

**COURSE NUMBER**

FHWA-NHI-141029

COURSE TITLE**Basic Relocation under the Uniform Act**

Basic Relocation was recently updated to reflect current Federal regulations and policies. Prior to enrolling in this course, we recommend participants register for NHI 141045 Real Estate Acquisition under the Uniform Act a Web-based training (WBT) course. FHWA-NHI-141045 is FREE. Please contact Lexi Buscaglia at 703-235-0556 if you need help registering.

The course is designed for the beginning relocation agent or for those persons interested in a basic knowledge of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act). The purpose is to answer questions, meet technical needs, and broaden the knowledge of those engaged in the relocation of persons displaced as a result of a Federal or Federally-funded project. The course covers all functional areas of the relocation assistance program, with emphasis on residential displacements.

This course is part of the Certificate of Accomplishment in Relocation under the Uniform Act. To learn more about how you can achieve a certificate in Relocation visit the NHI Web site at http://www.nhi.fhwa.dot.gov/training/cert_programs.aspx.

**OUTCOMES**

Upon completion of the training, participants will be able to:

- Explain the principles of the Uniform Act and implementing regulations
- Describe the Uniform Act planning requirements
- Describe an agency's advisory services responsibilities
- Describe the elements of comparable replacement housing
- Calculate replacement housing payments for owners and tenants
- Compute residential and non-residential moving costs
- Explain replacement housing of last resort

TARGET AUDIENCE

Federal, State, and local public agencies, FHWA personnel, and other interested persons.

TRAINING LEVEL: Beginner

FEE: \$420 Per Person

LENGTH: 3.0 DAYS (CEU: 1.8 UNITS)

CLASS SIZE: MINIMUM: 20; MAXIMUM: 30

NHI Training Information: (703) 235-0534 • nhitraining@dot.gov

Subject Matter Contact: Marshall Wainright • (202) 366-4842 • marshall.wainright@dot.gov

NHI Training Program Manager: Mila Plosky • (703) 235-0527 • mila.plosky@fhwa.dot.gov



This course is part of the Relocation under the Uniform Act NHI Certificate of Accomplishment Program. Successfully complete and pass these NHI courses to enhance your depth of knowledge in this discipline.

*FHWA-NHI-141029 Basic Relocation Under the Uniform Act
FHWA-NHI-141030 Advanced Relocation Under the Uniform Act
FHWA-NHI-141031 Business Relocation Under the Unif*



COURSE NUMBER

FHWA-NHI-141030

COURSE TITLE

Advanced Relocation under the Uniform Act

Updated to reflect current Federal regulations, this training has significant adult-learning enhancements, as well as an updated video on Business Relocation. Additionally, this course counts toward IRWA's Senior Rights of Way Agent SR/WA designation and re-certification for the Right of Way Relocation Assistance Certification (R/W-RAC).

This training goes beyond the basic functional areas of relocation assistance and concentrates on areas of specific concern, such as mortgage differential payments, settlement costs, and partial acquisitions. Other topics, including comparability, last resort housing, multiple use, tenants, and nonresidential moves including businesses, are also covered. The training is designed to allow flexibility in adjusting training material to meet the needs of the requesting agency.

Prerequisites: Completion of FHWA-NHI-141029 Basic Relocation and the Web-based training FHWA-NHI-141045 Real Estate Acquisition Under the Uniform Act: An Overview or approximately one year of experience working in the relocation program. The training is peppered with interesting case study exercises, so bring an HP12 C calculator to class.

This training is part of the Certificate of Accomplishment in Relocation under the Uniform Act. To learn more about how you can achieve a certificate in Relocation visit the NHI Web site at http://www.nhi.fhwa.dot.gov/training/cert_programs.aspx.

OUTCOMES

Upon completion of the training, participants will be able to:

- Explain the principles that govern relocation provisions of the Uniform Relocation and Real Property Acquisition Policies Act of 1970 (Uniform Act) and implementing regulations
- Describe at least three factors involved in difficult relocation subject areas
- Describe issues that may arise when developing advisory assistance plans for difficult relocation areas
- Determine eligibility for certain relocation payments in difficult relocation cases
- Determine challenging issues when calculating complex nonresidential moving costs
- Calculate complex nonresidential moving costs

TARGET AUDIENCE

Federal, State, and local public agencies, FHWA personnel, right-of-way contractors, and other interested persons.

