



**OHIO DEPARTMENT OF PUBLIC SAFETY**

- **Administration**
- Bureau of Motor Vehicles
- Emergency Management Agency
- Emergency Medical Services Division
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol

**Ted Strickland, Governor**  
**Nancy J. Dragani, Acting Director**

**Ernest Howard**  
*Executive Director*

Administration  
1970 West Broad Street  
P.O. Box 182081  
Columbus, Ohio 43218-2081  
(614) 466-6973  
[www.publicsafety.ohio.gov](http://www.publicsafety.ohio.gov)

Date:

Authorizing Official, Project Director & Fiscal Officer (3 separate letters)

Agency Name

Address

City, OH Zip

RE: Agreement #                      - **Grantee on Notice**

Dear < Authorizing Official, Project Director & Fiscal Officer>:

The purpose of this letter is to notify you that your agency has been identified as a “Grantee on Notice” under a policy established by the Governor’s Highway Safety Office (GHSO). Attached is a copy of the letter regarding the “Grantee on Notice” policy which was sent to your agency earlier this year.

During the current grant year your agency met the following criteria for being placed in “Grantee on Notice” status.

<List Criteria Not Met>

The GHSO will work with your agency wherever possible to assist you in fulfilling agreement requirements. However, similar failures to meet grant agreement Terms and Conditions, performance and reporting requirements, etc. may result in modification of the agency’s agreement(s) including the reduction of funding, cancellation or initiation of other remedies as deemed necessary. This is true of the current grant agreement and agreements your agency may have in subsequent years.

**Action Required:**

Your agency is required to prepare a Corrective Action Plan (CAP), which will detail how the identified deficiencies will be corrected and/or addressed. The CAP must be submitted to the GHSO within 30 days after receiving this letter. Failure to submit the CAP in the timeframe indicated will result in a cancellation of the agreement and will impact funding of future grants with your agency.

**Removal from Grantee on Notice status:**

**Mission Statement**

*“to save lives, reduce injuries and economic loss, to administer Ohio’s motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available.”*

Your agency will remain in a "Grantee on Notice" status until it is determined that all deficiencies have been satisfactorily corrected. Once all deficiencies have been corrected, your agency will be notified in writing that your agency is no longer in "Grantee on Notice" status.

If you have any questions or concerns, please contact your Planner, <Planner Name> at 614-466-3250.

Sincerely,

Lorrie J. Laing  
Administrator  
Governor's Highway Safety Office

Attachment

Cc: file copy