

June 21, 2023

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Re: Documentation of the Collaboration Process between the Washington State Department of Transportation (WSDOT), Metropolitan Planning Organizations (MPOs), and public transportation providers in Washington

Greetings Mr. Huang and Mr. Conroy,

Thank you for the support from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) as WSDOT and MPOs in Washington have collaborated over the past several years to discuss federal performance measures and target setting requirements established in the Moving Ahead for Progress in the 21st Century Act (MAP-21) and carried forward into the Fixing America's Surface Transportation (FAST) Act, and the Infrastructure Investment and Jobs Act (IIJA).

To fulfill part of the requirements of 23 CFR 450.314, WSDOT, the MPOs, and providers of public transportation have ensured that all updates to metropolitan planning agreements contain clauses addressing Transportation Performance Management (TPM) performance measures, data sharing, and performance targets. While these metropolitan planning agreements are periodically reviewed for accuracy, they do not contain all the efforts the planning partners will undertake to develop and share information related to transportation performance management.

To provide FHWA and FTA with an overview of the robust collaboration that will occur between WSDOT, MPOs, and the transportation providers, this memo is issued to document and satisfy the remainder of the provisions of 23 CFR 450.314 outside of the metropolitan planning agreements.

How has Collaboration Occurred?

Since MAP-21 was passed in 2012, WSDOT, MPOs, and providers of public transportation have developed a robust and collaborative approach to implementing transportation performance management. Before laying out our collective approach for transportation performance management in the coming state fiscal year, here are some of the major accomplishments we have achieved together leading up to this point.

Target Setting Framework

In Washington, significant effort went into developing a strong, collaborative TPM target setting framework process, whereby target setting development and reporting follow a pre-determined and thorough process. In addition, WSDOT and its partners are continually working to improve coordination and collaboration in the framework process.

The TPM Target Setting Framework structure facilitates the collaborative process through two groups with specific functions and responsibilities:

Target Setting Framework Group

The Target Setting Framework Group is the major decision-making group, composed of WSDOT representatives and MPO Directors. This group meets to address issues using three types of decision points:

- **Process decisions:** The group decides how early and often WSDOT, the MPOs, and providers of public transportation (as appropriate) will engage each other, and the types of engagement that are best for all parties.
- **Data decisions:** The group addresses the types of data used, roles and responsibilities for data collection and analysis, and the process by which MPOs will adopt the state targets or report their own separate or additional targets. This is also an opportunity for the group to discuss performance progress and achievements.
- **Target setting decisions:** The group is responsible for making advisory target setting decisions.

Final recommendations are forwarded to the MPOs as well as WSDOT's Executive Leadership Team and the Secretary of Transportation. The MPOs may choose to support the state in meeting its statewide targets or set their own regional targets. For the measures related to FHWA requirements, the majority of Washington's MPOs have chosen to support the state in meeting its targets. For measures related to FTA requirements, MPOs must set their own quantifiable targets. Prior to the adoption of the final targets, the Secretary may consult with the Governor's office to ensure alignment with the Governor's strategic directions.

Target Setting Technical Teams

The Target Setting Technical Teams are comprised of WSDOT and MPO subject matter experts who actively engage in conducting analysis associated with the federal performance management rules. These participants review the TPM rules and performance measures to ensure methodology, data, and performance and reporting requirements are fully understood by all target setting participants.

Separate Target Setting Technical Teams are formed around each of the TPM performance target areas (i.e., safety, pavement/bridge, system performance/freight/CMAQ, and emissions). For state targets, WSDOT technical team members provide initial target recommendations for the entire technical team to further vet and assess feasibility, fiscal and resource impacts, and data needs. In addition, respective MPO data is provided directly to the MPOs for analysis and review prior to adopting targets that align and support the state adopted targets. Technical Team meetings continue to be held based on each respective target area's need for collaboration, typically one to three times per year.

