



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

Regional Open Triennial Review Workshop, 2009

Dear Grantee:

Each year, the Federal Transit Administration (FTA) holds a number of Triennial Review Workshops to provide you and other FTA grantees with up-to-date information about federal requirements and industry "best practices."

The Regional Open Workshop in Washington, DC is being held for grantees who are unable to attend their region's workshop or for grantees whom the FTA's Regional Offices would like to invite to attend.

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

The Regional Open Triennial Review Workshop is scheduled for:

- March 23-24, 2009

The Ritz-Carlton, Washington, DC
1150 22nd Street, NW
Washington, DC 20037
(202) 835-0500

I hope you will take advantage of this wonderful training opportunity. Seating is limited, so please make your reservations as soon as possible by following the instructions on the first page of the accompanying workshop materials.

I look forward to seeing you at the workshop.

Sincerely,

Name
Regional Administrator for Region ##



FY 2009 TRIENNIAL REVIEW WORKSHOP

FTA REGIONAL OPEN

March 23-24, 2009 Washington, DC

REGISTRATION INSTRUCTIONS

- Please visit our website at <http://ieiworkshops.grovesite.com> (note that there is no need to include "www" in the web address)
- Click on the link near the bottom of the screen for the Washington, DC Workshop and the automated registration form will open in a new window
- Fill in the required fields with your appropriate information and click on the "Add" button
- You will receive an email from us within two business days, confirming receipt of your enrollment request (note that this receipt does not confirm your registration and you still must make a reservation with the hotel)
- If you have any difficulty submitting the form online, please phone Lissette Jiminez at (212) 490-9090 and we will send you a form that you can fill out and submit to us via fax at (212) 490-9611
- Submit one form for each participant who plans to attend
- Please submit your registration by February 23, 2009



FTA REGIONAL OPEN FY 2009 TRIENNIAL REVIEW WORKSHOP

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?

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 2009 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 Lissette Jiminez 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 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



FTA REGIONAL OPEN FY 2009 TRIENNIAL REVIEW WORKSHOP

AGENDA

Day 1 March 23, 2009

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| 8:00 A.M. | Participant Check-in; Coffee and Danish |
| 8:30 A.M. | Welcome and Introductions |
| 9:00-Noon | Presentation of FTA requirements in the areas of Legal, Financial, Technical, and Satisfactory Continuing Control. Participant questions and group discussion |
| Noon-1:00 P.M. | Lunch on your own |
| 1:00-5:00 P.M. | 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 March 24, 2009

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|----------------|--|
| 8:00 A.M. | 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 P.M. | Lunch on your own |
| 1:00-3:30 P.M. | 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 P.M. | Wrap-Up, Program Evaluations, and Feedback |



FTA REGIONAL OPEN FY 2009 TRIENNIAL REVIEW WORKSHOP

HOTEL INFORMATION

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

The Ritz-Carlton, Washington, DC
1150 22nd Street, NW
Washington, DC 20037
(202) 835-0500

Guest rooms are available for attendees of the Triennial Review Workshop at the government rate of \$209.00 per night plus tax, for single or double occupancy, provided reservations are made no later than February 23rd, 2009. The workshop is free of charge, but participants are responsible for their own room and board. Valet parking is available for \$35.00 per night plus tax and self-parking is available for \$18.00 per night plus tax. Please note that valet parking allows guests to enter and exit the parking garage as often as needed for a flat rate of \$35.00 per day, while self-parking guests must pay \$18.00 each time they reenter the parking structure.

In order to reserve your hotel room at this rate, please call no later than February 23rd and clearly identify yourself as attending the ***FTA Triennial Review Workshop***.

DIRECTIONS

The Ritz-Carlton, Washington DC's central location offers guests convenient access to business districts, theaters, world-class shopping and stunning historical landmarks in all of the District's high-profile areas. The hotel is located 40 minutes east of Dulles International Airport and 10 minutes north of Ronald Reagan Washington National Airport.

Driving Directions from Dulles International Airport (IAD) and the West: Drive toward the Airport Exit on Dulles Airport Access Road and continue on Saarinen Circle. Bear right onto Copilot Way, turn right onto Cargo Drive, and continue on Aviation Drive. Turn left onto Dulles Airport Access Road. Merge onto VA-267 East. Merge onto I-66 East. Take the left ramp onto Potomac River Freeway north toward E Street. Take ramp onto L Street NW, toward Pennsylvania Avenue. Turn Left onto New Hampshire Avenue NW. Bear Left on 22nd Street NW. The hotel is located on the left, between L and M Streets.

Shuttle Service from IAD: Super Shuttle offers shuttle service from IAD to the hotel. Upon arrival, after collecting your luggage, proceed to the SuperShuttle ticket counters, located on the lower level just before the East and West exits. After purchasing a ticket our service representative will escort you to the loading areas at 1D and 1E. Representatives are on site from 6:00 AM to 2:00 AM daily. Outside of these hours please call (800) 258-3826 for assistance.

Taxi Service from IAD Airport: Taxi service from Dulles to the Ritz-Carlton costs approximately \$65.00 each way.

Driving Directions Ronald Reagan National Airport (DCA) and the South: From National Airport, start out going north on the ramp and merge onto the George Washington Memorial Parkway north. Take the exit on the left toward US-50 West / Memorial Bridge / Arlington Cemetery. Enter the next roundabout and take the first exit onto Arlington Memorial Bridge. Stay left at the fork to continue on Arlington Memorial Bridge. Turn slightly right onto Lincoln Memorial Circle SW. Turn Left on 23rd Street. Enter the next roundabout and take the third exit onto New Hampshire Avenue NW. Turn slightly left on 22nd Street NW. The hotel is on the left, between L and M Streets.

Shuttle Service from DCA: Upon arrival, after collecting your luggage, proceed to the SuperShuttle ticket counters located in Terminal B and C baggage claim area located next to doors 4 and 9. Ticket counters are open daily from 6:00 AM to 1:00 AM. Guests arriving in Terminal A should proceed outside to the SuperShuttle loading area immediately outside the Terminal A door. Outside of these hours please call (800) 258-3826 for assistance.

Taxi Service from DCA: Taxi service from DCA to the Ritz-Carlton runs approximately \$20.00.

Driving Directions from the North and East: Take I-95 south and merge onto I-495 West toward Silver Spring. Take Exit 33, Connecticut Avenue and head south. Proceed eight miles and cross the Taft Bridge. Turn right at Florida Avenue, which is the second light. Florida Avenue becomes 23rd Street. Turn left onto L Street and then turn left onto 22nd Street. The hotel is on the left between L and M Streets.

Rail Service to Washington, DC: Historic Union Station is served by many Amtrak inter-city rail lines, including the Acela high-speed service, as well as several commuter rails lines operated by MARC and VRE. The train station is a short 3-mile taxi ride from the hotel. Union Station also offers a connection to WMATA's Red Line on the Washington Metro Subway system.

Washington Metro Subway: The Ritz-Carlton is located just 6 blocks from either the Farragut North or the Dupont Circle stations on the Washington Metro Red Line.