

Task Codes

Project and Program Delivery Manual
Chapter 4
Project Development Scheduling

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A project development schedule consists of the various essential tasks, or “events,” to complete a project. The type of project and its complexity determine which tasks are applicable when developing a schedule.

This chapter is a tool to use in deciding which tasks to include in the schedule. The tasks listed are current as of this publication date; however, Masterworks is constantly evolving as new tasks and milestones are added to better track a project’s development from early planning to letting. Some tasks are listed only once although they actually may have to occur several times in the development of a project. Other tasks are summaries of processes or checklists from other Iowa Department of Transportation (Iowa DOT) resources. Contact the Transportation Development Division’s, Project Scheduling Engineer (PSE) for the latest scheduling information and tasks.

Other resources that may be useful in developing a schedule and tracking a project’s development progress include the following:

Design Bureau’s *Design Manual*

Bridges & Structures Bureau’ *Bridge Design Manual*

Right of Way Bureau’s *Right of Way Manual*

Location & Environment Bureau’s *Office of Location and Environment Manual*

Traffic & Safety Bureau’s *Traffic and Safety Manual* and *Utility Coordination Manual*

2.1 TASK CODES

Table 2-1 lists task codes for scheduling and tracking projects. It provides the task name for each task and indicates the office responsible for the overall management of the task and for entering completion dates into Masterworks.

Specific offices are responsible for filling in the actual start and finish dates for tasks in Masterworks. Ultimately, though, the development of the project lies with the Project Management Team (PMT) and, more specifically, with the person charged with leading the PMT, the project manager (PM). That person should be ensuring that progress is being made, tasks are being completed (along with the appropriate deliverables from the consultant), and the actual finish dates of the tasks are being entered appropriately in Masterworks.

It is important that correct dates are entered in Masterworks in a timely manner because Masterworks not only tracks the development progress of a project but also serves as a method of communication, especially for people who are not intimately involved in the project on a day-to-day basis. As an example, if a task is shown in Masterworks as not being completed, then the PSE knows who to ask about the status of that specific task. If that task has been done but no date is entered in Masterworks, then everyone who depends on Masterworks for timely status updates is operating with misinformation, not to mention that this creates unnecessary work for both the PSE and the responsible office for the task.

Appendix A contains two project development timelines: one pertaining to an Environmental Impact Statement (EIS) and Record of Decision (ROD), and one pertaining to an Environmental Assessment (EA) and Finding of No Significant Impact (FONSI). The timelines show the major tasks, their durations, and their relationship to the whole. The timelines do not show all tasks included in Table 2-1.

Table 2-1. Project Development Task Codes

Task	Task Name	Responsible Office	Date
A01	Approval of DOT Commission – Programing Inclusion in 5-Year Program		5/21/25
A04	Approval by DOT Commission – Design Public Hearing	Programing	5/21/25
AC1	Access Control Determination	Traffic & Safety Bureau	5/21/25
AC5	Access Control Verification	Traffic & Safety Bureau	5/21/25
B00	Bridge Office Concept	Bridges & Structures Bureau	5/21/25
B01	Bridges and Structures Layout	Bridges & Structures Bureau	5/21/25
B02	Drainage Design and Miscellaneous Layout to Design Bureau	Bridges & Structures Bureau	5/21/25
B03	Final Bridge Plans	Bridges & Structures Bureau	5/21/25
B04	Structural Design Plans to Design Bureau	Bridges & Structures Bureau	5/21/25
B05	Corps Sec 408	Bridges & Structures Bureau	5/21/25
B06	DNR Flood Plain / Sovereign Lands - Meandered Streams	Bridges & Structures Bureau	5/21/25
B07	DNR Sovern Lands ROW	Bridges & Structures Bureau	5/21/25
B08	FEMA CLOMR	Bridges & Structures Bureau	5/21/25
B09	DNR Record of Coordination	Bridges & Structures Bureau	5/21/25
C02	Construction Period (Field Work)	District	5/21/25
CFA1	Capacity Funding Agreement for Interstate	Project Management Bureau	5/21/25
CP1	Concurrence Point 1 – Purpose and Need	Location & Environment Bureau	5/21/25

Table 2-1. Project Development Task Codes

Task	Task Name	Responsible Office	Date
CP2	Concurrence Point 2 – Alternatives to be Analyzed	Location & Environment Bureau	5/21/25
CP3	Concurrence Point 3 – Alternatives to be Carried Forward	Location & Environment Bureau	5/21/25
CP4	Concurrence Point 4 – Preferred Alternative	Location & Environment Bureau	5/21/25
CP5	Mitigation Concurrence	Location & Environment Bureau	5/21/25
D00	Pre-Design Concept	Design Bureau	5/21/25
D02	Design Field Exam	Design Bureau	5/21/25
D03	Plans for Preliminary Bridge	Design Bureau	5/21/25
D04	Design Plans for Bridge	Design Bureau	5/21/25
D05	Plans to Right of Way	Design Bureau	5/21/25
D06/D07/D08/D09	Final Grade Plans/Final Pave Plans/Final Grade and Pave Plans/Final Miscellaneous Plans	Multiple Offices	5/21/25
DM5	Design Methods Turn-In	Design Bureau	5/21/25
DSW1	Storm Water Permit for Outstanding Iowa Waterways	Design Bureau	5/21/25
E01	Final Erosion Plans	Design Bureau	5/21/25
E02	Final Landscape Plans	Design Bureau	5/21/25
E03	Final Mitigation Plans	Design Bureau	5/21/25
E04	Roadside Plans for Design	Design Bureau	5/21/25
F01	Preliminary Regulated Materials Review	Location & Environment Bureau	5/21/25
F02	Interim Regulated Materials Review	Location & Environment Bureau	5/21/25
F03	Final Regulated Materials Review	Location & Environment Bureau	5/21/25

Table 2-1. Project Development Task Codes

Task	Task Name	Responsible Office	Date
F10	Regulated Materials Clearance	Location & Environment Bureau	5/21/25
FP1	Financial Plan by OLE	Location & Environment Bureau	5/21/25
FP2	Financial Plan by Design	Design Bureau	5/21/25
FP3	Financial Plan by Bridges and Structures	Project Management Bureau	5/21/25
FP4	Financial Plan by District	District	5/21/25
H00	Cultural Resources Assessment	Location & Environment Bureau	5/21/25
H01	Phase I Archaeological Survey	Location & Environment Bureau	5/21/25
H02	Phase II Archaeological Evaluation	Location & Environment Bureau	5/21/25
H03	Historic Architecture Survey and Evaluation	Location & Environment Bureau	5/21/25
H04	MOA and Mitigation of Cultural Resource Impacts	Location & Environment Bureau	5/21/25
H05	Cultural Re-evaluation	Location & Environment Bureau	5/21/25
H06	SHPO-State Historic Preservation Officer	Location & Environment Bureau	5/21/25
IJR1	Interchange Justification Report by OLE	Location & Environment Bureau	5/21/25
IJR2	Interchange Justification Report by Design/Bridges/Structure	Design Bureau and Bridges & Structures Bureau	5/21/25
IJR3	Interchange Justification Report by District	District	5/21/25
IJR4	Interchange Justification Report by Systems Planning	Systems Planning Bureau	5/21/25
IJR5	Interchange Justification Report Approval	Location & Environment Bureau	5/21/25

Table 2-1. Project Development Task Codes

Task	Task Name	Responsible Office	Date
ITS0	Traffic Operations Concept	Traffic Operation Bureau	5/21/25
ITS1	Preliminary ITS Plans/Layout	Traffic Operation Bureau	5/21/25
ITS2	Preliminary Plan Turn-in	Traffic Operation Bureau	5/21/25
ITS3	Final ITS Equipment Plans	Traffic Operation Bureau	5/21/25
ITS4	Final ITS Infrastructure Plans	Traffic Operation Bureau	5/21/25
ITS5	Final ITS Integration Plans	Traffic Operation Bureau	5/21/25
ITS6	Final IWZ Plans	Traffic Operation Bureau	5/21/25
ITS7	Final TOB Other Plans	Traffic Operation Bureau	5/21/25
L01	Letting-Grade	Contracts and Specifications Bureau	5/21/25
L02	Letting-Paving and Incidentals	Contracts and Specifications Bureau	5/21/25
L03	Letting-Combination Grade and Paving	Contracts and Specifications Bureau	5/21/25
L04	Letting-Miscellaneous	Contracts and Specifications Bureau	5/21/25
L05	Letting-Bridge and Culverts	Contracts and Specifications Bureau	5/21/25
L06	Letting-Erosion Control	Contracts and Specifications Bureau	5/21/25
L07	Letting-Landscape	Contracts and Specifications Bureau	5/21/25
L08	Letting-Mitigation	Contracts and Specifications Bureau	5/21/25
L09	Letting-Traffic Signals	Contracts and Specifications Bureau	5/21/25
L10	Letting-Traffic Signs	Contracts and Specifications Bureau	5/21/25
L11	Letting-Lighting	Contracts and Specifications Bureau	5/21/25

Table 2-1. Project Development Task Codes

Task	Task Name	Responsible Office	Date
L12	Letting-Dynamic Message Signs	Contracts and Specifications Bureau	5/21/25
L13	Letting-Pavement Markings	Contracts and Specifications Bureau	5/21/25
L15	Letting-ITS Infrastructure	Contracts and Specifications Bureau	5/21/25
L18	Letting-TOB Other	Contracts and Specifications Bureau	5/21/25
N00	Prelim Noise Impact	Location & Environment Bureau	5/21/25
N01	Completion of Noise Study	Location & Environment Bureau	5/21/25
N02	Design Review	Location & Environment Bureau	5/21/25
NE00	NEPA for Other Agency	Location & Environment Bureau	5/21/25
NE10	PCE	Location & Environment Bureau	5/21/25
NE11	CE	Location & Environment Bureau	5/21/25
NE20	Signed EA	Location & Environment Bureau	5/21/25
NE21	FONSI	Location & Environment Bureau	5/21/25
NE30	Signed DEIS	Location & Environment Bureau	5/21/25
NE31	Signed FEIS	Location & Environment Bureau	5/21/25
NE32	ROD	Location & Environment Bureau	5/21/25
NE40	NEPA Reevaluation	Location & Environment Bureau	5/21/25

Table 2-1. Project Development Task Codes

Task	Task Name	Responsible Office	Date
NE50	Individual Section 4(f)	Location & Environment Bureau	5/21/25
P00	Planning Concept - Pre-Program	Location & Environment Bureau	5/21/25
P01	Location Notification Concept-Clearinghouse	Location & Environment Bureau	5/21/25
P02	Preliminary Relocation Assistance Plan	Right of Way Bureau	5/21/25
P05	Municipal/County Agreement Pre-Design	Local Systems Bureau	5/21/25
P08	Municipal/County Agreement Pre-Construction	Local Systems Bureau	5/21/25
P09	Public Information Meeting (PIM)	District	5/21/25
P10	Public Involvement Activities by District	District	5/21/25
P11	Detour Agreement(s) with Local Jurisdiction(s) by District	District	5/21/25
P12	Media Contact	Location & Environment Bureau	5/21/25
P14	Corridor Preservation	District and Location & Environment Bureau	5/21/25
P15	Public Hearing	Location & Environment Bureau	5/21/25
P16	Iowa Code Chapter 6B Compliance		5/21/25
PIF1	Public Interest Finding	Contracts Bureau	5/21/25
PL1	Planning Concept - Range of Alternatives	Location & Environment Bureau	5/21/25
PL2	Planning Concept - Refined Alternatives	Location & Environment Bureau	5/21/25
R00	Plot Plans and Summary Sheets to District	Right of Way Bureau	5/21/25
R01	Right of Way Layout	Right of Way Bureau	5/21/25

Table 2-1. Project Development Task Codes

Task	Task Name	Responsible Office	Date
R02	Right of Way Appraisal	Right of Way Bureau	5/21/25
R03	Right of Way Negotiation	Right of Way Bureau	5/21/25
R04	Right of Way Acquisition	Right of Way Bureau	5/21/25
R05	Right of Way Relocation	Right of Way Bureau	5/21/25
R10	ROW Clearance	Right of Way Bureau	5/21/25
RR01	Initial Railroad Concurrence Review	Modal Transportation Bureau	5/21/25
RR02	Railroad Review of ROW Easement	Modal Transportation Bureau, Right of Way Bureau, Design Bureau, or Bridges & Structures Bureau	5/21/25
RR03	Final Railroad Concurrence Point	Modal Transportation Bureau	5/21/25
RR04	Railroad Agreement	Modal Transportation Bureau	5/21/25
RU1	Right of Way for Utilities	Right of Way Bureau	5/21/25
S01	Alignment Review for Soil Issues	Design Bureau	5/21/25
S02	Identification of Soils Related ROW Issues	Design Bureau	5/21/25
S03	Soils Design Complete	Design Bureau	5/21/25
S04	Soils Submittal to Bridge	Design Bureau	5/21/25
T01	Existing ROW, Property and Sections Lines in CADD	District	5/21/25
T02	Acquisition Plats and Legal Descriptions	District	5/21/25
TD00	Concept	Traffic & Safety Bureau	5/21/25
TD03	Traffic Engineering Info to Bridges	Traffic & Safety Bureau	5/21/25
TD05	Plans for Other Offices	Traffic & Safety Bureau	5/21/25
TD07	Preliminary Plan Turn-in	Traffic & Safety Bureau	5/21/25
TD09	Final Signal Plans	Traffic & Safety Bureau	5/21/25

Table 2-1. Project Development Task Codes

Task	Task Name	Responsible Office	Date
TD10	Final Signing Plans	Traffic & Safety Bureau	5/21/25
TD11	Final Lighting Plans	Traffic & Safety Bureau	5/21/25
TD12	Final Dynamic Message Signs Plans	Traffic & Safety Bureau	5/21/25
TE0	Desktop Review	Location & Environment Bureau	5/21/25
TE1	Field Review/Field Work	Location & Environment Bureau	5/21/25
TE2	Consultation with USFWS	Location & Environment Bureau	5/21/25
TE3	Coordination with Iowa DNR	Location & Environment Bureau	5/21/25
TE4	Minimization Measures	Location & Environment Bureau	5/21/25
TE5	Mitigation Actions	Location & Environment Bureau	5/21/25
TE6	Re-evaluation of Impacts	Location & Environment Bureau	5/21/25
TE7	Threatened and Endangered Species Section 7	Location & Environment Bureau	5/21/25
TPM1	Local Public Agency Check Plan Turn-in	Local Public Agency - TPMS	5/21/25
U00	Preliminary Utility Review	Right of Way Bureau	5/21/25
U01	General Project Info Submitted to Utilities	Right of Way Bureau	5/21/25
U02	Project Notification to Utilities	Right of Way Bureau	5/21/25
U03	1st Plan Submittal to Utilities	Right of Way Bureau	5/21/25
U04	2nd Plan Submittal to Utilities	Right of Way Bureau	5/21/25
U05	Utility Agreement	Right of Way Bureau	5/21/25
U06	Notice to Proceed to Utility	Right of Way Bureau	5/21/25

Table 2-1. Project Development Task Codes							
Task	Task Name	Responsible Office			Date		
U07	Utility Bid Attachment	Right of Way Bureau			5/21/25		
U10	Utility Clearance	Right of Way Bureau			5/21/25		
VE1	Value Engineering Study during Planning Phase	Design Bureau			5/21/25		
VE2	Value Engineering Study during Design Phase	Location Bureau	&	Environment	5/21/25		
W00	Preliminary Wetland Review	Location Bureau	&	Environment	5/21/25		
W01	Wetland Design Review	Location Bureau	&	Environment	5/21/25		
W02	Wetland Field Work	Location Bureau	&	Environment	5/21/25		
W03	404 Permit Submittal	Location Bureau	&	Environment	5/21/25		
W04	404 Permit Clearance	Location Bureau	&	Environment	5/21/25		
W05	Mitigation Submittal to Other Offices	Location Bureau	&	Environment	5/21/25		
W06	Mitigation Post Construction Report	Location Bureau	&	Environment	5/21/25		

2.2 TASK DESCRIPTIONS

The tasks listed in Table 2-1, above, are presented in the same order in Table 2-2 along with a description of the task. The description includes the action that is to be completed, the purpose of the task, the input required to complete the task, the output resulting from the task, the affected parties, and the responsible office. As each task is completed during project development, Masterworks is to be updated accordingly.

Table 2-2. Project Development Task Descriptions

A01	Approval of DOT Commission – Inclusion in 5-year Program
Action:	
Purpose:	
Input:	
Output:	
Affected Parties:	
Responsible Office:	
A04	Approval by DOT Commission – Design Public Hearing
Action:	
Purpose:	
Input:	
Output:	
Affected Parties:	
Responsible Office:	
AC1	Access Control Determination
Action:	Determine the access control priority(ies) classification of a project to provide the necessary constraints for the further design of the project. This determination is to enhance safety and maintain the project's mobility goals.
Purpose:	<p>To provide the public and the affected landowners with a preliminary indication of the effect that the project will have on their access to the highway. This information is part of the public hearing display and will provide the public with an opportunity to discuss with Iowa DOT staff any concerns they have with the preliminary locations.</p> <p>To provide general guidance to design staff regarding the level of medial and marginal access control and the corresponding entrance spacing criteria.</p>
Input:	Property owner information Approximate property line location Existing and proposed entrance locations Proposed interchange location and configuration

	Existing and proposed public road connections. Preliminary location of structures Horizontal and vertical alignment (when possible) Project purpose and need statement to identify safety concerns and mobility goal
Output:	Access control determination with access spacing requirements
Affected Parties:	District Office, Design Bureau, Right of Way Bureau, Project Management Team, Systems Planning Bureau, and Location & Environment Bureau
Responsible Office:	The Traffic & Safety Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
AC5	Access Control Verification
Action:	Verify the project's implementation of the access control classification and other safety/operational treatments. In addition, document and finalize ancillary access control recommendations.
Purpose:	To review and verify the proposed access locations for compliance with the Iowa Primary Highway Access Management Policy and to ensure that the location of the access points are in accordance with the safety and spacing requirements outlined for the level of access control established for the project. This verification is based on maximizing safety by reducing the number of vehicular conflict points while maintaining the project's functional purpose and overall mobility goal.
Input:	Level of access control Selection of the final alignment Property owner information Property lines Proposed right of way lines. Design profile grades (vertical and horizontal alignment) Interchange layout Existing and proposed public road connections. Proposed private access locations and types with station reference. Proposed access closures with location reference Location of drainage structures, including bridges and culverts Comments from project review that could impact the location of access points. List of any district-approved, nonconforming access locations with justification
Output:	Final access control determination and confirmation of the allowed project access locations and connections
Affected Parties:	District Office, Design Bureau, Right of Way Bureau, Project Management Team, and Systems Planning Bureau

Responsible Office:	The Traffic & Safety Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
B00	Bridge Office Concept (Note D00 will not be used if this is in the schedule)
Action:	Develop a project concept involving repair and rehabilitation of bridge and culvert structures as well as extensive riprap projects that protect a road embankment or bridge. Include repair and replacement of various structural elements, including bridge approaches, bridge deck joints, abutments, back walls, beams or girders, piers, bridge decks, and box culverts. Conduct an office and/or field review of the project site. Hydraulics if being developed for hydraulic reasons.
Purpose:	To define the scope and cost of projects, and to give other offices (Design, Location & Environment, Right of Way, Program Management, and District) an opportunity to comment on and discuss issues associated with the project.
Input:	<p>Current bridge files, including:</p> <ul style="list-style-type: none"> Bridge maintenance reports Bridge maintenance repair recommendations Existing bridge plans Rating files Sufficiency inventory and appraisal (SI&A) Programming schedule Cost data <p>Possibly additional information, including:</p> <ul style="list-style-type: none"> Survey for revetment projects Assistance from the Design Bureau in identifying traffic control, erosion, and other measures (if applicable) Existing hydraulic information (Bridge Summary Attachments) Assistance from Location and Environment with cultural, permitting, and regulated materials. <p>Note: The minimum needs required to start this task are current bridge files and a survey for revetment projects.</p>
Output:	Document identifying the scope and cost of the project as well as timing (scheduling) of the project.
Affected Parties:	Bridges & Structures Bureau, Design Bureau (including Soils section), Location & Environment Bureau, District Office, Project Management Team, Modal Transportation Bureau, Right of Way Bureau, and Program Management Bureau
Responsible Office:	The Bridges & Structures Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.

