



Center for Hispanic Resources in Rehabilitation

THE UNIVERSITY OF TEXAS - PAN AMERICAN

1201 West University Drive • Edinburg, Texas 78539-2999 • (956) 665-5353 • FAX (956) 665-5379

Eddie Olivarez
Chief Administrative Officer
Hidalgo County Health & Human Services

Dear Eddie,

Thank you so much for the meeting on Tuesday, February 15th in which we were able to discuss the upcoming Grant Writing Training in Denver, Colorado and the potential collaborations of your Agency with UTPA and the Center for Hispanic Resources in Rehabilitation (CHRR). I am really looking forward to having Ms. Sandra Garza attend representing your Agency. The benefit of her attending this training is numerous but to highlight a few would be as follows:

- Overview of the Federal Discretionary Grant Programs
- Funding Searches
- How to write to the Federal Peer Review Process
- 3-day intensive training on Grant Proposal Development (sample proposals given)
- Practical Hands on experience in writing grant proposals
- Federal Budgeting
- Networking and potential collaborations with faculty and administrators of Hispanic Serving Institutions of Higher Education
- National exposure and recognition of the Hidalgo County Health & Human Services

The CHRR will pay for all of Ms. Garza's expenses related to her participation with the training. We will pay for all of her travel expenses, lodging and taxes, meals, airport parking, travel to and from the airport, luggage fees, and taxis. There is no cost to her or the county. The total cost of the trip is expected as follows:

- \$700.00 Airfare
- \$330.00 Meals (66.00 daily per diem x 5 days)
- \$600.00 Lodging (150.00 a night x 4 nights)
- \$250.00 Transportation (Taxis and Parking Fees)
- \$ 50.00 Luggage fees
- \$1,930.00 Total Cost

If you have any further questions or need more information please do not hesitate to contact me. I look forward to working more with you in the future on new grant projects.

Sincerely,

John F. Heiden, MA, LMHP, CPC
CHRR Project Director