

INSTRUCTIONS

TO PREPARE THE FY 2023

COUNTY SECONDARY ROAD BUDGET

And

CONSTRUCTION PROGRAM

PREPARED BY: Local Systems Bureau
Iowa Department of Transportation
December 2021
515-239-1064

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DEFINITIONS

Advancement of a Priority List Project

The process of advancing a project from the program priority lists to the accomplishment list so the project may be let or constructed in the accomplishment year. This is accomplished using a resolution process provided in Transportation Program Management System (TPMS) found on the Iowa County Engineers Association (ICEA) Service Bureau website (<http://www.iceasb.org>). In most cases, this process can be used in lieu of submitting a supplemental program (full amendment). Details are contained in Instructional Memorandum (I.M.) 2.050, "Procedure to Amend a County Secondary Road Construction Program and Budget".

Amended Secondary Road Budget

A document adopted by the Board of Supervisors during the current fiscal year revising the receipts or expenditures as shown on the approved current secondary road budget. These revisions shall be necessitated by **bona fide unforeseen conditions** arising during the budget year and must be approved prior to exceeding the previously approved expenditures. The unforeseen condition(s) must be stated in the area provided in the TPMS Budget and Program submittal application. **It must explain the "why" of what happened** to create the need for an amended budget. Refer to I.M. 2.050 for further information.

County Five Year Program (CFYP)

The commonly used name for the Secondary Road Construction Program. It is often referred to by its acronym, CFYP.

Next Fiscal Year

This refers to the first year of the CFYP and the year for which the new budget is being developed. (At the time the CFYP is being assembled, the "next" year is going to be the first year being programmed.)

Program Project Accomplishment List

The portion of the secondary road construction program which lists the local, farm-to-market and federal/state-aid projects proposed for construction in the next fiscal year. It is the first year of the five-year program. The estimated cost of the individual projects shall be on a total cost basis in thousands of dollars.

Program Project Priority Lists

The portion of the secondary road construction program which lists the local, farm-to-market and federal/state-aid projects contemplated for the remaining four fiscal years. The estimated cost of the individual projects shall be on a total cost basis in thousands of dollars.

Secondary Road Budget

Adopted annually by the Board of Supervisors and submitted electronically to the Iowa DOT for approval on or before April 15 of each year. The submittal must show the actual two previous fiscal years, the proposed current fiscal year and the proposed next fiscal year's receipts and expenditures.

Secondary Road Construction Program

Adopted annually by the Board of Supervisors and submitted electronically to the Iowa DOT for approval on or before April 15 of each year. The submittal must indicate the proposed local, farm-to-market, Federal-aid Swap, Federal-aid, and State-aid construction projects for the accomplishment year and the proposed priority list projects for the succeeding four fiscal years based upon available construction funds.

Supplemental Secondary Road Construction Program (Full Amendment)

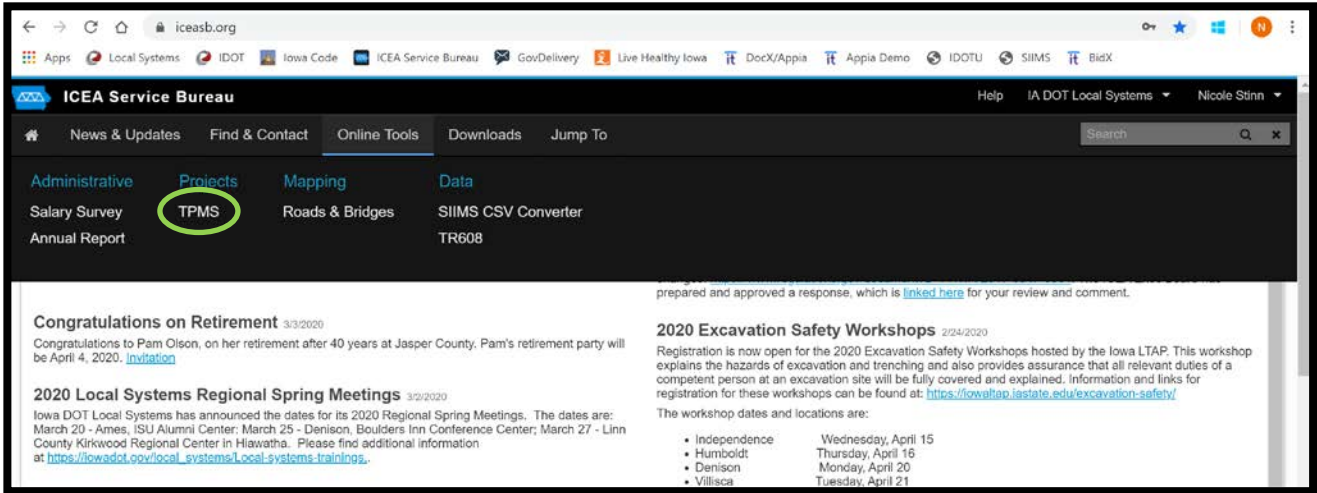
A process used by the Board of Supervisors, during the current fiscal year, to revise the currently approved secondary road program. A full amendment is required when a priority year project needs to be added or changed. (A full amendment is not needed for changes to accomplishment year projects only.) These revisions shall be necessitated by **bona fide unforeseen conditions** arising during the program year and must be approved prior to the start of any additional construction work included in the supplement. The unforeseen condition(s) must be stated in space provided in the TPMS program amendment application and **must explain the “why” of what happened** to create the need for a supplemental program. Refer to [I.M. 2.050](#) for further information.

Supplemental Secondary Road Construction Program (Resolution)

A process used by the Board of Supervisors, during the current fiscal year, to revise the currently approved secondary road program. A resolution revision is required when: adding a project not in the current program to the accomplishment year, modifying a project in the accomplishment year, or advancing a project from the approved priority years into the accomplishment year. Basically, a resolution can be used when changes are made which affect projects in the accomplishment year only. (Essentially, with a resolution, no changes will be made to priority year projects except the movement of a project out of the priority year into the accomplishment year.) These revisions shall be necessitated by **bona fide unforeseen conditions** arising during the program year and must be approved prior to the start of any additional construction work included in the supplement. The unforeseen condition(s) must be stated in space provided in the TPMS program amendment application and **must explain the “why” of what happened** to create the need for a supplemental program. Refer to [I.M. 2.050](#) for further information.

FORMAT AND USE OF TPMS

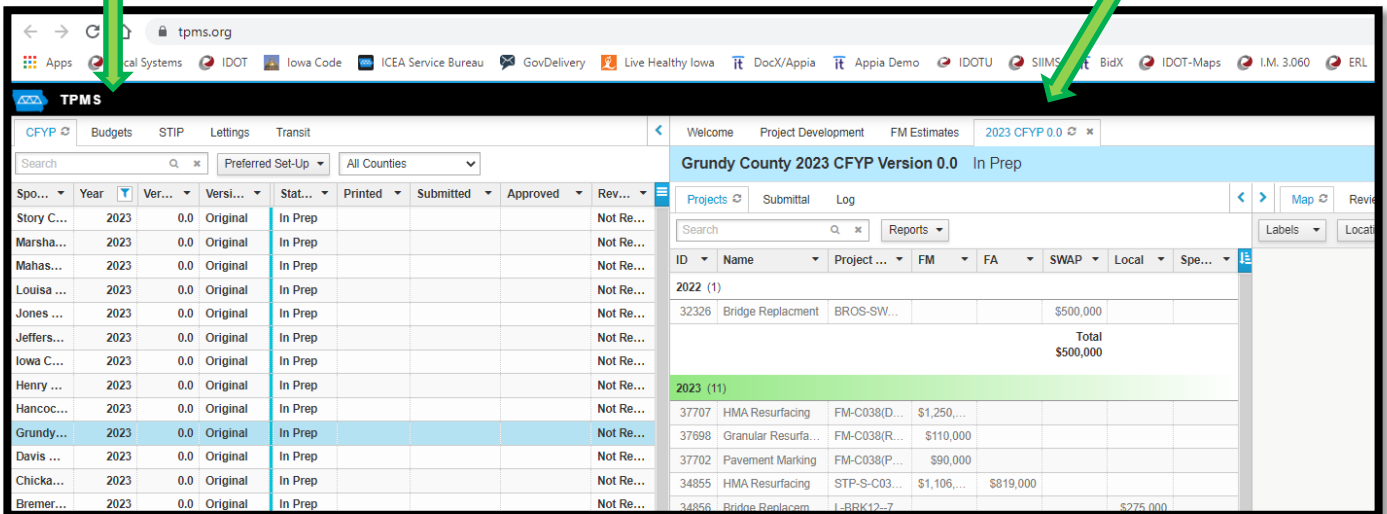
The program containing the budget may be found on the ICEA Service Bureau's website under the "Online Tools" > "Projects" heading > "TPMS". The Budget, County Five-Year Program (CFYP), STIP, and Development modules are all found within TPMS. Use the Budget and CYFP modules to create each document.



Once in TPMS click on the appropriate tab for the module you want to work in. All budgets, programs, and projects you select will open on a tab in a screen directly to the right of the CFYP/Budget/STIP/Development window.

Open your chosen programs, budgets, STIPs, & projects here.

Selected programs, budgets, STIPs, & projects open in tabs here.



Click here to initiate a draft.

The screenshot shows the TPMS home page. At the top, there are navigation tabs for 'CFYP', 'Budgets', 'STIP', 'Lettings', and 'Transit'. Below these is a search bar and a dropdown menu for 'Preferred Set-Up' with 'Tama' selected. A blue button labeled 'Initiate Draft' is highlighted by a green arrow pointing from the text box above. To the right, there is a 'Welcome to TPMS' section with a 'Send Feedback' button.

S...	Y...	V...	Ver...	St...	Pri...	Submi...	Appro...	R...
Tama ...	2022	0.0	Original	Appro...	4/13/2021	4/13/2021	4/25/2021	Appro...
Tama...	2021	0.1	Resol...	In Prep				Not R...
Tama ...	2021	0.0	Original	Appro...	4/16/2020	4/16/2020	4/16/2020	Appro...
Tama ...	2020	0.0	Original	Archiv...	4/8/2019	4/8/2019	4/24/2019	Appro...
Tama ...	2019	0.0	Original	Archiv...	5/7/2018	5/8/2018	5/8/2018	Appro...

Once draft is initiated, click here to edit.

The screenshot shows the 'Tama County 2021 Budget 0 In Prep' page. The page title is 'Tama County 2021 Budget 0 In Prep'. Below the title, there are tabs for 'Budget', 'Submittal', and 'Log'. A blue button labeled 'Edit' is highlighted by a green arrow pointing from the text box above. Below the 'Edit' button is a table with financial data.

	Prior 2 FY 2018	Prior 1 FY 2019	Current FY 2020	Next FY 2021
County Auditor's Beginning Balance	\$2,474,068.81	\$3,109,260.86	\$1,129,595	\$172,167
Property Tax Levies				
General Rate \$0.16875	\$2,156,848	\$2,250,944	\$2,319,729	
Rural Rate \$3.00375				
Local Option Sales Tax			\$350,000	

You can collapse any of these the three windows by clicking the < or > arrows in the upper right.

You can resize these widows by dragging this.

You can select the appropriate tab to view the map or individual projects you have open.