B01	Bridges and Structures Layout
Action:	Develop final type, size, and location (TS&L) plan for all bridge-sized structures, box culvert structures, retaining walls, bridge widening, and other structures requiring final detail design.
Purpose:	<p>To provide the Bridges & Structures Bureau – Detail Design section with completed TS&L for bridges, box culverts, and other miscellaneous structures so that final detail design can begin.</p> <p>To provide the Design Bureau with information to establish need lines for the Plans to Right of Way (D05) submittal and the Design Bureau – Soils section with substructure locations to plan soil boring operation.</p> <p>To provide the Location & Environment Bureau with information to apply for applicable permits.</p> <p>To provide information for hydraulic permitting applications.</p>
Input:	<p>Completed Plans for Preliminary Bridge (D03) submittal, including:</p> <ul style="list-style-type: none"> Typical and actual cross sections Field survey details Drainage areas Plan and profiles including mainline and side roads. Geometrics Median crossovers Proposed ditch grades Interchange geometrics Proposed sidewalk and trail paths Soil problem areas and stability berms that affect structure lengths. Traffic staging requirements / Detour location <p>Note: The minimum need required to start this task is either the completed Plans for Preliminary Bridge (D03) or a completed section of the Plans for Preliminary Bridge (D03).</p>
Output:	CADD and model reference files and TSL for Design Bureau. DNR Sovereign land and flood plain permits. Submittal of CLOMR if needed.
Affected Parties:	Bridges & Structures Bureau, Design Bureau (including Soils section), Location & Environment Bureau, Project Management Team, Modal Transportation Bureau, District Office, and Right of Way Bureau
Responsible Office:	The Bridges & Structures Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.

B02	Drainage Design and Miscellaneous Layout to Design Bureau
Action:	Determine the drainage design for a project, including information for all drainage pipes. Develop final type, size, and location (TS&L) for revetment, scour countermeasure, and emergency relief (ER) projects to be let by the Design Bureau.
Purpose:	<p>To provide the Design Bureau with pipe culvert layout for incorporation into final design plan and to establish need lines for the Plans to Right of Way (D05) submittal.</p> <p>To document revetment, scour countermeasure, and ER layouts, specifications, and quantities when needed.</p>
Input:	<p>Completed Plans for Preliminary Bridge (D03) submittal, including:</p> <p>Typical and actual cross sections</p> <p>Field survey details including existing drainage Patterns</p> <p>Plan and profiles including mainline and side roads.</p> <p>Geometrics</p> <p>Median crossovers</p> <p>Proposed ditch grades</p> <p>Interchange geometrics</p> <p>Proposed sidewalk and trail paths</p> <p>Soil problem areas and stability berms that affect structure lengths</p> <p>Traffic Staging Needs</p> <p>Note: The minimum need required to start this task is either the completed Plans for Preliminary Bridge (D03) or a completed section of the Plans for Preliminary Bridge (D03).</p>
Output:	CADD reference file including bid item quantities, pipe cross sections, 104-3 and 104-4 tables. For ER projects, revetment, scour, include the type size, and location (TS&L)
Affected Parties:	Bridges & Structures Bureau, Design Bureau, and Right of Way Bureau
Responsible Office:	The Bridges & Structures Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
B03	Final Bridge Plans
Action:	Perform a detailed analysis of the design elements of structures to be submitted to the Contracts and Specifications Bureau for letting. Such structures typically include new bridges, reinforced concrete box culverts, and retaining walls. This task is also used for bridge painting and bridge washing (cleaning) projects as well as for repair projects involving elements of the structures noted.
Purpose:	To develop a set of plans and electronic files containing all of the design details, tabulated quantities, and specifications to allow the Contracts and Specifications Bureau to begin the bid letting process.

Input:	<p>Complete structure type, size, and location (TS&L), including horizontal and vertical geometrics from CADD models.</p> <p>Final soils analysis (S04) and recommendations</p> <p>Assistance from the Design Bureau to address bridge approach details, erosion control measures, and traffic control items.</p> <p>Assistance from the Locations & Environment Bureau to address cultural, regulatory, and environmental issues (for example, Section 404 of the Clean Water Act permit, State Historic Preservation Office [SHPO] coordination, hazardous materials, paddling route guidance, and Iowa Department of Natural Resources [Iowa DNR] coordination),</p> <p>Assistance from the Modal Transportation Bureau to address railroad agreements.</p> <p>Note: The minimum need required to start this task is the completed TS&L</p>
Output:	Final plan details, including plan notes, specifications, electronic files, updated itemized cost estimate and bid item quantities
Affected Parties:	Bridges & Structures Bureau, Design Bureau, District Office, Contracts and Specifications Bureau, and Modal Transportation Bureau
Responsible Office:	The Bridges & Structures Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
B04	Structural Design Plans to Design Bureau
Action:	Perform analysis and develop plan details and supporting e-files for structures to be submitted to other offices in the Transportation Development Division for inclusion in their final plan set. Such structures typically include retrofit bridge rails, sign trusses, foundations for tower lighting, paving notch retrofits, and some box culvert or structural repair work where coordination with other contractors is considered essential.
Purpose:	To develop plan details, including specifications and tabulated bid item quantities for inclusion in plan sets developed by other offices within the Transportation Development Division.
Input:	<p>Documentation addressing the request for work. This documentation would include:</p> <p>Concept describing the scope of work to be performed.</p> <p>Layout for the structure needed (for example, a sign truss, culvert, or flumes)</p> <p>Final soils analysis and recommendations</p> <p>Note: The minimum needs required to start this task is a concept of the work to be performed and a layout of a new structure.</p>
Output:	Plan details, specifications, itemized cost estimate, e-files ,and bid item quantities
Affected Parties:	Bridges & Structures Bureau, Design Bureau, District Office, and Traffic & Safety Bureau

Responsible Office:	The Bridges & Structures Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
B05	Corps Sec 408
Action:	Contact appropriate office of the Corps of Engineers based on project location in the state by phone. Initiate Corps of Engineers review. Obtain letter of approval to construct or modify Corps levee within project limits.
Purpose:	Notify and obtain approval from the Corps of Engineers to assure proposed design does not negatively impact the levee system or flood protection measures of private or public property adjacent to a project site.
Input:	<p>Completed Plans for Preliminary Bridge (D03) submittal, including:</p> <p>Typical and actual cross sections</p> <p>Field survey details</p> <p>Drainage areas</p> <p>Plan and profiles including mainline and side roads.</p> <p>Geometrics</p> <p>Proposed ditch grades</p> <p>Note: The minimum need required to start this task is either the completed Plans for Preliminary Bridge (D03) or a completed section of the Plans for Preliminary Bridge (D03).</p>
Output:	Completed permit form for submittal to the Corps of Engineers including the D03 plans.
Affected Parties:	Bridges & Structures Bureau, Design Bureau (including Soils section), Location & Environment Bureau, Project Management Team, and Right of Way Bureau.
Responsible Office:	The Bridges & Structures Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
B06	DNR Flood Plain / Sovereign Lands -Meandered Streams
Action:	Obtain a DNR floodplain / sovereign lands permit for a project based on specific design criteria.
Purpose:	To obtain authorization from the Iowa DNR related to work proposed within the FEMA designated floodplain or work on a sovereign land as designated by a meandered stream.
Input:	<p>Completed Plans for Preliminary Bridge (D03) submittal, including:</p> <p>Typical and actual cross sections</p>

	<p>Field survey details</p> <p>Drainage areas</p> <p>Plan and profiles including mainline and side roads.</p> <p>Geometrics</p> <p>Proposed ditch grades</p> <p>Interchange geometrics</p> <p>Note: The minimum need required to start this task is either the completed Plans for Preliminary Bridge (D03) or a completed section of the Plans for Preliminary Bridge (D03).</p>
Output:	Online Submittal of a DNR joint application form on the digital PERMT system provided by the DNR. Receipt of approved DNR floodplain and sovereign lands permit.
Affected Parties:	Bridges & Structures Bureau, Design Bureau (including Soils section), Location & Environment Bureau, Project Management Team, District Office, and Right of Way Bureau
Responsible Office:	The Bridges & Structures Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
B07	DNR Sovern Lands ROW
Action:	Obtain a DNR sovereign lands permit for a project based on specific design criteria
Purpose:	To obtain authorization from the Iowa DNR related to work proposed within a sovereign land as designated by DNR property ownership adjacent to the project
Input:	<p>Completed Plans for Preliminary Bridge (D03) submittal, including:</p> <p>Typical and actual cross sections</p> <p>Field survey details</p> <p>Drainage areas</p> <p>Plan and profiles including mainline and side roads.</p> <p>Geometrics</p> <p>Proposed ditch grades</p> <p>Interchange geometrics</p> <p>Note: The minimum need required to start this task is either the completed Plans for Preliminary Bridge (D03) or a completed section of the Plans for Preliminary Bridge (D03).</p>
Output:	Online Submittal of a DNR joint application form on the digital PERMT system provided by the DNR. Receipt of approved DNR floodplain and sovereign lands permit.

Affected Parties:	Bridges and Structures Bureau, Design Bureau (including Soils section), Location & Environment Bureau, Project Management Team, District Office, and Right of Way Bureau
Responsible Office:	The Bridges & Structures Bureau (on behalf of the ROW Bureau) will submit the permit request once notified by ROW that DNR property is present adjacent to the project site. The Bridges and Structures Bureau will be responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.

B08	FEMA CLOMR
Action:	Contact appropriate office of FEMA based on project location in the state by phone. Initiate FEMA review. Obtain letter of approval regarding the CLOMR prior to construction and LOMR after construction is complete
Purpose:	Notify and obtain approval from FEMA regarding grading modifications and hydraulic modeling that will affect the approved FEMA flood insurance rate map (FIRM). This information will be used for flood map revisions related to the LOMR following project completion
Input:	<p>Completed Plans for Preliminary Bridge (D03) submittal, including:</p> <ul style="list-style-type: none"> Typical and actual cross sections Field survey details Drainage areas Plan and profiles including mainline and side roads. Geometrics Proposed ditch grades Interchange geometrics Final hydraulic modeling HEC-RAS digital files <p>Note: The minimum need required to start this task is either the completed Plans for Preliminary Bridge (D03) or a completed section of the Plans for Preliminary Bridge (D03).</p>
Output:	The letter of approval for the CLOMR and after construction is complete an approved LOMR and updated FIRM panel
Affected Parties:	Bridges & Structures Bureau, Design Bureau (including Soils section), Location & Environment Bureau, Project Management Team, District Office, and Right of Way Bureau.
Responsible Office:	The Bridges & Structures Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks

B09	DNR Record of Coordination
Action:	Submittal of a completed coordination form to the Iowa district engineer for submittal to the local flood plain coordinator for their signature.
Purpose:	Is to notify local agencies that a project is occurring within a designated flood plain when a DNR permit is not required. If a B05 is completed this is not required.
Input:	<p>Completed Plans for Preliminary Bridge (D03) submittal, including:</p> <p>Typical and actual cross sections</p> <p>Field survey details</p> <p>Drainage areas</p> <p>Plan and profiles including mainline and side roads.</p> <p>Geometrics</p> <p>Proposed ditch grades</p> <p>Interchange geometrics</p> <p>Note: The minimum need required to start this task is either the completed Plans for Preliminary Bridge (D03) or a completed section of the Plans for Preliminary Bridge (D03).</p>
Output:	Signed form from the DOT and local floodplain administrator submitted to the DNR
Affected Parties:	Bridges & Structures Bureau, Design Bureau, Location & Environment Bureau, Project Management Team, District Office, and Right of Way Bureau
Responsible Office:	The Bridges & Structures Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks
C02	Construction Period (Field Work)
Action:	
Purpose:	
Input:	
Output:	
Affected Parties:	
Responsible Office:	
CFA1	Capacity Funding Agreement for Interstate
Action:	

Purpose:	
Input:	
Output:	
Affected Parties:	
Responsible Office:	
CP1	Concurrence Point 1 – Purpose and Need
Action:	Meet with resource agencies to introduce new projects, provide project background, and obtain concurrence on the purpose and need for a project.
Purpose:	<p>To implement the National Environmental Policy Act (NEPA)/Section 404 of the Clean Water Act merge by considering impacts on wetlands and waters of the U.S. at the earliest practical time in project development, avoiding and minimizing impacts to the extent practicable, and diligently pursuing cooperation and consultation so that all resource agencies are involved at key decision points.</p> <p>To jointly review Iowa DOT projects at early stages of development and concur with the purpose and need of the project.</p> <p>To provide information to the resource agencies to gain concurrence that the purpose and need sufficiently addresses the specific project issues.</p> <p>To identify any resource agencies' concerns that can be addressed during the project development process.</p>
Input:	<p>Project identified in the Statewide Transportation Improvement Plan (STIP) or an approved long-range transportation plan (LRTP)</p> <p>Aerial photographs</p> <p>Existing conditions analysis</p> <p>Traffic analysis</p> <p>Draft purpose and need statement.</p> <p>Information received from early coordination/scoping with resource agencies.</p> <p>Information received from public information meeting (PIM)</p>
Output:	<p>Concurrence of the resource agencies with the proposed purpose and need for the project.</p> <p>Additional information from the resource agencies that may guide the alternatives development phases</p>
Affected Parties:	Location & Environment Bureau, District Office, Design Bureau, Bridges & Structures Bureau, and Project Management Team

Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
CP2	Concurrence Point 2 – Alternatives to be Analyzed
Action:	Update the resource agencies on the project status and obtain concurrence on the range of alternatives to be analyzed.
Purpose:	<p>To implement the National Environmental Policy Act (NEPA)/Section 404 of the Clean Water Act merge by considering impacts on wetlands and waters of the U.S. at the earliest practical time in project development, avoiding and minimizing impacts to the extent practicable, and diligently pursuing cooperation and consultation so that all resource agencies are involved at key decision points.</p> <p>To jointly review Iowa DOT projects at early stages of development and concur with the alternatives to be analyzed.</p> <p>To provide information to the resource agencies to gain concurrence that the range of alternatives to be analyzed sufficiently addresses the specific project issues.</p> <p>To identify any resource agencies' concerns that can be incorporated into the decision process to determine which alternatives will be carried forward.</p> <p>To present a full range of avoidance and minimization alternatives for consideration by the resource agencies to adequately satisfy future permitting requirements.</p>
Input:	<p>Project limits</p> <p>Preliminary study area, including differences in limits for analyzing different environmental resources if applicable.</p> <p>Range of viable preliminary alternatives and alignments for the project, including a discussion of any alternatives that were dismissed (for example, off-system improvements, Transportation Systems Management [to reduce congestion], Transportation Demand Management [to reduce vehicles], or alternate modes of transportation)</p> <p>Desktop data regarding known sensitive environmental areas within the study area using information based on geographic information systems (GIS) datasets, aerial photographs, and information from early coordination/scoping efforts</p>
Output:	<p>Documentation of environmental resources and preliminary alternatives for an agency concurrence package</p> <p>Concurrence of the resource agencies with the range of alternatives to be analyzed for the project.</p> <p>Documentation of concerns any of the resource agencies identify for any of the alternatives being considered or specific studies that may be required for decision at subsequent concurrence meetings</p>

Affected Parties:	Location & Environment Bureau, District Office, Design Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
CP3	Concurrence Point 3 – Alternatives to be Carried Forward
Action:	Update the resource agencies on the project status and obtain concurrence on the alternatives to be carried forward.
Purpose:	<p>To implement the National Environmental Policy Act (NEPA)/Section 404 of the Clean Water Act merge by considering impacts on wetlands and waters of the U.S. at the earliest practical time in project development, avoiding and minimizing impacts to the extent practicable, and diligently pursuing cooperation and consultation so that all resource agencies are involved at key decision points.</p> <p>To jointly review Iowa DOT projects at early stages of development and concur with the alternatives to be carried forward.</p> <p>To provide information to the resource agencies to gain concurrence that the alternatives to be carried forward sufficiently address the specific project issues.</p> <p>To ensure the information provided and the data collected are adequate for the resource agencies to reach concurrence and assure the project can continue to be advanced through the development process.</p>
Input:	<p>Planning-level field data for sensitive areas, including wetlands, other waters of the U.S., woodlands, threatened and endangered species habitat, prime agricultural land, known Section 106 properties, regulated materials sites, and cultural resources for all alternatives (Developing this information typically requires a field season.)</p> <p>Wetland delineations (with documentation)</p> <p>Details of any special studies required for any of the alternatives.</p> <p>Refined alternatives to be carried forward (a no-build alternative is always included)</p>
Output:	<p>Documentation of environmental resources and preliminary alternatives for an agency concurrence package</p> <p>Concurrence of the resource agencies with the alternatives carried forward for the project, and acknowledgement that the alternatives not carried forward can be dropped from further consideration.</p> <p>Documentation of concerns that any of the resource agencies identify for any of the field data or remaining alternatives</p>
Affected Parties:	Location & Environment Bureau, District Office, Design Bureau, Bridges & Structures Bureau, and Project Management Team

Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
CP4	Concurrence Point 4 – Preferred Alternative
Action:	Update the resource agencies on the project status and obtain concurrence on the preferred alternative for the project.
Purpose:	<p>To implement the National Environmental Policy Act (NEPA)/Section 404 of the Clean Water Act merge by considering impacts on wetlands and waters of the U.S. at the earliest practical time in project development, avoiding and minimizing impacts to the extent practicable, and diligently pursuing cooperation and consultation so that all resource agencies are involved at key decision points.</p> <p>To jointly review Iowa DOT projects at early stages of development and concur with the preferred alternative.</p> <p>To provide information to the resource agencies to gain concurrence that the preferred alternative sufficiently addresses the specific project issues.</p> <p>To ensure the information provided and the data collected are adequate for the resource agencies to issue permits during future phases of the project.</p>
Input:	<p>Any additional special studies required.</p> <p>More detailed refinement of the preferred alternative</p> <p>Signed Environmental Assessment (EA) or Final Environmental Impact Statement (EIS)</p> <p>Note: Concurrence Point 4 – Preferred Alternative (CP4) should occur prior to the Federal Highway Administration (FHWA) approving the final decision document (that is, the Finding of No Significant Impact [FONSI] or Record of Decision [ROD])</p>
Output:	Concurrence of the resource agencies with the preferred alternative for the project
Affected Parties:	Location & Environment Bureau, District Office, Design Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
CP5	Mitigation Concurrence
Action:	Update the resource agencies on the project status and obtain concurrence that compensatory mitigation information is adequate to advance to the next stage of project development.
Purpose:	To introduce compensatory mitigation concepts for impacts that are unavoidable.

