

# MUNICIPAL STREETS SEMINAR

Nicole Moore, P.E.

Director

Local Systems Bureau

Iowa Department of Transportation

# PRESENTATION OVERVIEW

Introductions - DOT Contacts  
Local Systems General Update  
Federal Funding  
State Funding  
Grants & Earmarks

# LOCAL SYSTEMS VISION & MISSION

**Local Systems Vision** - The Local Systems Bureau prioritizes safety, equality, and collaboration to enhance the quality of life for all, fostering a supportive and respectful environment.

**Local Systems Mission** - Serve and support transportation partners in the funding, development and implementation of their projects to assist with compliance of state and federal policies and procedures. Through collaboration, the Local Systems Bureau strives to enhance the safety, quality, and growth of infrastructure in Iowa.

# LOCAL SYSTEMS GUIDING PRINCIPLES



Who We Serve and Collaborate With:

Cities: 940, Counties: 99,  
Consultants: numerous



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



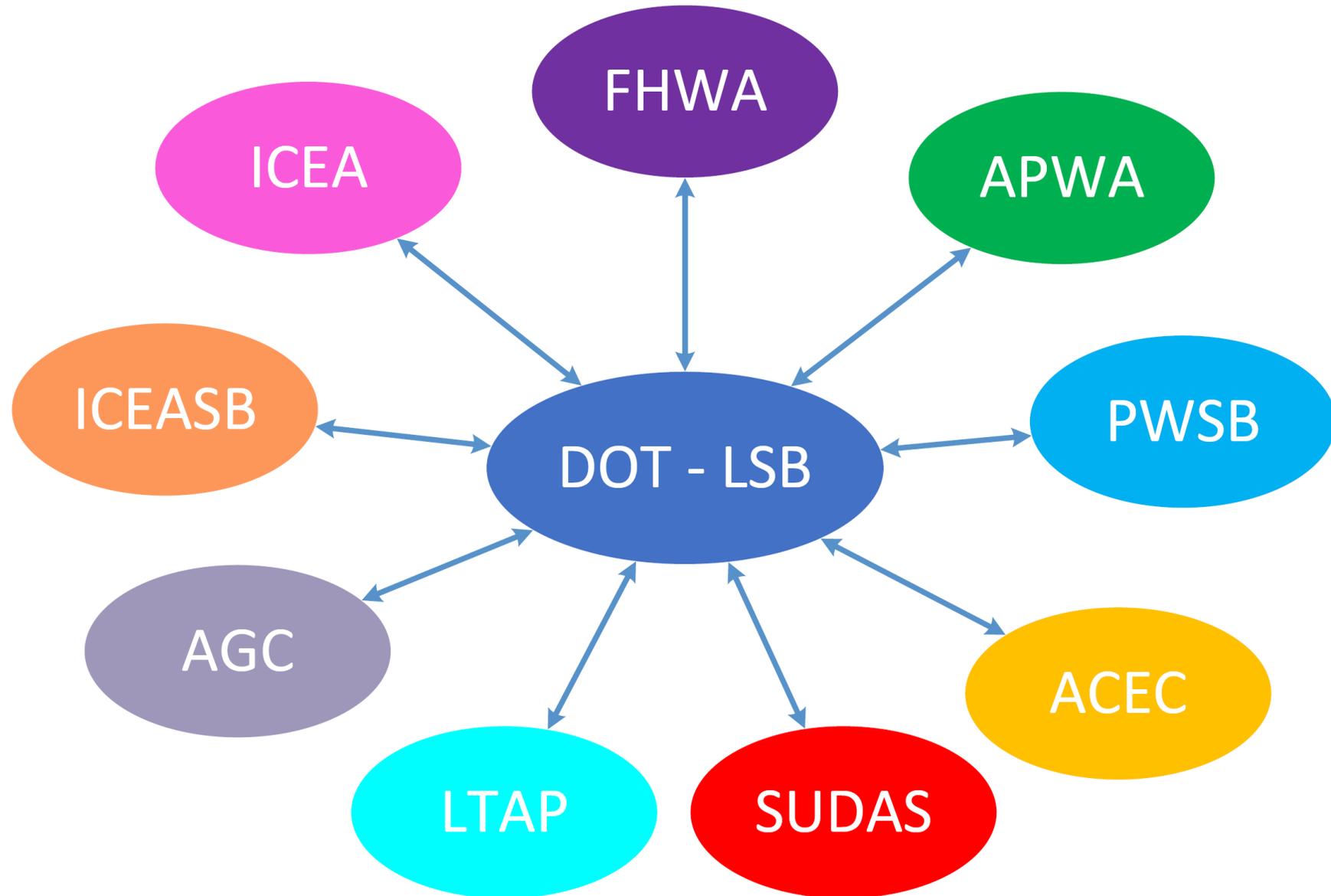
Opportunity to build positive relationships with Cities, Counties, Consultants, Others



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

# NUMEROUS PARTNERS

- DOT
- FHWA
- ICEA
- APWA
- ICEASB
- PWSB
- AGC / Contractors
- LTAP
- SUDAS
- Consultants

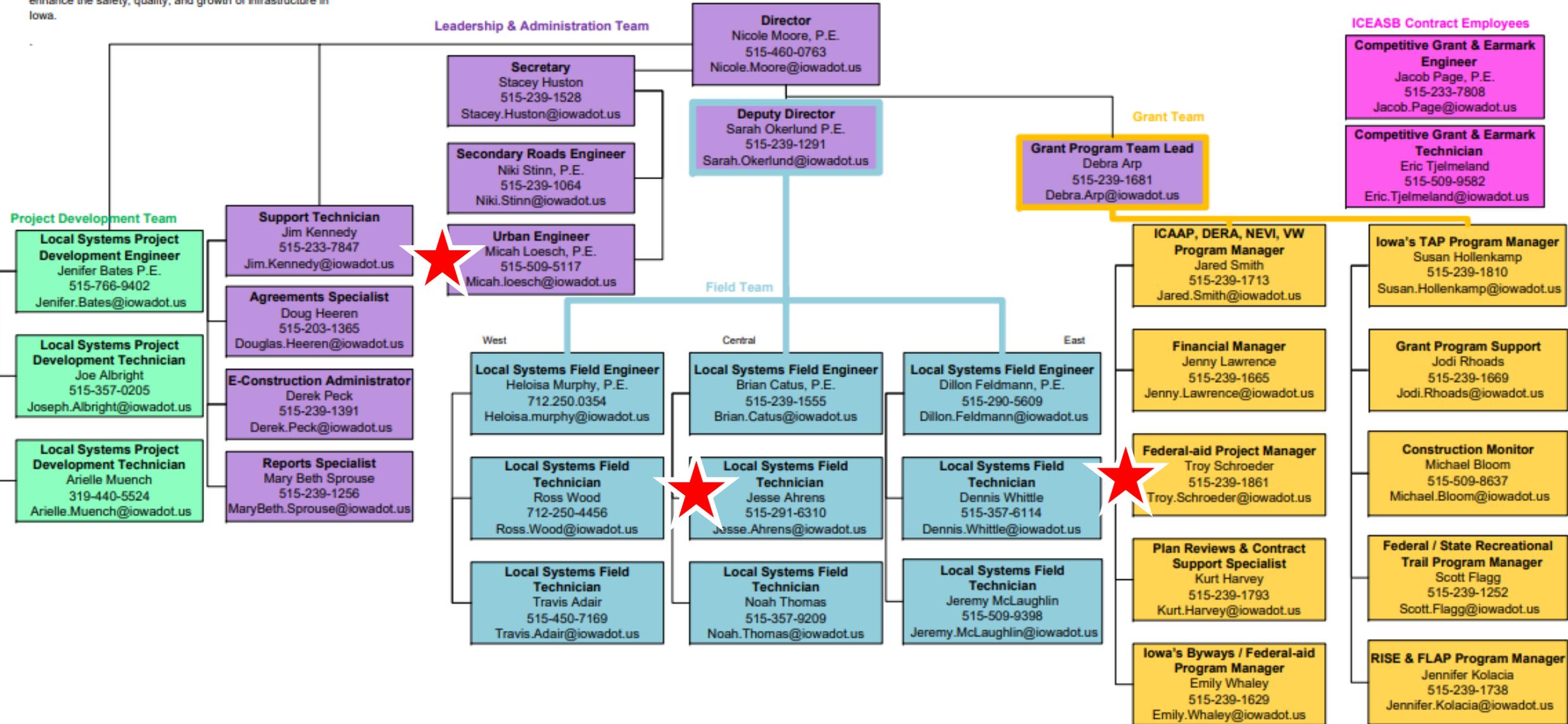


### Local Systems Mission Statement

Serve and support transportation partners in the funding, development and implementation of their projects to assist with compliance of state and federal policies and procedures. Through collaboration, the Local Systems Bureau strives to enhance the safety, quality, and growth of infrastructure in Iowa.

