

PROGRAM AREA ACQUISITION

Negotiations Workshop: Success in Right-of-Way

LENGTH
1 DAY

CLASS SIZE
20–25

Who should attend?

Federal, State, and local government employees and consultants who acquire real estate for federally funded transportation projects.

This includes:

- Right-of-way professionals seeking to sharpen their negotiating skills
- Acquisition specialists who are new to the Uniform Act requirements
- Right-of-way agents who want to use proven methods that lead to more effective negotiations
- Local government staff responsible for real property negotiations on federally funded projects



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About the Workshop

This highly interactive workshop—featuring role playing, games and skill enhancement exercises—explores the conditions, attitudes and basic skills needed to succeed in negotiations. Workshop discussions include examining effective communication skills, the importance of credibility and emotional intelligence as well as different styles of negotiations. The workshop explains the basic Uniform Act requirements, walks the participants through the negotiation process including preparation for negotiations, meetings with land owners, techniques to reduce conflict, essential documentation and basic closing requirements.

Topics Covered:

- Skills needed to be an effective negotiator
- How and when to use different negotiation styles
- How to conquer various conflict styles
- Uniform Act Acquisition policies
- Proper preparation for Federal-aid right-of-way negotiations

After participating in **Negotiations Workshop—Success in Right-of-Way**, participants will have the knowledge and skills that are essential to effectively engage in right-of-way negotiations on federally funded projects.

This workshop can be customized to fit your State or local government's needs.

PROGRAM AREA ACQUISITION

Right-of-Way 101 Workshop

LENGTH
1 DAY

CLASS SIZE
20–25

Who should attend?

Non right-of-way Federal, State, and local government employees and consultants who are unfamiliar with the requirements under the Uniform Act on Federal Highway funded projects.

This includes:

- Project managers who seek a broader understanding of how right-of-way requirements impact their projects
- Local government managers and staff responsible for Federal right-of-way acquisitions
- Elected officials interested in being eligible for federally funded transportation projects involving property acquisition

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About the Workshop

Government programs designed to benefit the public as a whole often result in acquisition of private property and, sometimes, in the displacement of people from their residences, businesses or farms. To provide uniform and equitable treatment for those whose property is acquired for public use, Congress passed a law commonly referred to as the Uniform Act. This act is the foundation for the information covered in this workshop.

This workshop will examine the Federal real estate requirements on projects receiving Federal-aid funds and will explore the basic concepts used in the right-of-way process. The discussion will include how to retain Federal participation on your project by complying with the Uniform Act and 23 CFR 710 Real Estate Requirements. This interactive workshop will include both group and individual activities and will conclude with a knowledge evaluation.

Topics Covered:

- Valuation
- Appraisal review process
- Good Faith negotiations
- Early acquisitions, dedications, and donations
- Administrative settlements
- Funding and reimbursements
- Federal land transfers
- Environmental mitigation
- Certification requirements

Workshop participants can expect to leave with a better understanding of how the Uniform Act can affect their projects and how to anticipate when right-of-way professionals should be consulted.

This workshop can be customized to fit your State or local government's needs.

PROGRAM AREA APPRAISAL

Appraisal Principles and Procedures Under the Uniform Act Workshop

LENGTH
2 DAYS

CLASS SIZE
20–25

Who should attend?

Federal, State, and local government employees and consultants who are involved in the valuation process of right-of-way for federally funded transportation projects.

This includes:

- Appraisers
- Right-of-way managers
- Review appraisers
- Right-of-way agents responsible for federally funded negotiations
- Local government officials responsible for the oversight of federally funded right-of-way projects



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About the Workshop

This workshop covers the proper procedures and guidelines for conducting the appraisal process under the requirement of the Uniform Act and 49 CFR Part 24. It discusses the appraiser's and review appraiser's roles in the project development process. Lessons will focus on preparing, presenting, and understanding appraisal reports in conformance with the Uniform Act.

