



U.S. Department  
of Transportation  
**Federal Highway  
Administration**



**Attention Municipal Project Partners:**

Dealing with federal requirements can be difficult, especially for those agencies that don't have a lot of experience with federal-aid transportation projects.

On Monday, April 27, 2009 the New Hampshire Department of Transportation (NHDOT) and the Federal Highway Administration (FHWA) is co-sponsoring a workshop for Municipally Managed Projects with an emphasis on the requirements for the American Recovery and Reinvestment Act funding. This workshop will be a full day event, beginning at 9:00 am and ending at approximately 4:00 pm. It is being held at the Local Government Center located at 25 Triangle Park Drive in Concord, NH. The Local Government Center is near Route 106, south of the Steeplegate Mall. There is no registration fee for the workshop and lunch will be provided at no cost.

The workshop is targeted to local agency staff and their partners that currently manage, or soon will be managing a federal-aid transportation improvement project. This is an ideal opportunity to learn firsthand information that will help you smoothly and successfully complete your federally funded transportation projects. If you work for a local agency or a consulting firm representing a local agency on a current or planned federal-aid project, we strongly encourage your attendance.

The workshop will address some common risk areas that may be encountered. Topics include requirements related to overall project management and record-keeping, the environmental process, right-of-way and civil rights related requirements and American Recovery and Reinvestment Act program requirements.

To help us prepare, please **RSVP** no later than **Wednesday April 22, 2009** by sending an email to [NHMUNIWorkshop@FHWA.DOT.GOV](mailto:NHMUNIWorkshop@FHWA.DOT.GOV) or calling Terri Callahan at (603) 228-0417. Seating is limited for this workshop, so be sure to RSVP as early as possible.

Respectfully Yours,

Nancy J. Mayville  
Municipal Highways Engineer  
Planning and Community Assistance  
NHDOT

Brigitte A. Mandel  
Engineering & Operations Team Leader  
Federal Highway Administration  
New Hampshire Division

NHDOT  
Bureau of Planning &  
Community Assistance  
John O. Morton Building  
7 Hazen Drive  
P.O. Box 483  
Concord, NH 03302-0483



**Municipally Managed Project Workshop**

Local Government Center,  
25 Triangle Park Drive  
Concord, NH  
Monday, April 27, 2009  
9:00 AM to 4:00 PM

RSVP by 4/22/09

**Seating is Limited!**

# MUNICIPALLY MANAGED PROJECTS WORKSHOP

Monday, April 27, 2009

9:00 am – 4:00 pm

DRAFT AGENDA

For Workshop Questions, please contact Brigitte Mandel, FHWA at 603-228-3057 x.109.

For Program information, contact your NHDOT staff:

## Bureau of Planning & Community Assistance

Bill Watson 603-271-3344 [BWatson@dot.state.nh.us](mailto:BWatson@dot.state.nh.us)  
Administrator

## Community Assistance Section

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Program Assistant

## OPENING REMARKS (9:00 AM TO 9:15 AM)

Brigitte Mandel, FHWA  
Nancy Mayville, NHDOT

## SESSION I: TROUBLE-FREE PROJECT MANAGEMENT

(9:15 AM TO 10:30 AM)

Nancy Mayville, Jim Marshall & Tom Jameson

- Municipal Agreement
- Qualification-based QBS Consultant Selection Process
- Design Process
  - American Disabilities Act (ADA)
  - Public Involvement
- Construction Inspection and Testing
- ARRA reporting requirements
- Maintenance
- Project Records
- Reimbursement
- Open Discussion

## MORNING BREAK

(10:30 AM TO 10:45 AM)

## SECTION II: FRAUD & FRAUD AWARENESS

(10:45 AM to 11:30 AM)

Leigh Hinson & Frank Italia,, Office of Inspector  
General (OIG), USDOT

## KEY ISSUES/WHAT'S NEW/ REAL LIFE EXAMPLES

(11:30 AM to 12:00 PM)

Nancy Mayville, NHDOT

## LUNCH

(12:00 PM TO 12:30 PM)

- Lunch is provided

## SESSION III: RIGHT-OF-WAY (12:30 PM TO 1:30 PM)

Bureau of Right-of-Way, NHDOT

- Uniform Act
- Determining Right-of-Way Needs
- Property Valuation
- Acquisition, Easements, Rights-of-Entry
- Relocation
- Right-of-Way Certification
- Open Discussion

## SESSION IV: ENVIRONMENT – GETTING IT RIGHT

(1:30 PM TO 2:30 PM)

Kevin Nyhan, Jonathan Evans, NHDOT

- Timing
- Coordination
- Documentation Requirements
- Commitments
- Approvals/Other Environmental Responsibilities
- Open Discussion

## AFTERNOON BREAK

(2:30 PM TO 2:45 PM)

## SECTION V: FEDERAL CONTRACT LABOR AND EEO REQUIREMENTS

(2:45 PM to 3:30 PM)

Jay Ankenbrock, NHDOT

- Fulfilling EEO and Davis-Bacon provision of federal contracts
- ARRA reporting requirements

## SECTION VI: EMERGENCY RELIEF (ER): FHWA (3:30 PM TO 4:00 PM)

Chris Tilley, FHWA

- Highlights of the Emergency Relief program

## DISCUSSION & EVALUATION

(4:00 PM)

- Open Discussion, Course Evaluation

## REMINDER:

**SEATING IS LIMITED!**

**RESERVE YOUR SPACE EARLY!**

**CALL: 603-228-0417**

**OR EMAIL:**

**NHMUNIWorkshop@FHWA.DOT.GOV**