heading > "TPMS". The Budget, County Five-Year Program (CFYP), STIP, and Development modules are all found within TPMS. Use the Budget and CYFP modules to create each document.



Once in TPMS click on the appropriate tab for the module you want to work in. All budgets, programs, and projects you select will open on a tab in a screen directly to the right of the CFYP/Budget/STIP/Development window.

Open your chosen programs, budgets, STIPs, & projects here.

Selected programs, budgets, STIPs, & projects open in tabs here.



Click here to initiate a draft.

The screenshot shows the TPMS dashboard with a navigation menu at the top containing 'CFYP', 'Budgets', 'STIP', 'Lettings', and 'Transit'. A search bar is present with 'Preferred Set-Up' and 'Tama' selected. A table lists budget records with columns for status, year, version, and dates. A blue 'Initiate Draft' button is highlighted with a green arrow pointing to it.

S...	Y...	V...	Ver...	St...	Pri...	Submi...	Appro...	R...
Tama ...	2022	0.0	Original	Appro...	4/13/2021	4/13/2021	4/25/2021	Appro...
Tama...	2021	0.1	Resol...	In Prep				Not R...
Tama ...	2021	0.0	Original	Appro...	4/16/2020	4/16/2020	4/16/2020	Appro...
Tama ...	2020	0.0	Original	Archiv...	4/8/2019	4/8/2019	4/24/2019	Appro...
Tama ...	2019	0.0	Original	Archiv...	5/7/2018	5/8/2018	5/8/2018	Appro...

Once draft is initiated, click here to edit.

The screenshot shows the 'Budget' page for 'Tama County 2021 Budget 0 In Prep'. It features a table with financial data for various years. A blue 'Edit' button is highlighted with a green arrow pointing to it.

	Prior 2 FY 2018	Prior 1 FY 2019	Current FY 2020	Next FY 2021
County Auditor's Beginning Balance	\$2,474,068.81	\$3,109,260.86	\$1,129,595	\$172,167
Property Tax Levies				
General Rate \$0.16875	\$2,156,848	\$2,250,944	\$2,319,729	
Rural Rate \$3.00375				
Local Option Sales Tax			\$350,000	

You can collapse any of these the three windows by clicking the < or > arrows in the upper right.

You can resize these widows by dragging this.

You can select the appropriate tab to view the map or individual projects you have open.

The screenshot displays the TPMS web application interface. On the left is a table of projects with columns for State (S.), Year (Y.), Value (V.), Version (V...), Status (S.), Priority (P...), Sub-Status (Sub...), Application Date (App...), and Review Status (R...). The 'Grundy County 2023 CFYP Version 0.0' project is highlighted in blue. On the right, the detailed view for project 37707 FM-C038(D65)--55-38 is shown, including sections for Review, Details, Work Codes, Site, Asset Owner, and Contacts. Green arrows point from the text boxes to the collapse arrows in the top right of the project view, the resize handle on the table, and the 'Map' and 'Review' tabs.

S.	Y.	V.	V...	S.	P...	Sub...	App...	R...
Tam...	2023	0.0	Orig...	In P...				Not ...
Stor...	2023	0.0	Orig...	In P...				Not ...
Mar...	2023	0.0	Orig...	In P...				Not ...
Mah...	2023	0.0	Orig...	In P...				Not ...
Lou...	2023	0.0	Orig...	In P...				Not ...
Jon...	2023	0.0	Orig...	In P...				Not ...
Jeff...	2023	0.0	Orig...	In P...				Not ...
Iow...	2023	0.0	Orig...	In P...				Not ...
Hen...	2023	0.0	Orig...	In P...				Not ...
Han...	2023	0.0	Orig...	In P...				Not ...
Gru...	2023	0.0	Orig...	In P...				Not ...
Dav...	2023	0.0	Orig...	In P...				Not ...
Chi...	2023	0.0	Orig...	In P...				Not ...
Bre...	2023	0.0	Orig...	In P...				Not ...
Wrig...	2022	0.1	Reso...	App...	7/8/2...	7/13/2021	7/19/2021	App...
Wrig...	2022	0.0	Original	Arch...	4/26/...	4/26/2021	4/26/2021	App...
Wor...	2022	0.0	Original	App...	4/26/...	4/26/2021	4/26/2021	App...
Woo...	2022	0.0	Original	App...	4/27/...	4/27/2021	4/27/2021	App...
Win...	2022	0.0	Original	App...	3/26/...	3/26/2021	3/26/2021	App...
Win...	2022	0.1	Reso...	App...	6/24/...	6/29/2021	6/30/2021	App...
Win...	2022	0.0	Original	Arch...	4/5/2...	4/5/2021	4/5/2021	App...
We...	2022	0.1	Reso...	In P...				Not ...
Web...	2022	0.0	Original	App...	4/26/...	4/26/2021	4/27/2021	App...
Way...	2022	0.1	Reso...	In P...				Not ...
Way...	2022	0.0	Original	App...	4/28/...	4/28/2021	4/29/2021	App...
Was...	2022	0.0	Original	App...	4/5/2...	4/5/2021	4/5/2021	App...
War...	2022	1.0	Ame...	Print...	10/19...			Not ...
War...	2022	0.0	Original	App...	4/7/2...	4/8/2021	4/19/2021	App...
Wap...	2022	0.1	Reso...	App...	9/16/...	9/22/2021	9/27/2021	App...

37707 FM-C038(D65)--55-38
Grundy County

Details Location Funding Programming Log

Review

Location: Approved
Paving: Not Reviewed
Project: Approved

Details

Project	Site
Review Status: Approved	Lanes: 2
Project Number: FM-C038(D65)--55-38	Miles: 4.958
Name: HMA Resurfacing	Min AADT: 100
ID: 37707	Max AADT: 150
	FFC: Rural Major Collector

Work Codes

County	DOT
366 - HMA Paving	1509 - Pavement Rehab

Asset Owner

Type	Name	Code
County	Grundy County	C038

Contacts

Planning Agency	Sponsor
RPA 7	Grundy County

On D65, from S75 east 5.0mi. to IA 14

When a program or budget has been submitted, the Secondary Roads Engineer at the Local Systems Bureau will review the submission and Approve or Reject it. To see project-level review statuses and review notes, make sure the columns showing those items are visible. (Directions for making those items visible are shown below.) When a project is rejected, these review notes are the only way for the user to see what the issue is that needs to be fixed.

Click on these three blue lines to bring up this window. Here you can select which columns you want to show. Select "Review Status" and "Review Notes".

Sp...	Year	Ver...	Vers...	Sta...	Printed	Submitted	Approved	Re...
Osceol...	2022	0.0	Original	Approved	3/31/2021	4/12/2021	4/21/2021	Approved
Obrien ...	2022	0.0	Original	Approved	4/28/2021	4/28/2021	4/28/2021	Approved
Muscata...	2022	0.0	Original	Approved	4/23/2021	4/23/2021	4/25/2021	Approved
Montgo...	2022	0.0	Original	Approved	4/6/2021	4/6/2021	4/6/2021	Approved
Monroe...	2022	0.0	Original	Approved	4/13/2021	4/13/2021	4/26/2021	Approved
Monon...	2022	0.0	Original	Approved	4/13/2021	4/22/2021	4/22/2021	Approved
Mitchell...	2022	0.0	Original	Approved	5/3/2021	5/3/2021	5/4/2021	Approved
Mills C...	2022	0.0	Original	Approved	5/4/2021	5/4/2021	5/4/2021	Approved
Marsha...	2022	0.0	Original	Approved	4/1/2021	4/1/2021	4/8/2021	Approved
Marion ...	2022	0.0	Original	Approved	4/26/2021	4/26/2021	4/26/2021	Approved
Mahas...	2022	0.0	Original	Approved	4/29/2021	4/29/2021	4/29/2021	Approved
Madiso...	2022	0.0	Original	Approved	4/28/2021	4/28/2021	4/29/2021	Approved
Lyon C...	2022	0.0	Original	Approved	4/27/2021	4/29/2021	4/29/2021	Approved
Lucas ...	2022	0.0	Original	Approved	4/28/2021	4/28/2021	4/28/2021	Approved
Louisa ...	2022	0.1	Resolution	Approved	8/3/2021	8/3/2021	8/3/2021	Approved
Louisa ...	2022	0.0	Original	Archived	3/31/2021	4/6/2021	4/12/2021	Approved
Linn C...	2022	0.2	Resoluti...	In Prep				Rejected
Linn Co...	2022	0.1	Resolution	Approved	5/24/2021	5/28/2021	6/30/2021	Approved
Linn Co...	2022	0.0	Original	Archived	4/7/2021	4/12/2021	4/27/2021	Approved
Lee Co...	2022	0.0	Original	Approved	4/27/2021	4/27/2021	4/27/2021	Approved
Kossut...	2022	1.0	Amendm...	Approved	5/28/2021	6/8/2021	6/14/2021	Approved

COUNTY SECONDARY ROAD BUDGET

General Information

When to Prepare and Submit

On or before April 15 of each year, the Board of Supervisors shall adopt and submit, for department approval, a secondary road budget for the next fiscal period beginning July 1 and ending June 30. The Local Systems Bureau encourages an early submittal of this document in order to eliminate delays in reviews and approvals. This should be filed in the county records.

Submit the Budget Electronically through the ICEA Service Bureau

Use TPMS to create and submit the budget. (See the "[Format and Use of TPMS](#)" section above for tips on how to initiate and edit the budget.) Contact the ICEA Service Bureau for assistance if problems are encountered during the preparation and submittal process. We strongly recommend that you do not wait until the last minute to complete your submittal in case server problems or other difficulties occur.

Notes & Additional Information

In some cases, an explanation may need to accompany the submitted budget. The document itself is not designed to be self-explanatory; therefore, notes outlining the cause of any special circumstances will be advantageous to both the county and the department. Both the Budget and CFYP applications include the ability to provide such notes.

Items Chargeable to Various Classifications

In order to obtain a uniform accounting method, the coding and classification of expenditures outlined in [I.M. 2.070](#) shall be followed. It is only with the cooperation of all counties that we can attain a reasonable, uniform method of budgeting.

While uniformity is important, some counties may choose to customize the way they use some of the budget accounting codes. When charging expenses to budget codes throughout the year, it is important to match the original intent of the budget. The person entering claims/expenses should communicate with the person who developed the budget to see which code expenses were intended to be attributed to.