# Local Systems Bureau

## Organization Chart





# LOCAL SYSTEMS PDT/FT & GRANT TEAM

## Local Systems – PDT / FT

- Surface Transportation Block Grant Program (STBG)
- Highway Bridge Programs for Cities and Counties
- Highway Safety Improvement Program (HSIP)
- Emergency Relief Program (ER)
- Federal-aid Swap \*
- Various State-aid programs \*
- Farm-to-Market Program (FM) \*
- Mainly focus on Roadway and Bridge Projects

**\*Not Federal-aid**

## Local Systems – Grant Team

- Transportation Alternatives Program (TAP)
- Federal Recreational Trails Program
- Iowa's Clean Air Attainment Program (ICAAP)
- Revitalize Iowa's Sound Economy (RISE) \*
- State Recreational Trails \*
- Mainly focus on "Small Grants" projects, that are non-highway

**\*Not Federal-aid**

# ICEASB DISCRETIONARY GRANTS & EARMARKS

- Jacob Page, P.E.
- Eric Tjelmeland
- They are working on Competitive Grants & Earmarks, but not necessarily all of them (ex. Some projects getting closed out stayed with Field Team).

## ICEASB Contract Employees

### Competitive Grant & Earmark Engineer

Jacob Page, P.E.

515-233-7808

Jacob.Page@iowadot.us

### Competitive Grant & Earmark Technician

Eric Tjelmeland

515-509-9582

Eric.Tjelmeland@iowadot.us



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## Local Systems

We support transportation partners in the funding, development, and implementation of their projects to comply with state and federal policies and procedures.

[Local Systems Staff](#)



[Local Systems Email Subscriptions](#)



[Pre-Letting Resources](#)



[Post-Letting Resources](#)



[Maps](#)



[Inspection Worksheets \(E-Sheets\)](#)



[Local Systems | Department of Transportation](#)

# Newsletter Sign-up

## Subscription Types

- [City only](#) ↗
- [County only](#) ↗
- [General](#) ↗
- [Job opportunities](#) ↗

## Local Systems

We support transportation partners in the funding, development, and implementation of their projects to comply with state and federal policies and procedures.

[Local Systems Staff](#)

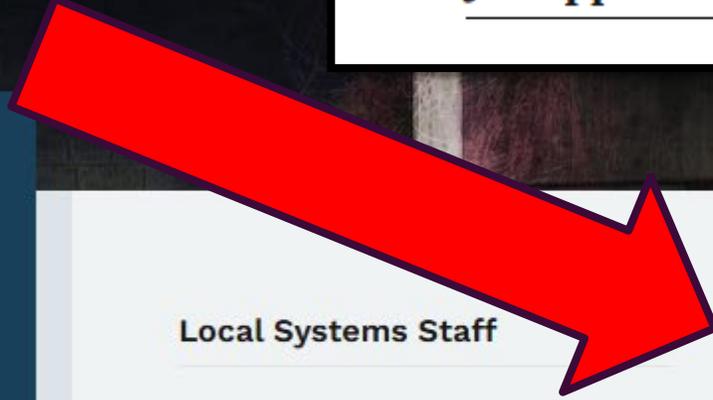
[Local Systems Email Subscriptions](#) →

[Pre-Letting Resources](#) →

[Post-Letting Resources](#) →

[Maps](#) →

[Inspection Worksheets \(E-Sheets\)](#) →



# TRAINING & OUTREACH

- Presentations and Partnership Building
  - **Local Systems Federal-aid Overview Seminar**
    - Boone – February 11-12
    - Same Format as past few years
  - **Local Systems Update Meeting–1 per Region**
    - January 21 – Boone
    - January 22 – Denison
    - January 29 – Coralville\*
    - \* New Location!
  - APWA conferences
  - ICEA conferences
  - Municipal Streets Seminar
  - Street Finance Report Training
  - Doc Express and **Appia Training – 2025/2026**
  - Accessible Sidewalks and Curb Ramps Training

# LOCAL SYSTEMS TRAINING FEDERAL-AID OVERVIEW SEMINAR LSB UPDATE MEETINGS

- Federal-aid Overview Seminar
  - Who should attend?
    - Cities, counties, consultants, MPO, RPA, others
    - Any entity considering applying for a grant
    - Any entity already awarded a grant
    - Anyone not familiar with Federal-aid procedures/projects or hasn't done Federal-aid in awhile
- Local Systems Update Meeting – formerly “Spring Meetings”
  - Who Should Attend?
    - Cities, counties, consultants, MPO, RPA, others
    - Any entity who needs a *refresher* on what is new in general, not necessarily Federal-aid related
- <https://iowadot.gov/transportation-development/local-systems/resources-tools/trainings-videos>

## 2026 Local Systems Bureau Update Meeting

In 2026, there will be 3 one-day Local Systems Bureau Update Meetings. These trainings will cover changes and hot topics for anyone working on Federal-aid projects for a Local Public Agency, including Cities, Counties, Consultants, MPOs and RPAs. All 3 sessions will cover the same material.

Training will be held:

- **Boone** - January 21 at the Fareway Conference Center, Cobblestone Inn & Suites (Central Region)
- **Denison** - January 22 at the Boulders Conference Center/Cobblestone Inn & Suites Majestic Hills (Western Region)
- **Coralville** - January 29 at the Holiday Inn and Kinnick Conference Center (Eastern Region)

[View Local Systems Bureau Update Meeting Agenda](#) .pdf

In the case of severe winter weather, trainings may be moved to February 24, 25, or 26. Notification will be sent via email to all who are enrolled.

## 2026 Federal-Aid Overview Seminar

The Local Systems Bureau is hosting **ONE** Federal-aid Overview Seminar in 2026. This training is for anyone working on Federal-aid projects for a Local Public Agency, including Cities, Counties, Consultants, MPOs and RPAs. The Federal-aid Overview Seminar is broken into two days.

- **Day 1** will be focused on Pre-Construction activities, including Project Programming, Project Concept, Environmental Overview, Project Development, Right-of-Way, and Letting. ([Day 1 Agenda](#) .pdf )
- **Day 2** will focus on Construction Inspection and Contract Administration, including Construction Inspection, Contract Administration, Materials inspection, Doc Express®, Appia®, and Project Close-out. ([Day 2 Agenda](#) .pdf )

