

# PROJECT DEVELOPMENT UPDATES

Jenifer Bates, P.E.

Project Development Engineer

Iowa DOT – Local Systems Bureau

[Jenifer.Bates@iowadot.us](mailto:Jenifer.Bates@iowadot.us)

# Presentation Overview

TPMS Best Practices

Timeline for NEPA Clearance & Update on  
Historic Reviews on Bridges

New I.M. & PDC

# TPMS GENERAL TIPS

- Always make sure the intended recipient is in the To: box (recipient box) of the message
  - For example – if you are returning a signed funding agreement for the Regional Field Engineer to execute, make sure the Regional Field Engineer is being sent the message
- Use I.M. 3.010 for submittal deadlines if different than what's shown in TPMS (Also let us know of the discrepancy so we can get it fixed)
- TPMS has reconfigured the Reviewer Organizations so if you are experiencing issues with filtering projects, please check your filters

# TPMS GENERAL TIPS

- When activating your project, please make sure to select someone from the correct administering team when setting the reviewer
  - For example:
    - EDP, HDP, RS, etc. – Competitive Grants & Earmarks Team: Jacob Page or Eric Tjelmeland
    - BRS, BROS, STBG, FM, DGA, HSIP, etc. – Project Development Team: Jenifer Bates, Joe Albright or Arielle Muench
    - TAP, SRTS, NRT, ICAAP, etc. – Grant Team: select the assigned Program Manager
- Always send requests to the whole Administering Team in case someone is unavailable or out of the office
  - Except for Grant Team projects – those can just go to the assigned Program Manager

# WARNINGS & ERRORS

Errors = Showstoppers

Warnings = Warrant attention  
but will not stop letting

The screenshot displays a web application interface for 'Project Development'. At the top, a purple header bar contains the text 'Project Development'. Below this, a navigation bar includes tabs for 'Map' and 'Calendar', and a tab for '29486' with a refresh icon and a close button. The main content area shows the project details for '29486 BRS-C079(66)--60-79' in 'Poweshiek County', with an 'Active' status. A row of buttons includes 'Edit', 'Update Reviewer', 'Update Status', 'Update Letting', 'Update From Programming', 'Turn In Checklist', and 'Print'. Below these buttons are tabs for 'Details', 'Schedule', 'Location', 'Specifications', 'Bid Items', 'Funding', 'Files', 'Programming', 'Messages', and 'Log'. To the right of these tabs are links for 'Collapse' and 'Expand'. The 'Errors' section, highlighted in pink, contains two items: 'NEPA is behind schedule' and 'SHPO is behind schedule'. The 'Warnings' section, highlighted in orange, contains one item: 'Date of authorization for the letting date doesn't match project fiscal year in 2023 CFYP'.

**Project Development**

> > Map Calendar 29486 ↻ ×

**29486 BRS-C079(66)--60-79**  
Poweshiek County **Active**

Edit Update Reviewer Update Status Update Letting Update From Programming Turn In Checklist Print

Details Schedule Location Specifications Bid Items Funding Files Programming Messages Log > Collapse < Expand

**⚠ Errors**

- NEPA is behind schedule
- SHPO is behind schedule

**⚠ Warnings**

- Date of authorization for the letting date doesn't match project fiscal year in 2023 CFYP

# SCHEDULE ITEMS & SUBMITTALS

- All submittals shall be made through TPMS Project Development
- Schedule Items and Milestones
  - Displayed with statuses & due dates
  - Letting date dependent
  - Request additional schedule items if needed (Ex: HSIP funding agreement)
- Always upload documentation through Schedule Items
  - When submitting, select status!
  - No status = not on reviewer's radar
  - Files uploaded through schedule item are tagged to that item rather than only being "loose" in the files section

▼ Schedule

Add Schedule Item

	Type	Status	Due Date	Files	Notes
✓	Concept Statement Milestone	Cleared 9/23/2...	8/16/2022		
✓	Preliminary Plans Milestone	Cleared 9/23/2...	8/16/2022		
✓	Check Plans Milestone	Cleared 10/...	10/4/2022	84-C084-177 Check...review.pdf	Cleared with comment.
✓	Final Plans Milestone	Cleared 11/21/2...	11/15/2022		
✓	Project Funding Agreement Clearance	Cleared 11/29/2...	11/22/2022 13 weeks before letting	Blank Funding Agr... #033... Executed F... #033... Signed Agr... #033...	
✓	NEPA Clearance	Cleared 10/7/2...	11/22/2022 13 weeks before letting		
✓	SHPO Clearance	Cleared 9/26/2...	11/22/2022 13 weeks before letting		
✓	Contracts Turn In Milestone <span>Reviewer Only</span>	Cleared 12/5/2...	12/6/2022	Turn In Checklist...	

