



U.S. Department  
of Transportation

**Federal Transit  
Administration**

Administrator

400 Seventh St., S.W.  
Washington, D.C. 20590

Dear Invitee:

This is your invitation to one of the Federal Transit Administration's (FTA) five Grants Management Seminars scheduled for Fiscal Year 2004. These Seminars provide FTA grantees with in-depth information about the 23 Federal requirement areas that are reviewed during the triennial review.

Conducted by industry experts, these Seminars will provide participants with the latest regulatory changes and "best practices" information available anywhere. In addition to the formal presentations, we have planned the sessions to include time for questions and discussion. Participants will receive a comprehensive workbook, which will be a valuable resource to have on hand and will be particularly useful in preparing for your next triennial review.

I hope you share my view that this is a wonderful training opportunity. We plan to limit seating at individual sessions to assure ample time for group discussions. For this reason, I recommend that you select the date and location of the Seminar you prefer and return the registration form in this brochure as soon as possible.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer L. Dorn". The signature is fluid and cursive, with a large loop at the end.

Jennifer L. Dorn