

Dear Grantee:

This is to confirm the on-site grant monitoring of your agency's grant, (**Insert Grant Name and Grant Number**) with the Maryland Motor Vehicle Administration's Highway Safety Office (MHSO) on (**Insert Date/Time**). In attendance from MHSO will be (**list name and titles**).

We are requesting the attendance of the Program Coordinator and/or Director, and Fiscal Administrator to answer questions.

MHSO is required to review documentation in order to determine your agency's compliance with the terms and conditions of your grant. Below you will find a list of documents that your agency's is required to provide at the on-site visit.

1. Signed Project Agreement and Terms and Conditions
2. Any Modification letters
3. Quarterly Report and supporting documentation
4. Contracts (Contractual Services)
5. Overtime slips (Law enforcement agencies only)
6. Time and attendance records (Only for positions funded by this grant).

We appreciate you arranging your schedule to allow time for this visit. If you have any questions, please contact me directly at 410-XXX-XXXX or via email.

Sincerely,

PM