Topics Covered:

- Uniform Act appraisal requirements—Eminent Domain
- Description and the purpose of an appraisal
- Determination of appropriate appraisal format
- The valuation process
 - Different interests to acquire
 - Partial acquisitions
 - Three approaches to value
 - Real property vs. personal property vs. fixtures
- Concept of fair market value vs. just compensation
- Waiver valuation process

Workshop participants will gain a deeper understanding of the valuation process and how to properly execute appraisals.

This workshop can be customized to fit your State or local government's needs.

PROGRAM AREA

OUTDOOR ADVERTISING

Highway Beautification and Outdoor Advertising Workshop

LENGTH
2 DAYS

CLASS SIZE
20–25

Who should attend?

Federal, State, and local government employees and consultants who work in the transportation decision making process and others who acquire real estate for federally funded transportation projects.

This includes:

- Right-of-way administrators
- Outdoor advertising control agents
- Outdoor advertising control managers
- Local government officials involved with the Outdoor Advertising Program on the national highway system in their jurisdictions

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About the Workshop

This is an introductory course that explores the Federal Highway Beautification Act (HBA) requirements and the role States and local agencies have in demonstrating effective control of the program in their specific State. The workshop will begin with an overview of the HBA past to present and the effects that recent MAP-21 legislation has had on the program.

Topics Covered:

- HBA law and Federal regulations
- The Federal-aid primary system, zoning and permitting
- Classification of signs
- Federal funding, acquisition and removal of signs
- Scenic Byway prohibitions
- Junkyard control

The Bonus State system will be covered, if applicable. Workshop participants will walk away with a clear sense of their role in administering the requirements of the HBA.

Note: Early coordination will be needed to design the workshop to each State's laws, rules and agreements.

This workshop can be customized to fit your State or local government's needs.

PROGRAM AREA

RELOCATION

**Residential and Business
Relocation Workshop—200**

LENGTH
3 DAYS

CLASS SIZE
20–25



Who should attend?

Federal, State, and local government employees and consultants who acquire and/or participate in the relocation process of federally funded transportation projects.

This includes:

- Relocation agents with more than 5 years' experience
- Right-of-way agents with more than 5 years' experience
- Right-of-way administrators and staff seeking a better understanding of relocation principles under the Uniform Act



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About the Workshop

This in-depth workshop is designed to educate an experienced right-of-way professional on the application of principles of relocation under the Uniform Act. This workshop includes a pre-planning meeting with the sponsoring agency to include the nuances of that State and agency's laws, policies and procedures.

Topics Covered:

- Proper relocation planning and importance of advisory services
- Replacement housing standards and payments for tenants and owners:
 - Concept of a decision support system (DSS)
 - Price differential
 - Increased interest
 - Incidental expenses
 - Rental assistance payments
 - New MAP-21 limits and amendments
- The relocation of mobile homes
- Housing of last resort
- Persons not lawfully present
- Non-residential relocation benefits and expenses
 - Moving payments
 - Reestablishment
 - In-lieu of payments

Participants will gain a deeper understanding of a wide range of subjects in the field of relocation with valuable guidance related to their specific States.

This workshop can be customized to fit your State or local government's needs.

PROGRAM AREA

PROGRAM MANAGEMENT

**National Environmental Policy Act (NEPA)
and Right-of-Way Integration Workshop**

LENGTH
1½ DAYS

CLASS SIZE
20–25

Who should attend?

Federal, State, and local government employees and consultants who work in the transportation decision-making process and those who acquire real estate for federally funded transportation projects.

This includes:

- Transportation project managers
- Environmental program managers and NEPA specialists
- Right-of-way managers and staff members
- Local government officials responsible for Federal transportation project delivery

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About the Workshop

The **NEPA and Right-of-Way Integration Workshop** is designed to provide professionals in both areas with better ways to address and more effectively integrate right-of-way considerations and staff into the environmental phase of the development process. The workshop will explore real world project examples that demonstrate the importance of the two disciplines working together to accelerate project delivery.

Topics Covered:

- Federal Highway Administration's NEPA objectives
- Environmental considerations in the NEPA process
- Fundamentals of the right-of-way process
- The importance of relocation planning during NEPA
- Identifying opportunities for successful incorporation of right-of-way staff in NEPA decision making
- How to develop proactive strategies to implement right-of-way solutions in the NEPA process to facilitate project delivery
- The application of Federal advance/early acquisition processes

Attendees will leave with practical strategies and tools that will accelerate project delivery through increased cooperation.

