



Center for Hispanic Resources in Rehabilitation

**THE UNIVERSITY OF TEXAS - PAN AMERICAN**

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Eddie Olivarez  
Chief Administrative Officer  
Hidalgo County Health & Human Services

Dear Eddie,

Thank you so much for allowing Sandra Garza to attend the Grant Writing Training in Denver, Colorado. Sandra represented your agency very well at the training and I believe she benefitted greatly from participating. The CHRR has an additional training coming up in November 16<sup>th</sup> through the 18<sup>th</sup> in Orlando, Florida. This training is all about Grant Management and Fiscal Administration. The benefit of her attending this training is numerous but to highlight a few would be as follows:

- Fiscal Administration (OMB Circulars)
  - Allowable expenses
  - Allocable expenses
  - Justification
  - Needed Records
- Operationalizing your Proposal
- Report Writing
- Monitoring Visits and Audits
- Project Evaluation
- Documentation
- Recruitment and Marketing

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:

- \$500.00      Airfare
- \$280.00      Meals (70.00 daily per diem x 4 days)
- \$360.00      Lodging (90.00 a night x 4 nights)
- \$250.00      Transportation (Taxis and Parking Fees)
- \$ 50.00      Luggage fees
- \$1,440.00      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