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| DOTLOGO2 | **Highway Safety Project Monitoring/Contact Report** |
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|  |  |
| Project Number: |       |  | Date: |       |  |
|  |
| Project Title: |       |  |  [ ]  Meeting [ ]  Telephone Call [ ]  E-mail: (see attached) |
|  |  |  |  |
| Grantee: |       |  |  |
|  |  |  |  |
| Grant Period: |       |  |  |
|  |
|  |
| **Summary**:       |
| **Problems (if any noted) and Corrective Actions Discussed**:       |
|  |
|  |
|  |  |  |       |  |       |  |
|  | DTS Staff Name |  | Title |  | Date |  |
|  |  |  |       |  |       |  |
|  | Grantee Staff Name (Optional) |  | Title |  | Date |  |
|  |
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**Instructions for TS 06**

You may delete this entire instruction page before printing or submitting the form. This form serves to provide documentation on ongoing monitoring when dealing with minor issues rather than the entire project.

**Project Number** – Record the Project Number. This number is on the Highway Safety Project Agreement.

**Date** – Record the date the monitoring/contact was conducted.

**Project Title** – Record the project title as it appears on the Highway Safety Project Agreement.

**Grantee** – Record the name of the grantee as it appears on the Highway Safety Project Agreement.

**Grant Period** – Fill in the year of the grant.

**Type of Contact** – Check the appropriate box for a meeting, telephone call or e-mail. If contact is made via e-mail please attach a copy.

**Summary** – Summarize the main points addressed during the visit. NOTE: Use additional sheets as needed to record all information.

**Problems (if any noted) and Corrective Actions Discussed** – Indicate whether any technical assistance was provided and, if so, briefly describe what assistance was given. If no assistance was provided, indicate whether or not any training or technical assistance might be expected later in the project and when.

**Signed** – The IDOT staff person doing the monitoring/contact should sign the form. A grantee staff member may also sign the form if appropriate.

**Provide the original of this form to the Project File**. One copy should be retained in the working file.