Expenditures Reimbursable to Secondary Road Fund

Reimbursable items are those that are initially paid from the county's secondary road fund and are then reimbursed by outside agencies or by a transfer of other county funds, **except as noted in the last paragraph of this section.** To qualify as a reimbursable item, the work must be paid for out of secondary road funds and reimbursed to that fund by others **in the same accounting year.** If the transactions will **not** take place in the same accounting year, they should be treated as expenses in the current fiscal year and miscellaneous receipts in the next fiscal year. Other agencies may include other counties, inter-county departments, cities, etc. Other county funds may include general, conservation, etc.

Reimbursement to the new equipment expenditure shall only be used if a county purchases, without trade, replacement equipment and then sells the old equipment in the same accounting year. The amount of the sale of the old equipment shall be the reimbursable figure. This line item shall not be used for trade-in values or for an amount received for selling non-replaced pieces of equipment. (Sale of non-replaced pieces of equipment is considered a revenue and is placed on the "Old Equipment Sold" revenue line: Line 15 on Sheet 3 (Receipts) of the Annual Report.)

Estimate the expenditures from the secondary road fund for the next fiscal year that may be reimbursed to the secondary road fund on or before June 30 of the same fiscal year. They should be included in the total expenditures amount but will be subtracted to arrive at the net expenditures. Reimbursed amounts may affect multiple expenditure line items. For example, if a grain wagon gets too close to the edge of a soft shoulder and spills into the ditch, the Secondary Roads Department may need to expend their efforts fixing the shoulder and cleaning the ditch, and to do so they may need to buy scoop shovels and use a motorgrader. Secondary Roads may then bill the driver of the grain wagon for damages. The damage payment could be considered a reimbursable amount toward item 482 (Shoulders) in the Roadway Maintenance category as well as toward item 655 (Tools) in the Equipment Operations Category. One category item may be chosen for applying the reimbursement, but multiple categories may be used if desired.

Reimbursable amounts are used to more accurately determine the expenses incurred only for secondary road operations and not to show as a net expenditure those expenses which are of a non-secondary road operation nature. In other words, the goal is to show what it truly costs to run secondary road operations only. The goal is not to show the total expenses because they may contain costs that are not necessary to run the secondary roads operation. (NOTE: This is opposite of the way the overall county (local) budget is treated.)

This method should **not** be used when accounting for funds received from Federal-aid, Swap, or State-aid special programs, which are actually used for secondary road construction, reconstruction, or improvements. Examples are discretionary grants, Federal-aid, Swap, and state bridge funding programs, disaster payments, railroad programs, Traffic Safety programs, and the RISE program. To assure work accomplished using these funds is reflected in the net expenditures, the income must be accounted for as a **receipt** and **not as a reimbursement**. Expenditures should be programmed in the year they are expected to occur. Likewise, the receipts should be programmed in the year they will be received. See the Annual Report Instructions for a list of receipt items.

The Title Sheet: County Certification

TPMS automatically includes the name of your county and the fiscal year of the proposed budget. The date the budget was adopted by the Board of Supervisors, as well as various signatures, will need to be entered by hand on this sheet. The book and page number from the official board minutes, as well as the date the budget was adopted, will need to be manually entered into TPMS.

The Receipts Sheet

TPMS provides the actual receipts for the second prior and first prior years. It also provides the estimated receipts for the current fiscal year. The estimated receipts for the next fiscal year must be entered for the categories listed below. *The estimated receipts for the current fiscal year are the receipts that were submitted in the original budget for the current year. The user should adjust the current year balances to reflect a more accurate picture of the present state of the budget. (Amendments are NOT reflected in the current year numbers.)*

1. County Auditor's Secondary Road Fund Beginning Balance

The beginning balance for a particular fiscal year must equal the ending balance from the previous fiscal year, and the balances in TPMS should match the County Auditor's balance. An explanation is required if there is a difference between an ending balance and the following beginning balance.

Do not show the treasurer's cash balance. Rather, use the auditor's balance. The treasurer's balance is simply a snapshot of the cash in the account as of the date reported. The auditor's balance accounts for outstanding warrants.

At the time the current fiscal year's budget was submitted, the prior year's ending balance was not known. The current year's information, both beginning balance and receipts/expenditures, will need to be updated to project forward the correct balance for the next fiscal year (the one being budgeted for).

2. Receipts from Property Tax Levies

Indicate the latest tax levy rate for secondary road purposes on property in the county. List the total property tax receipts for the next fiscal year. This information can be obtained from the County Auditor. (Note: Property tax valuations always lag.)

2A. Local Option Sales Tax

List the amount of local option sales tax that your secondary road fund receives for the next fiscal year. This amount can be obtained from the County Auditor. Only list local option sales tax here if it is deposited directly into the secondary road fund. Do not list it if local option sales tax funds are spent on behalf of secondary roads from an account held by the auditor that is separate from the secondary road fund.

3. Regular Road Use Tax Received

List anticipated receipts to the secondary road fund from the Road Use Tax Fund (RUTF). This estimated amount is published by the Service Bureau in approximately October each year in a document titled "FY xxxx RUT Revenue Estimates". (Hint: Search RUTF in the search bar on the Service Bureau's home page.)

ICEA Service Bureau

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Headlines

FY 2021 RUT Revenue Estimates 10/15/2019

Estimates of FY 2021 RUTF revenues received from the Iowa DOT have been divided according the current FY20 distribution factors to provide advance estimates for the next fiscal year. These results have also been imported into TPMS to be available when counties begin working on FY21 budgets. [FY 2021 Advanced Revenue Projections.](#)

Gradation Optimization Spreadsheet 10/9/2019

A few counties have asked for the Gradation Optimization Spreadsheet developed as part of our continuing granular road research. The link to the file is:

FY 21 Revenue Projection - Start of Fiscal Year estimate					Advance		Prepared on: 10/15/2019	
Based on FY 20 factors applied to FY 21 projected revenue							Prepared by: ICEA Service Bureau	
FY 20		Funding	Secondary Road Fund allocation		FM xfr Allocation	City TIME-21 Amts	FM Road fund allocation	
			Est. amount for FY20 ->		\$ 3,132,882	\$464,131	Est. amount for FY20 -> \$106,940,000	
			\$328.84M Reg (25.5%) & \$45 TIME-21 (20%) plus TJ \$9.86				8% of RUTF - no TIME-21	
FY 21		Funding projections	Secondary Road Fund allocation		FM xfr Allocation	City TIME-21 Amts	FM Road fund allocation	
			Est. amount for FY21 ->		\$ 3,274,699	\$464,131	Est. amount for FY21 -> \$107,810,000	
			\$331.42M Reg (25.5%) & \$45 TIME-21 (20%) plus TJ \$9.94				8% of RUTF - no TIME-21	
Counties	Factors based on Sec. Rds. data as of 01/01/19 and 2010 US Census	Use this in budget 3A RUTF regular 24.5% allocation + DOT TJ	Use this in budget 3C TIME-21 20.0% allocation	Total Secondary Road Fund	Use this in budget 3B Transfers for FM extensions in cities with less than 500 population	<informational> City TIME-21 included in FMxtn TJ	Factors based on FM data as of 01/01/19 and 2010 US Census	FM allocation
No Name	SRF Factor	\$ 341,360,000	\$ 45,000,000	\$ 386,360,000			FM factor	
1 Adair	0.91995053	\$3,140,343	\$413,978	\$3,554,321	\$17,118	\$2,426	0.78824890	\$849,811
2 Adams	0.65845105	\$2,281,824	\$300,803	\$2,582,627	\$9,368	\$1,328	0.60835951	\$655,873
3 Allamakee	1.01405766	\$3,461,587	\$456,326	\$3,917,913	\$12,587	\$1,784	1.02408682	\$1,104,068
4 Appanoose	0.80574307	\$2,750,485	\$362,584	\$3,113,069	\$53,501	\$7,583	0.81694411	\$880,747
5 Audubon	0.72635951	\$2,479,501	\$326,862	\$2,806,363	\$13,662	\$1,936	0.69644486	\$750,837
6 Benton	1.35937222	\$4,674,574	\$616,229	\$5,290,803	\$17,537	\$2,486	1.31445411	\$1,417,113
7 Black Hawk	1.19298005	\$4,072,357	\$536,841	\$4,609,198	\$0	\$0	1.26373834	\$1,362,436
8 Boone	1.04910508	\$3,581,225	\$472,097	\$4,053,322	\$26,854	\$3,806	1.05502319	\$1,137,421

Note: Do not include transfer of road use tax to Farm-to-Market fund for construction (if that option is being utilized).

3B. Amount for 306.4 (3a) T.J. (FM extensions in cities < 500 pop.)

List the receipts to the secondary road fund from the transfer of the FM extensions in the cities with populations less than 500 to the county per Iowa Code Section 306.4 (3a). This amount is published in the "FY xxxx RUT Estimates" document published by the Service Bureau. (See above for guidance on finding this document).

FY 21 Revenue Projection - Start of Fiscal Year estimate					Advance		Prepared on: 10/15/2019	
Based on FY 20 factors applied to FY 21 projected revenue							Prepared by: ICEA Service Bureau	
FY 20		Funding	Secondary Road Fund allocation		FM xfr Allocation	City TIME-21 Amts	FM Road fund allocation	
			Est. amount for FY20 ->		\$ 3,132,882	\$464,131	Est. amount for FY20 -> \$106,940,000	
			\$328.84M Reg (25.5%) & \$45 TIME-21 (20%) plus TJ \$9.86				8% of RUTF - no TIME-21	
FY 21		Funding projections	Secondary Road Fund allocation		FM xfr Allocation	City TIME-21 Amts	FM Road fund allocation	
			Est. amount for FY21 ->		\$ 3,274,699	\$464,131	Est. amount for FY21 -> \$107,810,000	
			\$331.42M Reg (25.5%) & \$45 TIME-21 (20%) plus TJ \$9.94				8% of RUTF - no TIME-21	
Counties	Factors based on Sec. Rds. data as of 01/01/19 and 2010 US Census	Use this in budget 3A RUTF regular 24.5% allocation + DOT TJ	Use this in budget 3C TIME-21 20.0% allocation	Total Secondary Road Fund	Use this in budget 3B Transfers for FM extensions in cities with less than 500 population	<informational> City TIME-21 included in FMxtn TJ	Factors based on FM data as of 01/01/19 and 2010 US Census	FM allocation
No Name	SRF Factor	\$ 341,360,000	\$ 45,000,000	\$ 386,360,000			FM factor	
1 Adair	0.91995053	\$3,140,343	\$413,978	\$3,554,321	\$17,118	\$2,426	0.78824890	\$849,811
2 Adams	0.65845105	\$2,281,824	\$300,803	\$2,582,627	\$9,368	\$1,328	0.60835951	\$655,873
3 Allamakee	1.01405766	\$3,461,587	\$456,326	\$3,917,913	\$12,587	\$1,784	1.02408682	\$1,104,068
4 Appanoose	0.80574307	\$2,750,485	\$362,584	\$3,113,069	\$53,501	\$7,583	0.81694411	\$880,747
5 Audubon	0.72635951	\$2,479,501	\$326,862	\$2,806,363	\$13,662	\$1,936	0.69644486	\$750,837

3C. TIME-21 Funds

List the estimated TIME-21 receipts to the secondary road fund as provided by the ICEA Service Bureau.

