

Guide and / or I.M. Revision Notice

To: Cities and Counties

Date: November 26, 2013

From: Office of Local Systems

Revision Notice Number: 2013-04

The Federal-aid Project Development Guide (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. Where appropriate, it also references the existing Project Development Information Packet (Packet) or County Engineers I.M. documents that have been replaced or superseded.

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. However, if you prefer using paper copies, all new or revised documents have been included in this file for convenient printing. If you maintain a paper copy of these documents, please remove the old documents and replace them with the new documents. Note: This file is designed for double-sided printing; therefore, all documents with an odd number of pages will be followed by a blank page.

For more information and additional download options, refer to the [Guide and I.M.s](#) web page. If you have any questions concerning these revisions, please contact Donna Buchwald Donna.Buchwald@dot.iowa.gov or 515-239-1051.

***** 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 26, 2013	The I.M. Table of Contents has been revised to reflect new or revised I.M.s, as indicated below.
I.M. 2.050 Procedure to Amend a County Secondary Road Construction Program and Budget November 26, 2013	<p>This I.M. has been rewritten. Substantive changes from the previous version include the following:</p> <ul style="list-style-type: none"> • There is now a resolution to Modify projects in the Accomplishment Year, in addition to the Add or Advance by resolution options that were previously available. • The I.M. no longer differentiates between funding sources (local or farm-to-market) for adding or advancing by resolution. • TPMS has the ability to do a resolution to Add, Advance, or Modify projects, regardless of funding source, in the Accomplishment Year. • TPMS still has the ability to do a Full Amendment. • A section regarding Budget Amendments has been added. • Attachment A has been updated to include an example resolution to Add, Modify, or Advance a project. • Attachment B has been obsoleted.

Instructional Memorandums to Local Public Agencies

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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 (Guide). These I.M.s are marked with an asterisk (*). For more information about the relationship between the Guide and I.M.s, refer to the [Guide and I.M.s web page](#).

Note: The I.M.s are currently in the process of being transitioned into a new format and numbering system. New or updated I.M.s will use the new format. Existing I.M.s will remain in the old format until they are revised or updated. Some of the I.M.s are not yet complete, as shown in light grey text. Some incomplete I.M.s will be based on an existing Project Development Information Packet document, some will be based on an existing County Engineers I.M. that will be renumbered, and some will include entirely new content. Where applicable, a reference and link to the existing Packet document or County Engineers I.M. is provided.

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2.020*	Federal and State Bridge Programs	July 18, 2013	Both
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	Attachment G - USGS Hydrologic Region Map with Region Descriptions	July 18, 2013	Both
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INSTRUCTIONAL MEMORANDUMS

To Local Public Agencies



To: Counties	Date: November 26, 2013
From: Office of Local Systems	I.M. No. 2.050
Subject: Procedure to Amend a County Secondary Road Construction Program and Budget	

Contents: This Instructional Memorandum (I.M.) includes guidelines and procedures for a County to amend its original Secondary Road Construction Program (Program) and/or Budget (Budget) due to unforeseen conditions, after they have been approved by the County's Board of Supervisors and the Iowa Department of Transportation (Iowa DOT) as required by Iowa Code section 309.10. The Secondary Road Construction Program is also referred to as the County Five Year Program (CFYP) in Transportation Program Management System ([TPMS](#)). Iowa Code section 309.22 allows for the project accomplishment list to be revised due to unforeseen conditions. Iowa Code sections 309.95 and 309.96 allow for the Budget to be revised due to unforeseen conditions. Some examples include adding projects to the accomplishment year, modifying the funding or description of a project in the accomplishment year, and advancing a project from a priority year to the accomplishment year.

This I.M. also includes the following attachments:

[Attachment A](#) – Example of Resolution to Add, Modify or Advance a Project ([Word](#))

Note: Prior to letting, all Accomplishment Year projects must have **all** approvals as listed in the [Instructions to Prepare the County Secondary Road Construction Program and Budget](#).

The following information is a quick reference to determine the necessary action:

- For a Local, Farm-to-Market (FM), or Federal-aid funded project; a resolution to add, modify, or advance is required by June 1 of the current Fiscal Year (FY).
- For a Budget Control Item increase over 10%, a Budget Amendment is due by June 1 of the current FY.
- For more extensive modifications to the Program, see the Full Amendments section below in this I.M.

Transportation Program Management System ([TPMS](#))

The County shall utilize the [TPMS](#) tool for their Programs and Budgets to amend their Program. If adding, modifying, or advancing projects, TPMS will generate a resolution that the County Board of Supervisors can then approve and execute. Once this process has been completed, the County Engineer can submit the amendment through TPMS to the Iowa DOT, Office of Local Systems. The County should also file the resolution with the originally adopted Program in the county files.

Note: The resolution generated in TPMS will only print the necessary types of resolutions. For instance, if the County is only adding a project to its Program, the resolution generated in TPMS will not include a place to modify or advance a project, it will only include the added project.

Changes made to the Program that are completed and approved by the Office of Local Systems prior to initiation of a new draft Program in TPMS for the following FY will get copied into the new Program. Changes to the current Program made after initiation of a draft will not be copied to the draft.

