LOCAL SYSTEMS UPDATE

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

Local Systems Bureau

Organization Chart

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.

Director
Nicole Moore, P.E.
515-460-0763
Nicole.Moore@iowadot.us

Secretary
Stacey Huston
515-239-1528
Stacey.Huston@iowadot.us

Deputy Director
Sarah Okerlund P.E.
515-239-1291
Sarah.Okerlund@iowadot.us

Grant Program Team Lead
Debra Arp
515-239-1681
Debra.Arp@iowadot.us

Secondary Roads Engineer
Niki Stinn, P.E.
515-239-1064
Niki.Stinn@iowadot.us

Urban Engineer
Eryn Stone, P.E.
515-450-4103
Eryn.Stone@iowadot.us

Support Technician
Jim Kennedy
515-233-7847
Jim.Kennedy@iowadot.us

Local Systems Project Development Engineer
Jenifer Bates P.E.
515-766-9402
Jenifer.Bates@iowadot.us

Agreements Specialist
Doug Heeren
515-203-1365
Douglas.Heeren@iowadot.us

Local Systems Project Development Technician
Joe Albright
515-357-0205
Joseph.Albright@iowadot.us

E-Construction Administrator
Derek Peck
515-239-1391
Derek.Peck@iowadot.us

Local Systems Project Development Technician
Arielle Muench
319-440-5524
Arielle.Muench@iowadot.us

Reports Specialist
Mary Beth Sprouse
515-239-1256
MaryBeth.Sprouse@iowadot.us

West

Local Systems Field Engineer
Zach Gunsolley, P.E.
712-250-0354
Zach.Gunsolley@iowadot.us

Local Systems Field Technician
Ross Wood
712-250-4456
Ross.Wood@iowadot.us

Local Systems Field Technician
Travis Adair
515-450-7169
Travis.Adair@iowadot.us

Central

Local Systems Field Engineer
Brian Catus, P.E.
515-239-1555
Brian.Catus@iowadot.us

Local Systems Field Technician
Dennis Whittle
515-357-6114
Dennis.Whittle@iowadot.us

Local Systems Field Technician
Noah Thomas
515-357-9209
Noah.Thomas@iowadot.us

East

Local Systems Field Engineer
Dillon Feldmann, P.E.
515-290-5609
Dillon.Feldmann@iowadot.us

Local Systems Field Technician
Eric Tjelmeland
515-509-9582
Eric.Tjelmeland@iowadot.us

Local Systems Field Technician
Jeremy McLaughlin
515-509-9398
Jeremy.McLaughlin@iowadot.us

ICAAP, DERA, VW Program Manager
Jared Smith
515-239-1713
Jared.Smith@iowadot.us

Financial Manager
Jenny Lawrence
515-239-1665
Jenny.Lawrence@iowadot.us

Federal-aid Program Manager
Troy Schroeder
515-239-1861
Troy.Schroeder@iowadot.us

Plan Reviews & Contract Support Specialist
Kurt Harvey
515-239-1793
Kurt.Harvey@iowadot.us

Iowa's Byways / Federal-aid Program Manager
Emily Whaley
515-239-1629
Emily.Whaley@iowadot.us

Iowa's TAP Program Manager
Susan Hollenkamp
515-239-1810
Susan.Hollenkamp@iowadot.us

Grant Program Support
Jodi Rhoads
515-239-1669
Jodi.Rhoads@iowadot.us

Construction Monitor
Michael Bloom
515-509-8637
Michael.Bloom@iowadot.us

Federal / State Recreational Trail Program Manager
Scott Flagg
515-239-1252
Scott.Flagg@iowadot.us

