

## Guide and / or I.M. Revision Notice

**To:** Cities, Counties, and Consultants

**Date:** August 10, 2011

**From:** Office of Local Systems

**Revision Notice Number:** 2011-04

The Federal-aid Project Development Guide (Guide) and / or Instructional Memorandums to Local Public Agencies (I.M.s) have been revised as indicated below. This revision notice identifies all new or revised documents and includes a summary of the significant changes. Where appropriate, it also references the existing Project Development Information Packet (Packet) or County Engineers I.M. documents that have been replaced or superseded.

The Iowa DOT does not provide paper copies of the Guide or I.M.s. Since these documents are updated frequently, we recommend using the on-line version of the [Guide and I.M.s](#) for reference. However, if you prefer using paper copies, all new or revised documents have been included in this file for convenient printing. If you maintain a paper copy of these documents, please remove the old documents and replace them with the new documents. Note: This file is designed for double-sided printing; therefore, all documents with an odd number of pages will be followed by a blank page.

For more information and additional download options, refer to the [Guide and I.M.s](#) web page. If you have any questions concerning these revisions, please contact Donna Buchwald [Donna.Buchwald@dot.iowa.gov](mailto:Donna.Buchwald@dot.iowa.gov) or 515-239-1051.

**\*\*\* PLEASE NOTIFY ALL AFFECTED PERSONNEL OF THIS CHANGE \*\*\***

<b>Document Title or I.M. Number</b>	<b>Summary of Significant Revision(s)</b>
<b>I.M. Table of Contents</b> August 10, 2011	The I.M. Table of Contents has been revised to reflect new or revised I.M.s, as indicated below.
<b>I.M. 1.020</b> Pavement Friction Evaluation Program August 10, 2011	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> <li>• This I.M. is now applicable to both cities and counties.</li> <li>• Contact information for additional information has been updated.</li> <li>• Clarification was added to indicate local agencies will be billed for pavement friction evaluations performed by the Iowa DOT.</li> </ul>
<b>I.M. 3.050</b> In-Kind Contributions August 10, 2011	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> <li>• The definition of an in-kind contribution has been changed to include only donations by "third parties". Previously, the Iowa DOT believed that contributions by local agency staff and other expenses incurred by a local agency that is the recipient of the Federal funds could be counted as an in-kind contribution. More recent guidance from FHWA on this subject has shown our previous interpretation to be incorrect.</li> <li>• In order to receive credit for in-kind contributions, the local agency must provide more detailed documentation to support the actual amount of in-kind contribution that has been accomplished to-date. Previously, the in-kind amount that was approved up-front could be credited based on a simple statement that the work was completed, subject to verification by the Iowa DOT at the final construction review. Again, more recent guidance from FHWA indicates that the documentation requirements are essentially the same for in-kind contributions as for other costs for which Federal reimbursement is requested.</li> </ul>
<b>I.M. 4.210</b> Modification of the Farm-to-Market (FM) System August 10, 2011	This I.M. has been updated. Substantive changes from the previous version include the following: <ul style="list-style-type: none"> <li>• The sample Farm-to-Market Review Board Application Resolution was deleted and replaced with a link to a sample resolution provided on the Iowa County Engineers Association Service Bureau web site.</li> <li>• Guidance concerning the required justification for proposed modifications was</li> </ul>

<b>Document Title or I.M Number</b>	<b>Summary of Significant Revision(s)</b>
	<p>updated to conform to the requirements of 761 Iowa Administrative Code (IAC), Chapter 101.</p> <ul style="list-style-type: none"><li>• The procedure for joint applications was clarified to state that each county must pass a resolution, but only one report requesting modification will be required.</li><li>• A new section on electronic submittals was added. Electronic submittals are encouraged but not required.</li></ul>

# 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 (Guide). These I.M.s are marked with an asterisk (\*). For more information about the relationship between the Guide and I.M.s, refer to the [Guide and I.M.s web page](#).

