

# LOCAL SYSTEMS UPDATE

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JUNE 26, 2024



# Agenda

- ❖ Local Systems Bureau staff updates
  - ❖ Local Systems website
  - ❖ Federal aid overview
  - ❖ Conclusion/questions

# Local Systems Culture



**Service Mentality -  
We're here to help  
you...**



**Who We Serve  
and Collaborate  
With:**

*Cities: 940  
Counties: 99  
MPO/RPAs: 27  
Consultants: Numerous*



**Provide Training  
and Guidance**



**Be a  
Spokesperson for  
Iowa's Cities and  
Counties (LPAs) -  
their "Voice"**



**Opportunity to  
build positive  
relationships with  
Cities, Counties, &  
other Partners**



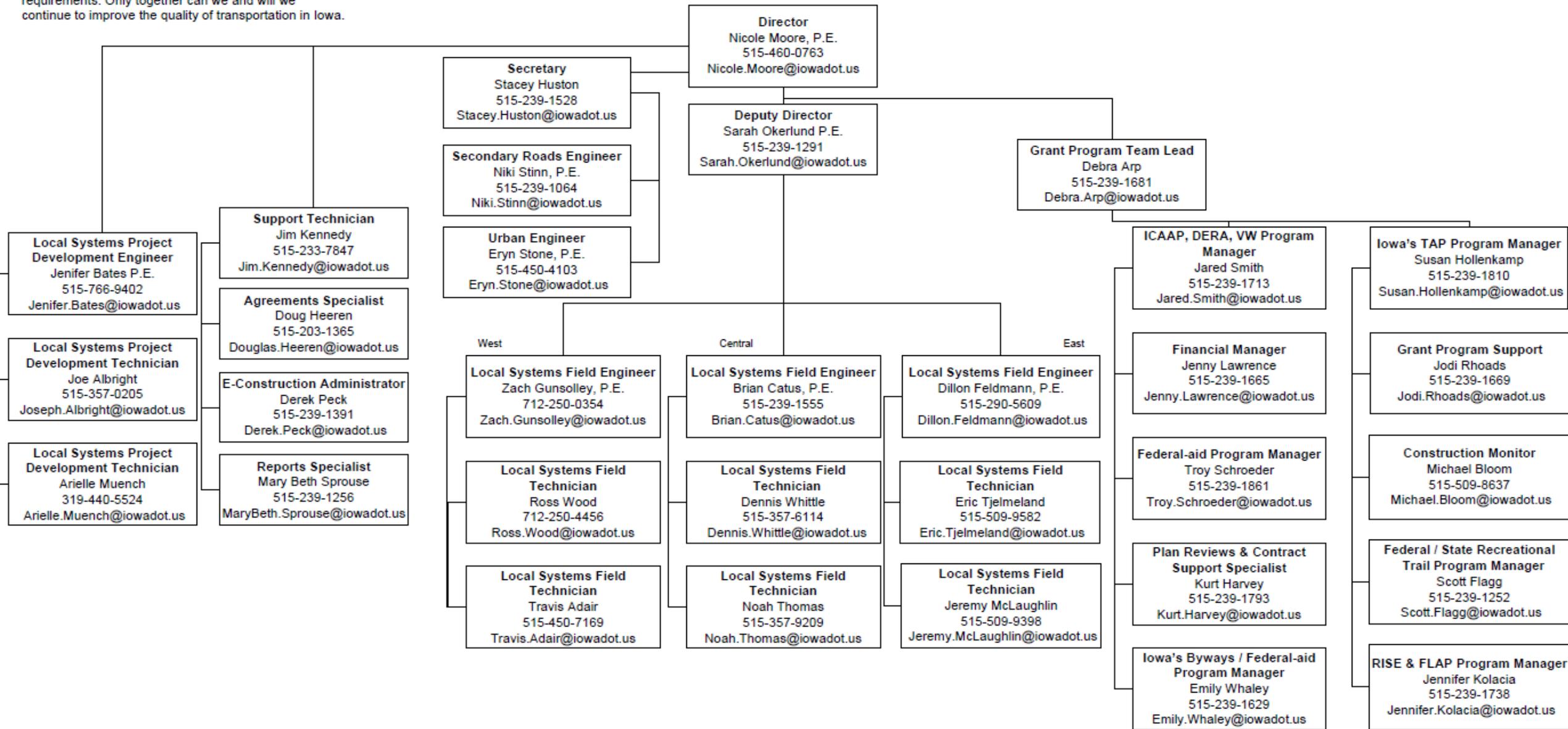
**Local Systems can  
play a beneficial  
role in the County,  
City and  
Consulting  
industry**

**Mission Statement**

Work with our transportation partners and provide guidance in the development and implementation of projects to ensure compliance with state and federal requirements. Only together can we and will we continue to improve the quality of transportation in Iowa.