Milestone vs. Clearance:  
A Milestone has a hard submittal date and letting is auto-reset if missed.

Update Preliminary Plans \* Required fields

Status ▼  
Submitted

Relative Due Date  
2/21/2023 Calendar icon Fixed date ▼

Upload File Supports drag and drop uploads

☒ Send notification email to project contacts

Message \*

B I U S ! ✎ 🔗 @ 📧 ☰ ☷

# SCHEDULE ITEMS & SUBMITTALS

- Use “Message” in submittal item to send message to reviewers
  - Submittal line message only sent to project contacts
  - If message should go to more than project contacts, un-check “Send notification email to project contacts” box and send message from the Messages section
- Use “Messages” at bottom of project screen to send

▼ Schedule

Add Schedule Item

	Type	Status	Due Date	Files	Notes
✓	Concept Statement Milestone	Cleared 9/23/2...	8/16/2022		
✓	Preliminary Plans Milestone	Cleared 9/23/2...	8/16/2022		
✓	Check Plans Milestone	Cleared 10/11/2...	10/4/2022	84-C084-177 Check...review.pdf	Cleared with comment.
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✓	NEPA Clearance	Cleared 10/7/2...	11/22/2022 13 weeks before letting		
✓	SHPO Clearance	Cleared 9/26/2...	11/22/2022 13 weeks before letting		
✓	Contracts Turn In Reviewer Only Milestone	Cleared 12/5/2...	12/6/2022	Turn In Checklist...	

Update Preliminary Plans \* Required fields

Status

Relative Due Date  
 2/21/2023

Upload File Supports drag and drop uploads

☒ Send notification email to project contacts

Message \*

B I U S ! ✎ 🔗 @ 📧 ☰ ☰

▼ Messages

Send New Message

Or

# FILE ATTACHMENTS

**Messages**

**Send New Message**

**Concept Statement**

December 20, 2023 • "DJ Hendrix" <dhendr@poweshieckcounty.org> (Poweshieck County)

To: dhendr@poweshieckcounty.org, lbrehm@poweshieckcounty.org, lbrehm@iowadot.us, Jenifer.Bates@iowadot.us, Arielle.muench@iowadot.us, lbrehm@poweshieckcounty.org

Attachments: [517001 - Concept Statement\(1\).pdf](#), [Form 760005 - DOE\(1\).pdf](#), [Aerial Photo of Proposed Work\(1\).pdf](#)

Included are the concept statement, Form 760005, and Aerial Photo of Proposed Work. The full Determination of Effect report through the TPMS tool.

**Send Message** \* Required fields

To \*

Arielle Muench; Jenifer Bates; Joe Albright; Lyle Brehm;

Subject \*

BROS-C079(68)--5F-79

Add Attachments

**Add Attachments**

Upload Attachment

	Name	Schedule	By	Uploaded
<input type="checkbox"/>	517001 - Concept Statemen...	Concept Statement	DJ Hendrix	12/20/2023
<input type="checkbox"/>	Form 760005 - DOE(1).pdf	Concept Statement	DJ Hendrix	12/20/2023
<input type="checkbox"/>	Aerial Photo of Proposed W...	Concept Statement	DJ Hendrix	12/20/2023

**Send** **Cancel**

Never upload files to TPMS by attaching to a message. Files should be uploaded to the appropriate schedule item/s and then attached to the message through the add attachments button and checking the file/s.