**Note:** The I.M.s are currently in the process of being transitioned into a new format and numbering system. New or updated I.M.s will use the new format. Existing I.M.s will remain in the old format until they are revised or updated. Some of the I.M.s are not yet complete, as shown in light grey text. Some incomplete I.M.s will be based on an existing Project Development Information Packet document, some will be based on an existing County Engineers I.M. that will be renumbered, and some will include entirely new content. Where applicable, a reference and link to the existing Packet document or County Engineers I.M. is provided.

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	Attachment A – Example Environmental Data Sheet	(future)	Both
3.112*	FHWA Environmental Concurrence Process (see Packet, Index No. 6, <a href="#">NEPA Project Classification Process</a> )	(future)	Both
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	<a href="#">Attachment D</a> – Sample Consultant Contract ( <a href="#">Word</a> )	August 29, 2006	Both
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	<a href="#">Forms Packet</a> Note: The documents included in the Forms Packet are not actually a part of I.M. 3.720 or its attachments. However, for convenient download, these documents are bundled together in a self-extracting executable file (forms.exe).	N/A	Both
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No.	Subject	Revision Date	Written To
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<b>Section 4.2 -- Farm-to-Market System</b>			
<a href="#">4.210</a>	Modification of the Farm-to Market (FM) System	August 10, 2011	Counties
<a href="#">4.220</a>	Farm-to-Market Review Board Advisory Opinions on Proposed Jurisdictional Transfers	April 2002	Counties

# INSTRUCTIONAL MEMORANDUMS

## To Local Public Agencies



To: Counties and Cities	Date: August 10, 2011
From: Office of Local Systems	I.M. No. 1.020
Subject: Pavement Friction Evaluation Program	

**Contents:** This Instructional Memorandum (I.M.) includes guidelines and procedures for a Local Public Agency (LPA) to request a pavement friction evaluation, as outlined in Iowa Department of Transportation (Iowa DOT) Policy No. 600.01, "Pavement Friction and Uneven Pavement Surface Program".

When requested by a LPA:

1. The Office of Materials, located in Ames, shall conduct friction tests on pavement sections and report test results to the LPA's office, and
2. The appropriate District Office shall assist in evaluating friction test data.

The results are commonly referred to as friction numbers. The friction number is simply the coefficient of friction of the wetted pavement multiplied by 100. It has been established that the frictional properties of pavements may vary on a seasonal basis. Indications are that pavement friction is at its lowest level during the summer months.

The Iowa DOT has established the following procedure for reviewing friction numbers for tests on Primary roads: If the average friction number in both directions is less than 35, the District Office will review the test data. If any section has an average of 19 or less, then "Slippery When Wet" signs are installed and the section is field reviewed by the District Office for recommendations to the Iowa DOT's Friction Review Committee.

The LPA may use a similar procedure for testing pavement sections. However, the LPA is responsible for purchasing and placing appropriate signs, if needed.

Upon request, the Friction Review Committee is available to assist the LPA in the review and analysis of the results.

More information on the subject of pavement friction is available from the Office of Materials, Special Investigations Section at 515-239-1357.

Note: The LPA will be billed for the cost of a Pavement Friction Evaluation. To review the Iowa DOT Inspection Costs, see [Materials I.M. 103, Appendix A](#).



# INSTRUCTIONAL MEMORANDUMS

## To Local Public Agencies



To: Counties and Cities	Date: August 10, 2011
From: Office of Local Systems	I.M. No. 3.050
Subject: In-Kind Contributions	

**Contents:** This Instructional Memorandum (I.M.) provides guidance for use of in-kind contributions on a Local Public Agency (LPA) Federal-aid project. Topics addressed include general eligibility criteria, a discussion of the different types of in-kind contributions, the procedures for requesting and receiving credit for in-kind contributions, and example calculations showing how in-kind contributions effect the net cash outlay required by the LPA.

### Definitions

In-kind contribution – a non-monetary donation of property, services, materials, or equipment by a third party that is used in the development, construction, or implementation of a Federal-aid project. For the purposes of this I.M., the terms “contribution” and “donation” are considered synonymous.