Outcomes from Target Setting Technical Team meetings are reported to the Framework Group for further deliberation and consensus. As part of technical team logistics, participants report to their respective MPO or WSDOT office, as well as work with local governments and other

partners/stakeholders to conduct analysis work. This important collaborative process at the Technical Team level allows each MPO or transit provider to use their expertise and perspective regarding methodology, data requirements, and analysis, and it facilitates direct communication with WSDOT TPM technical leads.

TPM Folios

To support the collaborative effort between the state, MPOs, and providers of public transportation on all the work related to TPM performance measures and target setting, WSDOT maintains TPM folios, which are summaries of the federal rules and associated state targets, timelines, and reporting requirements. These folios are updated regularly and have been used on a national scale and throughout Washington. The folios serve as educational tools for policy boards, technical advisory committees, and other groups who need key information in an easy-to-read document. These folios are available online at www.wsdot.wa.gov/accountability/map-21.

RITIS Tool

In addition to the folio summaries, WSDOT purchased access to the Regional Integrated Transportation Information System (RITIS) data tool, procured by the American Association of State Highway and Transportation Officials (AASHTO) TPM Pool Fund contract TPF-5(326). Since targets must continue to be monitored, analyzed, and reported for future years, this data tool allows WSDOT and MPOs to have valuable data for PM3 travel time-based measures¹ on the front end, which can be used to analyze NPMRDS data and monitor the performance trends of PM3 measures, and support the target setting process. This tool is also used by WSDOT to extract PM3 travel time data for HPMS reporting, which FHWA uses to compute performance measures for biennial determination of significant progress towards achieving targets. WSDOT has ensured that the RITIS tool is gathering data based on each metropolitan planning area boundary so that each MPO has data specific to their organization. WSDOT will consider recommendations to adjust the level of investment in this or other tools to serve the needs of its MPO partners more effectively.

Collaboration and Data-Sharing in SFY 2024

The following timelines and data-sharing activities identify the collective approach of MPOs, providers of public transportation, and WSDOT as we collaborate on TPM in SFY 2024.

PM 1 – Safety Measures

Collaboration Timeline

The following activities and actions are expected to occur in SFY 2024.

- July 1, 2023 – The Washington Traffic Safety Commission (WTSC) will report statewide calendar year (CY) 2024 targets for number of fatalities, number of serious injuries, and fatality rate to the National Highway Traffic Safety Administration (these three targets need to be identical to WSDOT’s targets for a later submittal to FHWA by August 31)

¹ Travel time-based measures include Interstate and non-Interstate NHS Travel Time Reliability, Freight Reliability, and Peak Hours of Excessive Delay measures.

- August 31, 2023 – WSDOT reports all five CY 2024 safety targets in the Highway Safety Improvement Program Annual Report to FHWA
- September 30, 2023 – WSDOT distributes CY 2024 MAP-21 Safety Folio
- December 2023 – FHWA assessment of State's progress toward past CY 2022 safety targets
- February 27, 2024 – MPOs submit CY 2024 safety targets to WSDOT by either developing their own quantifiable targets or supporting the state targets
- Spring 2024 – FHWA notifies WSDOT on whether they met or made significant progress toward meeting safety performance targets
- April 2024 – Safety Technical Team Meeting to discuss methodology and target setting for CY 2025
- May 2024 – Safety Technical Team Leader presents safety methodology/preliminary targets for CY 2025 to Target Setting Framework Group; Considers feedback
- June 2024 – Safety Technical Team Leader presents safety methodology/preliminary targets for CY 2025 to 1) WTSC and 2) WSDOT Bi-Weekly Executive Leadership for concurrence

Data-Sharing

The following data will be made available for transportation performance management planning partners in SFY 2024.

MPO and County Level Crash Summaries

By October 31, WSDOT will provide crash summaries to MPOs by metropolitan planning area and by county to assist in the CY 2024 safety target setting process. The data will include the MPO's "share" of the adopted statewide targets.

