



JANICE K. BREWER
GOVERNOR

ALBERTO C. GUTIER
DIRECTOR
GOVERNOR'S HIGHWAY SAFETY REPRESENTATIVE

December 15, 2009

Name
Address 1
Address 2

RE: Grant Workshop

Dear Name

The Governor's Office of Highway Safety would like to extend an invitation to your agency for attendance at one of upcoming scheduled grant workshops. The purpose of the three hour workshop is to provide the grant applicants the most current information relevant to the following topics:

- **New Grant Cycle (process timeline)**
- **Federal Fiscal Year (FFY) 2011 Proposal Guide**
- **Identification of Budgetary Proposal Items (Capital Outlay, Personnel Services, Employee Related Expenses (ERE), Materials and Supplies, Travel Etc.)**
- **Fundable Projects (Allowable expenditures)**
- **Reporting Requirements (RCI, Quarterly Reports, Final Statement of Accomplishments, Enforcement Statistics)**
- **Grant Writing Tips**
- **Questions/Answers**

Your agency employees that are directly involved with the development, implementation, and subsequent program and fiscal reporting are **strongly encouraged** to attend this valuable workshop. This will be the only training sessions provided prior to the acceptance period of grant application. The attachment contains pertinent class and RSVP information.

Respectfully,

Alberto C. Gutier, Director
Governor's Office of Highway Safety

Attachment

The following are the dates, times, and locations for the upcoming grant training for the entire state:

January 11, 2010	Tucson PD (Miracle Mile Substation) 1310 West Miracle Mile Tucson, AZ	0900-1200
January 14, 2010	Lake Havasu PD (Main Station) 2330 N McCulloch Boulevard Lake Havasu City, AZ	1200-1500
January 19, 2010	Phoenix MCSO Training Academy 2627 S. 35 th Avenue Phoenix, AZ	0900-1200
January 20, 2010	Phoenix MCSO Training Academy 2627 S. 35 th Avenue Phoenix, AZ	0900-1200
January 21, 2010	Show Low Fire Department 60 North 6 th Street Show Low, AZ	1200-1500
January 26, 2010	Flagstaff Chamber of Commerce Flagstaff City Hall 211 West Aspen Avenue Flagstaff, AZ	0900-1200

Please RSVP by phone to GOHS Administrative Assistant Joyce Carlisle at 602-255-3216 and/or by email jcarlisle@azgohs.gov