The screenshot shows the TPMS web application interface. On the left is a table of projects with columns for Year, V., V..., S., P..., Sub..., App..., and R... The row for 'Gru... 2023 0.0 Original In P...' is highlighted. A green arrow points from the text 'You can resize these widows by dragging this.' to the vertical bar between the table and the details panel. Another green arrow points from the text 'You can collapse any of these the three windows by clicking the < or > arrows in the upper right.' to a collapse arrow in the details panel header. A third green arrow points from the text 'You can select the appropriate tab to view the map or individual projects you have open.' to the 'HMA Resurfacing' tab in the details panel.

The details panel for project 37707 FM-C038(D65)--55-38 includes the following sections:

- Review**: Location: Approved, Paving: Not Reviewed, Project: Approved.
- Details**:

Project		Site	
Review Status	Approved	Lanes	2
Project Number	FM-C038(D65)--55-38	Miles	4.958
Name	HMA Resurfacing	Min AADT	100
ID	37707	Max AADT	150
		FFC	Rural Major Collector
- Work Codes**:

County	366 - HMA Paving
DOT	1509 - Pavement Rehab
- Asset Owner**:

Type	County
Name	Grundy County
Code	C038
- Contacts**:

Planning Agency	RPA 7
Sponsor	Grundy County
- Location**: On D65, from S75 east 5.0mi. to IA 14

When a program or budget has been submitted, the Secondary Roads Engineer at the Local Systems Bureau will review the submission and Approve or Reject it. To see project-level review statuses and review notes, make sure the columns showing those items are visible. (Directions for making those items visible are shown below.) When a project is rejected, these review notes are the only way for the user to see what the issue is that needs to be fixed.

Click on these three blue lines to bring up this window. Here you can select which columns you want to show. Select "Review Status" and "Review Notes".

Sp...	Year	Ver...	Vers...	Sta...	Printed	Submitted	Approved	Re...
Osceol...	2022	0.0	Original	Approved	3/31/2021	4/12/2021	4/21/2021	Approved
Obrien ...	2022	0.0	Original	Approved	4/28/2021	4/28/2021	4/28/2021	Approved
Muscata...	2022	0.0	Original	Approved	4/23/2021	4/23/2021	4/25/2021	Approved
Montgo...	2022	0.0	Original	Approved	4/6/2021	4/6/2021	4/6/2021	Approved
Monroe...	2022	0.0	Original	Approved	4/13/2021	4/13/2021	4/26/2021	Approved
Monon...	2022	0.0	Original	Approved	4/13/2021	4/22/2021	4/22/2021	Approved
Mitchell...	2022	0.0	Original	Approved	5/3/2021	5/3/2021	5/4/2021	Approved
Mills C...	2022	0.0	Original	Approved	5/4/2021	5/4/2021	5/4/2021	Approved
Marsha...	2022	0.0	Original	Approved	4/1/2021	4/1/2021	4/8/2021	Approved
Marion ...	2022	0.0	Original	Approved	4/26/2021	4/26/2021	4/26/2021	Approved
Mahas...	2022	0.0	Original	Approved	4/29/2021	4/29/2021	4/29/2021	Approved
Madiso...	2022	0.0	Original	Approved	4/28/2021	4/28/2021	4/29/2021	Approved
Lyon C...	2022	0.0	Original	Approved	4/27/2021	4/29/2021	4/29/2021	Approved
Lucas ...	2022	0.0	Original	Approved	4/28/2021	4/28/2021	4/28/2021	Approved
Louisa ...	2022	0.1	Resolution	Approved	8/3/2021	8/3/2021	8/3/2021	Approved
Louisa ...	2022	0.0	Original	Archived	3/31/2021	4/6/2021	4/12/2021	Approved
Linn C...	2022	0.2	Resoluti...	In Prep				Rejected
Linn Co...	2022	0.1	Resolution	Approved	5/24/2021	5/28/2021	6/30/2021	Approved
Linn Co...	2022	0.0	Original	Archived	4/7/2021	4/12/2021	4/27/2021	Approved
Lee Co...	2022	0.0	Original	Approved	4/27/2021	4/27/2021	4/27/2021	Approved
Kossut...	2022	1.0	Amendm...	Approved	5/28/2021	6/8/2021	6/14/2021	Approved

COUNTY SECONDARY ROAD BUDGET

General Information

When to Prepare and Submit

On or before April 15 of each year, the Board of Supervisors shall adopt and submit, for department approval, a secondary road budget for the next fiscal period beginning July 1 and ending June 30. The Local Systems Bureau encourages an early submittal of this document in order to eliminate delays in reviews and approvals. This should be filed in the county records.

Submit the Budget Electronically through the ICEA Service Bureau

Use TPMS to create and submit the budget. (See the "[Format and Use of TPMS](#)" section above for tips on how to initiate and edit the budget.) Contact the ICEA Service Bureau for assistance if problems are encountered during the preparation and submittal process. We strongly recommend that you do not wait until the last minute to complete your submittal in case server problems or other difficulties occur.

Notes & Additional Information

In some cases, an explanation may need to accompany the submitted budget. The document itself is not designed to be self-explanatory; therefore, notes outlining the cause of any special circumstances will be advantageous to both the county and the department. Both the Budget and Program applications include the ability to provide such notes.

Items Chargeable to Various Classifications

In order to obtain a uniform accounting method, the coding and classification of expenditures outlined in [I.M. 2.070](#) shall be followed. It is only with the cooperation of all counties that we can attain a reasonable, uniform method of budgeting.

Expenditures Reimbursable to Secondary Road Fund

Reimbursable items are those that are initially paid from the county's secondary road fund and are then reimbursed by outside agencies or by a transfer of other county funds, **except as noted in the last paragraph of this section.** To qualify as a reimbursable item, the work must be paid for out of secondary road funds and reimbursed to that fund by others **in the same accounting year.** If the transactions will **not** take place in the same accounting year, they should be treated as expenses in the current fiscal year and miscellaneous receipts in the next fiscal year. Other agencies may include other counties, inter-county departments, cities, etc. Other county funds may include general, conservation, etc.

Reimbursement to the new equipment expenditure shall only be used if a county purchases, without trade, replacement equipment and then sells the old equipment in the same accounting year. The amount of the sale of the old equipment shall be the reimbursable figure. This line item shall not be used for trade-in values or for an amount received for selling non-replaced pieces of equipment. (Sale of non-replaced pieces of equipment is considered a revenue and is

placed on the “Old Equipment Sold” revenue line: item 15 on Sheet 3 of the Annual Report.)

Estimate the expenditures from the secondary road fund for the next fiscal year that may be reimbursed to the secondary road fund on or before June 30 of the same fiscal year. They should be included in the total expenditures amount but will be subtracted to arrive at the net expenditures. Reimbursed amounts may affect multiple expenditure line items. For example, if a grain wagon gets too close to the edge of a soft shoulder and spills into the ditch, the Secondary Roads Department may need to expend their efforts fixing the shoulder and cleaning the ditch, and to do so they may need to buy scoop shovels and use a motorgrader. Secondary Roads may then bill the driver of the grain wagon for damages. The damage payment could be considered a reimbursable amount toward item 482 (Shoulders) in the Roadway Maintenance category as well as toward item 655 (Tools) in the Equipment Operations Category. One category item should be chosen to apply the reimbursable amount to.

Reimbursable amounts are accounted for in this system in order to more accurately determine the expenses incurred for secondary road operations only and not to show as a net expenditure those expenses which are of a non-secondary road operation nature. In other words, the goal is to show what it truly costs to run secondary road operations only. The goal is not to get a summed amount to show what money flows back into the department for miscellaneous other activities. (NOTE: This is opposite of the way the overall county (local) budget is treated.)

This method should **not** be used when accounting for funds received from federal or state special programs, which are actually used for secondary road construction, reconstruction, or improvements. Examples are the federal and state bridge funding programs, disaster payments, railroad programs, Traffic Safety programs, and the RISE program. To assure work accomplished using these funds is reflected in the net expenditures, the income must be accounted for as a **receipt** and **not as a reimbursement**. Expenditures should be programmed in the year they are expected to occur. Likewise, the receipts should be programmed in the year they will be received. See the Annual Report Instructions for a list of receipt items.

The Title Sheet: County Certification

TPMS automatically includes the name of your county and the fiscal year of the proposed budget. The date the budget was adopted by the Board of Supervisors, as well as various signatures, will need to be entered by hand on this sheet. The book and page number from the official board minutes, as well as the date the budget was adopted, will need to be manually entered into TPMS.

The Receipts Sheet

The tool in TPMS provides the actual receipts for the second prior and first prior years. It also provides the estimated receipts for the current fiscal year, so the estimated receipts for the **next** fiscal year are the only receipts that **have** to be entered for the categories listed below. *The estimated receipts for the current fiscal year are the receipts that were submitted in the original budget for the current year. If desired, the user can adjust the current year balances to reflect a more accurate picture of the present state of the budget.*

1. County Auditor’s Secondary Road Fund Beginning Balance

The beginning balance for a particular fiscal year must equal the ending balance from the previous fiscal year, and the balances in TPMS should match the County Auditor’s balance. An explanation is required if there is a difference between an ending balance and the following beginning balance.

At the time the current fiscal year’s budget was submitted, the prior year’s ending balance was not known. The current year’s information, both beginning balance and receipts/expenditures, will likely need to be updated to project forward the correct balance for the next fiscal year (the one being budgeted for).

2. Receipts from Property Tax Levies

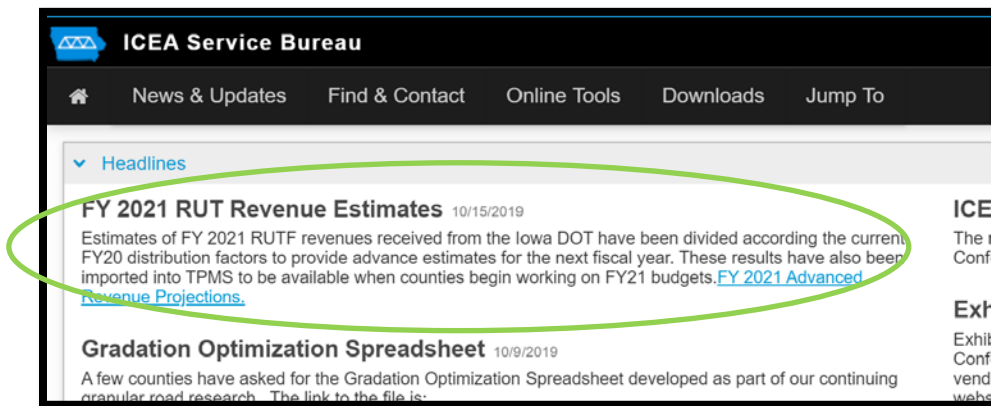
Indicate the latest tax levy rate for secondary road purposes on property in the county. List the total property tax receipts for the next fiscal year. This information can be obtained from the County Auditor.

2A. Local Option Sales Tax

List the amount of local option sales tax that your secondary road fund receives for the next fiscal year. This amount can be obtained from the County Auditor.

