

Washington Traffic Records Program



Traffic Records Governance Council Designated Committee Grant Management and Review Committee Charter

Purpose:

The purpose of the Grant Management and Review Committee (GMR) is to support the Traffic Records Governance Council (TRGC) by facilitating accountability and shared expertise among grantees to ensure efficient and well-coordinated use of resources, and to meet Traffic Record Program goals.

The GMR is a forum to discuss progress reports and project proposals to promote the exchange of expertise and knowledge across partner agencies for the formulation of optimal technical and business solutions.

The GMR is also a means for grantees to establish accountability to the TRGC as they report on the status and progress of their grants throughout the year. As barriers to project success are identified through review and discussion, the GMR will serve as a venue for recommending solutions and convening partnerships to address gaps and blocking issues.

Membership:

Committee members are appointed by the Washington Traffic Safety Commission (WTSC) Traffic Records Program Manager.

Members are requested to serve for a minimum of one grant year, to maintain contextual knowledge of a grant portfolio within a given grant year, and to maintain consistency when reviewing and discussing reports. Grant years are based upon the federal fiscal year (FFY), which begins October 1 and ends September 30 of the next calendar year.

Each agency with a Traffic Records grant should have at least one representative related to the project work on the GMR to provide context and insight on progress reports. The grantee may act as an informational member, by only providing context and insight on their own progress reports; or they may act as a participating member by additionally joining in the review and discussion of other grants. Grantee agencies may be requested to provide additional attendees for certain meetings to support detailed and effective discussion of specific projects.

Each member's level of involvement as either an informational member or participating member will be noted on the committee roster.

Duties and Responsibilities:

Members of the Grant Management and Review Committee will:

- Conduct an eligibility review of project proposals submitted for the upcoming grant year. Develop considerations for each proposal to be shared with the Traffic Records Governance Council (TRGC) to assist with the portfolio vote. The eligibility determination and TRGC considerations will be based upon a proposed grant's:
 - Adherence to the federal funding requirements for Traffic Records core data systems, and data quality attributes.
 - Intent to implement the recommendations of the most recent Traffic Records Assessment.
 - Adherence to the application instructions.
 - Provision of sufficient information to judge the merit of the proposed project.

If a proposal is deemed to need further review, such as in the event that the proposal may impact the work of another committee, the GMR may route the proposal to the appropriate Traffic Records committee for review, prior to submitting it to the TRGC.

- Meet quarterly, to review and discuss grantee-submitted quarterly progress reports for the preceding quarter. Focus will be on the report's adherence to the milestones, deliverables, and performance measures applicable to the given contract.

The Committee's permanent chair is the WTSC Traffic Records Program Manager. The duties and responsibilities of the GMR chairperson are:

- Report the work of the committee to the TRGC on a quarterly basis using the Committee Reporting Form.
- Maintain a committee membership roster.
- Track follow up action items for completion or resolution.
- Maintain appropriate documentation within WTSC's grant management system (WEMS).
- Set and facilitate the quarterly progress report review.
- Set and facilitate annual orientation meeting for members at the start of each grant year.
- Perform an initial review of quarterly progress reports for completeness before they go before the committee.
- Upload any applicable quarterly meeting notes and/or minutes to the corresponding grant.
- Set and facilitate the annual proposal review.
- Perform an initial review of annual proposals before they go before the committee.

Document Information

Revision History

Version	Date	Revision Summary
1.0	4/16/2021	Original charter, Approved by TRGC 4/16/2021