



## Florida's Statewide Transit Training and Technical Assistance Program

# PREPARING FOR THE FTA TRIENNIAL REVIEW—PLUS

June 28-30, 2010 Tampa, Florida

### COURSE OVERVIEW

The Triennial Review (TR) is one of the Federal Transit Administration's (FTA) management tools for examining grantee performance and adherence to current FTA requirements and policies. Mandated by Congress in 1982, the triennial review occurs once every three years. It examines how recipients of Urbanized Area Formula Program funds meet statutory and administrative requirements, especially those that are included in the Annual Certifications and Assurances that grantees submit. The review currently examines 23 areas. In addition to helping evaluate grantees, the review gives FTA an opportunity to provide technical assistance on the latest FTA requirements and aids FTA in reporting to the Secretary, Congress, other oversight agencies, and the transit community on the Urbanized Area Formula Program.

### COURSE ELEMENTS

Every year, the FTA conducts a 2-day Triennial Review seminar in each of its ten regions. Experienced reviewers provide overviews on each of the 23 areas and answer participant questions. These seminars are informative and a great resource of technical information for grantee participants. Rooms are classroom style and the primary method of content delivery is lecture, Powerpoint® slides, question and answer, along with a few short exercises interspersed throughout.

The class will focus on the overall TR process, including demonstration and simulation of a review from start to finish with relevant examples of previously conducted Triennial Reviews, including how final reports are developed and distributed. Additionally, the class will identify helpful management practices in the three-year interim between and prior to reviews. One-on-one and/or small group participation with instructors to answer specific issues on how to avoid common deficiencies (TR findings) and to focus on individual grantee issues will be conducted with a more thorough focus on what needs to occur in order to close open findings. Participants will be shown how to identify useful resources available on-line and through networking, and will be given tips on working more closely with FTA regional office staff.

### REGISTRATION INFORMATION

There are no registration fees for the 3-day training session. Space is limited, so please register early to avoid disappointment. An email confirmation will be forward to each registrant with schedule, travel and hotel information. *The deadline for registration is Thursday, May 20, 2010.*

**If you would like to attend this session, fill out the form on the back, and email or fax to reserve your seat.**

**Center for Urban Transportation Research**

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**REGISTRATION FORM TO ATTEND  
PREPARING FOR THE FTA TRIENNIAL REVIEW - PLUS  
JUNE 28-30, 2010 TAMPA, FLORIDA**

REGISTRANT'S NAME \_\_\_\_\_

JOB TITLE \_\_\_\_\_

MAJOR DUTIES & RESPONSIBILITIES \_\_\_\_\_  
\_\_\_\_\_

SUPERVISORS NAME \_\_\_\_\_

EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

IS YOUR EMPLOYER AN FTA GRANT RECIPIENT OR SUB-RECIPIENT?

YES

NO

**A confirmation will be emailed to each participant with agenda, travel and hotel information. To register to attend this course, please email or fax to Molly Buffington at:**

**(813) 974-5168 fax**

**[buffington@cutr.usf.edu](mailto:buffington@cutr.usf.edu)**

### **CANCELLATION POLICY**

**Cancellation Period**—Registration cancellations will be accepted via e-mail notification no less than three working days prior to the training start date.

**Cancellation/No-Show**—Registrants will only be allowed one “no-show” per calendar year. It is our policy that if you can not attend a training course, that you notify us no less than three working days prior to the training start date or send a substitution.

**Substitutions**—We are pleased to accept substitutions for our training sessions. It is the responsibility of the registrant to find a suitable substitute, and notify CUTR of the change.