# CLEARANCES

- Iowa DOT marks submittals “cleared” when appropriate
- ROW, Utilities, Railroad, etc. are generally not reviewed until Final Plans Submittal and can be left blank by the LPA if not applicable

Schedule					
Add Schedule Item					
	Type	Status	Due Date	Files	Notes
✓	Concept Statement Milestone	Cleared 7/3/2024	6/18/2024	<a href="#">Crash Detail Report.pdf</a> <a href="#">Concept Statement...06-26.pdf</a> <a href="#">79-C079-071 Conce...roved.pdf</a> <a href="#">Seven Safety Item...06-28.pdf</a> <a href="#">DOE 2024-06-27.pdf</a>	
✓	NEPA Clearance	Cleared 8/2/2024	11/5/2024		
✓	SHPO Clearance	Cleared 7/16/2024	11/5/2024		
✓	Check Plans Milestone	Cleared 11/18/2024	11/5/2024	<a href="#">79-C079-071 Check...review.pdf</a> <a href="#">Check Plans 2024-...ictor.pdf</a>	
	Project Development Certification Clearance		12/17/2024		
	ROW Acquisition Clearance		12/17/2024		
	Utilities Clearance		12/17/2024		
⇄	Project Funding Agreement Clearance	Pending 7/8/2024	12/17/2024		
⇄	HSIP Funding Agreement Clearance	Pending 11/13/2024	12/17/2024	<a href="#">Poweshiek Co HSIP...ement.pdf</a>	
	Final Plans Milestone		12/17/2024		
	Contracts Turn In Reviewer Only Milestone		1/7/2025		

# NEPA

NEPA is the *umbrella* that facilitates project coordination by integrating compliance requirements that may otherwise proceed independently.

Clean Water Act

Clean Air Act

Noise Control Act

Executive Orders

National Historic  
Preservation Act

Marine Mammal  
Protection Act

Coastal Zone  
Management Act

Endangered  
Species Act

Occupational Safety  
& Health Act

Other federal, state, and local  
environmental laws, policies, and regulations

Resource Conservation  
& Recovery Act

# TIMELINE FOR NEPA CLEARANCES AND HISTORIC BRIDGE REVIEWS UPDATE

Once the Concept Statement is cleared, all information is passed to Location and Environment to start the NEPA reviews

The Determination of Effect and associated information is reviewed by the Threatened and Endangered Species Team. They will consult with US Fish & Wildlife, if required.

The Cultural Resources Team will review for archaeological & historic compliance. They will consult with SHPO, if required.

NEPA Program Manager then finalizes the clearance once the above are both cleared

# HISTORIC BRIDGES & I.M. 4.120

- Unique to **2023 through 2025**, it will be necessary to complete either a historical bridge assessment or an intensive historical evaluation for bridges 45-years in age or older.
  - LEB Staff will review bridges built after 1945, as certain concrete and steel bridges can be excluded from this historical review.
- Currently, both of the previous statewide historic bridge surveys are out of date and not being accepted by Iowa SHPO.
- The historical bridge assessment or intensive historical evaluation are different levels of investigation that result in different products. If the LPA has questions about the appropriate level of effort/product, they should contact the designated cultural resources manager for their transportation district within LEB.
- The Iowa Highway Research Board and the Iowa DOT are leading efforts to complete our **3<sup>rd</sup> generation statewide historical bridge survey** that is anticipated to be completed in late 2025. This will then go to SHPO for review. Once approved by SHPO, individual bridge assessments or intensive historical evaluations for most bridges in the state should not be required.

# NEPA COMPLETION STATISTICS

CLASSIFICATION	MONTHS
Programmatic Categorical Exclusion (PCE)	3 - 5 *
Categorical Exclusion (CE)	13

PCE Averages for 2024 (by Project Type)			
	Total Projects	Total Months	Average in Months
Trail	19	107	5.6
Fence, Traffic Signal, etc	1	1	1
Intelligent Traffic Systems	3	3	1
Resurf, Rehab, Recon, etc.	37	130	3.5
Safety Improvement	2	1	0.5
Bridge/Culvert	89	359	4

\*Plan for more time if there are environmental, historical, or archaeological elements that may complicate things

Note: If NEPA Classification is an EA or EIS, additional review and/or clarification will be needed from FHWA HQ.