FY 21 Revenue Projection - Start of Fiscal Year estimate Based on FY 20 factors applied to FY 21 projected revenue					Advance	Prepared on: 10/15/2019 Prepared by: ICEA Service Bureau		
FY 20		Funding	Secondary Road Fund allocation	Est. amount FY21 ->	\$383,700,000			
		\$328.84M Reg (25.5%) &	TIME-21 (20%) plus TJ 59.86					
FY 21		Funding projections	Secondary Road Fund allocation	Est. amount FY21 ->	\$386,360,000			
		\$331.4M Reg (25.5%) & \$45 TIME-21 (20%) plus TJ 59.94						
				FM xfr Allocation	City TIME-21 Amts	FM Road fund allocation		
				\$ 3,132,882	\$464,131	Est. amount for FY20 -> \$106,940,000 8% of RUTF - no TIME-21		
				\$ 3,274,699	\$464,131	Est. amount for FY21 -> \$107,810,000 8% of RUTF - no TIME-21		
Counties	Factors based on Sec. Rdfs. data as of 01/01/19 and 2010 US Census	Use this in budget 3A RUTF regular 24.5% allocation + DOT TJ	Use this in budget 3C TIME-21 20.0% allocation	Total Secondary Road Fund	Use this in budget 3B Transfers for FM extensions in cities with less than 500 population	<informational> City TIME-21 included in FMatn TJ	Factors based on FM data as of 01/01/19 and 2010 US Census	FM allocation
No Name	SRF Factor	\$	\$	\$			FM factor	
1 Adair	0.91995053	\$3,140,343	\$413,978	\$3,554,321	\$17,118	\$2,426	0.78824890	\$849,811
2 Adams	0.66845105	\$2,281,824	\$300,803	\$2,582,627	\$9,368	\$1,328	0.60835951	\$655,873
3 Allamakee	1.01405766	\$3,461,587	\$456,326	\$3,917,913	\$12,587	\$1,784	1.02408682	\$1,104,068
4 Appanoose	0.80574307	\$2,750,485	\$362,584	\$3,113,069	\$53,501	\$7,583	0.81694411	\$880,747
5 Audubon	0.72635951	\$2,479,501	\$326,862	\$2,806,363	\$13,662	\$1,936	0.69644486	\$750,837
6 Benton	1.36939722	\$4,674,574	\$616,229	\$5,290,803	\$17,537	\$2,486	1.31445411	\$1,417,113
7 Black Hawk	1.19298005	\$4,072,357	\$536,841	\$4,609,198	\$0	\$0	1.26373834	\$1,362,436
8 Boone	1.04910508	\$3,581,225	\$472,097	\$4,053,322	\$26,854	\$3,806	1.05502319	\$1,137,421

4. RISE Funds

List anticipated receipts to secondary road fund from the state Revitalize Iowa's Sound Economy (RISE) program.

5. Federal-aid Bridge Replacement Funds

List anticipated receipts for bridge replacement projects on local (off-system), non-Farm-to-Market roads funded with Federal-aid Highway Bridge Program funds (BROS--8J, BRS--7U, BHS--7V, or BHOS--89) funds or other Federal-aid funds for projects on non-FM routes (non-frequent). State County Bridge (SBRC or SBRFM) funds should be listed under Miscellaneous Receipts (item 9).

6. Swap Bridge Replacement Funds

List anticipated receipts for bridge replacement projects on local (off-system), non-Farm-to-Market roads funded with Federal-aid Swap Highway Bridge Program (BROS--SWAP--SE) funds. State County Bridge (SBRC or SBRFM) funds should be listed under Miscellaneous Receipts (see item 9 below).

7. Proposed Transfer of FM Funds to Local Secondary Fund

List proposed transfers from the Farm-to-Market fund to the secondary road fund as per Iowa Code Section 309.10. The county must have a positive balance in its FM fund, and the maximum amount transferrable in the next fiscal year, is 50 percent of the anticipated Farm-to-Market allocation. Also, see [I.M. 2.140](#) for other restrictions and instructions on this process.

8. Tax Refunds and/or Credits

This line provides a location to list refunds and/or credits for the first and second prior years rather than including them in the miscellaneous receipts. By utilizing this line, the receipts portion of the budget more closely aligns with the annual report. Amounts are indicated here only if the refunds or credits occur in the same year as the taxes levied (except for fuel tax refunds, which are listed here no matter when they are received). If warrants for refunds in a previous year are cancelled, that amount should still be shown as a miscellaneous receipt.

Include anticipated tax refunds and/or credits, such as **fuel tax refunds** here. (See the [Annual Report Instructions](#) for more information on this topic.)

9. Miscellaneous Receipts

List the receipts from County Bridge Construction Fund (a.k.a. State County Bridge) (SBRC or SBRFM) funds, anticipatory certificates (Section 309.46), and the sale of county road and bridge bonds (Section 331.441-331.449). Do not show revenues from special levies, which pay interest on or retirement of said bonds because the county must maintain a special account for such funds.

Also include other receipts not included above, such as donations, sale of used equipment, materials, junk, permits, receipts from voluntary TJ agreements, receipts from special categorical funding programs (TSIP, RR Crossing, FEMA), etc. Clearly itemize next year's various miscellaneous receipts. **Note: Do not include reimbursable items.**

List receipts to your secondary road fund from special assessment districts as outlined in Iowa Code Chapter [311](#).

10. Total Miscellaneous Receipts

The program will compute and display the total of all miscellaneous receipts itemized in 9.

11. Total Receipts

The program will compute and display the total of lines 1, 2, 3, 4, 5, 6, 7, 8, and 10.

11. Road Use Tax Funds Transferred to FM Funds

Enter amount, if any, the State Treasurer will transfer from the county's road use taxes to the county's Farm-to-Market fund for construction. This action requires a resolution by the Board of Supervisors. Refer to [I.M. 2.130](#) for specific details and the resolution form. **Please note, this method is NOT the preferred method of transferring secondary roads funds to the Farm-to-Market account.** Please see the I.M. for the preferred method of issuing a check payable to the Farm-to-Market fund.

Summary of Expenditures Sheet

Please provide expenditure information for the following:

1. Second Prior Year - TPMS will provide actuals from that year's annual report.
2. First Prior Year - TPMS will provide actuals from last year's annual report.
3. Current Year - Estimated by adjusting the current year budget.
4. Next Year - Estimated by using prior years as guides or using the optional worksheets located on the Service Bureau Web site.

Total Expenditures--Enter total of the four budget control items, 70X + 020 + 71X + 72X.

Note: Counties paying cities under 500 population to maintain a FM extension that was transferred to the county per Iowa Code Section 306.4 (3a) should budget those payments as expenditures in 71X. Accounting Code 458 has been added to the 450 - Roadway Maintenance category to track and report those payments.

Auditor's Balance of Secondary Road Fund at End of Budgeting Period

Enter auditor's fiscal year ending balance. TPMS gives actual amounts for second and first prior years. Give estimated balance for the current and next fiscal years. Note: The ending balance of a fiscal year must equal the beginning balance of the following fiscal year. If the ending balance and the beginning balance of the succeeding years are not equal, please note the reason. (Note: Revise the auto-populated current year values to provide an accurate beginning of year balance.)

TOTAL--TPMS totals the Total Expenditures plus auditor's year-end balance. This must equal total receipts.

Optional worksheets for completing the budget and program are included on the ICEA Service Bureau website under "Downloads" > "Administrative" > "Forms". Instructions related to the worksheets are also included there.

Budget Construction Estimate (Section 020)

The budget module will automatically pull in cost information for all projects programmed in the accomplishment year. If the project is programmed showing the entire project cost in the accomplishment year, that will be the amount pulled into the budget. However, the CFYP module does allow project costs to be entered for multiple fiscal years if the county anticipates that the entire expenditure will not happen in the accomplishment year and wants to utilize that functionality.

The budgeted construction expenditure estimate does not necessarily have to match the local costs shown in the CFYP accomplishment year. These figures may differ due to duplicate items and/or the way some Federal-aid Highway Bridge Program (HBP) funds are handled. For example, a BROS--8J project estimated at \$500,000 would be programmed as funded 20% by local funds (\$100,000) and 80% by Federal-aid (\$400,000) funds. However, the project would be budgeted as a \$500,000 construction expenditure because the local account

will expend the entire cost of the project and will be reimbursed the 80% Federal-aid share.

The necessary revenue to construct the project should be shown in two locations in the estimated receipts. The \$400,000 in Federal-aid would be shown on line 5, Federal-aid Bridge Replacement Funds, and the \$100,000 local match would be included in either the total receipts for local tax levies or the Road Use Tax received. Below is a screen shot from the Budget tool in TPMS:

701 Engineering Expenditures (200)		\$193,796.94	\$255,096.93	\$ 300,480	\$ 0
Totals		\$403,825.54	\$475,875.69	\$611,912	
020 Construction					
		FY 2018	FY 2019	FY 2020	FY 2021
Project ID	Project Number				
4399	BROS-C088(80)-8J-86	\$32,625		\$ 0	\$ 0
0	BROS-C088(86)-8J-86	\$1,868.50		\$ 0	\$ 0
29468	BROS-C088(91)-8J-86	\$39,715.42		\$ 0	\$ 0
5324	BROS-C088(88)-8J-86	\$349,352.20	\$21,036.37	\$ 0	\$ 0
29468	BROS-C088(92)-8J-86	\$429,755.26	\$18,689.10	\$ 0	\$ 0
35707	BROS-C088(96)-8J-86	\$34,116.14	\$9,589.76	\$ 0	\$ 0
Add Project					
Totals		\$887,432.52	\$49,315.23	\$0	\$0
Adjusted Construction Program Expenditures (300)		\$158,656.47	\$49,315.23	\$ 318000	\$ 0

- This section shows projects previously entered for the second and first prior years. You may add projects for the current year and for the next year.
- The total dollar amount of all the projects entered in each fiscal year is shown at the bottom in the “Totals” line. You can use this number if desired, but you are not required to do so.
- The “Adjusted Construction Program Expenditures (300)” line is where the final construction expense amount should be entered. If you want to use the total from the projects entered above, duplicate that number on this line. **If you want to use a different number, simply enter the number you wish to use.** This line supersedes the “Total” line directly above it.
 - It would not be uncommon to enter a value different from the “Totals” line because projects are often paid, and reimbursements are often received, over the span of multiple fiscal years.
 - “The following would be an instance when you may want to use a value different from the calculated “Totals” line: expenses for a project will be spread across multiple fiscal years because the construction season overlaps the turn of the state fiscal year. For example, a bridge project was programmed in the current fiscal year at a total cost of \$500,000. Construction will take place between May and September. Approximately \$200,000 in expense is anticipated in the current year, but the remaining \$300,000 is anticipated in the Next Fiscal Year.

