

**GHSA New GR and Coordinators' Checklist
CRITICAL PROCESSES FOR EARLY REVIEW**

PROCESS	INFORMATION TO REVIEW	DOCUMENTS TO REVIEW	SHSO STATUS	REFERENCES**
1. Organization and Staffing	State Highway Safety Office (SHSO) Organization Chart and staff responsibilities	SHSO Organization Chart Staff position descriptions		23 USC Chapter 4, section 402 GHSA Website/Members Only/SHSO Organization/Sample Position Descriptions "The Role of the State Highway Safety Representative" – see GHSA website>GHSA SHSO Guidance
2. Planning and Program Impact	<ul style="list-style-type: none"> Highway Safety Plan (HSP) process Annual Report (AR) process Review key Deadlines and current status in SHSO – customize GHSA MR and Deadline Calendar to include the SHSO's specific deadlines and activities Review current State Strategic Highway Safety Plan (SHSP) 	HSP for current and past three years Most recent NHTSA HSP Review results and approval letter AR for past three years Most recent NHTSA AR review letter Most recent State SHSP		GHSA Guidance for Developing HSPs GHSA Annual Report Guidance GHSA MR Deadline and Reminder Table GHSA Traffic Safety Performance Measures Materials GHSA Attitudes Survey Guidance and Questions Countermeasures That Work: Ninth Edition
3. State Data Systems	Traffic Records Strategic plan	Latest State TR Strategic Plan Latest State traffic crash trends report		Model Performance Measures for State Traffic Records Systems
4. Financial Oversight	<ul style="list-style-type: none"> Federal Funding – current and past year, fund liquidation status by 	NHTSA Fund Balance Report Most recent State Auditor review		NHTSA Highway Safety Grants Resources – on website

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	<p>source</p> <ul style="list-style-type: none"> State funding – sources, fiscal year, budget process State audit report findings NHTSA Grant Tracking System (GTS) responsibility and backup 	of SHSO		<p>23 CFR Part 1300 – Uniform Procedures for State Highway Safety Grant Programs</p> <p>2 CFR Part 200 Uniform Guidance (financial administration rules for all federal grants)</p>
5. Leadership and Management	<ul style="list-style-type: none"> GHSA Management Review (MR) Self-Assessment Checklist NHTSA MR Process including MR Elements and Guidelines Key State traffic safety legislation – current, pending, goals 	<p>Most recently completed GHSA MR Self Assessment Checklist and Timeline Schedule</p> <p>State’s most recent MR Final Report and Corrective Action Plan and/or Recommended Actions Tracking Form (if any)</p>		GHSA MR Self-Assessment Checklist, Deadline and Reminder Table and Timeline Schedule
6. Grant Programs	<ul style="list-style-type: none"> 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 	<p>State HSP for current year</p> <p>State Policies and Procedures Manual</p>		<p>GHSA Monitoring Advisory</p> <p>GHSA Policies and Procedures Manual</p> <p>NHTSA Highway Safety Grants Management Resources – including Uniform Guidelines for State Highway Safety Programs</p>
7. Partnerships and Collaborations	<ul style="list-style-type: none"> Relationship with NHTSA Regional Office, Federal 	NHTSA, FHWA and FMCSA websites		A Guide for Effectively Partnering with State Highway Safety Offices – GHSA Publication 2018

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	<p>Highway Regional Administration (FHWA) State Division Office and Federal Motor Carrier Safety Administration (FMCSA) State Division Office</p> <ul style="list-style-type: none"> • NHTSA Regional office – Regional Administrator (RA) and Regional Program Manager (RPM), services available, schedule of periodic reviews and visits • Understanding GHSA’s role, services offered and relationship to NHTSA (Executive Seminar, Business Meeting, website, membership products, networking) 	<p>GHSA web site – Public and Members only sites, attendance at Annual Meetings, Newsletter, past webinars and periodic Publications</p>		
<p>8. Electronic grant processes</p>	<ul style="list-style-type: none"> • SHSO grant application and claim process system – online process or future plans to adopt an online system • If not online, using electronic databases and spreadsheets for tracking 			<p>E-Grants States: Arkansas, California, Connecticut, Kansas, Maine, Maryland, Missouri, Montana, Nevada, New Jersey, New Mexico, New York, North Carolina, Ohio, Oregon, Pennsylvania, South Dakota, Tennessee, Utah, Vermont, Wisconsin</p>

**** 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> and in the Members Only website (required log in)

For NHTSA Resource materials, see [NHTSA Highway Safety Grant Resources](#)