**When:** February 11-12, 2026

**Where:** Boone at the Fareway Conference Center, Cobblestone Inn & Suites.

# FEDERAL-AID OVERVIEW SEMINARS



## 2026 Federal-aid Overview Seminar Project Development - Letting Agenda

Time	Agenda Item	Time	Agenda Item
8:00 - 8:30	<b>Registration</b>		<b>Initial Project Development - Niki Stinn</b>
8:30	<b>Welcome – Local Systems Bureau</b>		<ul style="list-style-type: none"> <li>Project Scheduling</li> <li>Funding Agreement</li> <li>Concept Statement</li> <li>Project Tracking &amp; Activation</li> <li>Schedule Items &amp; Submittals</li> <li>Funding &amp; Plan Divisions</li> <li>Engineer's Estimate &amp; Funding</li> <li>Transfer of Information for Contracts</li> </ul>
	<ul style="list-style-type: none"> <li>Introductions</li> <li>Purpose and Format</li> <li>Breaks and Facilities</li> <li>General DOT contacts</li> <li>Website Resources</li> </ul>	11:45 - 1:00	<b>Lunch (on your own)</b>
	<b>Welcome - FHWA</b>	1:00	<b>Design and Plan Reviews – Iowa DOT Lettings – Jenifer Bates</b>
	<b>Federal-aid Basics - Sarah Okerlund</b>		<ul style="list-style-type: none"> <li>Major Project Milestones</li> <li>Concept Statement</li> <li>Design Guidelines</li> <li>Design Exception Process</li> <li>Preliminary Plans</li> <li>Check and Final Plans</li> <li>PDCs, PIFs, and all the other things</li> <li>Project Turn In</li> <li>Project Development Takeaways</li> </ul>
	<ul style="list-style-type: none"> <li>Written Guidance</li> <li>Administering Bureau (I.M. 1.000)</li> <li>Stewardship &amp; Oversight Agreement</li> <li>Planning and Programming</li> <li>Consultant Selection - PE/CE</li> <li>FHWA Authorization</li> <li>Reimbursement</li> </ul>		<b>Other Permits – Micah Loesch</b>
	<b>Discretionary Grants &amp; Earmarks – Jacob Page</b>		<ul style="list-style-type: none"> <li>404 Permit</li> <li>Iowa DNR Flood Plain Permit</li> <li>NPDES Storm Water Permit</li> <li>Work on Iowa DOT Right-of-way</li> </ul>
	<b>In-Kind Contributions and Local Lettings – Grant Team</b>		<b>Break and Refreshments (provided)</b>
	<ul style="list-style-type: none"> <li>In-Kind Contributions</li> <li>Local Lettings</li> <li>Consultant Selection</li> </ul>		<b>Utilities and Railroads – Micah Loesch</b>
	<b>Civil Rights – Tracey Bradley, Micah Loesch</b>		<ul style="list-style-type: none"> <li>Utility Relocations</li> <li>Railroads</li> </ul>
	<ul style="list-style-type: none"> <li>Title VI</li> <li>ADA</li> </ul>		<b>Contract Letting and Award – Iowa DOT Process – Stacy Ryan</b>
	<b>Break and Refreshments (provided)</b>		<ul style="list-style-type: none"> <li>Federal Requirements</li> <li>Project Design Preparation</li> <li>Contract Time</li> <li>The Letting Schedule</li> <li>Working Days – Review Days</li> <li>Addendums</li> <li>Contract Award Process</li> <li>Subcontract Authorizations</li> </ul>
	<b>Project Programming - Niki Stinn</b>	3:30	<b>Closing Remarks – Local Systems Bureau</b>
	<ul style="list-style-type: none"> <li>TIP/STIP Programming</li> <li>STIP Revision Process</li> <li>CFYP/STIP – Entry of Project Details</li> </ul>		<ul style="list-style-type: none"> <li>Top Things to Remember</li> </ul>
	<b>Environmental Review - Location &amp; Environment (Jill Garton, Brock Struecker, Brennan Dolan, MacKenzie Rosenboom)</b>		
	<ul style="list-style-type: none"> <li>Threatened and Endangered Species</li> <li>Section 106 of the National Historic Preservation Act of 1966 including Section 106, applications, compliance steps, archaeological and historic surveys, consultation, SHPO review, and Transportation Alternatives Program</li> <li>National Environmental Policy Act (NEPA) and Section 4(f) including key points of NEPA, Section 4(f), NEPA classifications, and NEPA clearances, TPMS</li> <li>Iowa DNR Water Trails and Paddling Routes</li> </ul>		



## 2026 Federal-aid Overview Seminar Post-Letting: Construction Inspection and Contract Administration Agenda

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

# ROLES AND RESPONSIBILITIES

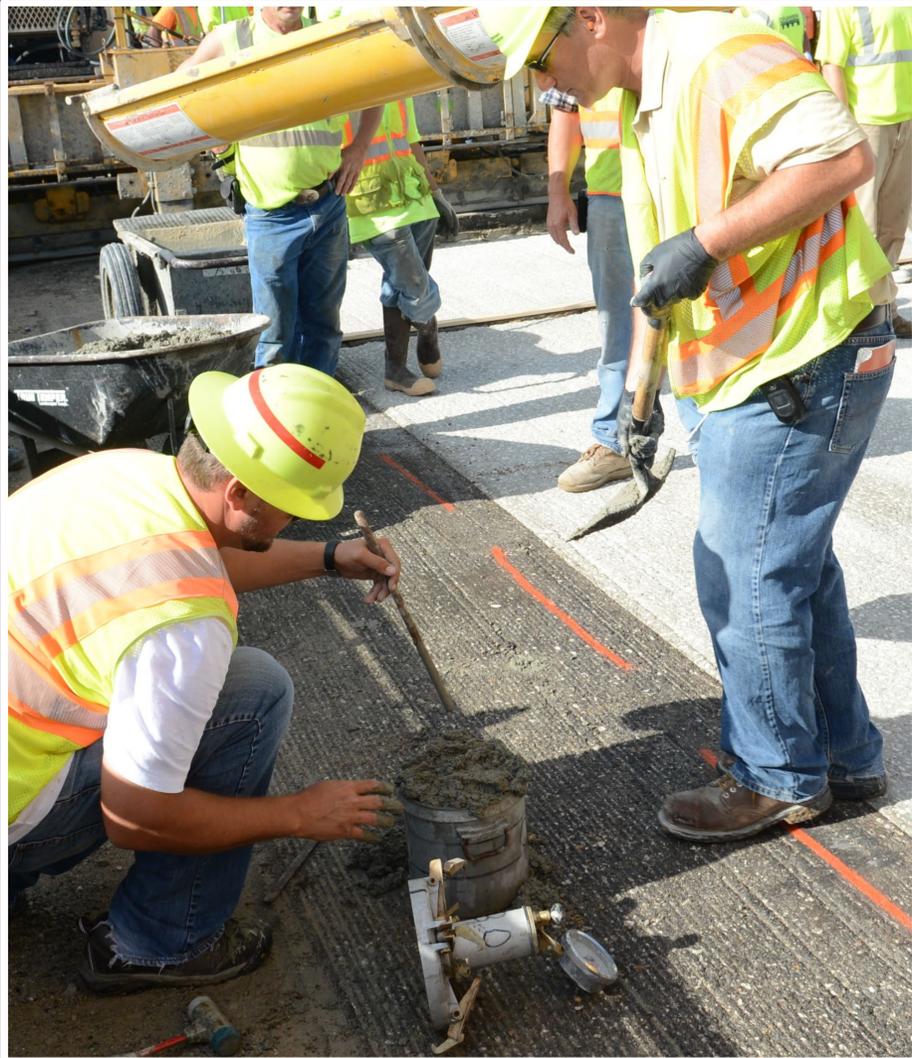
## Iowa DOT Role

- 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.

## 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.

# Technical Training and Certification



- Soils
- Aggregate
- PCC
- HMA
- Prestress
- Erosion Control
- Contract Administration

2025-2026 TTCP Registration Book:  
<https://iowadot.gov/media/375/download?inline>

# Contract Admin Training

- **Module 1: Contract Administration Introduction**
  - Basic overview / introduction for new inspectors.
- **Module 2: Navigating Contractual Elements**
  - Subcontracts, Payments, Davis Bacon, DBE's
  - Contract Time, Change Orders, etc.
- **Module 3: Understanding Davis-Bacon Payrolls**
  - **NEW!**
  - January 15, 2026
  - March 24, 2026
- **Module 4: Materials Audit and Project Closeout**
  - **NEW!**
  - December 17-18, 2025
  - March 19-20, 2026



# LOCAL SYSTEMS GUIDANCE DOCUMENTS

 Federal-aid Project Development Guide\*

 Instructional Memorandums\*

 Doc Express & Appia instructions

 \*reviewed/approved by FHWA prior to publishing

 \*Most I.M.s reviewed by LPAs prior to publishing

# WRITTEN GUIDANCE

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



## Local Systems

### **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.**

[Local Systems Home](#)

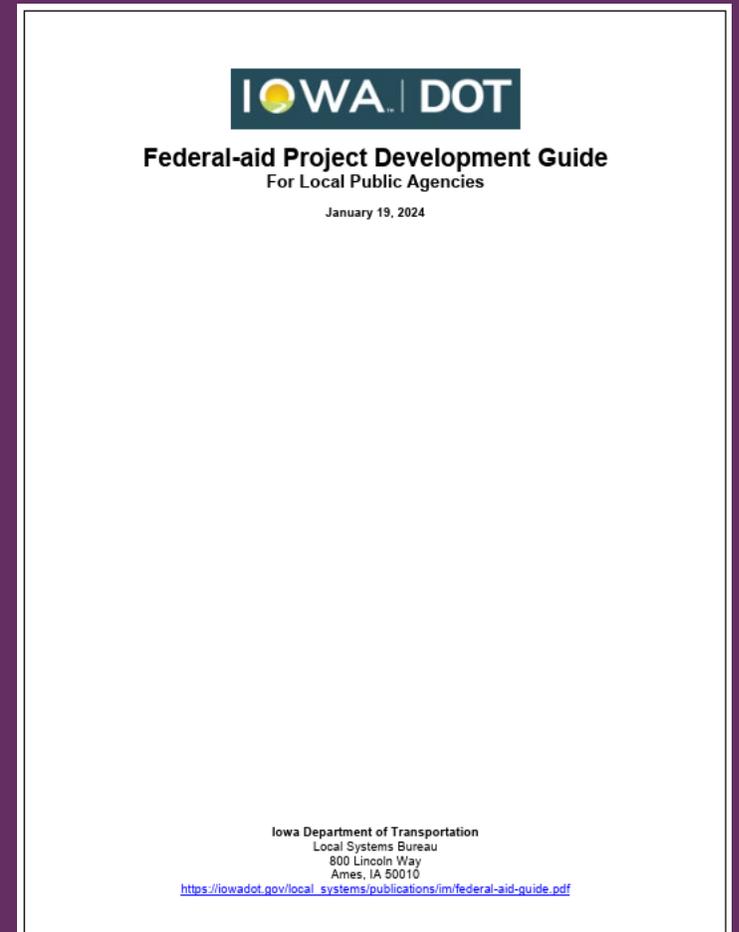
[Instructional Memorandums and Federal-Aid Guide](#)

