



## Instructional Memorandums to Local Public Agencies

### Table of Contents

The Iowa DOT is required by [Iowa Code 307.24](#) to provide assistance for urban systems and secondary roads, and to provide other categories of assistance as necessary. One of the ways in which we carry out that requirement is to develop and maintain Instructional Memorandums (I.M.s). Some I.M.s are written either to counties or cities; others are written to both counties and cities. The intended audience is indicated in the "To:" field of the I.M. as well as the Table of Contents below. Many of the I.M.s are referenced by the Federal-aid Project Development Guide (Federal-aid Guide). These I.M.s are marked with an asterisk (\*). For more information about the relationship between the [Federal-aid Guide](#), the [Non-Federal-aid Guide](#), and I.M.s, refer to the [Guide and I.M.s web page](#). The funding type is listed in the Table of Contents below, and will be labeled for Federal-aid (F.A.), Federal-aid Swap (Swap), State-aid (State), Farm-to-Market (F.M.) or Local; if the I.M. applies to all types of funding, "All" will be used as the Funding type.

**Note:** Some of the I.M.s are not yet complete, as shown in light grey text. Most of the links to the [Code of Federal Regulations](#) (CFR) and the [United States Code](#) (USC) have been removed from the individual I.M.s below. To get to the general CFR and USC, you can click on the links above and search each respective page.

No.	Subject	Revision Date	Funding	Written To
	<a href="#">Chapter 1 – Administration</a>			
	<a href="#">Chapter 2 – County Road System</a>			
	<a href="#">Chapter 3 – Project Development</a>			
	<a href="#">Chapter 4 – Environmental Regulations</a>			
	<a href="#">Chapter 5 – Letting and Contracts</a>			
	<a href="#">Chapter 6 – Construction</a>			
	<a href="#">Chapter 7 – Maintenance</a>			
	<a href="#">Chapter 8 – Miscellaneous Information</a>			

### Chapter 1 – Administration

#### Section 1.0 -- General

<a href="#">1.000</a>	Iowa DOT Oversight of LPA Projects	January 19, 2024	All	Both
	<a href="#">Attachment A</a> - Project Submittal Table for Each Funding Type	June 15, 2021	All	Both
	<a href="#">Attachment B</a> – Administering Bureau Responsibilities Flowchart	June 15, 2021	All	Both
<a href="#">1.010</a>	Acronym List	December 31, 2019	All	Both
<a href="#">1.020</a>	References to the Iowa Code	August 7, 2020	All	Counties
<a href="#">1.070</a> *	Title VI and Nondiscrimination Requirements	June 29, 2018	F.A.	Both
<a href="#">1.080</a> *	ADA Requirements	October 1, 2013	All	Both
	<a href="#">Attachment A</a> – Sample Curb Ramp Transition Plan ( <a href="#">Word</a> )	August 24, 2012	All	Both

#### Section 1.1 -- Programs

<a href="#">1.100</a> *	Highway Bridge Programs for Cities and Counties	June 12, 2024	All	Both
	<a href="#">Attachment A</a> – City Bridge Priority Point Rating Worksheet ( <a href="#">Word</a> )	February 10, 2023	F.A.	Cities
	<a href="#">Attachment B</a> – County Bridge Priority Point Rating Worksheet ( <a href="#">Word</a> )	November 4, 2022	All	Counties
	<a href="#">Attachment C</a> – Touchdown Points and Limits of Participation	July 18, 2011	F.A.	Both
	<a href="#">Attachment D</a> – County HBP Fiscal Constraint Requirements	July 18, 2011	F.A.	Counties
<a href="#">1.150</a>	Federal-aid Swap Program	February 10, 2023	Swap	Both
	<a href="#">Attachment A</a> - Federal-aid Swap Policy Approved by the Iowa DOT Commission	November 4, 2022	Swap	Both