3. Regular Road Use Tax Received

List anticipated receipts to secondary road fund from the Road Use Tax Fund (RUTF). This estimated amount is published by the Service Bureau in approximately October each year in a document titled “FY xxxx RUT Revenue Estimates”. (Hint: Search RUTF in the search bar on the home page.)



FY 21 Revenue Projection - Start of Fiscal Year estimate					Advance		Prepared on: 10/15/2019	
Based on FY 20 factors applied to FY 21 projected revenue							Prepared by: ICEA Service Bureau	
FY 20		Funding	Secondary Road Fund allocation		FM xfr Allocation	City TIME-21 Amts	FM Road fund allocation	
			Est. amount for FY20 ->		\$ 3,137,882	\$464,131	Est. amount for FY20 ->	
			\$328.84M Reg (25.5%) & \$45 TIME-21 (20%) plus TJ \$9.86				\$106,940,000	
							8% of RUTF - no TIME-21	
FY 21		Funding projections	Secondary Road Fund allocation		FM xfr Allocation	City TIME-21 Amts	FM Road fund allocation	
			Est. amount for FY21 ->		\$ 3,274,699	\$464,131	Est. amount for FY21 ->	
			\$331.42M Reg (25.5%) & \$45 TIME-21 (20%) plus TJ \$9.94				\$107,810,000	
							8% of RUTF - no TIME-21	
Counties	Factors based on Sec. Rts. data as of 01/01/19 and 2010 US Census	Use this in budget 3A RUTF regular 24.5% allocation + DOT TJ	Use this in budget 3C TIME-21 20.0% allocation	Total Secondary Road Fund	Use this in budget 3B Transfers for FM extensions in cities with less than 500 population	<Informational> City TIME-21 included in FMxtn TJ	Factors based on FM data as of 01/01/19 and 2010 US Census	FM allocation
No Name	SRF Factor	\$ 341,360,000	\$ 45,000,000	\$ 386,360,000			FM factor	
1 Adair	0.91995053	\$3,140,343	\$413,978	\$3,554,321	\$17,118	\$2,426	0.78824890	\$849,811
2 Adams	0.66845105	\$2,281,824	\$300,803	\$2,582,627	\$9,368	\$1,328	0.60835951	\$655,873
3 Allamakee	1.01405766	\$3,461,587	\$456,326	\$3,917,913	\$12,587	\$1,784	1.02408682	\$1,104,068
4 Appanoose	0.80574307	\$2,750,485	\$362,584	\$3,113,069	\$53,501	\$7,583	0.81694411	\$880,747
5 Audubon	0.72635951	\$2,479,501	\$326,862	\$2,806,363	\$13,662	\$1,936	0.69644486	\$750,837
6 Benton	1.35939722	\$4,674,574	\$616,229	\$5,290,803	\$17,537	\$2,486	1.31445411	\$1,417,113
7 Black Hawk	1.19298005	\$4,072,357	\$536,841	\$4,609,198	\$0	\$0	1.26373834	\$1,362,436
8 Boone	1.04910508	\$3,581,225	\$472,097	\$4,053,322	\$26,854	\$3,806	1.05502319	\$1,137,421

Note: Do not include transfer of road use tax to farm-to-market fund for construction (if that option is being utilized).

3B. Amount for 306.4 (3a) T.J. (FM extensions in cities < 500 pop.)

List the receipts to the secondary road fund from the transfer of the FM extensions in the cities with populations less than 500 to the county per Iowa Code Section 306.4 (3a). This amount is published in the "FY xxxx RUT Estimates" document published by the Service Bureau. (See above).

FY 21 Revenue Projection - Start of Fiscal Year estimate					Advance		Prepared on: 10/15/2019	
Based on FY 20 factors applied to FY 21 projected revenue							Prepared by: ICEA Service Bureau	
FY 20		Funding	Secondary Road Fund allocation		FM xfr Allocation	City TIME-21 Amts	FM Road fund allocation	
			Est. amount for FY20 ->		\$ 3,137,882	\$464,131	Est. amount for FY20 ->	
			\$328.84M Reg (25.5%) & \$45 TIME-21 (20%) plus TJ \$9.86				\$106,940,000	
							8% of RUTF - no TIME-21	
FY 21		Funding projections	Secondary Road Fund allocation		FM xfr Allocation	City TIME-21 Amts	FM Road fund allocation	
			Est. amount for FY21 ->		\$ 3,274,699	\$464,131	Est. amount for FY21 ->	
			\$331.42M Reg (25.5%) & \$45 TIME-21 (20%) plus TJ \$9.94				\$107,810,000	
							8% of RUTF - no TIME-21	
Counties	Factors based on Sec. Rts. data as of 01/01/19 and 2010 US Census	Use this in budget 3A RUTF regular 24.5% allocation + DOT TJ	Use this in budget 3C TIME-21 20.0% allocation	Total Secondary Road Fund	Use this in budget 3B Transfers for FM extensions in cities with less than 500 population	<Informational> City TIME-21 included in FMxtn TJ	Factors based on FM data as of 01/01/19 and 2010 US Census	FM allocation
No Name	SRF Factor	\$ 341,360,000	\$ 45,000,000	\$ 386,360,000			FM factor	
1 Adair	0.91995053	\$3,140,343	\$413,978	\$3,554,321	\$17,118	\$2,426	0.78824890	\$849,811
2 Adams	0.66845105	\$2,281,824	\$300,803	\$2,582,627	\$9,368	\$1,328	0.60835951	\$655,873
3 Allamakee	1.01405766	\$3,461,587	\$456,326	\$3,917,913	\$12,587	\$1,784	1.02408682	\$1,104,068
4 Appanoose	0.80574307	\$2,750,485	\$362,584	\$3,113,069	\$53,501	\$7,583	0.81694411	\$880,747
5 Audubon	0.72635951	\$2,479,501	\$326,862	\$2,806,363	\$13,662	\$1,936	0.69644486	\$750,837
6 Benton	1.35939722	\$4,674,574	\$616,229	\$5,290,803	\$17,537	\$2,486	1.31445411	\$1,417,113
7 Black Hawk	1.19298005	\$4,072,357	\$536,841	\$4,609,198	\$0	\$0	1.26373834	\$1,362,436
8 Boone	1.04910508	\$3,581,225	\$472,097	\$4,053,322	\$26,854	\$3,806	1.05502319	\$1,137,421

3C. TIME-21 Funds

List the estimated TIME-21 receipts to the secondary road fund as provided by the ICEA Service Bureau.

FY 21 Revenue Projection - Start of Fiscal Year estimate Based on FY 20 factors applied to FY 21 projected revenue					Advance	Prepared on: 10/15/2019 Prepared by: ICA Service Bureau		
FY 20		Funding	Secondary Road Fund allocation	Est. amount FY20 ->	FM xfr Allocation	City TIME-21 Amts	FM Road fund allocation	
		\$328,84M Reg (25.5%) & 8	ME-21 (20%) plus TJ \$9.86	\$383,700,000	\$ 3,137,882	\$464,131	Est. amount for FY20 -> \$106,940,000 8% of RUTF - no TIME-21	
FY 21		Funding projections	Secondary Road Fund allocation	Est. amount FY21 ->	FM xfr Allocation	City TIME-21 Amts	FM Road fund allocation	
				\$386,360,000	\$ 3,274,699	\$464,131	Est. amount for FY21 -> \$107,810,000 8% of RUTF - no TIME-21	
Counties	Factors based on Sec. 8B, data as of 01/01/19 and 2010 US Census	Use this in budget 3A RUTF regular 24.5% allocation + DOT TJ	Use this in budget 3C TIME-21 20.0% allocation	Total Secondary Road Fund	Use this in budget 3B Transfers for FM extensions in cities with less than 500 population	<informational> City TIME-21 included in FMxtn TJ	Factors based on FM data as of 01/01/19 and 2010 US Census	FM allocation
No Name	SRF Factor	\$	\$	\$			FM factor	
1 Adair	0.91995053	\$3,140,343	\$413,978	\$3,554,321	\$17,118	\$2,426	0.78824890	\$849,811
2 Adams	0.65845105	\$2,281,824	\$300,803	\$2,582,627	\$9,368	\$1,328	0.60835951	\$655,873
3 Allamakee	1.01405766	\$3,461,587	\$456,326	\$3,917,913	\$12,587	\$1,784	1.02408682	\$1,104,068
4 Appanoose	0.80574307	\$2,750,485	\$362,584	\$3,113,069	\$53,501	\$7,583	0.81694411	\$880,747
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8 Boone	1.04910508	\$3,581,225	\$472,097	\$4,053,322	\$26,854	\$3,806	1.05502319	\$1,137,421

4. RISE Funds

List anticipated receipts to secondary road fund from the state Revitalize Iowa's Sound Economy (RISE) program.

5. Federal-aid Bridge Replacement Funds

List anticipated receipts for bridge replacement projects on local roads funded with Federal Bridge Replacement Off-System (BROS--8J) funds. State County Bridge (SBRC or SBRFM) funds should be listed under Miscellaneous Receipts (see item 9 below).

6. Swap Bridge Replacement Funds

List anticipated receipts for bridge replacement projects on local roads funded with Federal-aid Swap Bridge Replacement Off-System (BROS-SWAP--SE) funds. State County Bridge (SBRC or SBRFM) funds should be listed under Miscellaneous Receipts (see item 9 below).

7. Proposed Transfer of FM Funds to Local Secondary Fund

List proposed transfers from the farm-to-market fund to the secondary road fund as per Iowa Code Section 309.10. The county must have a positive balance in its FM fund and the maximum amount transferrable in the next fiscal year, is 50 percent of the anticipated farm-to-market allocation. Also, see [I.M. 2.140](#) for other restrictions and instructions on this process.

8. Tax Refunds and/or Credits

This line provides a location to list refunds and/or credits for the first and second prior years rather than including them in the miscellaneous receipts. By utilizing this line, the receipts portion of the budget more closely aligns with the annual report. Amounts are indicated here only if the refunds or credits occur in the same year as the taxes

levied (except for fuel tax refunds, which are listed here no matter when they are received). If warrants for refunds in a previous year are cancelled, that amount should still be shown as a miscellaneous receipt. There is no need to estimate any amounts for the proposed current fiscal year or the proposed next fiscal year.

Include anticipated tax refunds and/or credits, such as **fuel tax refunds** here. (See the [Annual Report Instructions](#) for more information on this topic.)

9. Miscellaneous Receipts

List the receipts from State County Bridge (SBRC or SBRFM) funds, anticipatory certificates (Section 309.46), and the sale of county road and bridge bonds (Section 331.441-331.449). Do not show revenues from special levies, which pay interest on or retirement of said bonds because the county must maintain a special account for such funds.

Also include other receipts not included above, such as donations, sale of used equipment, materials, junk, permits, receipts from voluntary TJ agreements, receipts from special categorical funding programs (TSIP, RR Crossing, FEMA), etc. Clearly itemize next year's various miscellaneous receipts. **Note: Do not include reimbursable items.**

List receipts to your secondary road fund from special assessment districts as outlined in Iowa Code Chapter [311](#).

10. Total Miscellaneous Receipts

The program will compute and display the total of all miscellaneous receipts itemized in 9.

11. Total Receipts

The program will compute and display the total of lines 1, 2, 3, 4, 5, 6, 7, 8, and 10.