[I.M. Table of Contents](#)

# WRITTEN GUIDANCE

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

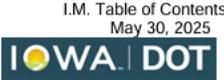
- Federal-aid Project Development Guide
- Summary of the Federal-aid process
- Centralized reference for all other Federal-aid guidance



# INSTRUCTIONAL MEMORANDUMS (I.M.s)

- Variety of detailed guidance on specific topics
  - Federal-aid
  - Non-Federal-aid
  - Other
- Project Development
- Environmental Process
- Letting
- Construction

[https://ia.iowadot.gov/local\\_systems/publications/im/imtoc.pdf](https://ia.iowadot.gov/local_systems/publications/im/imtoc.pdf)



## Instructional Memorandums to Local Public Agencies Table of Contents

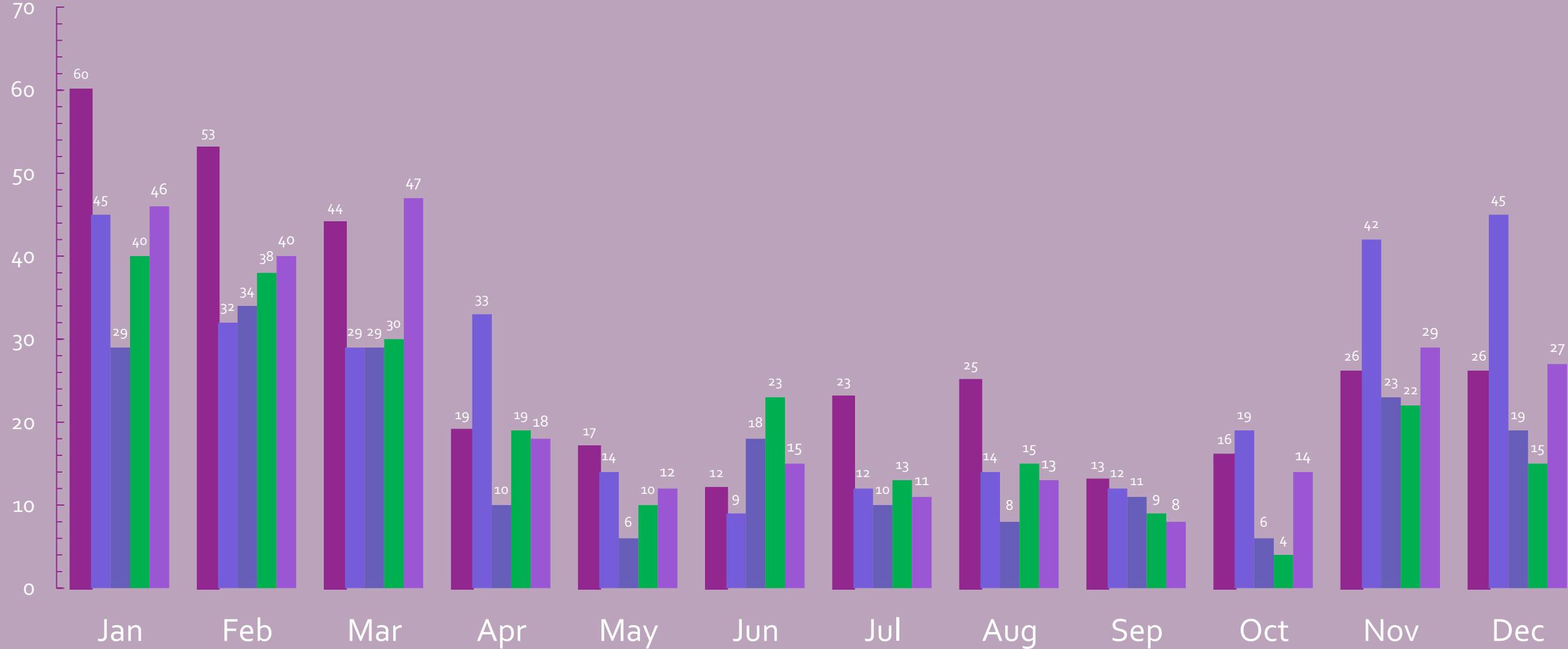
The Iowa DOT is required by [Iowa Code 307.24](#) to provide assistance for urban systems and secondary roads, and to provide other categories of assistance as necessary. One of the ways in which we carry out that requirement is to develop and maintain Instructional Memorandums (I.M.s). Some I.M.s are 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:* 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.

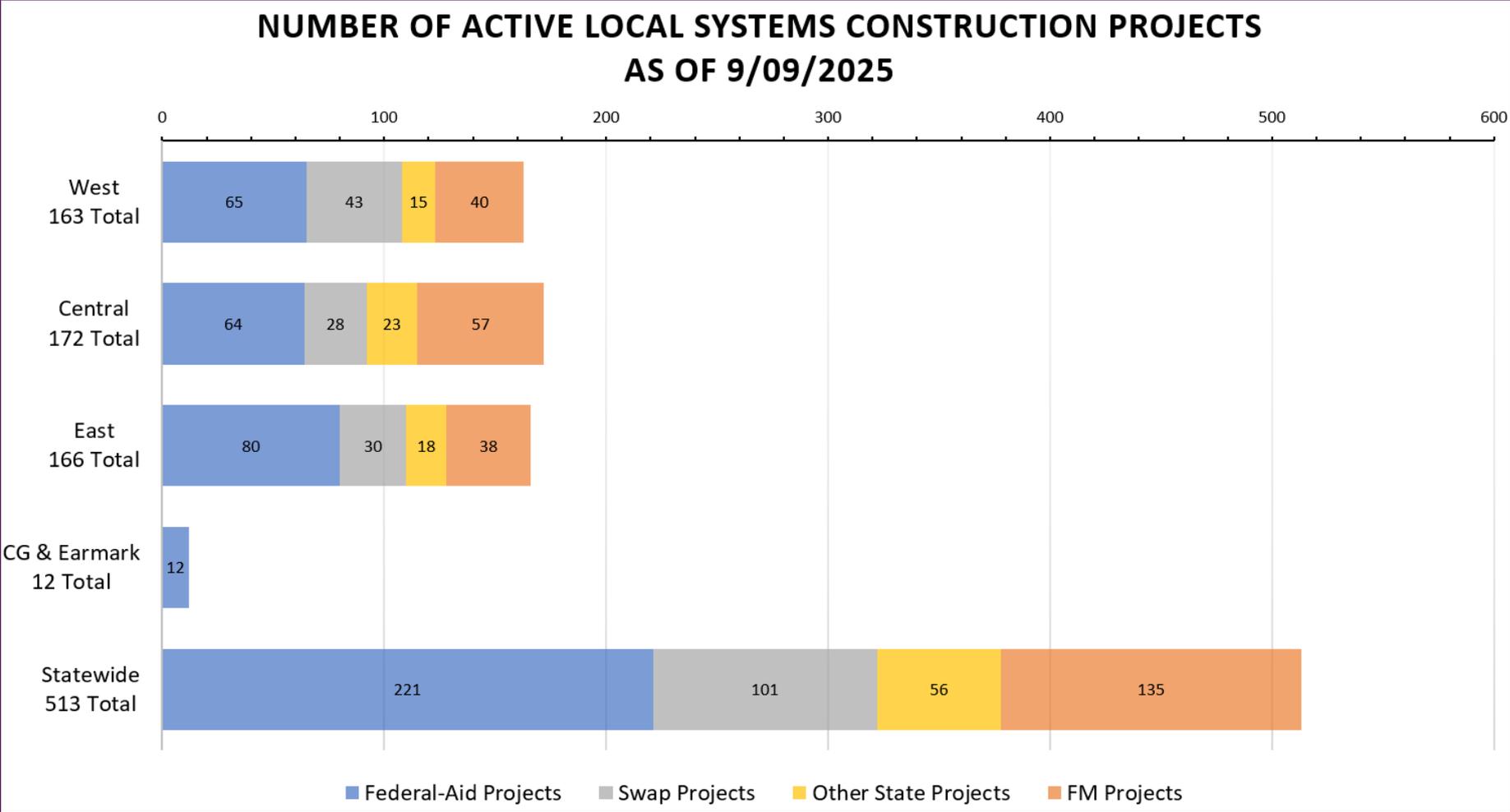
No.	Subject	Revision Date	Funding	Written To
<a href="#">Chapter 1 – Administration</a>				
<a href="#">Chapter 2 – County Road System</a>				
<a href="#">Chapter 3 – Project Development</a>				
<a href="#">Chapter 4 – Environmental Regulations</a>				
<a href="#">Chapter 5 – Letting and Contracts</a>				
<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	November 21, 2024	All	Both
	<a href="#">Attachment A</a> - Project Submittal Table for Each Funding Type	November 21, 2024	All	Both
	<a href="#">Attachment B</a> – Administering Team Responsibilities Flowchart	November 21, 2024	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	June 12, 2024	All	Both
	<a href="#">Attachment A</a> – City Bridge Priority Point Rating Worksheet ( <a href="#">Word</a> )	August 16, 2024	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

