



U.S. Department
of Transportation

**Federal Transit
Administration**

**2017 STATE MANAGEMENT REVIEW PROGRAM WORKSHOP
REGISTRATION FORM
Region IX**

**Sheraton Honolulu Hotel
2255 Kalakaua Avenue
Honolulu, HI 96815
(800) 782-9488**

November 29-30, 2016

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

The deadline to register for the workshop is Monday, November 14, 2016.

Cut-off for reserving hotel rooms at government rate is after Monday, November 14, 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 Honolulu 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.*
- *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 14, 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.*

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 – Tuesday November 29, 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 – Wednesday November 30, 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 Honolulu Hotel is located approximately 30 minutes from the Honolulu airport. Many sights and attractions are only a short walk away, making it easy to explore Honolulu and all it has to offer.

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 \$177.00/night, plus taxes, for single occupancy. The deadline for reserving rooms at the **government rate is Monday, November 14, 2016**.

Please register with the hotel by contacting the hotel's **reservation line at (800) 782-9488** and make your hotel reservations as early as possible. Please identify yourself as a participant of the ***“FTA State Management Review Workshop”***. **The hotel is currently setting up a hyperlink for registration. If you wish to make your reservation on line, please contact Mike Baker at Michael.baker@adstm.com and he will provide you with that link as soon as it is available.**

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

- The Hotel is located near local public bus service called “the bus”. The fee is \$2.50 from the airport.
- The Starwood Airport Shuttle is available at \$16 one-way or \$30 round-trip. Reservations are required at (866) 898-2519
- Estimated taxi fare: \$50.00 (one way from Airport)

Hotel Dining

- There are several options for dining on site at the hotel. The location of the hotel provides for easy access to many local restaurants just a short walk from the hotel.

Driving Directions from Honolulu International Airport

- From the airport, travel east on the H1 freeway.
- Take Nimitz Highway (HI-92 East) which will turn into Ala Moana Boulevard.
- Turn right onto Kalakaua Avenue and continue for two miles.
- Turn right onto Royal Hawaiian Avenue.
- The resort will be on the right.