Third-party – any governmental agency, group, organization, or individual, except: the Federal government, the Iowa Department of Transportation (Iowa DOT), or the LPA who is the recipient of the Federal funds. The recipient of Federal funds is the agency with which the Iowa DOT has a project funding agreement. For example, if a city is the recipient of Federal funds, but the county is assisting the city in developing the project, the county is considered a third party but the city is not. Throughout this I.M., a third party governmental agency will be referred to as “another agency”.

Small Federal Programs – includes the Transportation Enhancement Program, Federal Recreational Trail Program, and National Scenic Byways Program.

### Introduction

As amended by the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), Section 323 of Title 23, United States Code (U.S.C.) allows third party contributions of funds, materials, equipment, services, or property to be credited toward the non-Federal share of a Federal-aid project’s costs, subject to the restrictions and conditions noted below.

Third party donations of funds may be made upon whatever lawful terms are mutually agreeable to the LPA and third party, subject to the restrictions outlined in Section 2.5.1 of the [Federal-aid Project Development Guide](#). The LPA may then simply use the donated funds to pay for the non-Federal share of project costs. Therefore, it is not necessary to include a discussion of donated funds in this I.M. Instead, this I.M. will focus on in-kind contributions.

Since the LPA who is the recipient of the Federal funds is not a third party, work paid for by the LPA is not eligible as an in-kind contribution. However, an LPA may receive Federal reimbursement for the costs of its own staff work, if certain procedures are followed and certain conditions are met. For reimbursement of LPA design costs, refer to [I.M. 3.310](#), Federal-aid Participation in In-House Services. For reimbursement of construction work performed by LPA staff, refer to [I.M. 3.810](#), Federal-aid Construction by Local Agency Forces.

### General Eligibility Criteria

An in-kind contribution must be a project-related activity that would otherwise be eligible for reimbursement with Federal funds. In other words, if the LPA were to pay for the in-kind contribution instead of receiving it free of charge, the costs would be allowable under the applicable Federal program rules. For example, construction work is an activity eligible for Federal-aid reimbursement. Therefore, the value of construction performed with donated labor, materials, or equipment could be used as an in-kind contribution, provided it contributes to the project and complies with approved project design and environmental conditions.

In general, in-kind contributions credited toward the non-Federal share of project costs must come from non-Federal sources. However, for the Small Federal Programs, funds or in-kind contributions from some Federal agencies, other than the Federal Highway Administration (FHWA), may be credited toward the non-Federal share of project costs, subject to certain conditions. LPAs that desire to receive credit for funds or in-kind contributions from other Federal agencies should contact the Administering Office at the Iowa DOT for assistance.

In-kind contributions may only be used once as part of the required non-Federal match. In other words, the same in-kind contribution cannot be used as match toward two different Federal-aid projects. In addition, if more than one type of Federal funds are involved in a single project, the same in-kind contribution cannot be used as match for more than one type of Federal funds.

The specific requirements for receiving credit for in-kind contributions vary, depending on the type of contribution and the type of Federal funds being matched. In the sections that follow, each type of contribution is discussed in detail, including: a description, the conditions or requirements for eligibility, and the method for establishing and documenting the value of the in-kind contribution.

## Materials and Equipment

### Description

This type of in-kind contribution includes materials or equipment that are either physically incorporated into the project or used to carry-out project activities. Typically, these consist of materials or equipment used for construction of the project. However, in some cases, pamphlets, brochures, trail maps, etc. may also be considered as a material contribution, if there is a direct connection to the project being funded. But, under no circumstances will the cost of any promotional items (e.g., pens, key chains, mouse pads, etc.) be considered as an in-kind contribution.

### Conditions or Requirements for Eligibility

1. The Federal funds being matched shall be from one or more of the Small Federal Programs.
2. The donated materials or equipment shall be used on or incorporated into the project only *after* FHWA Authorization of in-kind materials or equipment and *before* FHWA approval of the project closure document.

