### GHSA New GR and Coordinators’ Checklist

**CRITICAL PROCESSES FOR EARLY REVIEW**

<table>
<thead>
<tr>
<th>PROCESS</th>
<th>INFORMATION TO REVIEW</th>
<th>DOCUMENTS TO REVIEW</th>
<th>SHSO STATUS</th>
<th>REFERENCES**</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Organization and Staffing</strong></td>
<td>State Highway Safety Office (SHSO) Organization Chart and staff responsibilities</td>
<td>SHSO Organization Chart&lt;br&gt;Staff position descriptions</td>
<td>23 USC Chapter 4, section 402&lt;br&gt;GHSA Website/Members Only/SHSO Organization/Sample Position Descriptions&lt;br&gt;“The Role of the State Highway Safety Representative” – see GHSA website&gt;GHSA SHSO Guidance</td>
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<td><strong>2. Planning and Program Impact</strong></td>
<td>• Highway Safety Plan (HSP) process&lt;br&gt;• Annual Report (AR) process&lt;br&gt;• Review key Deadlines and current status in SHSO – customize GHSA MR and Deadline Calendar to include the SHSO’s specific deadlines and activities&lt;br&gt;• Review current State Strategic Highway Safety Plan (SHSP)</td>
<td>HSP for current and past three years&lt;br&gt;Most recent NHTSA HSP Review results and approval letter&lt;br&gt;AR for past three years&lt;br&gt;Most recent NHTSA AR review letter&lt;br&gt;Most recent State SHSP</td>
<td>GHSA Guidance for Developing HSPs&lt;br&gt;GHSA Annual Report Guidance&lt;br&gt;GHSA MR Deadline and Reminder Table&lt;br&gt;GHSA Traffic Safety Performance Measures Materials&lt;brGHSA Attitudes Survey Guidance and Questions&lt;br&gt;Countermeasures That Work: Ninth Edition</td>
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</tr>
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<td><strong>4. Financial Oversight</strong></td>
<td>• Federal Funding – current and past year, fund liquidation status by</td>
<td>NHTSA Fund Balance Report&lt;br&gt;Most recent State Auditor review</td>
<td>NHTSA Highway Safety Grants Resources – on website</td>
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</tbody>
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## PROCESS

### INFORMATION TO REVIEW

- State funding – sources, fiscal year, budget process
- State audit report findings
- NHTSA Grant Tracking System (GTS) responsibility and backup

### DOCUMENTS TO REVIEW

- Most recently completed GHSA MR Self Assessment Checklist and Timeline Schedule
- State’s most recent MR Final Report and Corrective Action Plan and/or Recommended Actions Tracking Form (if any)

### SHSO STATUS

- 23 CFR Part 1300 – Uniform Procedures for State Highway Safety Grant Programs
- 2 CFR Part 200 Uniform Guidance (financial administration rules for all federal grants)

### REFERENCES

- GHSA MR Self-Assessment Checklist, Deadline and Reminder Table and Timeline Schedule
- GHSA Monitoring Advisory
- GHSA Policies and Procedures Manual
- NHTSA Highway Safety Grants Management Resources – including Uniform Guidelines for State Highway Safety Programs
- A Guide for Effectively Partnering with State Highway Safety Offices – GHSA Publication 2018

## 5. Leadership and Management

- GHSA Management Review (MR) Self-Assessment Checklist
- NHTSA MR Process including MR Elements and Guidelines
- Key State traffic safety legislation – current, pending, goals

## 6. Grant Programs

- Understand the State’s own internal process for administering grants
- Status of current HSP – performance goals and key strategies to address data-driven identified problems
- Monitoring policy for grant program and tracking monitoring completion
- Policies & Procedures (P&P) Manual and process for updating

## 7. Partnerships and Collaborations

- Relationship with NHTSA Regional Office, Federal

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**REFERENCES:**
For GHSA Resource materials including MR Elements, Guidelines and other MR related materials, see GHSA Resources/SHSO Guidance at [http://www.ghsa.org/resources/shso-guidance](http://www.ghsa.org/resources/shso-guidance) and in the Members Only website (required log in)

For NHTSA Resource materials, see [NHTSA Highway Safety Grant Resources](http://www.ghsa.org/resources/shso-guidance)