TRAINING LEVEL: Intermediate

FEE: \$420 Per Person

LENGTH: 3.0 DAYS (CEU: 1.8 UNITS)

CLASS SIZE: MINIMUM: 20; MAXIMUM: 30

NHI Training Information: (703) 235-0534 • nhitraining@dot.gov

Subject Matter Contact: Marshall Wainright • (202) 366-4842 • marshall.wainright@fhwa.dot.gov

NHI Training Program Manager: Mila Plosky • (703) 235-0527 • mila.plosky@fhwa.dot.gov



COURSE NUMBER

FHWA-NHI-141031

COURSE TITLE

Business Relocation under the Uniform Act

This course provides comprehensive information on the various aspects of business relocation and is designed to address the relocation of businesses, farms and nonprofit organizations. The main topics include eligibility, moving payments and benefits, advisory services, actual direct loss of tangible personal property, substitute personal property payments, reestablishment expenses, and fixed payment in lieu of (ILO) payments. A module about the move process includes the move option available to a business, as well as the need for an inventory and move specifications.

This course is part of the Certificate of Accomplishment in Relocation under the Uniform Act. To learn more about how you can achieve a certificate in Relocation visit the NHI Web site at http://www.nhi.fhwa.dot.gov/training/cert_programs.aspx.

This course has been updated to reflect current Federal regulations; course materials are in compliance with the Uniform Act. This extensive course update includes several interactive group exercises, as well as new case studies designed to enhance the learning experience. Additionally, this course counts toward IRWA's SR/WA designation and R/W-RAC recertification.

OUTCOMES

Upon completion of the training, participants will be able to:

- Provide advisory services for businesses
- Determine moving and related expense payments for businesses, farms and non-profit organizations
- Determine reestablishment expenses for small businesses
- Determine fixed payments for businesses, farms and non-profit organizations
- Evaluate the move process for businesses
- Determine how to move hazardous materials for businesses

TARGET AUDIENCE

State departments of transportation, local public agencies, FHWA personnel, and other Federal agency personnel. Suggest that participants have at least two years general relocation experience.

TRAINING LEVEL: Accomplished

FEE: \$420 Per Person

LENGTH: 3.0 DAYS (CEU: 1.8 UNITS)

CLASS SIZE: MINIMUM: 20; MAXIMUM: 30

NHI Training Information: (703) 235-0534 • nhitraining@dot.gov

Subject Matter Contact: Marshall Wainwright • (202) 366-4842 • marshall.wainwright@fhwa.dot.gov

NHI Training Program Manager: Mila Plosky • (703) 235-0527 • mila.plosky@fhwa.dot.gov



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FHWA-NHI-141031 Business Relocation Under the Unif*



COURSE NUMBER

FHWA-NHI-141043

COURSE TITLE

Appraisal for Federal-Aid Highway Programs

Please note that this training has been approved for Continuing Education Credits in several States by their respective appraisal licensing boards. As part of our training delivery, we will assist in preparing the documents required for course approval in your State. However, any fees associated with the application process are the responsibility of the requestor. Additionally, this course counts toward IRWA's SR/WA designation and R/W-AC re-certification. Participants should bring an HP 12c calculator for the classroom exercises.

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act) and its implementing regulations require the uniform and equitable treatment of persons displaced from their homes, businesses, or farms and establish uniform and equitable land acquisition policies for public programs using Federal funds. Title III of the Uniform Act addresses real property acquisition policies, including appraisal requirements.

The training is designed to help transportation professionals understand and conform with the appraisal requirements of the Uniform Act and 49 CFR Part 24. It is intended for experienced appraisal personnel and focuses on preparing, presenting, and understanding appraisal reports in conformance with the Uniform Act. In addition, the training addresses the appraiser's role in the overall project development process and how an appraiser's expertise can assist in completing a transportation project effectively and efficiently.

OUTCOMES

Upon completion of the training, participants will be able to:

- Explain how and why the appraisal is used as the basis for just compensation
- Apply Federal-Aid appraisal requirements (e.g., tenant-owned improvements, uneconomic remnants, realty and personalty, and compensable items)
- Use partial acquisition appraisal techniques
- Explain the proper use and application of the waiver of appraisal process
- Apply appraisal techniques to problems unique to highway programs
- Describe the role of the appraiser in the land acquisition process

TARGET AUDIENCE

This training targets State departments of transportation (DOTs), local public agencies (LPAs), consultants, and FHWA staff involved in the appraisal process.

Prerequisite: A course in the basic practices and principles of real estate appraisal (e.g., International Right of Way Association course 400, the Appraisal Institute's courses 110 and 120) or a college-level course in appraisal.

TRAINING LEVEL: Intermediate

FEE: \$320 Per Person

LENGTH: 2.0 DAYS (CEU: 1.2 UNITS)

CLASS SIZE: MINIMUM: 20; MAXIMUM: 35

NHI Training Information: (703) 235-0534 • nhitraining@dot.gov

Subject Matter Contact: John Turpin • (202) 366-5853 • john.turpin@fhwa.dot.gov

NHI Training Program Manager: Mila Plosky • (703) 235-0527 • mila.plosky@fhwa.dot.gov



COURSE NUMBER

FHWA-NHI-141044

COURSE TITLE

Appraisal Review for Federal-Aid Highway Programs

Please note that this training has been approved for Continuing Education Credits in several States by their respective appraisal licensing boards. As part of our course delivery, we will assist in preparing the documents required for course approval in your State. However, any fees associated with the application process are the responsibility of the requestor. Additionally, this training counts toward IRWA's SR/WA designation and RW-AC re-certification. Participants should bring an HP 12c calculator for the classroom exercises.

