

AGENDA

<p>8:00 am Registration</p> <p>8:15 am Session 1: Local Government Guidelines Manual - Overview</p> <p>8:30 am Design</p> <p>9:10 am Environmental</p> <p>9:50 am Break</p> <p>10:00 am Structures</p> <p>10:40 am Construction</p> <p>11:20 am Materials & Test</p>	<p>12:00 pm Civil Rights</p> <p>12:30 pm Session 1 adjourn / Registration for Session II (if needed)</p> <p>12:30 pm Lunch</p> <p>1:00 pm Session II: The Right of-Way</p> <p>2:45 pm Break</p> <p>3:00 pm Utilities</p> <p>4:00 pm Adjourn</p>	<p>12:00 pm Civil Rights</p> <p>12:30 pm Session 1 adjourn / Registration for Session II (if needed)</p> <p>12:30 pm Lunch</p> <p>1:00 pm Session II: The 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: Wilma Wilson
 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: October 14, 2008

LOCAL GOVERNMENT GUIDELINES MANUAL & THE 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:

- Free (Federal, State, County & City Employee) \$25 (RPOs/MPOs/Development Districts)
- \$50 (Others)

Payment by:

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

**Session 1: Local Government
 Guidelines Manual
 and
 Session II: Right-of-Way**

**October 28, 2008
 Knoxville, TN**

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 **annually** 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).

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 a year** to be eligible to apply for any federally and state funded transportation project. Workshops are scheduled for all TDOT regions, watch for announcements of this workshop coming to your region.

WHEN-WHERE

***October 28, 2008 (Knoxville, TN)**

TDOT Region 1 (Auditorium)

7345 Region Lane (I-40, Exit 398)

Knoxville, TN 37914

Tel: 865-594-4530 for directions

(Registration must be received by October 14, 2008.)

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.

REGISTRATION

The registration fee is \$50 per person and should be included with your registration. Registration fees for TN RPOs/MPOs and Development Districts is \$25 per person. Each Tennessee city or county will be given **one full scholarship**. Another scholarship will be given consideration if there is a need for another employee to attend the workshop. 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. **Registration must be received by October 14, 2008!**

HOW TO REGISTER

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

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Attn: Wilma Wilson

Center for Transportation Research

The University of Tennessee

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Knoxville, TN 37996-4133

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