

DEPARTMENT OF TRANSPORTATION

P.O. BOX 23660

OAKLAND, CA 94623-0660



*Flex your power!
Be energy efficient.*

April 12, 2004

Re: 2004 FEDERAL-AID PROJECT DEVELOPMENT COURSE

Thanks to your overwhelming interest, we will continue to provide training classes designed to familiarize participants with the federal requirements for project development and administration. This series follows the outline of the new Local Assistance Procedures Manual and is designed for those who supervise or work directly with federally funded transportation projects. If possible, candidates should be actively involved in projects under current development.

The course is funded through the Cooperative Training Assistance Program, and there is no fee for local agency staff. Due to the large demand and our desire to accommodate all interested agencies, we anticipate no more than two (2) attendees will be accepted per agency for each class. Additional candidates will be accepted on a space available basis.

The classes will be held at the Caltrans District Office - Parkview Conference Room at 111 Grand Avenue in Oakland, according to the following schedule. All classes begin at 8:00 AM.

<u>Course</u>	<u>Date</u>	<u>Day</u>	<u>Time</u>	<u>Course Description</u>
PD-08	May 13	Thursday	8 – 4:30	Overview: Getting Projects Started
EV-03	May 26	Wednesday	8 – 4:30	Environmental Analysis (NEPA)
PD-09	June 1	Tuesday	8 – 4:30	Right -of- Way Acquisition
PD-10	June 9	Wednesday	8 – 4:30	Design to Construction
PD-11	June 10	Thursday	8 – 4:30	Contract Administration

Attendance is not necessary for all sessions; each class covers a complete subject. Applications should be submitted to the District Local Assistance Office before May 6, 2004. Please mail, fax or E-mail (Jose_Reyes@dot.ca.gov) a copy of the attached enrollment form. If you have questions about the courses, please call Mr. Jose Reyes at (510) 286-5233.

Sincerely,

Richard J. Monroe, Chief
Office of Local Assistance

**FEDERAL-AID PROJECT DEVELOPMENT COURSE
ENROLLMENT FORM**

ENROLLMENT: First come first served basis. (Limit 50 students per class) Late registration not accepted at the door

LOCATION: Park View Conference Room 15th floor, Caltrans Building. 111 Grand Ave. Oakland, CA

TIME: 8:00AM- 4:30PM.

WAITING LIST Each candidate will receive confirmation. If a session becomes full, applicants will be placed on a waiting list. Not more than two candidates per agency for each session.

MAIL OR FAX Return this Enrollment Form for each candidate(s).

 **MAIL:** Jose Reyes, Office of Local Assistance, Caltrans District Office,
P. O. Box 23660, Oakland, CA 94623-0660.

 **FAX:** (510)-286-5240 or (510)-286-5229. / **E-MAIL:** Jose_Reyes@dot.ca.gov

NAME _____

AGENCY _____

TITLE _____

BUSINESS ADDRESS _____

NUMBER STREET

CITY STATE ZIP E-MAIL ADDRESS

DAYTIME PHONE () FAX ()

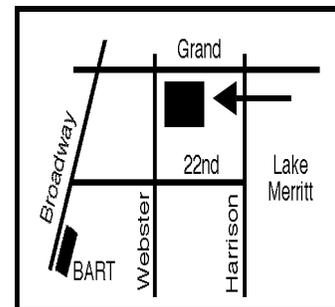
NUMBER

✓ CHECK ONE OR MORE CLASSES:

(LIMIT: 2 ATTENDEES PER AGENCY FOR EACH CLASS)

- Overview: Getting Projects Started May 13
- Environmental Analysis May 26
- Right -of- Way Acquisition June 1
- Design to Construction June 9
- Contract Administration June 10

CLASS LOCATION



Individuals who require special accommodation (American sign Language interpreter, accessible seating, documentation in alternate formats, etc.) are requested to contact Mr. Jose Reyes, District 4 Local Assistance Training Coordinator, at (510) 286-5233 as early as possible prior to the scheduled training class. TDD users may contact the California Relay Service TDD line at 1-800-735-2929 or Voice Line 1-800-735-2922

FEDERAL-AID PROJECT DEVELOPMENT COURSE CLASS DESCRIPTIONS

Overview - Getting Your Federal-Aid Project Started

This one-day seminar provides an overview of FHWA and Caltrans procedural requirements as described in *the Local Assistance Procedures Manual (LAPM) and the California Transportation Commission's State Transportation Improvement Program (STIP) Guidelines*. The course has been thoroughly revised to reflect recent changes in the manual. Attention will be focused on helping local agencies respond to the Governor's "Use it or lose it" policy on project delivery. Covering the first ten chapters of the Local Assistance Procedures Manual, this course is designed to help agencies get started and stay on course during the entire project development process so the agency remains eligible for federal-aid reimbursement of expenses.

Federal Requirements for Environmental Analysis

A review of the steps necessary to complete the environmental analysis of federally funded projects. Because of the many laws and regulations involved, environmental analysis is one of the more complex aspects of project development. Moreover, procedures for performing the NEPA analysis are constantly changing. This course highlights critical tasks that must be completed. Topics include step-by-step procedures, the preliminary Environmental Study; Programmatic Categorical Exclusions; Categorical Exclusions with Studies; Environmental Assessments; and Environmental Impact Statements.

Right-of-way Acquisition

"Right-of-way" is the real property right that agencies must possess to construct a project. This session provides basic understanding of right-of-way procedures as well as federal due process and just compensation requirements that must be considered when displacing property owners. Procedures for carrying out Federal-aid right of way activities have been recently modified. This course will highlight the changes and critical tasks that must be carried out. Topics include roles and relationships of levels of government; certification and procedural requirements; utility relocation; applicable emergency relief regulations; consultant selection and contracting; and potential environmental problems such as the discovery of hazardous substances in the right-of-way.

Project Development from Design to Construction

This training picks up where the first course leaves off, carrying project development into the construction phase. In this area too, changes in the Caltrans Local Assistance Program have provided more flexibility and increased local agency responsibility for project contracting, administrative procedures, and policy requirements. Topics include development of plans, specifications, and estimates to meet federal requirements; design standards; advertising and procurement criteria; materials testing; metrication; contractor selection and award; and process reviews.

Contract Administration

This session focuses on procedures to ensure accountability and regulatory compliance during the actual construction phase. Topics include project pre-construction partnering; supervision and inspection for contract compliance; subcontracting; filing and accounting procedures; labor compliance and EEO; change orders and claims; work zone safety; and what happens when an agency is found out of compliance with federal and/or state requirements during process review.