**AGENDA**

**Day 1:**
9:30 am  Registration  
10:00 am  Session I: Local Government Guidelines Manual Chapters 1-6  
11:00 am  Break  
11:15 am  Local Government Guidelines Manual (con’t)  
12:30 am  Lunch  
2:00 pm  Local Government Guidelines Manual Chapters 7-11  
3:45 pm  Break  
4:00 pm  Local Government Guidelines Manual (con’t)  
5:00 pm  Adjourn

**Day 2:**
9:30 am  Registration  
10:00 am  Right of Way  
10:50 am  Break  
11:00 am  Utilities  
1:30 pm  Adjourn

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**REGISTER ONLINE/MAIL/FAX**

**REGISTRATION TO:**  
Tennessee Transportation Assistance Program  
(TTAP)  
Attn: Diana Webb  
Center for Transportation Research  
309 Conference Center Bldg.  
Knoxville, Tennessee 37996-4133  
Tel: 865-974-5255 Fax: 865-974-3889  
Web: http://ttap.utk.edu

**Registration Deadline: 2 weeks prior to workshop**

LOCAL GOVERNMENT GUIDELINES MANUAL & RIGHT-OF-WAY  
(Copy and fill out one for each registrant)

(Please print)  
NAME: ________________________________________________________  
TITLE: ___________________________________________________________  
ORGANIZATION: __________________________________________________  
STREET ADDRESS: ________________________________________________  
CITY: __________________________________ STATE/ZIP: _________________  
PHONE: ______________________ FAX: ________________________  
EMAIL: __________________________________________________________

Please check appropriate boxes:

- [ ] Free (Federal, State, County & City Employee)  
- [ ] Chattanooga (June 24-25, 2019)  
- [ ] $25 (RPOs/MPOs/Development Districts)  
- [ ] $50 (Others)  

Payment by:

- [ ] Check (payable to The University of Tennessee)  
- [ ] Cardholder’s Name/Signature __________________ Security Code #_____ Expires: ________  
- [ ] Card No: ___________________
WHAT THIS IS ABOUT
TDOT requires all local governments to have completed both a full day workshop on the Local Government Guidelines and a half-day workshop on Right-of-Way procedures every three years to be eligible for managing a State or Federal aid project through the Local Programs Development Office. The workshop is divided into two sessions.

Day 1: The Local Government Guidelines workshop will provide a detailed overview of the process required to manage federally and state funded transportation projects. Failure to follow procedures included in this workshop can jeopardize the receipt of federally and state funding for your eligible transportation projects.


Day 2: The Right-of-Way workshop will address the activities involved with but is not limited to land acquisition, relocation assistance, and utility relocations. The Right-of-Way process is quite specific and detailed. Deviations from the process can easily jeopardize funding for all phases of project development. Attendance in this workshop is mandatory for individual(s) who will oversee and approve the right-of-way process and/or the utility process. Local agencies that have not completed this class will not be allowed to oversee federal and state funded projects that require land acquisition, relocation assistance or utility relocation.

INSTRUCTORS
The instructors for this workshop will be personnel from the various departments within the Tennessee Department of Transportation (TDOT).

LOCATION
(Registration begins at 9:30 am)
June 24-25, 2019 (Chattanooga, TN)
TDOT Region 2 (Building A/Auditorium)
7512 Volkswagon Drive (I-75 Exit 9)
Chattanooga, TN 37421
Tel: 423-510-1143 for directions
(Please note new training location)

(Registration must be received two weeks prior to workshop.)

REGISTRATION
All attendees must pre-register. There will be no fee for TN city or county personnel. Registration fees for TN RPOs/MPOs and Development Districts will be $25 per person. The registration fee for all other attendees will be $50 per person and should be included with your registration. The workshop fee covers the cost of breaks and lunch. Please let us know of any special dietary needs. A course may be canceled if there is low enrollment. Forty-eight hours notice will be given to registrants if a course is canceled. Please note registration deadline is two weeks prior to workshop.

WHO SHOULD ATTEND?
This workshop is for county/city personnel who manage State or Federal aid projects through the Local Programs Development Office or who are interested in learning more about the ways to manage federally/state-funded transportation projects and the Right-of-Way process. Personnel from local governments must register and attend this workshop once every 3 years to be eligible to apply for any federal and state funded transportation project.

CANCELLATION POLICY
Due to commitments to our instructors and facilities, the registration fee is not refundable if a registrant withdraws less than forty-eight hours before the workshop. You may substitute registrants; please notify us in advance if possible. Please register early as attendance to our workshops have increased. We may not accommodate walk-ins on the day of the workshop.

HOW TO REGISTER
Register online or fax/mail to the address below:

Tennessee Transportation Assistance Program (TTAP)
Attn: Diana Webb
Center for Transportation Research
The University of Tennessee
Suite 309, Conference Center Bldg.
Knoxville, TN 37996-4133
Tel: 865-974-5255    Fax: 865-974-3889
Web: http://ttap.utk.edu

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