



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

REGION IV  
Alabama, Florida, Georgia,  
Kentucky, Mississippi,  
North Carolina, Puerto Rich,  
South Carolina, Tennessee,  
U. S. Virgin Islands

230 Peachtree, NW  
Suite 800  
Atlanta, GA 30303  
404-865-5600  
404-865-5605 (fax)

## **State Management Review Workshop, 2008**

Dear Grantee:

The Federal Transit Administration (FTA) holds a number of State Management Review Workshops on an annual basis 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. You are also given a comprehensive workbook that will assist you in preparing for your next State Management Review.

There is a workshop scheduled for August 12-13, 2008.

The Ritz-Carlton, Atlanta  
181 Peachtree Street  
Atlanta, GA 30303  
(404) 659-0400

I hope you will take advantage of this wonderful training opportunity. Seating is limited, so please make your reservations as soon as possible by returning the attached reservation form.

In addition to this workshop, additional locations (to be announced soon) will be Chicago, IL and Los Angeles, CA.

I look forward to seeing you at the workshop.

Sincerely,

Yvette G. Taylor, Ph. D.  
Regional Administrator



## FY 2008 STATE MANAGEMENT REVIEW WORKSHOP

### REGISTRATION FORM

I will be attending the FY 2008 State Management Review 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 (e.g., wheelchair access):** \_\_\_\_\_

#### Important Notes:

- ***This is an automated registration form, so please fill it out and review your entries carefully. After completing the form, save the document to your computer, and then return it as an email attachment to: smrworkshops@reidconsult.com***
- ***You will immediately receive an e-mail receipt confirmation***
- ***If you have any difficulty returning the form by e-mail, feel free to print and submit by fax to Janisha Richardson or Mariela Perdomo at:(703) 558-0133***
- ***Submit one form for each participant per guidelines on the next page***
- ***Please submit your registration by July 18, 2008.***

**Atlanta, GA**  
**FY 2008 STATE MANAGEMENT REVIEW WORKSHOP**

***OVERVIEW***

**BACKGROUND**

The Federal Transit Administration (FTA) examines grantee performance and adherence to current FTA requirements and policies using several management tools. The State Management Review (SMR) is an FTA-initiated oversight procedure to determine whether a state is administering its FTA funded programs in accordance with Federal transit law provisions 49 U.S.C. Chapter 53. The review process assesses the state's management practices and program implementation of the FTA funded transit programs for ensure that they are being administered in accordance with specific FTA requirements. The programs include Section 5309, Section 5310, Section 5311, Section 5316, and Section 5317 programs, the Rural Transit Assistance Program (RTAP) and other related FTA funded transportation programs.

**WHO SHOULD ATTEND?**

These workshops are for transit professionals responsible for program management or managing federally funded projects and professionals responsible for planning or managing transit service or compliance programs, particularly from State DOTs. The workshops are designed to help attendees broaden their understanding of the Federal rules and regulations that shape and define their programs.

**WORKSHOP LEADERS**

The State Management Review Workshop will be conducted by transit professionals who are also reviewers for the FTA's State Management Program. The instructors will provide guidance in each of the 19 areas to be reviewed, answer questions about how to respond to specific review areas, and share industry best practices. Staff from the FTA will attend the Workshop to answer questions about the State Management Review, assist you in any area related to your FTA grant program, and refer you to printed guidelines or other resources should you require additional information.



**Atlanta, GA**  
**FY 2008 STATE MANAGEMENT REVIEW WORKSHOP**

***HOTEL INFORMATION***

The two-day Workshop will be held at the following location:

The Ritz-Carlton  
181 Peachtree Street  
Atlanta, GA 30303  
(404) 659-0400

Guest rooms are available for attendees of the Triennial Review Workshop at the rate of \$129/night plus tax for single occupancy, provided reservations are made no later than July 18, 2008. 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. Parking with in and out privileges is available at \$25 per night.

In order to reserve your hotel room at the above rate, please call no later than Friday, July 18, 2008 and clearly identify yourself as attending the ***State Management Review Workshop (SMR)***.

***DIRECTIONS***

The Ritz-Carlton, Atlanta is downtown's premier business address and a luxurious oasis in the heart of the city. The hotel is surrounded by the state's centers of finance and government, and yet is just minutes from the Georgia Aquarium and sports events at the Georgia Dome, Philips Arena and Turner Field.

Using MARTA: From Hartsfield-Jackson Atlanta International Airport: follow the signs inside the airport to "Ground Transportation" and look for MARTA station nearby. Take the North line to the N1 Peachtree Center. Upon exiting the train, go toward the Ellis Street exit. You will go up the two set of stairs or you may take the elevator. Once you reach Peachtree Street, turn right and the hotel is half a block on your right. The Ritz-Carlton, Atlanta is at the corner of Ellis and Peachtree streets.

The Atlanta Link: operated in part by the City of Atlanta provides airport transfers from Hartsfield – Jackson International Airport to the various Hotels in the Downtown area. Currently the cost is \$16.50 one way or \$29 roundtrip and is subject to change without notice. Payment for the ticket should be made by cash to the Atlanta Link.

From the Airport to The Ritz-Carlton, Atlanta

Every 30 minutes from Island One of Ground Transportation (adjacent to Baggage Claim) from 6:00am to 6:00pm. No advance reservations are required.

From The Ritz-Carlton, Atlanta to the Airport

Every 30 minutes from 6:00am to 6:00pm. Arrangements for pick-up must be made in advance through the concierge.

From Atlanta Hartsfield International Airport: Take I-85 North through downtown. I-75 and I-85 will merge approaching downtown. Take Exit 248C, International Boulevard. At second light turn left onto International Boulevard. At fourth light turn left onto Peachtree Street. At first light turn left onto Ellis Street. Enter Motor Lobby at second entrance on left.

From All Points North: Take I-75 or I-85 South to Atlanta. I-75 and I-85 will merge approaching downtown. Take Exit 249A, Courtland Street (one way street). At third light turn right onto International Boulevard. At second light turn left onto Peachtree Street. At first light turn left onto Ellis Street. Enter Motor Lobby at second entrance on left.

From All Points South: Take I-75 or I-85 North to Atlanta. Go north on Interstate 75/85. Take Exit 248C, International Boulevard. At second light turn left onto International Boulevard. At fourth light turn left onto Peachtree Street. At first light turn left onto Ellis Street. Enter Motor Lobby at second entrance on left.

From East or West: Take I-20 East or West to Atlanta. Go North on I-75 and I-85, which merge approaching downtown. Take Exit 248C, International Boulevard. At second light turn left onto International Boulevard. At fourth light turn left onto Peachtree Street. At first light turn left onto Ellis Street. Enter Motor Lobby at second entrance on left.