

DEPARTMENT OF TRANSPORTATION

P.O. BOX 23660

OAKLAND, CA 94623-0660



Flex your power!
Be energy efficient.

January 22, 2009

PUBLIC WORKS DIRECTORS
CITY ENGINEERS
CONGESTION MANAGEMENT AGENCIES, MTC

Re: FHWA Training Seminar

We are pleased to inform you that the Federal Highway Administration, California Division, in partnership with Caltrans is presenting a one-day training seminar on February 18, 2009, and is open to local agencies, CMA's, MPO, and special districts. Participation by management, finance, and accounting personnel is encouraged.

The training seminar will be held at the Caltrans District Office, Auditorium, at 111 Grand Ave. in Oakland, from 8:00 am to 4:30 pm. Registration will start at 7:30 am.

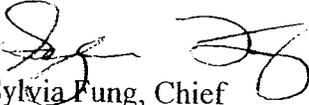
If any of your staff is interested to attend, please complete the attached registration form and e-mail it to "May_Kung@dot.ca.gov" by February 13, 2009.

Listed below are some of the topics that will be covered during the training:

- Financial Integrity Review and Evaluation (FIRE) Requirements
- U.S.C. Title 31 and Anti-deficiency Act Overview
- Construction Contracts – Procurement to Closeout
- OMB Circular A-87 – Indirect Costs
- Project Documentation Requirements, and Project Records Retention
- Procedures: Accounting and Internal Controls, Change Orders, Project Diaries
- Inactive Obligations
- Issuance of Financial Ineligibility Notices (FINs) by FHWA

If you have any questions, please call Ms. May Kung at (510) 286-5228.

Sincerely,


Sylvia Fung, Chief
Office of Local Assistance