11. Road Use Tax Funds Transferred to FM Funds

Enter amount, if any, the State Treasurer will transfer from the county's road use taxes to the county's farm-to-market fund for construction. This action requires a resolution by the Board of Supervisors. Refer to [I.M. 2.130](#) for specific details and the resolution form. **Please note, this method is NOT the preferred method of transferring secondary roads funds to the farm-to-market account.** Please see the I.M. for the preferred method of issuing a check payable to the farm-to-market fund.

Summary of Expenditures Sheet

Please provide expenditure information for the following:

1. Second Prior Year - TPMS will provide actuals from that year's annual report.
2. First Prior Year - TPMS will provide actuals from last year's annual report.
3. Current Year - Estimated by adjusting the current year budget.
4. Next Year - Estimated by using prior years as guides or using the optional worksheets located on the Service Bureau Web site.

Total Expenditures--Enter total of the four budget control items, 70X + 020 + 71X + 72X.

Note: Counties paying cities under 500 population to maintain the FM extension that transferred to the county per Iowa Code Section 306.4 (3a) should budget those payments as expenditures in 71X. Accounting Code 458 has been added to the 450 - Roadway Maintenance category to track and report those payments.

Auditor's Balance of Secondary Road Fund at End of Budgeting Period

Enter auditor's fiscal year ending balance. TPMS gives actual amounts for second and first prior years. Give estimated balance for the current and next fiscal years. Note: The ending balance of a fiscal year must equal the beginning balance of the following fiscal year. If the ending balance and the beginning balance of the succeeding years are not equal, please note the reason.

TOTAL--TPMS totals the Total Expenditures plus auditor's year-end balance. This must equal total receipts.

Optional worksheets for completing the budget and program are included on the ICEA Service Bureau website under "Downloads" > "Administrative" > "Forms". Instructions related to the worksheets are also included there.

Budget Construction Estimate (Section 020)

The budget module will automatically pull in cost information for all projects programmed in the accomplishment year. If the project is programmed showing the entire project cost in the accomplishment year, that will be the amount pulled into the budget. However, the CFYP module does allow project costs to be entered for multiple fiscal years if the county anticipates that the entire expenditure will not happen in the accomplishment year and wants to utilize that functionality.

The budgeted construction expenditure estimate does not necessarily have to match the local costs shown in the CFYP accomplishment year. These figures may differ due to duplicate items and/or the way some federal highway bridge program (HBP) funds are handled. For example, a BROS--8J project estimated at \$500,000 would be programmed as funded 20% by local funds (\$100,000) and 80% by Federal-aid (\$400,000) funds. However, the project would be budgeted as a \$500,000 construction expenditure because the local account will expend the entire cost of the project and will be reimbursed the 80% Federal-aid share.

The necessary revenue to construct the project should be shown in two locations in the estimated receipts. The \$400,000 in Federal-aid would be shown on line 5, Federal-aid Bridge Replacement Funds, and the \$100,000 local match would be included in either the total receipts for local tax levies or the Road Use Tax received. Below is a screen shot from the Budget tool in TPMS:

701 Engineering Expenditures (200)		\$193,796.94	\$255,096.93	\$ 300480	\$ 0
Totals		\$403,825.54	\$475,875.69	\$611,912	
020 Construction					
		FY 2018	FY 2019	FY 2020	FY 2021
Project ID	Project Number				
4399	BROS-C088(80)--8J-86	\$32,625		\$ 0	\$ 0
0	BROS-C088(86)--8J-86	\$1,868.50		\$ 0	\$ 0
29488	BROS-C088(91)--8J-86	\$39,715.42		\$ 0	\$ 0
5324	BROS-C088(88)--8J-86	\$349,352.20	\$21,036.37	\$ 0	\$ 0
29488	BROS-C088(92)--8J-86	\$429,755.26	\$18,889.10	\$ 0	\$ 0
35707	BROS-C088(95)--8J-86	\$34,116.14	\$9,589.76	\$ 0	\$ 0
Totals		\$887,432.52	\$49,315.23	\$0	\$0
Adjusted Construction Program Expenditures (300)		\$158,856.47	\$49,315.23	\$ 3180000	\$ 0

- This section shows projects previously entered for the second and first prior years. You may add projects for the current year and for the next year.
- The total dollar amount of all of the projects entered in each fiscal year is shown at the bottom in the “Totals” line. You can use this number if desired, but you are not required to do so.
- The “Adjusted Construction Program Expenditures (300)” line is where the final construction expense amount should be entered. If you want to use the total from the projects entered above, duplicate that number on this line. **If you want to use a different number, simply enter the number you wish to use.** This line supersedes the “Total” line directly above it.
 - It would not be uncommon to enter a value different from the “Totals” line because projects are often paid, and reimbursements are often received, over the span of multiple fiscal years.
 - “The following would be an instance when you may want to use a value different from the calculated “Totals” line: a BROS--8J job may have \$400K in in FA reimbursements coming, but only \$250K can be expected in the Next Fiscal Year; with the remaining \$150K coming in the following Fiscal Year. So, a decreased 020 entry would be made. Or BROS--8J funds from a prior fiscal year are expected to finally come in during the Next Fiscal Year. This would call for an increased 020 entry.

Note: ALL PROJECTS CAN BE BUDGETED ACROSS MULTIPLE FISCAL YEARS, BUT THEY SHOULD ONLY BE PROGRAMMED IN THE STATE FISCAL YEAR OF THE

EXPECTED LETTING. ADDITIONALLY, A PROJECT DOES NOT HAVE TO BE BUDGETED IN THE YEAR IT IS LET. (For example, a project may be let June and not have any expenditures before July 1. In that case, the project would be programmed in the fiscal year preceding the year in which it is budgeted.)

A worksheet is available for aiding in figuring the expenses in each of the major categories for budgeting.

Budget Worksheet for Construction – Optional (Located on ICEA Service Bureau web site under “Downloads” > “Administrative” > “Forms” > Form name “Detailed line-item budget worksheet 2015”)

In this worksheet, the total cost of construction projects anticipated to be completed by the contract method, is shown in the right-hand area under the heading of Contract Construction Cost. Various work types are shown by cost accounting code. This breakdown may be used to compute your total construction costs by contract.

The total cost of construction projects anticipated to be completed by the day labor method, is shown in the left-hand portion of this worksheet under the heading of Day Labor Construction Cost. The same work type listing is provided to assist with determining day labor construction costs. The total day labor construction costs transferred to the 020 Construction item in the budget will need to be reduced for equipment operations, tools, materials, and supplies expenditures which have been budgeted in the 600 series and will be used on day labor construction projects.

Duplicated expenditures 620, 630, and 650 are a prorated share of the expenditures for maintaining and operating equipment and are included in the estimated cost of day labor construction projects. Equipment operation costs for day labor construction projects are estimated according to the anticipated number of hours individual pieces of equipment will be used on the construction projects multiplied by a determined hourly rental rate.

It is the responsibility of each county engineer's office to establish realistic equipment rental rates used in this and other accounting procedures for secondary road operations. Rental rates should include consideration for depreciation. The hourly rates contained in the [Iowa DOT Schedule of Equipment Rates](#) in the Equipment Rates page of Local Systems web site may be used for this purpose. These rates are mandatory for determining final project costs reported in accordance with the requirements of Section 314.1A of the Iowa Code.

Duplicated expenditures 655, 660, and 680 include tools, materials, and supplies used from stock on day labor construction projects. The total duplicated items are then subtracted from the total day labor construction costs to obtain the adjusted day labor construction. This procedure makes it possible for these items to be reflected in the estimated costs of day labor construction projects while the actual expenditure for the item is accounted for in the appropriate 600 series. Failure to make this adjustment would result in duplicating these expenditures.

Labor and related fringe benefits associated with day labor construction projects are not accounted for in the other series noted above and, therefore, are not considered duplicated items. Tools, materials, and supplies purchased exclusively for a specific day

labor project may be charged directly to the appropriate 300 series code and would then not be considered a duplicated item.

The net adjusted construction expenditure is transferred to the 020 Construction expenditure line in the budget.

COUNTY SECONDARY ROAD CONSTRUCTION PROGRAM

The official printed copy of the County Five-Year Program (CFYP) will be composed of a title sheet, a paving point determination sheet (if applicable), as many construction project sheets as necessary to identify programmed construction work, and a summary sheet containing cumulative project cost totals for each fiscal year. The county needs to maintain on file an "Official" copy of the CFYP.

The accomplishment year is the first year of the CFYP. The priority years are the second through fifth years of the CFYP.

General Information

When to Prepare and Submit

On or before April 15 of each year, the Board of Supervisors shall adopt and submit to the department for approval a secondary road construction program for the next five fiscal years. This program should be based upon the construction funds (local secondary, farm-to-market and federal-aid/federal-aid swap/state aid) estimated to be available for such years as stated in Iowa Code Section [309.22](#). The Local Systems Bureau encourages early submittals in order to eliminate delays in revisions and approvals. Board Approval is necessary per Iowa Code Section [309.22](#) and is considered to be approved whether by motion or resolution.

Counties should follow up their CFYP submittal by double checking to make sure that matching records for each project seeking Federal-aid and for each non-bridge project seeking Federal-aid Swap have been entered and submitted in their Transportation Improvement Program (TIP). The Iowa DOT Program Management Bureau strongly urges all Federal-aid and Federal-aid Swap funding prospects be TIP-submitted no later than April 30th.

Note: The Regional Planning Affiliations (RPAs), Metropolitan Planning Organizations (MPOs), and Transportation Management Authorities (TMAs) are independently responsible for submitting their TIPs, which contain projects from the CFYPs. These TIPs are then combined into the Statewide Transportation Improvement Program (STIP). These organizations often will not finalize the STIPs until near the April 15 deadline (April 30 is their deadline noted above), and counties need to know the final placement of their projects in the STIPs in order to finalize their CFYPs, so counties may be at a disadvantage in their efforts to turn programs in much before the deadline.

Note: Submittal of the program must be done electronically through TPMS.

Creating a New CFYP

See the "[Format and Use of TPMS](#)" section at the beginning of this instruction set for tips on how to initiate and edit the CFYP.

What Projects Should and Should Not be Programmed?

Projects which must be programmed include:

- Any project which is considered construction.
- Any project which can sometimes be considered maintenance, but which will utilize Farm-to-Market funding (i.e. – granular resurfacing, pavement markings, crack sealing with FM funds).
- Projects in the accomplishment year which account for the acquisition of right-of-way (ROW) for other construction projects.
 - Such projects should be named “Accomplishment Year ROW” or “FY ROW” and should use a project number which appropriately reflects the funding intended for use in purchasing the ROW.
 - Priority year ROW costs should be included with the project in the project’s costs.

Projects which need not be programmed include:

- Projects which are considered maintenance, unless said project will utilize Farm-to-Market funding. If a project is considered maintenance, the bid threshold does not apply. See the Local Systems “Bid & Quote Thresholds” [web page](#) for further information.
 - Programming maintenance projects that do not utilize Farm-to-Market funding may cause complications with the review of the Annual Report.

Projects which **should not** be programmed include:

- Any project which has already been let.

