

Guide and / or I.M. Revision Notice

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

Date: July 12, 2022
Revision Notice Number: 2022-04

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 515-460-0763.

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

Document Title or I.M. Number	Summary of Significant Revision(s)
I.M. Table of Contents July 12, 2022	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 July 12, 2022	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • This I.M. has been completely rewritten to account for the changes to the Federal-aid bridge programs, as the Infrastructure Investment and Jobs Act (IIJA) is implemented. • Updated the HBP Allocation Method Document.
I.M. 2.010 Requirements for the County Secondary Road Construction Program and Budget July 12, 2022	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Clarified the use of Day Labor.
I.M. 2.100 Farm-to-Market Program July 12, 2022	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Updated the Change Order Process. • Added language about the required use of Appia vouchers. • Added language clarifying which projects are paid through the FM account. • Updated the voucher processing process. • Added language about the 309 voucher uploads to Doc Express. • Added language about pre-approvals needed for Appia vouchers. • Clarified that Swap funds should be entered in the non-participating column on 309 vouchers. • Clarified that all County Engineer signatures on vouchers are accomplished via Doc Express. • Updated the location to which intermediate vouchers should be submitted. • Updated guidance on submitting the final voucher and final forms packet. • Updated guidance on Field Manager and required Appia training. • Updated guidance on Project Close-out Procedures to reflect the use of Doc Express. • Updated the procedure for FM Granular Surfacing Contracts to be Let Locally.

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	<ul style="list-style-type: none"> Updated the procedure for Use of FM funds for Non-construction Work.
<p>I.M. 2.170 Modification to the Farm-to-Market (FM) System July 12, 2022</p>	<p>This I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> Removed references to physical mailings and updated to reflect electronic submittals and communications.
<p>I.M. 2.180 Farm-to-Market Review Board Advisory Opinion on Proposed Jurisdictional Transfers July 12, 2022</p>	<p>This I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> Removed references to physical filing and communications and updated to reflect electronic filing and communications.
<p>I.M. 3.060 Project Numbers July 12, 2022</p>	<p>This I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> Added guidance on City Bridge project numbers for projects that are administered by the county. Added guidance on how to determine if a bridge is on-system or off-system. Added on-system and off-system designations with HBP project numbers Added BROS--8J project number for a bridge replacement in a city on a local road Added EDP project number for Enhancement Demonstration projects (grants) Added HDP project number for Highway Demonstration projects (grants) Added STBG-SWAP--SK project number for the use of STBG-Swap funds on non-FM secondary roads
<p>I.M. 6.110, Attachment E (word) Required LPA Project Documentation and Pre-audit Checklist July 12, 2022</p>	<p>This I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> Changed the title to indicate that the checklist should be completed as the project is being constructed, and not just at the end prior to the audit. Added that all County Projects let on April 19, 2022 or later are required to use Appia software. Included which party is responsible for which items in the checklist. Added signature blocks and clarified language on the signature page.