



2026 Federal-aid Overview Seminar

Post-Letting: Construction Inspection and Contract Administration Agenda

Time	Agenda Item	Time	Agenda Item
8:00 - 8:30	Registration	12:45	Appia – Derek Peck
8:30	Welcome – Local Systems Bureau		<ul style="list-style-type: none"> • Project Setup & Review • Record Keeping/Audit Guidance • Items Without Certifications/Payrolls • Appia-Doc Express Integration • Payments & Change orders • Final Payment Process • Reminders & Additional Resources
	<ul style="list-style-type: none"> • Introductions • Purpose and Format • Breaks and Facilities • General DOT Contacts • Website resources • Written Guidance 		Payments & Claim Reimbursements – Field Team
	Welcome - FHWA		<ul style="list-style-type: none"> • Payments (Contractor Pay System, Appia Auto-pay) • New I.M. 6.020, Payments & Reimbursement Processes • Claims for Reimbursement (Form 517050) • Inactive Obligations & PEDs
	Construction Inspection - Region Field Technicians		Final Field Reviews - Region Field Engineers
	<ul style="list-style-type: none"> • I.M. 6.000 • Pre-construction Meeting • Project Inspection Duties • Working Day Reports • Change Orders • EEO / AA and Wage Rate Compliance • Certified Payrolls • Davis-Bacon Wage Rates • Prompt Payment • No certification, No pay • Build America Buy America (BABA) • Specification updates • Training Opportunities 		<ul style="list-style-type: none"> • What do we look for? • Constructability/workmanship issues
	DBE Updates – Nikita Rainey		Break and Refreshments (provided)
	<ul style="list-style-type: none"> • DBE Update 		Project Close-out for Highway & Non-Highway Projects - Region Field Engineers
	Break and Refreshments (provided)		<ul style="list-style-type: none"> • I.M. 6.110 • Inspection and Acceptance of Field Work • Pre-audit Checklist and Procedures • Construction & Materials Audits • Semi-final Payment • Final Forms Packet • Interest Payments • Final Payment and Federal Reimbursement • Project Close-out • Process Differences for Non-Highway Projects • Materials Acceptance Requirements
	Materials - District Materials		
	<ul style="list-style-type: none"> • LPA & Iowa DOT Obligations • Materials Instructional Memorandums • Materials Acceptance Report • Materials Certification • Materials Training 		
	Doc Express – Derek Peck		
	<ul style="list-style-type: none"> • Doc Express Instructions • Project Closeout Workflow • Naming Convention • Workflows & Notifications • Auditing • Locking & Archiving 	3:00	Closing Remarks – Local Systems Bureau
			<ul style="list-style-type: none"> • Top Things to Remember
11:30 – 12:45	Lunch (on your own)		