Format of a Federal Grant Notification Letter

(*add to agency electronic letterhead*)

Attachment D-3 (Federal Grant Notification)

**Date**

The Honorable Senator Rob Wagner, President of the Senate

The Honorable Representative Julie Fahey, Speaker of the House

Emergency Board

900 Court Street NE

H-178 State Capitol

Salem, OR 97301

Dear Senator Wagner and Representative Fahey:

**Nature of the Request**

Describe the agency’s intent to apply for a federal grant and request retroactive approval at the next scheduled meeting of the Emergency Board or Interim Joint Committee on Ways and Means.

**Federal Grant Information**

Describe the federal grant opportunity in detail, including the following **required** information outlined in Attachment B – Requests for Retroactive Grant Application Authority (Federal Grants):

* The source of the grant opportunity and purpose of the grant
* The amount being requested and timeframe of the grant period
* The grant application deadline
* A description of any state match or maintenance of effort (MOE) requirements, or confirmation that no match or MOE is required
* The source of funding the agency plans to use to satisfy any state match or MOE requirements
* A description of the impact, if any, the match or MOE will have on budgeted services and performance measures
* An estimate of additional positions, FTE, and expenditure limitation needed if the grant application is approved
* A description of how the grant supports the agency’s mission and goals