



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

REGION X
Alaska, Idaho, Oregon,
Washington

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REGION 10 BULLETIN NO: 2011-40

Subject: FY12 Triennial Review Workshop

Program Area: Oversight

Date: August 24, 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:

October 12-13, 2011

Alexis Hotel
1007 First Avenue
Seattle, WA 98104
206-516-5097

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 Elaine Wine at 206-220-7536, or email elaine.wine@dot.gov. We look forward to seeing you at the workshop.

Sincerely,

R. F. Krochalis
Regional Administrator

Encls: Workshop Schedule
Registration Form

**FTA REGION X
FY 2012 TRIENNIAL REVIEW WORKSHOP**

GRANTEES SCHEDULED FOR REVIEW THIS YEAR ARE AS FOLLOWS:

Grantee	State
City of Bend - Bend Area Transit Bend	Oregon
City of Corvallis	Oregon
Rogue Valley Transportation District	Oregon
Salem Area Mass Transportation District	Oregon
Chelan-Douglas PTBA/Link Transit	Washington
City of Everett	Washington
Clark County/C-TRAN	Washington
King County Department of Transportation	Washington
Kitsap Transit	Washington
Pierce County PBTA	Washington
Snohomish County PBTA	Washington

FTA REGION X FY 2012 TRIENNIAL REVIEW WORKSHOP

OVERVIEW

BACKGROUND

Public transit systems that receive federal grants must comply with federal regulations in twenty-three areas in order to establish and maintain their grants. The Federal Transit Administration's Triennial Review Workshop provides an opportunity for transit systems to get up-to-date information on these critical requirements.

Congress mandates triennial reviews for transit systems 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 experiences and knowledge with transit professionals from other agencies, and gain an understanding of best practices in the industry.

WHO SHOULD ATTEND?

These workshops are designed for transit professionals 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 agencies scheduled for a Triennial Review during the fiscal year are especially encouraged to attend this workshop. Attendees are made aware of any new requirements that will be included in the review as well as being better prepared for the upcoming review.

WORKSHOP LEADERS

The Triennial Review Workshops will be conducted by transit professionals who are reviewers for the Federal Transit Administration's Triennial Review Program. The instructors can provide guidance in each of the twenty-three areas to be reviewed, can answer questions about how to respond to specific questions, can share best industry practices with you, and help refer you to FTA staff or printed guidelines should you require additional information. FTA Regional Office staff will also attend the Workshop, and will be available to answer questions about your upcoming Triennial Review, or assist you in any area related to your FTA grant program.

REGISTRATION

Registration for the workshop is free of charge. To register, complete the attached registration form and submit via email to triennialworkshops@reidconsult.com, or facsimile to the attention of Mariela Perdomo, 571-257-5091. Please submit a separate registration form for each participant. Your registration is not confirmed until you receive a confirmation email. Space for each seminar is limited so no walk-ins are allowed. Reservations are accepted on a first-come, first-serve basis. The maximum number of participants is 40. In order to accommodate as many agencies as possible, attendance is limited to two individuals per agency. For more information regarding cancellation of your registration or for complaints or questions, please contact Mariela Perdomo of Reid Consulting, LLC, at 571-257-5090, ext. 221.

FTA REGION X
FY 2012 TRIENNIAL REVIEW WORKSHOP

SAMPLE AGENDA
(Final Agendas Provided at Workshop)

DAY 1

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| 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 |
| 1:00-1:30 pm | OIG Presentation on Fraud Awareness |
| 1:30-5:00 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

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| 8:30 am | Coffee and Danish |
| 9:15-noon | Presentation of FTA requirements in the areas of Planning/POP, Title VI, Public Comment on Fare and Service Changes, Half Fare, ADA, Charter Bus, School Bus, and National Transit Database. 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, ITS Architecture and ARRA. Participant questions and group discussion. |
| 3:30-4:30 pm | Wrap-Up, Program Evaluations, and Feedback |