RISE & FLAP Program Manager
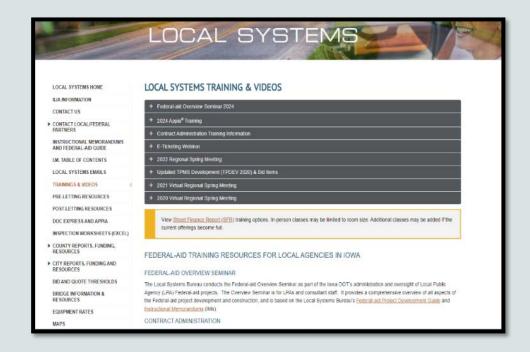Jennifer Kolacia
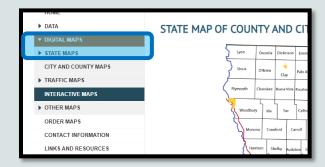515-239-1738
Jennifer.Kolacia@iowadot.us
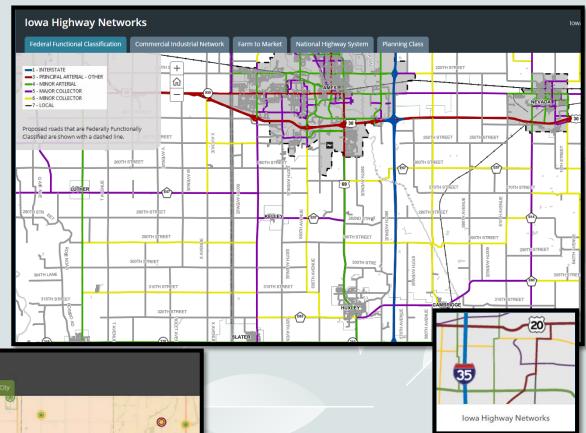
Local Systems Website

- 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
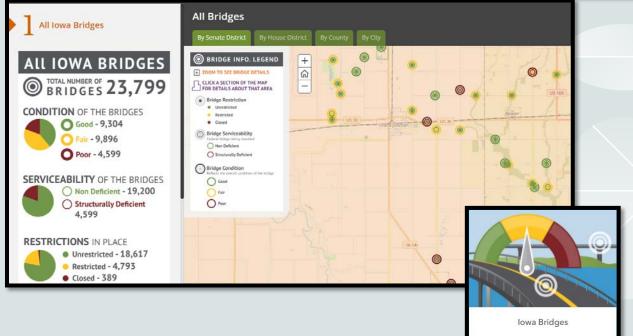 - All-Systems Permit Information
- Equipment Rates
- Emergency Relief (ER) Program

Just Google "Iowa DOT Local Systems"

Interactive Maps

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

Want to hear from us?!

https://iowadot.gov/local_systems/Local-Systems-Emails/Local-Systems-Emails

Federal-aid
Formula funds vs Grants

IOWA | DOT

U.S. Department of Transportation

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…

IOWA | DOT

U.S. Department of Transportation

"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.

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, <u>both projects</u> 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 <u>before</u> 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.

Federal-aid Grant Application tips

- *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 IIJA Information)*
- *Subscribe to 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 <u>BY THE RPA/MPO</u>

- Plan ahead and avoid last-minute time crunches

- Plan divisions need to be based on <u>like funding</u>

- Make the project development staff aware of all your funding sources at Check Plan stage

- <u>Check TPMS Development for realistic letting dates!!!!</u>

- We move projects that WE think are not progressing. <u>Do NOT simply keep letting the system push your project from month to month.</u>

- Workload management for LS

- Funding/cash flow management for DOT

Pass-through vs. Direct Recipient

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

Direct Recipient

LPA must develop procedures for each process

Procedures must follow all applicable Federal regulations

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*

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

Written Guidance

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

www.iowadot.gov/local_systems/publications/im/imtoc.pdf

Relationship between the Guide and I.M.s

Federal Aid Roles and Responsibilities

Iowa DOT Local Systems	MPO/RPA Role	LPA Role
• 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.	• 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	• 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!

Eryn Stone, P.E.

515-450-4103

Eryn.Stone@iowadot.us

https://iowadot.gov/local_systems