



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

REGION IV
Alabama, Florida,
Georgia, Kentucky,
Mississippi, North
Carolina, Puerto Rico,
South Carolina,
Tennessee, Virgin Islands

230 Peachtree, NW
Suite 800
Atlanta, GA 30303
404-865-5600
404-865-5605 (fax)

Triennial Review Workshop, 2009

Dear Grantee:

Each year, the Federal Transit Administration (FTA) holds a number of Triennial Review Workshops to provide you and other 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. You are also given a comprehensive workbook that will assist you in preparing for your next Triennial Review.

Our regional workshop is scheduled for:


- December 10-11, 2008

The Ritz-Carlton, Atlanta
181 Peachtree Street, N.E.
Atlanta, GA 30303
(404) 659-0400

I hope you will take advantage of this wonderful training opportunity. Information on hotel reservations and the workshop agenda is attached. Seating is limited, so please make your reservations as soon as possible by returning the attached reservation form no later than November 9, 2008 via email to triennialworkshops@reidconsult.com.

If you have any questions, please contact Ms. Derethia Johnson at 404/865-5627. I look forward to seeing you at the workshop.

Sincerely,


Yvette G. Taylor, Ph. D.
Regional Administrator



**FY 2009 TRIENNIAL REVIEW WORKSHOP
FTA REGION IV
December 10-11, 2008 Atlanta, GA**

REGISTRATION FORM

I will be attending the FY 2009 Triennial Review. Please register me:

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): _____

Important Notes:

- ***This is an automated registration form, so please fill it out 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***

You will immediately receive an e-mail receipt confirmation

- ***If you have any difficulty returning the form by e-mail, feel free to print and submit by fax to either Mariela Perdomo or Janisha Richardson at: (703) 558-0133***
- ***Submit one form for each participant per guidelines on the next page***
- ***Please submit your registration by November 9, 2008***

**FTA REGION IV
FY 2009 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 2009 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 Janisha Richardson at (703) 351-5056 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 IV
FY 2009 TRIENNIAL REVIEW WORKSHOP**

HOTEL INFORMATION

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

The Ritz-Carlton
181 Peachtree Street, N.E.
Atlanta, GA 30303
(404) 659-0400

Guest rooms are available for attendees of the Triennial Review Workshop at the rate of \$141/night plus tax for single occupancy, provided reservations are made no later than November 9, 2008. There is an additional person charge of \$25 per person per night. The workshop is free of charge but participants are responsible for their own room and board. Valet parking is available at \$30 per night. Self parking is available at \$15 per night.

In order to reserve your hotel room at the above rate, please call no later than Sunday, November 9, 2008 and clearly identify yourself as attending the ***FTA Triennial Review Workshop.***

The Ritz-Carlton, Atlanta is downtown's premier business address and a luxurious oasis in the heart of the city. The hotel is surrounded by the state's centers of finance and government, and yet is just minutes from the Georgia Aquarium and sports events at the Georgia Dome, Philips Arena and Turner Field.

TRANSPORTATION

MARTA Transit System - From Hartsfield-Jackson Atlanta International Airport: follow the signs inside the airport to "Ground Transportation" and look for MARTA station nearby. Take the North line to the N1 Peachtree Center. Upon exiting the train, go toward the Ellis Street exit. You will go up the two set of stairs or you may take the elevator. Once you reach Peachtree Street, turn right and the hotel is half a block on your right. The Ritz-Carlton, Atlanta is at the corner of Ellis and Peachtree streets. The single one-way fare is \$1.75.

The Atlanta Link - (operated in part by the City of Atlanta) provides airport transfers from Hartsfield – Jackson International Airport to the various Hotels in the Downtown area. Currently the cost is \$16.50 one way or \$29.00 roundtrip and is subject to change without notice. Payment for the ticket should be made by cash to the Atlanta Link. Pick up from the airport is located at "Ground Transportation." The Ritz-Carlton, Atlanta pick up and drop off times are 10 minutes and 40 minutes after the hour between 6 am and midnight. Arrangements for pick-up must be made in advance through the concierge.

DIRECTIONS

FROM ATLANTA HARTSFIELD INTERNATIONAL AIRPORT

Take I-85 North through downtown. I-75 and I-85 will merge approaching downtown. Take Exit 248C, International Boulevard. At second light turn left onto International Boulevard. At fourth light turn left onto Peachtree Street. At first light turn left onto Ellis Street. Enter Motor Lobby at second entrance on left.

FROM ALL POINTS NORTH

Take I-75 or I-85 South to Atlanta. I-75 and I-85 will merge approaching downtown. Take Exit 249A, Courtland Street (one way street). At third light turn right onto International Boulevard. At second light turn left onto Peachtree Street. At first light turn left onto Ellis Street. Enter Motor Lobby at second entrance on left.

FROM ALL POINTS SOUTH

Take I-75 or I-85 North to Atlanta. Go north on Interstate 75/85. Exit 248C, International Boulevard. At second light turn left onto International Boulevard. At fourth light turn left onto Peachtree Street. At first light turn left onto Ellis Street. Enter Motor Lobby at second entrance on left.

FROM EAST OR WEST

Take I-20 East or West to Atlanta. Go North on I-75 and I-85, which merge approaching downtown. Take Exit 248C, International Boulevard. At second light turn left onto International Boulevard. At fourth light turn left onto Peachtree Street. At first light turn left onto Ellis Street. Enter Motor Lobby at second entrance on left.