Additional programming options:

- A county may program a single line-item project to cover small projects (like culverts) that may come up during the year. However, the total estimated cost for that project cannot exceed the day labor limit in force when the program is prepared. Counties should take care to track expenses of these projects as they progress to ensure the day labor limit is not exceeded. Exceedance of the day labor limit will be checked on the Annual Report. See the [Bid and Quote Thresholds](#) webpage and the [Annual Report Instructions](#) for additional information.
- An entry to accommodate Accomplishment Year Balance Held in Reserve such as "FY__ Bal. in Reserve" or "Acc Bal. in Reserve," if applicable.
 - This is a project line entry which can be used, if desired, to allow for overruns. Most counties do not use this category, but a few do feel a need for it. It should be limited to a maximum of 10% of the total accomplishment year project costs.
 - **Note: Use of this option is permissible but is not encouraged.**

See [I.M. 2.010](#) for additional information on the requirements for the CFYP and programming and [I.M. 2.010, Attachment A](#) for additional guidance on construction vs. maintenance.

In What Year Should a Project Be Programmed?

- A project should be programmed in the State Fiscal Year of the expected letting.
- It is not required to budget for a project in the year in which it is programmed. (For example, a project may be let in June of the accomplishment year and may not have any expenditures before July 1 of the 1st priority year. In that case, the project would be programmed in the accomplishment year and budgeted in the following fiscal year.)

- Additionally, a project may be budgeted across multiple years if desired. (For example, a project could be let in April of the accomplishment year that incurs expenses in May and June (in the accomplishment year) as well as after July 1 (in the 1st priority year). In that case, the project would have budgeted amounts for both the programmed year and the succeeding fiscal year.)

The STIP is developed in conjunction with the CFYP. The CFYP is developed based on the state fiscal year, but the STIP is developed based on the federal fiscal year. The state fiscal year runs from July 1 – June 30. The federal fiscal year runs from October 1 – September 30. All Federal-aid and Federal-aid Swap projects need to be entered into the STIP. Funds related to any Federal-aid projects in the STIP are authorized no later than the 3rd Tuesday, 1 month prior to a letting (approximately 6 weeks prior to the letting), and the authorization date of the funding is what controls the STIP year they are placed in. Therefore, when a project is let in August, September, or October (funds authorized in July, August, or September), they will be in a different state vs. federal fiscal year. For example, a project let in September of 2022 will be in state fiscal year 2023 and federal fiscal year 2022.

Since FHWA authorization occurs approximately 6 weeks before letting, projects scheduled for an October letting would need to be programmed in the STIP in the previous FFY.

Regarding the STIP, Federal-aid Swap projects should follow the same programming procedures as Federal-aid projects. However, no formal authorization of funds occurs.

Additional guidance regarding the programming of Federal-aid projects in the STIP can be found in the [Federal-aid Guide](#).

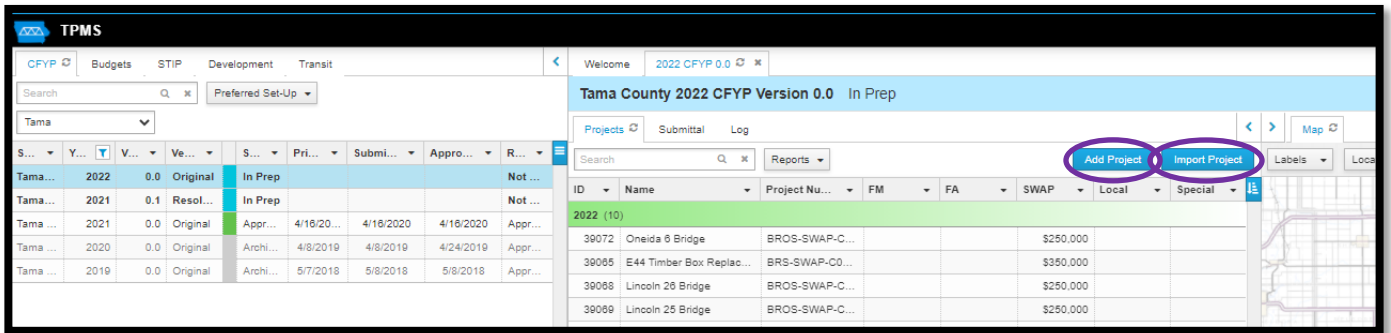
Programming: When creating your 5-year programs (CFYPs), **you should program projects based on the state fiscal year**. (No letting date is assigned at the time of programming.) The STIP will then be populated according to the state year in projects are programmed. Later, at the time that the project is activated for development, a letting date is assigned. If the letting date shows a conflict between your programmed year and the STIP year the project was put into, TPMS will “throw a flag” alerting you of the issue. You will need to adjust your project to the correct STIP year as soon as you are aware of the issue.

Entering Projects and Project Information

Adding a Project

First, navigate to the CFYP tab and open the appropriate CFYP draft by clicking on the line containing the desired version in the left-most window. Clicking on the desired version will open a middle window containing the listing of projects currently in that version of the CFYP.

To add a new project to the CFYP, click on either the “Add Project” or “Import Project” button as appropriate. Clicking the “Add Project” button will allow you to enter all project details “from scratch”. Clicking the “Import Project” button will allow you to select a project from a previous CFYP.

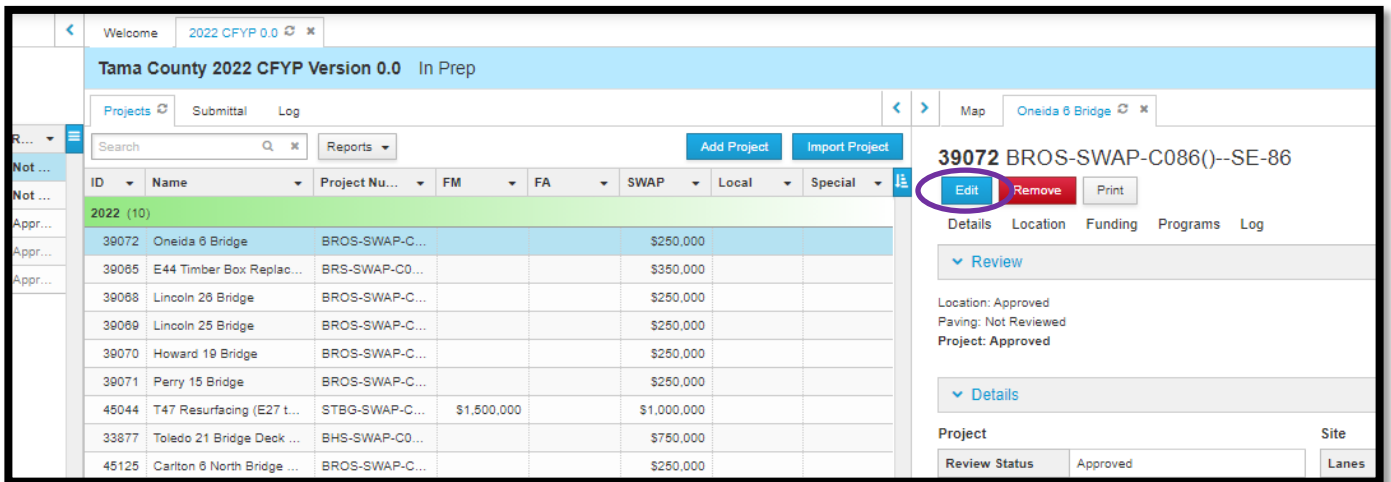


When “Add Project” is selected, a tab will open in the right-most window which is entitled “Add Project”. Enter the project’s information according to the directions shown in the [“Entering Project Details”](#) section.

Editing a Project

First, navigate to the CFYP tab and open the appropriate CFYP draft by clicking on the line containing the desired version in the left-most window. Clicking on the desired version will open a middle window containing the listing of projects currently in that version of the CFYP.

To edit a project already listed in the CFYP, click on the line containing the project in the “Projects” tab in the middle window. This will cause a tab to open in the right-most window containing the project details. In this project detail window, click on the “Edit” button.



Deleting a Project

First, navigate to the CFYP tab and open the appropriate CFYP draft by clicking on the line containing the desired version in the left-most window. Clicking on the desired version will open a middle window containing the listing of projects currently in that version of the CFYP.

To edit a project already listed in the CFYP, click on the line containing the project in the “Projects” tab in the middle window. This will cause a tab to open in the right-most window containing the project details. In this project detail window, click on the “Remove” button.

Projects Submittal Log

Map Oneida 8 Bridge

39072 BROS-SWAP-C086()-SE-86

Edit Remove Print

Details Location Funding Programs Log

Review

Location: Approved
Paving: Not Reviewed
Project: Approved

Details

Project Site

Review Status Approved Lanes

ID	Name	Project Nu...	FM	FA	SWAP	Local	Special
2022 (10)							
39072	Oneida 8 Bridge	BROS-SWAP-C...			\$250,000		
39065	E44 Timber Box Replac...	BRS-SWAP-CO...			\$350,000		
39068	Lincoln 26 Bridge	BROS-SWAP-C...			\$250,000		
39069	Lincoln 25 Bridge	BROS-SWAP-C...			\$250,000		
39070	Howard 19 Bridge	BROS-SWAP-C...			\$250,000		
39071	Perry 15 Bridge	BROS-SWAP-C...			\$250,000		
45044	T47 Resurfacing (E27 t...	STBG-SWAP-C...	\$1,500,000		\$1,000,000		
33877	Toledo 21 Bridge Deck ...	BHS-SWAP-CO...			\$750,000		
45125	Carlton 8 North Bridge ...	BROS-SWAP-C...			\$250,000		

Entering Project Details

Name

Enter any project name desired. This could be a project number or a locally used description like "Bob's Bridge".