# Local Systems Bureau

## Organization Chart



# Local Systems Website

- Recent formatting updates to the website
  - Side bar menu
  - Post letting resources
- Contact Us
  - Phone numbers/Email Addresses
- Contact Local Partners
  - County 511 map link
- I.M.s
- Local Systems GovDelivery email sign up
- Trainings & Videos
- Pre- & Post-Letting Resources
- Doc Express & Appia
- Bid & Quote Thresholds
- City Reports, Funding, Resources
  - All-Systems Permit Information
- Equipment Rates
- Emergency Relief (ER) Program

Just Google "Iowa DOT Local Systems"

LOCAL SYSTEMS

LOCAL SYSTEMS TRAINING & VIDEOS

- + Federal-aid Overview Seminar 2024
- + 2024 Appia® Training
- + Contract Administration Training Information
- + E-Ticketing Webinar
- + 2022 Regional Spring Meeting
- + Updated TPMS Development (TPDEV 2020) & Bid Items
- + 2021 Virtual Regional Spring Meeting
- + 2020 Virtual Regional Spring Meeting

View [Street Finance Report \(SFR\)](#) training options. In-person classes may be limited to room size. Additional classes may be added if the current offerings become full.

FEDERAL-AID TRAINING RESOURCES FOR LOCAL AGENCIES IN IOWA

FEDERAL-AID OVERVIEW SEMINAR

The Local Systems Bureau conducts the Federal-aid Overview Seminar as part of the Iowa DOT's administration and oversight of Local Public Agency (LPA) Federal-aid projects. The Overview Seminar is for LPAs and consultant staff. It provides a comprehensive overview of all aspects of the Federal-aid project development and construction, and is based on the Local Systems Bureau's [Federal-aid Project Development Guide](#) and [Instructional Memorandums \(IMs\)](#).

CONTRACT ADMINISTRATION

# Interactive Maps

HOME

- ▶ DATA
- ▼ DIGITAL MAPS
  - ▶ STATE MAPS
  - CITY AND COUNTY MAPS
  - ▶ TRAFFIC MAPS
  - INTERACTIVE MAPS
  - ▶ OTHER MAPS
  - ORDER MAPS
  - CONTACT INFORMATION
  - LINKS AND RESOURCES

STATE MAP OF COUNTY AND CITY

## Iowa Highway Networks

Federal Functional Classification   Commercial Industrial Network   Farm to Market   National Highway System   Planning Class

- 1 - INTERSTATE
- 2 - PRINCIPAL ARTERIAL - OTHER
- 3 - MINOR ARTERIAL
- 4 - MAJOR COLLECTOR
- 5 - MINOR COLLECTOR
- 6 - LOCAL
- 7 - LOCAL

Proposed roads that are Federally Functionally Classified are shown with a dashed line.

Iowa Highway Networks

## All Iowa Bridges

**ALL IOWA BRIDGES**

TOTAL NUMBER OF BRIDGES **23,799**

### CONDITION OF THE BRIDGES

- Good - 9,304
- Fair - 9,896
- Poor - 4,599

### SERVICEABILITY OF THE BRIDGES

- Non Deficient - 19,200
- Structurally Deficient - 4,599

### RESTRICTIONS IN PLACE

- Unrestricted - 18,617
- Restricted - 4,793
- Closed - 389

All Bridges

By Senate District   By House District   By County   By City

BRIDGE INFO. LEGEND

- Bridge Restriction
  - Unrestricted
  - Restricted
  - Closed
- Bridge Serviceability
  - Federal bridge rating standard
  - Non Deficient
  - Structurally Deficient
- Bridge Condition
  - Good
  - Fair
  - Poor

Iowa Bridges

<https://iowadot.maps.arcgis.com/home/index.html>

# Want to hear from us?!

Reminder: We can send job advertisements through our Job Opportunities list.

## LOCAL SYSTEMS

- LOCAL SYSTEMS HOME
- IJA INFORMATION
- CONTACT US
- ▶ CONTACT LOCAL PARTNERS
- INSTRUCTIONAL MEMORANDUMS AND FEDERAL-AID GUIDE
- LOCAL SYSTEMS EMAILS**
- TRAININGS & VIDEOS
- PRE-LETTING RESOURCES
- ▶ POST-LETTING RESOURCES
- ▶ COUNTY REPORTS, FUNDING, RESOURCES
- BID AND QUOTE THRESHOLDS
- CITY REPORTS AND FUNDING
- BRIDGE INFORMATION & RESOURCES
- ▶ STREET FINANCE REPORT (SFR)
- EQUIPMENT RATES
- MAPS

### EMAIL LIST

#### WHAT ARE THE LOCAL SYSTEMS EMAILS

As a service to local governments, the Local Systems Bureau distributes a variety of transportation-related information via e-mail on a regular basis. This information typically includes: changes to policies or procedures; funding opportunities; conferences, workshops or other training opportunities; job openings at the Iowa DOT, local governments or other transportation agencies; and other information that may be of interest to local transportation officials, their consultants and other transportation agencies.

