

Guide and / or I.M. Revision Notice

To: Cities, Counties, and Consultants

Date: October 1, 2018

From: Office of Local Systems

Revision Notice Number: 2018_08

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it also references the existing Project Development Information Packet (Packet) documents that have been replaced or superseded.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.

If you have any questions concerning these revisions, please contact Nicole Fox nicole.fox@iowadot.us or 515-239-1506.

***** PLEASE NOTIFY ALL AFFECTED PERSONNEL OF THIS CHANGE *****

Document Title or I.M. Number	Summary of Significant Revision(s)
I.M. Table of Contents October 1, 2018	The I.M. Table of Contents has been revised to reflect new or revised I.M. numbers, as indicated below.
I.M. 3.050 In-Kind Contributions October 1, 2018	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Clarified references to programs and citations in Federal Code.
I.M. 3.330 Federal-aid Participation in In-House Services October 1, 2018	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Clarified eligible activities, allowable costs and indirect costs.
I.M. 3.330, Att. A Scope of Work and Budget Worksheet October 1, 2018	This I.M. attachment has been updated. The entire attachment and examples have been changed.
I.M. 3.700, Att. B (word) Check and Final Plan Checklist October 1, 2018	This I.M. attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Updated the guidance on when to use the standard road plan, as well as which plan note to use, for a temporary stream crossing. • Updated the Erosion Control Mobilization information, due to a Specification change.
I.M. 5.120 Local Lettings for Federal-aid Projects October 1, 2018	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Updated to include references to programs that are current, and delete programs that are no longer being funded. The only programs that are Federal-aid that allow local lettings are Iowa's Transportation Alternatives Program and the Federal Recreational Trails Program. • Updated the linked DBE Contract Provisions, due to multiple changes being needed. • Updated the linked Proposal Notice, due to multiple changes being needed. • Updated Form 740384, "Bidding Proposal" and 740386, "Request for Quotation".
I.M. 5.120, Att. A (word)	This I.M. attachment has been updated. Substantive changes from the previous version include the following:

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Pre-Award Checklist and Certification October 1, 2018	<ul style="list-style-type: none"> • Eliminated steps regarding the Supplemental Agreement. • Added information on needing the FHWA-1273 Form attached to the contract and Title VI Assurances. • Updated information on DBE Contract Provisions.
I.M. 5.120, Att. B (word) Post-Award Checklist and Certification October 1, 2018	This I.M. attachment has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> • Added information on needing the FHWA-1273 Form attached to the contract and Title VI Assurances. • Updated information on DBE Contract Provisions. • Added information on EEO/AA.
I.M. 5.120, Att. C (word) Local Letting (Federal-aid) Pre-Audit Checklist October 1, 2018	This is a new I.M. Attachment. It replaced the Supplemental Agreement. Information from the Supplemental Agreement is now included in the Funding Agreement.