No.	Subject	Revision Date	Funding	Written To
<a href="#">1.180</a>	Procedures for Developing and Administering Emergency Relief (ER) Projects	May 24, 2024	F.A.	Both

## Section 1.2 -- Finance

<a href="#">1.200</a>	Federal Funds Management	October 19, 2023	F.A.	Both
	<a href="#">Attachment A</a> - Procedures for Estimating Project End Dates	June 12, 2024	F.A.	Both
<a href="#">1.250</a>	City Road Use Tax Fund Information	November 4, 2022	All	Both

## Chapter 2 – County Road System

### Section 2.0 -- General

<a href="#">2.010</a>	Requirements for the County Secondary Road Construction Program and Budget	January 19, 2024	All	Counties
	<a href="#">Attachment A</a> - Construction vs. Maintenance	August 8, 2018	All	Counties
	<a href="#">Attachment B</a> - Paving Point Determination	August 8, 2018	All	Counties
	<a href="#">Attachment C</a> - Sample Notice of Public Hearing ( <a href="#">Word</a> )	August 8, 2018	All	Counties
	<a href="#">Attachment D</a> - Sample Resolution for Paving Points ( <a href="#">Word</a> )	August 8, 2018	All	Counties
<a href="#">2.050</a>	Procedure to Amend a County Secondary Road Construction Program and Budget	August 7, 2020	All	Counties
	<a href="#">Attachment A</a> - Example of Resolution to Add, Modify, or Advance a Project	August 7, 2020	All	Counties
<a href="#">2.070</a>	Secondary Road Budget Accounting Code Series	July 7, 2023	All	Counties
<a href="#">2.080</a>	Requirements for the County Annual Report	August 8, 2018	All	Counties

### Section 2.1 -- Farm-to-Market (FM) System

<a href="#">2.100</a>	Farm-to-Market Program	January 19, 2024	F.M.	Counties
<a href="#">2.120</a>	Temporary Allocation of Farm-to-Market Funds	March 17, 2017	F.M.	Counties
<a href="#">2.130</a>	Transfer of Local Funds to the Farm-to-Market Fund	July 7, 2023	F.M.,Local	Counties
	<a href="#">Attachment A</a> - Local to FM Fund Transfer Resolution ( <a href="#">Word</a> )	February 10, 2023	F.M.,Local	Counties
<a href="#">2.140</a>	Transfer of Farm-to-Market Funds to the Local Secondary Road Fund	June 12, 2024	F.M.,Local	Counties
<a href="#">2.160</a>	Procedures to Modify the Secondary Road Route Numbering System	May 26, 2017	All	Counties
<a href="#">2.170</a>	Modification of the Farm-to Market (FM) System	July 12, 2022	F.M.	Counties
<a href="#">2.180</a>	Farm-to-Market Review Board Advisory Opinions on Proposed Jurisdictional Transfers	July 12, 2022	F.M.	Counties

### Section 2.2 -- Local Secondary Road Systems

<a href="#">2.220</a>	Establishing and Signing Area Service Roads	December 31, 2015	Local	Counties
	<a href="#">Attachment A</a> - Area Service "B" Road Maintenance Ordinance (Sample) ( <a href="#">Word</a> )	May 12, 2014	Local	Counties
	<a href="#">Attachment B</a> - Resolution for Reduced Level of Maintenance to Area Service "B" Road (Sample) ( <a href="#">Word</a> )	December 31, 2015	Local	Counties
	<a href="#">Attachment C</a> - Area Service "C" Road Maintenance Ordinance (Sample) ( <a href="#">Word</a> )	May 12, 2014	Local	Counties
	<a href="#">Attachment D</a> - Resolution for Reduced Level of Maintenance to Area Service "C" Road (Sample) ( <a href="#">Word</a> )	December 31, 2015	Local	Counties
	<a href="#">Attachment E</a> - Resolution for Increased Level of Maintenance to Area Service Road (Sample) ( <a href="#">Word</a> )	December 31, 2015	Local	Counties
<a href="#">2.230</a>	Signing for Low Cost Stream Crossings	June 2002	Local	Counties

