



U.S. Department  
of Transportation  
**Federal Transit  
Administration**

REGION VIII  
Colorado, Montana,  
North Dakota,  
South Dakota,  
Utah and Wyoming

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Lakewood, Colorado 80228  
720-963-3300 (voice)  
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## **REGION 8 BULLETIN NO: 2014-08**

**Subject:** State Management Review (SMR) Workshop - June 3 & 4, 2014 - Denver CO

**Date:** April 22, 2014

Dear Grantees:

You are invited to attend the FY14 State Management Review (SMR) Workshop being held in Denver, CO at the Renaissance Denver Downtown City Center Hotel, 918 17<sup>th</sup> Street, June 3 & 4, 2014.

The 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 State Management Review 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 and 2013 SMR cycles, will continue during the 2014 State Management Reviews. The risk-based approach is designed to allow more time to examine grantee practices in areas such as 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 their sub-recipients.

### **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 are designed to help attendees broaden their understanding of the Federal Transit Administration (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 2014.***

### **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 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.

Please contact Donna Douville, Region 8 at 720.963.3332 or [donna.douville@dot.gov](mailto:donna.douville@dot.gov) with any questions or concerns about the workshop.

Sincerely,

**LINDA M  
GEHRKE**

Digitally signed by LINDA M  
GEHRKE  
DN: c=US, o=U.S. Government,  
ou=DOT FHWA LakewoodCO,  
ou=FTA FHWA LakewoodCO,  
cn=LINDA M GEHRKE  
Date: 2014.04.22 09:46:38 -0600

Linda M. Gehrke  
Regional Administrator

Attachments:

Workshop Agenda

Registration Form

Logistics and Hotel 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 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.

### 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. |

### 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](mailto: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 17<sup>th</sup> 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.