

AGENDA

<p>8:00 am Registration</p> <p>8:30 am Session I: Local Government Guidelines Manual</p> <p>9:50 am Break</p> <p>10:00 am Session I: Local Government Guidelines Manual (con't)</p> <p>11:30 am Session I: Adjourn</p>	<p>11:30 am Lunch</p> <p>1:00 pm Session II: Right-of-Way</p> <p>2:45 pm Break</p> <p>3:00 pm Utilities</p> <p>4:00 pm Adjourn</p>
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MAIL/FAX REGISTRATION TO:

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

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 box:

- | | |
|--|--|
| <input type="checkbox"/> Jackson (February 16, 2012) | <input type="checkbox"/> Free (Federal, State, County & City Employee) |
| <input type="checkbox"/> Cleveland (April 3, 2012) | <input type="checkbox"/> \$25 (RPOs/MPOs/Development Districts) |
| | <input type="checkbox"/> \$50 (Others) |

Payment by:

- Check (payable to The University of Tennessee)
- Cardholder's Name/Signature _____
- Card No: _____ Expires: _____

Session I: Local Government Guidelines Manual and Session II: Right-of-Way

February 16, 2012 (Jackson, TN)
April 3, 2012 (Cleveland, TN)
****August, 2012 (Nashville, TN)**
****November, 2012 (Knoxville, TN)**
*** (Locations/dates TBA)*

Local Government Guidelines and Right-of-Way



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WHAT THIS IS ABOUT

TDOT requires all local governments complete a half-day workshop on the Local Government Guidelines and a half-day workshop on Right-of-Way procedures **every two years** to be eligible for any federally and state funded transportation project. The workshop is divided into two sessions.

Session I: 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.

Session II: 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).

WHEN-WHERE

February 16, 2012 (Jackson, TN)

TDOT Region 4 (Auditorium)
300 Benchmark Place
Jackson, TN 38301
Tel: 731-935-0183 for directions
(Registration must be received by February 2, 2012)

April 3, 2012 (Cleveland, TN)

Cleveland/Bradley Chamber of Commerce
225 Keith St. SW
Cleveland, TN 37320-2275
Tel: 423-472-6587 for directions
(Registration must be received by March 20, 2012)

****August, 2012 (Nashville, TN)**

****November, 2012 (Knoxville, TN)**

****Locations and dates TBA**

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 mentioned above for the different dates.**

WHO SHOULD ATTEND?

This workshop is for county/city personnel who manage 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 2 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

Fill out the attached registration form and fax/mail to the address below:

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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
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