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended (Uniform Act) ensures that persons whose real property is acquired or who are displaced as a result of a Federal or Federally-assisted project are treated fairly and consistently. This course focuses on the application of appraisal review principles and how they fit within the Uniform Act and 49 CFR Part 24 as related to transportation project development. Focusing on larger parcel, uneconomic remnants, cost to cure, and severance damages, the course discusses the qualifications, roles, and responsibilities of the review appraiser from pre- to post-appraisal activities.

OUTCOMES

Upon completion of the training, participants will be able to:

- Explain how and why the appraisal review is used in establishing just compensation
- Apply Federal-aid appraisal review requirements, including tenant-owned improvements, uneconomic remnant, and Uniform Standards of Professional Appraisal Practice (USPAP)
- Apply appraisal review techniques to Federal-aid highway program, including quality assurance, review changes, divergent values, valuation consistency, noncompensable items, appraisal review report, property owner appraisals, and appraisal updating
- Describe the role of the review appraiser in the land acquisition process

TARGET AUDIENCE

State departments of transportation (DOTs), local public agencies (LPAs), city and county attorneys, consultants, and FHWA staff involved in the appraisal review process.

Prerequisite: A course in the basic practices and principles of real estate appraisal (e.g., International Right of Way Association course 400, the Appraisal Institute's courses 110 and 120) or a college-level course in appraisal.

TRAINING LEVEL: Accomplished

FEE: \$220 Per Person

LENGTH: 1.0 DAY (CEU: 0.6 UNITS)

CLASS SIZE: MINIMUM: 20; MAXIMUM: 35

NHI Training Information: (703) 235-0534 • nhitraining@dot.gov

Subject Matter Contact: John Turpin • (202) 366-5853 • john.turpin@fhwa.dot.gov

NHI Training Program Manager: Mila Plosky • (703) 235-0527 • mila.plosky@fhwa.dot.gov



This course and FHWA-NHI-141043 have been approved for continuing education credits in several States by their respective appraisal licensing boards and also counts toward recertification of IRWA's SR/WA designation and the Right of Way Appraisal Certification (R/W-AC). As part of our course delivery, NHI will assist with preparing the application package for the State licensing boards. However, any fees associated with the application process are the responsibility of the requestor.



COURSE NUMBER

FHWA-NHI-141045

COURSE TITLE

Real Estate Acquisition Under the Uniform Act: An Overview

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), is the basis for Federally-funded real estate acquisition programs. The goal of this Web-based training is to help participants recognize what they need to know when acquiring real estate for a Federally-funded project.



OUTCOMES

Upon completion of the training, participants will be able to:

- Provide a basic overview of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act)
- Discuss the three key elements of the Uniform Act: valuation/appraisal, acquisition and relocation
- Explain how to develop an estimate of just compensation using the appraisal process or appraisal waiver procedure(s)
- Identify relocation benefits and services required by the Uniform Act
- List places to obtain relevant resource documents and materials

TARGET AUDIENCE

Federal, State, and local government employees and consultants who acquire real estate or serve as program or project managers, grant administrators, or grant recipients. This includes acquisition and relocation agents, appraisers, realty specialists, attorneys, engineers, planners, and others.

TRAINING LEVEL: Beginner

FEE: FREE

LENGTH: 6.0 HOURS (CEU: 0.6 UNITS)

CLASS SIZE: MINIMUM: ; MAXIMUM:

NHI Training Information: (703) 235-0534 • nhitraining@dot.gov

Subject Matter Contact: Arnold Feldman • (202) 366-2028 • arnold.feldman@dot.gov

NHI Training Program Manager: Mila Plosky • (703) 235-0527 • mila.plosky@fhwa.dot.gov



*Need help with the NHI Web site or enrolling in a Web-based training?
Call (703) 235-0556 or e-mail nhiwebmaster@dot.gov.*

**COURSE NUMBER**

FHWA-NHI-141047

COURSE TITLE**Local Public Agency Real Estate Acquisition**

This Web-based seminar is designed for Local Public Agency staff who are unfamiliar with Federal requirements when acquiring real property for Federally-assisted projects. Comprised of seven distinct learning modules, this self-paced seminar provides basic information on relevant laws and regulations especially the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), as amended. This training provides participants with a working knowledge of the Federal requirements for acquiring real property and relocating displaced persons and businesses when Federal funds are used in any part of the project.

