



THE STATE
of **ALASKA**
GOVERNOR SEAN PARNELL

Department of Commerce, Community,
and Economic Development

DIVISION OF COMMUNITY AND REGIONAL AFFAIRS

211 Cushman Street
Fairbanks, Alaska 99701-4639
Main: 907.451.2721
TDD: 907.465.5437
Fax: 907.451.2742

September 2, 2014

Dear Interested Parties:

The Department of Commerce, Community and Economic Development's Grants Section will be presenting a series of workshops to be held around the state which will train applicants how to successfully complete the Community Development Block Grant application packet, plan potential projects, and comply with established reporting and record keeping guidelines of the program.

The workshops will be two full days. During the workshop we will present an overview of the Community Development Block Grant program and we will describe and explain each component of the application packet as well as other valuable information that will assist you in completing a successful application. Grants staff will also be available to answer questions and provide one-on-one assistance to the applicants.

There will be no cost for the workshops; however, we will not be able to provide for travel and lodging costs of those who wish to attend.

We have scheduled workshops in the following communities:

Community:	Date:	Facility:
Fairbanks	October 14-15	Fairbanks City Hall – FMATS Conference Room
Anchorage	October 21-22	HUD Conference Room
Kotzebue	October 29-30	To be announced

At this time, we are trying to get an idea of how many people are interested in attending our workshops, and at which location. **Please contact me at the address above by September 26, 2014.** Your response should include the workshop location you wish to attend, the name(s) of the participant(s), the applicant (city or borough), mailing address, telephone/fax numbers and email address.

Once the specifics of the agenda and other workshop details are determined, I will notify the interested participants.

If you have any questions, please call me at 451-2721 or you may email me at pauletta.bourne@alaska.gov.

Sincerely,

Pauletta Bourne
Grants Administrator III

Enclosure