### Valuation and Documentation

Credit for in-kind contributions of materials or equipment will be based on the fair market value of the materials or equipment used on or incorporated into the project. The quality and condition of materials or equipment may be reviewed by the Administering Office prior to approving the in-kind value.

### Materials

The fair market value will be estimated. Documentation shall include a detailed description of all donated materials, and an itemized estimate that includes a quantity and unit value for each item, and a total value for all donated materials. Support for the unit value may include current invoices, price sheets, quotations from local suppliers, or other information that is sufficient to establish the fair market value.

The in-kind value may not include general office supplies or other materials not used specifically for the project. Such costs, if the LPA were to pay for them, would be indirect costs. In order to receive credit for such indirect costs, the LPA would have to develop a special indirect cost rate in addition to its regular indirect cost rate in accordance with [2 CFR Part 225](#) (OMB Circular A-87) and the Iowa DOT would have to review and approve the special rate. These types of contributions would require a significant amount of additional effort for both the LPA and the Iowa DOT, but are unlikely to significantly change the indirect cost rate; therefore, the Iowa DOT has elected to not allow credit for such indirect costs under these procedures.

## Equipment

If the equipment will not be permanently incorporated into the project, the fair market value will be determined based on the estimated time the equipment will be used during development or construction of the project. Documentation shall include an itemized estimate that includes the following for each piece of equipment: a description (type and size), the hourly rate, the number of hours the equipment will be used, and the total estimated value for its use. The hourly rates shall be based on the [Federal Emergency Management Administration \(FEMA\) Schedule of Equipment Rates](#), the [Rental Rate Blue Book for Construction Equipment](#), or the [Iowa DOT Schedule of Equipment Rates](#), as published by the Office of Local Systems.

If the equipment will be a permanent, integral part of the project, the fair market value will be based on the entire estimated cost or value of the equipment. The value may be based on the [Green Guide for Equipment Values](#), a purchase price quotation for a comparable piece of equipment, or other information that is sufficient to establish the fair market value.

## Property (Right-of-Way)

### Description

This type of in-kind contribution includes the donation of real property that is required for the construction or implementation of the project.

### Conditions or Requirements for Eligibility

1. The Federal funds being matched may be from any program or combination of programs funded by Title 23 of the United States Code. Besides the Small Federal Programs, this includes such programs as the Surface Transportation Program, Highway Bridge Program, and many others. Some Federal funds earmarked by Congress may also use property as an in-kind contribution, depending on the specific authorizing legislation.
2. The property may be donated at any time during the development of the project, up until FHWA approval of the project closure document, subject to the following conditions:
  - a) the third party shall be informed of its right to receive just compensation for its property;
  - b) title to the property must be transferred from the third party to the LPA; and
  - c) if the donated property is not needed because a different alignment or project alternative is chosen, title to the property shall be revested to the third party.
3. The donation of the property shall not influence the environmental review of the project, such as: the evaluation of the purpose and need, consideration of alternative alignments, or the selection of the final project location.
4. The property is not a 4(f) property (e.g., a publicly-owned park, recreational area, or wildlife refuge).

### Valuation and Documentation

Credit for in-kind contributions of property shall be based on the fair market value of property, as established by a current appraisal which has been prepared and reviewed in accordance with the Iowa DOT's [Local Public Agency Right of Way Manual](#). The appraisal shall not include any increase or decrease in value caused by the project. However, there may be instances when mitigation actions of some type are necessary to make the property viable as part of the final project. Any and all of these necessary mitigation costs will be taken into account when making the final determination on the in-kind value of the property. Documentation shall include a copy of the appraisal.

If the fair market value of donated property exceeds the non-Federal share of project costs, the amount of credit for this type of contribution will be limited to the non-Federal share.