Projects using Iowa DOT-administered funds that are on the Farm-to-Market system will be paid from the Farm-to-Market account. Except for minor costs like survey or right-of-way, expenses for these projects will not run through the local budget.

Note: ALL PROJECTS CAN BE BUDGETED ACROSS MULTIPLE FISCAL YEARS, BUT THEY SHOULD ONLY BE PROGRAMMED IN THE STATE FISCAL YEAR OF THE EXPECTED LETTING. ADDITIONALLY, A PROJECT DOES NOT HAVE TO BE BUDGETED IN THE YEAR IT IS LET. (For example, a project may be let June and not have any expenditures before July 1. In that case, the project would be programmed in the fiscal year preceding the year in which it is budgeted.)

A worksheet is available for aiding in figuring the expenses in each of the major categories for budgeting.

Budget Worksheet for Construction – Optional (Located on ICEA Service Bureau web site under “Downloads” > “Administrative” > “Forms” > Form name “Detailed line-item budget worksheet 2015”)

In this worksheet, the total cost of construction projects anticipated to be completed by the contract method, is shown in the right-hand area under the heading of Contract Construction Cost. Various work types are shown by cost accounting code. This breakdown may be used to compute your total construction costs by contract.

The total cost of construction projects anticipated to be completed by the day labor method, is shown in the left-hand portion of this worksheet under the heading of Day Labor Construction Cost. The same work type listing is provided to assist with determining day labor construction costs. The total day labor construction costs transferred to the 020 Construction item in the budget will need to be reduced for equipment operations, tools, materials, and supplies expenditures which have been budgeted in the 600 series and will be used on day labor construction projects.

Duplicated expenditures 620, 630, and 650 are a prorated share of the expenditures for maintaining and operating equipment and are included in the estimated cost of day labor construction projects. Equipment operation costs for day labor construction projects are estimated according to the anticipated number of hours individual pieces of equipment will be used on the construction projects multiplied by a determined hourly rental rate.

It is the responsibility of each county engineer's office to establish realistic equipment rental rates used in this and other accounting procedures for secondary road operations. Rental rates should include consideration for depreciation. The hourly rates contained in the [Iowa DOT Schedule of Equipment Rates](#) on the Equipment Rates page of Local Systems website may be used for this purpose. These rates are mandatory for determining final project costs reported in accordance with the requirements of Section 314.1A of the Iowa Code.

Duplicated expenditures 655, 660, and 680 include tools, materials, and supplies used from stock on day labor construction projects. The total duplicated items are then subtracted from the total day labor construction costs to obtain the adjusted day labor construction. This procedure makes it possible for these items to be reflected in the estimated costs of day labor construction projects while the actual expenditure for the

item is accounted for in the appropriate 600 series. Failure to make this adjustment would result in duplicating these expenditures.

Labor and related fringe benefits associated with day labor construction projects are not accounted for in the other series noted above and, therefore, are not considered duplicated items. Tools, materials, and supplies purchased exclusively for a specific day labor project may be charged directly to the appropriate 300 series code and would then not be considered a duplicated item.

The net adjusted construction expenditure is transferred to the 020 Construction expenditure line in the budget.

Budget Amendments

Per [I.M. 2.050](#), budget amendments are due “not later than June 1”. Budget amendments are submitted through the TPMS Budget module. Amendments can be initiated by clicking on the “Amend” button in the top, right corner of the budget. The user will need to adjust the expenses in the Prior Year to reflect actual expenses. TPMS cannot pull in the actual Prior Year expenses for budget amendments because the Annual Report (containing final expenses) may or may not have been approved at the time the budget amendment is initiated.

The screenshot displays the TPMS interface for the 'Tama County 2023 Budget 0 Approved'. The 'Amend' button is highlighted in a yellow box in the top right corner. Below the header, there is a table with columns for Year, Vers..., Status, Prin..., Sub..., and App... The table shows two rows: 2023 (Approved) and 2022 (Archived). Below the table, there is a 'Budget' section with a 'CSV' button and a table with columns for Prior 2 FY 2020, Prior 1 FY 2021, Current FY 2022, and Next FY 2023. The table contains two rows: 'County Auditor's Beginning Balance' and 'Property Tax Levies'.

	Prior 2 FY 2020	Prior 1 FY 2021	Current FY 2022	Next FY 2023
County Auditor's Beginning Balance	\$2,790,062.41	\$2,111,571.89	\$3,154,215.56	\$974,247.37
Property Tax Levies	\$2,319,674	\$2,539,209.99	\$2,605,312	\$2,807,080

Amendments will NOT be reflected in the Annual Report if they are submitted after the June 1 deadline.

Note: There are two steps for submittal: 1) Print Official and 2) Submit. Amendments are not received by the Local Systems Bureau and do not count as having been submitted until the “Submit” step has occurred.

COUNTY SECONDARY ROAD CONSTRUCTION PROGRAM

The official printed copy of the County Five-Year Program (CFYP) will be composed of a title sheet, a paving point determination sheet (if applicable), as many construction project sheets as necessary to identify programmed construction work, and a summary sheet containing cumulative project cost totals for each fiscal year. The county needs to maintain on file an "Official" copy of the CFYP.

The accomplishment year is the first year of the CFYP. The priority years are the second through fifth years of the CFYP.

General Information

When to Prepare and Submit

Prior to the passage of [HF718](#) on May 4, 2023, the Board of Supervisors was required by Iowa Code Section [309.22](#) to adopt and submit to the department for approval a secondary road construction program for the next five fiscal years on or before April 15 of each year. [HF718](#) amended the codified due date for adoption and submittal of the program to May 15 of each year. However, the budget is still due on April 15, and the budget and program are interdependent and must be submitted as a pair. Additionally, Federal-aid and Swap projects from the program must be reviewed and approved by Local Systems by May 15 in order to include them in the Statewide Transportation Improvement Program (STIP). Therefore, ICEA requested, and Iowa DOT concurred that submission of the program by April 15 is still required.

The CFYP should be based upon the construction funds (local secondary, Farm-to-Market, and Federal-aid/ Swap/State-aid) estimated to be available for such years as stated in Iowa Code Section [309.22](#). The Local Systems Bureau encourages early submittals in order to eliminate delays in revisions and approvals. Board Approval is necessary per Iowa Code Section [309.22](#) and is considered to be approved whether by motion or resolution.

Counties should follow up their CFYP submittal by double checking to make sure that matching records for each project seeking Federal-aid and for each non-bridge project seeking Federal-aid Swap have been entered and submitted in their Transportation Improvement Program (TIP). The Iowa DOT Program Management Bureau strongly urges all Federal-aid and Federal-aid Swap funding prospects be TIP-submitted no later than April 30th.

Note: The Regional Planning Affiliations (RPAs), Metropolitan Planning Organizations (MPOs), and Transportation Management Authorities (TMAs) are independently responsible for submitting their TIPs, which contain projects from the CFYPs. These TIPs are then combined into the Statewide Transportation Improvement Program (STIP). These organizations often will not finalize the TIPs until near the April 15 deadline (April 30 is their deadline noted above), and counties need to know the final placement of their projects in the TIPs in order to finalize their CFYPs, so counties may be at a disadvantage in their efforts to turn programs in much before the deadline.

Note: Submittal of the program must be done electronically through TPMS. There are two steps for submittal: 1) Print Official and 2) Submit. The CFYP and Budget are not received by

the Local Systems Bureau and do not count as having been submitted until the "Submit" step has occurred.

Creating a New CFYP

See the "[Format and Use of TPMS](#)" section at the beginning of this instruction set for tips on how to initiate and edit the CFYP.

What Projects Should and Should Not be Programmed?

Projects which must be programmed include:

- Any project which is considered construction.
- Any project which can sometimes be considered maintenance, but which will utilize Farm-to-Market funding (i.e. – granular resurfacing, pavement markings, crack sealing with FM funds).
- Projects in the accomplishment year which account for the acquisition of right-of-way (ROW) for other construction projects.
 - Such projects should be named "Accomplishment Year ROW" or "FY ROW" and should use a project number which appropriately reflects the funding intended for use in purchasing the ROW.
 - Priority year ROW costs should be included with the project in the project's costs.

Projects which **should not** be programmed include:

- Any project which has already been let.
- Projects which are considered maintenance, unless said project will utilize Farm-to-Market funding. If a project is considered maintenance, the bid threshold does not apply. See the Local Systems "Bid & Quote Thresholds" [web page](#) for further information.
 - Programming maintenance projects that do not utilize Farm-to-Market funding will cause complications with the review of the Annual Report.
 - Counties who wish to show maintenance projects to the Board should find an alternate method of displaying these projects.
 - All projects listed in the CFYP should be paid from the 020 Construction category, if locally paid, and should be reported on Sheet 10 (Local Projects) of the Annual Report. Maintenance projects are not paid from the 020 Construction category and should not be included on Sheet 10 of the Annual Report.

Additional programming options:

- A county may program a single line-item project to cover small projects (like culverts) that may come up during the year. However, the total estimated cost for that project cannot exceed the day labor limit in force when the program is prepared. Counties should take care to track expenses of these projects as they progress to ensure the day labor limit is not exceeded. Exceedance of the day labor limit will be checked on the Annual Report. See the [Bid and Quote Thresholds](#) webpage and the [Annual Report Instructions](#) for additional information.
- An entry to accommodate Accomplishment Year Balance Held in Reserve such as "FY__ Bal. in Reserve" or "Acc Bal. in Reserve," if applicable.

- This is a project line entry which can be used, if desired, to allow for overruns. Most counties do not use this category, but a few do feel a need for it. It should be limited to a maximum of 10% of the total accomplishment year project costs.
- **Note: Use of this option is permissible but is not encouraged.**

See [I.M. 2.010](#) for additional information on the requirements for the CFYP and programming and [I.M. 2.010, Attachment A](#) for additional guidance on construction vs. maintenance.

In What Year Should a Project Be Programmed?

