

LAST CHANCE!
YOU ARE INVITED TO ATTEND:
ODOT PTD Grant Management Training, or
You Have the Grant, Now What?

The purpose of this training is to provide you with up-to-date information about the requirements and management of your grants. All grantees should plan to send a participant.

Date	City	Address
December 6	Salem - ODOT Region 2	Mt. Jefferson Room 455 Airport Rd SE, Building B Salem, OR 97301,

Registration is not required; however we greatly appreciate you telling us which session you plan to attend for planning purposes. Please call Amanda Wells at 503-986-3300, or Amanda.wells@odot.state.or.us. Scholarships are not available for this training. The costs to attend are eligible for reimbursement through your transit grants.

The training will be lead by Joni Bramlett, Capital Program Manager, joni.d.bramlett@odot.state.or.us and Jean Palmateer, Special Transportation Fund Program Manager, jean.m.palmateer@odot.state.or.us.

Agenda

- 9:00 AM **Introductions** and Orientation to the State Management Plan
- 9:30 **Managerial Capacity:** Ability to Perform, Role of Boards, Frequent Communications, Training Requirements, etc
- 10:00 **Financial Management:** Reporting Requirements and Reimbursement Requests—(Documentation requirements, Annual Budgets, Audits, Vendor/subrecipient Determination)
- 10:30 **Break**
- 10:45 **Quick Hit Topics:**
 - Asset Management – General Requirements; Charter Bus; School Bus;
 - Civil Rights; Drug & Alcohol: Drug-free workplace, FTA, FHWA; Labor Warranty (for 5311, 5309 and JARC); Procurement – General Requirements
- 11:45 AM **Lunch**
- 1:00 PM **Asset Management:** Focus on Vehicle Preventive Maintenance
- 2:00 PM **Capital Procurement:** Focus on Vehicles, Equipment Purchases, Documentation
- 3:15 **Adjourn**

Grant Management Training Announcement
Update for December 6, 2011 Session