**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 |
| 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 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 Policies and Procedures Manual Chapter II Planning  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: Tenth Edition |
| 1. 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 |
| 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 website  23 CFR Part 1300 – Uniform Procedures for State Highway Safety Grant Programs February 6, 2023  2 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 Schedule  State’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 cycle  State Policies and Procedures Manual |  | GHSA Monitoring Advisory  GHSA Model Policies and Procedures Manual  NHTSA 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 websites  GHSA 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 2018  NHTSA 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)