No.	Subject	Revision Date	Funding	Written To
	<a href="#">Attachment A</a> - Resolution for Low-Water Stream Crossing ( <a href="#">Word</a> )	June 2002	Local	Counties
<a href="#">2.270</a>	County Road Vacations	May 20, 2019	All	Counties
	<a href="#">Attachment A</a> - Resolution for Road Vacation Public Hearing ( <a href="#">Word</a> )	May 26, 2017	All	Counties
	<a href="#">Attachment B</a> - Notice of Public Hearing ( <a href="#">Word</a> )	May 26, 2017	All	Counties
	<a href="#">Attachment C</a> - Resolution to Vacate a County Road ( <a href="#">Word</a> )	May 26, 2017	All	Counties

## Chapter 3 – Project Development

### Section 3.0 -- General

<a href="#">3.000</a> *	Federal-aid Project Scheduling	February 16, 2007	F.A.	Both
<a href="#">3.010</a> *	Project Development Submittal Dates and Information	February 2, 2024	All	Both
<a href="#">3.020</a> *	Concept Statement Instructions	June 12, 2024	F.A.	Both
	<a href="#">Attachment A</a> - Concept Statement Checklist of Submittal Items ( <a href="#">Word</a> )	June 12, 2024	F.A.	Both
<a href="#">3.050</a> *	In-Kind Contributions	January 19, 2024	F.A.	Both
<a href="#">3.060</a>	Project Numbers	July 7, 2023	All	Both

### Section 3.1 -- (Reserved)

### Section 3.2 -- Design Guidelines and Exceptions

<a href="#">3.210</a> *	Rural Design Guidelines	March 15, 2023	All	Counties
<a href="#">3.215</a>	Urban Design Guidelines	July 7, 2023	All	Cities
<a href="#">3.220</a> *	3R Guidelines	February 10, 2023	All	Both
<a href="#">3.230</a> *	Traffic Barriers (Guardrail and Bridge Barrier Rail)	April 24, 2018	All	Both
<a href="#">3.240</a> *	Clear Zone Guidelines	May 18, 2018	All	Both
<a href="#">3.250</a> *	Economic Analysis (Benefit-to-Cost Ratio)	March 4, 2020	All	Both
<a href="#">3.260</a> *	Design Exception Process	May 18, 2018	All	Both
	<a href="#">Attachment A</a> – Design Exception Process Flowchart	October 1, 2013	All	Both

### Section 3.3 -- Consultant and In-House Design

<a href="#">3.310</a> *	Federal-aid Participation in Consultant Costs	January 19, 2024	F.A.	Both
	<a href="#">Attachment A</a> – Federal-Aid Consultant Checklist	October 22, 2018	F.A.	Both
	<a href="#">Attachment B</a> – Requirements for Federal-Aid Consultant Contracts	February 13, 2018	F.A.	Both
	<a href="#">Attachment C</a> – Payment Methods	December 19, 2014	F.A.	Both
	<a href="#">Attachment D</a> – Sample Consultant Contract ( <a href="#">Word</a> )	May 26, 2017	F.A.	Both
	<a href="#">Attachment E</a> – Errors and Omissions	December 19, 2014	F.A.	Both
<a href="#">3.320</a>	Consultant Evaluations	July 7, 2023	F.A.	Both
<a href="#">3.330</a> *	Federal-aid Participation in In-House Services	November 4, 2022	F.A.	Both
	<a href="#">Attachment A</a> - Scope of Work and Budget Worksheet	October 1, 2018	F.A.	Both