- A project should be programmed in the State Fiscal Year of the expected letting.
- It is not required to budget for a project in the year in which it is programmed. (For example, a project may be let in June of the accomplishment year and may not have any expenditures before July 1 of the 1st priority year. In that case, the project would be programmed in the accomplishment year and budgeted in the following fiscal year.)
- Additionally, a project may be budgeted across multiple years if desired. (For example, a project could be let in April of the accomplishment year that incurs expenses in May and June (in the accomplishment year) as well as after July 1 (in the 1st priority year). In that case, the project would have budgeted amounts for both the programmed year and the succeeding fiscal year.)

The STIP is developed in conjunction with the CFYP. The CFYP is developed based on the state fiscal year, but the STIP is developed based on the federal fiscal year (FFY). The state fiscal year runs from July 1 – June 30. The federal fiscal year runs from October 1 – September 30. All Federal-aid and Federal-aid Swap projects need to be entered into the STIP. Funds related to any Federal-aid projects in the STIP are authorized no later than the 3rd Tuesday, 1 month prior to a letting (approximately 6 weeks prior to the letting), and the authorization date of the funding is what controls the STIP year they are placed in. Therefore, when a project is let in July, August, September, or October (funds authorized in June, July, August, or September), they will be in a different state vs. federal fiscal year. For example, a project let in September of 2024 will be in state fiscal year 2025 and federal fiscal year 2024.

Since FHWA authorization occurs approximately 6 weeks before letting, projects scheduled for an October letting would need to be programmed in the STIP in the previous FFY.

Regarding the STIP, Federal-aid Swap projects should follow the same programming procedures as Federal-aid projects. However, no formal authorization of funds occurs.

Additional guidance regarding the programming of Federal-aid projects in the STIP can be found in the [Federal-aid Guide](#).

Programming: When creating a 5-year program (CFYP), **program projects based on the state fiscal year**. (No letting date is assigned at the time of programming.) The STIP will then be populated according to the state year in projects are programmed. Later, at the time that the project is activated for development, a letting date is assigned. If the letting date conflicts with

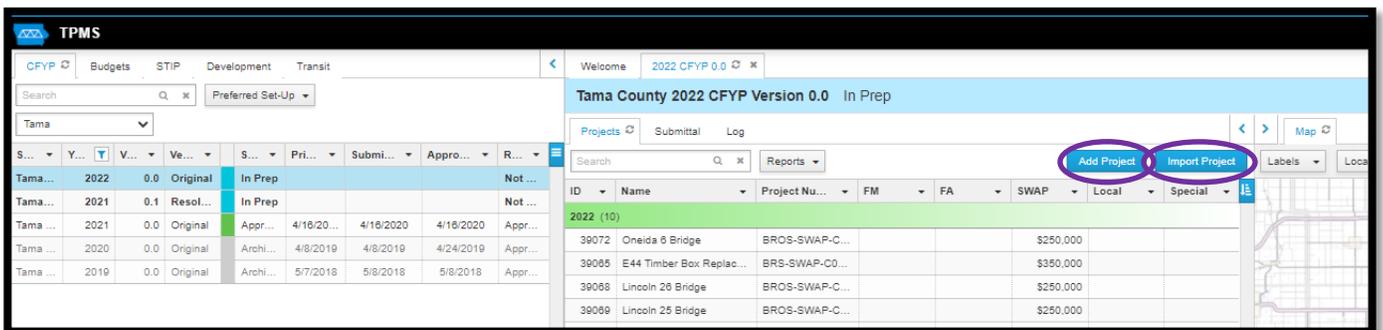
the programmed STIP year, TPMS will display a warning alerting the user of the issue. The project will need to be moved to the correct STIP year as soon as you are aware of the issue.

Entering Projects and Project Information

Adding a Project

First, navigate to the CFYP tab and open the appropriate CFYP draft by clicking on the line containing the desired version in the left-most window. Clicking on the desired version will open a middle window containing the listing of projects currently in that version of the CFYP.

To add a new project to the CFYP, click on either the “Add Project” or “Import Project” button as appropriate. Clicking the “Add Project” button will allow you to enter all project details “from scratch”. Clicking the “Import Project” button will allow you to select a project from a previous CFYP.

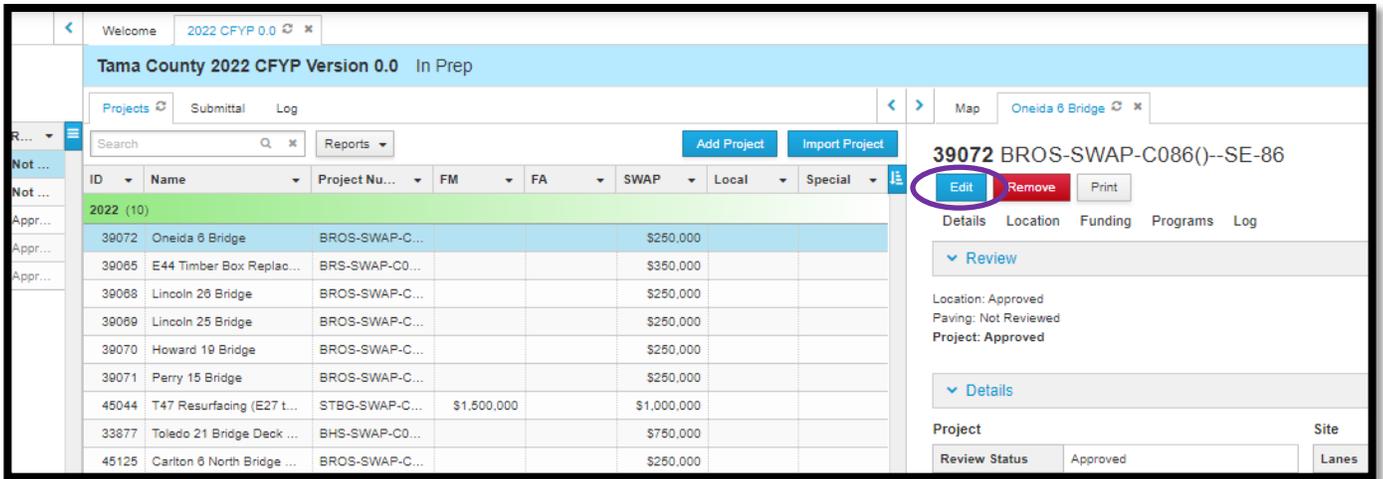


When “Add Project” is selected, a tab will open in the right-most window which is entitled “Add Project”. Enter the project’s information according to the directions shown in the [“Entering Project Details”](#) section.

Editing a Project

First, navigate to the CFYP tab and open the appropriate CFYP draft by clicking on the line containing the desired version in the left-most window. Clicking on the desired version will open a middle window containing the listing of projects currently in that version of the CFYP.

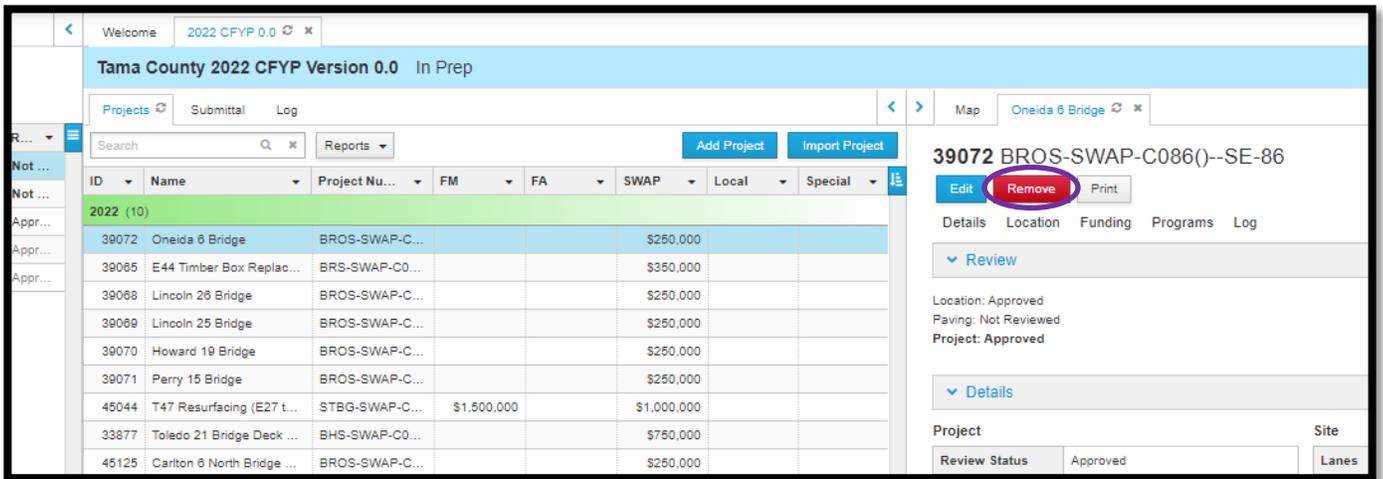
To edit a project already listed in the CFYP, click on the line containing the project in the “Projects” tab in the middle window. This will cause a tab to open in the right-most window containing the project details. In this project detail window, click on the “Edit” button.



Deleting a Project

First, navigate to the CFYP tab and open the appropriate CFYP draft by clicking on the line containing the desired version in the left-most window. Clicking on the desired version will open a middle window containing the listing of projects currently in that version of the CFYP.

To edit a project already listed in the CFYP, click on the line containing the project in the “Projects” tab in the middle window. This will cause a tab to open in the right-most window containing the project details. In this project detail window, click on the “Remove” button.



Entering Project Details

Name

Enter any project name desired. This could be a project number or a locally used description like “Bob’s Bridge”.

Map Add Project x

* Required fields

Add Project

Name

Bob's Bridge

Map

Map

Indicate the project's location on the map by using the drawing tools provided. Various views of the map (H & T, satellite, etc.) and overlays (FM, federal functional class, etc.) can be chosen by using the drop-down menus on the right.

Map

Map Required

Draw Lines Plot Points Measure H&T Overlays

5 mi Image may be subject to copyright Terms of Use

Automatically update fields below when editing the map

Map Note

- Bridge projects
 - Use a point marker to indicate a bridge project. Do NOT use a line unless the project involves substantial grading and extends beyond the touchdown points for

the bridge. (See [I.M. 1.100, Attachment C](#) for more information on touchdown points and limits of participation.)

- Zoom in to ensure that the point marker is located directly on the structure unless the new bridge will be located elsewhere. The mapping tool will “snap” the line to the existing road unless the “snap to structure” feature is unchecked. (This check box can be found in the drop-down line resulting from clicking on the “Plot Points” tool.) Snapping is desired.
- Paving/Grading (linear) projects
 - Draw a line along the project route. The mapping tool will “snap” the line to the existing road unless the “snap to road” feature is unchecked. (This check box can be found in the drop-down line resulting from clicking on the “Draw Lines” tool.) Snapping is desired.
 - For projects that involve or adjoin cities, ensure that the linework either passes through the city or begins/ends at the city limits as appropriate.