- ✓ [Subscribe to emails](#)
- ✓ **QUESTIONS?**  
Call 515-239-1528

#### HOW DO I SUBSCRIBE / UNSUBSCRIBE?

If you would like to receive our emails at multiple e-mail addresses, complete a request for each e-mail address. Likewise, if there are multiple individuals at your company or agency that would like to receive our emails, a request will need to be completed for each person.

Get the latest information from Local Systems. [Subscribe here](#)

- CHANGE SUBSCRIPTION**
  - Modify preferences for Local Systems emails
- UNSUBSCRIBE**
  - Easily unsubscribe in one click from email subscriptions

[https://iowadot.gov/local\\_systems/Local-Systems-Emails/Local-Systems-Emails](https://iowadot.gov/local_systems/Local-Systems-Emails/Local-Systems-Emails)

### ABOUT EACH SUBSCRIPTION TYPE

- CITY-ONLY**  
City-related news and information, such as Street Finance Report, City Bridge Program, and various other items related to cities but not counties or consultants.
- COUNTY-ONLY**  
County-related news and information, such as Annual Reports, Budget & Program, Farm-to-Market Funding, County HBP Funding, etc.
- LOCAL SYSTEMS- GENERAL**  
Choose this option to receive updates on news and information that affects both cities and counties. This may include Instructional Memorandums, Legislation, Trainings for Local Public Agencies, etc.
- JOB OPPORTUNITIES**  
Job opportunities Local Systems is asked to send. Job opportunities may include Iowa DOT positions, City positions, or County positions.

# Federal-aid Formula funds vs Grants

IOWA | DOT



## Federal-aid Formula Funds:

- *STBG*
- *HBP (County & City)*
- *TAP*
- *ICAAP*
- *HSIP-Local*

- These Federal Funds are distributed through pre-established formulas to the various states and then to the Cities and Counties through Iowa-defined processes. Local Systems I.M.'s and the Stewardship and Oversight Agreement governs processes and procedures with Iowa DOT acting as the "pass through" with oversight responsibilities. Funding Agreements from Field Engineer.
- Local Systems workload has drastically increased with additional Federal-aid Formula Funds, plus grants and Congressional Directed Spending.

# Federal-aid Formula funds vs Grants

## Federal-aid Grants:

*TIGER/BUILD/RAISE*

*BIP*

*SS4A*

*INFRA*

*Many more...*

## "Grant Specific Requirements":

All discretionary grants are application based, unique, and come with additional strings (reporting and such) above and beyond typical formula funded Federal-aid projects. Read the Notice of Funding Opportunity (NOFO) carefully. **Those additional strings become the grant recipient's responsibility.**

Grant awards are based on grant applications. Grant agreements mimic the application, including proposed funding set-ups, schedule, and outcomes. Grant agreements are between the grant recipient and FHWA. In many cases, Iowa DOT can serve as a pass-through agency. When this happens, you shall follow standard Iowa DOT Federal-aid guidance in addition to any other grant specific requirements.

IOWA | DOT



U.S. Department of Transportation

# Federal-aid Grant Application Reminders

**“Non-Federal match”** or **“local match”** included in a grant application becomes **federalized** and **must follow Federal-aid processes and procedures.**

- This includes following I.M. 3.310, Federal-aid Participation in Consultant Costs, NEPA, Buy America, and Davis Bacon Wages
- **Plan 6-12+ months until costs can begin being incurred after grant award notification**
- Be mindful of Federal-aid programs

*County and City Bridge programs = Federal-aid*

*STBG to Counties = Federal-aid*

*STBG to Cities through MPO or TMA = Federal-aid*

*STBG to Cities through RPA = Federal-aid Swap*

- The above listed funds are to be used for **Construction only.**



## Apply for DOT Grants

Resources to help understand the federal grant-making process and key federal requirements

[FHWA Grant Navigator](#)

# Federal-aid Grant Application

- *If Preliminary Engineering (PE) or Construction Engineering (CE) services are included within a RAISE application as a “local match”, regardless of the funding source, the full federal-aid RFP process including DBE shall be followed. See I.M. 3.310, Federal-aid Participation in Consultant Costs for additional details.*
- *If you propose 2 construction projects in the same discretionary grant application - one funded with a “local match”, and the other with the Federal-aid, both projects must be developed as Federal-aid projects per the Federal-aid Guide.*
  - In these examples, for costs to be eligible as the “local match” they must also be authorized by FHWA before incurring costs.
  - Hence, **be prepared for a 6-12+ month delay after grant award notification before incurring costs on any activities utilized within the grant application. PE in particular.**
  - If you mention a local funded element/phase in the write-up that should NOT be considered part of the grant application “local match”, be sure to clearly state that.

