

GRANT PROPOSAL EVALUATION PROCESS AND PROCEDURES
Governing the review, prioritization and recommendation of 405(c) grant applications to the Alaska Highway Safety Office

Grants Received During the Annual Grant Solicitation Period

- The AHSO will announce an annual grant solicitation period requesting grant applications for traffic system improvements.
- The ATRCC will meet to review, prioritize, and recommend 405(c) Traffic Records Grants submitted to the Alaska Highway Safety Office (AHSO).
- All ATRCC members are required to participate in the grant recommendation process at the meeting.
- Prospective grantees will be excluded from discussing and voting on their own grant application.
- ATRCC members will score all grants except their own and email their score sheets to the Chair prior to the meeting.
- The ATRCC meeting participant must be the same person that scored the grant applications.
- ATRCC members will be prepared to discuss all grant applications at the meeting.
- The ATRCC will establish that all grants recommended to the AHSO meet the 405(c) requirements and are consistent with the current ATRCC Strategic Plan.
- Scores from all members eligible to vote will be averaged after discussion and prioritized by highest score in a grant recommendation list for the Alaska Highway Safety Office (AHSO).
- The prioritized list of recommended projects will be forwarded to the AHSO within 7 days.
- The meeting will be open to all interested parties.
- Advance notice of the meeting and rules will be given to all grant applicants.
- The ATRCC will permit questions to grantees at the meeting for clarification purposes only.
- The ATRCC will not allow submitted grants to be revised and/or re-submitted to the ATRCC after review and scoring. However, the ATRCC may forward a grant with merit, despite low overall scores to AHSO with comments.

Alternate Method of Grant Solicitation and Review Outside of Annual Open Solicitation

- The AHSO may at its discretion, contingent upon available funds, invite additional grant applications after the open solicitation submission deadline, provided such applications target a specific priority or objective of the current Traffic Records Strategic Plan.
- Applicants under this circumstance will provide an explanation on why the application is being submitted outside of the grant solicitation period. The explanation should include benefits of awarding 405c funds at the time of application in lieu of waiting for the next open solicitation period. **Missing the open solicitation deadline will not be accepted as a reason for submittal outside of this period.**
- AHSO will forward such applications to ATRCC for review at its next scheduled meeting to ensure the project aligns with priorities or objectives outlined in the current Traffic Records Strategic Plan.
- All ATRCC members are required to participate in the grant recommendation process at the meeting.
- Prospective grantees will be excluded from discussing and voting on their own grant application.
- ATRCC members will score the grant, unless it is their own, and email their score sheets to the Chair prior to the meeting.
- The ATRCC meeting participant must be the same person that scored the grant applications.
- ATRCC members will be prepared to discuss the grant application at the meeting.
- The ATRCC will use the Traffic Records Grant Application Review Form to evaluate the grant and develop an advisory recommendation with comments to AHSO.
- The meeting will be open to all interested parties.
- Advance notice of the meeting and rules will be given to the grant applicant.
- The ATRCC will permit questions to the applicant at the meeting for clarification purposes only.
- The AHSO may at its discretion, waive the graduated match requirement for continuing projects however the application must include a letter requesting the waiver.