To delete a point or line, right click on the desired points to be deleted and choose “Delete Point”, “Delete Line”, or “Delete Marker” as appropriate.

Generally, the “Automatically update fields below when editing the map” box should remain checked so that changes made on the map automatically update the location description. However, if automatic updates are not desired, this box can be un-checked.

Map Notes – These are notes that are entered for the user’s reference. This is NOT the field that is used for the location description.

Maps should be completed for all projects. The only types of projects that do not require a map are those for maintenance-type activities which include a large number of locations. Examples of these types of projects would be FM-funded pavement marking projects, FM or locally funded rock resurfacing contracts, or “various culvert” type projects.

If a map is not required, uncheck the “Map Required” box.

Location Description

This Location Description is reviewed by Local Systems. It is the description that transfers to TPMS Development, and it must match the STIP and the plan set. It is very important to complete this item correctly. If using distances in the Location Description, you must keep them approximate. **Do NOT measure down to the 0.01 of the mile. Including a location description that is too exact may limit eligibility for certain funds if your project limits change and extend beyond the exact distance in your description.**

The correctness of this Location Description is critical for Federal-aid projects but is important for Swap, FM, and local projects also.

Do NOT include a description of the type of work being completed in this field. That information can be placed in the “Map Notes” field below the map for your own reference if desired.

If the “Automatically update fields below when editing map” box, which is located directly under the map, remains checked, any changes to the map will result in corresponding adjustments to

the Location Description. Additionally, if the “Automatically update description from fields above” box, which is located under the location builder fields, remains checked, the Location Description will automatically update when changes are made to the informational fields (route, crossing type, feature crossed, from, direction, distance, to, section, township, range).

If the automatic location builder does not fill out the Location Description fully or correctly, the “Description” field may/should be overridden. If you do need to override the automatically built location, unchecking the “Automatically update description from fields above” will prevent any automatic updates to fields in the builder from further adjusting the overridden description. This includes automatic adjustments from map revisions.

- Bridge Projects – Ensure the final Location Description complies with one of the following formats.
 - On *route*, over/under *feature crossed*, *Section, Township, Range*
 - Ex: On Bear Avenue, over Wolf Creek, S8, T96, R27
 - On *route*, over/under *feature crossed*, in Quarter/near Quarter corner, *Section, Township, Range*
 - Ex: On Bear Avenue, over Wolf Creek, near Center, S8, T96, R27
 - On *route*, from *intersecting route (from)*, *direction*, approximately, *distance* miles, *Section, Township, Range*
 - Ex: On Bear Avenue, from 120th Street South approximately 0.4 miles, S8, T96, R27

- Paving/Grading (linear) Projects - Ensure the final Location Description complies with one of the following formats. For projects which occupy multiple sections, **ensure that the Section, Township, Range does NOT appear in this Location Description**. If those fields are placed there by the automatic description builder, please remove them.
 - On *route*, from *intersecting route (from)*, *direction*, to *intersecting route (to)*
 - Ex: On D65, from T47 to T55
 - On *route*, from *intersecting route (from)*, *direction*, approximately *distance* miles, to *intersecting route (to)*
 - Ex: On D65, from T47 East approximately 3.3 miles to T55

Automatically update fields below when editing the map

Map Note

Location

Route: Crossing Type: Feature Crossed:

From: Direction: Distance: To:

Section: Township: Range:

Automatically update description from fields above

Description *

Delete entries in these fields for linear projects.

Roadway

Enter the data for the relevant roadway segment. This data will automatically populate if the “Automatically update fields below when editing map” box is checked, but the fields can be overridden.

Roadway			
Lanes	Miles	Min AADT	Max AADT
<input type="text" value="2"/>	<input type="text" value="4.44"/>	<input type="text" value="10"/>	<input type="text" value="748"/>

Structure

Enter the data for the relevant roadway segment. This data will automatically populate if the “Automatically update fields below when editing map” box is checked, but the fields can be overridden.

Structure

Federal Bridge ID: Local Bridge ID:

Project Number

Select the appropriate project number format based on the roadway type and desired funding program.

- 1) Select/double-check the appropriate Federal Functional Class. This information can be found at <https://iowadot.gov/maps/digital-maps/city-and-county-maps> and should be double-checked by turning on the Federal Functional Class overlay in the map.

Project Number

Federal Functional Class *

Funding Program *

	System Class	Funding	Prefix/Alpha Code	Description
<input type="checkbox"/>	County: Farm-to-Market	C-STEP	CST-5C	County-State Traffic Engineering Program
<input type="checkbox"/>	County: Farm-to-	C-STEP	CST-8C	County-State Traffic Engineering Program

Map

Map Required

Draw Lines Plot Points Measure H&T Overlays

Territory
 Pavement 1mi
 AADT
 Farm To Market
 Fed Func

- 2) Select the correct project number format based on the system class (FM, local, etc.) and the funding type.

Project Number

Federal Functional Class *

Rural Major Collector

Funding Program *

	System Class	Funding	Prefix/Alpha Code	Description
<input type="checkbox"/>	County: Farm-to-Market	STBG	SBRFM-5D	State Bridge Replacement Fund on FM Roads
<input type="checkbox"/>	County: Farm-to-Market	STBG	STP-S-5E	Surface Transportation Program - Secondary
<input checked="" type="checkbox"/>	County: Farm-to-Market	STBG	STP-S-TSF-5P	Combination of STP and Traffic Safety Funds
<input type="checkbox"/>	County: Farm-to-Market	STBG-HBP	BHS-63	Bridge Rehabilitation on a Major Collector

- 3) Enter the Asset Owner Type, Asset Owner Code (if applicable), Paren Number (if assigned, if not, leave blank), Worksite County, and Mile Marker (if known).

Market

County: Area

Asset Owner Type *

County

Asset Owner Code *

Tama County - C086

Paren Number

Worksite County *

Tama - 86

Mile Marker

- 4) Ensure that the Full Project Number that has been generated is correct. If the “Automatically update project number from fields above” box remains checked, the project number structure will be adjusted each time you update the federal functional class, funding program, and asset information above. This project number can be overridden if necessary, but that need is infrequent. Check with Local Systems first before overriding a project number. Further guidance on project numbers can be found in [I.M. 3.060](#).

Automatically update project number from fields above

Full Project Number *

STP-S-TSF-C086()-5P-86

Funding

Enter funding from ALL anticipated funding sources.

First, enter the year the funding line will be applied. **This project will be placed in your CFYP according to the earliest year entered in this field.**

Funding

FM Transfer

Year* 2023 Type* Subtype* Amount* \$

Regional

Remove

Add Funding Total Funding \$0

Next, enter the applicable funding type and amount. To add an additional funding source, use the blue “Add Funding” button. Ensure the funding type and subtype selected matches the funding shown in the project number you have selected.

Federal-aid bridge projects should be programmed using the funding prescribed here unless there is a special circumstance that has been approved by the Local Systems Bureau.

- On-System Bridges (Federal Functional Class = Major Collector or higher)
 - 80% Federal-aid HBP
 - 20% Swap HBP
- Off-System Bridges (Federal Functional Class = Minor Collector or Local)
 - 100% Federal-aid HBP

Please note that the “Special” type is intended for special non-Federal-aid funds such as RISE, Traffic Safety (TSF), or County-State Bridge funds (STB).

Funding

FM Transfer

Year* 2023 Type* FA Subtype* STBG Amount* \$ 700000 Regional

Remove

Year* 2023 Type* FM Subtype* FM Amount* \$ 195000 Regional

Remove

Add Funding Total Funding \$895,000

Check the “Regional” box if the funding source must be approved by your Regional Planning Affiliation (RPA). This would include all federal funding sources as well as SWAP-STGB. This would not include SWAP-HBP, FM, State-aid, or local funding.

Funding

FM Transfer

Year *	Type *	Subtype *	Amount *	
2023	FA	STBG	\$ 700000	<input checked="" type="checkbox"/> Regional
Remove				
2023	FM	FM	\$ 195000	<input type="checkbox"/> Regional
Remove				

Add Funding Total Funding \$895,000

The budget module will automatically pull in cost information for all projects programmed in the accomplishment year. If the project programming shows the entire cost in the accomplishment year, that will be the amount pulled into the budget. However, the CFYP module does allow project costs to be entered for multiple fiscal years if the local agency knows that the entire expenditure will not happen in the accomplishment year and wants to utilize that functionality.

Funding

FM Transfer

Year *	Type *	Subtype *	Amount *	
2023	FM	FM	\$ 500000	<input type="checkbox"/> Regional
Remove				
2023	Local	Contract	\$ 700000	<input type="checkbox"/> Regional
Remove				
2024	Local	Contract	\$ 300000	<input type="checkbox"/> Regional
Remove				

Add Funding Total Funding \$1,500,000

The FM Transfer box should be checked whenever a project utilizes an FM transfer as described in [I.M. 2.140](#), Transfer of Farm-to-Market Funds to the Local Secondary Road Fund. This box should not be checked when making a transfer of local funds to the FM account.

Funding

FM Transfer

Year* 2023 Type* FM Subtype* FM Amount* \$ 500000 Regional

Remove

Add Funding Total Funding \$500,000

*****Use of Day Labor vs. Contract Funding & Taking Bids on a Projects*****

All projects considered to be construction must be programmed. However, only those that exceed the bid threshold are required to be bid. Projects which are locally funded generally utilize either Contract labor or Day Labor. Contract labor applies to work for which formal (sealed) bids are taken. Day Labor refers to any locally paid work which has not been subjected to formal (sealed) bids, including labor completed by Secondary Roads employees, materials purchased through quotes rather than formal bids, and directly hired contractors.

Purchasing materials via quotes or directly hiring (without bids) a contractor does NOT meet the requirement of taking bids for purposes of the bid threshold.

In other words, there can be no component of the project cost which is not formally bid that can exceed the bid threshold limit.

For example, suppose the bid threshold is \$93,000, and the total estimated cost of the project is \$100,000, of which \$50,000 is materials and \$50,000 is labor. The bid threshold requirement would NOT be met in any of the following scenarios.

- a) Materials were purchased directly or via quotes and Secondary Roads employees provided the labor.
- b) Materials were purchased directly or via quotes and a contractor was directly hired to provide the labor.
- c) A contractor was directly hired to provide both the materials and the labor.

In these three scenarios, bidding requirements are not met because the total of the non-bid components exceed the bidding threshold.

Conversely, for the same situation, the bid threshold WOULD be met in the following scenarios.