	<p>To jointly review Iowa DOT projects at early stages of development and concur with the compensatory mitigation concept.</p> <p>To provide information to the resource agencies to gain concurrence that the compensatory mitigation concept adequately addresses the specific project issues.</p> <p>To ensure the information provided and the data collected are adequate for the resource agencies to issue permits during future phases of the project.</p>
Input:	<p>Any additional special studies required.</p> <p>Developed mitigation concept</p>
Output:	<p>Concurrence of the resource agencies with the compensatory mitigation concept for the project</p>
Affected Parties:	<p>Location & Environment Bureau, District Office, Design Bureau, Bridges & Structures Bureau, and Project Management Team</p>
Responsible Office:	<p>The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.</p>
D00	Pre-Design Concept
Action:	<p>Document feasible alternatives for a proposed highway improvement project, and identify the selected alternative, project history, traffic estimates, accident history, cost estimates, and issues for each alternative. Document the engineering aspects of a project, decisions made, acceptable design variations, and the thought process used in developing each alternative. A draft concept should be distributed in advance of the concept field review to all participants, two weeks in advance of the review would be desirable. The task is intended to be cleared on the date in Masterworks after the field review is completed and final concept letter is shared.</p>
Purpose:	<p>To capture the preliminary design and engineering analysis completed in developing and screening of the range of alternatives to a preferred highway improvement alternative.</p>
Input:	<p>Aerial photographs</p> <p>Light Detection and Ranging (LiDAR) TIN</p> <p>Current and targeted design year traffic estimates</p> <p>Accident history</p> <p>As-built plans</p> <p>Pavement and/or bridge condition</p> <p>When structures are involved, a preliminary layout of optional structures with preliminary hydrology for sizing</p>
Output:	<p>The D00 final concept statement, which summarizes the existing conditions, guiding principles and design criteria, alternatives, and preferred alternative. Potential Right of Way and Utility impacts. Cost estimate updated. Updated phase and project geometry in Masterworks, and updated pavement quantities in Masterworks</p>

	Electronic files containing horizontal and vertical geometry and preliminary cross sections
Affected Parties:	Design Bureau, District Office, or other offices responsible for plan development
Responsible Office:	The Design Bureau is responsible for the overall management of the task and for entering the task's completion date when they are completing the work, along with any additional information specific to this task, into Masterworks. If consultants are doing the Road Design tasks the Project Manager is responsible for the efforts in Masterworks.
D02	DESIGN FIELD EXAM 9/1/24 UPDATED:
Action:	Provide D2 plans to meeting participants in advance, one month in advance is desirable, and hold a review (often in the field). The plans and project site will be reviewed for potential issues including, but not limited to, vertical and horizontal alignment; roadway cross section; preliminary type, size, and location (TS&L) of structures; staging; traffic operations; drainage; right of way impacts; access locations; environmental features; utilities; and interchange configuration.
Purpose:	To determine how well the plans meet the field conditions and the objectives of the project.
Input:	Field survey for DTM (DT2) Preliminary alignment(s), if available, from the Location & Environment Bureau Design concept Preliminary wetland delineations Preliminary TS&L of drainage structures and bridges Soils Alignment Review-(S01) Preliminary findings of the Environmental Assessment (EA) and archaeological review Level of access control Proposed interchange configurations
Output:	A final set of D2 plans with notes from the field meeting saved in Projectwise, a D2 letter distributed to appropriate stakeholders, an updated cost estimate in Masterworks, updated phase and project geometry in Masterworks, and updated pavement quantities in Masterworks. Potential Right of Way and Impact to utilities and possibilities to avoid them. Generally, the horizontal and vertical alignments for mainline and sideroads should be finalized in the D2 plans.
Affected Parties:	Design Bureau, District Office, or other office(s) responsible for plan development; Project Management Team; Office of Maintenance; and local officials

Responsible Office:	The Design Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks types. If consultants are doing the Road Design tasks the Project Manager is responsible for the efforts in Masterworks.
D03	Plans for Preliminary Bridge
Action:	Submit a set of plans to the Bridges & Structures Bureau with all the design information necessary for that office to complete its analysis of the type, size, and location (TS&L) of the structures.
Purpose:	To provide the Bridges & Structures Bureau – Preliminary Bridge section with the design information it needs to complete its hydraulic review and its assessment of the TS&L of the culverts, bridges, and other drainage structures required on the project.
Input:	Existing drainage structure information Plans and cross sections from the Design Field Exam (D02) Field exam letter, which records comments and decisions made during the field review. Location and extent of stability berms as defined by Identification of Soils Related ROW Issues (S02) evaluation If available video inspections of existing culverts that may be extended
Output:	The updated draft plans and cross sections, including adjustments from the field exam and proposed ditch grades Updated GIS project / phase limits in Masterworks
Affected Parties:	Design Bureau, District Office, or other office(s) responsible for plan development
Responsible Office:	The Design Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks. If consultants are doing the Road Design tasks the Project Manager is responsible for the efforts in Masterworks.
D04	Design Plans for Bridge
Action:	Submit completed road design sheets to the Bridges & Structures Bureau.
Purpose:	To provide the Bridges & Structures Bureau with a final set of road design sheets to include in its submittal to the Contracts and Specifications Bureau.
Input:	Draft plans and cross sections from the Plans to Right of Way (D05) submittal Completed Right of Way Layout (R01) Design adjustments resulting from right of way negotiations. Completed soils design (S03) information
Output:	A complete set of road design sheets that include all bid items, quantities, updated cost estimate if there are substantial changes, and required special provisions. Updated GIS project / phase limits in Masterworks
Affected Parties:	Design Bureau, District Office, or other office(s) responsible for plan development

Responsible Office:	The Design Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
D05	Plans to Right of Way
Action:	Submit draft plans to the Right of Way Bureau.
Purpose:	To provide the Right of Way Bureau with the design information necessary to complete the right of way layout process.
Input:	<p>Draft plans and cross sections from the Plans for Preliminary Bridge (D03) submittal</p> <p>Completed Identification of Soils Related ROW Issues (S02) information including information for settlement amounts, times and slope stabilization needs finalized. Geotechnical items that impacting staging are especially important.</p> <p>Completed final type, size, and location (TS&L) plan from the Bridges & Structures Bureau (B01) with drainage structures and ditching recommendations</p> <p>A complete (T01) Identification of existing right of way</p>
Output:	A set of plans showing the ground intercept lines, both temporary and permanent, and delineating the project footprint, which defines the right of way limits for the project. These plans include interchange configuration; access locations; horizontal and vertical alignment; cross sections; drainage design; TS&L of bridges and culverts; determination of the need for stability berms and benches; staging needs; location of signals, lighting, and other appurtenances; ground intercept line; and any other design information that would influence the amount of right of way needed to construct and maintain the project. Impact to utilities. Updated GIS project / phase limits in Masterworks
Affected Parties:	Design Bureau, District Office, or other office(s) responsible for plan development
Responsible Office:	The Design Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
D06/D07/ D08/D09	Final Grade Plans/Final Pave Plans/Final Grade and Pave Plans/Final Miscellaneous Plans
Action:	Submit a completed set of design plans to the Contracts and Specifications Bureau.
Purpose:	To provide the Contracts and Specifications Bureau with a final set of plans necessary to initiate the letting process.
Input:	<p>Draft plans and cross sections from the Plans to Right of Way (D05) submittal</p> <p>Completed Right of Way Layout (R01)</p> <p>Design adjustments resulting from right of way negotiations.</p> <p>Sheet submittals from other offices or consultants</p>

	Completed soils design (S03) information. Any comments received during plan review
Output:	A complete plan set that includes all bid items and quantities as well as required special provisions. Updated GIS project / phase limits in Masterworks
Affected Parties:	Design Bureau, District Office, or other office(s) responsible for plan development
Responsible Office:	Multiple offices are responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
DM5	Design Methods Turn-In
Action:	Submit draft letting plans for review.
Purpose:	To provide Iowa DOT offices with the draft letting plan for review.
Input:	Draft plans and cross sections from the Plans to Right of Way (D05) submittal Completed Right of Way Layout (R01) Design adjustments resulting from right of way negotiations. Sheet submittals from other offices or consultants Completed soils design (S03) information
Output:	A draft letting plan. Updated GIS project / phase limits in Masterworks
Affected Parties:	Design Bureau, District Office, or other office(s) responsible for plan development
Responsible Office:	The Design Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
DSW1	Storm Water Permit for Outstanding Iowa Waterways
Action:	
Purpose:	
Input:	
Output:	
Affected Parties:	
Responsible Office:	
E01	Final Erosion Plans
Action:	

Purpose:

Input:

Output:

Affected Parties:

Responsible
Office:

E02 Final Landscape Plans

Action:

Purpose:

Input:

Output:

Affected Parties:

Responsible
Office:

E03 Final Mitigation Plans

Action:

Purpose:

Input:

Output:

Affected Parties:

Responsible
Office:

E04 Roadside Plans for Design

Action:

Purpose:

Input:

Output:

Affected Parties:

Responsible
Office:

F01	Preliminary Regulated Materials Review
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Action:	Conduct the preliminary regulated materials review through spatial identification of known or potentially contaminated properties. The findings may initiate the performance of a Phase II Environmental Site Assessment (ESA) by a consultant at one or more individual sites in accordance with the latest version of ASTM Standard E1903.
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Complete the Preliminary Regulated Materials Review (F01) prior to Concurrence Point 2 – Alternatives to be Analyzed (CP2) (the F01 task is scheduled as part of the concurrence point process). As necessary for smaller projects, the Preliminary Regulated Materials Review (F01) may be scheduled 30 days after the completion of the Pre-Design Concept (D00). It typically includes a desktop review of online regulatory agency databases, County Assessor websites, available file documentation, and current and historic aerial photographs. For reviews not undertaken by staff, consultants are used to perform a Phase I ESA in accordance with the latest version of ASTM Standard E1527.

Purpose:	To consider regulated material impacts in the early stages of project development so these impacts can be avoided or minimized to the extent practicable.
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Input:	Proposed project corridor limits Access to U.S. Environmental Protection Agency (EPA) and Iowa Department of Natural Resources (Iowa DNR online databases) Access to County Assessor websites Aerial photographs Consultant statewide service contract Project limits and Pre-Design Concept (D00) submittal
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Output:	For in-house reviews: Shapefile and associated map representing the identified properties. For consultant reviews: Phase I ESA report and shapefile When necessary, the findings of the review are directed to Design Bureau staff through an inter-office memo discussing site background and location of known or potentially contaminated properties.
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Affected Parties:	Location & Environment Bureau, District Office, Design Bureau, Bridges & Structures Bureau, and Project Management Team
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Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
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F02	Interim Regulated Materials Review
Action:	<p>Conduct a desktop review of field exam plans, online regulatory agency databases, County Assessor websites, available file documentation, and current and historic aerial photographs. Potentially conduct a windshield survey of the project corridor or individual sites.</p> <p>The Interim Regulated Materials Review (F02) is scheduled 30 days after the completion of the Design Field Exam (D02). An Interim Regulated Materials Review (F02) typically is not scheduled when a Preliminary Regulated Materials Review (F01) has been scheduled.</p>
Purpose:	To consider regulated material impacts related to anticipated right of way needs so these impacts can be avoided or minimized to the extent practicable.
Input:	<p>Design Field Exam (D02) plans</p> <p>Access to U.S. Environmental Protection Agency (EPA) and Iowa Department of Natural Resources (Iowa DNR) online databases</p> <p>Access to County Assessor websites</p> <p>Aerial photographs</p> <p>Consultant statewide service contract</p>
Output:	The findings of the review are directed to Design Bureau staff through an inter-office memo discussing site background and location of known or potentially contaminated properties. The findings may initiate the performance of a Phase II Environmental Site Assessment (ESA) by a consultant at one or more individual sites in accordance with the latest version of ASTM Standard E1903.
Affected Parties:	Location & Environment Bureau, District Office, Design Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
F03	Final Regulated Materials Review
Action:	<p>Conduct a desktop review of the Plans to Right of Way (D05), online regulatory agency databases, County Assessor websites, available file documentation, and current and historic aerial photographs. Review any Phase I Environmental Site Assessment (ESA) and Phase II ESA reports that have been prepared for the project. Potentially conduct a windshield survey of the project corridor or individual sites.</p> <p>The Final Regulated Materials Review (F03) is scheduled 30 days after the completion of the Plans to Right of Way (D05). The Final Regulated Materials Review (F03) is used in place of Preliminary Regulated Materials Review (F01) and Interim Regulated Materials Review (F02) clearances when these tasks have not been scheduled, such as with smaller-scale projects requiring new right of way (for example, bridge or culvert replacements, intersection improvements, slide repairs, and riprap projects). The Final Regulated Materials Review (F03) is also used to</p>

	review and update previous Preliminary Regulated Materials Review (F01) and Interim Regulated Materials Review (F02) clearances.
Purpose:	To avoid or minimize regulatory liability to Iowa DOT when acquiring contaminated properties. In the event that a contaminated property cannot be avoided, acquisition by permanent easement, rather than fee title, may be recommended.
Input:	Plans to Right of Way (D05) submittal. Access to U.S. Environmental Protection Agency (EPA) and Iowa Department of Natural Resources (Iowa DNR) online databases Access to County Assessor websites Aerial photographs Phase I ESA and Phase II ESA reports
Output:	The findings of the review are directed to Right of Way Bureau staff through an inter-office memo discussing site background and location of known or potentially contaminated properties, along with associated acquisition recommendations (that is, fee title or permanent easement acquisition).
Affected Parties:	Location & Environment Bureau, District Office, Design Bureau, Bridges & Structures Bureau, Right of Way Bureau, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.

F10	Regulated Materials Clearance
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Action:

Purpose:

Input:

Output:

Affected Parties:

Responsible
Office:

FP1	Financial Plan by OLE
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Action: Develop a financial plan document to be approved by the Federal Highway Administration (FHWA) (if applicable) before the first mainline letting of a project. Prepare yearly updates to the plan through the completion of construction.

Purpose: To document all financial aspects for a project, according to FHWA's guidance regarding financial plans, from initiation of the project through the completion of construction and to document all revenue sources identified for all aspects of the project.

	To develop a detailed schedule to support the project needs.
Input:	<p>Cost estimates</p> <p>Staging scenarios</p> <p>Expended costs to date</p> <p>Projected remaining costs to complete the project.</p> <p>Funding sources</p> <p>Committed State and federal funds.</p> <p>Development/construction schedule</p>
Output:	<p>An initial financial plan approved by FHWA (if project costs exceed \$500 million)</p> <p>An initial financial plan on file that has been approved by the Highway Division Director (if project costs are between \$100 million and \$500 million)</p> <p>Approval of yearly updates to the initial financial plan</p>
Affected Parties:	Location & Environment Bureau, District Office, Design Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
FP2	Financial Plan by Design
Action:	Develop a financial plan document to be approved by the Federal Highway Administration (FHWA) (if applicable) before the first mainline letting of a project. Prepare yearly updates to the plan through the completion of construction.
Purpose:	<p>To document all financial aspects for a project, according to FHWA's guidance regarding financial plans, from initiation of the project through the completion of construction and to document all revenue sources identified for all aspects of the project.</p> <p>To develop a detailed schedule to support the project needs.</p>
Input:	<p>Cost estimates</p> <p>Staging scenarios</p> <p>Expended costs to date</p> <p>Projected remaining costs to complete the project.</p> <p>Funding sources</p> <p>Committed State and federal funds.</p> <p>Development/construction schedule</p>
Output:	<p>An initial financial plan approved by FHWA (if project costs exceed \$500 million)</p> <p>An initial financial plan on file that has been approved by the Highway Division Director (if project costs are between \$100 million and \$500 million)</p>

Approval of yearly updates to the initial financial plan	
Affected Parties:	Location & Environment Bureau, District Office, Design Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The Design Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
FP3	Financial Plan by Bridges and Structures
Action:	Develop a financial plan document to be approved by the Federal Highway Administration (FHWA) (if applicable) before the first mainline letting of a project. Prepare yearly updates to the plan through the completion of construction.
Purpose:	To document all financial aspects for a project, according to FHWA's guidance regarding financial plans, from initiation of the project through the completion of construction and to document all revenue sources identified for all aspects of the project. To develop a detailed schedule to support the project needs.
Input:	Cost estimates Staging scenarios Expended costs to date Projected remaining costs to complete the project. Funding sources Committed State and federal funds. Development/construction schedule
Output:	An initial financial plan approved by FHWA (if project costs exceed \$500 million) An initial financial plan on file that has been approved by the Highway Division Director (if project costs are between \$100 million and \$500 million) Approval of yearly updates to the initial financial plan
Affected Parties:	Location & Environment Bureau, District Office, Design Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The Bridges & Structures Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
FP4	Financial Plan by District
Action:	Develop a financial plan document to be approved by the Federal Highway Administration (FHWA) (if applicable) before the first mainline letting of a project. Prepare yearly updates to the plan through the completion of construction.

