**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 ChartStaff position descriptions |  | 23 USC Chapter 4, section 402GHSA Website/Members Only/SHSO Organization/Sample Position Descriptions“The Role of the State Highway Safety Representative” – see GHSA website>GHSA SHSO Guidance |
| 1. Planning and Program Impact
 | * Triennial Highway Safety Plan (THSP) process FY24
* Annual Grant Application (AGA) FY24
* 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 yearsMost recent NHTSA HSP Review results and approval letterAR for past three yearsMost recent NHTSA AR review letterMost recent State SHSP |  | GHSA Policies and Procedures Manual Chapter II PlanningGHSA Annual Report GuidanceGHSA MR Deadline and Reminder TableGHSA Traffic Safety Performance Measures Materials GHSA Attitudes Survey Guidance and Questions Countermeasures That Work: Tenth Edition |
| 1. State Data Systems
 | Traffic Records Strategic plan | Latest State TR Strategic PlanLatest State traffic crash trends report |  | Model Performance Measures for State Traffic Records Systems |
| 1. Financial Oversight
 | * Federal Funding – current and past year, fund liquidation status by source
* State funding – sources, fiscal year, budget process
* State audit report findings
* NHTSA Grant Tracking System (GTS) responsibility and backup
 | NHTSA Fund Balance Report (GTS)Most recent State Auditor review of SHSO |  | NHTSA Highway Safety Grants Resources – on website23 CFR Part 1300 – Uniform Procedures for State Highway Safety Grant Programs February 6, 20232 CFR Part 200 Uniform Guidance (financial administration rules for all federal grants) |
| 1. 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
 | Most recently completed GHSA MR Self Assessment Checklist and Timeline ScheduleState’s most recent MR Final Report and Corrective Action Plan and/or Recommended Actions Tracking Form (if any) |  | GHSA MR Self-Assessment Checklist, Deadline and Reminder Table and Timeline Schedule |
| 1. Grant Programs
 | * State’s own internal processes for administering grants and contracts
* Status of current HSP (THSP) – performance goals and key strategies to address data-driven identified problems
* Monitoring policy for grant program and tracking monitoring completion
* SHSO Policies & Procedures (P&P) Manual and process for updating
 | State THSP for current three-year cycleState Policies and Procedures Manual |  | GHSA Monitoring AdvisoryGHSA Model Policies and Procedures ManualNHTSA Highway Safety Grants Management Resources– including Uniform Guidelines for State Highway Safety Programs |
| 7. Partnerships and Collaborations | * Relationship with NHTSA Regional Office, Federal Highway Regional Administration (FHWA) State Division Office and Federal Motor Carrier Safety Administration (FMCSA) State Division Office
* NHTSA Regional office – Regional Administrator (RA) and Regional Program Manager (RPM), services available, schedule of periodic reviews and visits
* Public engagement and participation plan (FY24)
* Understanding GHSA’s role, services offered and relationship to NHTSA (Executive Seminar, Business Meeting, website, membership products, networking)
 | NHTSA, FHWA and FMCSA websitesGHSA web site – Public and Members only sites, attendance at Annual Meetings, use of listserv, newsletter, past webinars and periodic Publications |  | A Guide for Effectively Partnering with State Highway Safety Offices – GHSA Publication 2018NHTSA Public Engagement and Participation webinars 2023 |
| 8. Electronic grant processes | * 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
 |  |  | E-Grants States (some): Arkansas, California, Connecticut, Kansas, Maine, Maryland, Missouri, Montana, Nevada, New Jersey, New Mexico, New York, North Carolina, Ohio, Oregon, Pennsylvania, South Dakota, Tennessee, Texas, Utah, Vermont, Wisconsin  |

**\*\* 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](https://www.nhtsa.gov/highway-safety-grants-program/resources-guide)