



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

REGION X  
Alaska, Idaho, Oregon,  
Washington

915 Second Avenue  
Federal Bldg. Suite 3142  
Seattle, WA 98174-1002  
206-220-7954  
206-220-7959 (fax)

**REGION 10 BULLETIN NO: 07-58**

SUBJECT: Tribal Transit Program Workshop Agenda

PROGRAM AREA: Training

DATE: November 27, 2007

This notice is for those interested in the agenda and would like to register for the Tribal Transit Program, scheduled for December 13, 2007 (per bulletin 07-46). This is for anyone who has applied, considering applying, or has been a successful applicant for the Tribal Transit Program. The goal of this workshop is to have a better understanding of the grant requirements.

In addition to this workshop, if you have specific concerns, you're welcome to set up a personal appointment on December 12<sup>th</sup> or 14<sup>th</sup>.

If you plan to attend this workshop, **please register by December 7<sup>th</sup>** by contacting Bill Ramos at 206-220-4319, or email [bill.ramos@dot.gov](mailto:bill.ramos@dot.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "R.F. Krochalis".

R.F. Krochalis  
Regional Administrator

### **Agenda**

December 13, 2007

Federal Transit Administration

Tribal Transit Workshop

Jackson Federal Building, Room 3090

915 Second Avenue, Seattle

206-220-7950

9:00 AM to 4:00 PM

### **“I’ve Been Funded!—Now What Do I Do?”**

#### 1. Pre-Award

- How do I get my money?
  - Getting the process started
- What do you need from me—documentation, etc.?
  - Forms needed for TEAM and ECHO
  - Attorney signature requirements
  - Certificates and Assurances
  - Environmental requirements for construction and land acquisition projects
- When do I get my money?
  - Timing—getting through TEAM and ECHO

#### 2. Grant Requirements

- What do I need to do to spend my money?
- How do I procure a contract for services?
- How do I buy a bus?
- What about complementary paratransit services?
- Who can I buy from? Competition requirements for spending federal money.
- What other expenses can I use my money for—e.g., training, travel, direct cost, indirect costs, office expenses, etc.?