Map Add Project

* Required fields

Add Project

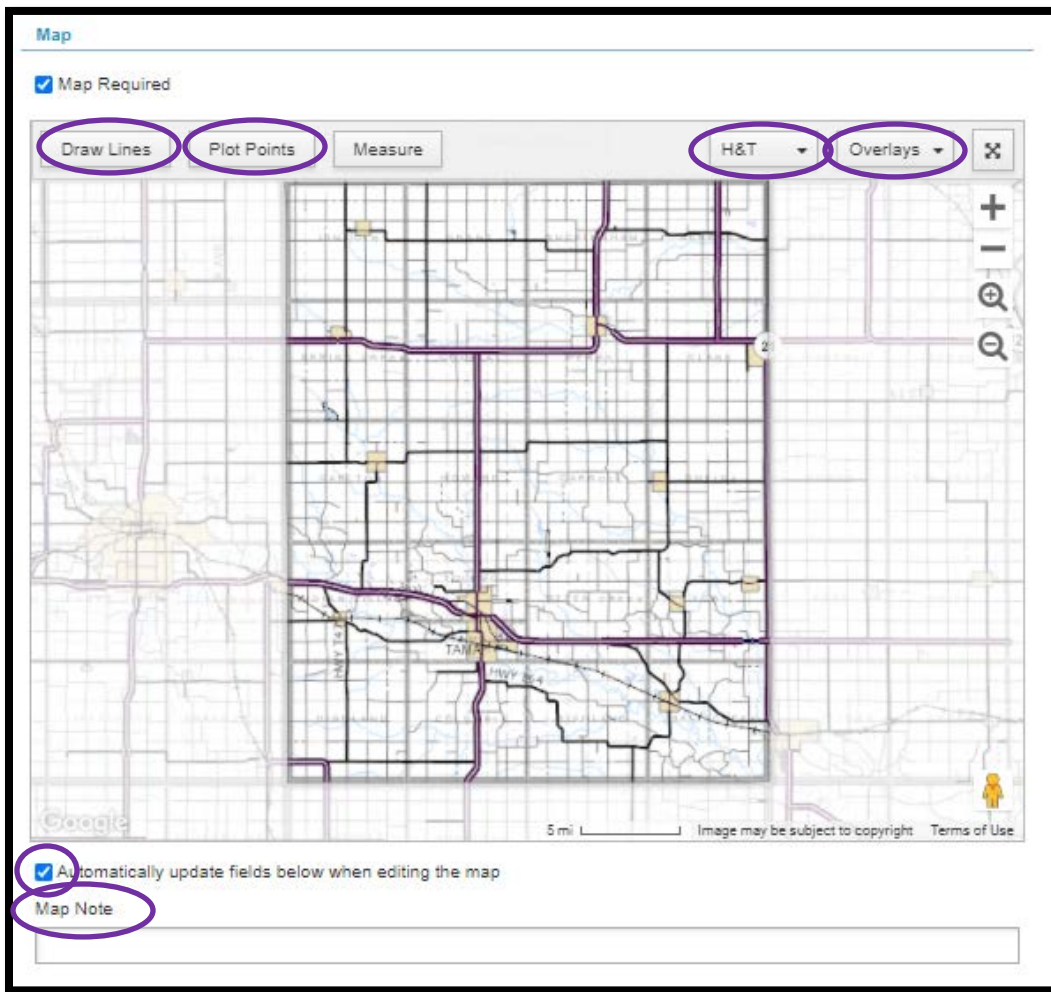
Name

Bob's Bridge

Map

Map

Indicate the project's location on the map by using the drawing tools provided. Various views of the map (H & T, satellite, etc.) and overlays (FM, federal functional class, etc.) can be chosen by using the drop-down menus on the right.



- Bridge projects
 - Use a point marker to indicate a bridge project. Do NOT use a line unless the project involves substantial grading and extends beyond the touchdown points for the bridge. (See [I.M. 1.100, Attachment C](#) for more information on touchdown points and limits of participation.)
 - Zoom in to ensure that the point marker is located directly on the structure unless the new bridge will be located elsewhere. The mapping tool will “snap” the line to the existing road unless the “snap to structure” feature is unchecked. (This check box can be found in the drop-down line resulting from clicking on the “Plot Points” tool.)
- Paving/Grading (linear) projects
 - Draw a line along the project route. The mapping tool will “snap” the line to the existing road unless the “snap to road” feature is unchecked. (This check box can be found in the drop-down line resulting from clicking on the “Draw Lines” tool.)
 - For projects that involve or adjoin cities, ensure that the linework either passes through the city or begins/ends at the city limits as appropriate.

To delete a point or line, right click on the desired points to be deleted and choose “Delete Point”, “Delete Line”, or “Delete Marker” as appropriate.

Generally, the “Automatically update fields below when editing the map” box should remain checked so that changes made on the map automatically update the location description. However, if automatic updates are not desired, this box can be un-checked.

Map Notes – These are notes that are entered for the user’s reference. This is NOT the field that is used for the location description.

Maps should be completed for all projects. The only types of projects that do not require a map are those for maintenance-type activities which include a large number of locations. Examples of these types of projects would be FM-funded pavement marking projects and FM or locally funded rock resurfacing contracts.

If a map is not required, uncheck the “Map Required” box.

Location Description

This Location Description is the one reviewed by Local Systems. It is the description that transfers to TPMS Development, and it must match the STIP and the plan set. It is very important to complete this item correctly. If using distances in the Location Description, you must keep them approximate. **Do NOT measure down to the 0.01 of the mile. Including a location description that is too exact may limit eligibility for certain funds if your project limits change and extend beyond the exact distance in your description.**

The correctness of this Location Description is critical for Federal-aid projects but is important for swap, FM, and local projects also.

Do NOT include a description of the type of work being completed in this field. That information can be placed in the “Map Notes” field below the map for your own reference if desired.

If the “Automatically update fields below when editing map” box, which is located directly under the map, remains checked, any changes to the map will result in corresponding adjustments to the Location Description. Additionally, if the “Automatically update description from fields above” box, which is located under the location builder fields, remains checked, the Location Description will automatically update when changes are made to the informational fields (route, crossing type, feature crossed, from, direction, distance, to, section, township, range).

If the automatic location builder does not fill out the Location Description fully or correctly, the “Description” field may be overridden. If you do need to override the automatically built location, unchecking the “Automatically update description from fields above” will prevent any automatic updates to fields in the builder from further adjusting the overridden description. This includes automatic adjustments from map revisions.

- Bridge Projects – Ensure the final Location Description complies with one of the following formats.
 - *On route, over/under feature crossed, Section, Township, Range*
 - Ex: On Bear Avenue, over Wolf Creek, S8, T96, R27
 - *On route, over/under feature crossed, in Quarter/near Quarter corner, Section, Township, Range*
 - Ex: On Bear Avenue, over Wolf Creek, near Center, S8, T96, R27

- On route, from *intersecting route (from)*, *direction*, approximately, *distance* miles, *Section, Township, Range*
 - Ex: On Bear Avenue, from 120th Street South approximately 0.4 miles, S8, T96, R27
- Paving/Grading (linear) Projects - Ensure the final Location Description complies with one of the following formats. For projects which occupy multiple sections, **ensure that the Section, Township, Range does NOT appear in this Location Description**. If those fields are placed there by the automatic description builder, please remove them.
 - On route, from *intersecting route (from)*, *direction*, to *intersecting route (to)*
 - Ex: On D65, from T47 to T55
 - On route, from *intersecting route (from)*, *direction*, approximately *distance* miles, to *intersecting route (to)*
 - Ex: On D65, from T47 East approximately 3.3 miles to T55

Automatically update fields below when editing the map

Map Note

Location

Route	Crossing Type		Feature Crossed
D 65			
From	Direction	Distance	To
T47	East	4.4 Miles	T55
Section	Township	Range	
S	T	R	

Automatically update description from fields above

Description *

On D 65, from T47 E 4.4 miles to T55

Delete entries in these fields for linear projects.

Roadway

Enter the data for the relevant roadway segment. This data will automatically populate if the “Automatically update fields below when editing map” box is checked, but the fields can be overridden.

Roadway

Lanes	Miles	Min AADT	Max AADT
<input type="text" value="2"/>	<input type="text" value="4.44"/>	<input type="text" value="10"/>	<input type="text" value="748"/>

Structure

Enter the data for the relevant roadway segment. This data will automatically populate if the “Automatically update fields below when editing map” box is checked, but the fields can be overridden.

Structure

Federal Bridge ID	Local Bridge ID
<input type="text" value="320751"/>	<input type="text"/>

Project Number

Select the appropriate project number format based on the roadway type and desired funding program.

- 1) Select the appropriate Federal Functional Class. This information can be found at <https://iowadot.gov/maps/digital-maps/city-and-county-maps> and should be double-checked by turning on the Federal Functional Class overlay in the map.

Project Number

Federal Functional Class *

Funding Program *

	System Class	Funding	Prefix/Alpha Code	Description
<input type="checkbox"/>	County: Farm-to-Market	C-STEP	CST-5C	County-State Traffic Engineering Program
<input type="checkbox"/>	County: Farm-to-	C-STEP	CST-8C	County-State Traffic Engineering Program

Map

Map Required

Draw Lines Plot Points Measure H&T Overlays

Territory
 Pavement 1mi
 AADT
 Farm To Market
 Fed Func

- 2) Select the correct project number format based on the system class (FM, local, etc.) and the funding type.

Project Number

Federal Functional Class *

Rural Major Collector

Funding Program *

	System Class	Funding	Prefix/Alpha Code	Description
<input type="checkbox"/>	County: Farm-to-Market	STBG	SBRFM-5D	State Bridge Replacement Fund on FM Roads
<input type="checkbox"/>	County: Farm-to-Market	STBG	STP-S-5E	Surface Transportation Program - Secondary
<input checked="" type="checkbox"/>	County: Farm-to-Market	STBG	STP-S-TSF-5P	Combination of STP and Traffic Safety Funds
<input type="checkbox"/>	County: Farm-to-Market	STBG-HBP	BHS-63	Bridge Rehabilitation on a Major Collector

- 3) Enter the Asset Owner Type, Asset Owner Code (if applicable), Paren Number (if known, if not, leave blank), Worksite County, and Mile Marker (if known).

Asset Owner Type *

County

Asset Owner Code *

Tama County - C086

Paren Number

Worksite County *

Tama - 86

Mile Marker

- 4) Ensure that the Full Project Number that has been generated is correct. If the “Automatically update project number from fields above” box remains checked, the project number structure will be adjusted each time you update the federal functional class, funding program, and asset information above. This project number can be overridden if necessary, but that need is infrequent. It is a good idea to check with Local Systems first before overriding a project number. Further guidance on project numbers can be found in [I.M. 3.060](#).

Automatically update project number from fields above

Full Project Number *

STP-S-TSF-C086()-5P-86

Funding

Enter funding from ALL anticipated funding sources.

First, enter the year the funding line will be applied. **This project will be placed in your CFYP**

according to the earliest year entered in this field.

The screenshot shows a 'Funding' section with a header and a sub-header 'Funding'. Below the header is a checkbox for 'FM Transfer'. The main form area contains a table with columns for 'Year*', 'Type*', 'Subtype*', and 'Amount*'. The 'Year*' dropdown is set to '2023'. The 'Type*' and 'Subtype*' dropdowns are empty. The 'Amount*' input field is empty and has a '\$' symbol to its left. To the right of the 'Amount*' field is a checkbox for 'Regional'. Below the table is a red 'Remove' button. At the bottom left is a blue 'Add Funding' button, and at the bottom right is the text 'Total Funding \$0'.

Next, enter the applicable funding type and amount. To add an additional funding source, use the blue “Add Funding” button. Ensure the funding type and subtype selected matches the funding shown in the project number you have selected.

Please note that the “Special” type is intended for special non-federal funds such as RISE, Traffic Safety (TSF), or County-State Bridge funds (STB).

The screenshot shows the 'Funding' section with two entries. The first entry has 'Year*' set to '2023', 'Type*' set to 'FA', 'Subtype*' set to 'STBG', and 'Amount*' set to '\$ 700000'. The 'Regional' checkbox is checked. The second entry has 'Year*' set to '2023', 'Type*' set to 'FM', 'Subtype*' set to 'FM', and 'Amount*' set to '\$ 195000'. The 'Regional' checkbox is unchecked. Each entry has a red 'Remove' button. At the bottom left is a blue 'Add Funding' button, and at the bottom right is the text 'Total Funding \$895,000'.

Check the “Regional” box if the funding source must be approved by your Regional Planning Affiliation (RPA). This would include all federal funding sources as well as SWAP-STGB. This would not include SWAP-HBP, FM, State-aid, or local funding.

