



FMCSA announces the 2015 National Motor Carrier Safety Assistance Program (MCSAP) Planning Meeting and Grants Management Training at the Marriott hotel in downtown Kansas City Wednesday March 25 and Thursday March 26, 2015.

This national meeting will allow FMCSA to engage in a comprehensive training and information exchange with its State partners. Sessions will cover important programmatic updates for Fiscal Year (FY) 2016 and important grant management guidance and training. Targeted participants are State personnel who apply for and administer FMCSA grants, State personnel who administer grant-funded enforcement program, and the FMCSA field staff who evaluate grants and monitor the grant activities throughout the period of performance. FMCSA leadership will also be hosting regional discussion sessions for State leadership attendees to continue the Agency's efforts to increase dialogue and move forward as partners for safety.

FMCSA employees should arrive on Monday to attend a Federal-only coordination meeting on Tuesday March 24, 2015.

**Scheduled Training**

***Programmatic Training***

- MCSAP Comprehensive Policy Updates
- Leadership Session (if applicable)
- Service Center Session (all)
- eCVSP Training
- Performance Metrics
- National Program Reviews
- Discretionary Grants Forum

***Grants Management Training***

- Pre-Award Process
- Vouchering
- Risk Monitoring
- GrantSolutions
- Indirect Cost Rates

**Room Reservation and Billing Information**

All attendees should make their individual reservations for lodging (using method of payment as prescribed by their respective agencies) at the link provided on the attached fact sheet.

All room reservations need to be booked by Friday, February 13 at 5:00 P.M. Any changes or modifications after reservation should be done directly with the hotel. To receive a full refund reservation must be canceled no later than 24 hours before arrival. Each attendee will be responsible for his/her room tax (unless exempt - present any applicable tax exemption form at check-in). Attendees will also be responsible for any incidental charges they incur based upon their use of their room.

FMCSA asks that States limit the number of initial attendees registering with the hotel to no more than five individuals prior to the February 13 cutoff. This will allow all States to secure lodging at the host hotel. Once the registration deadline of February 13 has passed, FMCSA will notify States whether additional rooms are available and the registration process for additional attendees.

**Grant Reimbursement Eligibility**

Travel and personnel time for this meeting is eligible for reimbursement under a State's MCSAP Basic/Incentive award as long as travel and training is a component of the State's Commercial Vehicle Safety Plan. States may seek reimbursement for eligible expenses for those personnel who are supported (either entirely or in part) by MCSAP funds. However, costs for individuals who are dedicated exclusively to other grant programs (Border enforcement, New Entrant, High Priority, etc) are not be eligible for reimbursement under the MCSAP grant. States are encouraged to coordinate with their respective FMCSA Division Offices on questions related to cost eligibility.

**National MCSAP Planning Meeting and Grants Training: March 25-26, 2015**  
**FMCSA Federal Personnel Meeting: March 24, 2015**  
**Marriott Downtown – Kansas City, Missouri**

**Meeting Dates**

Tuesday, March 24<sup>th</sup> 8:00 am – 5:00 pm  
FMCSA Personnel Only – Planning Meeting with State partners starts on Wednesday

Wednesday, March 25<sup>th</sup> 8:00 am – 11:30 am  
General Session (All Attendees)

Wednesday, March 25<sup>th</sup> 12:30 pm – 5:00 pm  
Breakout Sessions (All Attendees)

Thursday, March 26<sup>th</sup> 8:00 am – 5:00 pm  
Breakout Sessions (All Attendees)

**Hotel**

*Downtown Marriott  
200 West 12th Street  
Kansas City, MO 64105  
Telephone: (816) 421-6800*

Check In: 3:00 pm  
Check Out: 12:00 pm

**Room Rate**

\$106.00 per night + \$1.50 development fee plus  
16.85% (estimated cost per night: \$125.61)

Registration hyperlink:  
[Marriott MCSAP Meeting Reservations Page](#)

**Room Registration Deadline**

Friday, February 13, 2015 at 5:00 pm for up to 5  
representatives from each State. If additional  
rooms are available after this date, FMCSA will  
notify States of additional registration availability.

**Air Travel**

*There are 2 airport serving Kansas City. Kansas City International Airport – MCI is approximately 19.1 miles from the Marriott. Charles B Wheeler Downtown Airport – MKC is approximately 1.8 miles from the Marriott.*

**Ground Transportation**

This hotel does not provide shuttle service.

**Taxi Service:**

Rate: \$2.50 plus \$2.10 per mile

816-243-2345

Estimated fare from MCI: \$40 each way

Estimated fare from MKC: \$7 each way

**Super Shuttle:**

Rate: \$17 USD (one way)

800-243-6383 or 816-243-5000

**Meeting Attire**

Business Casual

**Meals**

No meals are provided as part of the meeting.

Attendees will be responsible for their meals each day.

See the attached restaurant guide for dining options.

Full registration URL if having problems with link:

[https://resweb.passkey.com/Resweb.do?mode=welcome\\_gi\\_new&groupID=47849122](https://resweb.passkey.com/Resweb.do?mode=welcome_gi_new&groupID=47849122)