

LEBRANE, PAMELA
 2800 POST OAK BLVD # MD1060
 HOUSTON TX 77056
 UNITED STATES OF AMERICA

Room No: 712/K1
 Arrival Date: 2/4/2025 11:33:00 AM
 Departure Date: 2/7/2025 11:33:00 AM
 Adult/Child: 1/0
 Cashier ID: CSALDIVAR1
 Room Rate: 214.00
 AL:
 HH # 977704335 BLUE
 VAT #
 Folio No/Che 1049178 A

Confirmation Number: 3195354457

HILTON FORT WORTH 3/10/2025 2:25:00 PM

| DATE | DESCRIPTION | ID | REF NO | CHARGES | CREDIT | BALANCE |
|----------|-------------------------|------------------|---------|----------|------------|---------|
| 2/4/2025 | GUEST ROOM | HHERNAN DEZ44 | 4984770 | \$181.00 | | |
| 2/4/2025 | FORT WORTH TPID FEE | HHERNAN DEZ44 | 4984770 | \$3.62 | | |
| 2/4/2025 | RM - STATE TAX | HHERNAN DEZ44 | 4984770 | \$11.16 | | |
| 2/4/2025 | RM - CITY TAX | HHERNAN DEZ44 | 4984770 | \$20.46 | | |
| 2/4/2025 | STATE COST=RECOVERY FEE | HHERNAN DEZ44 | 4984770 | \$1.36 | | |
| 2/5/2025 | GUEST ROOM | HHERNAN DEZ44 | 4986394 | \$181.00 | | |
| 2/5/2025 | FORT WORTH TPID FEE | HHERNAN DEZ44 | 4986394 | \$3.62 | | |
| 2/5/2025 | RM - STATE TAX | HHERNAN DEZ44 | 4986394 | \$11.16 | | |
| 2/5/2025 | RM - CITY TAX | HHERNAN DEZ44 | 4986394 | \$20.46 | | |
| 2/5/2025 | STATE COST=RECOVERY FEE | HHERNAN DEZ44 | 4986394 | \$1.36 | | |
| 2/6/2025 | GUEST ROOM | HHERNAN DEZ44 | 4987794 | \$214.00 | | |
| 2/6/2025 | FORT WORTH TPID FEE | HHERNAN DEZ44 | 4987794 | \$4.28 | | |
| 2/6/2025 | RM - STATE TAX | HHERNAN DEZ44 | 4987794 | \$13.20 | | |
| 2/6/2025 | RM - CITY TAX | HHERNAN DEZ44 | 4987794 | \$24.19 | | |
| 2/6/2025 | STATE COST=RECOVERY FEE | HHERNAN DEZ44 | 4987794 | \$1.61 | | |
| 2/7/2025 | MC *2562 | FLUNA01 | 4988129 | | (\$831.92) | |

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Departure Date: 2/12/25 11:00:00 AM
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HILTON FORT WORTH 3/10/2025 2:25:00 PM

| DATE | DESCRIPTION | ID | REF NO | CHARGES | CREDIT | BALANCE |
|-------------|-------------|----------------|---------|----------|--------|---------|
| 3/10/2025 | MC *2562 | CSALDIVA R1 | 4988129 | \$139.44 | | |
| **BALANCE** | | | | | | \$0.00 |

EXPENSE REPORT
SUMMARY

| | 2/4/2025 | 2/5/2025 | 2/6/2025 | STAY TOTAL |
|--------------|----------|----------|----------|------------|
| ROOM AND TAX | \$217.60 | \$217.60 | \$257.28 | \$692.48 |
| DAILY TOTAL | \$217.60 | \$217.60 | \$257.28 | \$692.48 |

CREDIT CARD DETAIL

| | | | |
|----------------|----------|-------------|-------------|
| APPR CODE | 029046 | MERCHANT ID | 67045610011 |
| CARD NUMBER | MC *2562 | EXP DATE | 01/26 |
| TRANSACTION ID | 4988129 | TRANS TYPE | Sale |

From: Riley, Annette (FTA) <annette.riley@dot.gov>

Sent: Monday, December 9, 2024 7:44 AM

Cc: eharvey@calyptusgroup.com; Bredehoft, Audrey (FTA) <audrey.bredehoft@dot.gov>; Hilda Mercedes <HMercedes@calyptusgroup.com>; ssnyderconsulting@outlook.com; jamesonb@calyptusgroup.com; Griffin, Margaret (FTA) <Margaret.Griffin@dot.gov>; Sun, Nicholas (FTA) <Nicholas.Sun@dot.gov>

Subject: REGISTRATION ANNOUNCEMENT: FY2025 FTA Comprehensive Review - In-Person & Virtual Workshops

“IMPORTANT ANNOUNCEMENT” FTA FY 2025 Comprehensive Review Workshops

The Federal Transit Administration (FTA) conducts oversight workshops across the country for its recipients each year. The purpose is to help attendees broaden their understanding of the federal rules and regulations, as well as how to comply with FTA program requirements. It also provides some background on the requirements for the submittal of Recipient Information Request (RIR). Continuing this commitment, FTA will host two (2) in-person Comprehensive Review Workshops in Region 6:

