



## 2025 Federal-aid Overview Seminar - ONLINE

### Post-Letting: Construction Inspection and Contract Administration Agenda

Time	Agenda Item	Time	Agenda Item
8:30 – 8:45	<b>Welcome</b> – Sarah Okerlund <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Purpose and Format</li> <li>• Breaks and Facilities</li> <li>• General DOT Contacts</li> <li>• Website resources</li> <li>• Written Guidance</li> </ul>	1:45 – 2:00	<b>Payments &amp; Claim Reimbursements</b> – Field Team <ul style="list-style-type: none"> <li>• Payments (Contractor Pay System, Appia Auto-pay)</li> <li>• New I.M. 6.020, Payments &amp; Reimbursement Processes</li> <li>• Claims for Reimbursement (Form 517050)</li> <li>• Inactive Obligations &amp; PEDs</li> </ul>
8:45 – 9:45	<b>Construction Inspection</b> - Region Field Technicians <ul style="list-style-type: none"> <li>• I.M. 6.000</li> <li>• Pre-construction Meeting</li> <li>• Project Inspection Duties</li> <li>• Working Day Reports</li> <li>• Change Orders</li> <li>• EEO / AA and Wage Rate Compliance</li> <li>• Certified Payrolls</li> <li>• Davis-Bacon Wage Rates</li> <li>• Prompt Payment</li> <li>• No certification, No pay</li> <li>• Build America Buy America (BABA)</li> <li>• Specification updates</li> <li>• Training Opportunities</li> </ul>	2:00 – 2:15	<b>Break</b>
9:45 – 10:00	<b>Break</b>	2:15 – 2:45	<b>Final Field Reviews</b> - Region Field Engineers <ul style="list-style-type: none"> <li>• What do we look for? Constructability/workmanship issues</li> </ul>
10:00 – 10:20	<b>EZ Forms Update</b> – Sarah Okerlund	2:45 – 3:00	<b>Project Close-out for Highway Projects</b> - Region Field Engineers <ul style="list-style-type: none"> <li>• I.M. 6.110</li> <li>• Inspection and Acceptance of Field Work</li> <li>• Pre-audit Checklist and Procedures</li> <li>• Construction &amp; Materials Audits</li> <li>• Semi-final Payment</li> <li>• Final Forms Packet</li> <li>• Interest Payments</li> <li>• Final Payment and Federal Reimbursement</li> <li>• Project Close-out</li> </ul>
10:20 – 10:35	<b>DBE Requirements</b> – Nikita Rainey <ul style="list-style-type: none"> <li>• DBE Trucking – NEW!</li> </ul>	3:00 – 3:15	<b>Project Close-out for Non-Highway Projects</b> – Grant Team <ul style="list-style-type: none"> <li>• Process Differences for Non-Highway Projects</li> <li>• Materials Acceptance Requirements</li> </ul>
10:35 – 10:45	<b>Break</b>	3:15 - 3:30	<b>Closing Remarks</b> – Sarah Okerlund <ul style="list-style-type: none"> <li>• Top Things to Remember</li> </ul>
10:45 – 11:30	<b>Materials</b> - District Materials <ul style="list-style-type: none"> <li>• LPA &amp; Iowa DOT Obligations</li> <li>• Materials Instructional Memorandums</li> <li>• Materials Acceptance Report</li> <li>• Materials Certification</li> <li>• Materials Training</li> </ul>		
11:30 – 11:45	<b>Doc Express</b> – Derek Peck/Niki Stinn <ul style="list-style-type: none"> <li>• Doc Express Instructions</li> <li>• Project Closeout Workflow</li> <li>• Naming Convention</li> <li>• Workflows &amp; Notifications</li> <li>• Auditing</li> </ul>		
11:45 – 1:00	<b>Lunch</b>		
1:00 – 1:45	<b>Appia</b> – Derek Peck/Niki Stinn <ul style="list-style-type: none"> <li>• Project Setup &amp; Review</li> <li>• Record Keeping/Audit Guidance</li> <li>• Items Without Certifications/Payrolls</li> <li>• Appia-Doc Express Integration</li> <li>• Payments &amp; Change orders</li> <li>• Final Payment Process</li> <li>• Reminders &amp; Additional Resources</li> </ul>		