

Guide and / or I.M. Revision Notice

To: Cities, Counties, and Consultants
From: Local Systems Bureau

Date: June 15, 2021
Revision Notice Number: 2021-04

The Federal-aid Project Development Guide (Federal-aid 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. 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 June 15, 2021	The I.M. Table of Contents has been revised to reflect new or revised I.M. numbers, as indicated below.
I.M. 1.000 Iowa DOT Oversight of LPA Projects June 15, 2021	This is a new I.M. It is a high-level overview of the requirements for each Category of projects, including what the DOT and LPAs each are required to do on each category of project. The categories in this I.M. align with those in Materials IM 103. It's written similarly to the Federal-aid Guide and Non-Federal-aid Guide, in that there are a lot of references to I.M.s so that we don't have the same language in multiple places.
I.M. 1.000, Att. A Project Submittal Table for Each Funding Type June 15, 2021	This is a new I.M. Attachment.
I.M. 1.000, Att. B Administering Bureau Responsibilities Flowchart June 15, 2021	This is a new I.M. Attachment.
I.M. 4.010 Environmental and Permitting Process for Non-Federal-aid Projects June 15, 2021	This is a new I.M. It is a short, high-level overview of all the potential environmental and other permits needed for non-Federal-aid projects. It refers to the individual I.M.s that need to be followed. It is similar to the non-Federal-aid Guide but goes into a bit more detail, referring to various other I.M.s regarding completing the environmental process.
I.M. 6.000 Construction Inspection June 15, 2021	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Minor updates to reflect current processes and procedures.
I.M. 6.000, Att. F Doc Express Instructions for Local Public Agencies June 15, 2021	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Including additional information about Doc Express. • Including the new webpage where Doc Express instructions are located.