### Section 3.4 -- Preliminary Design

<a href="#">3.400</a> *	Preliminary Plans	June 12, 2024	F.A.	Both
	<a href="#">Attachment A</a> – Preliminary Plan Guidelines	February 18, 2013	F.A.	Both
	<a href="#">Attachment B</a> – Preliminary Plan Checklist ( <a href="#">Word</a> )	December 19, 2014	F.A.	Both
	<a href="#">Attachment C</a> – Preliminary Plan Process Flowchart	February 18, 2013	F.A.	Both

No.	Subject	Revision Date	Funding	Written To
<b>Section 3.5 -- Bridge Design</b>				
<a href="#">3.500*</a>	Bridge or Culvert Plans	July 7, 2023	All	Both
	<a href="#">Attachment A</a> – Bridge or Culvert Supplementary Checklist (Word)	January 19, 2024	All	Both
	<a href="#">Attachment B</a> – Instructions for Completing the Hydraulic Design of Bridges (Culverts) Form	June 29, 2018	All	Both
<b>Section 3.6 -- Right-of-Way, Utilities, and Railroads</b>				
<a href="#">3.600*</a>	Right-of-Way Acquisition	January 19, 2024	All	Both
	<a href="#">Attachment A</a> – Waiver Valuation Provision	November 27, 2017	All	Both
	<a href="#">Attachment B</a> – FHWA Authorization of Right-of-Way Costs Flowchart	March 4, 2020	F.A.	Both
	<a href="#">Attachment C</a> – Early Right-of-Way Acquisition Process Flowchart	March 4, 2020	F.A.	Both
<a href="#">3.640*</a>	Utility Accommodation and Coordination	May 2, 2016	All	Both
	<a href="#">Attachment A</a> – Utility Coordination Flowchart	December 11, 2008	All	Both
	<a href="#">Attachment B</a> – Utility Coordination Checklist (Word)	February 11, 2014	All	Both
<a href="#">3.650*</a>	Federal-aid Participation in Utility Relocations	May 2, 2016	F.A.	Both
	<a href="#">Attachment A</a> – Utility Relocation Federal-Aid Eligibility Flowchart	February 11, 2014	F.A.	Both
	<a href="#">Attachment B</a> – FHWA Authorization of Utility Relocation Costs Flowchart	February 11, 2014	F.A.	Both
<a href="#">3.670*</a>	Work on Railroad Right-of-Way	March 15, 2023	All	Both
	<a href="#">Attachment A</a> –Work in Railroad Right-of-Way Flowchart	April 24, 2018	All	Both
<a href="#">3.680*</a>	Federal-aid Projects Involving Railroads	March 15, 2023	F.A.	Both
	<a href="#">Attachment A</a> - Railroad Agreement Language for Federal-aid Projects involving Railroads (Word)	March 15, 2023	F.A.	Both
	<a href="#">Attachment B</a> - FHWA Authorization of Railroad Costs	March 15, 2023	F.A.	Both
	<a href="#">Attachment C</a> – FHWA Authorization of Railroad Costs Flowchart	March 15, 2023	F.A.	Both
<b>Section 3.7 -- Final Design</b>				
<a href="#">3.700*</a>	Check and Final Plans	June 12, 2024	All	Both
	<a href="#">Attachment A</a> – Check and Final Plan Guidelines	January 19, 2024	All	Both
	<a href="#">Attachment B</a> – Check and Final Plan Checklist (Word)	June 12, 2024	All	Both
	<a href="#">Attachment C</a> – Check and Final Plan Process Flowchart	February 18, 2013	All	Both
<a href="#">3.710*</a>	Project Development Certification Instructions	November 4, 2022	All	Both
	<a href="#">Attachment A</a> – Project Development Certification Process Flowchart	November 27, 2019	All	Both
<a href="#">3.720*</a>	Public Interest Findings	November 4, 2022	All	Both
<a href="#">3.730</a>	Innovative Contracting Procedures	November 27, 2019	All	Both
<a href="#">3.740</a>	Build America Buy America (BABA) Waiver	(future)	F.A.	Both
<b>Chapter 4 - Environmental Regulations</b>				
<b>Section 4.0 -- General</b>				
<a href="#">4.010*</a>	Environmental and Permitting Process for non-Federal-aid Projects	January 19, 2024	All but F.A.	Both
<a href="#">4.020*</a>	NEPA Process	January 19, 2024	F.A.	Both
	<a href="#">Attachment A</a> - NEPA Process Flowchart	May 20, 2019	F.A.	Both

