



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

REGION X
Alaska, Idaho, Oregon,
Washington

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REGION 10 BULLETIN NO: 2011-16

Subject: State Management Review Workshop

Program Area: Training

Date: April 8, 2011

Each year the Federal Transit Administration (FTA) holds a number of State Management Review Program (SMR) workshops to provide you and other FTA grantees with up-to-date information about Federal requirements and industry "best practices."

The workshop is conducted by industry experts who share their knowledge of the State Management Review Program, the latest Federal regulatory changes, and the best practices in FTA grants management.

The workshop addresses the requirements of the 5309, 5311, 5316, and 5317 programs. In 2009, SMR program guidance was revised to incorporate program requirements applicable to those states receiving Section 5307 funds. In 2010, the program guidance was further revised to include requirements for grantees receiving ARRA funds. The new American Recovery and Reinvestment Act (ARRA) requirements are a part of the workshop presentation.

A comprehensive workbook is provided to all attendees during the workshop. The workshop and workbook will assist grantees in preparing for their next SMR.

A State Management Review ARRA Workshop is scheduled in Region 10 for:

June 7-8, 2011

Hotel 1000
1000 First Avenue
Seattle, WA 98104
206-957-1000

I hope you will take advantage of this wonderful training opportunity. Priority will be given to those programs scheduled for a SMR in 2011. **Reservations for the hotel and workshop must be made by May 6, 2011.** Seating is limited, so please register as soon as possible by returning the attached registration form.

For further information, contact Region 10's Ken Feldman at 206-220-7521 or email kenneth.feldman@dot.gov. I look forward to seeing you at the workshop.

Sincerely,

A handwritten signature in blue ink that reads "Lem Gehrke". The signature is written in a cursive style.

 **R.F. Krochalis**
Regional Administrator

REGISTRATION FORM

**FY2011 STATE MANAGEMENT REVIEW ARRA WORKSHOP
REGION 10**

June 7-8, 2011

**Hotel 1000
1000 First Avenue
Seattle, WA 98104
(206) 957-1000**

I will be attending the FY2011 SMR ARRA 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: _____
ADA Needs: _____
Number of agency's ARRA projects: _____
Scope of ARRA projects (Brief description): _____

Important Notes:

Submit one form for each participant per the following guidelines:

- All registrants must preregister. (Space is limited to 40 participants).
- This is an automated registration form, so please review your entries carefully after you complete the form. Once completed, save the document to your computer.
- Return the completed form as an email attachment to: arraworkshop@reidconsult.com.

Bulletin – State Management Review Workshop

- If you have any difficulty returning the form by e-mail, print and submit it by fax to Reid Consulting, LLC, attn: Mariela Perdomo at: (571) 257-5091. Please feel free to contact Ms. Perdomo at (571) 257-5090 ext. 221 or perdomo@reidconsult.com if you have any other questions about the registration for the workshop or hotel arrangements.
- **Please submit your registration for the workshop no later than May 6, 2011.**

FY2011 STATE MANAGEMENT REVIEW ARRA WORKSHOP

OVERVIEW

1.1.1 BACKGROUND

Public transit systems that receive ARRA grants will be subject to an increased level of monitoring and reporting in order to ensure compliance with federal regulations. FTA's State Management Review (SMR) ARRA workshops provide an opportunity for transit systems to get up-to-date information on meeting these critical requirements.

The SMR ARRA workshops provide guidance and reference material in each of the areas reviewed for compliance. During the two-day workshop, participants will have the opportunity to share experiences and knowledge with transit professionals from other agencies, and gain an understanding of best practices in the industry as they relate to ARRA. Time will be provided for questions and group discussions.

WORKSHOP LEADERS

The SMR ARRA Workshop will be conducted by transit professionals who are reviewers for the FTA's State Management Review program. The instructors will provide guidance in each of the covered areas, answer questions about how to respond to specific requirements, share best industry practices, and provide information on what additional resources are available. FTA Region X Office staff will also attend the workshop and be available to answer questions about individual grantees' ARRA programs.

WHO SHOULD ATTEND?