Purpose:	<p>To document all financial aspects for a project, according to FHWA's guidance regarding financial plans, from initiation of the project through the completion of construction and to document all revenue sources identified for all aspects of the project.</p> <p>To develop a detailed schedule to support the project needs.</p>
Input:	<p>Cost estimates</p> <p>Staging scenarios</p> <p>Expended costs to date</p> <p>Projected remaining costs to complete the project.</p> <p>Funding sources</p> <p>Committed State and federal funds.</p> <p>Development/construction schedule</p>
Output:	<p>An initial financial plan approved by FHWA (if project costs exceed \$500 million)</p> <p>An initial financial plan on file that has been approved by the Highway Division Director (if project costs are between \$100 million and \$500 million)</p> <p>Approval of yearly updates to the initial financial plan</p>
Affected Parties:	Location & Environment Bureau, District Office, Design Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The District is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
H00	Cultural Resources Assessment
Action:	Review new or revised project, undertaking, or action area(s) (area of potential effect [APE]) for effects on cultural resources (archaeological sites or historic structures, buildings, bridges, farmsteads, or districts). Submit any applicable results to the State Historic Preservation Office (SHPO). Complete the Section 106 determination of effect if right of way impacts are known.
Purpose:	To locate and identify any known cultural resources within the APE to determine if further studies are warranted or if the project, undertaking, or action may proceed. If further studies are warranted, an H01 task and/or an H03 task will be added to the schedule.
Input:	<p>Final Pre-Design Concept (D00) or Bridge Office Concept (B00)</p> <p>National Environmental Policy Act (NEPA) boundary</p>
Output:	<p>If the project, undertaking, or action may proceed: An assessment and concurrence from SHPO, if applicable, and a clearance memo to affected parties</p> <p>If further studies are warranted: Scheduled Phase I Archaeological Survey (H01) and/or Historic Architecture Survey and Evaluation (H03)</p>

Affected Parties:	Location & Environment Bureau, District Office, Bridges & Structures Bureau, Design Bureau, Right of Way Bureau, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
H01	Phase I Archaeological Survey
Action:	Conduct a Phase I Archaeological Survey to identify archaeological sites within the new or revised project, undertaking, or action area(s) (area of potential effect [APE]), and submit results to the State Historic Preservation Office (SHPO) and any applicable Tribes for comments. Complete the Section 106 determination of effect if right of way impacts are known.
Purpose:	To locate and identify any known or unknown archaeological sites within the APE to determine if any sites identified as potentially eligible for listing on the National Register of Historic Places (NRHP) will be affected by the proposed project, and to provide SHPO and applicable Tribe's opportunity to comment. If no potentially eligible sites will be affected, no further archaeological review is required. If a potentially eligible site may be affected, further studies will be warranted, and another H01 task and/or an H02 task will be added to the schedule.
Input:	Final Pre-Design Concept (D00) or Bridge Office Concept (B00) Alignment Review (S01) National Environmental Policy Act (NEPA) boundary Any known alternatives Completed public information meeting (PIM) (for large projects) Property owner contact information list (for large projects)
Output:	Final Phase I Archaeological Survey Consultation with applicable Tribes If no potentially eligible sites will be affected: Concurrence with report findings from SHPO and a clearance memo to affected parties. If a potentially eligible site may be affected: Scheduled additional Phase I Archaeological Survey (H01) or Phase II Archaeological Evaluation (H02)
Affected Parties:	Location & Environment Bureau, District Office, Bridges & Structures Bureau, Design Bureau, Right of Way Bureau, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
H02	Phase II Archaeological Evaluation
Action:	Conduct a Phase II Archaeological Evaluation to investigate specific archaeological site(s) within the new or revised project, undertaking, or action area(s) (area of potential effect [APE]), and submit results to the State Historic Preservation Office

	(SHPO) and any applicable Tribes for comments. Complete the Section 106 determination of effect if right of way impacts are known.
Purpose:	To evaluate a known archaeological site(s) within the APE to determine if the site(s) is eligible for listing on the National Register of Historic Places (NRHP) and to provide SHPO and applicable Tribe's opportunity to comment. If the site is determined not eligible, no further archaeological review is required. If the site is found eligible, full consideration of the site will be afforded when evaluating alternatives and project area(s). If the site will be affected, mitigation will be warranted and an H04 task will be added to the schedule.
Input:	Completed Phase I Archaeological Survey (H01) Design Field Exam (D02) Identification of Soils Related ROW Issues (S02) Any known alternatives
Output:	Final Phase II Archaeological Evaluation Consultation with applicable Tribes If the site is determined not eligible: Concurrence with report findings from SHPO and a clearance memo to affected parties. If the site is found eligible and will be affected: Scheduled MOA and Mitigation of Cultural Resource Impacts (H04)
Affected Parties:	Location & Environment Bureau, District Office, Bridges & Structures Bureau, Design Bureau, Right of Way Bureau, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
H03	Historic Architecture Survey and Evaluation
Action:	Conduct a Historic Architectural Survey and Evaluation to identify historic structures, buildings, bridges, farmsteads, or districts within the new or revised project, undertaking, or action area(s) (area of potential effect [APE]), and submit results to the State Historic Preservation Office (SHPO) and any interested parties for comments. Complete the Section 106 determination of effect if right of way impacts are known.
Purpose:	To locate, identify, and evaluate structures, buildings, bridges, farmsteads, or districts within the APE to determine if any are eligible for listing on the National Register of Historic Places (NRHP) and to provide SHPO and interested parties an opportunity to comment. If any properties are determined not eligible, no further historic architectural review is required. If any properties are found eligible and will be affected, mitigation will be warranted and an H04 task will be added to the schedule.
Input:	Final Pre-Design Concept (D00) or Bridge Office Concept (B00) National Environmental Policy Act (NEPA) boundary Any known alternatives

	Completed public information meeting (PIM) (for large projects) Property owner contact information list (for large projects)
Output:	Final Historic Architecture Survey and Evaluation Consultation with interested parties If properties are determined not eligible: Concurrence with report findings from SHPO and a clearance memo to affected parties. If properties are found eligible and will be affected: Scheduled MOA and Mitigation of Cultural Resource Impacts (H04)
Affected Parties:	Offices of Location & Environment, District Office, Bridges & Structures Bureau, Design Bureau, Right of Way Bureau, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
H04	MOA and Mitigation of Cultural Resource Impacts
Action:	Complete the Section 106 determination of effect. Consult with the State Historic Preservation Office (SHPO), the Federal Highway Administration (FHWA), Advisory Council on Historic Preservation (ACHP), and applicable Tribes and/or interested parties regarding the adverse effects of the project, undertaking, or action on historic properties (archaeological sites or historic structures, buildings, bridges, farmsteads, or districts that are eligible for listing on the National Register of Historic Places [NRHP]) to minimize or mitigate those effects. Finalize the stipulations that minimize or mitigate those effects in an executed memorandum of agreement (MOA) or Programmatic Agreement (PA) and implement the MOA or PA.
Purpose:	To formalize an agreement among SHPO, FHWA, ACHP, and any applicable Tribes and/or interested parties that outlines stipulations illustrating how Iowa DOT will mitigate for the adverse effects of the project, undertaking, or action on historic properties, and how to fulfill the stipulations.
Input:	Plans to Right of Way (D05) submittal. Acquisition of parcels with eligible archaeological sites or historic architectural properties
Output:	Signed and executed MOA or PA Completion of and SHPO concurrence on the sufficiency of data recovery field work for archaeological sites, and/or photographs and research for historic architectural properties (Issue clearance memo and clear "SHPO" in Masterworks) Fulfillment of all stipulations of project MOA or PA (Issue H04 completion memo)
Affected Parties:	Location & Environment Bureau, District Office, Bridges & Structures Bureau, Design Bureau, Right of Way Bureau, and Project Management Team

Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
H05	Cultural Re-evaluation
Action:	
Purpose:	
Input:	
Output:	
Affected Parties:	
Responsible Office:	
H06	SHPO-State Historic Preservation Officer
Action:	
Purpose:	
Input:	
Output:	
Affected Parties:	
Responsible Office:	
IJR1	Interchange Justification Report by OLE
Action:	Develop a report and related documents to determine the need for access changes in conjunction with the National Environmental Policy Act (NEPA) process.
Purpose:	To gain approval for access changes on federal (interstate) and State (U.S. and Iowa primary highways) access-controlled roadways. The report will define a traffic operation or safety problem and provide operational analysis that leads to a solution.
Input:	Current and targeted design year traffic estimates Design criteria Access control information Crash data Land use information Existing conditions analysis Range of viable alternatives

Environmental data	
Output:	<p>One of the following three types of documents, for all access changes involving interchanges on the primary road system:</p> <p>An Interchange Justification Report (IJR) will be completed for all access changes involving an interchange on the federal (interstate) system and may be required for changes to the state (U.S. and Iowa primary highways) system.</p> <p>An Interchange Operations Report (IOR) can be used on a case-by-case basis for minor interchange modifications on federal (interstate) and state (U.S. and Iowa primary highways) systems.</p> <p>An Interchange Justification Letter (IJL) may be prepared for interchange modifications or a new interchange on a non-interstate, non-Priority 1 state highway.</p> <p>Acceptance of engineering operations by the District Engineer (DE)</p> <p>Approval by the Federal Highway Administration (FHWA) (for changes to the federal [interstate] system) or approval by the Highway Division Director and Planning, Programming, and Modal Division Director (for changes to the state [U.S. and Iowa primary highways] system)</p>
Affected Parties:	Location & Environment Bureau, District Office, Design Bureau, Systems Planning Bureau, Traffic & Safety Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
IJR2	Interchange Justification Report by Design/Bridges/Structure
Action:	Develop a report and related documents to determine the need for access changes in conjunction with the National Environmental Policy Act (NEPA) process.
Purpose:	To gain approval for access changes on federal (interstate) and State (U.S. and Iowa primary highways) access-controlled roadways. The report will define a traffic operation or safety problem and provide operational analysis that leads to a solution.
Input:	<p>Current and targeted design year traffic estimates</p> <p>Design criteria</p> <p>Access control information</p> <p>Crash data</p> <p>Land use information</p> <p>Existing conditions analysis</p> <p>Range of viable alternatives</p> <p>Environmental data</p>
Output:	One of the following three types of documents, for all access changes involving interchanges on the primary road system:

	<p>An Interchange Justification Report (IJR) will be completed for all access changes involving an interchange on the federal (interstate) system and may be required for changes to the state (U.S. and Iowa primary highways) system.</p> <p>An Interchange Operations Report (IOR) can be used on a case-by-case basis for minor interchange modifications on federal (interstate) and state (U.S. and Iowa primary highways) systems.</p> <p>An Interchange Justification Letter (IJL) may be prepared for interchange modifications or a new interchange on a non-interstate, non-Priority 1 state highway.</p> <p>Acceptance of engineering operations by the District Engineer (DE)</p> <p>Approval by the Federal Highway Administration (FHWA) (for changes to the federal [interstate] system) or approval by the Highway Division Director and Planning, Programming, and Modal Division Director (for changes to the state [U.S. and Iowa primary highways] system)</p>
Affected Parties:	Location & Environment Bureau, District Office, Design Bureau, Systems Planning Bureau, Traffic & Safety Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The Design Bureau and the Bridges & Structures Bureau are responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
IJR3	Interchange Justification Report by District
Action:	Develop a report and related documents to determine the need for access changes in conjunction with the National Environmental Policy Act (NEPA) process.
Purpose:	To gain approval for access changes on federal (interstate) and State (U.S. and Iowa primary highways) access-controlled roadways. The report will define a traffic operation or safety problem and provide operational analysis that leads to a solution.
Input:	<p>Current and targeted design year traffic estimates</p> <p>Design criteria</p> <p>Access control information</p> <p>Crash data</p> <p>Land use information</p> <p>Existing conditions analysis</p> <p>Range of viable alternatives</p> <p>Environmental data</p>
Output:	<p>One of the following three types of documents, for all access changes involving interchanges on the primary road system:</p> <p>An Interchange Justification Report (IJR) will be completed for all access changes involving an interchange on the federal (interstate) system and may be required for changes to the state (U.S. and Iowa primary highways) system.</p>

	<p>An Interchange Operations Report (IOR) can be used on a case-by-case basis for minor interchange modifications on federal (interstate) and state (U.S. and Iowa primary highways) systems.</p> <p>An Interchange Justification Letter (IJL) may be prepared for interchange modifications or a new interchange on a non-interstate, non-Priority 1 state highway.</p> <p>Acceptance of engineering operations by the District Engineer (DE)</p> <p>Approval by the Federal Highway Administration (FHWA) (for changes to the federal [interstate] system) or approval by the Highway Division Director and Planning, Programming, and Modal Division Director (for changes to the state [U.S. and Iowa primary highways] system)</p>
Affected Parties:	Location & Environment Bureau, District Office, Design Bureau, Systems Planning Bureau, Traffic & Safety Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The District is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
IJR4	Interchange Justification Report by Systems Planning
Action:	Develop a report and related documents to determine the need for access changes in conjunction with the National Environmental Policy Act (NEPA) process.
Purpose:	To gain approval for access changes on federal (interstate) and State (U.S. and Iowa primary highways) access-controlled roadways. The report will define a traffic operation or safety problem and provide operational analysis that leads to a solution.
Input:	<p>Current and targeted design year traffic estimates</p> <p>Design criteria</p> <p>Access control information</p> <p>Crash data</p> <p>Land use information</p> <p>Existing conditions analysis</p> <p>Range of viable alternatives</p> <p>Environmental data</p>
Output:	<p>One of the following three types of documents, for all access changes involving interchanges on the primary road system:</p> <p>An Interchange Justification Report (IJR) will be completed for all access changes involving an interchange on the federal (interstate) system and may be required for changes to the state (U.S. and Iowa primary highways) system.</p> <p>An Interchange Operations Report (IOR) can be used on a case-by-case basis for minor interchange modifications on federal (interstate) and state (U.S. and Iowa primary highways) systems.</p>

	<p>An Interchange Justification Letter (IJL) may be prepared for interchange modifications or a new interchange on a non-interstate, non-Priority 1 state highway.</p> <p>Acceptance of engineering operations by the District Engineer (DE)</p> <p>Approval by the Federal Highway Administration (FHWA) (for changes to the federal [interstate] system) or approval by the Highway Division Director and Planning, Programming, and Modal Division Director (for changes to the state [U.S. and Iowa primary highways] system)</p>
Affected Parties:	Location & Environment Bureau, District Office, Design Bureau, Systems Planning Bureau, Traffic & Safety Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The Systems Planning Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
IJR5	Interchange Justification Report Approval
Action:	Provide final documentation to the Federal Highway Administration (FHWA) describing the access changes.
Purpose:	To gain FHWA's approval (that is, its signature on the appropriate documentation) for the access changes requested and proposed.
Input:	Final Interchange Justification Report (IJR), Interchange Operations Report (IOR), or Interchange Justification Letter (IJL) Letter from District Engineer (DE) requesting approval
Output:	District approval of the operations and FHWA's approval of the access change document
Affected Parties:	Location & Environment Bureau, District Office, Design Bureau, Systems Planning Bureau, Traffic & Safety Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The office responsible for the IJR task tied to the specific project is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
ITS0	Traffic Operations Concept
Action:	Document feasible alternatives for a proposed standalone ITS project, identify the cost estimates, and issues for each alternative. Document the general fiber optic cable location(s), ITS device locations, power supply for each device, ROW requirements, and clearing and grubbing needs.
Purpose:	To capture the preliminary design and engineering analysis completed in developing and screening of the range of alternatives to a preferred ITS project.
Input:	Aerial photographs

	Existing ITS device locations Existing power locations Existing utility locations ICE-Ops Score Road and bridge as-builts
Output:	The ITS0 final concept statement, which summarizes the guiding principles and design criteria, alternatives, and preferred alternative. Potential Right of Way and Utility impacts. Cost estimate updated. Updated phase and project geometry in Masterworks .
Affected Parties:	Traffic Operations Bureau, District Office, Location and Environment Bureau, or other offices responsible for plan development
Responsible Office:	The Traffic Operations Bureau is responsible for the overall management of the task and for entering the task's completion date when they are completing the work, along with any additional information specific to this task, into Masterworks. If consultants are doing the ITSDesign tasks the Project Manager is responsible for the efforts in Masterworks.
ITS1	Preliminary ITS Plans/Layout
Action:	Submit a preliminary ITS plan or layout for standalone ITS projects.
Purpose:	To provide Iowa DOT staff with a preliminary ITS plan or layout for the proposed fiber optic cable locations, power related infrastructure, and ITS device locations.
Input:	ITS final concept, information from other utilities, and information from field visits or other as-built plans.
Output:	A final ITS plan or layout.
Affected Parties:	Traffic Operations Bureau, District Office, Location and Environment Bureau, or other offices responsible for plan development.
Responsible Office:	The Traffic Operations Bureau is responsible for the overall management of the task and for entering the task's completion date when they are completing the work, along with additional information specific to this task, into Masterworks. If consultants are doing the ITS Design tasks the Project Manager is responsible for the efforts in Masterworks.
ITS2	Preliminary Plan Turn-in
Action:	Submit draft ITS plans for review.
Purpose:	To provide Iowa DOT staff with the draft ITS plan for review.
Input:	Draft ITS plans, cost estimate, and special provisions (if needed).
Output:	A draft letting plan with updates.

Affected Parties:	Traffic Operations Bureau, District Office, Location and Environment Bureau, or other bureau(s) responsible for plan development.
Responsible Office:	The Traffic Operations Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks. If consultants are doing the ITS tasks the Project Manager is responsible for the efforts in Masterworks.
ITS3	Final ITS Equipment Plans
Action:	Provide equipment type and quantity information to the Resources & Acquisitions Bureau to initiate the bid letting or purchase process.
Purpose:	To provide equipment type and quantity information to the Resources & Acquisitions Bureau to initiate the bid letting or purchase process. This work type is for funding only and a project is not let by the Contracts and Specifications Bureau and noted as 'Let by Others' in Masterworks:
Input:	ITS Infrastructure plan showing equipment type and quantity.
Output:	Purchase of ITS related materials, equipment, and devices.
Affected Parties:	Traffic Operations Bureau, Resources and Acquisitions Bureau, District Office, or other offices responsible for project development.
Responsible Office:	The Traffic Operations Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks. If consultants are doing the ITS tasks the Project Manager is responsible for the efforts in Masterworks.
ITS4	Final ITS Infrastructure Plans
Action:	Submit a completed set of ITS design plans to the Contracts and Specifications Bureau.
Purpose:	To provide the Contracts and Specifications Bureau with a final set of plans necessary to initiate the letting process.
Input:	Draft ITS2 plans and cross sections. Any comments received during plan review including from District staff, Location and Environment Bureau, or any other office(s) reviewing the project plan.
Output:	A complete final plan set that includes all bid items and quantities, cost estimate, and special provisions if required.
Affected Parties:	Traffic Operations Bureau, District Office, Location and Environment Bureau, or other bureau(s) responsible for plan development.
Responsible Office:	The Traffic Operations Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information

	specific to this task, into Masterworks. If consultants are doing the ITS tasks the Project Manager is responsible for the efforts in Masterworks.
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ITS5	Final ITS Integration Plans
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Action:	To provide fiber splicing plans or information to the Resources & Acquisitions Bureau to initiate the bid letting or purchase process.
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	Provide an estimated or final cost for ITS related work completed by the Statewide ITS Maintenance Vendor for the project.
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Purpose:	To provide final costs for the work completed by the Statewide ITS Maintenance Vendor for the project. This work type is for funding only and a project is not let by the Contracts and Specifications Bureau and noted as 'Let by Others' in Masterworks:
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Input:	ITS Infrastructure Plans, ITS device type and quantity.
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Output:	Installed ITS devices and integration into other DOT systems.
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Affected Parties:	Traffic Operations Bureau, Resources and Acquisitions Bureau, District Office, or other offices responsible for project development.
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Responsible Office:	The Traffic Operations Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks. If consultants are doing the ITS tasks the Project Manager is responsible for the efforts in Masterworks.
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ITS6	Final IWZ Plans
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Action:	
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Purpose:	
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Input:	
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Output:	
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Affected Parties:	
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Responsible Office:	The Traffic Operations Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks. If consultants are doing the ITS tasks the Project Manager is responsible for the efforts in Masterworks.
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ITS7	Final TOB Other Plans
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Action:	Submit a completed set of ITS plans to the Resources and Acquisitions Bureau.
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	Provide an estimated or final cost for ITS related project types noted in Masterworks as 'Let by Others'.
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Purpose:	<p>To provide fiber splicing plans or equipment type and quantity information to the Resources & Acquisitions Bureau to initiate the bid letting or purchase process.</p> <p>To provide final costs for the following project types not let by the Contracts and Specifications Bureau and noted as 'Let by Others' in Masterworks:</p> <ul style="list-style-type: none"> • Intelligent Work Zone (IWZ) • ITS Integration (Splicing and work completed by the Statewide ITS Maintenance Vendor) • ITS Equipment (Devices for a project like cameras, dynamic message signs, sensors, and other miscellaneous ITS related equipment) • Other projects such as Highway Helper.
Input:	<p>Fiber splicing plans.</p> <p>Equipment type and quantity.</p>
Output:	<p>An approved award and cost for a project let by the Resources & Acquisitions Bureau.</p> <p>An estimated or actual project cost for 'Let by Others' project types.</p>
Affected Parties:	Traffic Operations Bureau, Resources and Acquisitions Bureau, District Office, or other offices responsible for project development.
Responsible Office:	The Traffic Operations Bureau is responsible for the overall management of the task and for entering the task's completion date, along with additional information specific to this task, into Masterworks.
L01/L02	Letting-Grade/Letting-Paving and Incidentals
Action:	Prepare projects for bidding, conduct the bidding, and award the contracts. This involves reviewing the project plans and preparing cost estimates, bidding documents, and proposals. It also involves printing proposals and plans, distributing bidding documents to prospective bidders, requesting the Federal Highway Administration's (FHWA's) approval, advertising and conducting the letting, analyzing bids, and awarding contracts.
Purpose:	<p>To establish contracts with a private construction company to perform the work outlined in the project plans.</p> <p>To ensure that the plans and specifications clearly outline the project's requirements and scope of work.</p> <p>To review all bids to determine whether the bidders can perform the work and that the project is awarded to the actual low bidder.</p>
Input:	A complete set of plans that includes all bid items and quantities and that outlines the required specifications and special provisions
Output:	A set of plans ready for bidding, including all bidding documents, and approvals

Affected Parties: Contracts and Specifications Bureau

Responsible Office: The Contracts and Specifications Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.