**OUTCOMES**

Upon completion of the training, participants will be able to:

- Explain the statutory basis for Federal requirements and relate these to State and local laws, regulations and procedures
- Explain the intent of the Uniform Act and describe what States and LPAs must do to comply
- Describe how a typical project is developed and strategies for enhancing project delivery
- Describe the LPA role in the appraisal process and determine the appropriate valuation format for specific situations
- Describe the sequence for land acquisition and options available to the negotiator
- Explain what relocation advisory services are to be provided to property owners and tenants and differentiate the residential and nonresidential relocation processes
- Summarize various property management activities and evaluate property management actions using specific case studies

TARGET AUDIENCE

Local Public Agency (LPA) project managers and Right-of-Way (ROW) staff; FHWA, other Federal agency and State staff; and consultants who are unfamiliar with Federal-aid ROW acquisition requirements under the Uniform Act.

TRAINING LEVEL: Beginner

FEE: FREE

LENGTH: 1.0 HOURS (CEU: 0.1 UNITS)

CLASS SIZE: MINIMUM: 1; MAXIMUM: 1

NHI Training Information: (703) 235-0534 • nhitraining@dot.gov

Subject Matter Contact: Ed Kosola • (202) 493-0350 • edward.kosola@dot.gov

NHI Training Program Manager: Mila Plosky • (703) 235-0527 • mila.plosky@fhwa.dot.gov



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COURSE NUMBER

FHWA-NHI-141048

COURSE TITLE

Outdoor Advertising Control: Bonus States

Outdoor Advertising Control limits the location, size, spacing and lighting of signs adjacent to the Interstate, National Highway System and other Federal-Aid Primary routes. Regulators are responsible for enforcing these requirements

There are two NHI Outdoor Advertising Control (OAC) Web-based trainings, designed for Bonus States (23 States) and Non-Bonus States (the remaining States). This training is designed for the Bonus States and includes one additional lesson with the unique requirements these States must address. Additionally, this training will help participants interpret major legislation and make effective decisions in support of OAC.

OUTCOMES

Upon completion of the training, participants will be able to:

- Apply Federal laws and regulations to assist in interpreting State and local laws and regulations for effective control
- Identify major Federal outdoor advertising legislation and regulations, and their importance for effective control
- Implement the process of effective control

TARGET AUDIENCE

Staff from FHWA, State DOTs, Counties, Cities and Towns, Townships and Consultants assisting governmental entities with their Outdoor Advertising Control program.

TRAINING LEVEL: Beginner

FEE: FREE

LENGTH: 6.0 HOURS (CEU: 0.6 UNITS)

CLASS SIZE: MINIMUM: 1; MAXIMUM: 1

NHI Training Information: (703) 235-0534 • nhitraining@dot.gov

Subject Matter Contact: Catherine O'Hara • (202) 366-9901 • catherine.o'hara@fhwa.dot.gov

NHI Training Program Manager: Mila Plosky • (703) 235-0527 • mila.plosky@fhwa.dot.gov



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**COURSE NUMBER**

FHWA-NHI-141049

COURSE TITLE**Outdoor Advertising Control: Non-Bonus States**

Outdoor advertising control limits the location, size, spacing and lighting of signs adjacent to the Interstate, National Highway System and other Federal-Aid Primary routes. Regulators are responsible for enforcing these requirements.

There are two NHI outdoor advertising control (OAC) Web-based trainings, designed for Bonus States (23 States) and Non-Bonus States (the remaining States). The material in this training applies to all States and will help participants interpret major legislation and make effective decisions in support of OAC. The Bonus State training contains one additional lesson with unique requirements that Bonus States must address. Please refer to Web-based training, FHWA-NHI-141048 Outdoor Advertising Control: Bonus States for further information.

**OUTCOMES**

Upon completion of the training, participants will be able to:

- Apply Federal laws and regulations to assist in interpreting State and local laws and regulations for effective control
- Identify major Federal outdoor advertising legislation and regulations, and their importance for effective control
- Implement the process of effective control

TARGET AUDIENCE

FHWA employees, State DOT employees, counties, cities and towns, townships, and/or consultants assisting governmental entities with their OAC program,

TRAINING LEVEL: Beginner

FEE: FREE

LENGTH: 6.0 HOURS (CEU: 0.6 UNITS)

CLASS SIZE: MINIMUM: 1; MAXIMUM: 1

NHI Training Information: (703) 235-0534 • nhitraining@dot.gov

Subject Matter Contact: Catherine O'Hara • (202) 366-9901 • catherine.o'hara@fhwa.dot.gov

NHI Training Program Manager: Mila Plosky • (703) 235-0527 • mila.plosky@fhwa.dot.gov



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