## Services

### Description

This type of in-kind contribution includes the value of labor, technical services, or other work effort by individuals which directly contributes to the development or construction of the project

### Conditions or Requirements for Eligibility

1. The Federal funds being matched shall be from one or more of the Small Federal Programs.
2. For Transportation Enhancement and National Scenic Byways Program projects, the services shall be performed only *after* the FHWA Authorization of the in-kind services and *before* FHWA approval of the project closure document.
3. For Federal Recreation Trail Program projects, services for planning and environmental studies performed up to 18 months prior to FHWA Authorization of the in-kind services are also eligible for use as an in-kind contribution.

### Valuation and Documentation

The credit for in-kind contributions of services shall be based on the fair market value of such services. The fair market value can be determined a number of different ways, but in general, the value approved will be comparable to what it would cost the LPA if those services were performed by a construction contractor or a consultant hired by the LPA. Additional guidance for each type of service contribution is provided below:

#### Volunteer Services

The value of volunteer services is determined through a negotiation process between the Iowa DOT and the LPA. The value of volunteer labor shall be estimated in a manner similar to the cost of completing such work by a competitive bidding process. Documentation shall include an itemized estimate that includes descriptions of the comparable construction job classifications, and the number of hours and wage rates for each. The wage rates used may include employee benefits, allowable indirect costs, and should be typical for the local area.

#### Professional Services

The value of professional services will be based on the fair market value of such services. The fair market value may be estimated using any of the following:

1. estimated number of hours and hourly rates, including direct labor costs, allowable indirect costs and employee benefits;
2. typical percentages of design or construction inspection services as compared to the estimated construction cost (see I.M. 3.305, Federal-aid Participation in Consultant Costs, for these percentages); or
3. a unit cost method, if the unit costs were based on contracts of similar size and scope and the professional services that are typically paid for on unit cost basis. Examples of such services include appraisals, title searches, soil borings, and soil tests. .

#### Services by Another Agency

The value of services performed by employees of another agency (i.e., an agency other than FHWA, the Iowa DOT, or the LPA) will be determined in the same way as volunteer or professional services, as appropriate. However, under no circumstances shall another agency's services be valued at an amount greater than what would be paid to a professional contractor doing the same work as the result of a competitive bid process, or in the case of professional services, a consultant acquired through a qualifications-based selection process.

## Procedures

The procedures to request and receive credit for in-kind contributions are as follows:

1. The LPA sends a written request for approval to the Administering Office for use of an in-kind contribution as credit toward the non-Federal share of project costs.

The LPA's request for approval shall identify the project in the Statewide Transportation Improvement Program (STIP), specify the amount of in-kind credit that is being requested, provide a description of the requested contribution(s), and include all required supporting documentation. The request for an in-kind contribution should be submitted with the Concept Statement if possible. Otherwise, the request should be submitted as soon as the supporting documentation is available.

Note: As outlined in the preceding sections for each type of in-kind contribution, Federal rules place limitations on when the work associated with the in-kind contribution may be performed. If the work has already been performed, it may not be eligible for use as an in-kind contribution.

2. The Administering Office reviews the completeness of the submittal. If the LPA's submittal lacks completeness, the Administering Office contacts the LPA and requests additional information.
3. When the LPA's request is acceptable, the Administering Office requests FHWA Authorization for the in-kind contribution, or if authorization for other project costs has already been obtained, an amendment / modification to the previous authorization. The Iowa DOT's request will document the approved type and amount of in-kind contribution in the State Remarks of the Fiscal Management Information System (FMIS) document.
4. After FHWA approval of the authorization request or amendment / modification, the Administering Office notifies the LPA the in-kind contribution has been approved and work associated with the approved in-kind contribution may proceed. The Administering Office also provides a copy of approved in-kind contribution notification, along with the supporting documentation, to the Office of Finance.
5. After obtaining the appropriate approvals from the Administering Office and FHWA Authorization, the LPA submits requests for reimbursement of other Federal-aid reimbursable work after expenses have been incurred. To receive credit for the in-kind contribution, the LPA shall include supporting documentation to indicate the type and amount of in-kind contributions completed to-date. The supporting documentation shall be of the same type previously used to estimate the value of the in-kind contribution, except that the documentation must identify the actual amounts of materials incorporated, equipment used, or services provided. For donations of right-of-way, provide copies of the deed or other legal instrument that conveyed title of the property to the LPA.
6. After reviewing and approving the reimbursement request, the Administering Office reimburses the LPA for other eligible and authorized expenses, taking into account the amount of in-kind that has been completed and documented to-date.
7. After the project construction is complete, the Administering Office verifies that all the in-kind contributions claimed for credit have been completed. If some of the work was not completed, the Administering Office will adjust the amount of credit received before providing the final Federal-aid reimbursement for the project. If such an adjustment indicates that the LPA has been over-reimbursed, the LPA shall repay a like amount to the Iowa DOT, which in turn will issue a credit billing to the FHWA.