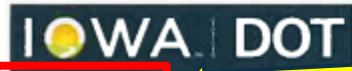
# KEY ITEMS FOR NEPA CLEARANCE

- Show estimated work limits – both permanent and temporary easements. Include all areas of potential disturbance
- Complete Determination of Effect Form for T&E
- Complete Determination of Effect for Cultural Resources
  - The cultural resources team will provide this to the LPA in their cultural resources' completion memo
- Complete Section 4(f) reviews and determinations
  - Provide impacts or use of any land that is currently a park
  - Complete DNR PERMT for paddling routes (if applicable)
  - Coordination with all OWJ of Parks Plus properties

# NEW I.M. 3.740 – “ BUILD AMERICA BUY AMERICA (BABA) WAIVER FOR FEDERAL FINANCIAL ASSISTANCE LESS THAN \$500,000

- If the Federal-aid is less than \$500,000, and the LPA wants to waive BABA requirement, then let us know at Check Plan Stage. We will communicate with Contracts & Specifications, and add a Proposal Note:
- “Article 1107.06, B of the Standard Specifications does not apply to this contract, as the total Federal financial assistance for this project is less than \$500,000.”
- Caveats:
  - When determining BABA applicability, the Federal Highway Administration (FHWA) defines a “project” to be the scope of work within a NEPA document.
  - Two separate \$250,000 Transportation Alternatives Program (TAP) Set-Aside awards from a Regional Planning Affiliation (RPA) in two consecutive fiscal years for the same project scope.
  - A \$150,000 TAP Set-Aside award from an RPA and a \$350,000 Federal Recreational Trails Program (FRT) award for the same project.

# UPDATED PROJECT DEVELOPMENT CERTIFICATION (PDC)



Form 730002 (12-24)

## PROJECT DEVELOPMENT CERTIFICATION

Note: For instructions, refer to Instructional Memorandum (I.M.) 3.710, Project Development Certification Instructions.

City \_\_\_\_\_ County Plymouth Project Number STP-CO75(180)--5E-75

### 1. RAILROADS

- a. Is there a railroad crossing or railroad property within or adjacent to the project limits? ☐ Yes ☒ No (If No, skip to No. 2)
- b. Is any work on railroad facilities or railroad right-of-way required? ☐ Yes ☒ No (If No, skip to No. 2)
- c. Is the railroad requiring an agreement? ☐ Yes ☒ No ☐ PIF submitted ☐ If Yes, explain then skip to No. 2) \_\_\_\_\_
- d. Has the railroad agreement been fully signed? ☐ Yes ☒ No (If Yes, attach a copy of the railroad agreement. If No, the project will not be submitted for letting, unless a Public Interest Finding is requested and approved for this condition – see instructions for more information.)

### 2. UTILITIES

- a. Are any utility relocations or adjustments required by this project? ☐ Yes ☒ No (If No, skip to No. 3)

Make sure you are using the most recent version – always available on Local Systems Website on the Pre-letting Resources Page

Added a box to indicate if a PIF is being submitted for these items

Added a section to address the BABA Waiver

### 4. RIGHT OF WAY

(approximate date)

- a. Is additional right-of-way (permanent or temporary easements, fee title) required? ☐ Yes ☒ No ☐ PIF submitted ☐ Permanent and/or access rights for \_\_\_\_\_ parcels have been acquired, except the \_\_\_\_\_ parcels scheduled for condemnation listed on p
- b. Temporary construction easements for 0 parcels have been acquired, except the \_\_\_\_\_ parcels scheduled for condemnation 2.\*

total number of parcels acquired using Appraisals: 0

### 8. BUILD AMERICA BUY AMERICA (BABA) WAIVER:

- a. Are there other phases of work under the NEPA document for this project? (See [I.M. 3.740](#)) ☐ Yes ☒ No
- b. Is the total dollar amount of Federal Financial Assistance currently programmed or to be programmed in all fiscal years \$500,000 or more, including if a project is completed in phases using multiple awards? (See [I.M. 3.740](#)) ☒ Yes ☐ No
- c. If (b) is yes, the waiver will not apply, and BABA will be required.
- d. If (b) is no, does the LPA wish to apply the waiver? ☐ Yes ☐ No

Reminder: PDC must be submitted with Final Plans at Final Plan Turn-In



# QUESTIONS?



Jenifer Bates, P.E.

Local Systems Project  
Development Engineer

[Jenifer.Bates@iowadot.us](mailto:Jenifer.Bates@iowadot.us)

(515) 766-9402

Joe Albright

Local Systems Project  
Development Technician

[Joseph.Albright@iowadot.us](mailto:Joseph.Albright@iowadot.us)

(515) 357-0205

Arielle Muench

Local Systems Project  
Development Technician

[Arielle.Muench@iowadot.us](mailto:Arielle.Muench@iowadot.us)

(319) 440-5524

For Grant Team Projects, reach out to the  
Program Project Manager

For Competitive Grants/Earmarks Projects,  
reach out to the Competitive Grant Team