HPMS Data

By August 31, WSDOT will make the Highway Performance Monitoring System (HPMS) data layer for CY 2021 available. This data will be available upon request to WSDOT's Travel Data, GIS, and Modeling Office.

Preliminary Serious Injury Data

By March 31, 2024, WSDOT will make preliminary serious injury data for CY 2023

available. This data will be available upon request to WSDOT's Travel Data, GIS, and Modeling Office.

Preliminary FARS Data

By April 30, 2024, WSDOT will make preliminary fatality data for CY 2023 available. This data will be available upon request to WSDOT's Travel Data, GIS, and Modeling Office.

Vehicle Miles Traveled Data

By June 30, 2024, WSDOT will make vehicle miles traveled data from CY 2023 available. This data will be available upon request to WSDOT's Travel Data, GIS, and Modeling Office.

PM 2 – Pavement and Bridge Condition Measures

Collaboration Timeline

The following activities and actions are expected to occur in SFY 2024.

- Fall 2023 – PM2 technical team meeting to review status of second performance period and discuss policy implications of second performance period targets

Data-Sharing

The following data will be made available for transportation performance management planning partners in SFY 2024.

Highway Performance Monitoring System

WSDOT reports CY 2023 pavement and bridge condition data through the Highway Performance Monitoring System (HPMS) submission. Data included in WSDOT's

Highway Performance Monitoring System submission will be available to partners after August 15, 2023. This data will be available upon request to WSDOT's Travel Data, GIS, and Modeling Office.

PM 3 – Performance of National Highway System, Freight, CMAQ and Greenhouse Gas Measures

Collaboration Timeline

The following activities and actions are expected to occur in SFY 2024.

- Fall 2023 – PM3 technical team meeting to review status of second performance period and discuss policy implications of second performance period targets

Data-Sharing

The following data will be made available for transportation performance management planning partners in SFY 2024.

Congestion Mitigation and Air Quality (CMAQ) Data

WSDOT and MPOs will review CMAQ project data from the FHWA CMAQ Public Access System for accuracy.

Regional Integrated Transportation Information System (RITIS) Data Tool

MPO partners have access to NPMRDS data via the RITIS tool to monitor system performance and freight movement.

Greenhouse Gas Emissions Measure

WSDOT will provide FHWA Highway Statistics Manual VMT (table VM-3) and Fuel Sales (table MF-22) data to MPOs.

Highway Performance Monitoring System

WSDOT reports CY 2022 HPMS submission. Data included will be available to partners after August 15, 2023. This data will be available upon request to WSDOT's Travel Data, GIS, and Modeling Office.

Public Transportation Asset Management Plans

Collaboration Timelines

The following activities and actions are expected to occur in SFY 2024. (Note: this section applies to Washington State Ferries as well.)

- At the conclusion of the provider of public transportation's fiscal year, the provider of public transportation must set new targets for equipment, rolling stock, infrastructure (fixed guideways), and facilities. This should be done in consultation with the MPO.
- When/if the MPO updates its metropolitan transportation plan or transportation improvement program, MPO targets must be revisited.

- Providers of public transportation will coordinate closely with MPOs and WSDOT as they prepare to update their Transit Asset Management Plans, due October 1, 2026.

Data-Sharing

The following data will be made available for transportation performance management planning partners.

Asset Inventory Report

Providers of public transportation in Washington are required to submit an annual asset inventory report to WSDOT in February. Providers of public transportation should also share the Asset Inventory Report with their respective MPO.

Transit Asset Management Targets

Providers of public transportation will make annual updates to transit asset management

targets and provide them to the MPO and WSDOT.

Transit Asset Conditions

Providers of public transportation will make transit asset inventory and condition assessment data and performance results available to MPOs and WSDOT when it is reported to the National Transit Database.

Public Transportation Agency Safety Plans

Collaboration Timeline

The following activities and actions are expected to occur in SFY 2024.