Examples



# Federal-aid Grant Application tips

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- *Carefully and fully read Notice of Funding Opportunities (NOFO)*
  - *Grant Closing Date for Applications*
  - *Award Ceiling & Floor*
  - *Eligible Applicants & Uses*
  - *Cost Sharing or Match Requirements*
  - *Grant Requirements and Considerations*
  - *Grant Obligation and Expenditure Deadlines*
- *Utilize your resources ([FHWA Grant Navigator](#) & [Local Systems IJA Information](#))*
- *Subscribe to [www.GRANTS.gov](http://www.GRANTS.gov) for opportunity updates*
- *Reach out to others who have been successful*

# Federal-aid Grant Application tips

Talk to LSB prior to submitting any grant application

- Secondary Roads Engineer
- Urban Engineer

*Be careful which phases of a project you include within the application*

- Consider including only Construction phases so design can begin before the grant agreement is signed
- If only including Planning or a Study, the RFP process can only consider planning services.

*Be mindful of the number of phases and/or project lettings you include within the application*

- All phases must be designed and obligated by the grant obligation deadline.
- All grant expenditures, regardless of phase, must be expended by the grant expenditure deadline.

*Keep funding as simple and clean as possible*

- The more complicated the funding, the more complicated your plan divisions will be.
- Other Federal funds and their required match **can not** be used as part of your "local match".

*Attend Federal-aid Overview Seminar training &/or hire an experienced team*

# Programming Reminders for Federal-aid Continued

- STIP Amendments
- Must be initiated BY THE RPA/MPO
- Plan ahead and avoid last-minute time crunches
- Plan divisions need to be based on like funding
- Make the project development staff aware of all your funding sources at Check Plan stage
- Check TPMS Development for realistic letting dates!!!!
- We move projects that WE think are not progressing. Do NOT simply keep letting the system push your project from month to month.
- Workload management for LS
- Funding/cash flow management for DOT

# Pass-through vs. Direct Recipient



## Direct Recipient

*LPA must develop procedures for each process*

*Procedures must follow all applicable Federal regulations*



## Pass-Through

*LPA must utilize Iowa DOT's Federal-aid Guide and I.M.s*

*These have been reviewed and approved by FHWA Iowa Division*

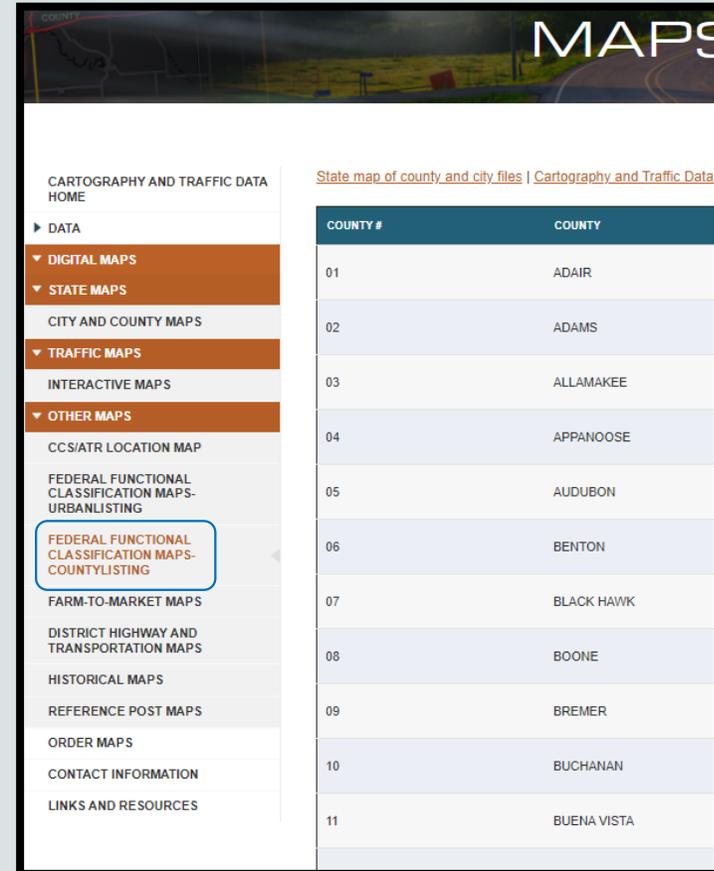
*They already follow applicable Federal regulations*