L03 Letting-Combination Grade and Paving

Action:

Purpose:

Input:

Output:

Affected Parties:

Responsible Office:

L04 Letting-Miscellaneous

Action:

Purpose:

Input:

Output:

Affected Parties:

Responsible Office:

L05 Letting-Bridge and Culverts

Action:

Purpose:

Input:

Output:

Affected Parties:

Responsible Office:

L06	Letting-Erosion Control
Action:	
Purpose:	
Input:	
Output:	
Affected Parties:	
Responsible Office:	
L07	Letting-Landscape
Action:	
Purpose:	
Input:	
Output:	
Affected Parties:	
Responsible Office:	
L08	Letting-Mitigation
Action:	
Purpose:	
Input:	
Output:	
Affected Parties:	
Responsible Office:	
L09	Letting-Traffic Signals
Action:	
Purpose:	

Input:

Output:

Affected Parties:

Responsible
Office:

L10 Letting-Traffic Signs

Action:

Purpose:

Input:

Output:

Affected Parties:

Responsible
Office:

L11 Letting-Lighting

Action:

Purpose:

Input:

Output:

Affected Parties:

Responsible
Office:

L12 Letting-Dynamic Message Signs

Action:

Purpose:

Input:

Output:

Affected Parties:

Responsible
Office:

L13 Letting-Pavement Markings

Action:

Purpose:

Input:

Output:

Affected Parties:

Responsible
Office:

L15 Letting-ITS Infrastructure

Action:

Purpose:

Input:

Output:

Affected Parties:

Responsible
Office:

L18 Letting-TOB Other

Action:

Purpose:

Input:

Output:

Affected Parties:

Responsible
Office:

N00 Prelim Noise Impact

Action:

Purpose:
Input:
Output:
Affected Parties:
Responsible Office:

N01	Completion of Noise Study
Action:	<p>For highway projects on new or existing alignments that are classified as Type I highway projects:</p> <p>Review the project area to determine the likelihood of noise receptor impacts. Reviews may be conducted using office data or field data depending on the project details and availability of pertinent information.</p> <p>Conduct noise analyses for such projects that have been identified as having potentially impacted receptors.</p> <p>When there is a public complaint pertaining to traffic noise being generated from a highway:</p> <p>Conduct a field review as is reasonable and as requested by the District Engineer (DE). Review concerns with the District and with citizens.</p> <p>Provide guidance and recommendations as necessary to the District Office, the Iowa DOT Highway Division Management Team (HDMT), and the public.</p>
Purpose:	<p>To provide information on highway traffic noise on an as needed basis to allow the DE to address public noise concerns.</p> <p>To provide traffic noise abatement recommendations, in accordance with Iowa DOT's noise policy, for impacted receptors when it is found to be feasible and reasonable, and as agreed to by the DE.</p>
Input:	<p>Maps or aerial photographs showing alternative project corridors.</p> <p>Geographic Information Systems (GIS) parcel data containing information on properties adjacent to the project corridor.</p> <p>Coordination with local, state, or federal resource agencies</p> <p>MicroStation files and/or GIS files depicting alternative alignments</p>
Output:	<p>For Type I highway projects: A technical noise analysis that identifies traffic noise impacts, determines feasibility and reasonableness of providing noise abatement, and speaks to the likelihood of providing noise abatement.</p> <p>For public noise complaints pertaining to existing highways: A summary of field review findings and recommendations, which is to be provided to the DE.</p> <p>For National Environmental Policy Act (NEPA) documents: Appropriate analyses and documentation</p>

Affected Parties:	Location & Environment Bureau, District Office, Design Bureau, Bridges & Structures Bureau, Right of Way Bureau, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
N02	Design Review
Action:	
Purpose:	
Input:	
Output:	
Affected Parties:	
Responsible Office:	
NE00	NEPA for Other Agency
Action:	Prepare NEPA compliance document when FHWA is not the lead agency.
Purpose:	Used by the Iowa DOT to track NEPA compliance for Federal Agencies other than FHWA.
Input:	<p>The NEPA review may need the following:</p> <ul style="list-style-type: none"> • Environmental Resource Survey Area (ERSA) • Results of the environmental scoping process • Planning Concept - Range of Alternatives (PL1) • Planning Concept - Refined Alternatives (PL2) • Concurrence on Purpose and Need (CP1) (if applicable) • Concurrence on the Alternatives to be Analyzed (CP2) (if applicable) • Concurrence on the Alternatives to be Carried Forward (CP3) (if applicable) • Review of regulated materials (F01, F03) • Review of threatened and endangered species (TE0, TE1) • Review of cultural resources (H00, H01, H02, H03) • Review of noise (N02) • Results from stakeholder involvement activities • Review of wetlands and streams (W00, W01) • Estimates of residential and business displacements • Review of parks, recreational areas and refuge (parks plus) • Draft Individual Section 4(f) or Programmatic Section 4(f) (if applicable)
Output:	The NEPA document is signed by the other Federal Agency
Affected Parties:	Location and Environment Bureau, Design Bureau, and Right of Way Bureau

Responsible Bureau:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task into Masterworks.
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NE10	PCE
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Action:	Prepare Programmatic Categorical Exclusion (PCE) documentation that describes and evaluates the expected human and natural environmental impacts of the proposed alternative for a highway project. A PCE is completed when an action meets the Programmatic Agreement for Certain Categorical Exclusions signed by FHWA and the Iowa DOT.
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Purpose:	Used by the Iowa DOT and the Federal Highway Administration (FHWA) to streamline environmental review by identifying categories of actions that a federal agency has determined, under normal circumstances, do not have a significant effect on the human environment, thus exempting them from the need for detailed environmental assessments or impact statements.
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Input:	The PCE may need the following: <ul style="list-style-type: none"> • Environmental Resource Survey Area (ERSA) • Project Concept (D00) • Review of regulated materials (F01) • Review of threatened and endangered species (TE0, TE1, TE2, TE3) • Review of cultural resources (H00, H01, H02, H03, H06) • Review of wetlands and streams (W00) • Review and coordination for parks, recreational areas and refuges (parks plus)
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Output:	Documentation that the project meets the Programmatic Agreement for Certain Categorical Exclusions and that the action does not have a significant effect on the human and natural environment. The PCE will include environmental commitments made during the NEPA process. The project may then continue with final design.
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Affected Parties:	Contracts, Design Bureau, and Right of Way Bureau
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Responsible Bureau:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task into Masterworks.
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NE11	CE
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Action:	Prepare a Categorical Exclusion (CE) memo that describes and evaluates the human and natural environmental impacts of the proposed alternative for a highway project. A CE is prepared when an action does not have a significant effect on the human and natural environment and does not meet the Programmatic Agreement for Certain Categorical Exclusions signed by FHWA and the Iowa DOT.
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Purpose:	Used by the Iowa DOT and the Federal Highway Administration (FHWA) to streamline environmental review by identifying categories of actions that a federal agency has determined, under normal circumstances, do not have a significant effect on the human and natural environment, thus exempting them from the need for detailed environmental assessments or impact statements.
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Input:	<p>The CE needs the following:</p> <ul style="list-style-type: none"> • Environmental Resource Survey Area (ERSA) • Project Concept (D00) • Review of regulated materials (F01) • Review of threatened and endangered species (TE0, TE1, TE2, TE3) • Review of cultural resources (H00, H01, H02, H03, (H04), H06) • Review of noise (N01, N02) • Review of wetlands and streams (W00) • Review of residential and business displacements • Review of parks, recreational areas and refuges (parks plus) • Coordination with official with jurisdiction of parks plus • Results of agency, stakeholder, and public involvement activities (P09) • Signed Individual Section 4(f) or Programmatic Section 4(f) (if applicable)
Output:	A memo that is countersigned by Iowa DOT and FHWA that documents that the proposed action does not have a significant effect on the human and natural environment and does not require an EA or EIS. The CE will include environmental commitments made during the NEPA process. The project may then continue with final design.
Affected Parties:	Contracts, Design Bureau, and Right of Way Bureau
Responsible Bureau:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task into Masterworks.
NE20	Signed EA
Action:	Prepare an Environmental Assessment (EA) that describes and evaluates the potential social, economic, and natural environmental impacts of the proposed alternative(s) and the no build alternative for a highway project.
Purpose:	Used by the Federal Highway Administration (FHWA) to determine if a proposed federal action has the potential to cause significant environmental impacts, providing sufficient evidence and analysis to decide whether a full Environmental Impact Statement (EIS) is needed or if a "Finding of No Significant Impact" (FONSI) is appropriate.
Input:	<p>The EA may need the following:</p> <ul style="list-style-type: none"> • Environmental Resource Survey Area (ERSA) • Results of the environmental scoping process • Planning Concept - Range of Alternatives (PL1) • Planning Concept - Refined Alternatives (PL2) • Concurrence on Purpose and Need (CP1) (if applicable) • Concurrence on the Alternatives to be Analyzed (CP2) (if applicable) • Concurrence on the Alternatives to be Carried Forward (CP3) (if applicable) • Review of regulated materials (F01, F03) • Review of threatened and endangered species (TE0, TE1) • Review of cultural resources (H00, H01, H02, H03) • Review of noise (N02) • Results from stakeholder involvement activities

	<ul style="list-style-type: none"> • Review of wetlands and streams (W00, W01) • Estimates of residential and business displacements • Review of parks, recreational areas and refuge (parks plus) • Draft Individual Section 4(f) or Programmatic Section 4(f) (if applicable)
Output:	The EA is signed by FHWA and the Iowa DOT and made available to appropriate agencies and the public for review. If it is determined that the project will have significant impacts, an Environmental Impact Statement will be initiated.
Affected Parties:	Location and Environment Bureau, Design Bureau, and Right of Way Bureau
Responsible Bureau:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task into Masterworks.
NE21	Signed FONSI
Action:	The Finding of No Significant Impact (FONSI) is prepared and made available for projects classified as an EA. The FONSI is prepared after the EA and is signed by FHWA.
Purpose:	Used by the Federal Highway Administration (FHWA) to conclude that a proposed federal action is unlikely to have significant environmental impacts, allowing the project to proceed without the need for a more extensive Environmental Impact Statement (EIS). The FONSI provides the basis for FHWA to grant location approval for the project.
Input:	<p>The FONSI needs the following:</p> <ul style="list-style-type: none"> • Signed EA (NE20) • Signed Individual Section 4(f) (NE50) (if applicable) • Programmatic Section 4(f) (if applicable) • Concurrence on the Preferred Alternative (CP4) (if applicable) • Review of regulated materials (F03) • Consultation with USFWS (TE2) • Coordination with IA DNR (TE3) • Determination of effect Cultural Resources (H04, H06) • Completion of Noise Study (N01) • Results of agency, stakeholder, and public involvement activities (P15) • Wetland Field Work (W02) • Parks, recreational areas and refuges OWJ coordination • Residential and business displacements (P02) • Comments received and addressed from agencies, stakeholders and the public about the project • Environmental commitments (mitigation)
Output:	The FONSI is signed by FHWA and made available to appropriate agencies and the public for review. The FONSI will include environmental commitments made during the NEPA process. The project may then continue with final design.
Affected Parties:	Contracts, Design Bureau, and Right of Way Bureau

Responsible Bureau:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task into Masterworks.
NE30	Signed DEIS
Action:	Prepare a Draft Environmental Impact Statement (DEIS) when the project has been determined to likely result in a major federal action significantly affecting the quality of the human and natural environment or is likely to be highly controversial.
Purpose:	Used by the Iowa DOT and the Federal Highway Administration (FHWA) to provide a detailed analysis of the potential environmental impacts of a proposed federal action, identify reasonable alternatives, and solicit public and agency comments before a final decision is made.
Input:	<p>The DEIS needs the following:</p> <ul style="list-style-type: none"> • Maps or aerial photographs with delineated project corridors • Property owner information • Results of the environmental scoping process • Planning Concept – Range of Alternatives (PL1) • Planning Concept - Refined Alternatives (PL2) • Concurrence on Purpose and Need (CP1) (if applicable) • Concurrence on the Alternatives to be Analyzed (CP2) (if applicable) • Concurrence on the Alternatives to be Carried Forward (CP3) (if applicable) • Review of regulated materials (F03) • Review of threatened and endangered species (TE0, TE1) • Review of cultural resources (H00, H01, H02, H03) • Review of noise (N01, N02) • Results of agency, stakeholder, and public involvement activities (P09) • Review of wetlands and streams (W00, W01, W02) • Review of parks, recreational areas and refuges (parks plus) • Results from preliminary stakeholder involvement activities • Estimates of residential and business displacements (P02) • Draft Individual Section 4(f) (if applicable) • Programmatic Section 4(f) (if applicable)
Output:	The Draft EIS is signed by FHWA and the Iowa DOT and made available to appropriate agencies and the public for review
Affected Parties:	Location and Environment Bureau, Design Bureau, and Right of Way Bureau
Responsible Bureau:	Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task into Masterworks.
NE31	Signed FEIS
Action:	Prepare a Final Environmental Impact Statement (FEIS) when the project has been determined to likely result in a major federal action significantly affecting the quality of the human and natural environment or is likely to be highly controversial.

Purpose:	The FEIS addresses public and agency comments on the DEIS and includes any major differences or changes between the DEIS and FEIS and presents the impacts of the preferred alternative.
Input:	<p>The FEIS may need the following:</p> <ul style="list-style-type: none"> • Signed DEIS (NE30) • Changes since DEIS • Draft Individual Section 4(f) (if applicable) • Programmatic Section 4(f) (if applicable) • Review of regulated materials (F03) • Consultation with USFWS (TE2) • Coordination with IA DNR (TE3) • Determination of effect Cultural Resources (H04, H06) • Completion of Noise Study (N03) • Wetland Field Work (W02) • Results of agency, stakeholder, and public involvement activities (P15) • Parks, recreational areas and refuges OWJ coordination • Residential and business displacements (P02) • Comments received and addressed from agencies, stakeholders and the public about the project
Output:	The Final EIS is signed by FHWA and Iowa DOT and made available to appropriate agencies and the public for review. May be combined with the Record of Decision (ROD).
Affected Parties:	Location and Environment Bureau, Design Bureau, and Right of Way Bureau
Responsible Bureau:	Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task into Masterworks.
NE32	ROD
Action:	The Record of Decision (ROD) is prepared and made available for projects classified as an EIS and is prepared after the FEIS is signed by FHWA and Iowa DOT (may be combined with the FEIS).
Purpose:	Used by the Iowa DOT and the Federal Highway Administration (FHWA) to document the agency's decision regarding a proposed project, explaining the chosen alternative, mitigation measures, and compliance with relevant environmental laws, effectively concluding the NEPA process for that project.
Input:	<p>The ROD needs the following (may be combined with the FEIS):</p> <ul style="list-style-type: none"> • Signed FEIS (NE31) • Signed Individual Section 4(f) (if applicable) • Programmatic Section 4(f) (if applicable) • Concurrence on the Preferred Alternative (CP4) (if applicable) • Stakeholder and public involvement activities • Comments received and addressed from agencies, stakeholders and the public about the project

	<ul style="list-style-type: none"> Environmental commitments (mitigation)
Output:	The ROD is signed by FHWA and made available to appropriate agencies and the public for review. The ROD will include environmental commitments made during the NEPA process. The project may then continue with final design.
Affected Parties:	Contracts, Design Bureau, and Right of Way Bureau
Responsible Bureau:	Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task into Masterworks.
NE40	NEPA Reevaluation
Action:	Prepare information and/or a document for consultation with the Federal Highway Administration (FHWA) that describes and evaluates the expected changes in the human and natural environmental impacts since the Categorical Exclusion (CE), Finding of No Significant Impact (FONSI), or Record of Decision (ROD) was signed.
Purpose:	Used by the Iowa DOT and the Federal Highway Administration (FHWA) to determine if a project's original environmental decision (PCE, CE, FONSI or ROD) remains valid after changes to the project scope, affected environment, or applicable requirements, potentially requiring further NEPA analysis.
Input:	<p>The Reevaluation may need the following:</p> <ul style="list-style-type: none"> Right of Way Layout (R01) Revised Environmental Resource Survey Area (ERSA) Changes in alternatives being considered Revised review of regulated materials Revised review of threatened and endangered species Revised review of cultural resources Revised review of wetlands and streams Revised review of residential and business displacements Agency consultation/coordination (if applicable) Results of agency, stakeholder, and public involvement activities (P09) (if applicable)
Output:	<p>A NEPA Reevaluation that determines whether the original clearance remains valid, or a new environmental document must be completed. This may result in project development being delayed or placed on hold until the Reevaluation or new document is completed.</p> <ul style="list-style-type: none"> PCE Reevaluations are completed by LEB CE, EA and EIS Reevaluations will need to have FHWA review and concurrence.
Affected Parties:	Contracts, Design Bureau and Right of Way Bureau
Responsible Bureau:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task into Masterworks.

