



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  
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720-963-3333 (fax)

**REGION 8 BULLETIN NO: 2015-23**

Subject: State Management Review (SMR) Workshop – Denver, CO, November 19-20, 2015

Date: October 20, 2015

Dear Grantees:

On November 19 & 20 Federal Transit Administration (FTA) Regions 7 & 8 will host a State Management Review (SMR) Workshop in Denver. These workshops are designed for State Department of Transportation (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.

Tribal professionals are also encouraged to attend the SMR Workshop, although some compliance areas discussed are not applicable to Tribes receiving direct funding from FTA.

There is a lot of valuable information shared at these workshops and it's a great opportunity to network.

For questions or more information regarding your registration please contact Sharon Ahmad of Reid Consulting, LLC at (301) 974-7567 or [ahmad@reidconsult.com](mailto:ahmad@reidconsult.com).

Please contact Jennifer Stewart, Region 8 at (720) 963-3317, [jennifer.stewart@dot.gov](mailto:jennifer.stewart@dot.gov) or Donna Douville at (720) 963-3332 or [donna.douville@dot.gov](mailto:donna.douville@dot.gov) with any other questions or concerns.

Sincerely,

David Beckhouse  
Electronically signed 10/20/15

For Linda M. Gehrke  
Regional Administrator

Attachments: FY16 SMR Registration Packet (MS Word)



# FTA FY 2016 STATE MANAGEMENT REVIEW PROGRAM WORKSHOP

Regions VII and VIII

November 19-20, 2015

Renaissance Denver Downtown City Center  
918 17th Street  
Denver, CO 80202  
(303) 867-8100

## REGISTRATION FORM

Hotel Reservation Deadline (at government rate of \$172): Wednesday, November 4, 2015  
Workshop Registration Deadline: Friday, November 13, 2015

I will attend the Regions VII and VIII FY 2016 Federal Transit Administration (FTA) State Management Review Program Workshop. Please register me.

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): \_\_\_\_\_

Other Information:



## **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](mailto: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, November 13, 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](mailto:ahmad@reidconsult.com).*

# FTA REGIONS VII and VIII FY2016 STATE MANAGEMENT REVIEW WORKSHOP

## OVERVIEW

### 1.1.1 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.

### 1.1.2 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 2016.

### 1.1.3 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.

**Federal Transit Administration Regions VII and VIII  
FY2016 State Management Review Workshop  
Denver, CO**

**TENTATIVE AGENDA**  
*(Final Agendas Provided at Workshop)*

**DAY 1 – Thursday November 19, 2015**

8:00 – 8:30 am Participant Check-in

8:30 - 8:45 am Welcome and Introductions

8:45 - Noon Process  
Program Management

Noon - 1:15 pm Lunch on your own

1:15 - 4:30 pm Grant Administration  
Project Management  
Financial Management  
Participant questions and group discussion

**DAY 2 – Friday November 20, 2015**

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

8:30 - Noon 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

## Drug and Alcohol/ Drug-Free Workplace Programs

Participant questions and group discussion

3:30 - 4:00 pm Wrap-Up, feedback and Program Evaluations

### **HOTEL INFORMATION AND LOGISTICS**

The Renaissance Denver Downtown City Center Hotel is ideally situated in Denver's financial district, a half block from the 16th Street Pedestrian Mall, a mile-long, tree-lined promenade with bistros, breweries, shops, and entertainment. Three blocks away is the Colorado Convention Center and within walking distance are popular sporting venues such as Coors Field and the Pepsi Center, as well as local retail shops and restaurants on Larimer Square. The free 16<sup>th</sup> Street Mall Shuttle travels along the 16<sup>th</sup> Street Mall corridor. Close by are the beautiful Denver Pavilions the art museum, botanic gardens, performing arts complex, downtown aquarium and State Capitol.

The workshop is free of charge but participants are responsible for their own food, room and board. The Renaissance Denver Downtown City Center Hotel offers a government room rate of **\$172.00/night**, plus taxes, for single occupancy. There is complimentary wireless high-speed Internet access available in guest rooms, hotel lobby and public areas, full service business center and 24-hour fitness center. Guest rooms have a mini-fridge and in-room coffee/tea. There is a nearby ATM. The *range* Restaurant is on-site, serving breakfast, lunch and dinner.

Please make your hotel reservations as early as possible by clicking on the link below.

[Book your group rate for FTA State Management Review Workshop](#)

You may also contact the hotel's central reservations number, **1-800-MARRIOTT**. Please identify yourself as a participant of the "**(FTA) State Management Review Workshop**".

**The deadline for making hotel reservations at the government rate is Wednesday, November 4, 2015.** Please inquire about the hotel's cancellation policy when making reservations. The hotel meets all of the requirements for the Americans with Disabilities Act (ADA) with staff trained to accommodate guests with special needs.

Should you need further assistance or information, contact the hotel directly at (303) 867-8100. You can also visit the hotel's website at [www.Marriott/DENDR.com](http://www.Marriott/DENDR.com)

#### **Hotel Parking**

On-site valet parking is available at \$37/day with in/out privileges for overnight guests.

**Public Transportation** - Free 16<sup>th</sup> Street Mall Shuttle – Travels up and down the 16<sup>th</sup> Street Mall corridor and to the **RTD Light Rail Bus Depot** and **Union Station** Train Station. Denver RTD currently provides express bus service from Denver International Airport to the H Light Rail Line which stops near the Renaissance Downtown Denver Hotel.

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

- Distance from hotel: 24 .3 miles South West
- Super Shuttle (1-800-258-3826) provides airport transportation to and from the Renaissance Denver Downtown – \$22 one-way – reservation required
- Bus service - \$11 one-way
- Taxi cost estimated at \$65 one-way