*Make sure to ask/notify Local Systems Bureau if you intend to use us as a pass-through prior to submitting a grant*

# Programming Reminders for Federal-aid

## Federal Functional Classification System

- On-System = Rural Major Collector, Urban Collector, and higher
- *Off-System = Rural Minor Collectors and Local Routes*



The screenshot shows the 'MAPS' website interface. On the left is a navigation menu with the following items: CARTOGRAPHY AND TRAFFIC DATA HOME, DATA, DIGITAL MAPS, STATE MAPS, CITY AND COUNTY MAPS, TRAFFIC MAPS, INTERACTIVE MAPS, OTHER MAPS, CCS/ATR LOCATION MAP, FEDERAL FUNCTIONAL CLASSIFICATION MAPS-URBANLISTING, FEDERAL FUNCTIONAL CLASSIFICATION MAPS-COUNTYLISTING (highlighted with a blue box), FARM-TO-MARKET MAPS, DISTRICT HIGHWAY AND TRANSPORTATION MAPS, HISTORICAL MAPS, REFERENCE POST MAPS, ORDER MAPS, CONTACT INFORMATION, and LINKS AND RESOURCES. On the right, there is a table with the following data:

| COUNTY # | COUNTY      |
|----------|-------------|
| 01       | ADAIR       |
| 02       | ADAMS       |
| 03       | ALLAMAKEE   |
| 04       | APPANOOSE   |
| 05       | AUDUBON     |
| 06       | BENTON      |
| 07       | BLACK HAWK  |
| 08       | BOONE       |
| 09       | BREMER      |
| 10       | BUCHANAN    |
| 11       | BUENA VISTA |

# Written Guidance

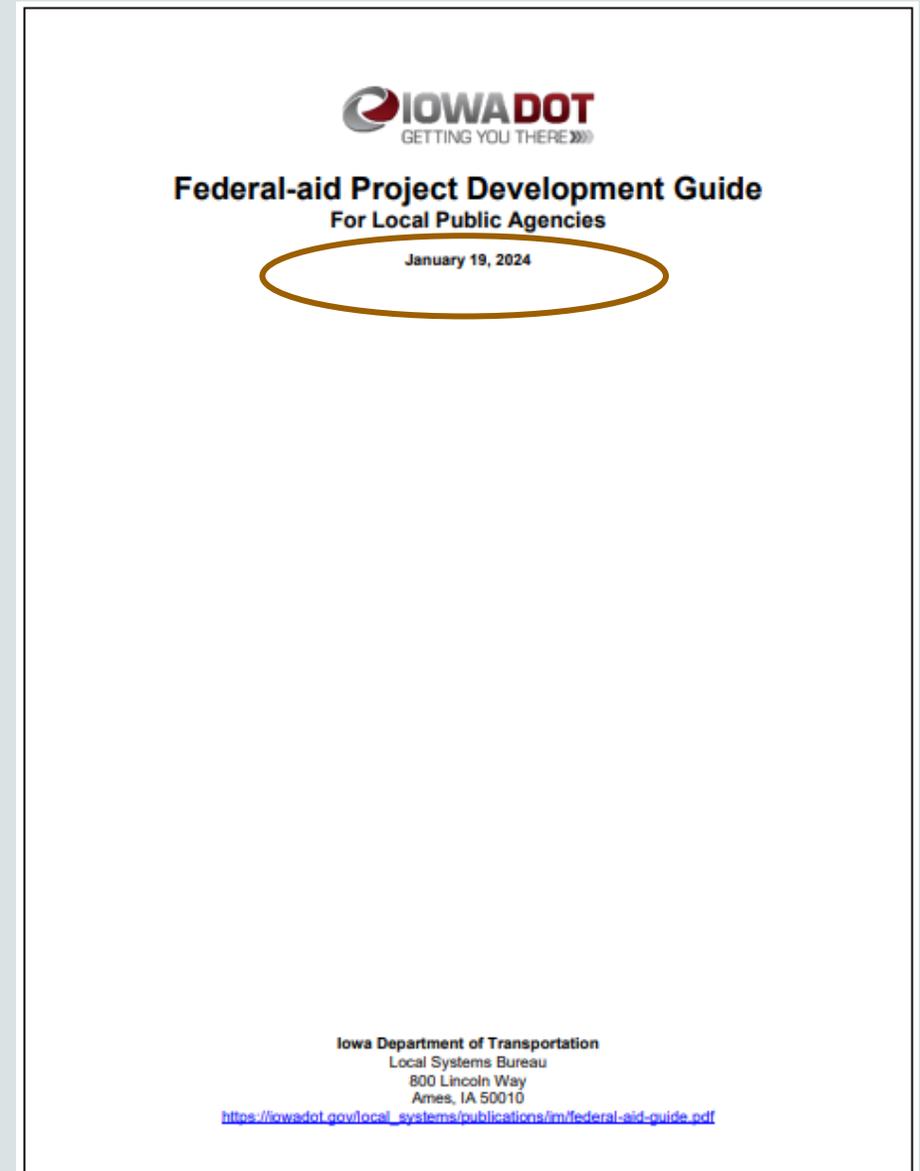
- Federal-aid Project Development Guide (Federal-aid Guide)