NE50	Individual Section 4(f)
Action:	Prepare an Individual Section 4(f) evaluation when a federally funded transportation project will use land from a protected area (public park, recreation area, wildlife refuge, or historic site) and the use is expected to have a greater than de minimis impact.
Purpose:	Used by the Iowa DOT and the Federal Highway Administration (FHWA) to protect publicly owned parks, recreation areas, wildlife and waterfowl refuges (parks plus), and historic sites from being used for transportation projects unless no prudent and feasible alternative exists and all possible planning to minimize harm is included.
Input:	<p>The Individual Section 4(f) may need the following:</p> <p>Parks Plus:</p> <ul style="list-style-type: none"> • Project concept (D00) • Planning Concept – Range of Alternatives (PL1) • Planning Concept - Refined Alternatives (PL2) • Temporary, permanent easement, or fee title impacts to parks plus • Official with jurisdiction (OWJ) coordination • FHWA Section 4(f) Decision Process completed • Draft Individual Section 4(f) • Signed MOU or Agreement (if applicable) • FHWA Legal Sufficiency Review <p>Historic and cultural sites:</p> <ul style="list-style-type: none"> • Project concept (D00) • Planning Concept – Range of Alternatives (PL1) • Planning Concept - Refined Alternatives (PL2) • Adverse effect determination • SHPO Concurrence • FHWA Section 4(f) Decision Process completed • Signed MOA • FHWA Legal Sufficiency Review
Output:	<p>The evaluation will identify and describe the Section 4(f) property, assess the proposed project's use of the property, evaluate avoidance alternatives, and identify measures to minimize harm, while also coordinating with relevant agencies and documenting the analysis.</p> <p>This is a 2-step process that will require a Draft and Final Individual Section 4(f)</p> <p>A Draft Individual Section 4(f) evaluation is a preliminary document that analyzes potential impacts to properties by a transportation project, identifying avoidance alternatives and measures to minimize harm, but without making final feasibility and prudence determinations. This is completed at the same time as the EA (NE20 or EIS (NE30).</p> <p>A Final Individual Section 4(f) evaluation demonstrates that there are no feasible and prudent alternatives to avoid using protected resources (parks, recreation</p>

	areas, wildlife refuges, historic sites) and that the project includes all possible planning to minimize harm. This is reviewed at the same time as the FONSI (NE21 or ROD (NE32).
Affected Parties:	Location & Environment Bureau, Design Bureau and Right of Way Bureau
Responsible Bureau:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task into Masterworks.
P00	Planning Concept - Pre-Program
Action:	<p>Document in a Planning Concept statement the engineering analysis involved in developing a range of alternatives (PL1), refining the alternatives (PL2), and screening the alternatives to select a preferred alternative (depending on the level of detail for the study and environmental commitments).</p> <p>The Planning Concept - Pre-Program (P00) task is a preliminary design task complementing the National Environmental Policy Act (NEPA) environmental document development. The Planning Concept - Pre-Program (P00) task documents the engineering aspects of a project, decisions made, acceptable design variations, and the thought and intent behind the development of the alternatives. The Planning Concept - Pre-Program (P00) task is intended to distribute the engineering analysis that went into alternatives development within the Planning Concept - Range of Alternatives (PL1) and Planning Concept – Refined Alternatives (PL2) tasks and is intended to be a summary of the Location Study Report if a Location Study Report is required for the project.</p>
Purpose:	To capture the preliminary design and engineering analysis completed in developing and screening a range of alternatives for a highway improvement project. Each project may be developed to a different level of detail but needs to be documented clearly so other offices know the decisions made and why the preferred alternative was selected. This should reduce rework as the project progresses through the development phases.
Input:	<p>Planning Concept - Range of Alternatives (PL1)</p> <p>Planning Concept - Refined Alternatives (PL2)</p> <p>Concurrence from the resource agencies on the Purpose and Need (CP1) (if applicable)</p> <p>Concurrence from the resource agencies on the Alternatives to be Analyzed (CP2) (if applicable)</p> <p>Concurrence from the resource agencies on the Alternatives to be Carried Forward (CP3) (if applicable)</p> <p>Concurrence from the resource agencies on the Preferred Alternative (CP4) (if applicable)</p> <p>Stakeholder involvement activities (P09, P10, P14, P15) (as needed)</p> <p>Federal Highway Administration's (FHWA's) approval of the final environmental decision document (A03)</p> <p>Interchange Justification Report by Location & Environment Bureau (IJR1) (if necessary)</p>

Output:	<p>A location study report, as necessary, (either written in-house or by consultant) that documents a summary of the work done and decisions made throughout the planning stage of the project.</p> <p>The Planning Concept - Pre-Program (P00) statement, which may summarize or reference the location study report or other reports that contain the following: the existing conditions evaluation, guiding principles and design criteria, the development of the range of alternatives, preferred alternative selection process, summary of public and agency coordination, context sensitive solutions, etc.</p>
Affected Parties:	Location & Environment Bureau – Location section, District Office, Design Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
P01	Location Concept-Clearinghouse Notification
Action:	
Purpose:	
Input:	
Output:	
Affected Parties:	
Responsible Office:	
P02	Preliminary Relocation Assistance Plan
Action:	Prepare a study outlining the anticipated displacement impacts of various highway alternatives being considered during the environmental phase of project development.
Purpose:	To document the number of potential displacements for each highway alternative being studied; report any known unique social or economic issues; specify the types of properties being impacted; estimate the number of owner-occupied vs. number of tenant-occupied dwellings; discuss the impact on the local market caused by the displacements; and provide any implementation strategies that should be considered to minimize the impacts of the displacements if needed.
Input:	<p>Maps or aerial photographs showing the delineated project corridor.</p> <p>Preliminary plans/concepts showing the various alternatives being considered.</p> <p>County Assessors' listings</p> <p>Multiple real estate listings</p> <p>List of local builders and contractors</p>

Output:	A report outlining the anticipated displacement impacts of various highway alternatives being studied to ensure that Relocation Assistance is provided in such a manner that the problems associated with the displacement of individuals, families, businesses, farms, and nonprofit organizations are recognized and solutions are developed to minimize the adverse impacts of displacement
Affected Parties:	Location & Environment Bureau – NEPA section
Responsible Office:	The Right of Way Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
P03	FHWA Approval of Prelim. Environmental Doc. (EA/Draft EIS)
Action:	<p>Prepare a document that describes and evaluates the expected social, economic, and environmental impacts of all proposed alternatives for a highway project.</p> <p>Prepare an Environmental Assessment (EA) when the expected environmental impacts of a project are not expected to be significant or are not immediately evident.</p> <p>Prepare a Draft Environmental Impact Statement (EIS) when the project has been determined to likely result in a major federal action significantly affecting the quality of the human and natural environment or is likely to be highly controversial.</p>
Purpose:	<p>To enable Iowa DOT and the Federal Highway Administration (FHWA) to determine which of the following applies:</p> <ul style="list-style-type: none"> • The project is not expected to result in any significant social, economic, or environmental impacts. In this case, an EA and Finding of No Significant Impact (FONSI) are prepared and processed. • The project is expected to result in significant impacts or to be controversial on environmental grounds. In this case, a Draft EIS is completed in accordance with the National Environmental Policy Act (NEPA) and FHWA regulations. <p>To communicate Iowa DOT's and FHWA's findings with regard to expected environmental impacts and mitigation commitments to resource agencies and the public.</p> <p>To serve as a tool for decision making and documentation of environmental commitments.</p>
Input:	<p>Relevant data, including:</p> <ul style="list-style-type: none"> • Maps or aerial photographs with delineated project corridors • Property owner information • Project purpose and need, and general concept • Alternatives being considered, including any proposed interchange locations

	<ul style="list-style-type: none"> • Current and targeted design year traffic estimates • Results of preliminary surveys for regulated materials • List of protected plant and animal species • Phase I Archaeological Survey (H01) and Historic Architecture Survey and Evaluation (H03) • Results of the environmental scoping process • Data from preliminary stakeholder involvement activities • Wetland delineations • Preliminary estimates of residential and business displacements
Output:	The EA or Draft EIS, signed by FHWA and made available to appropriate agencies and the public for review
Affected Parties:	Location & Environment Bureau and FHWA
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the event and for entering the event's completion date, along with any additional information specific to this event, into Masterworks.
P05	Municipal/County Pre-Design Agreement
Action:	Make an agreement with the Local Public Agency (LPA) prior to design completion and development of costs for a primary road project that affects the LPA (that is, a project involving either county side road(s) or primary road extension within the corporate limits of a city that may or may not affect a city side street).
Purpose:	To outline the division of responsibilities of the parties related to right of way acquisition, access control, design of the project, and utility adjustments. Typically, a Preconstruction Agreement follows to cover further project-related responsibilities including marked primary road detours and any participation by the LPA in the costs of the project.
Input:	Completed checklist for primary road project agreement
Output:	Executed Predesign Agreement
Affected Parties:	Depending on the content of the agreement, affected parties could include District Office, Design Bureau, Traffic & Safety Bureau, Bridges & Structures Bureau, Contracts and Specifications Bureau, Office of Program Management, Right of Way Bureau, Office of Finance, Office of Audits, Location & Environment Bureau, and Research & Technology Bureau

Responsible Office:	The Local Systems Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
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P08 Municipal/County Pre-Construction Agreement

Action:	<p>Make an agreement with the Local Public Agency (LPA) prior to a project letting and contract award for a primary road project that affects the LPA (that is, a project involving either county side road(s) or primary road extension within the corporate limits of a city that may or may not affect a city side street).</p> <p>Rural projects where side road construction extends beyond the primary highway right of way limits require an agreement with the county. Projects located entirely or partially within the corporate limits of a city that involve construction not classified as maintenance type work generally require a Preconstruction Agreement.</p>
Purpose:	To outline the division of responsibilities of the parties related to costs; right of way acquisition; road or street closures or relocations, both temporary and permanent; maintenance; detours; lighting, signing, and signalization of interchanges or intersections; roadway lighting energy and maintenance; access control; design of the project; letting; construction; construction inspection; parking; grade lines; utility adjustments; sidewalks; storm sewers; and encroachments.
Input:	Completed checklist for primary road project agreement, including an estimate of LPA costs, if any, and a location map
Output:	Executed Preconstruction Agreement
Affected Parties:	Depending on the content of the agreement, affected parties could include: District Office, Design Bureau, Traffic & Safety Bureau, Bridges & Structures Bureau, Contracts and Specifications Bureau, Office of Program Management, Right of Way Bureau, Office of Finance, Office of Audits, Location & Environment Bureau, and Research & Technology Bureau
Responsible Office:	The Local Systems Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.

P09 Public Information Meeting (PIM)

Action:	Notify the public of potential road improvement projects and their potential impacts.
Purpose:	To conduct a public information meeting (PIM) to inform property owners and the public about potential projects and their potential impacts, and to receive their input concerning those impacts. Tools used for the PIM include letters, newsletters, media contacts, press releases, displays, exhibits, and handouts.
Input:	<p>Roadway plans</p> <p>Certified list of potentially affected agricultural landowners (as defined in Iowa Code Chapter 6B) (if applicable)</p> <p>List of non-agricultural property owners (as defined in Iowa Code Chapter 6B)</p> <p>Project development schedule</p>

	Cost estimate Detour route Proposed right of way taking
Output:	Increased public awareness and public input in project development
Affected Parties:	Location & Environment Bureau – Public Involvement section, District Office, Right of Way Bureau, Design Bureau, Bridges & Structures Bureau, Contracts and Specifications Bureau, and Project Management Team
Responsible Office:	The District is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.

P10	Public Involvement Activities by District
Action:	Notify the public of potential road improvement projects and their potential impacts.
Purpose:	To use one or more of several tools to inform property owners and the public about potential projects and their project impacts, and to receive their input concerning those impacts. Tools include a public information meeting (PIM), neighborhood meeting, individual property owner contacts either in person or by phone, letters, newsletters, media contacts, and press releases.
Input:	Roadway plans List of property owners Project development schedule Cost estimate Detour route Proposed right of way taking
Output:	Increased public awareness and public input in project development
Affected Parties:	District Office, Right of Way Bureau, Design Bureau, Bridges & Structures Bureau, Contracts and Specifications Bureau, and Project Management Team
Responsible Office:	The District is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.

P11	Detour Agreements(s) with Local Jurisdiction(s) by District
Action:	
Purpose:	
Input:	
Output:	
Affected Parties:	

Responsible Office:	
P12	Media Contact
Action:	Notify the public of project information, including changes and updates.
Purpose:	To notify the public about road closures, construction schedules, changes in detour routes, and <i>de minimis</i> Section 4(f) impacts.
Input:	Detour route information Project development schedules Project location and Section 4(f) impacts
Output:	Published notice(s) in area newspapers and on the Iowa DOT website
Affected Parties:	Location & Environment Bureau – Public Involvement section, District Office, Right of Way Bureau, Design Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
P14	Corridor Preservation
Action:	Notify appropriate local officials and the public of the implementation, renewal, or modification of a corridor preservation zone (CPZ) in the area of a possible road improvement.
Purpose:	To preserve the right of way needed for possible roadway improvements.
Input:	Approval of the Highway Division Director to implement corridor preservation. Approval by the Iowa Transportation Commission for funding Limits of the CPZ Map identifying the CPZ. Approved staff action List of appropriate local (city and county) officials
Output:	Notice to local officials of the implementation, renewal, or modification of a CPZ, and published CPZ notice and map in area newspapers
Affected Parties:	Location & Environment Bureau – Public Involvement section, District Office, Right of Way Bureau, Design Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The District and the Location & Environment Bureau are responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.

P15	Public Hearing
Action:	Present to the public the Environmental Assessment (EA) or Environmental Impact Statement (EIS) and the potential impacts of the alternatives for potential road improvement projects.
Purpose:	To conduct a public hearing to inform property owners and the public about project alternatives and to receive their input concerning those alternatives. Tools used for the public hearing include letters, newsletters, media contacts, press releases, displays, exhibits, handouts, and a formal presentation with a question-and-answer session.
Input:	EA or EIS Project alternatives Project footprint Certified list of potentially affected agricultural landowners (as defined in Iowa Code Chapter 6B) (if applicable) List of non-agricultural property owners (as defined in Iowa Code Chapter 6B)
Output:	Increased public awareness, input into project development, and increased knowledge of environmental issues
Affected Parties:	Location & Environment Bureau – Public Involvement section, District Office, Right of Way Bureau, Design Bureau, Bridges & Structures Bureau, Contracts and Specifications Bureau, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
P16	Iowa Code Chapter 6B Compliance
Action:	
Purpose:	
Input:	
Output:	
Affected Parties:	
Responsible Office:	
PIF1	Public Interest Finding
Action:	
Purpose:	

Input:	
Output:	
Affected Parties:	
Responsible Office:	
PL1	Planning Concept - Range of Alternatives
Action:	Develop a range of alternatives that meet the purpose and need for the project using current design software.
Purpose:	To document the work in developing a range of alternatives that are bounded by the project study area and meet the purpose and need for the project. The range of alternatives will be reviewed with Iowa DOT management and resource agencies for concurrence, as required.
Input:	Planning study corridor Design criteria and guiding principles Purpose and need for the project. Preliminary access control determination Existing and proposed land use Existing and design year traffic projections Existing and design year traffic analysis Bypass evaluation (as needed) Planning level or Light Detection and Ranging (LiDAR) digital terrain model (DTM) and digital aerial photographs (D01) Existing conditions analysis Alignment Review (S01) Preliminary Wetland Review (W00) Threatened/Endangered Species Review (TE0) Cultural Resources Assessment (H00) Preliminary Regulated Materials Review (F01) Stakeholder involvement activities (P09, P10, P14) (as needed) Environmental constraint map documenting known environmental conditions in the planning study corridor area
Output:	A range of alternatives that satisfies the basic purpose and need for the project. A draft area of potential impact for each alternative to be used in evaluating potential environmental impacts. Identified potential bridge locations for each alternative for review and further development.

	<p>A draft location study report and draft concept statement (P00) (written by either Iowa DOT staff or by consultant) that document the work done and decisions made in developing a range of alternatives. The draft location study report and concept documents the existing conditions evaluation, guiding principles and design criteria, agency coordination, context sensitive solutions, etc., or references this information contained in other reports.</p> <p>An opinion of probable cost for each alternative under consideration.</p>
Affected Parties:	Location & Environment Bureau – Location section, District Office, Design Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
PL2	Planning Concept - Refined Alternatives
Action:	Refine the range of alternatives using current design software and adjust the alternatives as necessary to avoid or minimize potential impacts on environmental constraints identified in the environmental resources review.
Purpose:	To document the work in refining the range of alternatives developed in the PL1 task. Through this process, specific alternatives in the range may be recommended for continued refinement or elimination from further consideration. The refined alternatives will be reviewed with Iowa DOT management and resource agencies for concurrence, as required.
Input:	<p>Planning Concept - Range of Alternatives (PL1)</p> <p>Concurrence from the resource agencies on the Range of Alternatives (CP2)</p> <p>Preliminary Wetland Review (W00)</p> <p>Threatened/Endangered Species Review (TE0)</p> <p>Threatened/Endangered Species Consultation and Clearance (TE1)</p> <p>Phase I Archaeological Survey (H01)</p> <p>Historic Architecture Survey and Evaluation (H03)</p> <p>Public involvement activities (P09, P10, P14, P15) (as needed)</p>
Output:	<p>Refined alternatives for review and concurrence at Concurrence Point 3 – Alternatives to be Carried Forward (CP3).</p> <p>An area of potential impact for each alternative to be used in evaluating potential environmental impacts.</p> <p>A draft location study report and draft concept statement (P00) (written by either Iowa DOT staff or by consultant) that document the work done and decisions made in developing the range of alternatives. The draft location study report and concept documents the existing conditions evaluation, guiding principles and design criteria, agency coordination, context sensitive solutions, etc., or references this information contained in other reports.</p> <p>An opinion of probable cost of each alternative under consideration.</p>

Affected Parties:	Location & Environment Bureau – Location section, District Office, Design Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
R00	Plot Plans and Summary Sheets to District
Action:	Prepare plot plans and summary sheets that summarize the right of way impacts on a parcel-by-parcel basis. Provide plot plans and summary sheets to the District Land Surveyor for use in completion of the Acquisition Plats and Legal Descriptions (T02).
Purpose:	To provide a milestone task marking the submittal of the completed right of way design and layout.
Input:	Reports of record ownership Final design plans Cross sections Mitigation sites Regulated materials determination
Output:	Completed right of way plot plan and summary sheets
Affected Parties:	Right of Way Bureau, District Land Surveyor, and Modal Transportation Bureau
Responsible Office:	The Right of Way Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
R01	Right of Way Layout
Action:	Perform right of way design and layout. Determine the proposed right of way needs, both permanent and temporary. Identify property ownership and order title information. Complete right of way plan, with a parcel checklist showing owner's names and areas of proposed acquisition.
Purpose:	To provide sufficient right of way design and layout in order to accomplish public contact requirements.
Input:	Plans to Right of Way (D05) Cross sections Mitigation sites Regulated materials determination
Output:	Initial right of way layout pending stakeholder input
Affected Parties:	Right of Way Bureau, Design Bureau, District Office, Location & Environment Bureau, Traffic & Safety Bureau – Utilities section, and Modal Transportation Bureau

Responsible Office:	The Right of Way Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
R02	Right of Way Appraisal
Action:	Provide an estimate of just compensation, as defined by the Iowa Code for that portion of property being acquired, including damage caused by the acquisition.
Purpose:	To provide a value basis for negotiation and/or condemnation process.
Input:	Plan showing the right of way design and layout. Cross sections Parcel file containing: <ul style="list-style-type: none"> - Report of liens identifying the owners of record and containing the legal description of the total property - Plot plan and summary sheet - Survey plat and legal description (T02) (survey plats not required for temporary easements)
Output:	Written estimate of just compensation for use in negotiation and/or condemnation of the rights to be acquired
Affected Parties:	Right of Way Bureau and Modal Transportation Bureau
Responsible Office:	The Right of Way Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
R03	Right of Way Negotiation
Action:	Negotiate an acquisition contract that is acceptable to both Iowa DOT and the property owner.
Purpose:	To acquire the necessary land, temporary easements, access rights, or other rights for the construction and maintenance of transportation facilities.
Input:	Plan showing the right of way design and layout. Cross sections Appraisal of the real estate value Parcel file containing: <ul style="list-style-type: none"> - Report of liens identifying the owners of record and containing the legal description of the total property - Plot plan and summary sheet - Survey plat and description (T02) (survey plats not required for temporary easements)
Output:	Acquisition of property and/or rights needed for the project either by a negotiated signed contract or by eminent domain

Affected Parties:	Right of Way Bureau
Responsible Office:	The Right of Way Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
R04	Right of Way Acquisition
Action:	Provide and secure signed transfer documents from landowners. Acquire the necessary land, temporary easements, access rights, or other rights for the construction and maintenance of transportation facilities either through friendly acquisition contracts or eminent domain action when an acquisition contract is not signed by the owner.
Purpose:	To provide clear title through friendly acquisition contracts or the eminent domain process and provide a method for the landowner to receive just compensation under the Iowa Code.
Input:	<p>Completion of good faith negotiations</p> <p>Right of way notice to landowner in the case of eminent domain action</p> <p>Current report of liens</p> <p>Plan showing the right of way design and layout.</p> <p>Cross sections</p> <p>Appraisal of the real estate value</p> <p>Survey plat and description for permanent acquisitions and, in the case of eminent domain actions, survey descriptions for temporary acquisitions</p> <p>Staking of the proposed acquisition (in the case of eminent domain actions)</p> <p>Compliance with notification requirements of Iowa Code Chapter 6B (in the case of eminent domain actions)</p>
Output:	Legal transfer of the title from the landowner to the state of Iowa (State) occurs using properly executed signed documents or the eminent domain process; the landowners would receive just compensation. (Possession of required right of way occurs unless personal property relocation is required.)
Affected Parties:	Right of Way Bureau, District Office, Contracts and Specifications Bureau, and
Responsible Office:	The Right of Way Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
R05	Right of Way Relocation
Action:	Assist the owner, tenant, or business in finding alternative housing or an alternative business location.
Purpose:	To provide decent, safe, and sanitary housing for displaced residents or to help re-establish business operations.
Input:	Identification of owner- or tenant-occupied residences or businesses affected by the acquisition (needed for the relocation study)

	Signed acquisition contract or acquisition through eminent domain (needed after the study and prior to paying relocation benefits) Appraisal of real estate value (needed to determine owner- or tenant-occupied residential relocation benefits)
Output:	A vacated property (The owner, tenant, or business has relocated to alternative housing or facilities, and the property is clear for demolition or removal of structures.)
Affected Parties:	Right of Way Bureau, District Office, and Contracts and Specifications Bureau
Responsible Office:	The Right of Way Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.

