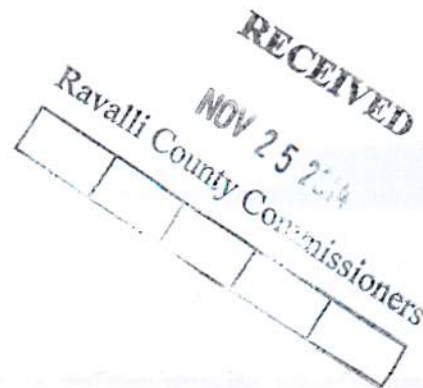


November 18, 2014

Commission Chairman Greg Chilcott  
Ravalli County  
215 S 4<sup>th</sup> Street, Suite A  
Hamilton, MT 59840



RE: **On Site Monitoring** for the bridge project,  
Contract # MT-TSEP-CG-15-754

Dear Chairman Chilcott:

I will be conducting an on-site monitoring visit at the County on the morning of December 4, 2014. The purpose of the TSEP on-site monitoring is to visit the construction site and to also review your record keeping systems (both general and financial) to ensure compliance with the requirements of the TSEP program and the State of Montana. It is our program's goal to assist and support you in complying with applicable TSEP requirements and in successfully implementing your project activities from start-up through closeout of the project.

To complete my on-site monitoring visit, I will need to review a variety of documents related to the project. To expedite my review, staff will need to be available to assist me in reviewing the TSEP files and documents. I have included a summary of the types of documents I will need to review.

I have scheduled two hours for the visit; however, it may take longer depending on the complexity of the project files and the ability of the staff to provide those files for my review. I will also need to visit the site. Either the project manager or someone who is familiar with the files should be available to answer questions that may arise during the review (Cody Thorson and Glenda Wiles stated they would be present). Upon finishing my review, I would be glad to meet with you to discuss any issues identified during the visit.

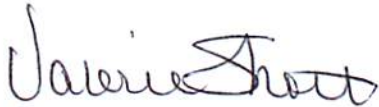
#### SUMMARY OF DOCUMENTS REVIEWED DURING MONITORING VISIT

- TSEP application and supporting documents
- TSEP contract and amendments
- Project Management Plan
- Project Implementation Schedule
- Agreements with subrecipients of TSEP funds, if applicable

- Citizen participation file
- Procurement-related documents, such as request for proposals (RFPs), bids, contracts and change orders
- Construction-related documents
- Financial-related documents, billing statements, original invoices, etc.
- Acquisition-related documents, if applicable
- Labor-related documents including weekly construction payrolls, documentation of compliance with prevailing wages
- Project Environmental Review Records

If you have any questions, please feel free to contact me by phone at 841-2787 or by e-mail at [vshort@mt.gov](mailto:vshort@mt.gov).

Sincerely,



Valerie Short  
TSEP Program Specialist  
Montana Department of Commerce

ecc: Cindy Kuns, Grant Manager, WGM Group  
Cody Thorson, PE, WGM Group