

Dear Grantee:

This is a reminder that your on-site grant monitoring will be conducted by the Maryland Motor Vehicle Administration's Highway Safety Office (MHSO) on **(Date at Time)** for **(Insert Grant Name and Grant Number)**. In attendance from MHSO will be **(list names and titles)**.

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 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