- a) Materials were purchased via formal bids and Secondary Roads employees provided the labor.
- b) Materials were purchased via formal bids and a contractor was directly hired to provide the labor.
- c) Materials were purchased directly or via quotes and bids were taken for contractor provided labor.

In these three scenarios, bidding requirements are met because the non-bid component of the cost remains less than the bidding threshold.

Often, materials are purchased ahead of a project being completed. When programming projects and entering funding amounts, counties should be cognizant of these requirements. See the Local Systems “Bid & Quote Thresholds” [web page](#) for further information.

Contacts

Select the appropriate planning agency (RPA/MPO) for your area.

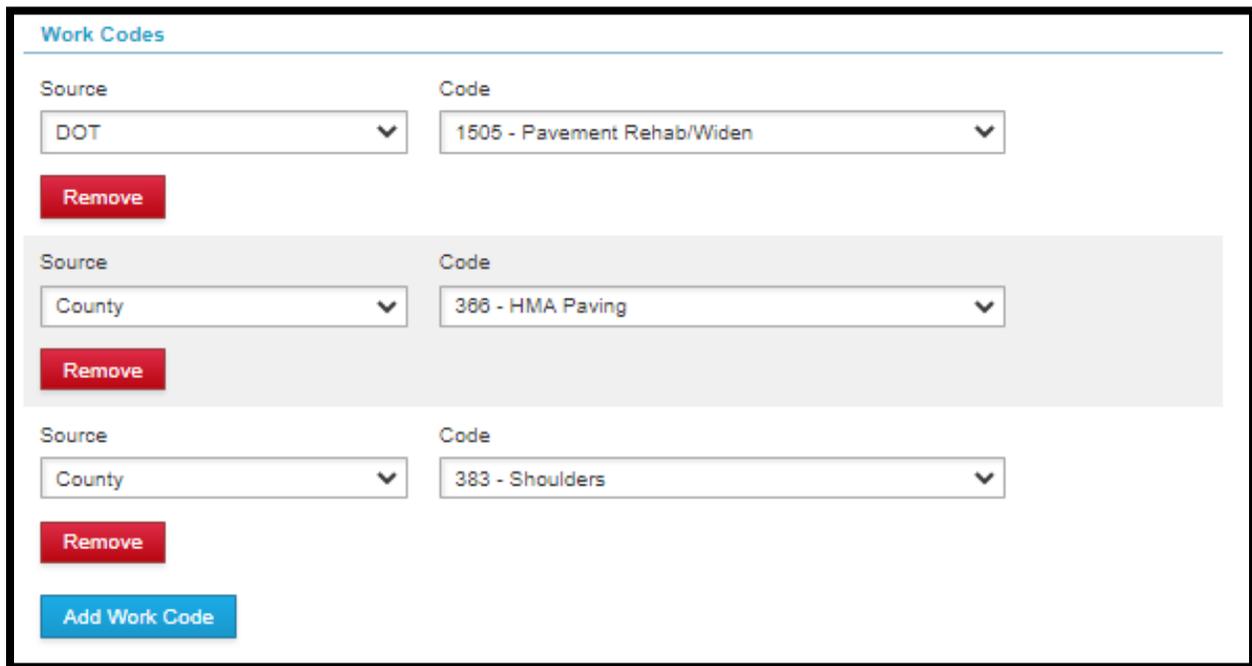


The screenshot shows a web form titled "Contacts". Below the title is a dropdown menu labeled "Planning Agency *". The dropdown menu is currently set to "RPA 6".

Work Codes

Select the appropriate DOT and County work codes for your project. For any DOT-let project, DOT work codes must be included. To add additional work codes, click on the blue “Add Work Code” button. DOT work codes will transfer to TPMS Development and to the Contracts Bureau for use in assigning a contract type.

If DOT work code “1001 - Grade and Pave” is chosen, paving points will likely be required in the Paving Points section. Additionally, paving points may be required for DOT codes “1005 – Pave” and “3511 – Grading”. See the [“Paving Points”](#) section below for more information.



The screenshot shows a web form titled "Work Codes". It contains three rows of work code entries. Each row has a "Source" dropdown and a "Code" dropdown. The first row is "DOT" with "1505 - Pavement Rehab/Widen". The second row is "County" with "366 - HMA Paving". The third row is "County" with "383 - Shoulders". Each row has a red "Remove" button. At the bottom is a blue "Add Work Code" button.

Tied (Joint/Shared) Projects

This section references “joint” or “shared” projects in which the county shares jurisdiction, ownership, or responsibility for the project with another county. This section is NOT used to indicate “tied” projects on one contract. In other words, this section is not used to indicate multiple projects under one county’s ownership which will later be bundled together for bidding purposes.

Examples of these “joint” or “shared” projects could include a paving project or bridge replacement project on a county-line road. In these situations, each county should program the project in their respective CFYP. When programming the project, the lead agency should program the entire Federal-aid or Swap portion of the cost in their project, and the lead agency should submit the project to the TIP/STIP. The non-lead agency should program only their portion of the project costs and should not submit their project to the TIP/STIP. This will ensure that the project is only placed in the TIP/STIP once and that all funding is covered in that one entry. Both counties should make a note in the “Notes” section indicating how the costs will actually be split.

If each county programs the project, it will come into their Annual Report so that each county can report their total costs. If both counties did not program the project, when completing the Annual Report, the county paying the reimbursement would have to add a project to the Annual Report that was not programmed, which would raise a “construction project not programmed” flag and cause the county to have to justify why they paid for a project not programmed.

When a project is shared with another county, information must be included in the “Tied Project” field. If your county is the lead agency for the project, click the “Lead Project” checkbox as shown below. This will cause the “Lead Project ID” box to be non-selectable. This is ok. TPMS will know to use your TPMS ID as the project ID. Additionally, if you are the lead county, you will need to share your TPMS ID with the non-lead county so that they can enter the ID into their program as well. (See the next paragraph.)



The screenshot shows a form titled "Tied Projects". Below the title is a checkbox labeled "Lead Project" which is checked with a blue checkmark. Below the checkbox is a text input field labeled "Lead Project ID". The input field is greyed out, indicating it is disabled.

If your county is not the lead agency for the project, enter the TPMS ID of the lead agency’s project in the “Lead Project ID” box as shown below. In order to obtain the TPMS ID of the lead county’s project, you will need to communicate with the lead county.



The screenshot shows a form titled "Tied Projects". Below the title is a checkbox labeled "Lead Project" which is unchecked. Below the checkbox is a text input field labeled "Lead Project ID" containing the text "12345".

Paving Points

Projects which involve paving a road not currently paved (i.e., new paving or grade and pave projects) will require the entry of paving points. Such projects would likely correspond to, but are not limited to, DOT work codes “1001 - Grade and Pave”, “1005 – Pave”, and “3511 – Grading”. If a proposed project has 50 points or more, the project will not require a public hearing. If the proposed project has less than 50 points, a public hearing will be required. See [I.M. 2.010](#) and [I.M. 2.010, Attachment B](#) for further information on paving points.

If paving points are required, check the “Paving Points Required” Box and enter the appropriate information in the given fields. If a hearing date is needed but has not yet been established, leave the field blank. The point total will automatically update as information is populated in the given fields. A “Trucks Explanation” will be required for any “Trucks” value entered which exceeds 9.

Pavement resurfacing projects do not require paving points.

The screenshot shows a web form titled "Paving Points". At the top, there is a checked checkbox labeled "Paving Points Required". Below this, there are four input fields: "Road Type" (a dropdown menu with "Major Collector" selected), "Pavement Proximity (Miles)" (a dropdown menu with "3" selected), "AADT" (a text input field with "200" entered), and "Trucks" (a text input field with "9" entered and a "%" symbol to its right). Below these fields is a large text area labeled "Trucks Explanation". Further down, there are two more input fields: "Hearing Date" (a date picker icon) and "Bonus Points" (a text input field). Below these is another large text area labeled "Bonus Explanation". At the bottom left of the form, it says "Total Points 64".

Notes

Enter any notes that you find helpful to yourself or that might help the Local Systems reviewer.

Saving the Project

When all project details have been entered, click on the blue “Submit” button in the bottom, right corner to save the information and place the project into the CFYP.

Submitting the Finalized CFYP

When all of the desired projects have been placed in the CFYP and all of the project details have been reviewed, navigate to the “Submittal” tab in the middle window.

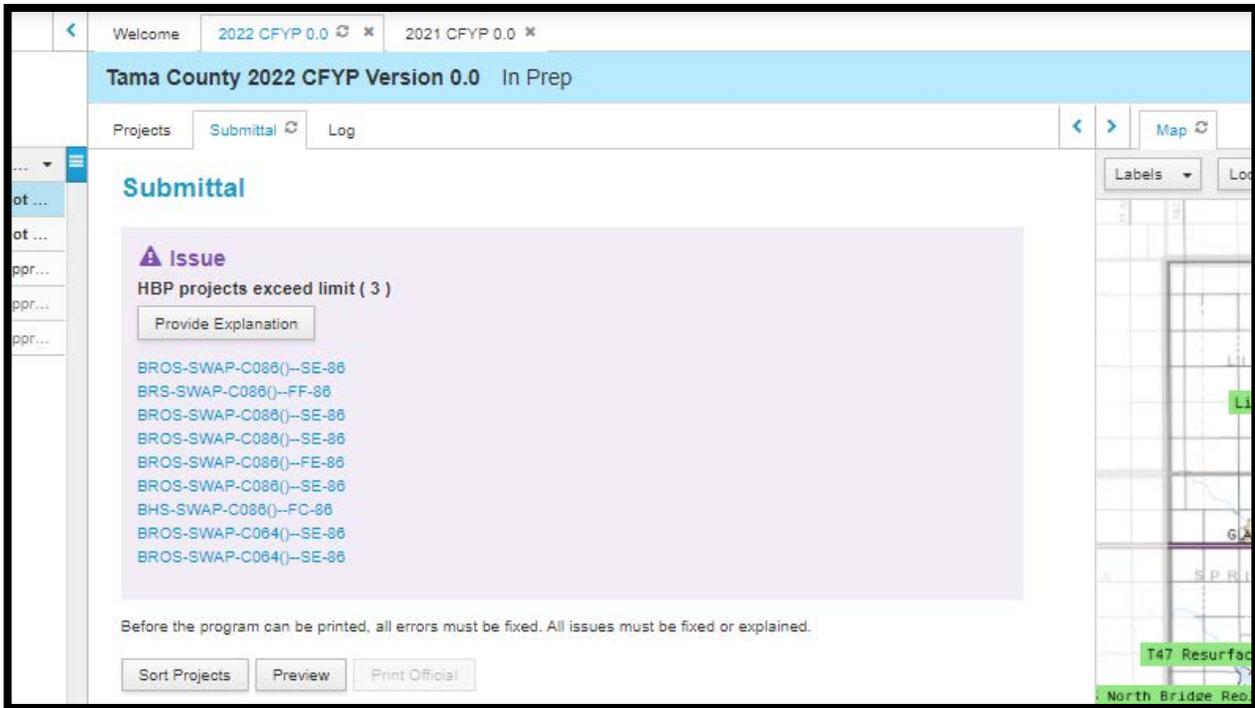
****Note:** Don’t forget to check the QBL for HBP funding eligibility for bridge projects, and don’t forget to check location descriptions for correct formatting.

