**TO: [STATE DOT TARGET APPROVER(S) such as DOT Director, Commissioner, or Chief Engineer]**

**FROM:**

**DATE:**

**SUBJECT: Approval of Safety Performance Targets for Highway Safety Improvement Program Annual Report**

Each year, the Federal Highway Administration (FHWA) requires States to establish safety performance targets, as mandated by the Safety Performance Management Measures (Safety PM) Final Rule.[[1]](#footnote-1) These targets can be used to measure the performance of safety improvements implemented through the Highway Safety Improvement Program (HSIP). The overall goal is to significantly reduce fatalities and serious injuries on all public roads by creating a data-driven, performance-based HSIP. The targets, reported in the State’s annual HSIP report, are due August 31 of each year.

Your approval is requested to help ensure [STATE] sets reasonable and achievable targets for the upcoming year.

Safety performance targets relate to the following five areas: (1) number of fatalities, (2) rate of fatalities per 100 million vehicle miles traveled (VMT), (3) number of serious injuries, (4) rate of serious injuries per 100 million VMT, and (5) number of non-motorized fatalities plus non-motorized serious injuries.

[DEPARTMENT or CONTACT NAME and TITLE] is requesting your approval regarding these targets for their inclusion into this year’s HSIP report. As a [WHY WOULD THEY HAVE INTEREST], you hold interest in the [SETTING/OUTCOME] of these targets, and [DEPARTMENT NAME] wants to consider all scenarios before finalizing targets.

Currently, these are [STATE's] rolling 5-year averages for each performance target:

| **Performance Measure** | **5-year Rolling Averages** | | **Target Rationale** |
| --- | --- | --- | --- |
| **[20XX – 20XX] Baseline Performance** | **[20XX – 20XX] Proposed Target** |
| Number of fatalities (per year) | XX | XX |  |
| Rate of fatalities per 100 million vehicle miles traveled | XX | XX |  |
| Number of serious injuries (per year) | XX | XX |  |
| Rate of serious injuries per 100 million vehicle miles traveled | XX | XX |  |
| Number of non-motorized fatalities and non-motorized serious injuries | XX | XX |  |

If [STATE] is unable to meet at least four of the five targets, or if the performance outcome is not better than the baseline performance, [STATE] will be required to use obligation authority equal to the HSIP apportionment for HSIP projects only and submit an HSIP Implementation Plan.

Your input and approval is requested by [DUE DATE AND TIME] to [DEPARTMENT OR CONTACT NAME].

Any questions can be sent to [CONTACT FOR QUESTIONS].

1. The Safety PM Final Rule adds Part 490 to title 23 of the Code of Federal Regulations to implement the performance management requirements in 23 U.S.C. 150. [↑](#footnote-ref-1)