## Example Calculations

The purpose of receiving credit for in-kind contributions is to reduce the LPA's net cash outlay required to satisfy the non-Federal share of the total project costs. However, the effect of applying in-kind contributions to a specific project is dependent on several variables. These variables include: the total value of the in-kind contributions, the maximum amount of Federal funds available for the project (STIP limit), and the total Federal-aid reimbursable costs.

To illustrate the effects each of these variables can have on the net cash outlay required by the LPA at the end of the project, several example calculations are provided on the following page. These examples demonstrate some important points about in-kind contributions:

- The actual credit received for in-kind contributions cannot exceed the non-Federal share of the total project costs, even if the documented value of such contributions is in excess of the non-Federal share (see Example 1).
- The maximum amount of Federal-aid that can be received is limited by either the total reimbursable costs (see Example 1), or the STIP limit (see Examples 2 and 3), whichever is less.
- When the STIP limit is less than the Federal share of reimbursable costs, in-kind contributions have no effect on decreasing the amount of local cash required (see Example 3).

**Example In-Kind Calculations**  
Net cash outlay required at the end of the project

<b>Cost Item</b>	<b>Baseline (No In-Kind)</b>	<b>Example 1 (Reimbursable Costs Control)</b>	<b>Example 2 (STIP Limit Controls, In-Kind helps some)</b>	<b>Example 3 (STIP Limit Controls, In-Kind has no effect)</b>	<b>Example 4 (Neither Controls)</b>
STIP Limit (1)	\$135,000	\$135,000	\$85,000	\$68,000	\$135,000
Federal Pro-rata Share (2)	80%	80%	80%	80%	80%
Reimbursable Costs (3)					
Preliminary Engineering	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Right-of-Way	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Construction Engineering	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Construction	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
Total Reimbursable Costs	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
In-Kind Contribution Value (4)	\$0	\$60,000	\$30,000	\$30,000	\$10,000
Total Project Costs (5)	\$100,000	\$160,000	\$130,000	\$130,000	\$110,000
80% of Total Project Costs	\$80,000	\$128,000	\$104,000	\$104,000	\$88,000
Federal Funds Payable (6)	\$80,000	\$100,000	\$85,000	\$68,000	\$88,000
Cash Required (7)	\$20,000	\$0	\$15,000	\$32,000	\$12,000
Effective Reimbursement Rate (8)	80%	100%	85%	68%	88%

Notes:

- (1) The STIP limit represents the maximum amount of Federal funds programmed for the project in the Statewide Transportation Improvement Program (STIP).
- (2) This is the percentage of eligible and properly documented project costs which will be reimbursed to the LPA. These examples use a reimbursement rate of 80%, which is typical for most Federal-aid highway programs.
- (3) Reimbursable costs are any costs that may be reimbursed with Federal funds. Such costs must be for eligible project activities and FHWA authorization must be obtained prior to beginning any work which will be reimbursed with Federal funds.
- (4) This is the value of the actual amount of in-kind contributions that were completed or incorporated into the project and properly documented.
- (5) Total project costs are the sum of all reimbursable costs, plus the value of any in-kind contributions.
- (6) The Federal funds payable represents the maximum amount of Federal-aid reimbursement. This figure is equal to the total project costs multiplied by the Federal pro-rata share, unless this amount exceeds either: (a) the total reimbursable costs, as shown in Example 1; or (b) the STIP limit, as shown in Examples 2 and 3. If the total project costs multiplied by the Federal pro-rata share exceeds either (a) or (b), the Federal funds payable will be equal to the lesser of these two.
- (7) The cash required is calculated by subtracting the Federal funds payable from the total reimbursable costs. This amount represents the net cash outlay required at the end of the project.
- (8) The effective reimbursement rate is shown for comparison purposes only. This rate is calculated by dividing the Federal funds payable by the total reimbursable costs. The effective reimbursement rate illustrates the effect of the in-kind contribution in each of the examples shown above. Generally speaking, in-kind contributions have the effect of increasing the amount of Federal funds payable, subject to the limitations discussed above.



