



FY 2006 TRIENNIAL REVIEW WORKSHOP FTA REGION X

REGISTRATION FORM

March 20-21, 2006 Seattle, WA

I will be attending the FY 2006 Triennial Review Workshop. Please register me:

First Name: _____

Last Name: _____

Title: _____

Agency: _____

Street Address: _____

Street Address (cont'd): _____

City: _____ State: _____

Zip: _____

Phone No.: (____) _____ - _____ Extension (if any): _____

Fax No.: (____) _____ - _____

E-mail: _____

Special Needs (e.g., wheelchair access): _____

Important Notes:

- *This is an automated registration form, so please fill it out and review your entries carefully. After completing the form, save the document to your computer, and then return it as an email attachment to: workshop@ieitransit.com*
You will immediately receive an e-mail receipt confirmation
- *If you have any difficulty returning the form by email, feel free to print and submit by fax to Lilly Picchione at f:(212) 490-9611*
- *Submit one form for each participant. Two registrations per grantee will be accepted, up to a maximum of forty*
- *Please submit your registration by February 27, 2006*



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OVERVIEW

BACKGROUND

Public transit systems and agencies that receive federal grants must comply with federal regulations in 23 areas in order to establish and maintain their grants. The Federal Transit Administration's (FTA) Triennial Review Workshop provides an opportunity for transit systems and other public agencies to get up-to-date information on these critical requirements.

Congress mandates Triennial Reviews for agencies 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 the opportunity to share information, experiences, and best practices with transit professionals from other agencies. The workshop is free of charge, but participants are responsible for room, board and transportation.

WHO SHOULD ATTEND?

These Workshops are designed for employees 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 2006 are especially encouraged to attend this Workshop. The Workshop will ensure that your organization is aware of new review requirements and assist you in preparing for an upcoming review.

Due to space limitations, two registrants per grantee/agency will be accepted, up to a maximum of forty attendees for the Workshop. Additional registrations are accepted on a space-available basis. Please contact Lillian Picchione at (212) 490-9090 with any questions.

WORKSHOP LEADERS

The Triennial Review Workshop will be conducted by transit professionals who are reviewers for the FTA's Triennial Review Program. The instructors will provide guidance in each of the 23 areas to be reviewed, answer questions about how to respond to specific review areas, and share industry best practices. Staff from the FTA Region X Office will attend the Workshop to answer questions about your upcoming Triennial Review, assist you in any area related to your FTA grant program, and refer you to printed guidelines or other resources should you require additional information.



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AGENDA

DAY 1 **March 20, 2006**

8:00 am	Participant Check-in; Coffee and Danish
8:30-9:15 am	Welcome and Introductions
9:15-10:15 am	Overview of FTA Oversight Program. Participant questions.
10:15-12:00	Presentation of FTA requirements in the areas of Legal and Financial. Participant questions and group discussion.
Noon-1:00 pm	Lunch on your own
1:00-5:00 pm	Presentation of FTA requirements in the areas of Technical, Satisfactory Continuing Control, Maintenance, Procurement, Disadvantaged Business Enterprise, Buy America, Suspension/Debarment, and Lobbying. Participant questions and group discussion.

Day 2 **March 21, 2006**

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 Bus, School Bus, and National Transit Data base. Participant questions and group 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. Participant questions and group discussion.
3:30-4:30 pm	Wrap-Up, Program Evaluations, and Feedback



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HOTEL INFORMATION

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

Renaissance Seattle Hotel
515 Madison Street
Seattle, Washington 98104
1 (800) 546-9184

Guest rooms are available for attendees of the Triennial Review Workshop at the rate of \$124/night plus tax for single or double occupancy, provided reservations are made no later than February 27, 2006. The workshop is free of charge but participants are responsible for their own room and board.

The Renaissance Hotel is located in downtown Seattle between 6th and 5th Avenues, one block from the landmark Seattle Public Library. It is located in King County Metro's Ride Free zone, and within a mile of Amtrak's King Street Station. Grayline Airport Express offers service to Sea-Tac airport, 20 minutes away. For Grayline rates, call 206-626-6088.

Valet parking is available overnight for \$23. Daily self-parking is available starting at \$6 for the first hour and \$2 for each hour thereafter.

In order to reserve your hotel room at the special rate, please call no later than February 27, 2006, and clearly identify yourself as attending the ***FTA Triennial Review Workshop***.