Workshop #1: Fort Worth, TX - February 5-6, 2025

Workshop #2: New Orleans, LA - February 27-28, 2025

The Comprehensive Review is one of the FTA's management tools for examining recipient performance and adherence to current FTA requirements and policies. Mandated by Congress in 1982, the Comprehensive Review examines how recipients of Urbanized Area Formula Program funds meet statutory and administrative requirements. The review currently examines 23 areas. In addition to helping evaluate recipient's level of compliance, the review gives FTA an opportunity to provide technical assistance on FTA requirements. The Comprehensive Review workshops are designed to assist recipients in preparing for their review by reviewing all statutory and program requirements; and providing training materials, procedural guides, and other supporting materials. Attendees will include Regional Office staff members, FTA Comprehensive Review contractors, and public transit agency staff.

Workshop Registration

Each recipient (limited to two registrants) is encouraged to register for this workshop as soon as possible. Registration will close the week prior to the respective workshop. If a waitlist is needed, Region 6 will give priority to those recipients scheduled to receive a Comprehensive Review in the FY2025 cycle. Please select either the Fort Worth or New Orleans workshop at the link here: [**FTA Workshops | Calyptus Consulting Group**](#)

Both in-person workshops will be two (2) full days in duration. There will be significant opportunity for interaction and one-on-one discussions with the instructors and regional staff. A detailed agenda will be sent to all registrants with topic areas identified by time slot.

Hotel Block

There is a block of rooms available at the government rate on a first-come, first-served basis.

Fort Worth-Workshop: February 4-6th

Book your hotel room at the Hilton Fort Worth at the following link:

<https://www.hilton.com/en/book/reservation/rooms/?ctyhocn=FTWFWHF&arrivalDate=2025-02-04&departureDate=2025-02-06&groupCode=91U&room1NumAdults=1&cid=OM%2CWW%2CHILTONLINK%2CEN%2CDirectLink>

New Orleans-Workshop: February 26-28th

Book your hotel room at the Crowne Plaza New Orleans at the following link

<https://book.passkey.com/event/50938472/owner/10756/home>

Virtual Workshops

In addition to the in-person workshops, FTA will be conducting **four (4)** virtual Triennial Review workshops and **six (6)** virtual State Management Review workshops. The schedule and registration information for virtual workshops will be available in the coming weeks.

The virtual sessions will cover the same material covered in the in-person workshops but will not have capacity limitations. You are welcome to register for as many virtual sessions as you like and have multiple staff from your agency attend. If you attend an in-person workshop, you may also register for virtual sessions. You may also attend, if you are not scheduled for a review this year, if you would like to use this opportunity to prepare for a future review. Also, note that these virtual workshops will provide an emphasis on the Recipient Information Request documentation.

Should you have any questions or problems with the registration, please contact Ms. Ellen Harvey at eharvey@calyptusgroup.com or Nicole Osuna at nosuna@calyptusgroup.com or contact Ms. Chevonne Madison, FTA Region 6, at Chevonne.Madison@dot.gov.

Workshop Agenda

Day 1

| | |
|-----------------|--|
| 8:30 – 9:00AM | Participant Check-In |
| 9:00 – 10:30AM | Introduction of FTA Staff Participant Introductions and Expectations Overview of the Triennial Review Process |
| 10:30 – 10:45AM | <i>BREAK</i> |
| 10:45 – 12:00PM | Disadvantaged Business Enterprise Title VI |
| 12:00 – 1:00PM | <i>LUNCH</i> |
| 1:00 – 2:30PM | Equal Employment Opportunity (EEO) Americans with Disabilities Act (ADA) – General ADA – Complementary Paratransit |
| 2:30 – 2:45PM | <i>BREAK</i> |
| 2:45 – 3:30PM | Financial Management and Capacity |
| 3:30 – 4:15PM | Technical Capacity – Award Management Technical Capacity – Program Management and Subrecipient Oversight Technical Capacity – Project Management |
| 4 | 4:15 – 4:30PM Recap, Questions, and any Additional Information |

Workshop Agenda

Day 2

| | |
|-----------------|---|
| 9:00 – 9:15AM | Recap and Questions |
| 9:15 – 10:30AM | Procurement |
| 10:30 – 10:45AM | <i>BREAK</i> |
| 10:45 – 11:30AM | Section 5307 Program Requirements Section 5310 Program Requirements Section 5311 Program Requirements |
| 11:30 – 12:00PM | PTASP |
| 12:00 – 1:00PM | <i>LUNCH</i> |
| 1:00 – 2:30PM | Transit Asset Management Satisfactory Continuing Control Maintenance |
| 2:30 – 3:15PM | Drug-Free Workplace Act Drug and Alcohol Program |
| 3:15 – 3:30PM | School Bus and Charter Bus |
| 3:30 – 3:45PM | Legal, Cybersecurity |
| 5 | 3:45 – 4:15PM Preparing for the Review, Wrap Up, Evaluation and Feedback |