*Summary of the Federal-aid process*

*Centralized reference for all other Federal-aid guidance*

*1 document*

*23 pages*



[https://iowadot.gov/local\\_systems/publications/im/federal-aid-guide.pdf](https://iowadot.gov/local_systems/publications/im/federal-aid-guide.pdf)

# Written Guidance

[https://iowadot.gov/local\\_systems/im/lpa-ims](https://iowadot.gov/local_systems/im/lpa-ims)

**LOCAL SYSTEMS HOME**

**IJA INFORMATION**

**CONTACT US**

▶ **CONTACT LOCAL/FEDERAL PARTNERS**

**INSTRUCTIONAL MEMORANDUMS AND FEDERAL-AID GUIDE**

**I.M. TABLE OF CONTENTS**

**LOCAL SYSTEMS EMAILS**

**TRAININGS & VIDEOS**

**PRE-LETTING RESOURCES**

▶ **POST-LETTING RESOURCES**

▶ **COUNTY REPORTS, FUNDING, RESOURCES**

▶ **CITY REPORTS, FUNDING AND RESOURCES**

**BID AND QUOTE THRESHOLDS**

**BRIDGE INFORMATION & RESOURCES**

**EQUIPMENT RATES**

**MAPS**

**FHWA EMERGENCY RELIEF PROGRAM**

## INSTRUCTIONAL MEMORANDUMS & FEDERAL-AID GUIDE

### FEDERAL-AID PROJECT DEVELOPMENT GUIDE FOR LOCAL PUBLIC AGENCIES

The Federal-Aid Project Development Guide for Local Public Agencies, referred to hereinafter as the Federal-aid Guide, provides a concise summary of information and instructions for local public agency (LPA) staff and consultants involved in the planning, development and construction of LPA federal-aid transportation projects. Where appropriate, the Federal-aid Guide references the I.M.s and other documents for more detailed information and instructions.

[Federal-Aid Project Development Guide for Local Public Agencies.](#)

### NON-FEDERAL-AID PROJECT DEVELOPMENT GUIDE FOR LOCAL PUBLIC AGENCIES

The Non-Federal-Aid Project Development Guide for Local Public Agencies, referred to hereinafter as the Non-Federal-aid Guide, provides a concise summary of information and instructions for local public agency (LPA) staff and consultants involved in the planning, development and construction of LPA non-federal-aid transportation projects. Where appropriate, the Non-Federal-aid Guide references the I.M.s and other documents for more detailed information and instructions.

[Non-Federal-Aid Project Development Guide for Local Public Agencies.](#)

#### SEARCH INSTRUCTIONAL MEMORANDUMS (IMS)

Type in a key word to search. If searching multiple words or a phrase, use quotes to get the specific phrase search results. For example, "contractor furnished borrow."

WHAT CAN WE HELP YOU FIND?

### INSTRUCTIONAL MEMORANDUMS

The IMs provide assistance to LPAs on a wide variety of transportation-related topics. Some IMs supplement the Guide by providing more detailed information or instructions that are applicable to federal-aid transportation projects. Other IMs are applicable to state or locally funded projects. Still others are applicable to all types of projects. If the applicability of an IM is limited by funding or other considerations, this is explained in the "Contents" section at the beginning of the IM.



### Instructional Memorandums to Local Public Agencies Table of Contents

Some I.M.s are written either to counties or cities; others are written to both counties and cities. The intended audience is indicated in the "To:" field of the I.M. as well as the Table of Contents below. Many of the I.M.s are referenced by the Federal-aid Project Development Guide (Federal-aid Guide). These I.M.s are marked with an asterisk (\*). For more information about the relationship between the [Federal-aid Guide](#), the [Non-Federal-aid Guide](#), and I.M.s, refer to the [Guide and I.M.s web page](#). The funding type is listed in the Table of Contents below, and will be labeled for Federal-aid (F.A.), Federal-aid Swap (Swap), State-aid (State), Farm-to-Market (F.M.) or Local; if the I.M. applies to all types of funding, "All" will be used as the Funding type.

