

OFFICE ON HIGHWAY SAFETY

Dear Partners in Highway Safety,

Last summer the National Highway Traffic Safety Administration (NHTSA) assessed the RI DOT’s Office On Highway Safety during a management review process which takes place every three years. That review highlighted a shortage of program management monitoring strategies and documentation. In order to meet NHTSA’s federal requirements we have pledged to increase our monitoring activity to demonstrate our state’s compliance with federal standards. These monitoring visits are ***NOT*** intended to be painful or intrusive. You are our PARTNERS and we recognize you are busy and short-staffed. We will make every effort to honor the work you do with the requirements imposed on our Department as the recipient of federal dollars. We will work with you to arrange a convenient time to manage the monitoring process. Thank you for being such effective partners in safety and thank you in advance for your patience and support. It is our goal to conduct our monitoring visits in late April and the months of May and June. We will call in advance to arrange a date and time.

Sincerely,

Gabrielle M. Abbate

Chief Of Highway Safety

Office On Highway Safety

RI Department of Transportation

**Monitoring Site Visit Introductory Form**

**What is a monitoring site visit?**

Monitoring of federal grant funding awards is required by the federal government and may be conducted in one or more of the following ways: by desk, phone, or a site visit. RI’s Department of Transportation through the Office On Highway safety receives federal funding annually, which in-turn is awarded to various state and local municipalities and not-for-profit agencies to further the mission of the Highway Safety Office. The purpose of the monitoring site visit is to ensure compliance with the terms and conditions of the federal funding and state subrecipient conditions.

**Is there specific language in the Grant Program Contract that allows RI DOT/OHS to request a monitoring site visit and a review of departments’ programmatic and fiscal grant files?**

According to your contract agreement, during the grant period, with 48 hours notice, reviews may be conducted of department’s grant records. All departments must keep on file copies of all citations and other related documents written under the DOT/OHS Grant Programs for three years after the grant terminates.

**How does RI DOT/OHS select specific departments/organizations/state agencies for monitoring site visit?**

OHS Staff visit a statewide sampling of subgrantees during the year. Staff selects various departments, organizations, and agencies for monitoring visits based upon a number of factors such as: the number and value of grants with OHS, community motor vehicle crash and trend data, timeliness and accuracy of submission of required forms, responsiveness to OHS time-sensitive emails and voicemails, etc.

**Who will OHS Staff need to meet with during the monitoring site visit?**

Staff will expect to meet with the grant program manager(s) to discuss the programmatic aspects of the grant. Staff may also request to meet with the chief and/or representatives from the department’s or agency’s fiscal division if those personnel assist in processing the mobilization reporting forms.

**What specific items will OHS Staff be reviewing during the monitoring site visit?**

Departments can expect OHS Staff to request a review of all documents relating to the chosen grant program(s) for federal fiscal years 2013, 2014, and 2015 (October 1, 2012 – present), including copies of reporting forms, copies of time cards for law enforcement officers participating in grant activities, copies of citations and written warnings issued during grant-funded activities, verification of the number of documented stops recorded during the grant period and documentation supporting In-Kind Match contributions. In addition, if the department purchased equipment with grant funding at anytime, OHS Staff will also review invoices and current inventory of purchased equipment as well as the actual items (i.e. ALPR, radar units, LiDAR, traffic cones, speed trailers).

**How long will the monitoring site visit take?**

While each monitoring visit will vary from one department or agency to the next, the process will generally take less than two hours.

**Will there be opportunities for agency personnel to ask questions during the monitoring site visit?**

OHS Staff will gladly discuss any concerns your organization may have regarding the program, the anticipated outcome and the process during the visit.

**Will the organization be contacted again after the monitoring site visit?**

After reviewing the department’s files, OHS Staff will discuss areas that may need to be addressed as a result of the visit. The Grant Manager will then receive an e-mail within two to three weeks after the monitoring visit outlining the successes and challenges and any required action items. A copy of this letter will also be mailed to the grant program manager(s) and placed in the grant program and fiscal files at DOT/OHS.

*If you have questions or concerns regarding your upcoming monitoring site visit that are not already addressed within this document, please contact Gabrielle Abbate, Chief of Highway Safety by email at gabrielle.abbate@dot.ri.gov or by phone at 401-222-3024 ext 4490 or your DOT /OHS grant program manager.*