



**FY 2008 TRIENNIAL REVIEW WORKSHOP**  
**January 17-18, 2008      Seattle, WA**

**REGISTRATION FORM**

I will be attending the FY 2008 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: [triennialworkshops@reidconsult.com](mailto:triennialworkshops@reidconsult.com)*

*You will immediately receive an e-mail receipt confirmation*

- *If you have any difficulty returning the form by e-mail, feel free to print and submit by fax to Janisha Richardson at:(703) 558-0133*
- *Submit one form for each participant per guidelines on the next page*
- *Please submit your registration by December 18, 2007*



## **FTA REGION X FY 2008 TRIENNIAL REVIEW WORKSHOP**

### ***OVERVIEW***

#### **1.1.1 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.

#### **1.1.2 WHO SHOULD ATTEND?**

Triennial Review Workshops are designed for grantees 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 2008 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 will be accepted on a space-available basis. Please contact Janisha Richardson at (703) 351-5056 with any questions.

#### **1.1.3 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 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.

## **FY 2008 TRIENNIAL REVIEW WORKSHOP**

### **AGENDA**

#### **DAY 1 January 17, 2008**

8:30 am Participant Check-in; Coffee and Danish

9:15 am Welcome and Introductions

9:15-noon Presentation of FTA requirements in the areas of Legal, Financial, Technical, and Satisfactory Continuing Control. 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 Maintenance, Procurement, Disadvantaged Business Enterprise, Buy America, Suspension / Debarment, and Lobbying. Participant questions and group discussion.

#### **DAY 2 January 18, 2008**

8:30 am Coffee and Danish

9:15-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

## **FTA REGION X FY 2008 TRIENNIAL REVIEW WORKSHOP**

### ***HOTEL INFORMATION***

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

Renaissance Seattle Hotel  
515 Madison Street  
Seattle, WA 98104  
(206) 583-0300

Guest rooms are available for attendees of the Triennial Review Workshop at the rate of \$152/night plus tax for single occupancy, provided reservations are made no later than December 28, 2007. The workshop is free of charge but participants are responsible for their own room and board. Self Park is \$26 per day and valet is \$28 per day.

In order to reserve your hotel room at the above rate, please call no later than Friday, December 28, 2007 and clearly identify yourself as attending the ***FTA Triennial Review Workshop.***

### ***DIRECTIONS***

**The Renaissance occupies a distinguished corner at the top of Madison Street in downtown Seattle. Seattle is a walk friendly city and the Renaissance is within easy walking distance to the city's favorite attractions. In, addition, the Renaissance is located in the Metro Free Ride Zone.**

**From SEATAC Airport: Take state road WA 518E for 2.8 miles. Merge onto I-5 N via the exit on the Left toward Seattle for 9.8 miles. Take Exit 164A labeled Dearborn St./James St./Madison St. Take the exit on the Left toward Madison St./Convention Center/Vancouver BC. Take the Madison St. exit. Stay Straight to go onto 7<sup>th</sup> Ave. Turn Left onto Madison St. For self-parking, enter the hotel garage on the left immediately following 6<sup>th</sup> Ave. For valet parking, continue on Madison St. to 5<sup>th</sup> Ave. (passing the hotel) and turn left onto 5<sup>th</sup> Ave. One block to Marion St. Left onto Marion St. one block, Left onto 6<sup>th</sup> Ave. to Hotel entrance at corner of 6<sup>th</sup> Ave. and Madison St.**

**Taxi: Estimated fare \$35 one-way from airport to hotel.**

**Bus service: Fee is \$10.25 one-way from airport to hotel.**