

Guide and / or I.M. Revision Notice

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

Date: November 4, 2022
Revision Notice Number: 2022-05

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 November 4, 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, Att. B (word) County Bridge Priority Point Rating Worksheet November 4, 2022	The County Bridge Construction Fund program is being revised. This I.M. Attachment is the new application form; we will be taking applications this fall. Look for a call for applications via the Local Systems Email list soon.
I.M. 1.250 City Road Use Tax Fund Information November 4, 2022	This is a new I.M.
I.M. 2.070 Secondary Road Budget Accounting Code Series November 4, 2022	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Added miscellaneous additional items into various code descriptions • Updated existing codes to be more inclusive of modern technology • Provided additional explanation for expenses relating to permits and construction survey • Added code 317 for Mitigation • Provided additional explanation for the 714 grouping to include IRVM • Added codes 494 and 495 for Iowa Roadside Vegetation Management (IRVM) • Added code 659 for Rental Tools • Added code 825 for Building Upkeep
I.M. 3.050 In-Kind Contributions November 4, 2022	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Minor changes to include that STBG funding used on trails is eligible.
I.M. 3.060 Project Numbers November 4, 2022	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Added project numbers for Carbon Reduction Program, and BRS and BHS for major collectors that aren't on a Farm-to-Market route.
I.M. 3.210 Rural Design Guidelines November 4, 2022	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • This has been updated to reflect the changes between the 2011 and 2018 AASHTO Green Book.

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	<ul style="list-style-type: none"> • Use of the Rural Design Guidelines as set forth in this I.M. are required for the April 18, 2023 letting. This is due to Check Plans being due for these projects on December 6, 2022.
I.M. 3.310 Federal-aid Participation in Consultant Costs November 4, 2022	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Including that certain programs are not allowed to utilize Federal-aid funding for Consultant Costs.
I.M. 3.330 Federal-aid Participation in In- House Services November 4, 2022	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Including that certain programs are not allowed to utilize Federal-aid funding for In-House Services.
I.M. 3.710 Project Development Certification Instructions November 4, 2022	This I.M. was previously I.M. 5.050. It is being placed into Chapter 3, as it is required prior to letting, and was out of order residing in Chapter 5. Form 730002 has also been updated.
I.M. 3.720 Public Interest Findings November 4, 2022	This I.M. was previously I.M. 5.060. It is being placed into Chapter 3, as it is required prior to letting, and was out of order residing in Chapter 5. Form 517030 has also been updated to not include Federal-aid Construction by Local Agency Forces.
I.M. 5.030 Iowa DOT Letting Process November 4, 2022	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Clarifying that an LPA should not reject a bid that is within 10% of the estimate.
I.M. 5.100 Local Letting Process - State- aid or Local Funded Projects November 4, 2022	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Adding Targeted Small Business requirement reminder.
I.M. 6.010 Federal-aid Construction by Local Agency Forces November 4, 2022	This I.M. is being discontinued . This practice was previously allowed but rarely was an LPA able to meet all the requirements, so we are discontinuing the use of this I.M.