

December 2007

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TAKE
NOTE!



Register NOW!!!
for conference on
Dec 6th

DECEMBER
WORKSHOPS
ARE GREAT!!!

December 6th!
Place on
calendar!



FEDERAL AID PROJECT DELIVERY 2007-08 IN-DEPTH CURRICULUM

Date: December 6, 2007
Place: Oregon State University, LaSells Stewart Center
Time: 9:00 am to 5:00 pm
Parking: Park at Reser Stadium. Free to e-Plates; Permits for others available at the registration desk in LaSells

One challenge in federal aid project development is the sheer volume of state and federal requirements necessary to legally use the funds. The **Oregon Department of Transportation (ODOT)** and the **Federal Highway Administration (FHWA)** are making every effort to assist local agencies and consultants to navigate these choppy waters successfully. When properly followed, the ODOT and FHWA guidelines assure the local agency or the consultant doing work for them of safe passage to the harbor. However, the effort required to understand and follow these guidelines and statutes is sometimes challenging and may result in project delays.

In order to facilitate the process of properly acquiring and administering these federal transportation dollars, ODOT and the FHWA are moving to a process which allows a local agency's own processes to be certified. Using ones own polices and procedures speeds up the project administration substantially.

The December 6 workshop will accomplish goals in both categories – information on the Certification process for those agencies which are moving to Certification and for those that are continuing to use the ODOT process, an in-depth look at the **Local Agency Guidelines Manual (LAG Manual)**.

Particular topics to be covered include: overview of the LAG Manual; local agency use of federal funds; civil rights; consultant selection; advertise, bid and award; environmental checklists and certification resources.

IN-DEPTH FEDERAL AID PROJECT DELIVERY WORKSHOPS

Registration and Payment Information

Local Agency Guidelines Manual In-Depth – December 6, 2007 – Fee: \$45

PERSON INFORMATION

Name: _____
Current Position: _____
Agency/Company: _____
Telephone Number: _____
E-mail Address: _____
Mailing Address: _____
City/State/Zip Code: _____

PAYMENT TYPE

Check a box to indicate the type of payment you are submitting for the transaction:

CREDIT CARD

You may either submit your credit card information on this application or by telephone. If credit card information will be provided over the telephone, please provide us with the name of the person to contact and their telephone number. They will be called when we actually enroll the applicant.

VISA Master Card Credit Card Number: _____
Expiration Date: _____

Name of Card Holder: _____
(as it appears on the card)

Please call for credit card information:
Contact Name: _____ Telephone number: _____

SENDING CHECK

If you are paying by check, please make checks payable to Oregon Department of Transportation. **To ensure your seat in the training** class in a timely manner, FAX or E-mail a copy of the registration form to us before you send the check. Send the check payment to: Lorrie Schaefer, ODOT, 355 Capitol St. NE Room 102, Salem, Oregon 97301. Include a copy of the completed application form with the payment.

RETURN INFORMATION

Please return this registration form to ODOT:
By mail, send to: Lorrie Schaefer, ODOT, 355 Capitol Street NE, Room 102, Salem, Oregon 97301
By FAX: Attn: Lorrie Schaefer at 503-986-3895
By E-mail: ODOT.HR.Training@odot.state.or.us