



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 – Sarah Okerlund <ul style="list-style-type: none">• Introductions• Purpose and Format• Breaks and Facilities• General DOT Contacts• Website resources• Written Guidance• DOT, LPA, Consultant Roles Welcome - FHWA Construction Inspection - Region Field Technicians <ul style="list-style-type: none">• I.M. 6.000• Pre-construction Meeting• Project Inspection Duties• Working Day Reports• Materials Testing & IMs• Change Orders• EEO / AA and Wage Rate Compliance• Certified Payrolls• Davis-Bacon Wage Rates• Prompt Payment• Specification updates• Training Opportunities Break and Refreshments (provided) DBE Updates – Nikita Rainey <ul style="list-style-type: none">• DBE Update Materials - District Materials <ul style="list-style-type: none">• Materials IM 107• 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	<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 Payments & Claim Reimbursements – Field Team <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 Final Inspection of Field Work - Region Field Engineers <ul style="list-style-type: none">• General Information• Considerations• Procedures• Common Observations Break and Refreshments (provided) Construction Project Closeout - Region Field Engineers <ul style="list-style-type: none">• Process Differences Competitive Grant and Earmark, Field, and Grant Team• I.M. 6.110 Final Review, Audit, and Close-out Procedures• Task 1. Final Inspection of Field Work• Task 2. Statement of Completion and Final Acceptance of Work• Task 3. LPA Pre-Audit Process and Pre-Audit Agreement/Estimate Payment• Task 4. Iowa DOT Final Audits for Federal-Aid• Task 5. Preparation of the Final Voucher• Task 6. Submittal of Final Forms Packet• Task 7. Project Close-out and Records Retention	
11:30 – 12:45	Lunch (on your own)	3:00	Closing Remarks – Nicole Moore <ul style="list-style-type: none">• Top Things to Remember