# Number of Local Systems Highway Projects Let at DOT (January 2021 - December 2025)

2021 (334 Total)   2022 (306 Total)   2023 (203 Total)   2024 (238 Total)   2025 (280 Total)



# ACTIVE PROJECTS – OVER 500 PROJECTS OVER \$1 BILLION

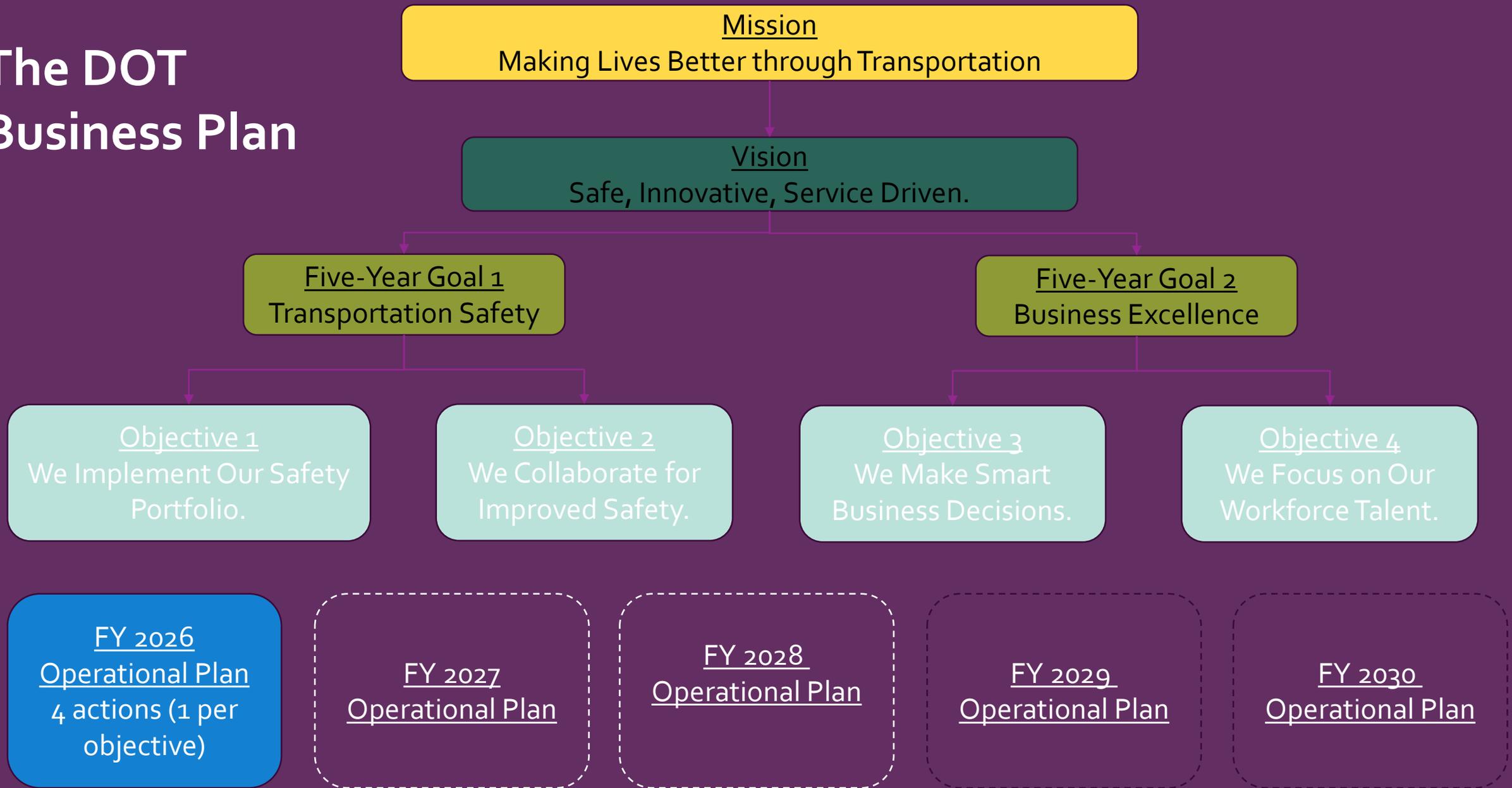


# UPCOMING FUNDING OPPORTUNITIES

# HSIP LOCAL FUNDING

- Deadline **November 15**
- HSIP-Local program information, application forms, guidelines, and stipulations may be found at the following website:  
<https://iowadot.gov/consultants-contractors/traffic-safety/programs/local-highway-safety-improvement-program-hsip-local>
- The HSIP-Local program provides Federal-aid Swap (State) funds to Counties and Cities for low-cost to medium-cost systemic safety improvements.
- The program has the goal of reducing fatalities and serious injury crashes. The systemic approach installs low-cost to medium-cost countermeasures along an entire corridor or at multiple intersections with similar characteristics.
- Common project types include rural paved shoulder projects with centerline and edge-line rumble strips and wider edgeline pavement markings, two-way stop control intersection signing/marking/transverse rumble upgrades, or 4-lane to 3-lane roadway reconfigurations.

# The DOT Business Plan



# SIGN REPLACEMENT PROGRAM FOR CITIES AND COUNTIES (SRPFCC)

- Purpose: Funding to purchase REPLACEMENT signs, posts, and hardware for warning, regulatory, and school signs.
  - Reflective strips (for chevron and stop sign posts only)
    - \$1,000 annually for Cities (of the annual grant max)
    - \$2,000 annually for Counties (of the annual grant max)
  - Only signs in need of replacement are eligible.
- Who: Counties and Cities
- How to Apply: Complete application
  - Turn in list of replaced or proposed signs (with financial hardship waiver only)
  - Only one application allowed per year per agency
- Amount: Annual grant maximum: counties = \$10,000, cities = \$5,000
  - Reimbursement based on list of submitted signs replaced over the preceding year
  - Standard costs per sign set by program administrator
- More Info: [https://iowadot.gov/local\\_systems/city-reports-funding-and-resources/sign-replacement-program](https://iowadot.gov/local_systems/city-reports-funding-and-resources/sign-replacement-program)
- Details:
  - First year, open statewide
  - Thereafter, first come, first serve on a regional “early bird” basis

Applications  
available and  
accepted  
beginning TBD

Reimbursements  
not available until  
July 1

# STBG – Reminders

## Ineligible Activities

- Design and Engineering Costs (Highway Projects)
- Utility costs not necessitated by the project
- Routine Maintenance



# Carbon Reduction Program (CRP)



## Eligible Activities:

- Surface Transportation Block Grant Program (STBG)
- Iowa Clean Air Attainment Program (ICAAP)
- Transportation Alternatives (TAP)

# RECENT UPDATED INFORMATION

# DISADVANTAGE BUSINESS ENTERPRISE (DBE) – FEDERAL-AID

- What is new with Disadvantaged Business Enterprises?
- New DBE Guidance from Federal level
  - DBEs had to be de-certified
  - Can no longer be certified based on race or gender
  - Iowa DOT is not setting DBE goals on contracts let through DOT, starting October 2025 letting
- For projects under contract prior to October 3, 2025:
  - Continue to track DBE commitment as originally on contract
  - Continue to fill out paperwork for DBEs during project closeout
  - Iowa DOT will use paperwork for DBE tracking purposes
- Iowa DOT is awaiting Federal guidance on re-certifying DBEs
- See memo sent October 30, 2025

# TARGETED SMALL BUSINESS – STATE AID

- What is a Targeted Small Business?
- Targeted Small Business – required!
  - DOT let project – DOT’s process covers this requirement
  - Locally let projects
    - Provide the TSB Exhibit found in your Funding Agreement
    - TSB Contract Provision must be included in the bid/contract documents
    - The TSB Pre-Bid Contact Information form is required to be filled out by all bidders
- Look at your funding agreement
  - Cities – share this with your consultant (if applicable)
  - Consultants – ask for this from the city (or it is in TPMS, if applicable)
- Refer to I.M. 5.100 - [https://www.iowadot.gov/local\\_systems/publications/im/5100.pdf](https://www.iowadot.gov/local_systems/publications/im/5100.pdf)

