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Date: 10/1/2002 4:12:13 PM
Subject: Grants Coordinator

I would like to suggest that we assign the task of grants coordinator for all of our federal highway grants to Greg Bowers. This means that Greg will coordinate all program and fiscal reporting. He will review grant proposals and will prepare a timeline for all grant submissions and reporting to the Federal Highway Administration. In addition, he will review all grant proposals and reporting with you or your designee. He will also be the DMV liaison to STP to ensure that all requirements for the base grant are met. Because Greg will have ultimate responsibility for DMV grants, program areas should understand that his requested timelines and report formats will need to be followed. Please let me know if you approve of this new process.