No.	Subject	Revision Date	Funding	Written To
	<a href="#">Attachment B</a> - Environmental Assessment / FONSI Process Flowchart	May 20, 2019	F.A.	Both
	<a href="#">Attachment C</a> - Environmental Impact Statement / ROD Process Flowchart	May 20, 2019	F.A.	Both
	<a href="#">Attachment D</a> - Section 4(f) Process Flowchart	May 20, 2019	F.A.	Both
<b>Section 4.1 -- Environmental Reviews and Permits</b>				
<a href="#">4.110</a>	Threatened and Endangered Species	July 7, 2023	All	Both
	<a href="#">Attachment A</a> - Threatened and Endangered Species Process for Non-Federal-aid Projects Flowchart	May 20, 2019	All but F.A.	Both
	<a href="#">Attachment B</a> - Threatened and Endangered Species Process for Federal-aid Projects Flowchart	May 20, 2019	F.A.	Both
	<a href="#">Attachment C</a> - Avoidance and Minimization Measures for Threatened and Endangered Bats	February 13, 2018	All	Both
<a href="#">4.120</a> *	Cultural Resource Regulations	January 19, 2024	All	Both
	<a href="#">Attachment A</a> - Cultural Resource Process for Swap Projects Flowchart	February 13, 2018	Swap	Both
	<a href="#">Attachment B</a> - Cultural Resource Process for Federal-aid Projects Flowchart	February 13, 2018	F.A.	Both
<a href="#">4.130</a> *	404 Permit Process	May 20, 2019	All	Both
	<a href="#">Attachment A</a> - 404 Permit Determination Process Flowchart	June 29, 2018	All	Both
	<a href="#">Attachment B</a> - 404 Permit Checklist	June 29, 2018	All	Both
	<a href="#">Attachment C</a> - Commonly Used NWP for Transportation Projects	June 29, 2018	All	Both
<a href="#">4.140</a>	Storm Water Permits	June 29, 2018	All	Both
<a href="#">4.150</a>	Iowa DNR Floodplain Permits and Regulations	June 29, 2018	All	Both
<a href="#">4.160</a> *	Asbestos Inspection, Removal, and Notification Requirements	April 29, 2020	All	Both
<a href="#">4.170</a> *	Farmland Protection Policy Act	November 8, 2016	F.A.	Both
	<a href="#">Attachment A</a> - Farmland Protection Policy Act Process Flowchart	August 22, 2017	F.A.	Both
	<a href="#">Attachment B</a> - Instructions for Completing the Farmland Conversion Rating Form	November 8, 2016	F.A.	Both
<a href="#">4.190</a> *	Highway Improvements in the Vicinity of Airports or Heliports	September 13, 2016	All	Both
<a href="#">4.200</a>	Water Trails and Paddling Routes	January 19, 2024	All	Both

## Chapter 5 - Letting and Contracts

### Section 5.0 -- Iowa DOT Lettings

<a href="#">5.010</a> *	DBE Guidelines	February 29, 2016	F.A.	Both
5.020	TSB Guidelines	(future)	All	Both
<a href="#">5.030</a> *	Iowa DOT Letting Process	November 4, 2022	All	Both
	<a href="#">Attachment A</a> - Iowa DOT Pre-Letting Process Flowchart	October 1, 2013	All	Both
	<a href="#">Attachment B</a> - Iowa DOT Post-Letting Process Flowchart	November 27, 2019	All	Both
	<a href="#">Attachment C</a> - Sample Resolution for a County to Delegate Contract Signing in Doc Express	March 4, 2020	All	Both

