



## Florida Department of Transportation

RICK SCOTT  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

ANANTH PRASAD, P.E.  
SECRETARY

August 24, 2012

Chief Donald J. Lee, Jr.  
Key West Police Department  
1604 N. Roosevelt Blvd.  
Key West, Florida 33040

Dear Chief Lee:

Your agency has been selected to receive highway safety funds in the amount of \$81,528. In order to receive this funding, you must complete the Subgrant Application for Highway Safety Funds.

Instructions for completing the application form, along with samples of the Project Detail Budget pages and the Quarterly Report of Performance Indicators page will be emailed to the project director for your convenience. Please us the following information when completing the Highway Safety Subgrant Application:

Project Title: Share the Road Motorcycle Awareness Campaign (MAC)  
Project Number: MC-13-10-07

Please email the completed draft application to the FDOT Safety Office as soon as possible. Once the language is reviewed and approved by the FDOT Safety Office, send one completed copy of the application and three additional signature pages with original signatures to the Florida Department of Transportation (FDOT) Office for processing.

You will be notified as soon as your agency's Subgrant is awarded. No activities or orders should be made until you have received your executed subgrant application with award letter. While we strive to award as many subgrants as possible on October 1, the award could be delayed if your application is not submitted in a timely manner, if your application has to be returned for corrections, or if federal highway safety funds have not been released for award.

We look forward to working with you on this project. If you have any questions, please call (850) 245-1500.

Sincerely,

Kenneth L. Ellis  
Traffic Safety Administrator

KLE/ldk

cc: Lt. Kathleen Ream  
CP# 080