



## 2017 STATE MANAGEMENT REVIEW PROGRAM WORKSHOP

### REGISTRATION FORM Region IV

**Sheraton Atlanta Hotel**  
**165 Courtland Street, NE**  
**Atlanta, GA 30303**  
**(800) 833-8624**

**December 7-8, 2016**

I will attend the Region IV FY 2017 Federal Transit Administration (FTA) State Management Review Program Workshop. Please register me.

***The deadline to register for the workshop is Monday, November 21, 2016.  
Cut-off for reserving hotel rooms at government rate is after Thursday, November 3, 2016.***

**First Name:** \_\_\_\_\_  
**Last Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Agency:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
**Street Address (cont'd):** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_  
**Zip:** \_\_\_\_\_  
**Phone No.:** ( ) - **Extension (if any):** \_\_\_\_\_  
**Fax No.:** ( ) - \_\_\_\_\_  
**E-mail:** \_\_\_\_\_  
**Reasonable Accommodations (e.g., language, large print):** \_\_\_\_\_

#### **Registration:**

- *Registration for the workshop is free of charge. Attendees must make their own hotel reservations and pay for the hotel room. Please note the cancelation policy for the Atlanta Sheraton Hotel requires a 72 hour advance notification.*
- *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: [SMRworkshop2017@adstm.com](mailto:SMRworkshop2017@adstm.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 **Monday, November 21, 2016**.*
- *For questions or more information regarding your registration please contact Mike Baker of AdSTM, Inc. at (518) 424-6178 or [michael.baker@adstm.com](mailto:michael.baker@adstm.com).*

## FTA REGION IV FY 2017 STATE MANAGEMENT REVIEW WORKSHOP

### 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 2012-2016 SMR cycles, will continue during the 2017 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 FAST Act 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 2017.***

#### 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.

**FTA REGION IV  
FTA FY 2017 STATE MANAGEMENT REVIEW WORKSHOP**

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

**DAY 1 – Wednesday December 7, 2016**

- 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 Financial Management, and Legal.  
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 Technical Capacity, Maintenance, and Satisfactory Continuing Control  
Participant questions and group discussion

**DAY 2 – Thursday December 8, 2016**

- 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, Charter Bus and School Bus,
- Noon - 1:15 pm Lunch on your own
- 1:15 - 3:30 pm ADA, Title VI, Drug Free Workplace and Drug and Alcohol and Equal Employment Opportunity Programs  
Participant questions and group discussion
- 3:30 - 4:30 pm Wrap-Up, Program Evaluations and feedback

## LOGISTICS AND HOTEL INFORMATION

The Sheraton Atlanta Hotel is located just minutes from Atlanta's Peachtree Plaza and provides a perfect backdrop for business and pleasure. It is located only two blocks from the MARTA Peachtree Plaza Station. Many sights and attractions are only a short walk away, making it easy to explore Atlanta and all it has to offer. There is a complimentary WiFi provided in guestrooms.

The workshop is free of charge but participants are responsible for their own food, room and board. The Sheraton Atlanta Hotel offers a government room rate of \$140.00/night, plus taxes, for single occupancy. The deadline for reserving rooms at the **government rate is Thursday, November 3, 2016**.

Please register with the hotel online by clicking on the following link OR copy and paste the link into a web browser:

[Sheraton Atlanta Hotel](#)

You may also contact the hotel's **reservation line at (800) 833-8624** and make your hotel reservations as early as possible. Please identify yourself as a participant of the ***"FTA State Management Review Workshop"***.

### **Accessibility**

The hotel meets all of the requirements for the Americans with Disabilities Act (ADA) with staff trained to accommodate guests with special needs.

### **Hotel Parking**

- On-site self-parking fee: \$17

### **Public Transportation**

- MARTA light rail is located 2 blocks from the hotel. Standard one-way fare is \$2.50.
- There are city bus stops and a MARTA Station at Hartsfield-Jackson Atlanta International Airport.

### **Hotel Dining**

- **Collage**  
Continental Cuisine in a Casual and Welcoming Atmosphere  
Hours: Breakfast Buffet: 6:30 AM – 10:30 AM; A La Carte Breakfast: 6:30 AM – 11:30 AM; Lunch Buffet and A La Carte Menu: 11:30 AM – 2:00 PM

- **The Deli**  
Continental Cuisine for Grab 'n go quick meals  
Hours: 6:00 AM - 12:00 AM
- **Fandangles Restaurant & Bar**  
Southern/Soul Cuisine in a Comfortable Elegance Atmosphere  
Hours: Restaurant Service: 5:30 PM – 10:30 PM; Bar Service: Monday - Thursday 2:00 PM – 12:00 AM; Friday 2:00 PM - 2:00 AM; Saturday 12:30 PM - 2:00 AM; Sunday 12:30 PM – 12:00 AM

### **Driving Directions from Hartsfield-Jackson Atlanta International Airport**

#### **From East**

- Take Interstate 20 West to Interstate 75/Interstate 85 North.
- Continue on I-75/85 North.
- Exit 248C (International Boulevard).
- Turn left onto International Boulevard.
- Keep straight 1.5 blocks.
- The hotel will be to the left.

#### **From West**

- Take Interstate 20 East to Interstate 75/Interstate 85 North.
- Continue on I-75/85.
- Exit 248C / International Boulevard.
- Turn left onto International Boulevard.
- Keep straight 1.5 blocks.
- The hotel will be to the left.

#### **From Hartsfield-Jackson Atlanta International Airport**

- Take Interstate 85 North to Interstate 75/Interstate 85.
- Exit 248C (International Boulevard).
- Turn left onto International Boulevard
- The hotel will be to the left.

#### **From North**

- Take Interstate 75/Interstate 85 South.
- Exit 249A (Courtland Street).
- Proceed 3 blocks on Courtland Street.
- The hotel will be to the left.