**2015 STATE MANAGEMENT REVIEW PROGRAM WORKSHOP**

## REGISTRATION FORM

## Region VIII

**Sheraton Denver Downtown Hotel**

**1550 Court Place**

**Denver, CO 80202**

 **(888) 627-8405**

**May 27-28, 2015**

I will attend the Region VIII FY 2015 Federal Transit Administration (FTA) State Management Review Program Workshop. Please register me.

***The deadline to register for the workshop is* Friday, May 8, 2015*.***

***Cut-off date for hotel rooms at government rate is after 5:00 pm on Tuesday May 12, 2015.***

**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-Identify (e.g., wheelchair access):**

**Registration:**

* *Registration for the workshop is free of charge. Attendees must make their own hotel reservations and pay for the hotel room*
* *To register, carefully fill out the above areas of the registration form (review your entries carefully), save it to your computer as a file and submit it as an email attachment to:* *smrworkshops@reidconsult.com**.*
* *You will receive an email confirming receipt* *of your registration form or notification if there are any issues with your submitted registration form.*
* *You will receive a separate email confirming your registration to the SMR Workshop. Your registration is not confirmed until you receive a confirmation email.*
* *Please submit one form for each participant from your agency.*
* *Space for each seminar is limited so no walk-ins are allowed. Registrations are accepted on a first-come, first-served basis. The maximum number of participants is 40. If the maximum number of participants is reached during registration, attendance will be limited to two individuals per agency in order to accommodate as many agencies as possible. Exceptions should be discussed with your Regional Office Program Manager.*
* *Please submit your workshop registration by* ***Friday, May 8, 2015****.*
* *For questions or more information regarding your registration please contact Sharon Ahmad of Reid Consulting, LLC at (301) 974-7567 or ahmad@reidconsult.com.*

**FTA REGION VIII**

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## OVERVIEW

### BACKGROUND

The State Management Review (SMR) is one of the Federal Transit Administration’s (FTA) management tools for examining performance of a state or territory's management practices and program implementation of the FTA funded transit and planning programs. It ensures that the programs are administered in accordance with 49 U.S.C. Chapter 53, Federal transit law provisions. As the Common Rule gives states and territories more flexibility in managing aspects of their FTA funded programs, the workshop also clarifies requirements as they apply to states and their sub-recipients.

In 2012, the SMR Program was streamlined to reflect the recommendations of the 2011 FTA Oversight Task Force to develop a risk-based approach to oversight of transit grant programs. The new, risk-based approach, which was successfully utilized during the 2012-2014 SMR cycles, will continue during the 2015 State Management Reviews. It is designed to allow more time to examine grantee practices in historically high risk areas such as program management, procurement, financial capacity, grant administration and Civil Rights to ensure that grantees are meeting FTA requirements and providing the appropriate oversight of their FTA grant programs and of their subrecipients. In addition, some requirements of the new MAP-21 are addressed, as applicable to states.

### WHO SHOULD ATTEND?

These workshops are designed for State DOT professionals who manage FTA funded programs or projects, or manage transit service or compliance programs. The workshops will help attendees broaden their understanding of the FTA and other federal rules and regulations that shape and define their programs***. Priority for space will be given to those grantees scheduled for a State Management Review in 2015.***

### WORKSHOP LEADERS

Each workshop will be conducted by transit professionals who are reviewers for the FTA's SMR program. The instructors will provide guidance in each of the areas to be reviewed, answer questions and share industry best practices. Staff from the FTA also attend the workshops to answer questions about the SMR, assist grantees in any area related to their FTA grant program, and refer to printed guidelines or other resources should you require additional information.

**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 SMR over the two-day period. Participant questions and group discussion will be accommodated as time allows.

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## TENTATIVE AGENDA

*(Final Agendas Provided at Workshop)*

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| DAY 1 – Wednesday May 27, 2015  |

8:00 – 8:30 am Participant Check-in

8:30 - 8:45 am Welcome and Introductions

8:45 -Noon Presentation of FTA requirements: Process and Program Management. Participant questions and group discussion

Noon - 1:00 pm Lunch on your own

 1:00 - 4:30 pm Presentation of FTA requirements in the areas of Grant Administration, Project Management and Financial Management

 Participant questions and group discussion

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| DAY 2 – Thursday May 28, 2015  |

8:00 - 8:30 am Participant Arrival and Check-in

 8:30 - Noon Presentation of FTA requirements in the

 areas of Procurement, Disadvantaged

 Business Enterprise, Asset Management,

 Charter Bus and School Bus

Noon - 1:15 pm Lunch on your own

1:15 - 3:30 pm ADA, Title VI, Equal Employment Opportunity, and Drug and Alcohol/ Drug-Free Workplace Programs

 Participant questions and group discussion

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

# HOTEL INFORMATION AND LOGISTICS

The Sheraton Denver Downtown Hotel is located on the 16th Street Pedestrian Mall, a mile-long, tree-lined promenade with bistros, breweries, shops, and entertainment. The beautiful Denver Pavilions is just steps from the front drive. History and culture thrive at the nearby art museum, performing arts complex, convention center, and State Capitol. An area shuttle is compliments of the hotel.

The workshop is free of charge but participants are responsible for their own food, room and board. The Sheraton Denver Downtown Hotel offers a government room rate of **$163.00/night**, plus taxes, for single occupancy. **You may contact the hotel’s Reservations Department at (888) 627-8405** and make your hotel reservations as early as possible. Please identify yourself as a participant of the ***“FTA State Management Review Workshop”*.** You may also register with the hotel online by clicking on the following link OR copy and paste the link into your web browser**:**

[**https://www.starwoodmeeting.com/Book/ftst**](https://webmail04.register.com/promail/images/blank.png)

**The deadline for making reservations at the government rate is *5:00 pm Tuesday May 12, 2015*.** The hotel meets all of the requirements for the Americans with Disabilities Act (ADA) with staff trained to accommodate guests with special needs. Complimentary wireless high-speed Internet access is available.

Should you need further assistance or information, contact the hotel’s front desk at (303) 893-3333. You can also visit the hotel’s website at:

[***www.sheratondenverdowntown.com***](http://www.sheratondenverdowntown.com)

**Hotel ﻿﻿﻿Parking**

On-site parking is available. Overnight self-parking is $29 with in/out privileges.

Daily parking is $8.00 per hour with a maximum charge of $29

**Fully ADA Compliant**

Service Animals Permitted

Accessible Parking Available

Accessible Sleeping Rooms

**Airport - Denver International Airport (DEN)**

* Distance from hotel: 27 MI/ 43.45 KM South West l
* For your convenience, the Super Shuttle (1-800 258-3826) can provide airport transportation to and from The Sheraton Denver Downtown - $22
* Taxi cost estimated at $55

**Public Transportation -** Free 16th Street Mall Shuttle **–** Travels up and down the 16th Street Mall corridor and to the **RTD Light Rail Bus Depot** and **Union Station** Train Station.