# INSTRUCTIONAL MEMORANDUMS

## To Local Public Agencies



To: Counties	Date: August 10, 2011
From: Office of Local Systems	I.M. No. 4.210
Subject: Modification of the Farm-to-Market (FM) System	

**Contents:** This Instructional Memorandum (I.M.) includes guidelines and procedures for a County to prepare an application to the FM Review Board (FM Board) for changes to an individual county's FM Road System. The procedural rules for the FM Board are listed in [761 IAC Chapter 101](#).

The authority of the FM Board is contained in Iowa Code section 306.6. Applications for modifications to any county's FM system must be made to the FM Board and shall follow the instructions as described below.

### Application Process

Applications are to be filed with the Iowa Department of Transportation's (Iowa DOT) Office of Systems Planning, 800 Lincoln Way, Ames, Iowa, 50010. Applications must be filed at least 30 days prior to the scheduled meeting of the FM Board. The schedule for regular FM Board meetings will be published on the [ICEA Service Bureau web site](#) prior to January 15th of each year. The chair may schedule additional meetings of the FM Board, but applications for modifications will be accepted only prior to the published meeting dates. Applications for modifications must contain the following:

1. A copy of the county board of supervisors' resolution requesting modifications to the existing FM system. Modifications may include proposed FM routes, reclassification of existing roads, or transfers of jurisdiction. See the ICEA Service Bureau's sample resolution titled, "[Farm-to-Market Review Board Application Resolution](#)."
2. A copy of the official county FM route map clearly outlining the roads proposed modifications.
  - Proposed (new location) roads should be shown in **green**.
  - Roads being reclassified from FM roads to area service should be shown in **red**.
  - Roads being reclassified from area service to the FM system should be shown in **blue**.
  - Roads requesting FM system classification due to transfers of jurisdiction are to be shown in **yellow**.
3. A report of the county engineer explaining or justifying the proposed modification(s). The report should detail how the proposed modification addresses the following points:
  - Intra-county and inter-county continuity of road systems
  - Properly Integrated Systems
  - Existing and potential traffic
  - Land use
  - Location of the route
  - Equitable distribution of farm-to-market mileage
  - Other points that the county engineer deems of importance

### Joint Applications

In the case of inter-county routes, the counties may file joint applications. Resolutions will be required of each county, but only one report for the requested modification will be required.

### Electronic Submittals

The county (or counties) requesting modification to their FM system shall submit 1 complete copy of the application to the Iowa DOT's Office of Systems Planning. The Office of Systems Planning will scan the application and send electronic copies to each FM Board member before the scheduled meeting and retain the original application for the Iowa DOT.

In lieu of paper applications, the applicant county (or counties) requesting modification to their FM system may file a complete electronic copy of the application in PDF format to the Iowa DOT's Office of Systems Planning. The files should be emailed to [FMReviewBoard@dot.iowa.gov](mailto:FMReviewBoard@dot.iowa.gov).

### FM Board's Decision

The county engineer of the applicant county will be mailed a copy of the meeting agenda and may make a brief oral presentation at the invitation of the FM Board's Chair. The county engineer applicant will be mailed a copy of the decision within 30 calendar days after the FM Board meeting.