If there are any errors, issues, or warnings showing, these must be addressed before the CFYP can be printed and submitted.

Warnings serve as FYIs only and do not prohibit submittal. Issues are more serious than warnings and must be explained/justified before a program may be submitted. If you believe an issue is “ok”, click on the “Provide Explanation” button to address it. If the issue does seem to truly indicate an error or conflict, go back and revise the project in question.

A program may not be submitted with errors remaining. If an error occurs, go back and revise the project in question or contact Local Systems or the Service Bureau if you are unable to understand why the error is occurring.

When all warnings and issues have been addressed, the “Print Official” button will be available for selection. **Selecting “Print Official” will cause the CFYP to be locked, and no further changes will be able to be made.** Selecting “Print Official” will also generate a PDF printout of the CFYP.



Once the CFYP has been officially printed and has been approved by the Board of Supervisors, enter the appropriate details to document approval by the Board and submit it for department review. (After printing the official copy, a button will appear that will allow the user to “Submit”.)

Once submitted, the Secondary Roads Engineer in the Local Systems Bureau will review the CFYP. If the Secondary Roads Engineer finds the CFYP to be acceptable, it will be approved, and an email notification containing the approval will be sent to the County.

If the Secondary Roads Engineer determines that revisions need to be made to project details, the CFYP will be rejected, and a TPMS-generated email will be sent back to the county. Deficiencies will need to be addressed, and the CFYP will need to be re-submitted. Changes are usually not substantial enough to not require the Board to take any further action. To view notes for the requested revisions, see the [“Format and Use of TPMS”](#) section earlier in these instructions.

Printed Program Components

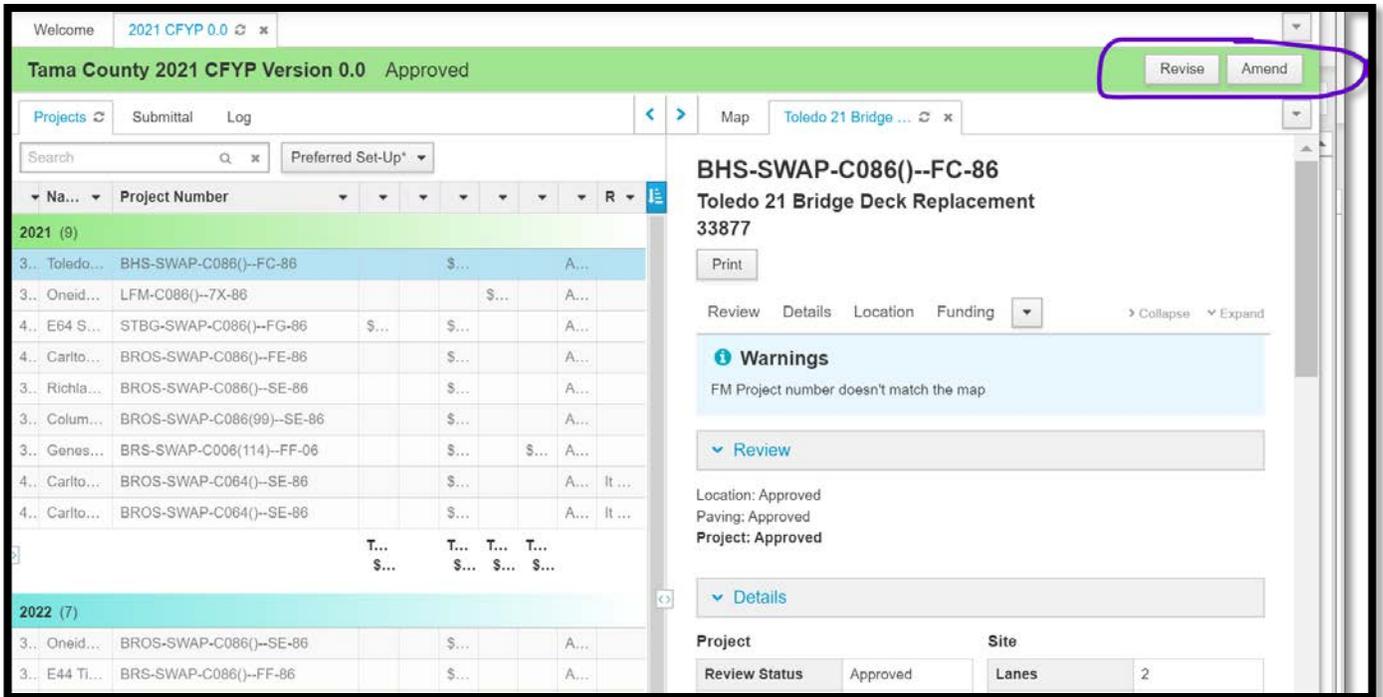
Printing the program will produce a PDF file that can be saved or printed. The title sheet needs to be signed by the county auditor, county engineer, and chairperson of the Board of Supervisors and filed in the proper county office. All projects will be listed showing the corresponding funding in the years programmed. Additionally, a summary sheet is included which summarizes the total funding amounts for the major funding groups in each year of the program.

CFYP Amendments

Iowa Code section [309.22](#) allows for the project accomplishment list (CFYP) to be revised, subject to departmental approval, due to unforeseen conditions. This process is accomplished using the TPMS budget and program tool. Refer to [I.M. 2.050](#) for additional guidance on amending a County Secondary Roads Construction Program and/or Budget. Additionally, [I.M. 2.050, Attachment A](#) provides example resolutions for adding, modifying, or advancing a project.

There are two ways in which a CFYP can be revised/amended. Refer to [I.M. 2.050](#) for further information.

- Revision (Resolution)
 - This approach is used the vast majority of the time. **When the only change being made is to the accomplishment year** (a project being added to the accomplishment year, a project being advanced from a priority year to the accomplishment year, or a project being modified within the accomplishment year), this is the appropriate choice for a revision method.
 - This method allows the use of a resolution to accomplish the revision.
- Amendment
 - This approach is used less often. It applies to situations where projects are added/modified/advanced/deleted in the priority years as well as the accomplishment year.
 - This method will generate a whole new program to be approved by the Board of Supervisors.



Once the appropriate revision/amendment process has been initiated, the necessary changes can be made to the appropriate projects. When all changes have been made, navigate to the “Submittal” tab next to the projects listing tab in the middle window. Working through this tab generates the appropriate resolution or new program. Choose the “Print Official” option to lock the revision/amendment and print the document for Board signature.

Once the Board has approved the action, the County Engineer will navigate back to the “Submittal” tab where the “unforeseen condition” that necessitated the revision/amendment will be entered. **This reason must explain WHY the condition was unforeseen and WHAT made the revision/amendment necessary.** It should NOT simply state what the change was.

Once the reason for the “unforeseen condition” has been entered, the revision/amendment can be submitted. Once submitted, the Secondary Roads Engineer in the Local Systems Bureau will review the revision/amendment. If the Secondary Roads Engineer finds the revision/amendment to be acceptable, the action will be approved, and an email notification containing the approval will be sent to the County.

If the Secondary Roads Engineer determines that revisions need to be made to project details or questions the reason for the revision/amendment, the revision/amendment will be rejected, and an email will be sent back to the county. Deficiencies will need to be addressed, and the revision/amendment will need to be re-submitted. Changes are usually not substantial enough to not require the Board to take any further action. To view notes for the requested revisions, see the [“Format and Use of TPMS”](#) section earlier in these instructions.

The County should also file the Board approved resolution or amended CFYP in the county files. **STIP**

For counties, all TIP/STIP entries must originate from the CFYP. All Federal-aid, Swap, DGA,

and ILL projects automatically populate the STIP upon Local Systems Bureau approval of the CFYP. This automatic promotion of projects applies to both the original CFYP approval or any later approvals for revisions/amendments. When projects are transferred to the STIP (either new or revised), following Local Systems approval, their status will display as "Submitted" in the TIP/STIP, and the next approval steps are in the hands of the RPA/MPO.

Additionally, projects already in a prior STIP because of prior programming will remain in the new STIP unless that data or project is changed when the CFYP is approved.

However, counties should note that a previously programmed project which has been moved back to a later year in the CFYP will not necessarily be moved back to a later year in the TIP/STIP. For example, if a project was programmed in the CFYP in FY'23 and in the STIP in FFY'23 but it gets pushed back to FY'24 in the CFYP, since there is no specific letting date attached to programming and since the state fiscal year change does not necessarily mean a federal fiscal year change, the project will remain in FFY'23 in the TIP/STIP.

No matter whether a county is creating a new project, amending/revising an existing project, or moving an existing project ahead/back, they should communicate changes to the RPA/MPO, and they should review the draft TIP before its approval. However, this being said, ALL creation of projects and revisions to projects (location description, funding, map adjustments, project number adjustments, etc.) must begin in the CFYP. Counties should NOT ask or allow the RPA/MPO to make changes to the project directly in the TIP/STIP unless prior approval is granted by the Local Systems Bureau.

It is important to make sure all data and entry details are 100% correct in the CFYP (original and amendments/revisions) since the data is pushed to the STIP, and STIP entries govern federal funding eligibility. Most last-minute changes to the STIP seem to be funding issues (under-programmed amounts or revised funding sources) or project number changes. Although TPMS Project Development (TPDev) generally alerts the county to conflicts with the STIP, it does NOT feed the STIP, and simply updating TPDev will NOT suffice for amending the STIP. Therefore, a CFYP amendment/revision is necessary for changes, as discussed above.

Deficiencies are often caught by Local Systems or Systems Planning Project Development staff at the time of project turn-in to the Contracts Bureau. At that time, project lettings stand a high chance of being delayed because counties have to go back and start the revision process, which includes both CFYP revision and potential public hearings for the STIP revision. In order to avoid delays to lettings, counties must actively assess programmed entries and project estimates throughout the project planning and development process so that they can make proactive changes.

See the ["In What Year Should a Project Be Programmed?"](#) subsection for guidance on which federal fiscal should be selected for programmed of projects in the STIP.