

Guide and / or I.M. Revision Notice



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

Date: November 14, 2025
Revision Notice Number: 2025-03

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 Sarah Okerlund at sarah.okerlund@iowadot.us or 515-239-1064.

***** 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 14, 2025	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 14, 2025	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: • Clarifying the non-use of dead-end intersections in calculating the detour length
I.M. 2.050 Procedure to Amend a County Secondary Road Construction Program and Budget November 14, 2025	This I.M. has been updated. Substantive changes from the previous version include the following: • Removed references to a rescinded Iowa Administrative Code section • Clarified language regarding when a revision vs. an amendment is needed for CFYP changes • Added explanation and examples of CFYP revision vs. amendment situations • Deleted Attachment A, as TPMS creates the resolution
I.M. 3.010 Project Development Submittal Dates and Information November 14, 2025	This I.M. has been updated. Substantive changes from the previous version include the following: • Updated the table and included the submittal dates for 2027
I.M. 3.020 Concept Statement Instructions November 14, 2025	This I.M. has been updated. Substantive changes from the previous version include the following: • Updated the Concept Statement Form and Instructions • Concept Statement Form 517001 https://iowadot.gov/local_systems/documents/517001.docx
I.M. 3.060 Project Numbers November 14, 2025	This I.M. has been updated. Substantive changes from the previous version include the following: • Added a project number for CS-TSF projects.
I.M. 3.700, Att. B (Word) Check and Final Plan Checklist November 14, 2025	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: • Updated language on STIP limits for County HBP projects • Updated language for self-permitting 404 permits • Added bridge deck smoothness information

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I.M. 4.020 NEPA Process November 14, 2025	This I.M. has been updated. Substantive changes from the previous version include the following: • Provided additional guidance related to NEPA Re-Evaluation when project scope changes.
I.M. 6.000 Construction Inspection November 14, 2025	This I.M. has been updated. Substantive changes from the previous version include the following: • Added a Table of Contents and Headers to improve navigation • Added required/recommended Pre-Con Meeting invitees rather than referencing other documents • Added information about the optional use of EZ Forms. • Deleted Attachment F, Doc Express & Appia Instructions – instead referring to the website. • Updated various links, removed all Field Manager and optional hard-copy references, Administering Team information, and Doc Express references to align with a July 2025 naming convention update.
I.M. 6.000, Att. A (Word) Preconstruction and Construction Inspection Checklist November 14, 2025	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: • Added and updated various reference links, including asbestos specifications
I.M. 6.000, Att. B Doc Express Change Order Drawer Signatures and Workflow Steps November 14, 2025	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: • Replaced Intentionally Left Blank Attachment B with previous Attachment H. • Added Category 4 projects to this chart.
I.M. 6.000, Att. E (Word) Request for Early Release of Retained Funds November 14, 2025	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: • Replaced Intentionally Left Blank Attachment E with previous Att. G • Reformatted instructions and added a reference to I.M. 6.000, Att. D for additional details
I.M. 6.000, Att. F Doc Express and Appia Instructions for Local Public Agencies	This I.M. Attachment has been deleted. All this information is now on our Doc Express and Appia website instead.
I.M. 6.000, Att. G Request for Early Release of Retained Funds November 14, 2025	This I.M. Attachment has been deleted and the previous I.M. 6.000, Att. G document has been renumbered as I.M. 6.000, Att. E.
I.M. 6.000, Att. H Doc Express Change Order Drawer Signatures and Workflow Steps	This I.M. Attachment has been deleted and the previous I.M. 6.000, Att. H document has been renumbered as I.M. 6.000, Att. B.
I.M. 6.020 Payment and Reimbursement Processes November 14, 2025	This I.M. has been updated. Substantive changes from the previous version include the following: • Added an Appia payment report definition • Updated language to align with a July 2025 Doc Express naming convention update. • Removed 309 Voucher process

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	Added details for reimbursement request supporting documentation requirements.
I.M. 6.110 Final Review, Audit, and Close-out Procedures for Federal-aid, Federal-aid Swap, and Farm-to-Market Projects November 14, 2025	This I.M. has been updated. Substantive changes from the previous version include the following: - Substantial organizational changes including adding a hyperlinked table of contents and detailing the process in an outline format with groups of tasks - Added definitions to help with the Doc Express naming convention changes - Switching systems approach from calendar year to construction year - Clarified various types of Iowa DOT audits and aligned funding references with I.M. 6.020.
I.M. 6.110, Att. E (Word) Required Local Public Agency Project Documentation & Pre-audit Checklist November 14, 2025	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: - Reformatted and organized the Introduction - Updated links, and updated to align with other recent revisions to the Doc Express drawer and naming convention updates, 6.110 reorganization, and DNR permitting processes - Removed duplicate and irrelevant documents
I.M. 6.110, Att. F (Word) Final Forms Packet Checklist November 14, 2025	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: - Aligned terminology to match I.M. 6.020, I.M. 6.110 and Doc Express naming convention changes. - Simplified/clarified instructions - Updated links - Moved Bridge Survey Report (Form 107) to I.M. 6.110, Att. E.
I.M. 6.110, Att. G Project Closeout Drawer Signatures and Workflow Steps November 14, 2025	This I.M. Attachment has been updated. Substantive changes from the previous version include the following: - Updated to align with other recent revisions to the Doc Express drawer and naming convention updates including Pre-Audit Agreement/Estimate Payment, and Final Voucher - Updated signature notes for Pre-Audit Checklist and County Engineers' signing of the Final Voucher for Board of Supervisors
I.M. 6.140 Resolution to allow County Engineer to Certify Completion of Work on Construction Contracts November 14, 2025	This I.M. has been updated. Substantive changes from the previous version include the following: Removed paragraph that says the County Engineer can't sign final vouchers to align with HF903 signed into law on May 6, 2025
I.M. 7.000 City Requests for Closure of Primary Road Extensions November 14, 2025	This is a new I.M. that replaces 761 Iowa Administrative Code Chapter 151, which has been rescinded.
I.M. 7.010 Statewide Standard for Permitting Certain Implements of Husbandry November 14, 2025	This is a new I.M. that replaces 761 Iowa Administrative Code Chapter 181, which has been rescinded.