



COURSE NUMBER

FHWA-NHI-310108

COURSE TITLE

Federal Lands 101

During these times of economic expansion and growth, there are dramatic workforce changes taking place. With the passage of TEA-21, the program for Federal Lands Highway (FLH) nearly doubled and there is the prospect that it will again increase under pending transportation reauthorization. Due to this change, coupled with the increasing demand by our partners and customers for more technical assistance, FLH needs to develop the knowledge of their new/mid-career hires in the area of FLH operations and regulations.

Therefore, the overall course goal is to provide FLH employees with an overview of how FLH operates in order to administer programs, deliver projects, develop and transfer technology, and provide external training.

OUTCOMES

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

- Identify the role and authorities of FLH within the FHWA and its interactions with Federal-aid divisions
- Describe unique aspects of FLH customers and programs
- Describe how FLH delivers projects
- Describe how FLH conducts business, including processes and resources

TARGET AUDIENCE

New hires to FLH in all positions and grades and Federal-aid (particularly new employees) and Federal Lands Management Agency employees upon request.

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: Don Tuggle • (703) 404-6276 • donald.tuggle@fhwa.dot.gov

NHI Training Program Manager: Tom Elliott • (703) 235-0319 • thomas.elliott@fhwa.dot.gov



Private sector transportation partners are encouraged to host NHI courses. For instructions on how to host a course, please see page 8 or visit the NHI Web site for more information.

**COURSE NUMBER**

FHWA-NHI-310109

COURSE TITLE**Federal-Aid 101 (FHWA Employee Session)**

During this time of economic expansion and growth, there are dramatic workforce changes taking place. Given the increasing demand by our partners and customers for more technical assistance, FHWA needs to develop the knowledge of their new/mid-career hires in the area of the Federal-aid processes and regulations.

Therefore, the overall course goal is to provide FHWA employees, particularly mid-career hires, with an overview of the key elements of the Federal-Aid Highway Program. Specifically, this course focuses on general requirements and laws that govern the Federal-Aid Highway Program, processes and procedures followed in the project development, and identifying flexibility inherent in the Federal-Aid Program.

OUTCOMES

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

- Identify the key elements of the overall project development process
- Identify the FHWA civil rights programs (i.e., Title VI, Disadvantaged Business Enterprise (DBE), EEO Contract Compliance, Title VII, Americans with Disabilities Act (ADA), Indian Outreach) and their relationship to the Federal-Aid Highway Program and the Federal/State relationships
- Integrate environmental justice into all aspects of project planning, development, and construction
- Develop a flowchart of the project development process from the initial planning concept through the environmental and right-of-way processes, on to construction and opening to traffic
- Identify the roles of safety, intelligent transportation systems, operations, research, and development in the Federal-Aid process
- Identify ways used for public involvement early in the process
- Learn the fundamentals of several innovative financing techniques that will maximize the use of Federal-Aid funds
- Develop a network of professionals that can be contacted for help
- Discuss how the Federal-Aid laws and regulations relate to other laws (i.e., NEPA, Uniform Act, the Davis Bacon Act, OMB Circular A-87, 49 CFR Part 18 (Common Rule))

TARGET AUDIENCE

New/mid career hires from all disciplines (i.e., planners, engineers, environmental specialists, financial specialists or managers).

TRAINING LEVEL: Intermediate**FEE:** \$480 Per Person**LENGTH:** 3.5 DAYS (CEU: 2.1 UNITS)**CLASS SIZE:** MINIMUM: 25; MAXIMUM: 30**NHI Training Information:** (703) 235-0534 • nhitraining@dot.gov**Subject Matter Contact:** Carolyn Eberhard • (703) 235-0010 • carolyn.eberhard@dot.gov**NHI Training Program Manager:** Tom Elliott • (703) 235-0319 • thomas.elliott@fhwa.dot.gov



COURSE NUMBER

FHWA-NHI-310110

COURSE TITLE

Federal-Aid Highways - 101 (State Version)

During this time of economic expansion and growth, there are dramatic workforce changes taking place. Given the increasing demand by our partners and customers, it is critical to develop the knowledge of State DOT employees in the area of the Federal-aid highway development processes and regulations.

Therefore, the overall course goal is to provide participants with an overview of the key elements of the Federal-Aid Highway Program. Specifically, this course focuses on general requirements and laws that govern the Federal-Aid Highway Program; processes and procedures followed in the entire project development process, including financing, planning, environment, right of way, highway and bridge design, construction, operations/ITS, maintenance, and technology; and identifying flexibility inherent in the Federal-Aid Program.

OUTCOMES

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

- Identify the key elements of the overall highway project development process
- Identify the elements and requirements of the Federal-Aid Highway Program and the associated Federal/State relationships
- Develop a flowchart of the project development process from the initial planning concept through the environmental and right-of-way processes, on through design, construction, and opening to traffic
- Identify the roles of safety, intelligent transportation systems, operations, research, and development in the Federal-aid process
- Identify the need for public involvement early in the process, opportunities for application of the principles of environmental justice/civil rights, context sensitive solutions, etc
- Learn the fundamentals of Federal-aid financing, including several innovative financing techniques that will maximize the use of Federal-aid funds
- Develop a network of professionals that can be contacted for help
- Discuss how the Federal-aid laws and regulations relate to other laws (i.e., NEPA, Uniform Act, the Davis Bacon Act, OMB Circular A-87, 49 CFR Part 18 (Common Rule)) and the application of FHWA regulations, policies, technical guidance, etc.

