



U.S. Department
of Transportation

Federal Transit
Administration

2017 STATE MANAGEMENT REVIEW PROGRAM WORKSHOP

Region VII

November 17-18, 2016

Courtyard Marriott
Kansas City Downtown Convention Center
1535 Baltimore Avenue
Kansas City, MO 64108
(816) 221-7400

REGISTRATION FORM

Hotel Reservation Deadline (at government rate): Wednesday, October 26, 2016

Workshop Registration Deadline: Wednesday, November 9, 2016

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

Last Name: _____

First 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): _____

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.*
- *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 walk-ins are not 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 **Wednesday, November 9, 2016**.*
- *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 VII FY2017 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.

The SMR Program was streamlined to reflect the recommendations of a FTA Oversight Task Force to develop a new, risk-based approach to the oversight of transit grant programs. This risk-based approach, which has been successfully utilized during the FY2012-2016 SMR cycles, will continue during the FY2017 State Management Reviews. It is designed to allow more time to examine grantee practices in historically high risk areas such as technical capacity and program management, procurement, financial management and 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 FY 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 attends 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 additional information be required.

WORKSHOP AGENDA

Participants should **check-in to the workshop no later than 8:00 am**. Each morning the workshop **will begin promptly at 8:30 am** and end at 5:00 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 VII
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

HOTEL INFORMATION AND LOGISTICS

The Courtyard Kansas City Downtown/Convention Center is a brand new hotel in Kansas City and is within walking distance of the Kansas City Convention Center, Power & Light District, Sprint Center and Kauffman Center for the Performing Arts. It is the only hotel located on the free Kansas City Streetcar line and is also the only hotel located in both downtown and the Crossroads District. Complimentary Wi-Fi is available throughout the hotel in modern accommodations. Each room has a work space, mini-fridge and microwave.

On-site is The Bistro restaurant where guests can choose from a variety of menu selections for breakfast and dinner. Grabbing essentials is convenient at The Market in the hotel, open 24 hours. There is also Starbucks establishment in the hotel. There is a variety of eating establishments within walking distance of the hotel. The hotel will also accommodate guests who wish to stay in the hotel for lunch by offering select menu items from The Bistro for purchase. There is an interactive GoBoard®, unique among Kansas City hotels, to find information about what is in the area. The Courtyard Kansas City Downtown/Convention Center is ideal for business or leisure travel.

The workshop is free of charge but participants are responsible for their own food, room and board. The Courtyard Kansas City Downtown/Convention Center offers the prevailing Federal Government per diem rate of \$117.00 plus taxes for single occupancy.

Please make your hotel reservation as early as possible. **You may contact the hotel's reservations department at (816) 221-7400 and 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:

[Book your group rate for Federal Transit Administration](#)

The deadline for making hotel reservations at the government rate is 5:00 pm Wednesday, October 26, 2016. The hotel is fully accessible and meets the requirements for the Americans with Disabilities Act (ADA), with trained staff to accommodate guests with reasonable accommodations.

Should you need further assistance or information, contact the hotel's front desk at (816) 221-7400. You can also visit the hotel's website at:

<http://www.marriott.com/hotels/travel/mcijs-courtyard-kansas-city-downtown-convention-center>

Hotel Parking

- On-site and overnight valet-parking is \$24/day
- Various Private lots – Estimated \$2–\$5/day
- Public street parking is available throughout the Crossroads area

Fully ADA Compliant

- Service Animals Permitted
- Accessible Parking Available
- Accessible Sleeping Rooms
- Accessible pool and fitness facilities

Airport - Kansas City International Airport – (MCI)

- Distance from hotel: 19.8 miles South East
- No free hotel shuttle, but Super Shuttle (1-800 258-3826) provides airport transportation to and from The Courtyard Marriott KC Downtown for \$18/per ride (by reservation).
- View other shuttle services via this link: <http://www.flykci.com/getting-to-from/ground-transportation/shuttle-services/>
- **The Metro** operates to and from KCI every day of the week. Metro buses accept cash and Monthly Bus Passes. The regular fare one-way to or from KCI is \$1.50. Reduced fare for eligible seniors, youths and persons with disabilities with a Metro reduced farecard or Medicare card is \$0.75. For routes, schedules and additional information on the Metro please visit their web site at kcata.org or contact **The Metro** directly at 816-221-0660.
- **Taxi** rates are \$2.50 plus \$2.10 per mile.

Public Transportation

- Free modern streetcar service is in the Crossroads area. The Courtyard Marriott is located on the route. Visit the [KC Streetcar website](#) for more information.
- Local and regional bus service provided by [The Metro](#) are available throughout the Crossroads.

Amtrak

- Daily [Amtrak](#) service to St. Louis is available at [Union Station](#).