



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

REGION X
Alaska, Idaho, Oregon,
Washington

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REGION 10 BULLETIN NO: 2011-07

Subject: FY 11 Triennial Review Workshop

Program Areas: Oversight

Date: January 31, 2011

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

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. Workshop participants are also provided with a comprehensive workbook to help prepare for a Triennial Review.

The Region 10 workshop is scheduled for:

April 5 – 6, 2011

Courtyard Seattle Downtown/Pioneer Square
612 2nd Avenue, Seattle WA 98104
Phone: 206-625-1111

We 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 outlined in the attached registration materials.

If you have questions, please contact Region 10's Ken Feldman at 206-220-7521, or email kenneth.feldman@dot.gov. We look forward to seeing you at the workshop.

Sincerely,

R. F. Krochalis
Regional Administrator

**FTA REGION X
FY 2011 TRIENNIAL REVIEW WORKSHOP**

GRANTEES SCHEDULED FOR REVIEW THIS YEAR ARE AS FOLLOWS:

Grantee	State
City of Longview	Washington
City of Seattle	Washington
City of Wilsonville	Oregon
Intercity Transit	Washington
Kootenai County	Idaho
Lane Transit District	Oregon
Skagit Transit System	Washington
Spokane Transit Authority	Washington
Tri-County Metropolitan Transportation District	Oregon
Valley Regional Transit	Idaho
Whatcom Transportation Authority	Washington

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FY 2011 TRIENNIAL REVIEW WORKSHOP**

**APRIL 5-6, 2011
Courtyard Seattle Downtown/Pioneer Square
Seattle, Washington**

OVERVIEW

1.1.1 BACKGROUND

Public transit systems and agencies that receive Federal grants must comply with Federal regulations in 24 areas in order to establish and maintain their grants. The Federal Transit Administration's (FTA) Triennial Review Workshop provides an opportunity 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 2011 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.

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1.1.3 WORKSHOP LEADERS

Transit professionals who are reviewers for the FTA's Triennial Review Program will conduct the Triennial Review Workshop. The instructors will provide guidance in each of the 24 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 and be available 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.

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PRELIMINARY AGENDA

DAY 1 - April 5, 2011

- | | |
|-----------------|---|
| 8:00 – 8:30 am | Participant Check-in; Coffee and Danish |
| 8:30 – 9:00 | Welcome and Introductions |
| 9:00 – 10:00 | Overview of TR Program |
| 10:00-12:00 | Presentation of FTA requirements in the areas of Legal,
Financial, Technical, and Satisfactory Continuing Control |
| | Participant questions and group discussion |
| 12:00 - 1:00 pm | Lunch on your own |
| 1:00 - 4:30 pm | Presentation of FTA requirements in the areas of Maintenance,
Procurement, Disadvantaged Business Enterprise, Buy
America, Debarment and Suspension, and Lobbying |
| 4:30 - 5:00 pm | Participant questions and group discussion |

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DAY 2 April 6, 2011

- | | |
|----------------|--|
| 8:00 am | Coffee and Danish |
| 8:30 – 11:00 | 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 |
| 11:00 – Noon | Presentation by the Office of Inspector General (OIG) |
| Noon - 1:00 pm | Lunch on your own |
| 1:00 - 3:00 pm | Presentation of FTA requirements in the areas of Safety and Security, Drug-Free Workplace, Drug and Alcohol Program, Equal Employment Opportunity, ITS Architecture and ARRA
Participant questions and group discussion |
| 3:00 - 4:00 pm | Wrap-Up, Program Evaluations, and Feedback |

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WORKSHOP

REGISTRATION

All workshop registrations need to be made at the following web site:

Region 10 Workshop Registration's

<https://events.r20.constantcontact.com/register/eventReg?oeidk=a07e3b80vwdcfd37c50&oseq=>

- *If you have any difficulty with registration please contact David Norstrom at dnorstrom@ee.net*

HOTEL INFORMATION and REGISTRATION

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

Courtyard Seattle Downtown/Pioneer Square
612 2nd Avenue, Seattle WA 98104
Phone: 206-625-1111

The Courtyard Seattle Downtown/Pioneer Square is a brand new hotel located in the heart of downtown. A block rooms are available for attendees of the Triennial Review Workshop at the rate of \$139/night plus tax, provided reservations are made no later than ***March 14, 2011***. The workshop is free of charge but participants are responsible for their own room and board.

In order to reserve your hotel room at the above rate, please call Marriott reservations at 888-236-2427 or contact the hotel directly at 206-625-1111 no later than ***March 14, 2011*** and clearly identify yourself as attending the ***FTA Triennial Review Workshop***.

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DIRECTIONS

The Courtyard Seattle Downtown/Pioneer Square is one block away from Seattle Metro's Pioneer Square station with easy access to both the Sound Transit Link Light Rail and Seattle Metro bus service. Detailed maps and information driving to the hotel can be found at the hotel's web site at

<http://www.marriott.com/hotels/travel/seaps-courtyard-seattle-downtown-pioneer-square/?toDate=4/7/11&groupCode=cdjcdja&fromDate=4/4/11&app=resvlink>.