TARGET AUDIENCE

State and local government employees and private-sector participants interested in the process by which the Federal-Aid Highway Program is carried out.

TRAINING LEVEL: Intermediate

FEE: \$320 Per Person

LENGTH: 2.0 DAYS (CEU: 1.2 UNITS)

CLASS SIZE: MINIMUM: 20; MAXIMUM: 30

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

Subject Matter Contact: Carolyn Eberhard • (703) 235-0010 • carolyn.eberhard@dot.gov

NHI Training Program Manager: Tom Elliott • (703) 235-0319 • thomas.elliott@fhwa.dot.gov

**COURSE NUMBER**

FHWA-NHI-310111

COURSE TITLE**Conducting Reviews that Get Results**

A limited number of sessions are being sponsored by the Office of Professional and Corporate Development with no participant fee charged to the hosting Division Office. This is a hands on workshop, 1.5 days in length (can be tailored from 0.5 to 2.0 days), covering the plan, design and tools needed to make the review have the maximum impact. Contact denise.saunders@fhwa.dot.gov for additional information.

To accomplish FHWA's Stewardship Mission, units at every level and in every program area need the expertise to plan, design and carry out, often jointly with partners, reviews to ensure that operational processes are consistent with established standards and expectations, performing at the most effective and efficient level, and that best practices are captured and made available to units at all levels.

Building on FHWA experience and expertise gained through PR/PE's, Process Reviews, and Continuous Process Improvement Reviews, an improved workshop, tailored to the unit's needs is now being offered.

The Workshop consists of assistance, focused on your reviews, in the form of consultation, training and hands on assistance in the methodology and tools for conducting successful reviews.

OUTCOMES

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

- Use the Team Charter to build partnerships and confidence in the review approach
- Explain the methods of review planning to identify desired results and needed information
- Describe effective data collection methodology
- Describe effective data analysis methodology
- Describe effective presentation and marketing methodology
- Describe how to formulate recommendations that can be implemented

TARGET AUDIENCE

Division offices looking to charge up their review programs and Review Teams established and charged with conducting unit process or program reviews, compliance verification reviews, improvement reviews, and/or National Program Reviews. The workshop can be conducted at any critical stage of the review, from planning to implementation.

TRAINING LEVEL: Beginner**FEE:** FREE**LENGTH:** 1.5 DAYS (CEU: 0.9 UNITS)**CLASS SIZE:** MINIMUM: 20; MAXIMUM: 30**NHI Training Information:** (703) 235-0534 • nhitraining@dot.gov**Subject Matter Contact:** Chris Newman • (202) 366-2023 • christopher.newman@fhwa.dot.gov**Subject Matter Contact:** Denise Saunders • (202) 366-0438 • denise.saunders@fhwa.dot.gov**NHI Training Program Manager:** Tom Elliott • (703) 235-0319 • thomas.elliott@fhwa.dot.gov



COURSE NUMBER

FHWA-NHI-310115 and FHWA-NHI-310115W

COURSE TITLE

Introducing Highway Federal-Aid

Based upon customer feedback, NHI has summarized portions of FHWA-NHI-310109 Federal-Aid 101 into this self-paced Web-based format. We still encourage participants to take advantage of the opportunity to attend the full, Instructor-led training. However, for those of you constrained by time or travel money, this Web-based training provides a good short-term option.

The overall goal of this WBT is to provide participants, particularly mid-career hires, with an overview of the key elements of the Federal-Aid Highway Program. Specifically, this course focuses on the general requirements and laws that govern the Federal-Aid Highway Program; the processes and procedures of project development, and the identification of inherent flexibility in the Federal-Aid Program.

NHI is continuously expanding our Web-based training offerings. We would love to hear what you think about this training. When you complete it, please take the time to fill out the online course evaluation form provided.

We've also prepared an accessible, 508-compliant version. See course number FHWA-NHI-310115W for more information.



OUTCOMES

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

- Identify the key elements of the overall Highway Federal-Aid project development process
- Explain the FHWA civil rights programs (i.e., Title VI, Disadvantaged Business Enterprise (DBE), EEO Contract Compliance, Title VII, Americans with Disabilities Act (ADA), Indian Outreach) and their relationship to the Federal-Aid Highway Program and the Federal/State relationships
- Identify where environmental justice is included in all aspects of project planning, development, and construction
- Develop a flowchart of the project development process from the initial planning concept through the environmental and right-of-way processes, on to construction and opening to traffic
- Identify the roles of safety, intelligent transportation systems, operations, research, and development in the Federal-Aid process
- Identify timing and use of public involvement throughout the Highway Federal-Aid project development process
- Explain the similarities and relations among the Federal-Aid laws and regulations and other laws (i.e., NEPA, Uniform Act, the Davis Bacon Act, OMB Circular A-87, 49 CFR Part 18 (Common Rule))

TARGET AUDIENCE

New/mid career hires from all disciplines (i.e., planners, engineers, environmental specialists, financial specialists or managers) or FHWA employees who took the FHWA-NHI-310109 Federal-Aid 101 Instructor-led training before 2005.

TRAINING LEVEL: Beginner

FEE: FREE

LENGTH: 8.0 HOURS (CEU: 0.6 UNITS)

CLASS SIZE: MINIMUM: 1; MAXIMUM: 1

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

Subject Matter Contact: Carolyn Eberhard • (703) 235-0010 • carolyn.eberhard@dot.gov

NHI Training Program Manager: Ann Gretter • (703) 235-1260 • ann.gretter@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.*