Funding

FM Transfer

Year *	Type *	Subtype *	Amount *	
2023	FA	STBG	\$ 700000	<input checked="" type="checkbox"/> Regional
Remove				
2023	FM	FM	\$ 195000	<input type="checkbox"/> Regional
Remove				

Add Funding Total Funding \$895,000

The budget module will automatically pull in cost information for all projects programmed in the accomplishment year. If the project is programmed showing the entire project cost in the accomplishment year, that will be the amount pulled into the budget. However, the CFYP module does allow project costs to be entered for multiple fiscal years if the local agency knows that the entire expenditure will not happen in the accomplishment year and wants to utilize that functionality.

Funding

FM Transfer

Year *	Type *	Subtype *	Amount *	
2023	FM	FM	\$ 500000	<input type="checkbox"/> Regional
Remove				
2023	Local	Contract	\$ 700000	<input type="checkbox"/> Regional
Remove				
2024	Local	Contract	\$ 300000	<input type="checkbox"/> Regional
Remove				

Add Funding Total Funding \$1,500,000

The FM Transfer box should be checked whenever a project utilizes an FM transfer as described in [I.M. 2.140](#), Transfer of Farm-to-Market Funds to the Local Secondary Road Fund. This box should not be checked when making a transfer of local funds to the FM account.

Funding

FM Transfer

Year* 2023 Type* FM Subtype* FM Amount* \$ 500000 Regional

Remove

Add Funding Total Funding \$500,000

*****Use of Day Labor vs. Contract Funding & Taking Bids on a Projects*****

All projects which are considered to be construction must be programmed. However, only those that exceed the bid threshold are required to be bid. Projects which are locally funded generally utilize either Contract labor or Day Labor. Contract labor applies to work for which formal (sealed) bids are taken. Day Labor refers to any locally paid work which has not been subjected to formal (sealed) bids, including labor completed by Secondary Roads employees, materials purchased through quotes rather than formal bids, and directly hired contractors.

Purchasing materials via quotes or directly hiring a contractor without taking formal bids does NOT meet the requirement of taking bids for purposes of the bid threshold.

In other words, there can be no component of the project cost which is not formally bid that can exceed the bid threshold limit.

For example, suppose the bid threshold is \$93,000, and the total estimated cost of the project is \$100,000, of which \$50,000 is materials and \$50,000 is labor. The bid threshold requirement would NOT be met in any of the following scenarios.

- a) Materials were purchased directly or via quotes and Secondary Roads employees provided the labor.
- b) Materials were purchased directly or via quotes and a contractor was directly hired to provide the labor.
- c) A contractor was directly hired to provide both the materials and the labor.

In these three scenarios, bidding requirements are not met because the total of the non-bid components exceed the bidding threshold.

Conversely, for the same situation, the bid threshold WOULD be met in the following scenarios.

- a) Materials were purchased via formal bids and Secondary Roads employees provided the labor.
- b) Materials were purchased via formal bids and a contractor was directly hired to provide the labor.
- c) Materials were purchased directly or via quotes and bids were taken for contractor provided labor.

In these three scenarios, bidding requirements are met because the non-bid component of the cost remains less than the bidding threshold.

Often, materials are purchased ahead of a project being completed. When programming projects and entering funding amounts, counties should be cognizant of these requirements. See the Local Systems “Bid & Quote Thresholds” [web page](#) for further information.

Contacts

Select the appropriate planning agency (RPA/MPO) for your area.

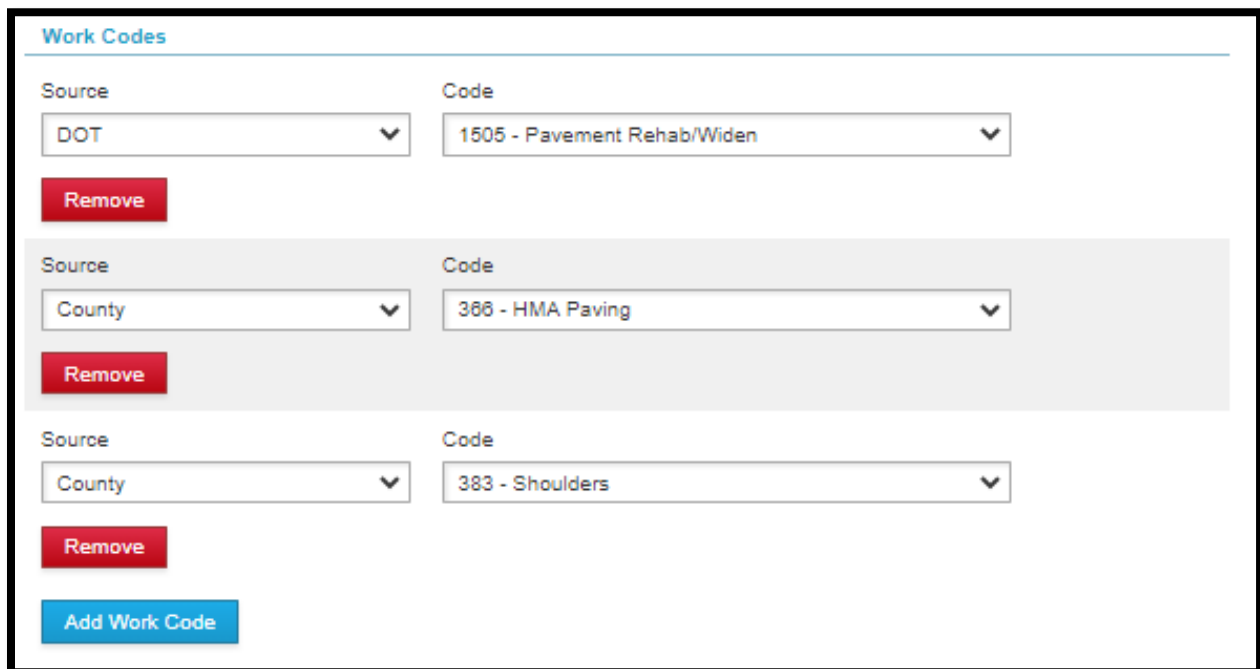


The screenshot shows a form titled "Contacts" with a section for "Planning Agency*". A dropdown menu is open, showing "RPA 6" as the selected option.

Work Codes

Select the appropriate DOT and County work codes for your project. For any DOT-let project, DOT work codes must be included. To add additional work codes, click on the blue “Add Work Code” button.

If DOT work code “1001 - Grade and Pave” is chosen, paving points will likely be required in the Paving Points section. Additionally, paving points may be required for DOT codes “1005 – Pave” and “3511 – Grading”. See the [“Paving Points”](#) section below for more information.



The screenshot shows a form titled "Work Codes" with three rows of work codes. Each row has a "Source" dropdown and a "Code" dropdown. The first row has "DOT" as the source and "1505 - Pavement Rehab/Widen" as the code. The second row has "County" as the source and "366 - HMA Paving" as the code. The third row has "County" as the source and "383 - Shoulders" as the code. Each row has a red "Remove" button. At the bottom, there is a blue "Add Work Code" button.

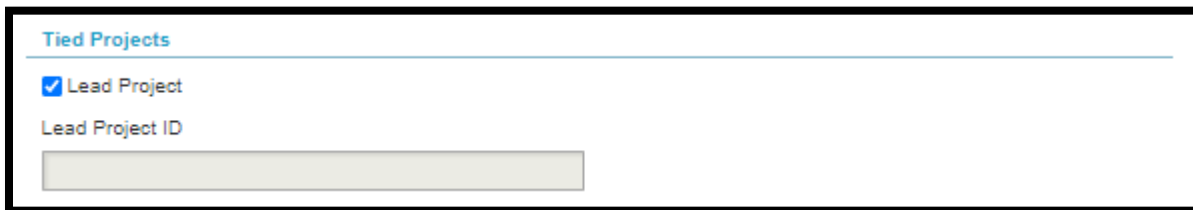
Tied (Joint/Shared) Projects

This section references “joint” or “shared” projects in which the county shares jurisdiction, ownership, or responsibility for the project with another county. This section is NOT used to indicate “tied” projects on one contract. In other words, this section is not used to indicate multiple projects under one county’s ownership which will later be bundled together for bidding purposes.

Examples of these “joint” or “shared” projects could include a paving project or bridge replacement project on a county-line road. In these situations, each county should program the project in their respective CFYP. When programming the project, each county should show funding corresponding to their own share of the project cost.

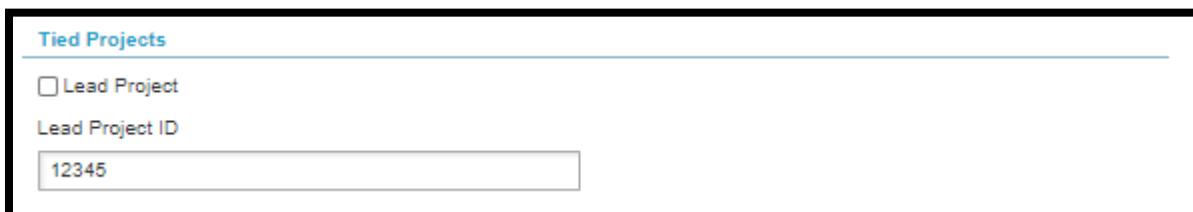
This way, the project will come into the Annual Report so that each county can report their total costs. Otherwise, when completing the Annual Report, the county paying the reimbursement would have to add a project to the Annual Report that was not programmed, which would raise a “construction project not programmed” flag and cause the county to have to justify why they paid for a project not programmed.

When a project is shared with another county, information must be included in the “Tied Project” field. If your county is the lead agency for the project, click the “Lead Project” checkbox as shown below. This will cause the “Lead Project ID” box to be non-selectable. This is ok. TPMS will know to use your TPMS ID as the project ID. Additionally, if you are the lead county, you will need to share your TPMS ID with the non-lead county so that they can enter the ID into their program as well. (See the next paragraph.)



The screenshot shows a form titled "Tied Projects" with a blue header. Below the header, there is a checkbox labeled "Lead Project" which is checked with a blue checkmark. Underneath the checkbox is a text input field labeled "Lead Project ID" which is currently empty.

If your county is not the lead agency for the project, enter the TPMS ID of the lead agency’s project in the “Lead Project ID” box as shown below. In order to obtain the TPMS ID of the lead county’s project, you will need to communicate with the lead county.



The screenshot shows the same "Tied Projects" form. The "Lead Project" checkbox is now unchecked. The "Lead Project ID" text input field now contains the number "12345".

Paving Points

Projects which involve paving a road not currently paved (i.e., new paving or grade and pave projects) will require the entry of paving points. Such projects would likely correspond to, but

are not limited to, DOT work codes “1001 - Grade and Pave”, “1005 – Pave”, and “3511 – Grading”. If a proposed project has 50 points or more, the project will not require a public hearing. If the proposed project has less than 50 points, a public hearing will be required. See [I.M. 2.010](#) and [I.M. 2.010, Attachment B](#) for further information on paving points.

If paving points are required, check the “Paving Points Required” Box and enter the appropriate information in the given fields. If a hearing date is needed but has not yet been established, leave the field blank. The point total will automatically update as information is populated in the given fields. A “Trucks Explanation” will be required for any “Trucks” value entered which exceeds 9.

Pavement resurfacing projects do not require paving points.

