

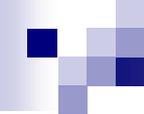
Top Ten Things to Remember from Today

10. Read the Guide and applicable I.M.s.

The Federal-aid Project Development Guide (Guide) and the Instructional Memorandums to Local Public Agencies (I.M.s) are all available on-line at:

www.iowadot.gov/local_systems/publications/im/lpa_ims

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



9. Contact your Administering Bureau.

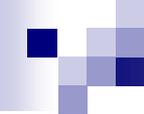
Unless specifically noted otherwise, the Iowa DOT Administering Bureau is the primary point of contact for all project submittals and requests for information (see Iowa DOT Contacts List for appropriate offices and staff members).

8. Make sure your project is programmed.

In order to authorize Federal 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 Federal Fiscal Year(s) in which FHWA Authorization for the project activities will occur.

7. Use TPMS.

If you aren't a user, sign-up when you get back to your office. 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.



6. Know what to submit and when to submit it.

Refer I.M. 3.010, Project Development Submittal Dates and Information, for instructions concerning several important milestones in the project development process.



5. Submit the Concept Statement Early.

The best way to get your project off to a good start is to submit a Concept Statement as early as possible. For more information, refer to I.M. 3.020, Concept Statement Instructions.

4. Coordinate early with Railroads and Utilities.

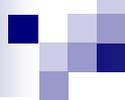
Projects involving railroad crossings will require additional development time. Plan ahead and contact the railroad as early as possible. For more information, refer to I.M. 3.670, Work on Railroad Right of Way, and I.M. 3.680, Federal-aid Projects Involving Railroads. Early utility coordination is also vital. Notify potentially affected utilities early and often. For more information, refer to I.M. 3.640, Utility Accommodation and Coordination, and I.M. 3.650, Federal-aid Participation in Utility Relocations.

3. Don't start final design too soon. *

Do not begin final design activities until after NEPA Clearance has been obtained.

Development of Check Plans is considered a final design activity.

- * MAP-21 provided some additional flexibility that may allow for final design or right-of-way negotiations or acquisitions to proceed prior to completing the NEPA process. Environmental and related engineering studies, agency coordination, public involvement activities, and preparation of Preliminary Plans are not considered final design. Therefore, these activities may proceed prior to completing the NEPA process. However, work directly associated with preparation, review, or submittal of Check Plans or Final Plans is considered final design.



2. Don't start right-of-way too soon. *

Do not begin right-of-way negotiations or acquisitions until after NEPA Clearance has been obtained.

1. Request and verify receipt of FHWA Authorization.

Do not begin any work for which you will want Federal-aid reimbursement until you have written approval from the Iowa DOT that FHWA Authorization has been received. If in doubt, check it out!



THANK YOU!