**Note:** The I.M.s have been transitioned into a new numbering system; please see the [I.M. Renumbering Conversion Chart](#). Some of the I.M.s are not yet complete, as shown in light grey text. Most of the links to the [Code of Federal Regulations](#) (CFR) and the [United States Code](#) (USC) have been removed from the individual I.M.s below. To get to the general CFR and USC, you can click on the links above and search each respective page.

| No.   | Subject   | Revision Date     | Funding | Written To |
|---|---|-------------------|---------|------------|
| <a href="#">Chapter 1 – Administration</a>            |   |                   |         |            |
| <a href="#">Chapter 2 – County Road System</a>        |   |                   |         |            |
| <a href="#">Chapter 3 – Project Development</a>       |   |                   |         |            |
| <a href="#">Chapter 4 – Environmental Regulations</a> |   |                   |         |            |
| <a href="#">Chapter 5 – Letting and Contracts</a>     |   |                   |         |            |
| <a href="#">Chapter 6 – Construction</a>              |   |                   |         |            |
| <a href="#">Chapter 7 – Maintenance</a>               |   |                   |         |            |
| <a href="#">Chapter 8 – Miscellaneous Information</a> |   |                   |         |            |
| <b>Chapter 1 – Administration</b>                     |   |                   |         |            |
| <b>Section 1.0 -- General</b>                         |   |                   |         |            |
| <a href="#">1.000</a>                                 | Iowa DOT Oversight of LPA Projects  | January 19, 2024  | All     | Both       |
|   | <a href="#">Attachment A</a> - Project Submittal Table for Each Funding Type                          | June 15, 2021     | All     | Both       |
|   | <a href="#">Attachment B</a> – Administering Bureau Responsibilities Flowchart                        | June 15, 2021     | All     | Both       |
| <a href="#">1.010</a>                                 | Acronym List  | December 31, 2019 | All     | Both       |
| <a href="#">1.020</a>                                 | References to the Iowa Code   | August 7, 2020    | All     | Counties   |
| <a href="#">1.070*</a>                                | Title VI and Nondiscrimination Requirements   | June 29, 2018     | F.A.    | Both       |
| <a href="#">1.080*</a>                                | ADA Requirements  | October 1, 2013   | All     | Both       |
|   | <a href="#">Attachment A</a> – Sample Curb Ramp Transition Plan ( <a href="#">Word</a> )              | August 24, 2012   | All     | Both       |
| <b>Section 1.1 -- Programs</b>                        |   |                   |         |            |
| <a href="#">1.100*</a>                                | Highway Bridge Programs for Cities and Counties   | February 10, 2023 | All     | Both       |
|   | <a href="#">Attachment A</a> – City Bridge Priority Point Rating Worksheet ( <a href="#">Word</a> )   | February 10, 2023 | F.A.    | Cities     |
|   | <a href="#">Attachment B</a> – County Bridge Priority Point Rating Worksheet ( <a href="#">Word</a> ) | November 4, 2022  | All     | Counties   |
|   | <a href="#">Attachment C</a> – Touchdown Points and Limits of Participation                           | July 18, 2011     | F.A.    | Both       |
|   | <a href="#">Attachment D</a> – County HBP Fiscal Constraint Requirements                              | July 18, 2011     | F.A.    | Counties   |
| <a href="#">1.150</a>                                 | Federal-aid Swap Program  | February 10, 2023 | Swap    | Both       |
|   | <a href="#">Attachment A</a> - Federal-aid Swap Policy Approved by the Iowa DOT Commission            | November 4, 2022  | Swap    | Both       |