# Doc Express Updates

52-3806-388 [edit](#)  
Cedar Rapids | IM-NHS-380-6(388)3--03-52, 380(389), 380(390), 380(392) | PCC Pavement-Grade & New | PED 09/30/2028 | FHWA # 701180

Contract Documents	2	Pay Items	17	Shop Drawings	
Contract Modifications		Payrolls	2	Signature	2
Contract Signing	6	Plans	6	Working	5

10-C010-120 [edit](#)  
Buchanan County | STP-S-C010(120)--5E-10 & BRS-C010(99)--60-10 | PCC Pavement Widening/PCC Resurfacing & Bridge Replacement | PED = 09/30/2029 | Appia Autopay

Agreement and Resolutions	3	Estimates and Vouchers	9	Right of Way Acquisition	
Change Order		Items and Materials Documentation	140	Shop Drawings	
Contract Documents	13	Meetings	1	Traffic Control	19
Contract Signing	2	Payrolls	14	Weekly Reports	
Diaries		Plans	1	Working	28
Environmental	32	Project Closeout			

# Doc Express Updates

**EFFECTIVE:**  
July 2025 letting

Doc Express® Drawers		
New Look	Old Primary	Old Local Systems
Change Order	Contract Documents	Agreement and Resolutions
Contract Documentation	Contract Modifications	Change Order
Contract Signing	Contract Signing	Contract Documents
Environmental	Pay Items	Contract Signing
Items and Materials Documentation	Payrolls	Diaries
Payrolls	Plans	Environmental
Plans	Signature	Estimate and Vouchers
Project Closeout	Shop Drawings	Items and Materials
Shop & Working Drawings	Working	Meetings
Traffic Control		Payrolls
Weekly Reports		Plans
Working		Project Closeout
<b>Local Systems only</b>		Right of Way Acquisition
Estimate Payments		Shop Drawings
		Traffic Control
		Weekly Reports
		Working
	Green = Same Name	
	Yellow = Deleted	
	Blue = New Name	

Update your notifications with the next contract let in July or after!

Maintain old notifications until contracts let prior to July are closed.

Drawer changes are not retroactive!

# REQUIRING APPIA FOR CITIES

- Web-based application for construction administration and inspection.
- Designed to replace paper field books and binders, as well as the Field Manager program.
- Helps with daily reports, tracking quantities, contract time, change orders, and payment vouchers.
- **Key Dates:**
- **April 2022:** Counties required to use Appia® for projects with Iowa DOT-administered funding.
- **April 2025:** Cities will be required to use Appia® for similar projects.
- **Licensing Details:**
- All local public agency licensing fees covered under the Iowa DOT agreement with Infotech.
- Consultants must purchase their own licenses, even when working on behalf of cities or counties.
- Cities should not add a consultant directly to their Infotech account.
- **Resources:**
- Training sessions available through the Local Systems Bureau this winter.
- Guidance documents and user manuals available on the Iowa DOT Local Systems website.
- **Contact Information:**
- For questions regarding Appia®, contact Derek Peck at [Derek.Peck@iowadot.us](mailto:Derek.Peck@iowadot.us).

# Build America, Buy America (BABA)



**Iron/Steel**

**Construction  
Materials**

**BABA Categories**

**Manufactured  
Products**

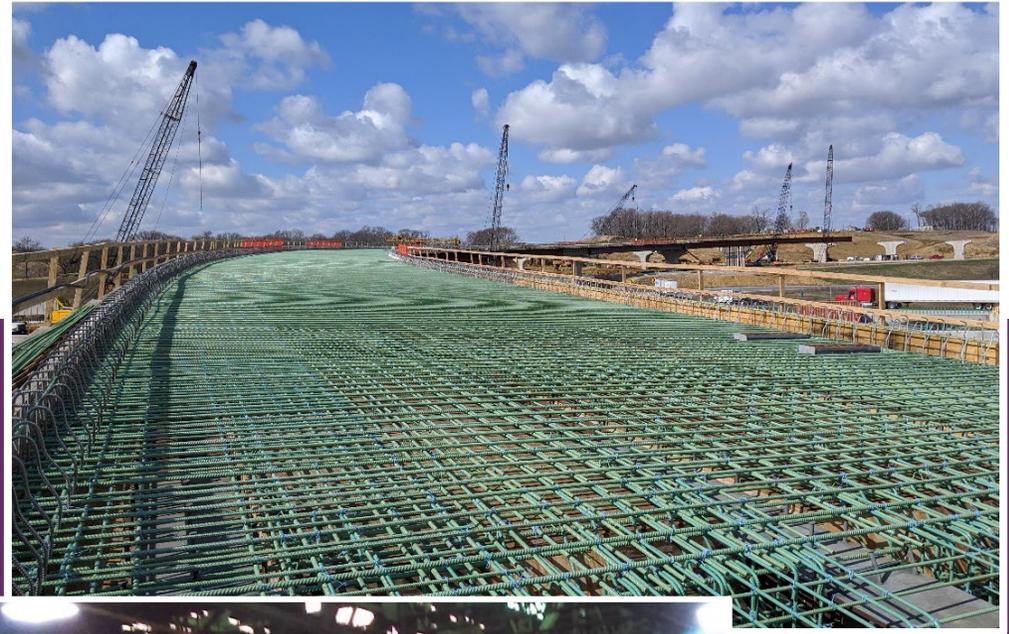
**Excluded**

# BABA – Iron/Steel

No change.

A few reminders...

- No certs = no pay
- Certs must be traceable to the project



# BABA – Construction Materials

- Non-ferrous metals,
- Plastic and polymer-based products
- Glass
- Fiber-optic cable
- Optical fiber
- Lumber
- Engineered Wood
- Drywall



# BABA – Manufactured Products

## Nationwide waiver terminated 1/14/25

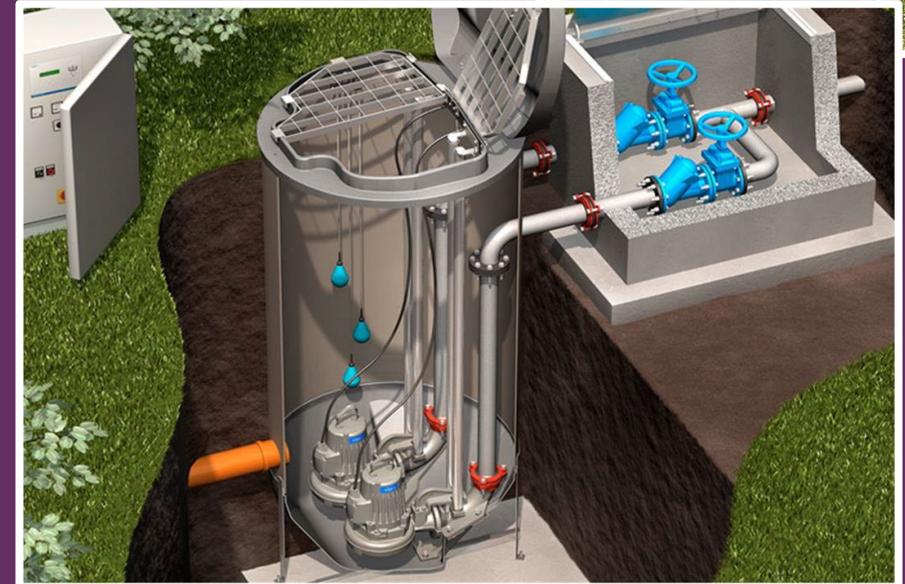
- Manufactured products must now comply with the BABA requirements.

Starting with the October 2025 letting...

- Final assembly must occur in the U.S.

Starting with the October 2026 letting...

- Final assembly must occur in the U.S.
- 55% of cost of components must be from U.S.



# BABA – Excluded Items



# BABA – Small Grants Waiver

- BABA requirements are waived when the total Federal Finance Assistance awarded to a project is below \$500,000.
- Includes total scope of work within NEPA document
- LPA must request this from the Iowa DOT (not automatic).
- See I.M. 3.740 (it's only one page!)

# WAYS TO STAY **HANDS-FREE**



## **AUXILIARY CABLE** EST. COST: \$3 - \$7

Connect your phone to the AUX jack to use voice commands or one-touch control, with audio through your car speakers.



## **BLUETOOTH®** EST. COST: \$10 - \$20

Bluetooth® devices like speakers, earpieces, or adapters let you go hands-free without wires.



## **VEHICLE MOUNT** EST. COST: \$5+

Use a vent clip or cup holder mount to secure your phone. Then use voice commands or a single tap.



