



# Swap Seven Things to Remember from Today

# 1. Read the guidance

- **Applicable I.M.s.** The Instructional Memorandums to Local Public Agencies (I.M.s) are all available on-line at:

[https://iowadot.gov/local\\_systems/publications/im/lpa\\_ims.htm](https://iowadot.gov/local_systems/publications/im/lpa_ims.htm)

To locate all available written guidance, refer first to the Table of Contents, then to the I.M.s, then to the other documents referenced by the I.M.s.

- **Federal-aid Swap Web Page**

[https://iowadot.gov/local\\_systems/federal-aid-swap-information](https://iowadot.gov/local_systems/federal-aid-swap-information)



## **2. Contact your Administering Office.**

Unless specifically noted otherwise, the Iowa DOT Administering Office is the primary point of contact for all project submittals and requests for information (see Iowa DOT Contacts List for appropriate offices and staff members).

### **3. Make sure your project is programmed.**

In order to reserve funds for any project activities, your project must be included in the appropriate Regional Planning Affiliation (RPA) or Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP), and the Statewide Transportation Improvement Program (STIP). Funds must be programmed in the Fiscal Year(s) in which the project will be let.

## 4. Use TPMS.

If you aren't a user, sign-up when you get home. If you have signed-up, use the system to verify the project is correctly programmed, track progress, make submittals, and communicate with the Iowa DOT. For more information, contact Danny Waid of the ICEA Service Bureau at 515-244-0779 (ext. 319) or [danny.waid@iceasb.org](mailto:danny.waid@iceasb.org).



## **5. Know what to submit and when to submit it.**

Refer I.M. 3.005, Project Development Submittal Dates and Information, for instructions concerning several important milestones in the project development process.



## **6. Coordinate early with Railroads and Utilities.**

Projects involving railroad crossings will require additional development time. Plan ahead and contact the railroad as early as possible. For more information, refer to I.M. 3.670, Work on Railroad Right of Way. Early utility coordination is also vital. Notify potentially affected utilities early and often. For more information, refer to I.M. 3.640, Utility Accommodation and Coordination.

## **7. Don't start ROW purchase until Environmental Review is complete**

Even though NEPA does not apply, it is **STRONGLY RECOMMENDED** that you make sure there aren't going to be any environmental issues that might cause ROW needs to change, before purchasing ROW.

Examples:

- Too much ROW could be purchased if a historic property were going to be impacted.
- In order to avoid a wetland, the road/bridge may need to shift to one side of the road, and more ROW could be needed.





**THANK YOU!**