Paving Points

Paving Points Required

Road Type	Pavement Proximity (Miles)	AADT	Trucks
Major Collector	3	200	9 %

Trucks Explanation

Hearing Date

Bonus Points

Bonus Explanation

Total Points 64

Notes

Enter any notes that you find helpful to yourself or that might help the Local Systems reviewer.

Notes

Saving the Project

When all project details have been entered, click on the blue “Submit” button in the bottom, right corner to save the information and place the project into the CFYP.

A screenshot of a web form titled "Notes". The form has a large, empty text input area. At the bottom right of the form, there are two buttons: a blue "Submit" button and a grey "Cancel" button. The "Submit" button is circled in blue.

Submitting the Finalized CFYP

When all of the desired projects have been placed in the CFYP and all of the project details have been reviewed, navigate to the “Submittal” tab in the middle window.

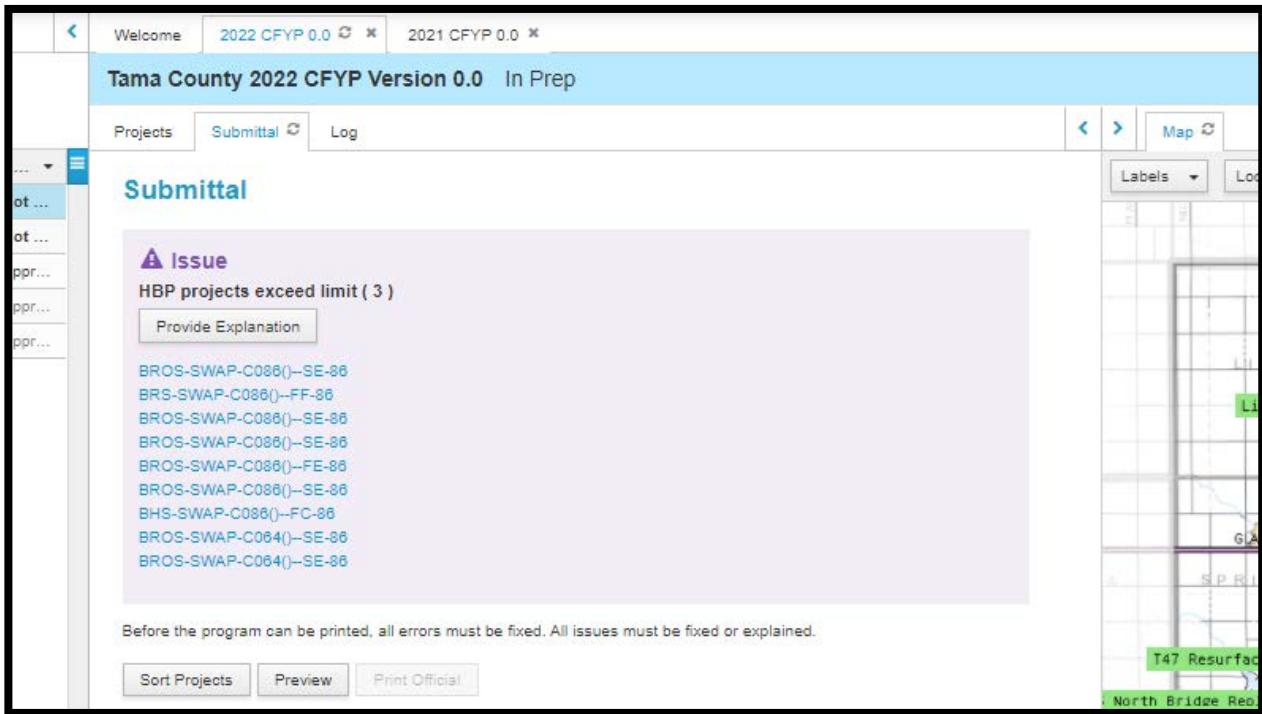
****Note:** Don’t forget to check the QBL for HBP funding eligibility for bridge projects.

If there are any errors, issues, or warnings showing, these must be addressed before the CFYP can be printed and submitted.

Warnings serve as FYIs only and do not prohibit submittal. Issues are more serious than warnings and must be explained/justified before a program may be submitted. If you believe an issue is “ok”, click on the “Provide Explanation” button to address it. If the issue does seem to truly indicate an error or conflict, go back and revise the project in question.

A program may not be submitted with errors remaining. If an error occurs, go back and revise the project in question or contact Local Systems or the Service Bureau if you are unable to understand why the error is occurring.

When all warnings and issues have been addressed, the “Print Official” button will be available for selection. **Selecting “Print Official” will cause the CFYP to be locked, and no further changes will be able to be made.** Selecting “Print Official” will also generate a PDF printout of the CFYP.



Once the CFYP has been officially printed and has been approved by the Board of Supervisors, enter the appropriate details to document approval by the Board and submit it for department review. (After printing the official copy, a button will appear that will allow the user to “Submit”.)

Once submitted, the Secondary Roads Engineer in the Local Systems Bureau will review the CFYP. If the Secondary Roads Engineer finds the CFYP to be acceptable, it will be approved, and an email notification containing the approval will be sent to the County.

If the Secondary Roads Engineer determines that revisions need to be made to project details, the CFYP will be rejected, and a TPMS-generated email will be sent back to the county. Deficiencies will need to be addressed, and the CFYP will need to be re-submitted. Changes are usually not substantial enough to not require the Board to take any further action. To view notes for the requested revisions, see the [“Format and Use of TPMS”](#) section earlier in these instructions.

Printed Program Components

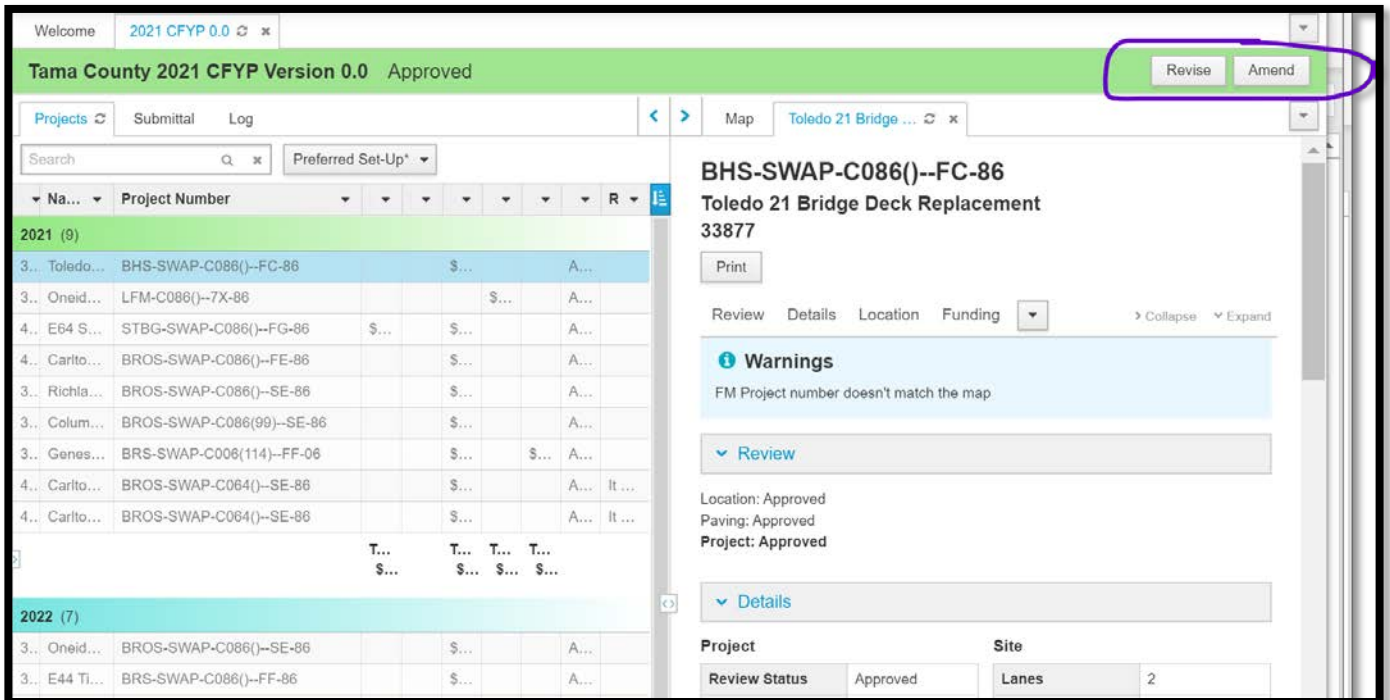
Printing the program will produce a PDF file that can be saved or printed. The title sheet needs to be signed by the county auditor, county engineer, and chairperson of the Board of Supervisors and filed in the proper county office. All projects will be listed showing the corresponding funding in the years programmed. Additionally, a summary sheet is included which summarizes the total funding amounts for the major funding groups in each year of the program.

Program Amendments

Iowa Code section [309.22](#) allows for the project accomplishment list (CFYP) to be revised, subject to departmental approval, due to unforeseen conditions. This process is accomplished using the TPMS budget and program tool. Refer to [I.M. 2.050](#) for additional guidance on amending a County Secondary Roads Construction Program and/or Budget. Additionally, [I.M. 2.050, Attachment A](#) provides example resolutions for adding, modifying, or advancing a project.

There are two ways in which a CFYP can be revised/amended. Refer to [I.M. 2.050](#) for further information.

- Revision (Resolution)
 - This approach is used the vast majority of the time. **When the only change being made is to the accomplishment year** (a project being added to the accomplishment year, a project being advanced from a priority year to the accomplishment year, or a project being modified within the accomplishment year), this is the appropriate choice for a revision method.
 - This method allows the use of a resolution to accomplish the revision.
- Amendment
 - This approach is used less often. It applies to situations where projects are added/modified/advanced/deleted in the priority years as well as the accomplishment year.
 - This method will generate a whole new program to be approved by the Board of Supervisors.



Once the appropriate revision/amendment process has been initiated, the necessary changes can be made to the appropriate projects. When all changes have been made, navigate to the “Submittal” tab next to the projects listing tab in the middle window. Working through this tab should allow you to generate the appropriate resolution or new program. Choose the “Print Official” option to lock the revision/amendment and print the document for Board signature.

Once the Board has approved the action, the County Engineer will navigate back to the “Submittal” tab where the “unforeseen condition” that necessitated the revision/amendment will be entered. **This reason must explain WHY the condition was unforeseen and WHAT made the revision/amendment necessary.** It should NOT simply state what the change was.

Once the reason for the “unforeseen condition” has been entered, the revision/amendment can be submitted. Once submitted, the Secondary Roads Engineer in the Local Systems Bureau will review the revision/amendment. If the Secondary Roads Engineer finds the revision/amendment to be acceptable, the action will be approved, and an email notification containing the approval will be sent to the County.

If the Secondary Roads Engineer determines that revisions need to be made to project details or questions the reason for the revision/amendment, the revision/amendment will be rejected, and an email will be sent back to the county. Deficiencies will need to be addressed, and the revision/amendment will need to be re-submitted. Changes are usually not substantial enough to not require the Board to take any further action. To view notes for the requested revisions, see the [“Format and Use of TPMS”](#) section earlier in these instructions.

The County should also file the Board approved resolution or amended CFYP in the county files.