## **SPEAKERPHONE** EST. COST: \$0

Turn on speakerphone and set your phone in a secure spot to comply with hands-free laws.

## **ENABLE DRIVE FOCUS**

### **ANDROID:**

1. Open Settings
2. Find Modes and Routines or a similar term
3. Select Driving: Find and tap on "Driving" mode

### **IPHONE:**

1. Open Settings
2. Go to Focus
3. Select Driving
4. Customize Driving Focus

## **VOICE COMMANDS**



1. Press the voice button
2. Wait for prompt
3. Speak clearly  
"Call home"  
"Navigate to 321 S Road Street"
4. Follow prompt if needed



## **LEARN MORE**

Visit [DriveSmartIowa.com](http://DriveSmartIowa.com) for more information.

**EFFECTIVE JULY 2025**

# **HANDS-FREE DRIVING** IT'S THE LAW

New legislation prohibits drivers from using electronic communication devices while driving—**unless the device is used hands-free.**

## **"HANDS-FREE" MEANS:**



**You can't** hold your phone in any way.



**You can't** manually scroll, type, or interact with your phone in any way.



**You can't** enter in an address to GPS while driving.



**You can't** stream videos or make video calls, even with voice commands.



**You can't** view texts, videos, or social media.



**You can't** call, text, or dial unless using hands-free or voice activation.

## **WHAT COUNTS AS AN "ELECTRONIC DEVICE"**



# NEW: HANDS-FREE DRIVING LAW

## Maps

Explore cartography and traffic data maps across the State of Iowa, care of the Iowa Department of Transportation.

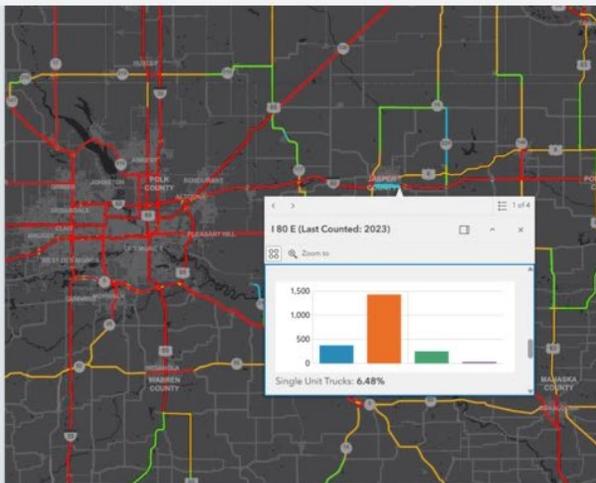
### MAPS

## Iowa Transportation Map

The Iowa Transportation Map includes highways, including exit numbers, mileage between exits, points of interest and more.



Just keep scrolling....



## Interactive Maps

Explore DOT's interactive map apps, covering local weather, transportation infrastructure projects, traffic data, bridges, and more.

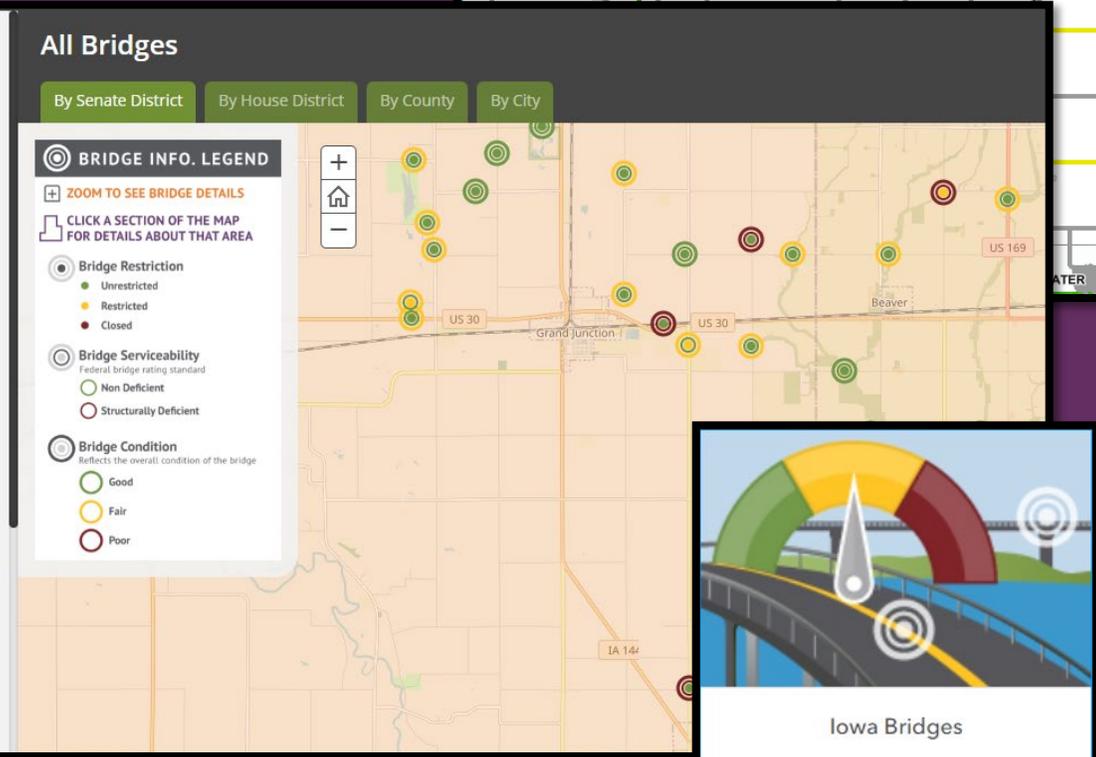
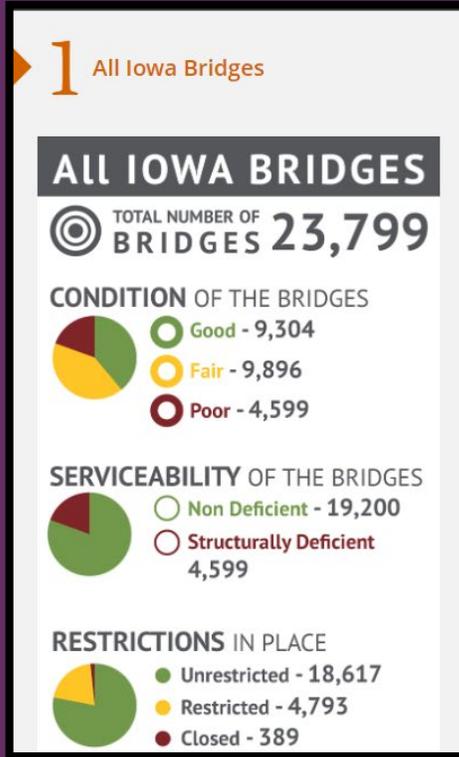
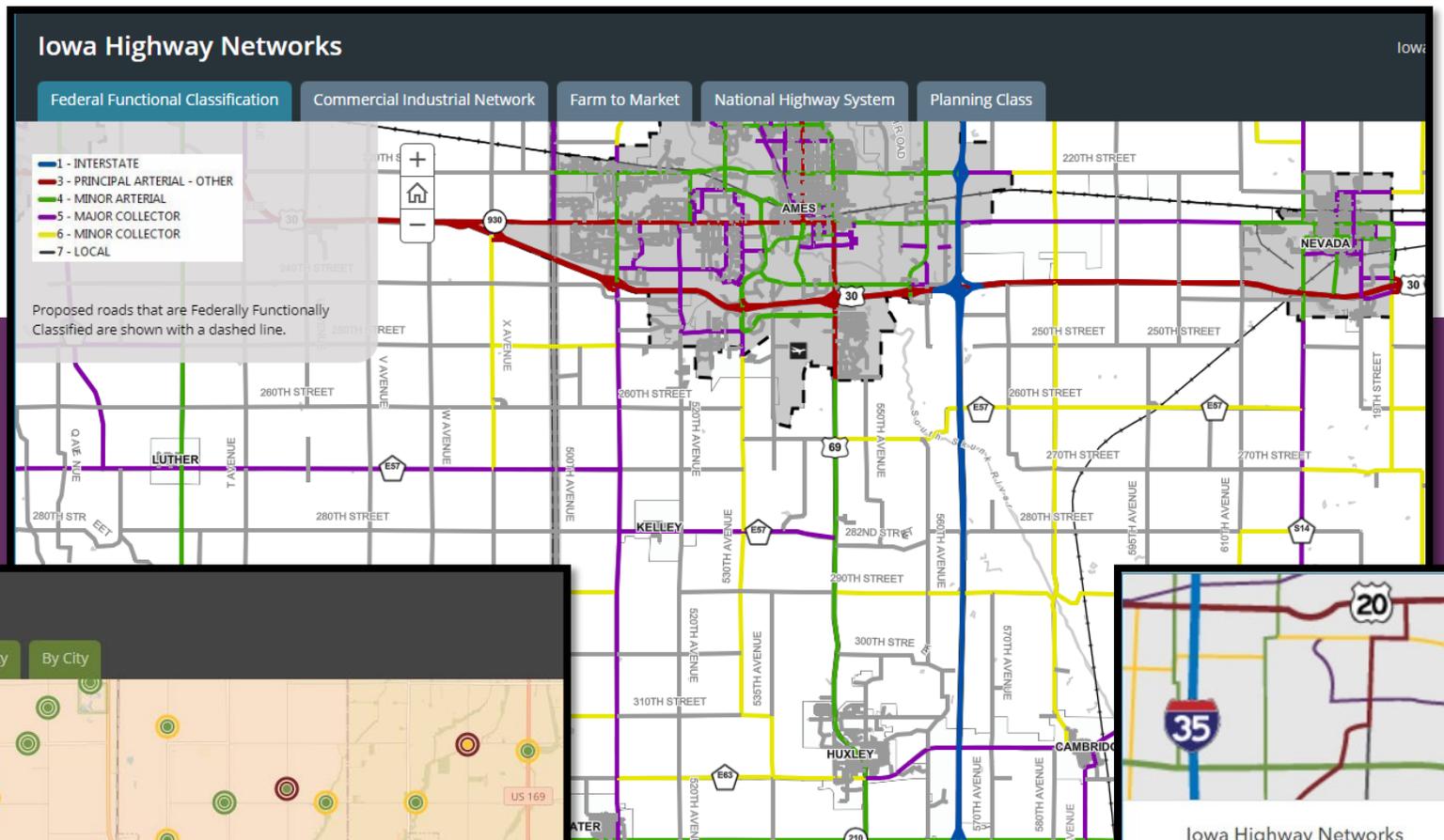
Explore our interactive maps [📄](#)

