



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

REGION VIII  
Colorado, Montana,  
North Dakota,  
South Dakota,  
Utah and Wyoming

12300 West Dakota Avenue  
Suite 310  
Lakewood, Colorado 80228  
720-963-3300 (voice)  
720-963-3333 (fax)

## **REGION 8 BULLETIN NO: 2014-06**

**Date:** March 7, 2014

**Subject:** FY14 Triennial Review Workshop

Dear Grantees:

You are invited to participate in the upcoming FY14 Triennial Review Workshop taking place on **April 24-25, 2014 at the Magnolia Hotel, 818 17<sup>th</sup> Street, Denver, CO, 80202.**

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.

Below is the information for registering. 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. A Sample Agenda of the workshop is attached.

### **Hotel Reservations:**

A block of rooms has been reserved for our group at the Magnolia Hotel at the government rate of \$156 per night. Rooms are available beginning Wednesday night, April 23<sup>rd</sup>. To reserve a room visit: [https://resweb.passkey.com/Resweb.do?mode=welcome\\_ei\\_new&eventID=11114576](https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=11114576) or call: 1-888-915-1110. To receive the group rate, mention the group name **Federal Transit Administration**. Please make your reservation on or before **April 2nd** to receive the group rate.

### **Please Don't Forget to Register for the Workshop:**

Registration for the workshop is free of charge. Please submit a separate registration for each participant. Space for the workshop is limited and in order to accommodate as many agencies as possible, attendance is limited to two individuals per agency. Click on the following link to register for this workshop. [http://planitnow.com/FY14Triennial\\_Denver.php](http://planitnow.com/FY14Triennial_Denver.php) It will take less than a minute to complete the form. You'll receive an email confirming your registration. If you do not receive a confirmation email, please contact Lisa Wolf at [lwolf@planitnow.com](mailto:lwolf@planitnow.com) and she will make sure that you are properly registered.

*Dress for the workshop is business casual.  
Please note that no food or drink will be provided at the Workshop.*

Scheduling: The workshop will start at 8:30 am and end at 4:30 each day; registration will open at 8:00 am on the first day.

**Directions**

Directions to the Magnolia Hotel can be found at the following link:

<http://www.magnoliahotels.com/denver/hotel-location.php>. Please note that parking at the Magnolia Hotel costs are: \$26/day for overnight and \$16 day for daily parking. There are 2 self-park garages close to the hotel that range from \$8 - \$28/day.

If you have any questions please contact the following individuals:

Workshop Information: Donna Douville, 720-963-3332 or [Donna.Douville@dot.gov](mailto:Donna.Douville@dot.gov)

Hotel/Logistics: Lisa Wolf, PlanIt Now, 240-343-4071 or [lwolf@planitow.com](mailto:lwolf@planitow.com)

*FTA is committed to providing equal access to this workshop for all participants. If you need alternative formats or services because of a disability, please contact Lisa Wolf at [lwolf@planitnow.com](mailto:lwolf@planitnow.com) or 240-343-4071 with your request by close of business on March 24.*

Sincerely,

CHARMAINE  
RENEE KNIGHTON

Digitally signed by CHARMAINE RENEE KNIGHTON  
DN: cn=US, o=US Government, ou=DOT  
#MMA Ltkewoo@CJ, ou=TKF1MPLtkewoo@CJ,  
ou=CHARMAINE RENEE KNIGHTON  
Date: 2014.03.07 10:43:20 -0700

Charmaine Knighton  
Deputy Regional Administrator

Attachment: Sample Agenda

## **FTA FY 2014 TRIENNIAL REVIEW WORKSHOP SAMPLE AGENDA**

*(Final Agendas will be provided at Workshop)*

### **DAY 1**

8:00 am Participant Check-in

9:00 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**

9:00-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