R10	ROW Clearance
Action:	Certifies that possession of all properties required for construction are clear.
Purpose:	To provide certification that the right of way required for a construction phase is acquired and clear for letting.
Input:	Actual Possession for each required parcel for a construction phase
Output:	Clearance completion date entered into Masterworks, confirming that the DOT has possession of all right of way needed for the construction phase
Affected Parties:	Right of Way Bureau, District Office, Contracts and Specifications Bureau
Responsible Office:	The Right of Way Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.

RR01	Initial Railroad Concurrence Review
Action:	Meet with the railroad company(ies) to introduce new projects, provide project background information, and obtain concurrence on the feasibility of the project as presented from the railroad company's point of view.
Purpose:	To consider impacts on railroads at the earliest practical time in project development, to avoid and minimize impacts to the extent practicable, and to diligently pursue cooperation and consultation so that appropriate railroad companies are involved at key decision points. To provide information to the railroad company(ies) to gain concurrence that the purpose and need sufficiently addresses the specific project issues. To identify any railroad company concerns that can be addressed during the project development process.
Input:	Project plans, preferably from the Design Field Exam (D02) or Drainage Design and Miscellaneous Layout to Design Bureau (B02) stage or greater, if available

	<p>Bridge maintenance reports/bridge maintenance repair recommendations, existing bridge plans, rating files, and sufficiency inventory and appraisal (SI&A)</p> <p>Programming schedule and cost data</p> <p>Survey for revetment projects</p> <p>Assistance from the Design Bureau in identifying traffic control, erosion, and other pertinent issues</p>
Output:	Additional information from the railroad company(ies) that may guide the alternatives development phases
Affected Parties:	District Office, Design Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The Modal Transportation Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
RR02	Railroad Review of ROW Easement
Action:	<p>Determine right of way needs and provide right of way needs and an estimate of just compensation, as defined by the Iowa Code, to the railroad company's real estate department for review. The estimate should also include damage caused by the acquisition. Specific activities include the following:</p> <p>Receive right of way design and layout from the Right of Way Bureau.</p> <ul style="list-style-type: none"> - Identify property ownership, and order title information. - Determine the proposed right of way needs, both permanent and temporary. - Complete the right of way plan, with a parcel checklist showing owner's names and areas of proposed acquisition. <p>Determine a value basis for negotiation for right of way.</p> <p>Provide right of way needs and an estimate of just compensation to the railroad company's real estate department for review.</p> <p>Receive input from the railroad company to develop an exhibit for the Construction & Maintenance Agreement.</p>
Purpose:	To provide sufficient right of way design and layout in order to allow a railroad company's real estate department to review it and to work with the Modal Transportation Bureau to create an exhibit for the Construction & Maintenance Agreement.
Input:	<p>Plans to Right of Way (D05)</p> <p>Cross sections</p> <p>Mitigation sites</p> <p>Plan showing the right of way design and layout.</p> <p>Regulated materials determination</p> <p>Parcel file containing:</p> <ul style="list-style-type: none"> - Legal description of the total property

	<ul style="list-style-type: none"> - Plot plan and summary sheet - Survey plat and legal description (T02) (survey plats ARE required for temporary easements)
Output:	<p>Initial right of way layout pending public input</p> <p>Written estimate of just compensation for use in negotiation of the rights to be acquired</p>
Affected Parties:	Modal Transportation Bureau, District Office, Design Bureau, Bridges & Structures Bureau, Project Management Team, Right of Way Bureau
Responsible Office:	The Modal Transportation Bureau, Right of Way Bureau, Design Bureau, or Bridges & Structures Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.

RR03	Final Railroad Concurrence Point
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Action:	Submit a near complete set of plans to the Modal Transportation Bureau with all the design information necessary for the Modal Transportation Bureau to complete its analysis of the type, size, and location (TS&L) of the structures or surfaces.
Purpose:	To provide the Modal Transportation Bureau with the design information it needs to complete its railroad negotiations/review, and its assessment of the TS&L of the culverts, bridges, and other drainage structures required on the project.
Input:	<p>Plans and cross sections from the Plans to Right of Way (D05) submittal or greater.</p> <p>Complete right of way parcel file containing the items listed under Railroad Review of ROW Easement (RR02)</p> <p>Final Construction & Maintenance Agreement</p> <p>Draft of contract specifications and a decision on protective insurance limits</p> <p>Sheet submittals from other offices or consultants, completed soils information (S03), and any comments received during plan review</p>
Output:	Updated draft plans and cross sections including adjustments from the field exam and proposed ditch grades
Affected Parties:	Modal Transportation Bureau, District Office, Design Bureau, Bridges & Structures Bureau, Project Management Team, Right of Way Bureau
Responsible Office:	The Modal Transportation Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.

RR04	Railroad Agreement
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Action:	Update the railroad company on the project status and obtain concurrence on Construction & Maintenance Agreement language. Ensure that the Construction & Maintenance Agreement, with all exhibits attached, has been reviewed and is adequate to advance to the execution stage.
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Purpose:	<p>To gain concurrence with the railroad company, at the final stages of development, that the preferred alternative sufficiently addresses the concerns of the railroad company.</p> <p>To ensure that the information provided, and the data collected are adequate for the railroad company to convey title to land and execute agreement documents within the project schedule.</p>
Input:	<p>Final plans (D06/D07/D08/D09)</p> <p>Cross sections</p> <p>Plan showing the right of way design and layout.</p> <p>Traffic control and construction staging</p> <p>Exhibit for right of way containing:</p> <ul style="list-style-type: none"> - Legal description of the total property - Plot plan and summary sheet - Survey plat and legal description (T02) (survey plats ARE required for temporary easements) - Compensation estimates or appraisal
Output:	<p>Executed Agreement</p> <p>Removal of railroad clearance on project</p> <p>Notice to Systems Operations Bureau – Specifications section for creation of SP, SS, or DS (Design will use specification language to select appropriate Bid Items for Railroad Protective Insurance and other insurance requirements prior to plan turn-in date.)</p>
Affected Parties:	District Office, Design Bureau, Bridges & Structures Bureau, Systems Operations Bureau – Specifications section, Right of Way Bureau
Responsible Office:	The Modal Transportation Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
RU1	Right of Way for Utilities
Action:	
Purpose:	
Input:	
Output:	
Affected Parties:	
Responsible Office:	

S01	Soils Alignment Review
Action:	Review corridor and plan information for any grade or alignment changes that are necessary based on the Design Bureau – Soils Design section’s considerations
Purpose:	To allow the Design Bureau – Soils Design section’s considerations and constraints to be incorporated into selection of the final horizontal and vertical alignment, and to allow survey coverage of and all clearances (for example, archaeological and environmental)
Input:	Any available Environmental Impact Statement (EIS)-type information Proposed corridor limits Aerial photograph layout Grade and alignment proposals Any other available and pertinent information Note: This information is needed as soon as possible after preliminary engineering is completed and environmental data are collected (that is, as soon as corridor, alternative alignments, and other listed information is available).
Output:	Documentation (submittal memo with attachments or links to include, but not be limited to, aerial photographs and design files) of any horizontal or vertical restrictions or any alignment area to avoid for geotechnical reasons.
Affected Parties:	Design Bureau – Soils Design section
Responsible Office:	The Design Bureau is responsible for the overall management of the task and for entering the task’s completion date, along with any additional information specific to this task, into Masterworks.
S02	Identification of Soils Related ROW Issues
Action:	Identify all soils-related items affecting right of way and/or requiring more right of way for a given project. Typically include stability berms, backslope benches, and other stability features. Design changes made by others during this task must be conveyed as soon as possible to the Design Bureau – Soils Design section to avoid delaying this task. Identification of soils-related right of way issues is most common for grading projects but may be applicable to other project types as well. Settlement issues that might impact bridge staging should also be shared.
Purpose:	To allow right of way acquisition to start in a timely manner. Note: The Identification of Soils Related ROW Issues (S02) submittal is a part of the overall Plans to Right of Way (D05) submittal.
Input:	Plan and profile sheets updated after the field exam to include all changes (except minor details) and considered final with respect to alignment and grade; includes “packaging” for grading projects (that is, breaking up a larger project into smaller grading projects), if known or estimated Project cross sections Project breaks

	<p>Location of all bridges, culverts, etc.</p> <p>Note: Completion of the Identification of Soils Related ROW Issues (S02) task requires that most of the drilling be performed, which may require several months to complete. The above information is needed as soon as possible after the field exam has been completed, all necessary approvals have been obtained, and the final alternative has been selected.</p>
Output:	Documentation (submittal memo with attachments or links to include, but not be limited to, aerial photographs, plan sheets, and cross sections) defining additional right of way areas to acquire for the purposes of the Design Bureau – Soils Design section (for example, stability berms). Geotech items that might impact staging such as, settlement times and amounts, stability items, ground improvements needed.
Affected Parties:	Design Bureau – Soils Design section and Office of Materials
Responsible Office:	The Design Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
S03	Soils Design Complete
Action:	Complete and turn in all soils and soils-related work for grading and grading-related projects, including soils plan and profile sheets (Q sheets); subgrade treatment tab; longitudinal subdrain tab; shrinkage tab; any other required tabs; and anything else pertaining to soils design.
Purpose:	<p>To provide all soils design requirements and plan sheets, etc., from the Design Bureau – Soils Design section to a final design section in the Design Bureau, and to provide all soils design sheets, tabs, and other items pertaining to soils design that go in the contract plans.</p> <p>Note: The Soils Design Complete (S03) submittal becomes a part of the overall design plan turn-in.</p>
Input:	<p>Final plan and profile sheets</p> <p>Final cross sections</p> <p>Any staging and packaging information</p> <p>Any project breaks or similar item</p> <p>All related final project information, including such things as culverts that will be let separately from the grading project with a different project number.</p> <p>Note: Project changes made at this time may delay completion of the Soils Design Complete (S03) task. The above information is needed after the contract packaging and during or near the end of final plan development. It is assumed that no grade or alignment changes occur during final plan development.</p>
Output:	Turn-in (to the Design Bureau – Design section) of all items listed above in "Action." The submittal will include discussion as necessary and appropriate.
Affected Parties:	Design Bureau – Soils Design section and Office of Materials

Responsible Office:	The Design Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
S04	Soils Submittal to Bridge
Action:	Complete and turn in all structure-related soils and foundation work for bridges, culverts, and similar projects, including Soils Profile Sheets (SPS); the Report of Bridge Sounding; the Supplemental Report of Bridge Sounding and input and recommendations on the type and design of foundation needed; core-outs or other types of needed ground improvements; and other items pertaining to soils- and foundation-related issues for the structure.
Purpose:	<p>To provide to the Bridges & Structures Bureau all soils design information and evaluation needed for use in design of foundation elements and in final bridge design plans as well as soils or soils-related plan sheets that go in the final bridge plans.</p> <p>Note: The Soils Submittal to Bridge (S04) becomes a part of the overall bridge plan turn-in. Portions of the Soils Submittal to Bridge (S04) become a part of the overall bridge plan.</p>
Input:	<p>Type, size, and location (TS&L) of the culvert or bridge (also referred to as a Situation Plan)</p> <p>Any other pertinent information available</p>
Output:	Turn-in (to the Bridges & Structures Bureau) of all items listed above in "Action." The submittal will include discussion as necessary and appropriate.
Affected Parties:	Design Bureau – Soils Design section and Office of Materials
Responsible Office:	The Design Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
T01	Existing ROW, Property and Sections Lines in CADD
Action:	Locate or establish all property lines, section lines, existing road centerlines, and rights of way. Enter this information into MicroStation and create any needed files for the use of the Design Bureau and the Right of Way Bureau.
Purpose:	To locate, by analysis of the evidence and judgment, the exact location of all legal land lines and lines of occupation. This information is for the use of the Design Bureau, the Right of Way Bureau, and the District Land Surveyor.
Input:	<p>Global positioning system (GPS) control coordinates and monument locations</p> <p>Aerial photographs</p> <p>Proposed road corridor</p> <p>Landowner records</p> <p>Report of liens</p> <p>County and city records</p>

	Section corner reference ties Existing road as-built plans Subdivision plats Recorded surveys Original government surveys Original road establishment records Permission to enter the properties. Fixed date of completion
Output:	A layer produced in CADD with all lines shown graphically and an electronic file in ASCII or GPK form. Certified Public Section Corner Certificates recorded on all section corners that will be used for the legal descriptions
Affected Parties:	Design Bureau, Right of Way Bureau, and District Land Surveyor
Responsible Office:	The District is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
T02	Acquisition Plats and Legal Descriptions
Action:	Complete acquisition plats and legal descriptions for all parcels for a specific project.
Purpose:	To define the land parcels that will be acquired for a specific project by legally prescribed means dictated in the Iowa Code.
Input:	Final design for each parcel of land Complete set of final road plans District survey (T01) information Fixed date for completion
Output:	A legally certified land acquisition plat and legal description that meets the full requirements of the Iowa Code
Affected Parties:	Design Bureau, Right of Way Bureau, and District Land Surveyor
Responsible Office:	The District is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
TCP1	Traffic Critical Projects 1
Action:	
Purpose:	
Input:	

Output:

Affected Parties:

Responsible
Office:

TCP2 Traffic Critical Projects 2

Action:

Purpose:

Input:

Output:

Affected Parties:

Responsible
Office:

TD00 Concept

Action: Determine preliminary locations for traffic engineering items as well as a description of the work to be done.

Purpose: Provide an initial layout/design to identify any potential impacts to ROW or cultural resources are other potential conflicts.

Input: Draft road plans, Design CAD files

Output: Plan view sheets indicating traffic engineering locations with description of work

Affected Parties: Traffic and Safety Bureau, Location and Environment Bureau, Design office and district office

Responsible
Office: The Traffic & Safety Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.

TD03 Traffic Engineering Info to Bridges

Action: Initial review of design layout to determine if a custom structural design will be needed . Review to see if a special soils design is needed.

Purpose:

To notify and allow the Bridges & Structures Bureau to begin design of non-standard support structures.

Input:	Draft road plans, Design CAD files
Output:	Plan sheets/cross sections indicating sign location and size, and anticipated supporting structure type and size
Affected Parties:	Traffic & Safety Bureau – Traffic Engineering section, Design Bureau, Bridges & Structures Bureau, and District Office
Responsible Office:	The Traffic & Safety Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
TD05	Plans for Other Offices
Action:	Submit final traffic engineering sheets.
Purpose:	To provide plans for the letting process. Submittal for inclusion with another office's plan allows for assembly as a portion of a larger plan set.
Input:	Draft road plans, Design CAD file
Output:	A final set of traffic engineering sheets, requirements for special provisions, estimate reference notes, and construction estimate
Affected Parties:	Traffic & Safety Bureau – Traffic Engineering section, Design Bureau, Bridges & Structures Bureau, and District Office
Responsible Office:	The Traffic & Safety Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
TD07	Preliminary Plan Turn-in (Methods)
Action:	Submit draft plans sheets for review prior to contracts turn in
Purpose:	Get feedback on draft plan sheets
Input:	Draft road and bridge plans, design CAD files
Output:	90% Draft plan set
Affected Parties:	Traffic & Safety Bureau, District office and other offices responsible for plan development
Responsible Office:	Traffic and Safety Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into masterworks.

TD09	Final Signal Plans
Action:	<u>Submit final signal plans to Contracts Bureau</u>
Purpose:	
Input:	
Output:	
Affected Parties:	
Responsible Office:	
TD10	Final Signing Plans
Action:	
Purpose:	
Input:	
Output:	
Affected Parties:	
Responsible Office:	
TD11	Final Lighting Plans
Action:	
Purpose:	
Input:	
Output:	
Affected Parties:	
Responsible Office:	
TD12	Final Dynamic Message Signs Plans
Action:	
Purpose:	

Input:
Output:
Affected Parties:
Responsible Office:

TE0	Threatened/Endangered Species Review
Action:	Review the action area to determine the likely presence or absence of any federally or state-listed plant or animal species. Reviews may be conducted via office data or field work depending on the project details.
Purpose:	<p>To locate, identify, and characterize any federally or state-listed plant or animal species, or its habitat, within potential impact areas for a project.</p> <p>To allow full consideration of protected natural resources when evaluating alternatives or projects.</p> <p>To identify any resource agency concerns that can be addressed during the project development process.</p>
Input:	<p>Maps, aerial photographs, or plan sheets showing project details, including any potential impact areas for a project.</p> <p>Property owner information for parcels within potential impact areas for a project</p> <p>Geographic Information Systems (GIS) maps of known federally or state-listed plant or animal species locations from resource agencies.</p> <p>Data from environmental scoping process</p> <p>Coordination with federal, state, or local resource agencies</p>
Output:	<p>A habitat or species survey report or technical memo for review and comment by the resource agencies and for inclusion in the environmental document and Section 404 permit</p> <p>Compliance with Iowa DOT's Endangered Species Act coordination procedures</p>
Affected Parties:	Location & Environment Bureau, District Office, Design Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.

