**WORKSHOP AGENDA**

Participants should **check-in no later than 8:00 am**. **The workshop will begin promptly each morning at 8:30 am** and end at 4:30 pm. Breaks are provided during both the morning and afternoon sessions and participants are free to have lunch on their own. The workshop content will cover each of the review areas of the State Management Review over the two-day period. There may also be a brief presentation by a representative from the Office of the Inspector General (OIG). Participant questions and group discussion will be accommodated as time allows.

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| DAY 1 Tuesday – June 3, 2014 |

8:00 am Participants Check-in

8:30 am Welcome and Introductions

9:15-noon Presentation of FTA requirements in the areas of the SMR Process and Program Management.

Noon-1:00 pm Lunch on your own

1:00-5:00 pm Presentation of FTA requirements in the areas of Grant Administration, Project Management and Financial Management.

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| DAY 2 Wednesday – June 4, 2014 |

8:00 am Participants Arrive

8:30-noon Presentation of FTA requirements in the areas of Procurement, Disadvantaged Business Enterprise, Asset Management, Lobbying, Charter Bus, and School Bus.

Noon-1:00 pm Lunch - on your own

1:00-3:30 pm Presentation of FTA requirements in the areas of ADA, Title VI, Equal Employment Opportunity, and Drug and Alcohol/ Drug-Free Workplace Programs.

3:30-4:30 pm Wrap-Up, Program Evaluations, and Feedback

## REGISTRATION FORM

I will attend the FY 2014 Federal Transit Administration (FTA) State Management Review Workshop.

Please register me for:  **Region 8 – Tuesday, June 3, & Wednesday, June 4, 2014**

***The deadline to register is May 23, 2014.***

***Hotel rooms at government rate will be cut-off date on May 5, 2014.***

**First Name:**

**Last Name:**

**Title:**

**Agency:**

**Street Address:**

**Street Address (cont'd):**

**City:**       **State:**

**Zip:**

**Phone No.:** (     )      -       **Extension (if any):**

**Fax No.:** (     )      -

**E-mail:**

**Special Needs (e.g., wheelchair access):**

**TYPE OF ORGANIZATION (Circle):** State Government State DOT

 Transit Operator/Provider Non-Profit Private

 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please describe)

**TYPE OF WORK/POSITION (Circle**): Planning Finance

 Program/Grants Management Procurement Operations

 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please describe)

**STATE MANAGEMENT REVIEW (SMR) EXPERIENCE (Circle):** < 1 Year

 1 – 3 Years 3 – 5 Years 5 – 10 Years 10+ Years

**FIRST TIME STATE MANAGEMENT REVIEW WORKSHOP**: Yes\_\_\_\_ No\_\_\_\_

(If No, please list the year and location of your last SMR Workshop):

**Important Notes:**

**Carefully fill out the above areas of the registration form. Save it to your computer and submit it as an email attachment to: Katrina Hanenberg –** **SMRworkshop2014@adstm.com**

**You will receive an e-mail to confirm receipt of your registration form or if there are any issues with your submitted registration form. You will receive a separate email confirming your registration to the specific SMR Workshop. Please submit one form for each participant per guidelines on the next page. Please submit your registration by May 23, 2014. If any registrations concerns/questions, please call Katrina directly at 703- 821-8674.**

# *LOGISTICS AND* *HOTEL INFORMATION*

The two-day workshop will be held at the following location:

**June 3 & 4, 2014**

 **Renaissance Denver Downtown City Center Hotel**

918 17th Street

Denver, CO 80202

1-303-867-8100 and toll free 1-888-236-2427

<https://www.marriott.com/hotels/fact-sheet/travel/dendr-renaissance-denver-downtown-city-center-hotel/>

Participants requiring lodging will make their own reservation by either calling the Central Reservations Office toll free (1-888-236-2427) or directly through The Renaissance Denver Downtown City Center (1-303-867-8100). The workshop is free of charge, but participants are responsible for their own breakfast, lunch, dinner, lodging and travel. The Renaissance Denver Downtown City Center offers a government rate of $156/night, plus tax, for single occupancy. **A block of rooms have been reserved at this rate available per night from Monday June 2 through Tuesday June 3, but you must make your reservation by MAY 5, 2014.** Please identify yourself as a part of the “U.S. DOT- FTA SMR State Management Review” when making your reservation. **If you make your reservations on line use the following code to receive the government rate: FTAFTAF**

**PARKING:**

**The Renaissance Denver Downtown City Center** has Valet parking available at $35.00/day.

**PUBLIC TRANSPORTATION:**

The Hotel is located near local public bus service. The fee is $11.00 from the airport.

Super Shuttle is available with reservations at $22 each way.

• Estimated taxi fare: $65.00 (one way from Airport)

**DIRECTIONS:**

**From DEN Airport:**

Exit Airport and proceed onto Pena Blvd. Travel 11.4 miles and merge onto I-70 W. Travel 9.0 miles and take exit 272 toward Colorado Springs. Travel 0.7 miles and follow signs for I-25 S. Keep LEFT at the fork following signs for I-25 S/Colorado Springs. Merge onto I-25 S. Travel 1.7 miles and take exit 212B (Speer Blvd) toward Downtown/Convention and Arts Complex. Take

I-70 West to I-25 South. Exit I-25 on Speer Blvd. turning left toward Downtown. Turn left onto Market Street. Turn right onto 17th Street. Hotel will be on your right at 17th and Champa Street. Turn right onto Champa Street and take first right into Hotel drive mid-block of Champa Street.