# INTERACTIVE MAPS

<https://iowadot.gov/travel-tools/maps>

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

# INTERACTIVE MAPS

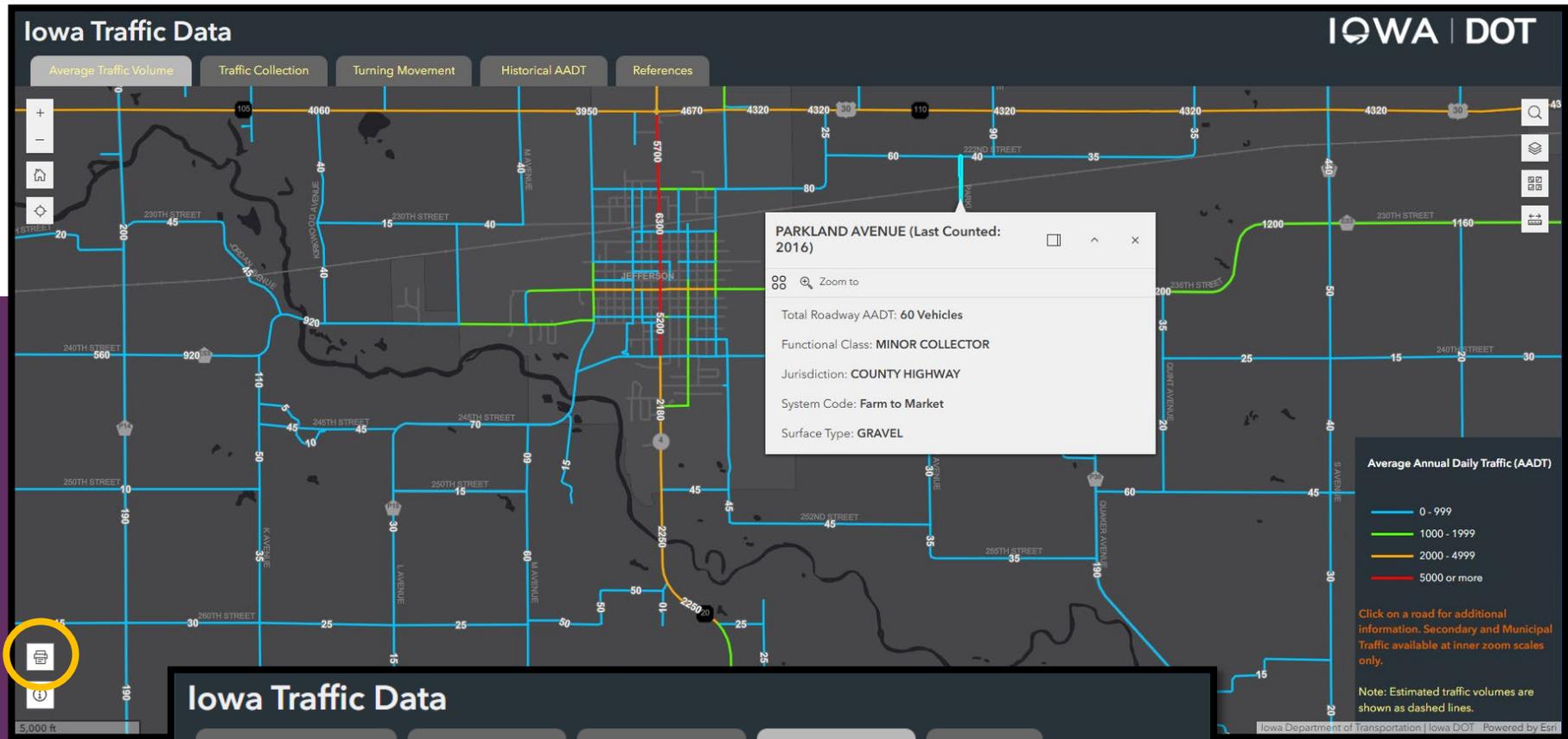


<https://iowadot.maps.arcgis.com/home/index.html>

# INTERACTIVE MAPS: TRAFFIC

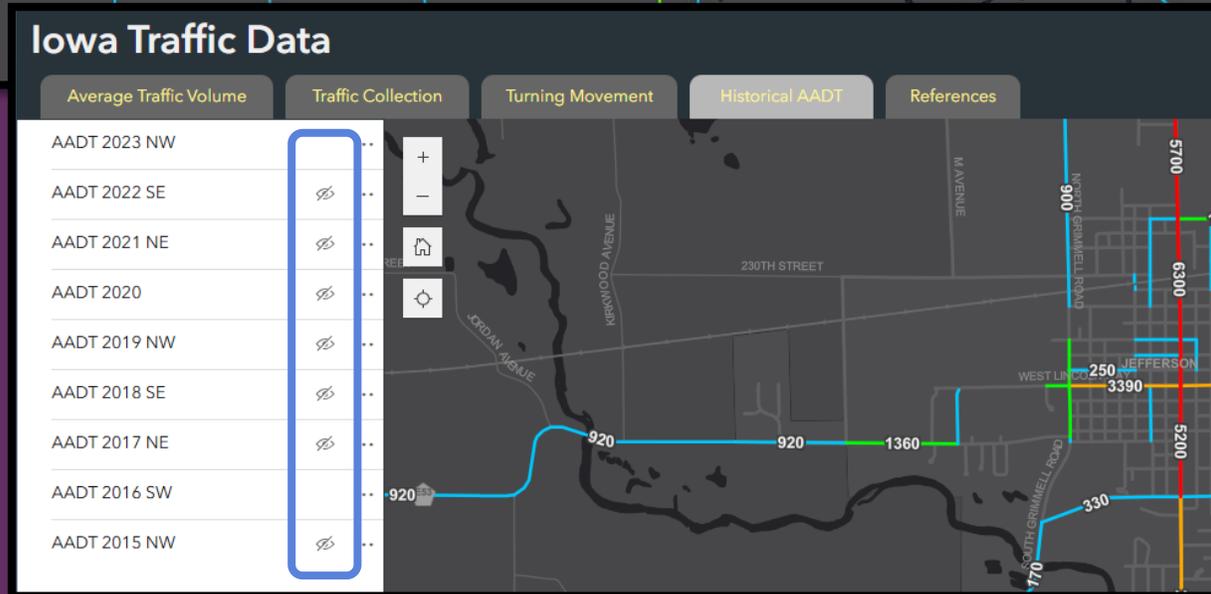


Print function



Current

Historic



# QUESTIONS?

Nicole Moore

Iowa DOT

Director, Local Systems Bureau

[Nicole.moore@iowadot.us](mailto:Nicole.moore@iowadot.us)