TE1	Threatened/Endangered Species Consultation and Clearance
Action:	Consult informally or formally with resource agencies.
Purpose:	To secure concurrence regarding the determination of effect on federally or state-listed plant or animal species for a project.

	To satisfy Iowa DOT's Endangered Species Act Section 7 procedures and/or Iowa Code requirements.
Input:	<p>A habitat or species survey report or technical memo for review and comment by the resource agencies and for inclusion in the environmental document and Section 404 permit</p> <p>Maps, aerial photographs, or plan sheets showing project details, including any potential impact areas for a project.</p> <p>Property owner information for parcels within potential impact areas for a project</p> <p>Geographic Information Systems (GIS) maps of known federally or state-listed plant or animal species locations from resource agencies.</p> <p>Data from environmental scoping process</p>
Output:	<p>Compliance with Iowa DOT's Endangered Species Act coordination procedures, which may include some or all of the following:</p> <p>A summary letter/memo and concurrence from reviewing resource agencies for inclusion in the environmental document – If the resource agencies do not concur, further studies may include additional habitat surveys, presence/absence surveys, collection of other additional data, and/or a Biological Assessment.</p> <p>If a Biological Assessment is required, concurrence of the findings of the Biological Assessment by the U.S. Fish and Wildlife Service (USFWS) and Iowa Department of Natural Resources (Iowa DNR).</p> <p>A Biological Opinion provided by USFWS.</p> <p>An Incidental Take Statement provided by USFWS.</p> <p>A concurrence/project review statement provided by Iowa DNR.</p> <p>A green sheet listing any commitments agreed to with the resource agencies with respect to federally or state-listed plant or animal species.</p>
Affected Parties:	Location & Environment Bureau, District Office, Design Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
TE2	Consultation with USFWS
Action:	
Purpose:	
Input:	
Output:	
Affected Parties:	
Responsible Office:	

TE3	Coordination with Iowa DNR
Action:	
Purpose:	
Input:	
Output:	
Affected Parties:	
Responsible Office:	
TE4	Minimize Measures
Action:	
Purpose:	
Input:	
Output:	
Affected Parties:	
Responsible Office:	
TE5	Mitigation Actions
Action:	
Purpose:	
Input:	
Output:	
Affected Parties:	
Responsible Office:	
TE6	Re-evaluation of Impacts
Action:	
Purpose:	

Input:	
Output:	
Affected Parties:	
Responsible Office:	
TE7	Threatened and Endangered Species Section 7
Action:	
Purpose:	
Input:	
Output:	
Affected Parties:	
Responsible Office:	
TPM1	
Action:	
Purpose:	
Input:	
Output:	
Affected Parties:	
Responsible Office:	
U00	Preliminary Utility Review
Action:	<p>Conduct a preliminary review of utilities in the project area, and update Masterworks to reflect the information obtained. Specific activities include the following:</p> <p>Obtain the plans and concept, if available, and check for utility conflicts.</p> <p>Run the Design Request System (One Call) to determine the extent of utilities in the project area and put the reports in the project folder.</p> <p>Select the utilities present in Masterworks and answer basic questions if possible.</p> <p>If major conflict is possible, communicate with the utility to determine the scope and whether early coordination is needed for possible design changes.</p> <p>Put all information obtained in the project folders, and update Masterworks.</p>

Purpose:	To determine possible conflicts with utilities in the area. To alert utilities to the upcoming project if it is warranted. To gather utility information that is easily obtained.
Input:	A defined field study area bounding the range of alternatives to be developed
Output:	Preliminary information gathered and stored in the proper project folders
Affected Parties:	Design Bureau Bureau – Preliminary Survey section, Location & Environment Bureau Bureau, and District Office
Responsible Office:	The Traffic & Safety Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.

U01	General Project Info Submitted to Utilities
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Action:	Submit preliminary notices to utilities and request their present location information. Put information received in the project folders, update Masterworks, and provide information in the concurrence point process.
Purpose:	To determine possible conflicts in the preliminary design process so alignments can be chosen or altered to minimize utility relocation costs.
Input:	Alternatives for Concurrence Point 3 – Alternatives to be Carried Forward (CP3) chosen and presented in spatial format
Output:	Conflict information to facilitate alignment selection in early design stages
Affected Parties:	Design Bureau Bureau – Preliminary Survey section, Location & Environment Bureau Bureau, and District Office
Responsible Office:	The Traffic & Safety Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.

U02	Project Notification to Utilities
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Action:	Provide preliminary notification to utilities in the project area, and update Masterworks to reflect the information obtained. Task U02 is required for Point 25 projects. Specific activities include the following: Obtain the plans and concept, if available, and check for utility conflicts. Send available information to utility companies and request a reply within 90 days. Run the Design Request System (One Call) to determine the extent of utilities in the project area and put the reports in the project folder if not done previously. Select the utilities present in Masterworks and answer basic questions if possible. If major conflict is possible, communicate with the utility to determine the scope and whether early coordination is needed for possible design changes.
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	Put all information obtained in the project folders, and update Masterworks.
Purpose:	<p>To determine the number of possible utility conflicts and which utilities are in the area.</p> <p>To alert utilities to the upcoming project if it is warranted.</p> <p>To gather utility information that is easily obtained.</p>
Input:	Design Field Exam (D02) with field exam plans
Output:	Preliminary information, including utility-provided maps and plans if available, stored in the project utility folder
Affected Parties:	Design Bureau Bureau and District Office
Responsible Office:	The Traffic & Safety BureauRight of Way Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
U03	1st Plan Submittal to Utilities
Action:	<p>Submit Right of Way Layout (R01) and design plan (D05) drawings to the utility companies. Record information received from the utility companies (their replies detailing whether they are impacted and their work plans if they are impacted are due within 90 days of Iowa DOT U03 drawing submittal). Task U03 is required for Point 25 projects. Specific activities include the following:</p> <p>Send plans to all utility companies unless it is known that they are not impacted.</p> <p>Select the utilities present in Masterworks and answer basic questions if possible.</p> <p>Communicate with utilities to revise plans if needed and request more information if needed.</p> <p>Put all information obtained in the project folders, and update Masterworks.</p>
Purpose:	<p>To determine the number of possible utility conflicts and which utilities are in the area.</p> <p>To alert utilities to the upcoming project if it is warranted.</p> <p>To gather more information on utilities.</p>
Input:	<p>Plans to Right of Way (D05)</p> <p>Right of Way Layout (R01)</p>
Output:	Utility-provided maps and plans, if available, stored in the project utility folder
Affected Parties:	Design Bureau Bureau and District Office
Responsible Office:	The Traffic & Safety BureauRight of Way Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.

U04	2nd Plan Submittal to Utilities
Action:	<p>Submit revised Right of Way Layout (R01) and design plan (D05) drawings to the utility companies if revisions have been made. Record information received from the utility companies (their replies detailing whether they are impacted and their work plans if they are impacted are due within 60 days of Iowa DOT U04 drawing submittal). Task U04 is required for Point 25 projects. Specific activities include the following:</p> <p>Send plans to all utility companies unless it is known that they are not impacted. Send plans if there have been changes or if Iowa DOT requires the utilities to change their plans since the first plan submittal (U03).</p> <p>Communicate with utilities to revise plans if needed and request more information if needed.</p> <p>Put all information obtained in the project folders, and update Masterworks.</p>
Purpose:	To determine the final plans and schedule for utilities that require relocation because of the project.
Input:	<p>Plans to Right of Way (D05)</p> <p>Right of Way Layout (R01)</p>
Output:	<p>Utility-provided maps and plans, if available, stored in the project utility folder</p> <p>Approved utility work plans and relocation schedule</p>
Affected Parties:	Design Bureau Bureau and District Office
Responsible Office:	The Traffic & Safety BureauRight of Way Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
U05	Utility Agreement
Action:	Request cost estimates and plans from utilities. For utilities that meet requirements for payment of relocation expenses, write an agreement and have it signed by both the utility and Iowa DOT personnel. Pre-audit and staff action is completed for amounts more than \$50,000. Put notes in Masterworks.
Purpose:	To reimburse utilities that meet requirements for Iowa DOT coverage of relocation cost.
Input:	<p>Plans to Right of Way (D05)</p> <p>Right of Way Layout (R01)</p>
Output:	Approved agreement to cover the cost of relocations when reimbursement is warranted
Affected Parties:	Finance Bureau
Responsible Office:	The Traffic & Safety BureauRight of Way Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.

U06	Notice to Proceed to Utility
Action:	Give utilities official notice to proceed with the relocation, and record information in Masterworks. Notice is given at least 30 days before the utility is to move per its work plan. Task U06 is required for Point 25 projects.
Purpose:	To give utilities the notice to proceed with their relocation.
Input:	Completed right of way purchases
Output:	Notification sent to utilities
Affected Parties:	District Office
Responsible Office:	The Traffic & Safety BureauRight of Way Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
U07	Utility Bid Attachment
Action:	Prepare and submit the Utility Bid Attachment (UBA) to the Contracts and Specifications Bureau Bureau, and record information in Masterworks. The UBA contains utility information of value to contractors and is included in the contract documents for letting. Task U07 is required for Point 25 projects.
Purpose:	To give contractors useful information they can use to bid on jobs where utilities may impact their costs.
Input:	Information from the utility companies
Output:	UBA document submitted to the Contracts and Specifications Bureau Bureau
Affected Parties:	Contracts and Specifications Bureau Bureau and District Office
Responsible Office:	The Traffic & Safety BureauRight of Way Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
U10	Utility Clearance
Action:	
Purpose:	
Input:	
Output:	
Affected Parties:	

Responsible
Office:

VE1 Value Engineering Study during Planning Phase

Action: During the planning stages of project development, use a multidisciplinary team to generate alternatives, design variations, or other methods and concepts that offer higher value and/or lower life-cycle costs without sacrificing safety, quality, and environmental attributes of the project.

Purpose: To improve project quality, foster innovation, eliminate unnecessary and costly design elements, compare the proposed alternatives to other [value engineering \(VE\)](#) alternatives, and determine if there are other equal or better means to accomplish the same function at a lower life-cycle cost.

Note: A VE study may be conducted at any time, but this task is intended to allow studying the early decisions of corridor and alignment during the planning stage.

Input: Aerial photographs
Location & Environment Bureau CADD files
Preliminary bridge locations
Property owner information
Utilities, railroads, and other facilities within the project corridor that could affect project costs.
Wetlands and other environmentally sensitive areas
Key concerns of stakeholders
List of project commitments

Output: Completed VE study for distribution to the VE coordinator, who compiles and distributes to the Federal Highway Administration (FHWA) a VE workbook report detailing the VE team's findings and recommendations

Affected Parties: District Office, Design Bureau, Bridges & Structures Bureau, Right of Way Bureau, Traffic & Safety Bureau, Location & Environment Bureau, and Project Management Team

Responsible
Office: The Design Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.

VE2 Value Engineering Study during Design Phase

Action: During the design stages of project development, use a multidisciplinary team to generate alternatives, design variations, or other methods and concepts that offer higher value and/or lower life-cycle costs without sacrificing safety, quality, and environmental attributes of the project.

Purpose: To improve project quality, foster innovation, eliminate unnecessary and costly design elements, compare the proposed alternatives to other value

	<p>engineering (VE) alternatives, and determine if there are other equal or better means to accomplish the same function at a lower life-cycle cost.</p> <p>Note: The purpose is not to reopen or reconsider the location selection or environmental commitments already made or about to be made.</p>
Input:	<p>Aerial photographs</p> <p>Design Bureau CADD files</p> <p>Bridge type, size, and location (TS&L) determinations</p> <p>Property owner information</p> <p>Utilities, railroads, and other facilities within the project corridor that could affect project costs.</p> <p>Wetlands and other environmentally sensitive areas</p> <p>Key concerns of stakeholders</p> <p>List of project commitments</p>
Output:	Completed VE study for distribution to the VE coordinator, who compiles and distributes to the Federal Highway Administration (FHWA) a VE workbook report detailing the VE team's findings and recommendations
Affected Parties:	District Office, Design Bureau, Bridges & Structures Bureau, Right of Way Bureau, Traffic & Safety Bureau, Location & Environment Bureau, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
W00	Preliminary Wetland Review
Action:	Review project concept statement with regard to waters of the U.S., including wetlands, threatened and endangered species, and other natural resource issues. This review consists of a desktop review followed by a field review, if necessary.
Purpose:	<p>To provide information about natural resources to affected parties as early as possible during the project development process.</p> <p>To identify Section 404 permit requirements early in the project development process, such as whether a Section 404 permit will be required and what type of Section 404 permit may be necessary.</p> <p>To provide internal parties with project-specific recommendations for project development, particularly recommendations for avoidance or minimization of sensitive natural resources.</p> <p>To identify potential compensatory mitigation needs for the project, including, but not limited to, wetlands and streams.</p>
Input:	Project concept statement (Pre-Design Concept [D00]; Bridge Office Concept [B00]/type, size, and location [TS&L]; Detailed Damage Inspection Report [DDIR]; etc.)

	Aerial imagery/ground-level photographs Geographic Information Systems (GIS) data sets
Output:	Preliminary Wetland Review (W00) memo to the responsible office that includes a summary of natural resources in the vicinity of the project, regulatory and permit requirements, project development recommendations, and potential compensatory mitigation needs. Generally, a Preliminary Wetland Review (W00) memo is provided within 1 month of the Pre-Design Concept (D00).
Affected Parties:	Location & Environment Bureau, District Office, Design Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
W01	Wetland Design Review
Action:	Review preliminary project design (Design Field Exam [D02] letter and plans) with regard to waters of the U.S., including wetlands, and other natural resources .
Purpose:	To provide feedback regarding the Design Field Exam (D02), and other design-related issues.
Input:	Design Field Exam (D02) plans
Output:	A Wetland Design Review (W01) memo to the responsible office that includes regulatory and permit requirements, project development recommendations, and potential compensatory mitigation needs. Generally, a Wetland Design Review (W01) memo is provided within 1 month after the Design Field Exam (D02) .
Affected Parties:	Location & Environment Bureau, District Office, Design Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
W02	Wetland Field Work
Action:	Perform field work (i.e., wetland delineations/stream determinations) to identify and quantify waters of the U.S., including wetlands, that would be impacted by the project.
Purpose:	To perform wetland delineations and stream determinations for the purpose of determining the presence of wetlands and/or streams within a project area To determine whether a Section 404 permit will be required for a project. To collect the field data that is necessary to prepare and submit the Section 404 permit application.

Input:	Detailed project information, including: Roadway alignment Structure details Right of way needs Project schedule
Output:	Field data, including wetland delineation forms, stream determination forms, ground-level photographs, wetland boundary and/or stream shapefiles, and maps showing sample point locations and impacted water resources, which are then incorporated into the Section 404 permit application. Generally, Wetland Field Work (W02) is completed at least one full growing season prior to 404 Permit Submittal (W03).
Affected Parties:	Location & Environment Bureau – Water Resources section, District Office, Design Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
W03	404 Permit Submittal
Action:	Submit the Section 404 permit application to regulatory agencies, including the U.S. Army Corps of Engineers (USACE), the Iowa Department of Natural Resources (Iowa DNR), and the U.S. Environmental Protection Agency (EPA).
Purpose:	To submit the Section 404 permit application to the appropriate regulatory agencies for their review in order to obtain Section 404 authorization from USACE and Section 401 authorization from Iowa DNR.
Input:	Detailed project information, including: Roadway alignment Structure details Plans to Right of Way (D05) limits. Right of way needs Project schedule Alternatives analysis Avoidance and minimization measures Wetland and stream impact assessment Compensatory mitigation plan Threatened and endangered species (Section 7) statement Cultural resources (Section 106) statement Adjacent landowners list
Output:	Section 404 permit application submitted to the appropriate regulatory agencies. Generally, Section 404 Permit Submittal (W03) occurs 13 months prior to the first

	letting for larger projects that will require an Individual Permit and 6 months prior to the first letting for smaller projects covered by a Nationwide or Regional Permit.
Affected Parties:	Location & Environment Bureau – Water Resources section, District Office, Design Bureau, Bridges & Structures Bureau, Project Scheduling Engineer, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
W04	404 Permit Authorization
Action:	Submit a task completion memo notifying affected parties that a project has received Section 404 and Section 401 authorization. Include in this memo other permit and project information, including the permit number, permit type, authorization date, expiration date, applicable standard notes and general specifications, permit special conditions, and mitigation information.
Purpose:	To inform affected parties that a project has received Section 404 and Section 401 authorization for a particular project. To inform affected parties of special notes or permit conditions that may apply to a project.
Input:	Section 404 permit Section 401 Water Quality Certification
Output:	W04 Task Completion memo that notifies the responsible office of permit receipt. It is Iowa DOT's goal to receive Section 404 permits at least 6 months in advance of the letting. Entry and indexing of the Section 404 permit into the Electronic Records Management System (ERMS).
Affected Parties:	Location & Environment Bureau – Water Resources section, District Office, Design Bureau, Bridges & Structures Bureau, and Project Management Team
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
W05	Mitigation Submittal to Other Offices
Action:	Submit mitigation plan sheet(s) to affected parties for inclusion in project letting plans.
Purpose:	To provide affected parties with design and details of on-site wetland, stream, or federally or state-listed species mitigation areas to be included in plan sets developed by other offices.

	To provide a method for smaller, on-site mitigation measures to be incorporated into the overall roadway or bridge/culvert project so that a separate contract for mitigation construction is not necessary.
Input:	Detailed project information, including: Roadway alignment Structure details Plans to Right of Way (D05) limits. Right of way needs Completed design for proposed mitigation measures
Output:	Submittal of mitigation plan sheet(s) to affected parties, at least 2 weeks prior to plan turn-in by the responsible office
Affected Parties:	Location & Environment Bureau – Water Resources section, District Office, Design Bureau, and Bridges & Structures Bureau
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.
W06	Mitigation Post Construction Report
Action:	Complete a Post-Construction Report for a wetland or stream mitigation site for the U.S. Army Corps of Engineers (USACE) and the Iowa Department of Natural Resources (Iowa DNR).
Purpose:	To satisfy conditions of the Section 404 permit; these conditions require Iowa DOT to provide USACE and Iowa DNR with a Post-Construction Report upon completion of the permittee-responsible mitigation site. The Post-Construction Report provides the resource agencies with evidence that a site has been completed and that the site was constructed to meet the requirements of the Section 404 permit.
Input:	Post-construction survey for a mitigation site Documentation of any changes made during construction of the site. Verification of plant species seeded and/or planted at the site
Output:	A Post-Construction Report that includes permit information, mitigation site location and design objectives, as-constructed details and drawings of the mitigation site and seeding and planting information. The report must be completed by the date specified in the Section 404 permit, which is usually within 1 year of mitigation project completion.
Affected Parties:	Location & Environment Bureau
Responsible Office:	The Location & Environment Bureau is responsible for the overall management of the task and for entering the task's completion date, along with any additional information specific to this task, into Masterworks.

CHRONOLOGY OF CHANGES TO MANUAL SECTION:

4.1.1 TASK CODES

07/28/2025 NEW