

Guide and / or I.M. Revision Notice



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

Date: November 21, 2024
Revision Notice Number: 2024-08

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 21, 2024	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 November 21, 2024	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Made changes to differentiate between Local Systems “Administering Team” of Grant Team or Project Development and Field Teams. • Added language about Targeted Small Businesses. • Added Carbon Reduction Program. • Added clarification about PDC requirement for locally let projects involving a Primary Highway.
I.M. 1.000, Att. A. Project Submittal Table for Each Funding Type November 21, 2024	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Added minor clarifications for Farm-to-Market (FM) Projects.
I.M. 1.000, Att. B Administering Team Responsibilities Flowchart November 21, 2024	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Made minor changes for Administering Team.
I.M. 2.010, Att. A Construction vs. Maintenance November 21, 2024	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Added clarifications that the definitions in this I.M. are not the same as Maintenance as it pertains to ADA.
I.M. 3.010 Project Development Submittal Dates and Information November 21, 2024	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Updated the chart with submittal dates for 2025 and 2026.
I.M. 3.400, Att. B (word) Preliminary Plan Checklist November 21, 2024	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • General cleanup and clarifications.
I.M. 3.500, Att. A (word) Bridge or Culvert Supplementary Checklist November 21, 2024	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • General cleanup and clarifications.

<p>I.M. 3.700, Att. B (word) Check and Final Plan Checklist November 21, 2024</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"> • General cleanup and clarifications.
<p>I.M. 4.010 Environmental and Permitting Process for non-Federal-aid Projects November 21, 2024</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"> • Added minor clarification that another federal agency may complete NEPA, but that it looks different than FHWA NEPA.
<p>I.M. 4.020 NEPA Process November 21, 2024</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 minor clarification that another federal agency may complete NEPA, but that it looks different than FHWA NEPA. • Added information on what Federalizes a project.
<p>I.M. 6.000 Construction Inspection November 21, 2024</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 update about Appia being required for cities April 2025 letting.
<p>I.M. 6.000, Att. H Doc Express Change Order Drawer Signatures and Workflow Steps June 12, 2024</p>	<p>This is a new I.M. Attachment.</p>
<p>I.M. 6.110 Final Review, Audit, and Close-out Procedures for Federal-aid, Federal-aid Swap, and Farm-to-Market Projects November 21, 2024</p>	<p>This I.M. has been updated. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> • Updated Swap procedures. • Made other minor clarifications.
<p>I.M. 6.110, Att. G Doc Express Closeout Drawer Signatures and Workflow Steps November 21, 2024</p>	<p>This is a new I.M. Attachment.</p>
<p>I.M. 8.240 Iowa DOT Traffic Counts November 21, 2024</p>	<p>This is a new I.M.</p>