

# Performance Planning Target Setting Procedures

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## Overview

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### History

Version	Description	Date
1.0	Initial document describing the procedures for performance planning related to Highway Safety Improvement Program, Transit Asset Management, and State Asset Management Plan.	August 2017
1.1	Added contracts number for Grand Forks/East Grand Forks MPO and Fargo-Moorhead Council of Governments.	11/29/2017

### Purpose Statement

Federal law and regulations (23 USC 134(g)(2)(B), 23 USC 135((d)(2)(B), 23 CFR 450.314(h)) direct the State DOT, MPOs and public transportation providers to jointly agree upon and develop specific written provisions for cooperatively:

- Developing and sharing information related to transportation performance data
- Selecting performance targets
- Reporting performance targets
- Reporting performance used in tracking process toward attainment of critical outcomes for the MPO region
- Collecting data for the State asset management plan for the National Highway System.

This document details the procedures the State DOT, MPOs and public transportation providers will use related to performance planning. The document is divided into separate sections related to each performance planning area:

- National Performance Management Measures for the Highway Safety Improvement Program (23 CFR 490, Subpart B)
- Transit Asset Management (49 CFR 625)
- State asset management plan (23 CFR 515)

Each section provides a brief background, identifies to whom the requirement applies, and lists the responsibilities of each affected party.

Additional sections will be added to address:

- National Performance Management Measures for Assessing Pavement Condition (23 CFR 490, Subpart C)
- National Performance Management Measures for Assessing Bridge Condition (23 CFR 490, Subpart D)
- National Performance Management Measures to Assess Performance of the National Highway System (23 CFR 490, Subpart E)
- National Performance Management Measures to Assess Freight Movement on the Interstate System (23 CFR 490, Subpart F)
- National Performance Management Measures for Assessing the Congestion Mitigation and Air Quality Improvement Program – Traffic Congestion (23 CFR 490, Subpart G)
- National Performance Management Measures for Assessing the Congestion Mitigation and Air Quality Improvement Program – On-Road Mobile Source Emissions (23 CFR 490, Subpart H)
- Transit Safety (to be added once final rules published)

MnDOT, the MPOs and the public transportation providers agree to follow these procedures, regularly review and update the procedures as needed according to their respective Memorandums of Understanding (MnDOT Contract Numbers 1029078 (LAPC), 1029079 (MIC), 1029080 (APO), 1029081 (MAPO), 1029082 (ROCOG), 1029083 (Council), 1029703 (FMCOG), and 1029704 (GFEGF)).

## Repository of Procedure

The MnDOT Office of Transportation System Management (OTSM) retains the master copy of the procedures and all previous versions. Electronic copies are provided to the MPOs and public transportation providers after each revision. Additional copies are available upon request.

## Highway Safety Improvement Program Performance

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### Background

There are five performance measures identified in 23 CFR 490.207(a):

- Number of fatalities
- Rate of fatalities
- Number of serious injuries
- Rate of serious injuries
- Number of non-motorized fatalities and non-motorized serious injuries

The measures apply to all public roadways. State DOTs and MPOs must annually establish performance targets for these measures.

### Applicability

The requirements of the Highway Safety Improvement Program apply to:

- MnDOT
- MPOs

## Responsibilities

### *MnDOT*

The MnDOT Office of Traffic, Safety & Technology (OTST) is the lead MnDOT office in developing the performance targets. OTST will:

- Develop targets annually in cooperation with the Minnesota Department of Public Safety and the MPOs.
- Coordinate with the MPOs on the establishment of targets to ensure consistency, to the maximum extent practicable. This includes at least one meeting, in the spring, with the MPOs to discuss/gather feedback on the proposed targets for the upcoming reporting year.
- Provide fatality and serious injury data to the MPOs once calendar year data is available.
- Update the MPOs, as needed or requested, on the status of the performance targets.
- Report the targets to FHWA in the State's HSIP annual report by August 31.
- Provide a copy of the submitted HSIP annual report to the MPOs.

