

**DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL**

3927 Lennane Drive, Suite 100  
Sacramento, CA 95834  
(916) 419-2500



September 27, 2022

Management Analyst Daniella Wilkinson  
Riverside Police Department  
4102 Orange Street  
Riverside, CA 92501

Re: ABC-OTS Grant Program

Dear Management Analyst Wilkinson:

Congratulations. Your agency has been selected to participate in the Department of Alcoholic Beverage Control's ABC-OTS Grant Program. Funding for this project is provided by the Office of Traffic Safety through the National Highway Traffic Safety Administration.

We anticipate operations to begin upon completion of the one-day mandatory training class for your operations officer. Fiscal Officers will be contacted by our Fiscal Coordinator, Kristine Okino for training how to submit claims for reimbursement.

Since the grant starts October 1, 2022, you can make pre-paid travel arrangements on or after that date for your operations officer to attend the training. Pre-paid travel purchased prior to October 1<sup>st</sup> will not be reimbursed. The information regarding the date, location and authorized per diem rates are enclosed.

To expedite the issuance of your contract, please review and complete the enclosed ABC-OTS Grant Program Information Sheet. In addition, we will also need a resolution from your agency's governing body. Since these resolutions must be put on calendar, we ask that you do so as soon as possible.

Please mail, fax, or email this information to our Grant Coordinator; Diana Fouts-Guter, at 3927 Lennane Drive, Suite 100, Sacramento, CA 95834, Fax: (916) 928-7625, or at [Diana.fouts-guter@abc.ca.gov](mailto:Diana.fouts-guter@abc.ca.gov).

If you have questions, please contact Supervising Agent Jeff Gregson via email at [jeff.gregson@abc.ca.gov](mailto:jeff.gregson@abc.ca.gov).

We appreciate your prompt response and look forward to working with your agency.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eric Hirata".

Eric Hirata  
Director

Enclosures