

AGENDA

Session I:

8:00 am Registration
 8:30 am Session I: Local Government
 Guidelines Manual Chapters 1-6
 10:00 am Break
 10:15 am Local Government
 Guidelines Manual (con't)
 11:30 am Lunch
 1:00 pm Local Government
 Guidelines Manual Chapters
 7-11
 2:45 pm Break
 3:00 pm Local Government
 Guidelines Manual (con't)
 4:00 pm Adjourn

Session II & III:

8:00 am Registration
 8:30 am Right of Way
 9:50 am Break
 10:00 am Utilities/Railroad
 11:30 am Lunch
 1:00 pm Utilities/Railroad (con't)
 2:00 pm NEPA
 4:00 pm Adjourn

Registration Deadline: 1 week prior to workshop

LOCAL GOVERNMENT GUIDELINES MANUAL & RIGHT-OF-WAY
Knoxville (May 23-24, 2023)

(Copy and fill out one for each registrant)



(Please print)

NAME: _____
 TITLE: _____
 ORGANIZATION: _____
 STREET ADDRESS: _____
 CITY: _____ STATE/ZIP: _____
 PHONE: _____ FAX: _____
 EMAIL: _____

Please check appropriate box:

- Free (Federal, State, County & City Employee)
- \$30 (RPOs/MPOs/Development Districts)
- \$75 (Others)

Payment by:

- Check (payable to The University of Tennessee)
-  Cardholder's Name _____
-  Card No: _____ Security Code # _____ Expires: _____

**Session I: Local Government
 Guidelines Manual
 Session II: Right-of-Way
 Session III: NEPA**

**May 23-24, 2023
 (Knoxville, TN)**

Local Government Guidelines and Right-of-Way/NEPA



**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 complete both a full day workshop on the Local Government Guidelines and a workshop on Right-of-Way and NEPA procedures to be eligible for any federally and stated funded transportation project. The workshop is divided into two sessions. The Local Government Guidelines Manual (LGGM) certification is good for three years.

Session 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

Session II & III: 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.

The NEPA workshop goes over the environmental process to ensure compliance with state/federal rules and guidance. The NEPA workshop will take participants through the NEPA review and documentation process.

LOCATIONS

MAY 23-24, 2023 (Knoxville, TN)

(Registration begins at 8:00am Eastern Time)

TDOT Region 1 Auditorium

7345 Region Lane

Knoxville, TN

Tel: 865-594-2644 for directions

(Registration must be received one week prior to workshop.)

INSTRUCTORS

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

WHO SHOULD ATTEND?

This workshop is for county/city personnel who are interested in learning more about the ways to manage federally/state-funded transportation projects. Personnel from local governments must register and attend this workshop once every three years to be eligible to apply for any federally and state funded transportation project.

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.

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 \$30 per person. For **all** others, the registration fee will be \$75 per person. In order to maximize the number of agencies attending, we reserve the right to limit the number of registrations to **TWO PER AGENCY**, if necessary. Payments must be received to complete the 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 one week prior to workshop.

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: ttap.utk.edu