OTSM will assist OTST in working with the MPOs.

### *MPOs*

Each MPO will:

- Develop targets annually in cooperation with MnDOT.
- Coordinate with MnDOT on the establishment of targets to ensure consistency, to the maximum extent practicable.
- Establish a target for each performance measure for all public roadways in their metropolitan planning area within 180 days of August 31 by either:
  - Agreeing to plan and program projects so that they contribute toward the accomplishment of the State DOT safety target for that performance measure, or
  - Committing to a quantifiable target for that performance measure.
- Submit the resolution(s) approving the targets to OTSM. The resolution must clearly identify/state each target.
- If the MPO committed to a quantifiable target different from the state target, annually report to OTSM the VMT estimate used for the targets and the methodology used to develop the estimate.

## Transit Asset Management

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### Background

There are four performance measures identified in 49 CFR 625.43:

- Equipment: (non-revenue) service vehicles – percentage of vehicles that have either met or exceed their useful life benchmark
- Rolling stock – percentage of vehicles within a particular asset class that have either met or exceed their useful life benchmark
- Infrastructure: rail fixed-guideway track, signals and systems – percentage of track segments with performance restrictions
- Facilities – percentage of facilities within an asset class, rated below condition 3 on the TERM scale

## Applicability

The requirements of the Transit Asset Management Program apply to:

- MnDOT
- MPOs
- Public transportation providers

## Responsibilities

### *MnDOT*

The MnDOT Office of Transit is the lead MnDOT office in developing the performance targets. OT will:

- Develop targets annually in cooperation with the MPOs and public transportation providers.
- Make the targets available to the MPOs and public transportation providers.
- Update the MPOs, as needed or requested, on the status of the performance targets.

OTSM will assist the Office of Transit in working with the MPOs.

### *MPOs*

Each MPO will:

- Develop targets in cooperation with MnDOT and the public transportation provider.
- Coordinate with MnDOT and public transportation providers on the establishment of targets to ensure consistency, to the maximum extent practicable.
- Establish a target for each performance measure in their metropolitan planning area within 180 days of MnDOT or the public transportation provider setting targets by either:
  - Agreeing to plan and program projects so that they contribute toward the accomplishment of the State DOT safety target for that performance measure, or
  - Committing to a quantifiable target for that performance measure.
- Submit the resolution(s) approving the targets to OTSM. The resolution must clearly identify/state each target.

- Revisit the targets when the MPO updates its Transportation Improvement Program and its metropolitan transportation plan.

### *Public Transportation Providers*

Each public transportation provider will:

- Develop targets annually in coordination with MnDOT and the MPO.
- Make the transit asset management plan, any supporting records or documents performance targets, investment strategies, and the annual condition assessment report available to MnDOT and the MPO.
- Report the targets as defined 49 CFR 625.55. Provide this information to the MPO.

## **State Asset Management Plan**

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### **Background**

State DOTs are required to develop and implement risk-based asset management plans for the National Highway System (NHS) to improve or preserve the condition of the assets and the performance of the system. State DOTs are required to submit the plans to FHWA and update the plans at least every four years.

At a minimum, the plans must include a summary of NHS pavement and bridge assets, regardless of ownership.

The majority of Minnesota's NHS is owned by MnDOT. MnDOT collects and analyzes condition and performance for all NHS pavement and bridges, regardless of ownership.

### **Applicability**

The requirements of the State Asset Management Plan apply to MnDOT.

### **Responsibilities**

The MnDOT Office of Transportation System Management is the lead office in preparing the State Asset Management Plan. OTSM will:

- Prepare and implement the state asset management plan.
- Update the state asset management plan at least every four years.
- Gather data on the condition and performance of the NHS, regardless of ownership.
- Share asset-related data, as requested, with the MPOs.
- Regularly share information related to the State Asset Management Plan with the MPOs. This includes plan updates, status updates, etc.