***THSO Annual Monitoring Refresher Course***

***Tuesday, February 4, 2020***

***9:00 a.m. – 12:00 p.m.***

***“Proof comes through our eyes more so than our ears.”***

* **Dates To Remember** – *handout*- Jason (5 – 10)
* **Things to Remember When Scheduling** – *handout* - Shandi (10 – 15)
* **Guest Speakers**
  + Title VI/Campaign Stats – Joe Powell, TTU (15-20)
* **Monitoring Form** 
  + Pre-visit Letter – *handout* – Kim (10)
  + Equipment Release Letter – *handout* – Kim (5)
* ***BREAK (15)***
  + On site monitoring form – *online* – Kevin/Jason (20-30)
  + Follow Up Letters – *handout* – Kim (10)
* **Shadow Monitoring –** *handout* – Jason (10-15)
* **Resources** – Jason (5)
  + Monitoring Resources (will contain all materials discussed today) -
    - K:\Share\GHSO\Monitoring Resources - On Site and Desk\FFY20 Monitoring Resources
  + THSO Policy Manual
    - <https://tntrafficsafety.org/grant-management-manual>
* VI. **Questions** (5-10)