This workshop can be customized to fit your State or local government's needs.

PROGRAM AREA PROGRAM MANAGEMENT

**Essentials for the Right-of-Way
Program Manager Workshop**

LENGTH
1 DAY

CLASS SIZE
20–25

Who should attend?

State, and local right-of-way government employees and consultants who are interested in learning the essentials of Federal-aid transportation program management.

This includes:

- Right-of-way managers
- Right-of-way staff
- Transportation project managers
- Local government staff responsible for project delivery



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About the Workshop

The **Essentials for the Right-of-Way Program Manager** workshop will introduce participants to the general requirements and laws governing the Federal-aid Highway program by covering the project development process and exploring the relationship between Federal and State partners. This comprehensive workshop delves into the areas of financing, planning, environmental requirements, construction and the Federal civil rights program as they relate to Federal-aid.

After learning the basics of the contract requirements in the Federal-aid program, participants will discuss issues and concerns regarding hiring and managing consultants.

Topics Covered:

- Title VI, The Disadvantaged Business Enterprise Program, Davis-Bacon Act
- The basics of Federal-aid finance
- How projects are developed through the planning process
- Basics of the NEPA process
- Federal-aid contract requirements
- Contract structures / fee structures for consultants
- Developing a right-of-way schedule

Workshop participants will gain a better understanding of the Federal-aid transportation process, leaving with the skills to better communicate with others in the transportation field outside the right-of-way office and effectively hire and manage consultants on federally funded projects.

This workshop can be customized to fit your State or local government's needs.

PROGRAM AREA UNIFORM ACT

Essential Requirements of the Uniform Act Workshop

LENGTH
1½ DAYS

CLASS SIZE
20–25

Who should attend?

Local government employees and consultants who work in the transportation decision making process and who acquire or manage real estate for federally funded transportation projects.

This includes:

- Newcomers to the right-of-way profession
- Acquisition specialists who seek to bolster their understanding of right-of-way fundamentals
- Local government officials interested in participating in federally funded projects with real property acquisitions
- Local government management and staff involved in the Federal-aid real property acquisition process

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About the Workshop

This comprehensive workshop begins with an introduction to the Federal-aid right-of-way process and the fundamentals of complying with the Uniform Act, Federal Highway regulations and any State laws, regulations or requirements. Then, participants will test what they have learned with hands-on activities to reinforce key course concepts.

Topics Covered:

- Essential early project coordination
- The concept of valuation and appraisal review process
- Good faith negotiations
- The need for good administrative settlements
- Types of relocation requirements and benefits (residential and business)
- Alternate acquisition procedures

Participants will walk away with a strong understanding of the Uniform Act and a proven ability to appropriately apply core concepts within their States.

Note: This workshop will require coordination upfront to ensure proper State and local requirements are covered in the classroom.

This workshop can be customized to fit your State or local government's needs.

ENVIRONMENT & REALTY TECHNICAL SERVICES TEAM WORKSHOP LIST

About Our Workshops

Professionals who survey, appraise, acquire property and assist relocation related to federally funded projects understand that public trust and confidence in the highway program is tied directly to the professionalism and skill they display in carrying out their work.

The Federal Highway Administration's Right-of-Way Technical Services Team offers a host of workshops designed to further develop the skills and knowledge of right-of-way agents, project managers, and others. Whether new to this discipline, or a seasoned professional seeking to enhance your skillset, consider one or more of these workshops.

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Program Area	Workshop Name
Acquisition	Negotiations Workshop-Success in Right-of-Way
Acquisition	Right-of-Way 101 Workshop
Appraisal	Appraisal Principles and Procedures under the Uniform Act Workshop
Outdoor Advertising	Highway Beautification and Outdoor Advertising Workshop
Relocation	Residential and Business Relocation Workshop-200
Program Management	NEPA and Right-of-Way Integration Workshop
Program Management	Essentials for Right-of-Way Program Manager Workshop
Uniform Act	Essential Requirements of the Uniform Act Workshop