### Section 5.1 -- Local Lettings

<a href="#">5.100</a>	Local Letting Process – State-aid or Local Funded Projects	November 4, 2022	State,Local	Both
	<a href="#">Attachment A</a> – Sample Bidding Proposal Form ( <a href="#">Word</a> )	November 8, 2016	State,Local	Both
	<a href="#">Attachment B</a> – Sample Notice to Bidders Form ( <a href="#">Word</a> )	November 8, 2016	State,Local	Both

No.	Subject	Revision Date	Funding	Written To
	<a href="#">Attachment C</a> – Sample Contract Form ( <a href="#">Word</a> )	November 8, 2016	State,Local	Both
<a href="#">5.120</a> *	Local Letting Process – Federal-aid	October 1, 2018	F.A.	Both
	<a href="#">Attachment A</a> – Pre-Award Checklist and Certification ( <a href="#">Word</a> )	October 1, 2018	F.A.	Both
	<a href="#">Attachment B</a> – Post-Award Checklist and Certification ( <a href="#">Word</a> )	October 1, 2018	F.A.	Both
	<a href="#">Attachment C</a> – Local Letting (Federal-aid) Pre-audit Checklist ( <a href="#">Word</a> )	October 1, 2018	F.A.	Both

## Chapter 6 - Construction

### Section 6.0 -- General

<a href="#">6.000</a> *	Construction Inspection	June 12, 2024	All	Both
	<a href="#">Attachment A</a> - Preconstruction Inspection Process Flowchart	December 31, 2015	All	Both
	<a href="#">Attachment B</a> - Construction Inspection Process Flowchart	December 31, 2015	All	Both
	<a href="#">Attachment C</a> - Subcontract Review and Authorization Process - Post Award Flowchart	November 27, 2019	All	Both
	<a href="#">Attachment D</a> - Local Public Agency Construction Contract Administration Guidance	June 12, 2024	All	Both
	<a href="#">Attachment E</a> - Iowa DOT Field Inspection Review Report ( <a href="#">Word</a> )	January 26, 2017	All	Both
	<a href="#">Attachment F</a> - Doc Express and Appia Instructions for Local Public Agencies	February 10, 2023	All	Both
	<a href="#">Attachment G</a> – Request for Early Release of Retained Funds ( <a href="#">Word</a> )	February 15, 2022	All	Both
	Attachment H - Scope of Services for Consultant Construction Inspection (Sample)	(future)	All	Both
6.020	Reimbursement Requests for Payments	(future)	All	Both

### Section 6.1 -- Project Close-out and Audits

<a href="#">6.110</a> *	Final Review, Audit, and Close-out Procedures for Federal-aid, Federal-aid Swap, and Farm-to-Market Projects	June 12, 2024	All	Both
	<a href="#">Attachment A</a> – Project Close-out Process Overview Flowchart	March 2, 2021	All	Both
	<a href="#">Attachment B</a> – Final Review and Audit Process Flowchart – Highway or Bridge Construction	March 2, 2021	All	Both
	<a href="#">Attachment C</a> – Final Review and Audit Process Flowchart – Non-highway Construction, DOT Specifications	December 21, 2018	All	Both
	<a href="#">Attachment D</a> – Final Review and Audit Process Flowchart – Non-highway Construction, Non-DOT Specifications	December 31, 2015	All	Both
	<a href="#">Attachment E</a> – Required LPA Project Documentation and Pre-audit Checklist ( <a href="#">Word</a> )	June 12, 2024	All	Both
	<a href="#">Attachment F</a> – Final Forms Packet Checklist ( <a href="#">Word</a> )	December 31, 2020	All	Both
<a href="#">6.130</a> *	Interest Payment Procedures	December 3, 2007	All	Both
	<a href="#">Attachment A</a> – Sample Interest Payment Information Form	December 31, 2020	All	Both
<a href="#">6.140</a>	Resolution to allow County Engineer to Certify Completion of Work on Construction Contracts	August 28, 2014	All	Counties
	<a href="#">Attachment A</a> – Sample Resolution ( <a href="#">Word</a> )	December 3, 2007	All	Counties

