



FY 2012 FTA TRIENNIAL REVIEW WORKSHOP

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.



FY2012 TRIENNIAL REVIEW WORKSHOP SCHEDULE

Region		Date	Hotel	Phone No.	Room Rate	Reservation Deadline
1		October 18-19, 2011	Hotel 140 140 Clarendon Street Boston, MA 02116	(617) 585-5600	\$159*/night	October 3, 2011
2		October 20-21, 2011	Marriott at the Brooklyn Bridge 333 Adams Street Brooklyn, NY 11201	(718) 246-7000 or (800) 228-9290	\$242*/night	September 28, 2011
3		December 12-13, 2011	DoubleTree by Hilton Philadelphia Center City 237 South Broad Street Philadelphia, PA 19107	(215) 893-1600 or (800) 222-8733	\$136*/night	November 11, 2011
4	Session 1	December 1-2, 2011	Embassy Suites San Juan 8000 Tartak Street Isla Verde, Carolina 00979 Puerto Rico	(787) 791-0505	\$145*/night	October 28, 2011
4	Session 2	January 10-11, 2012	The Westin Peachtree Plaza 210 Peachtree Street, NW Atlanta, GA 30303	(404) 659-1400	\$132*/night	December 10, 2011
5	Session 1	December 6-7, 2011	The Drake Hotel 140 East Walton Place Chicago, IL 60611	(312) 787-2200 or (800) 553-7253	\$159*/night	November 4, 2011
5	Session 2	December 8-9, 2011	The Drake Hotel 140 East Walton Place Chicago, IL 60611	(312) 787-2200 or (800) 553-7253	\$159*/night	November 4, 2011
6	Session 1	November 15-16, 2011	The Worthington Renaissance Ft. Worth 200 Main Street Ft. Worth, TX 76102	(817) 870-1000 or (800) 468-3571	\$138*/night	September 16, 2011
6	Session 2	November 17-18, 2011	The Worthington Renaissance Ft. Worth 200 Main Street Ft. Worth, TX 76102	(817) 870-1000 or (800) 468-3571	\$138*/night	September 16, 2011
7		October 3-4, 2011	Kansas City Marriott Country Club Plaza 4445 Main Street Kansas City, MO 64111	(816) 531-3000 or (800) 810-3708	\$99*/night	September 12, 2011
8		November 8-9, 2011	Crowne Plaza Denver 1450 Glenarm Place Denver, CO 80202	(303) 573-1450 or (877) 227-6963	\$141*/night	October 17, 2011
9	Session 1	October 31-November 1, 2011	JW Marriott LA LIVE 900 West Olympic Blvd. Los Angeles, CA 90015	(213) 765-8600 or (800) 266-9432	\$123*/night	October 3, 2011
9	Session 2	November 3-4, 2011	Sheraton Fisherman's Wharf Hotel 2500 Mason Street San Francisco, CA 94133	(415) 362-5500 or (888) 627-7024	\$180*/night	October 3, 2011
10		October 12-13, 2011	Alexis Hotel 1007 First Avenue Seattle, WA 98104	(206) 516-5097 or (800) 546-7866	\$139*/night	September 20, 2011

*Prevailing government per diem hotel rate at the time of check-in

A block of hotel rooms have been reserved for each workshop and are offered at the specified government per diem rate. Hotel accommodations are for confirmed workshop attendees only. Each confirmed attendee is responsible for making his/her own hotel reservation. Please do not make a hotel reservation until you have received a workshop confirmation email. To receive the government per diem rate, confirmed participants should indicate that they are attending the **FTA TRIENNIAL REVIEW WORKSHOP** when reserving a hotel room.



FY 2012 FTA TRIENNIAL REVIEW WORKSHOP

REGISTRATION FORM

I would like to reserve a space to attend the FY 2012 FTA Triennial Workshop. *(Please check the box next to the session you wish to attend. For those Regions with more than one workshop, please be certain to select the correct session).*

REGION 1 - Boston, MA – October 18-19, 2011

REGION 6 - *Session #1* Fort Worth, TX – November 15-16, 2011

REGION 2 - New York, NY – October 20-21, 2011

REGION 6 - *Session #2* Fort Worth, TX – November 17-18, 2011

REGION 3 - Philadelphia, PA – December 12-13, 2011

REGION 7 - Kansas City, MO – October 3-4, 2011

REGION 4 - *Session #1* San Juan, PR – December 1-2, 2011

REGION 8 - Denver, CO – November 8-9, 2011

REGION 4 - *Session #2* Atlanta, GA – January 10-11, 2012

REGION 9 - SESSION 1 Los Angeles, CA – October 31-November 1, 2011

REGION 5 - *Session #1* Chicago, IL – December 6-7, 2011

REGION 9 - SESSION 2 San Francisco, CA – November 3-4, 2011

REGION 5 - *Session #2* Chicago, IL – December 8-9, 2011

REGION 10 - Seattle, WA – October 12-13, 2011

Please print your information below. Submit only one form per attendee.

Name: _____

Title: _____

Agency: _____

Street Address: _____

City/State/Zip: _____

Phone No: _____

Fax No: _____

E-mail: _____

Special Needs (mobile chair access, visual, hearing and etc.): _____

Important Notes:

- *This is an automated registration form so please fill it out completely and review your entries carefully. After completing the form, save the document to your computer, and then return it as an email attachment to: triennialworkshops@reidconsult.com*
- *If you have any difficulty returning the form by email, please print and submit by fax to Mariela Perdomo at: (571) 257-5091. Also, indicate if registration confirmation should be faxed instead of emailed.*



FTA FY 2012 TRIENNIAL REVIEW WORKSHOP

SAMPLE AGENDA (Final Agendas Provided at Workshop)

DAY 1

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

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