# Written Guidance

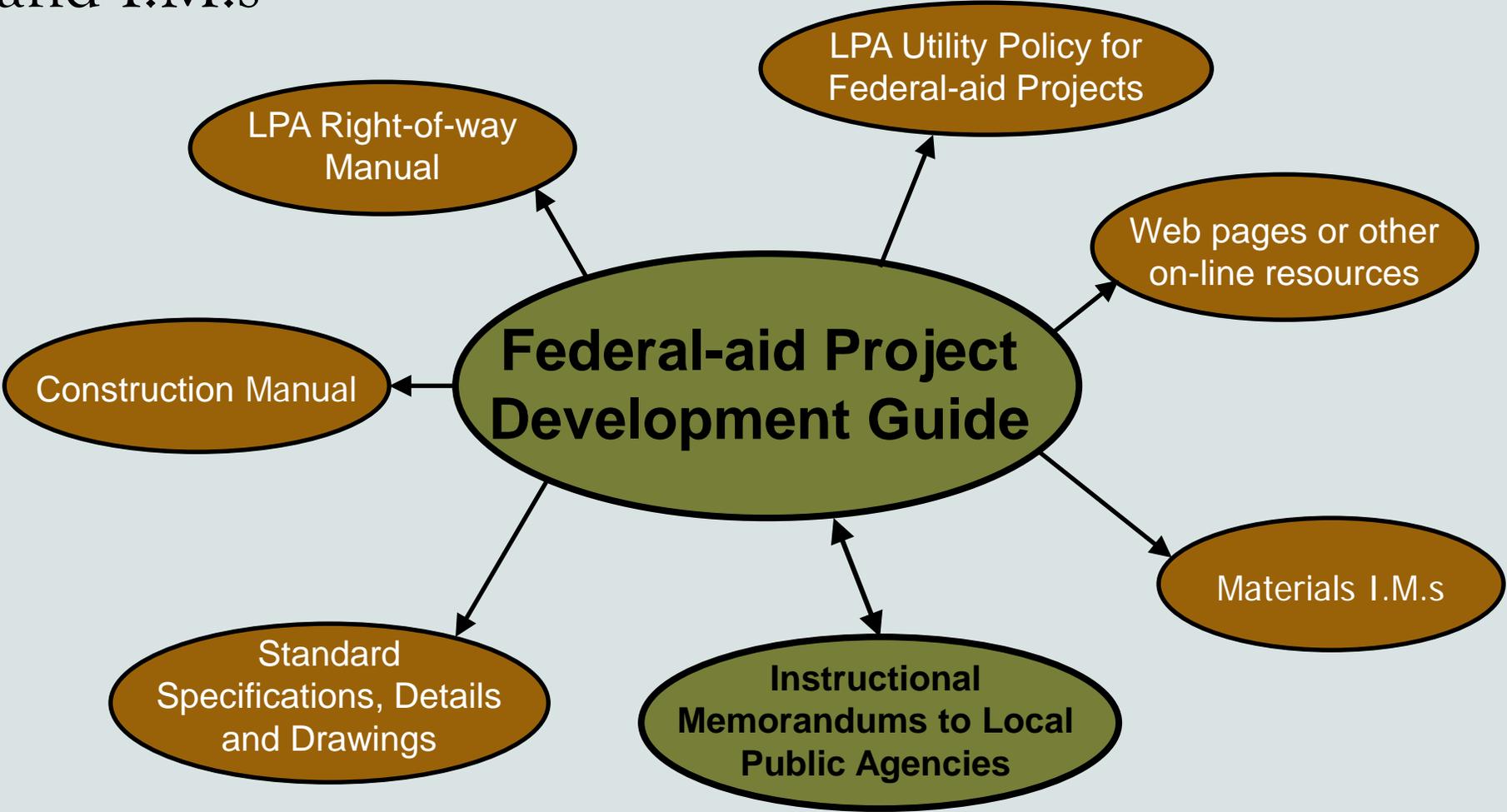
- Instructional Memorandums to Local Public Agencies (I.M.s)

*Variety of detailed guidance on specific topics*

- Federal-aid
- Non-Federal-aid
- Other

*(71) different I.M.s*

# Relationship between the Guide and I.M.s



# Federal Aid Roles and Responsibilities

## Iowa DOT Local Systems

- Iowa DOT has a Stewardship & Oversight Agreement with FHWA.
- Advisor - provide guidance and assistance to LPAs for successful implementation of their Federal-aid projects
- Monitor - responsible to FHWA for administering and overseeing Federal-aid programs. Numerous reviews and approvals of project activities.

## MPO/RPA Role

- Help assist and facilitate funds to LPAs
- Answer LPA questions about funding sources
- Place and activate projects onto TPMS
- Include projects on the TIP
- Update the STIP

## LPA Role

- Follow the Federal-aid Guide, I.M.s and Funding Agreement
- Professional Engineer signing plans, designing all aspects of the project
- Example: DOT reviews plans to ensure they are consistent with our bidding procedures, but we don't check quantities
- *Iowa DOT does not conduct an engineering review of the plans as that is the responsibility of the LPA and/or their engineering firm. (not to be confused with DOT Primary Highway within DOT ROW roles/reviews)*
- Shall have Person in Responsible Charge (PIRC) as defined in Federal-aid Guide.



Thank you!

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[https://iowadot.gov/local\\_systems](https://iowadot.gov/local_systems)