## Chapter 7 – Maintenance

### Section 7.0 -- General

<a href="#">7.020</a> *	Bridge Inspections	May 20, 2024	All	Both
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<a href="#">Attachment A</a> - Bridge Scour Stability Worksheet - Level A Evaluation ( <a href="#">Word</a> )	April 24, 2018	All	Both
<a href="#">Attachment B</a> - Intermediate Scour Assessment - Level B Evaluations	January 11, 2017	All	Both
Attachment C - Intentionally left blank	December 31, 2015	All	Both
<a href="#">Attachment D</a> - Scope of Services for NBI Bridge Inspection Services ( <a href="#">Word</a> )	April 24, 2018	All	Both
<a href="#">Attachment E</a> - Iowa Legal Truck, EV, and Annual Permit Truck Diagrams	June 12, 2024	All	Both
<a href="#">Attachment F</a> - Routine Permit Trucks Diagrams	July 18, 2013	All	Both
<a href="#">Attachment G</a> - USGS Hydrologic Region Map with Region Descriptions	July 18, 2013	All	Both
<a href="#">Attachment H</a> - Unknown Foundations Guidance, Flowchart, Risk Assessment, Worksheet, and Plan of Action (POA) - Level A Evaluation ( <a href="#">Word</a> )	April 24, 2018	All	Both
<a href="#">Attachment I</a> - Unknown Foundations Flowchart - Level B Evaluation	July 18, 2013	All	Both
<a href="#">Attachment J</a> - Quality Assurance Field Review Worksheet ( <a href="#">Word</a> )	April 24, 2018	All	Both
<a href="#">Attachment K</a> - Nonredundant Steel Tension Member Locations and Conditions for Trusses form ( <a href="#">Word</a> )	July 7, 2023	All	Both
<a href="#">Attachment L</a> - Nonredundant Steel Tension Member Locations and Conditions for Thru/Two Girders form ( <a href="#">Word</a> )	July 7, 2023	All	Both
<a href="#">Attachment M</a> - Sample Nonredundant Steel Tension Member Locations and Conditions for Trusses form	July 7, 2023	All	Both
<a href="#">Attachment N</a> - Berm Stability Criteria	December 31, 2015	All	Both
<a href="#">Attachment O</a> - Highly Erodible Soils	December 31, 2015	All	Both

## Section 7.1 -- County Road System

<a href="#">7.110</a> Maintenance of Secondary Roads at Intersections, Interchanges, and Grade Separations with the Primary Highway System	May 12, 2014	All	Counties
<a href="#">Attachment A</a> – Iowa DOT PPM 630.01, Rural Intersection and Destination Lighting	October 11, 2013	All	Counties
<a href="#">Attachment B</a> – Iowa DOT PPM 630.03, Interchange and Freeway Lighting	September 15, 2016	All	Counties

## Chapter 8 – Miscellaneous Information

<a href="#">8.020</a> Pavement Friction Evaluation Program	January 11, 2017	All	Both
<a href="#">8.210</a> Engineering and Traffic Investigations – Speed Limit Study	January 11, 2017	All	Counties
<a href="#">Attachment A</a> - Speed Restriction Ordinance ( <a href="#">Word</a> )	January 11, 2017	All	Counties
<a href="#">Attachment B</a> - Amendment to Speed Restriction Ordinance ( <a href="#">Word</a> )	January 11, 2017	All	Counties
<a href="#">Attachment C</a> - Resolution for Establishing Speed Limits ( <a href="#">Word</a> )	January 11, 2017	All	Counties
8.240 Iowa DOT Traffic Counts	(future)	All	Both