

**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.

<b>Date</b>	<b>City</b>	<b>Address</b>
September 20	La Grande - ODOT Reg 5 office	3012 Island Ave, La Grande, OR
September 22	Redmond - Comfort Suites	2243 SW Yew Ave., Redmond, OR
September 27	Salem - ODOT TLC Building	4040 Fairview Industrial, Salem, OR
October 11	Medford - Translink Call Center	239 E Barnett Rd, Medford OR
October 14	Salem - ODOT TLC Building	4040 Fairview Industrial, Salem, OR

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](mailto: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.stat.or.us](mailto:joni.d.bramlett@odot.stat.or.us) and Jean Palmateer, Special Transportation Fund Program Manager, [jean.m.palmateer@odot.state.or.us](mailto:jean.m.palmateer@odot.state.or.us).

### **Agenda**

- 9 AM **Introductions** and Orientation to the State Management Plan
- 9:35 **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 AM 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 and JARC), Procurement – General Requirements  
Q&A
- 11:45 AM **Lunch**
- 1:00 PM **Asset Management:** Focus on Vehicle Preventive Maintenance  
Q&A
- 2:30 PM **Capital Procurement:** Focus on Vehicles, Equipment Purchases, Documentation and Reimbursement Requirements  
Q&A
- 4:00 **Adjourn**