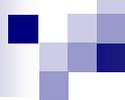


# Project Close-out for Non-Highway Projects

Debra Arp

Systems Planning Bureau

Iowa Department of Transportation



# Presentation Overview

- Process Differences for Non-Highway Projects
- Materials Acceptance Requirements
- In-Kind Contributions

# Process Differences for Non-Highway Projects

- All references to District Local Systems Engineer (DLSE) or Regional Local Systems Field Engineer (LSFE) are replaced with Systems Planning Bureau Project Manager
- For projects not constructed under Iowa DOT specifications:
  - Certificate of Completion and Final Acceptance of Agreement Work (Form 640003) is signed by the LPA and their engineer when project complete – Systems Planning Bureau Director signs acknowledging completion of the project per the funding agreement
- Systems Planning performs a final audit on all projects

# Materials Acceptance

- Material sources, project inspection, and certification shall follow Materials I.M. 204 for Iowa's Clean Air Attainment projects (Category 1) and Iowa's TAP and Federal Recreational Trail (Category 2) – updates occur to I.M. 103 in the October update

# Materials Acceptance (continued)

- Following Materials I.M.s 204 and 205 for Category 1 projects requires the District Materials Engineer to sign the 830436 form – same as highway projects
- The LPA must contact the Iowa DOT District Materials Engineer to determine what inspection process requirements have to be done before the Iowa DOT can sign Form 830436

# Materials Acceptance (continued)

- For Category 2 projects let using Iowa DOT specifications the Iowa DOT District Materials Engineer, when requested and paid for by the Local Public Agency (LPA), will perform the source inspection tasks in Materials I.M. 204 otherwise this work shall be done by the LPA or their engineer. The LPA's project engineer will certify the work was completed in substantial compliance with the plans, specifications and agreements by signing Form 830436.

# Materials Acceptance (continued)

- For Category 2 projects let using local specifications the LPA and their project engineer will certify the work was completed in substantial compliance with the plans, specifications and agreements by signing Form 640003

# In-Kind Contributions

- What is an in-kind contribution?
  - Non-cash donation to the project by a third party
    - A “Third party” can be any entity except the Iowa DOT or the local agency receiving Federal funds from the DOT
    - Examples: private individuals or companies, non-profit organizations, civic or service groups, or another local agency
  - The value of the contribution may be credited towards the non-Federal share of project costs
    - Purpose is to reduce or eliminate the cash outlay required of the LPA

# In-Kind Contributions

- What may be counted as in-kind?
  - Property (right-of-way)
  - Materials\*
  - Equipment\*
  - Labor and / or professional services\*

\* Allowed only for Iowa's TAP and Federal Recreational Trails projects

# In-Kind Contributions

## ■ When can contributions be made?

- Materials, equipment, and labor / services\* may not be incorporated or begin until after FHWA Authorization of the contribution

\* Federal Recreational Trail projects may count services provided up to 18 months prior to FHWA Authorization

- Property may be donated any time during project development (within reason)

# In-Kind Contributions

- How is in-kind approved?
  - LPA requests use of in-kind
    - Must include documentation to support the amount requested based on fair market-value
  - Systems Planning reviews request
  - Systems Planning requests FHWA approval and notes in-kind in FMIS document
  - FHWA authorizes in-kind contribution
  - Systems Planning notifies LPA of approved amount

# In-Kind Contributions

- How is in-kind applied toward the non-Federal share?
  - DOT reimburses LPA for Federal share of total costs (in-kind + reimbursable costs)

# In-Kind Contributions

- How is in-kind work verified?
  - LPA documents in-kind completed to-date as part of reimbursement request
  - DOT verifies work during construction or at the time of final audit
  - If not all in-kind work is performed, the final reimbursement will be adjusted

# Questions?



- Reference Documents:
  - Materials I.M.s 103, 204 and 205, Materials Source and Project Inspection
  - I.M. 3.050, In-Kind Contributions
- Iowa DOT Contact Person:
  - Debra Arp  
Phone: 515-239-1681  
[Debra.Arp@iowadot.us](mailto:Debra.Arp@iowadot.us)
  - Or, contact the appropriate Iowa DOT project manager from the “Iowa DOT Contact List” handout