Adding a Project not in the Current Program to the Accomplishment Year

If unforeseen conditions create a need to construct a project not listed in the current Program, a resolution by the County Board of Supervisors to add the project to the accomplishment year shall be adopted.

Modifying a Project in the Accomplishment Year

If unforeseen circumstances create a need to modify a project already in the accomplishment year, a resolution by the County Board of Supervisors to modify the project shall be adopted. Modifications by resolution may consist of a change to the funding, description, project number, and/or location. A project could also be removed from the accomplishment year, either by being deleted from the Program entirely or by being pushed back into a priority year.

Advancing a Project from the Approved Priority Years

Due to unforeseen conditions, any project shown on the approved priority years may be advanced to be constructed in the accomplishment year. Before the letting date of any priority list project, it must first be approved by the Office of Local Systems.

Full Amendment

Full Amendments allow a County to revise the Program as extensively as desired; a County has the ability to edit projects in both the accomplishment year, as well as the priority years; and can add, modify, advance, or delete as many projects as desired. Full Amendments are due by June 1 of the current FY.

A Full Amendment should not be necessary very often; however, if unforeseen conditions make a Full Amendment necessary, the County shall utilize the [TPMS](#) tool for Programs and Budgets to fully amend the Program. TPMS will generate a new Program that the County Board of Supervisors can then approve and execute. Once this process has been completed, the County Engineer can submit the Full Amendment through TPMS to the Office of Local Systems. The County should also file the fully amended Program with the originally adopted Program in their files.

Budget Amendments

To satisfy Iowa Code section 309.95 and 309.96, a Budget amendment must be completed if unforeseen conditions arise that may cause any of the 4 control items below to be exceeded by more than 10%, or if the entire Budget will be exceeded at all.

Budget Control Items:

1. 70X – Administration and Engineering
2. 71X – Roadway Maintenance
3. 72X – General Roadway
4. 020 – Construction

A “Resolution to Add, Modify, or Advance a Project in the County Secondary Road Construction Program” or a “Full Amendment to the County Secondary Road Construction Program” do not necessarily require an amended Budget if the projects in the accomplishment year are not using additional local Secondary Road Funds, or local Secondary Road Funds can be provided from the total amount of the original Program or Budget. Usually this can be accomplished by deleting lower priority projects, by under runs on specific projects, by under runs in the programmed right-of-way expenditures, or from a balance held in reserve. Details shall be provided in the resolution.

Example of Resolution to Add, Modify, or Advance a Project

Resolution to Revise Audubon County 2014 Five Year Road Program

Resolution No. 1

Unforeseen circumstances have arisen since adoption of the original approved Secondary Road Construction Program (Program), and previous revisions, requiring changes to the sequence, funding, and timing of the proposed work plan,

The Board of Supervisors of Audubon County, Iowa, in accordance with Iowa Code section 309.22, initiates and recommends modification of the following project(s) in the accomplishment year (State Fiscal Year (FY)2014), for approval by the Iowa Department of Transportation (Iowa DOT), per Iowa Code section 309.23 and Iowa DOT Instructional Memorandum 2.050.

The following approved Priority Year projects shall be **ADVANCED** to the Program's Accomplishment year:

Project Number Local ID TPMS #	Project Location Description of work Section-Township-Range	AADT Length FHWA #	Type Work Fund basis	Prior FY	Accomplishment year (\$1000's of dollars)		
						New amount	Net change
L-068000--73-05 ME-2 TPMS ID: 16606	160th: Over E. Branch of Nishnabotna River Replace bridge with 9' x 14'10" x 85' SSP Arch S05:T80:R34	-30 068000	331 - Pipe Culverts County: Area Service	FY 15	X	\$85	+ \$85
Totals					X	\$85	+ \$85

The following **NEW** projects shall be **ADDED** into the Program's Accomplishment year:

Project Number Local ID TPMS #	Project Location Description of work Section-Township-Range	AADT Length FHWA #	Type Work Fund basis		Accomplishment year (\$1000's of dollars)		
						New amount	
L-068320--73-05 Leroy #4 Replacement TPMS ID: 14353	160th St.: Over Tributary to East Branch West Nishnabotna River: 96" X 65' CMP Culvert S06:T80:R35	50 068320	331 - Pipe Culverts County: Area Service	X	X	\$28 \$0 FM \$28 LcL	X
Totals					X	\$28	X

The following **PRE-EXISTING** Accomplishment Year projects shall be **MODIFIED** as follows:

Project Number Local ID TPMS #	Project Location Description of work Section-Township-Range	AADT Length FHWA #	Type Work Fund basis	Modification(s) applied:	Accomplishment year (\$1000's of dollars)		
					Previous Amount	New amount	Net change
L-068320--73-05 Leroy #4 Replacement TPMS ID: 14353	160th St.: Over Tributary to East Branch West Nishnabotna River: 96" X 65' CMP Culvert S06:T80:R35	50 068320	331 - Pipe Culverts County: Area Service	Revised Cost Changed funding* Changed descr. Changed scope* Moved to FYxx Removed* Edited attributes	\$0 \$0 FM \$0 LcL	\$28 \$0 FM \$28 LcL	+ \$28
Totals					\$0	\$28	+ \$28

