

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

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) Knoxville (Feb.13-14, 2019)

\$25 (RPOs/MPOs/Development Districts)

\$50 (Others)

Payment by:

Check (payable to The University of Tennessee)

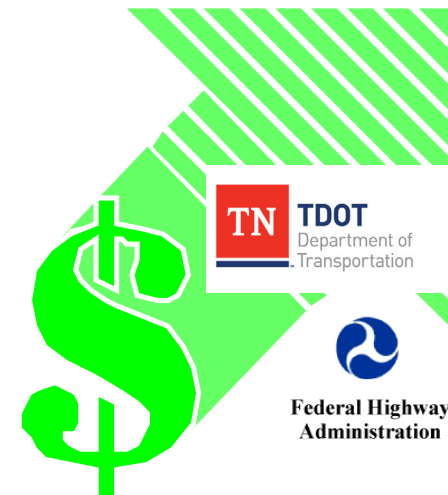
 Cardholder's Name/Signature _____

 Card No: _____ Security Code # _____ Expires: _____

Day 1: Local Government Guidelines Manual and Day 2: Right-of-Way

February 13-14, 2019 (Knoxville, TN)

Local Government Guidelines and Right-of-Way



 THE UNIVERSITY OF
TENNESSEE
KNOXVILLE



CENTER FOR
TRANSPORTATION RESEARCH

309 Conference Center Bldg. • Knoxville, TN
37996 • Tel: 865-974-5255 • Web: [http://ttap.
utk.edu](http://ttap.utk.edu)

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.

The Local Government Guidelines manual can be found at http://www.tn.gov/assets/entities/tdot/attachments/LGG_Manual.pdf

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).

LOCATIONS:

(Registration begins at 9:30 am)

February 13-14, 2019 (Knoxville, TN)

TDOT Region 1 Auditorium

7345 Region Lane

Knoxville, TN

Tel: 865-594-2644 for directions

(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.

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment and admission without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status.

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 federally 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>