



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

REGION X  
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## **REGION 10 BULLETIN NO: 10-17**

Subject: American Recovery & Reinvestment Act Workshops

Program Area: Grant Management and Oversight

Date: March 23, 2010

The Federal Transit Administration (FTA) is pleased to announce the availability of one-day American Recovery & Reinvestment Act (ARRA) workshops. Public transit systems that receive ARRA grants will be subject to an increased level of monitoring and reporting in order to ensure compliance with federal regulations. FTA, with the assistance of the State Departments of Transportation, is providing an opportunity for transit agencies to receive up-to-date information on meeting the critical requirements.

The ARRA Workshop provides guidance and reference material in the area of Technical Capacity, Project Management, and Procurement. During the one-day program, you will have the opportunity to share experiences and knowledge with transit professionals from other agencies and gain an understanding of best practices in the industry. Time will be provided for questions and group discussion of each topic. The attached agenda describes the workshop schedule and activities.

### **WORKSHOP LEADERS**

The ARRA Workshops will be conducted by transit professionals who conduct reviews for FTA's Triennial Review and State Management Review programs. The instructors will provide guidance in each of the covered areas, answer questions about how to respond to specific requirements, share best industry practices, and provide references for additional information. FTA Regional Office staff also will attend the Workshop, and will be available to answer questions about your ARRA grant program.

### **WHO SHOULD ATTEND**

These Workshops are intended for small urban, tribal, and rural transit professionals responsible for planning or managing transit projects funded with ARRA grants - especially grantees that are using ARRA funds for projects that are different from normal business operations (e.g. building a new operations facility, replacing a large portion of the fleet, buying vehicles powered by different fuels). Managers at those agencies that are recipients of ARRA grants are especially encouraged to attend this workshop. Please note that the size of the workshop is limited and FTA may restrict the number of attendees from each agency to no more than two.

## **WHEN AND WHERE**

Workshops will be held at the following times and locations:

### **ALASKA** April 20, 2010

University of Alaska  
1815 Bragaw Road  
Corporate Program Training Room  
Suite 102  
Anchorage, AK

### **WASHINGTON** April 22, 2010

Washington State Department of Transportation  
Wells Fargo Building  
999 Third Avenue  
24<sup>th</sup> Floor Conference Room  
Seattle, WA

### **IDAHO** June 2, 2010

Idaho Transportation Department  
3311 West State Street  
HQ Auditorium  
Boise, ID

### **OREGON** June 4, 2010

Oregon Department of Transportation  
2775 19<sup>th</sup> Street SE  
Human Resource Center  
Salem, OR

## **HOW TO REGISTER**

All individuals must preregister.

For Alaska, please register online by cutting and pasting the following into your internet address bar:

<http://dot.alaska.ecatts.com/lmsShowClass?classId=324&month=4&year=2010&id=0.45531964924062146>

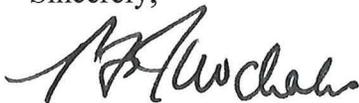
For all other states, please complete the attached registration form and email the form to:  
[e.osuna@diversifiedcapitalinc.com](mailto:e.osuna@diversifiedcapitalinc.com)

**ARRA WORKSHOP AGENDA**

8:00 -8:30 am	Participant Check-in
8:30 - 8:45am	Welcome and Introductions
8:45 – 9:45	Technical Capacity and Grants Management
9:45 – noon	Project Management Presentation covering mechanisms to oversee projects including time and cost control and quality assurance
Noon - 1 pm	Lunch on your own
1:00 – 1:30	Presentation of FTA reporting requirements for ARRA grants
1:30 - 4:30 pm	Presentation of FTA requirements in the area of Procurement
4:30 – 5:00 pm	Wrap Up

For additional information or questions please contact Elaine Wine at FTA Region 10 by calling (206) 220-7536 or email [elaine.wine@dot.gov](mailto:elaine.wine@dot.gov).

Sincerely,



R.F. Krochalis  
Regional Administrator