



2027 Federal-aid Overview Seminar

Post-Letting: Construction Inspection and Contract Administration Agenda

Time	Agenda Item	Time	Agenda Item
8:00 - 8:30	Registration		Appia – Derek Peck
8:30	Welcome – Sarah Okerlund		• Project Setup & Review • Record Keeping/Audit Guidance • Items Without Certifications/Payrolls • Appia-Doc Express Integration • Payments & Change orders • Final Payment Process • Reminders & Additional Resources
	• Introductions • Purpose and Format • Breaks and Facilities • General DOT Contacts • Website resources • Written Guidance • DOT, LPA, Consultant Roles		Payments & Claim Reimbursements – Field Technician
	Welcome - FHWA		• 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 – Field Technician		Break and Refreshments (provided)
	• 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		Final Inspection of Field Work – Field Engineer
	Break and Refreshments (provided)		• General Information • Considerations • Procedures • Common Observations
	DBE Updates – Nikita Rainey		Construction Project Closeout – Field Engineer
	• DBE Update		• 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
	Materials - District Materials		
	• Materials IM 107 • Materials Instructional Memorandums • Materials Acceptance Report • Materials Certification • Materials Training		
	Doc Express – Derek Peck		
	• Doc Express Instructions • Project Closeout Workflow • Naming Convention • Workflows & Notifications • Auditing • Locking & Archiving	3:00	Closing Remarks – Nicole Moore
	Lunch (on your own)		• Top Things to Remember