



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: 2015-04**

Subject: FY 2015 FTA Tribal Transit Program Workshop

Date: February 20, 2015

Dear Grantee:

Attached is the Registration Package for the FY 2015 FTA Tribal Transit Program Workshop to be held in downtown Denver, CO on April 1-2, 2015. The attachment contains registration instructions, a description of the workshop, and hotel reservation information. Please share this information with staff members who may be interested in attending.

Please note, there is no registration fee for this meeting. Attendees are responsible for their travel, lodging, and meals.

In order to get the meeting rate, hotel reservations must be made no later than March 13, 2015. Please submit the workshop registration by March 20, 2015. Details are in the attached document.

If you have any questions regarding the workshop, please contact Donna Douville, Region 8, at 720-963-3332 or [donna.douville@dot.gov](mailto:donna.douville@dot.gov)

Sincerely,

**DAVID L BECKHOUSE**

Digitally signed by DAVID L BECKHOUSE  
DN: c=US, o=U.S. Government, ou=DOT FHWA Lakewood CO,  
ou=FTA FHWA Lakewood CO, cn=DAVID L BECKHOUSE  
Date: 2015.02.20 15:01:14 -0700'

Linda M. Gehrke  
Regional Administrator

Attachment: [FY 15 FTA TTP Workshop Registration Pkg Denver.docx](#)

## REGISTRATION FORM

I will attend the FY 2015 Federal Transit Administration (FTA) Tribal Transit Program Workshop in Denver. There is NO registration fee.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Street Address: \_\_\_\_\_

Street Address (cont'd): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone No.:(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Extension (if any): \_\_\_\_\_

Fax No.:(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_

Special Needs (e.g., wheelchair access): \_\_\_\_\_

TYPE OF ORGANIZATION (Highlight): Tribal Transit Operator

Other Tribal Government Employee State DOT

Other: \_\_\_\_\_ (Please describe)

TYPE OF WORK/POSITION (Highlight): Program/Grant Management Finance

Procurement Operations Planning

Other: \_\_\_\_\_ (Please describe)

TRIBAL TRANSIT PROGRAM EXPERIENCE (Highlight): < 1 Year 1 – 2 Years 3-5  
Years 6– 10 Years 11+ Years

FIRST FTA TRIBAL TRANSIT WORKSHOP: Yes\_\_\_\_ No\_\_\_\_

(If No, please list the year and location of your last Workshop):  
\_\_\_\_\_

### Important Notes:

- *This is an electronic registration form. Please complete it, save it to your computer and submit it as an email attachment to: [TTPworkshops@thedmpgroup.com](mailto:TTPworkshops@thedmpgroup.com).*
- *You will receive an email confirmation within 24 hours of receipt.*
- *If you have any difficulty returning the form by email, please print and fax it to Cheryl Alexander at (202) 726-1830.*
- *Please submit one form for each participant per guidelines on the next page.*

# OVERVIEW

## WORKSHOP INFORMATION

The workshop will start at 9:00 a.m. and end at 4:30 p.m. on both days. Registration will open at 8:00 a.m. There is no registration fee for the workshop. Attendees are responsible for their travel, lodging, and meals.

The FTA Tribal Transit Workshop will provide training and “best practices” on managing FTA Tribal Transit Program (TTP) grants. On the first day, the following areas will be discussed: Legal and Technical Capacity, Grant Administration, Financial Management, National Transit Database (NTD), Charter Bus, and Asset Management.

The second day will cover Procurement, Buy America, the Americans with Disabilities Act (ADA), Drug-Free Workplace Act, and Drug and Alcohol Program. There will be a Questions & Answer session at the end of each discussion area.

- **WHO SHOULD ATTEND?**

The TTP workshop is designed for Tribal Transit professionals who manage FTA funded programs or projects, or manage transit service or compliance programs. The workshop is designed to help attendees broaden their understanding of the Federal Transit Administration (FTA) and other federal rules and regulations that shape and define their programs.

- **WORKSHOP LEADERS**

Each workshop will be conducted by transit professionals who conduct Tribal Transit Technical Assistance Assessments for FTA. The instructors will provide guidance in each of the areas to be assessed, answer questions and share industry best practices. An expert from FTA's Drug & Alcohol Program will conduct the training on Drug and Alcohol Testing requirements. Staff from the FTA attend the workshops to answer questions about the TTP Program and assist grantees in any area related to their FTA grant program.

## WORKSHOP AGENDA

Participants should check-in no later than 8:30 a.m. **The workshop will begin promptly each morning at 9:00 a.m. and end at 4:30 p.m.** Breaks are provided during both the morning and afternoon sessions and participants are free to have lunch on their own. The workshop content will cover each of the areas addressed during the Tribal Transit Technical Assistance Assessment over the two-day period. Participant questions and group discussion will be encouraged and accommodated.

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

## LOGISTICS AND HOTEL INFORMATION

### HOTEL RESERVATIONS

A block of rooms has been reserved for our group at the Crowne Plaza Denver Downtown at the government rate of \$163.00 single and \$178.00 double occupancy. Rooms are available beginning Tuesday night, **March 31st**. To reserve a room, visit: [FTA FY15 Tribal Transit Technical Assistance Workshop Region 8 - Direct Booking Link](#) or call 1-888-233-9527. To receive the group rate, mention the group name **FTA Tribal Transit Workshop**. Please make your reservation on or before **March 13th** to receive the group rate.

### DIRECTIONS

This hotel is located in downtown Denver, two blocks from the Colorado Convention Center, one block from the 16<sup>th</sup> Street Pedestrian Mall and Denver's Light Rail Line. Denver RTD currently provides express bus service from Denver International Airport to the H Light Rail Line which stops within five minutes of the Crowne Plaza. The fare is approximately \$13.00.

Driving directions to the Crowne Plaza Denver can be found at the following link <http://www.ihg.com/crowneplaza/hotels/us/en/denver/dendt/hotel/detail>. Please note that discounted daily parking is available to workshop attendees for \$10.00 per day. Overnight parking is \$27.00 per night. For other options, please visit <https://www.denvergov.org/tabid/437781/Default.aspx> or <https://www.parkme.com/denver-parking> to see all of the city parking garages.

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

Please register for the workshop on or before **March 20<sup>th</sup>** using the registration form on the first page. Please contact Cheryl Alexander of The DMP Group if you have any questions at 202-726-2630 or [cheryl.alexander@thedmpgroup.com](mailto:cheryl.alexander@thedmpgroup.com).

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*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 Cheryl Alexander [cheryl.alexander@thedmpgroup.com](mailto:cheryl.alexander@thedmpgroup.com) or 202-726-2630 with your request by close of business on **March 20, 2015**.*