

Office of Local Right of Way Headquarters' Role

The Office of Local Right of Way (OLRW) Headquarters' responsibilities for local assistance federally funded projects include the following:

- A. Interpreting federal and state laws and regulations dealing with Local Public Agency (LPA) off-system and local transportation projects.
- B. Author and lead office for the Local Assistance Procedures Manual (LAPM) Chapters 13 and 14. Coordinate with Headquarters (HQ) Division of Right of Way & Land Surveys (RW&LS) Local Programs to develop and manage LAPM Chapters 13 & 14 updates to clarify and enhance LPA responsibilities.
- C. Ensuring relevant informational material is disseminated to the Regions/Districts Division of Local Assistance Engineers (DLAE) or for distribution to LPAs.
- D. In coordination with HQ Division of RW&LS Local Programs, develop, manage, and coordinate oversight guidance and policies for the Department to monitor LPA off system projects.
- E. Responsible for reviewing and providing input on a local perspective to policy and procedure memos for Right of Way.
- F. Develop, coordinate and deliver *Specific training for Regions/Districts DLAE and LPA staff as it relates to LPA projects. (*i.e. How to fill out the Utility and Right of Way forms)
- G. Assist HQ Division of RW&LS Local Programs in tracking LPA Qualifications.
- H. Conduit to the LPA by providing direction on all communications, Blogs, and websites.
- I. Update the Right of Way Standard Operating Procedures (SOP) as necessary in coordination and collaboration with HQ Division of RW&LS Local Programs.
- J. Participate in the quarterly Hot Topics meetings conducted by HQ Division of RW&LS Local Programs.
- K. Conduct the Right of Way Technical Committee and monitor the progress on the subcommittees.
- L. Manage and develop a quality control and quality assurance (QC/QA) plan for Right of Way and ensure there are adequate resources.
- M. Lead office for formulating the delivering a Correction Action Plan (CAP) to the LPA.
- N. Provide guidance on the Stewardship and Oversight Agreement with FHWA and coordinate with internal and external stakeholders.
- O. Provide support and guidance to the Region/District DLAE's.
- P. Consult and provide assistance as necessary to the Chief, Division of Local Assistance and Chief, Division of RW&LS.
- Q. Participate in the Right of Way Local Programs Quality Enhancement Joint Reviews (QEJR).
- R. Performance Measures review of LPA files for Uniform Act compliance to determine training need.