MARYLAND ON-SITE LETTER TEMPLATE

Dear Grantee:

The MDOT’s Maryland Highway Safety Office (MHSO) is required to monitor and ensure proper use of all funds provided through our grant program. Annual on-site grant monitoring is conducted in compliance with federal requirements and guidelines contained in 49 CFR Part 18.40 and the MHSO Project Monitoring Policy.

Your agency’s highway safety grant, (**Insert Grant Title and Grant Number**), has been selected for on-site grant monitoring at your office on (**Insert Date/Time**). We are requesting the attendance of the Program Coordinator and/or Director, and Fiscal Administrator to answer questions.

During our visit, we plan to inventory any equipment that has been purchased with Highway Safety Grant Funds in this year or prior-year projects. We would appreciate your arranging for us to inspect any such equipment.

Please confirm this date and time via email to me, (**Insert email address**) no later than (**Insert date**). Please allow two (2) hours for this visit.

Information detailing documentation needed for the monitoring will be provided prior to the scheduled visit.

Sincerely,

PM