

Guide and / or I.M. Revision Notice

To: Cities, Counties, and Consultants

Date: April 29, 2020

From: Local Systems Bureau

Revision Notice Number: 2020-02

The Federal-aid Project Development Guide (Guide) and / or Instructional Memorandums to Local Public Agencies (I.M.s) have been revised as indicated below. This revision notice identifies all new or revised documents and includes a summary of the significant changes. Where appropriate, it also references the existing Project Development Information Packet (Packet) documents that have been replaced or superseded.

The Iowa DOT does not provide paper copies of the Guide or I.M.s. Since these documents are updated frequently, we recommend using the on-line version of the [Guide and I.M.s](#) for reference.

If you have any questions concerning these revisions, please contact Nicole Moore at nicole.moore@iowadot.us or 515-239-1506.

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

Document Title or I.M. Number	Summary of Significant Revision(s)
I.M. Table of Contents April 29, 2020	The I.M. Table of Contents has been revised to reflect new or revised I.M. numbers, as indicated below.
I.M. 1.100 Highway Bridge Programs for Cities and Counties April 29, 2020	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Changed the term “Structurally Deficient (SD)” to “Poor” and eliminated the term “Functionally Obsolete (FO)”. • Updated the guidelines of the City Bridge Program after consultation with American Public Works Association. • Added guidance for county bridges not on the QBL and the approval method needed to utilize HBP Swap funds for those. • Added the Bridge Removal Incentive Program guidelines that the Iowa DOT is offering as incentive for DOT-owned bridges that carry county roads over or under interstates or primary divided highways.
I.M. 1.100, Att. B (word) County Bridge Priority Point Rating Worksheet April 29, 2020	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Added instructions on calculating the detour length.
I.M. 1.180 Procedures for Developing and Administering Emergency Relief (ER) Projects April 29, 2020	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Clarified the guidance on FHWA Review and Approval Process of the DDIRs. • Included reference to documents on the new Local Systems ER Website.
I.M. 2.070 Secondary Road Budget Accounting Code Series April 29, 2020	This I.M. attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Added a note that accounting codes for revenues are listed in the Annual Report Instructions.
I.M. 2.100 Farm-to-Market Program April 29, 2020	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Clarified the procedure for FM Granular Resurfacing projects to be let locally.

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<p>I.M. 4.160 Asbestos Inspection, Removal, and Notification Requirements April 29, 2020</p>	<p>This I.M. attachment has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> • Changed the bid item for Asbestos Removal and added additional guidance.
<p>I.M. 6.110, Att. B Final Review and Audit Process Flowchart – Highway or Bridge Construction April 29, 2020</p>	<p>This I.M. attachment has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> • Corrected the statement that the LSFE reviews and approves final voucher/pay estimate for non-Federal-aid projects; the LSFE doesn't need to approve them.
<p>I.M. 6.110, Att. E (word) Pre-audit/Project Review Close-out Checklist for Local Public Agency Projects April 29, 2020</p>	<p>This I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> • The checklist has been re-ordered to reflect with how documents would appear in Doc Express drawers. • Additional clarifications have been made to several checklist items.