The workshop is designed for transit professionals responsible for planning or managing transit projects funded with ARRA grants, and especially for grantees using ARRA funds for projects that are different from normal business operations, (e.g., building a new operations facility, replacing a large portion of the fleet, buying vehicles powered by different fuels, etc.). Managers at agencies that are recipients of ARRA grants are especially encouraged to attend this workshop.

Please note that the size of the workshop is limited to 40 participants and the number of attendees from any agency may be restricted to no more than two. If grantees have any questions about whom or how many may attend from their agency, they should contact their FTA Region X Program Manager.

**Region 10 State Management Review ARRA Workshop
Seattle, WA
June 7-8, 2011**

AGENDA

Tuesday, June 7, 2011

8:00 a.m.	Coffee, Danish
8:30 a.m.	Welcome/Introductions Overview of FTA Oversight and Guidance State Management Review Process Oversight of ARRA Grants Program Management
10:30 a.m.	BREAK - REFRESHMENTS
10:40 a.m.	Program Management (continued) Grant Administration
12:00 p.m.	LUNCH (on your own)
1:00 p.m.	Financial Management Satisfactory Continuing Control Selection and Eligibility
3:00 p.m.	BREAK – REFRESHMENTS
3:10 p.m.	Maintenance Procurement Buy America Suspension/Debarment Lobbying
4:15 p.m.	OIG Presentation
4:45 p.m.	Wrap Up

Wednesday, June 8, 2011

8:00 a.m.	Coffee, Danish
8:30 a.m.	Participant Questions and Group Discussion Planning and Coordination Charter Bus School Bus Drug-Free Workplace Drug and Alcohol Program Intercity Bus
10:30 a.m.	BREAK – REFRESHMENTS
10:40 a.m.	RTAP National Transit Database Public Comment Process for Fare Increases and Major Service Reductions

Bulletin – State Management Review Workshop

	Half Fare
	Safety and Security
	ITS Architecture
12:00 noon	LUNCH (on your own)
1:00 p.m.	Disadvantaged Business Enterprise
	Title VI
	ADA
	EEO
2:15 p.m.	BREAK - REFRESHMENTS
2:30 p.m.	ARRA Oversight
4:30 p.m.	Wrap-up
	Workshop Evaluation

**FY2011 REGION 10 STATE MANAGEMENT REVIEW ARRA
WORKSHOP
Seattle, WA
June 7-8, 2011**

HOTEL INFORMATION

Workshop registrants must make their own hotel reservations. The two-day workshop will be held at the following location:

**Hotel 1000
1000 First Avenue
Seattle, WA 98104
(206) 957-1000**

The Hotel 1000 boasts a desirable and convenient First Avenue location in the middle of everything downtown with easy access to I-5 and the airport. Hotel 1000 is just steps away from Pioneer Square, local artists' galleries, Quest Field and flying fish at Pike Place Market. Hotel 1000 is only 2 blocks from Seattle's world famous waterfront including: the Seattle Aquarium, restaurants, shops, ferry terminals, and downtown cruise terminals.

Guest rooms are available for attendees of the FTA SMR ARRA Workshop at the rate of \$139/night plus tax for single occupancy, provided reservations are made no later than **May 6, 2011 or before rooms at that rate are no longer available**. There is an additional person charge of \$25.00 per person per night. The workshop is free of charge but participants are responsible for their own room and board. Discounted valet parking is \$12 per day/event.

In order to reserve your hotel room at this rate, please call no later than **Friday, May 6, 2011** and clearly identify yourself as attending the **FTA SMR ARRA Workshop**.

DIRECTIONS

From I-5 Southbound to Seattle: Exit 165A-James Street, continue straight onto Sixth Avenue. Turn right onto Columbia Street, turn right onto First Avenue. Continue straight to Madison Street. Valet parking for Hotel 1000 is located at 1000 First Avenue after crossing Madison Street.

From I-90 West to Seattle: Follow signs from I-90 to I-5 North. From I-5 Northbound to Seattle, take Exit 164A and follow signs to Madison Street. Turn left onto Madison Street. Turn right onto First Avenue. Valet parking for Hotel 1000 is located at 1000 First Avenue after crossing Madison Street.

2nd & University Station: Hotel 1000 is about 2 blocks away from the Light Rail.