- Spring 2024 – Providers of public transportation must collaborate with their respective MPOs as they prepare their annual update to transit safety targets.
- MPOs update public transportation agency safety targets when system performance reports are updated in their long-range plans.

Data-Sharing

The following data will be made available for transportation performance management planning partners.

Safety Performance Targets

By July 21, 2023, providers of public transportation will provide their safety performance targets to their respective MPOs.

Number of Fatalities

By October 31, 2023, providers of public transportation will provide to their respective MPOs the number of fatalities that occurred in their system, by mode, over the preceding five years.

Vehicle Revenue Miles

By October 31, 2023, providers of public transportation will provide to their respective MPOs the vehicle revenue miles that occurred in their system, by mode, over the preceding five years.

Number of Injuries

By October 31, 2023, providers of public transportation will provide to their respective MPOs the number of injuries that occurred in their system, by mode, over the preceding five years.

Number of Safety Events

By October 31, 2023, providers of public transportation will provide to their respective MPOs the number of safety events that occurred in their system, by mode, over the preceding five years.

Average Distance between Major Mechanical Failures

By October 31, 2023, providers of public transportation will provide to their respective MPOs the average distance between major mechanical failures that occurred in their system, by mode, over the preceding five years.

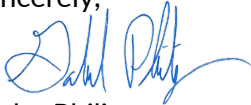
Conclusion

This memo identifies expected roles and responsibilities for data sharing and collaboration in State Fiscal Year 2024. Collectively, WSDOT, MPOs, and providers of public transportation intend to continue and strengthen the collaborative efforts described herein. With respect to 23 CFR 450.314, WSDOT, MPOs, and providers of public transportation intend to use this memo to document our agreed-upon ongoing collaboration process.

We appreciate the information, webinars, and guidance provided by FHWA and FTA since the passage of MAP-21, the FAST Act, and the Infrastructure Investment and Jobs Act.

If you have any questions or comments, please feel free to contact me via email at gabe.philips@wsdot.wa.gov, or by phone, (360) 705-7954.

Sincerely,



Gabe Philips

WSDOT, Tribal and Regional Integrated Planning Office

cc: MPO Directors

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Table 1: SFY 2023 TPM Collaboration Key Dates

Date	Collaboration Activities or Action	PM 1	PM 2	PM 3	TAM	PTASP
July 1, 2023	The Washington Traffic Safety Commission will report statewide calendar year (CY) 2024 targets for number of fatalities, number of serious injuries, and fatality rate to the National Highway Traffic Safety Administration	●				
Aug 31, 2023	WSDOT reports all CY 2024 safety targets in the Highway Safety Improvement Program Annual Report to FHWA	●				
Sept 30, 2023	WSDOT distributes CY 2024 MAP-21 Safety Folio	●				
Dec 2023	FHWA assessment of State's progress toward past CY 2022 safety targets	●				
Spring 2024	Technical team meetings (as needed) to review progress towards achieving targets		●	●		
Feb 27, 2024	MPOs submit CY 2024 safety targets to WSDOT by either developing their own quantifiable targets or supporting the state targets	●				
Apr 2024	Safety Technical Team Meeting to discuss methodology and target setting for CY 2025	●				
Spring 2024	Providers of public transportation must collaborate with their respective MPOs as they prepare their annual update to transit safety targets					●
May 2024	Safety Technical Team Leader presents safety methodology/preliminary targets for CY 2025 to Target Setting Framework Group; Considers feedback	●				
June 2024	Safety Technical Team Leader presents safety methodology/preliminary targets for CY 2025 to 1) WTSC and 2) WSDOT Bi-Weekly Executive Leadership for concurrence	●				
	At the conclusion of the provider of public transportation's fiscal year, new targets for equipment, rolling stock, infrastructure (fixed guideways), and facilities must be set in consultation with the MPO				●	
	When MPO updates its metropolitan transportation plan or transportation improvement program, MPO targets must be revisited				●	