

Insert Date

Mr. Stephen Read, P.E.
State Highway Safety Engineer
Traffic Operations Division
Virginia Department of Transportation
1401 East Broad Street
Richmond, VA 23219

Dear Mr. Read:

Insert MPO Name submits this letter to the Virginia Department of Transportation (VDOT) to fulfill the March 2016 FHWA final rulemaking (23 CFR 490) for National Performance Measures for the Highway Safety Improvement Program (HSIP) target setting requirements. The Safety Performance rulemaking requires MPOs to agree to contribute to meeting the State DOT safety targets or to establish safety targets for each of the following five safety measures: number of fatalities, rate of fatalities per 100 million vehicle miles traveled (VMT), number of serious injuries, rate of serious injuries per 100 million VMT, and number of the non-motorized fatalities and serious injuries.

By establishing MPO safety targets, we agree to plan and program projects to contribute toward reducing fatalities and serious injuries on the transportation system.

Future Target Annual Percent Changes

The VDOT statewide annual goal percent changes and the projected change in VMT are provided in the table below. Please check a box to indicate if your MPO plans to adopt the statewide annual percent targets or to establish your own. If the MPO elects to use a different methodology, provide the percent changes in the table and describe the methodology in the section below.

- The MPO plans to adopt the statewide annual goal percent changes
- The MPO chooses to set safety targets using a different methodology

Target Description	*Statewide Annual Goal Percent Change	If Different Methodology, Enter MPO Annual Goal Percent Change
Fatalities	-1.31%	
Serious Injuries	-1.31%	
Non-Motorized Fatalities and Serious Injuries	-0.96%	
Vehicle Miles Traveled (VMT)	+2.51%	

*A positive value represents an increase, and a negative value represents a reduction in five-year averages each year from 2024 to 2026

Additional Information on Methodology

Enter data analysis and summary information here if the statewide annual percent changes are not adopted. Other options could include a non-trendline-based analysis or a trendline-based analysis using five-year rolling averages, three-year rolling averages, or annual values.

2026 Safety Performance Targets

Please enter the five-year average target values in the table below. If the MPO adopts the statewide goal percentages, copy the values from the “2026 MPO Targets” table in the Excel target setting workbook. If the MPO elects to use a different methodology, update the goal percent changes in the Excel target setting workbook and copy the values from the “2026” MPO Targets” table.

Target Description	Target Value from Target Setting Workbook
Fatalities	XX
Fatality Rate	X.XXX
Serious Injuries	YYY
Serious Injury Rate	Y.YYY
Non-Motorized Fatalities and Serious Injuries	ZZ

We acknowledge MPO targets are reported to VDOT and will be made available to FHWA upon request. Our 2026 safety targets are submitted for each performance measure on all public roads within 180 days after VDOT reported its statewide targets, which falls on **February 28, 2026**.

For questions or comments, please contact me at *Insert Email* and *Insert Phone Number* .

Respectfully,

Insert Contact Person

Insert Address