U.S. Department
of Transportation
**Federal Transit
Administration**

REGION X
Alaska, Idaho, Oregon,
Washington

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Seattle, WA 98174-1002
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REGION 10 INFORMATION BULLETIN NO: 05-02

SUBJECT: Region X Triennial Review Workshop

PROGRAM AREA: Grants and Program Management

DATE: 1/26/2005

Dear Grantee:

Each year, the Federal Transit Administration (FTA) has held a number of Grants Management Seminars to provide you and other FTA grantees with up-to-date information about federal requirements and industry "best practices."

The success of the program and your feedback have led us to make the following changes this year:

- The seminars are being renamed "Triennial Review Workshops" to reflect an increased emphasis on interaction and information exchange among attendees

- The number of Workshops will grow from five, in 2004, to eleven, in fiscal year 2005 (one in each region and one in Washington, DC)

Our regional workshop is scheduled for:

- February 28 – March 1, 2005

  Seattle Crowne Plaza
  1113 Sixth Avenue
  Seattle, WA 98101
  (206) 464-1980 or (800) 521-2762

The Workshops will be conducted by industry experts who will share their knowledge of the Triennial Review Program, the latest federal regulatory changes, and the best practices in FTA Grants Management. You will also be given a comprehensive workbook that will assist you in preparing for your next Triennial Review.

I hope you will take advantage of this wonderful training opportunity. Seating is limited, so please make your reservations as soon as possible by returning the attached reservation form.

I look forward to seeing you at the Workshop. Please contact Maxine Marshall at (504) 282-7949 for assistance in registering.

Sincerely,

Linda M. Gehrke

for Richard F. Krochalis
Regional Administrator

TRIENNIAL REVIEW WORKSHOP
REGISTRATION FORM

Seattle, WA
February 28 – March 1, 2005

I will be attending the Triennial Review Workshop.
Please register me:

Name:_____

Title: _____

Agency: _____

Address: _____

City/State/Zip: _____

Phone No.: _____

Fax No.: _____

E-mail: _____

Please fax completed registration form to 212-490-9611
(Note: one form per participant)

Please submit your registration by February 11, 2005.

TRIENNIAL REVIEW WORKSHOPS, 2005

OVERVIEW

Public transit systems that receive federal grants must comply with federal regulations in twenty-three areas in order to establish and maintain their grants. The Federal Transit Administration's Triennial Review Workshop provides an opportunity for transit systems to get up-to-date information on these critical requirements.

Congress mandates triennial reviews for transit systems receiving Urbanized Area Formula Program funds, U.S.C. 49, Section 5307. The Triennial Review Workshop provides guidance and reference material in each of the areas subject to review. During the two day program, you will also have opportunity to share experiences and knowledge with transit professionals from other agencies, and gain an understanding of best practices in the industry.

WHO SHOULD ATTEND?

These Workshops are designed for transit professionals responsible for planning or managing transit service or compliance programs, as well as those responsible for developing grant applications and managing federally funded programs. Managers at those agencies who are scheduled for a Triennial Review during Fiscal Year 2005 are especially encouraged to attend this workshop, in order to be sure you are aware of any new requirements that will be included in the review, and to assist you in preparing for your upcoming review.

WORKSHOP LEADERS

The Triennial Review Workshops will be conducted by transit professionals who are reviewers for the Federal Transit Administration's Triennial Review Program. The instructors can provide guidance in each of the twenty-three areas to be reviewed, can answer questions about how to respond to specific questions, can share best industry practices with you, and help refer you to FTA staff or printed guidelines should you require additional information.

FTA Regional Office staff will also attend the Workshop, and will be available to answer questions about your upcoming Triennial Review, or assist you in any area related to your FTA grant program.

AGENDA

Day 1- February 28, 2005

8:00 am	Coffee and Danish
8:30 am	Welcome and Introductions
9:00-noon	Presentation of FTA requirements in the areas of Legal, Financial, Technical and Satisfactory Continuing Control, including questions and discussion
Noon-1 pm	Lunch on your own
1:00-5:00 pm	Presentation of FTA requirements in the areas of Maintenance, Procurement, Disadvantaged Business Enterprise, Buy America, Suspension/Debarment and Lobbying, including questions and discussion

Day 2- March 1, 2005

8:00 am	Coffee and Danish
8:30 -noon	Presentation of FTA requirements in the areas of Planning/POP, Title VI, Public Comment Process, Half Fare, ADA, Charter and School Bus, and National Transit Data base, including questions and discussion
Noon-1 pm	Lunch on your own
1:00-3:30 pm	Presentation of FTA requirements in the areas of Safety and Security, Drug-Free Workplace, Drug and Alcohol Program, Equal Employment Opportunity and ITS Architecture, including questions and discussion
3:30-4:30 pm	Wrap-Up, Program Evaluations and Feedback

HOTEL INFORMATION

The two-day Workshop will be held at the following location:

Seattle Crowne Plaza
1113 Sixth Avenue
Seattle, WA 98101
(206) 464-1980 or (800) 521-2762

Guest rooms are available for attendees of the Triennial Review Workshop at the rate of $110.00 plus tax for a single or double room, provided reservations are made no later than February 11, 2005. Limited parking is available at a cost of $25/day, with priority given to overnight guests. Additional lots are available in the area at comparable prices. The Crowne Plaza is located in King County Metro's Ride Free zone, and within a mile of Amtrak's King Street Station.

In order to reserve your room at the special rate, please call no later than February 11, 2005, and clearly identify yourself as attending the ***FTA Triennial Review Workshop***.

REGISTRATION

In order to register for the workshop, fill in the registration form and fax it to 212 490-9611. A separate form must be provided for each individual attending. Please note that the size of the group workshop is limited, and the FTA may restrict the number of attendees from any agency to no more than two. If you have any questions about who or how many may attend from your agency, please contact Lillian Picchione at 212-490-9090.

Please submit your registration form by February 11, 2005.