

Request for Approval to Attend the OMB Circular Training

Dear [Supervisor's Name],

I am requesting approval to attend the **OMB Circular Training for SDPI Grantees and Subgrantees**, which will be held on **March 24-25, 2025, in Window Rock, AZ**. This training, hosted in collaboration with Indian Health Services (IHS), is designed to provide essential guidance on federal grant management, procurement, and financial stewardship for SDPI-funded programs.

Attendance is required for SDPI grantees and subgrantees to ensure compliance with OMB Uniform Guidance (2 CFR 200). The training will include interactive workshops, real-world case studies, and expert-led sessions on key financial and administrative responsibilities, with a focus on allowable costs, procurement regulations, and cultural considerations in grant-funded programs.

Estimated Costs:

Expense	Estimated Cost
Registration Fee	\$0 (Training is free for attendees!)
Hotel Accommodations	GSA per diem rate (\$110/night)
Meals & Incidentals	GSA per diem rate (\$68/day)
Travel (Airfare/Mileage)	[Estimate based on departure location]
Ground Transportation	[Estimate if applicable]

I am confident that attending this training will significantly enhance my ability to **properly manage SDPI funding, ensure compliance with federal guidelines, and maximize program impact for our community**. I appreciate your consideration and approval to participate in this critical training.

Please let me know if you need any additional information.

Sincerely,

[Your Name]

[Your Position]



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