



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

REGION X
Alaska, Idaho, Oregon,
Washington

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REGION 10 BULLETIN NO: 09-70

Subject: FY10 Triennial Review Workshop

Program Areas: Oversight

Date: December 14, 2009

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:

February 17-18, 2010

**The Fairmont Olympic Hotel, Seattle
411 University Street
Seattle, Washington 98101
(206) 621-1700**

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

**FTA REGION X
FY 2010 TRIENNIAL REVIEW WORKSHOP**

GRANTEES SCHEDULED FOR REVIEW THIS YEAR ARE AS FOLLOWS:

Grantee	State
Alaska Railroad Corporation	Alaska
Fairbanks North Star Borough	Alaska
Municipality of Anchorage	Alaska
City of Lewiston	Idaho
City of Pocatello	Idaho
Targhee Regional Public Transportation Authority	Idaho
Asotin County	Washington
Ben Franklin Transit	Washington
Central Puget Sound Regional Transit Authority	Washington
City of Yakima	Washington
Puget Sound Regional Council	Washington

**FTA REGION X
FY 2010 TRIENNIAL REVIEW WORKSHOP**

February 17-18, 2010 Seattle, WA

REGISTRATION INSTRUCTIONS

- **Please visit the registration website at workshops.ieitransit.com (note that there is no need to include “www” in the web address)**
- **Click on the link near the bottom of the screen for the February 17-18 Seattle, WA Workshop and the automated registration form will open in a new window**
- **Fill in the required fields with your appropriate information and click on the “Add” button**
- **You will receive an email from us within two business days, confirming receipt of your enrollment request (note that this receipt does not confirm your registration and you still must make a reservation with the hotel)**
- **If you have any difficulty submitting the form online, please phone Lissette Jiminez at (212) 490-9090 and we will send you a form that you can fill out and submit to us via fax at (212) 490-9611**
- **Submit one form for each participant who plans to attend**
- **Please submit your registration by January 26, 2010**

FTA REGION X FY 2010 TRIENNIAL REVIEW WORKSHOP

OVERVIEW

BACKGROUND

Public transit systems and agencies that receive federal grants must comply with federal regulations in 23 areas in order to establish and maintain their grants. The Federal Transit Administration's (FTA) Triennial Review Workshop provides an opportunity for transit systems and other public agencies 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.

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 2010 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. Please contact Lissette Jiminez at (212) 490-9090 with any questions.

WORKSHOP LEADERS

The Triennial Review Workshop will be conducted by transit professionals who are reviewers for the FTA's Triennial Review Program. The instructors will provide guidance in each of the 23 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 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.

**FTA REGION X
FY 2010 TRIENNIAL REVIEW WORKSHOP**

AGENDA

Day 1 February 17, 2010

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| 8:00 A.M. | Participant Check-in; Coffee and Danish |
| 8:30 A.M. | Welcome and Introductions |
| 9:00-Noon | Presentation of FTA requirements in the areas of Legal, Financial, Technical, and Satisfactory Continuing Control. Participant questions and group discussion |
| Noon-1:00 P.M. | Lunch on your own |
| 1:00-5:00 P.M. | 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 February 18, 2010

- | | |
|----------------|--|
| 8:00 A.M. | Coffee and Danish |
| 8:30-Noon | 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. Participant questions and group discussion |
| Noon-1 P.M. | Lunch on your own |
| 1:00-3:30 P.M. | Presentation of FTA requirements in the areas of Safety and Security, Drug-Free Workplace, Drug and Alcohol Program, Equal Employment Opportunity, and ITS Architecture. Participant questions and group discussion |
| 3:30-4:30 P.M. | Wrap-Up, Program Evaluations, and Feedback |

**FTA REGION X
FY 2010 TRIENNIAL REVIEW WORKSHOP**

HOTEL INFORMATION

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

Fairmont Olympic Hotel Seattle
411 University Street
Seattle, WA 98101
(206) 621-1700

Guest rooms are available for attendees of the Triennial Review Workshop at the government rate of \$159.00 per night plus taxes for single occupancy, provided reservations are made no later than January 26, 2010. The workshop is free of charge, but participants are responsible for their own room and board. Valet parking is available at the price of \$36.00 per night.

In order to reserve your hotel room at this rate, please call no later than January 26th and clearly identify yourself as attending the FTA Triennial Review Workshop on February 17-18, 2010.

DIRECTIONS

The Fairmont Olympic Hotel is ideally located in the heart of Seattle, footsteps from the city's most exciting attractions. The hotel is only 11 miles from Sea-Tac International Airport. Taxi fare from Sea-Tac to the hotel runs approximately \$28-35.00.

Public Transportation from Sea-Tac Airport (SEA): Sound Transit Central Link Light Rail leaves approximately every 10 minutes from Sea-Tac Airport to downtown Seattle. Ride Light Rail to University Street Station, Bay A in the downtown transit tunnel. Exit towards Third and University Street. Walk one block east to the hotel. Fares are \$2.50 each way.

Shuttle Service from Sea-Tac Airport (SEA): The Downtown Airporter shuttle is the least expensive private transportation option between the hotel and the Sea-Tac International Airport. Downtown Airporter prices are \$11.00 one-way. The Fairmont Hotel is the second stop on the route from the airport. The service is operated by Gray Line of Seattle. Follow the signs at Sea-Tac Airport for Scheduled Airporter Services at Door 00 (zero-zero). Return tickets can also be purchased at the hotel.

Driving Directions from the South and Sea-Tac Airport: Take I-5 North and as you approach downtown Seattle, move into the left lane. Take exit 165 / Seneca Street. From the stoplight, continue straight two blocks moving to the right lane. Turn right onto 4th Avenue, drive one block to University Street, and turn right. The Fairmont Olympic Hotel will be on the right.

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Driving Directions from the North: Take I-5 South to exit 165B / Union Street and drive two blocks to 5th Avenue. Turn left onto 5th Avenue and drive two blocks to Seneca Street. Turn right onto Seneca Street and drive one block to 4th Avenue. Turn right onto 4th Avenue and drive one block to University Street. Turn right onto University Street and The Fairmont Olympic Hotel will be on the right. *When driving south, do not to enter the Express Lanes.

Driving Directions from the East, from I-520 West: Take the exit for I-5 South. Continue on I-5 South to exit 165B / Union Street and drive two blocks to 5th Avenue. Turn left onto 5th Avenue and drive two blocks to Seneca Street. Turn right onto Seneca Street and drive one block to 4th Avenue. Turn right onto 4th Avenue and drive one block to University Street. Turn right onto University Street and The Fairmont Olympic Hotel will be on the right.

Driving Directions from the East, from I-90 West: Merge onto I-5 North and immediately move into to the far right lane. Follow signs for the Convention Place / Madison Street exit and merge onto 7th Avenue. Turn left at Madison Street and drive three blocks to 4th Avenue. Turn right onto 4th Avenue and drive three blocks to University Street. Turn right onto University Street and the hotel will be on the right.