



U.S. Department
of Transportation

Federal Highway
Administration

Memorandum

Subject: **INFORMATION**: Adjustments to the
2022 TPM Biennial Reporting Timeline

Date: October 4, 2022

From: Hari Kalla /s/
Associate Administrator for
Infrastructure

In Reply Refer To:
HISM-30

To: Division Administrators
Directors of Field Services

BACKGROUND: The Highway Performance Monitoring System (HPMS) is undergoing an upgrade and has not been fully operational this year. As a result, FHWA staff have been conducting an alternative process to review and verify data submitted by each State Department of Transportation (DOT). HPMS's review and verification process is usually completed by August 15th, but that was not possible this year. Because of this, the HPMS data used to prepopulate the actual condition/performance in the TPM Performance Management Form (PMF) was not available in time to open the PMF by the originally schedule date of September 1. Thus, FHWA communicated in an August 12th email to Division Offices that we were shifting the September 1st opening of the PMF and the associated TPM biennial reporting to a later, yet to be announced date.

INFORMATION: Now that FHWA has the use of verified and complete HPMS data, we will open the PMF from November 7th to December 16th for State DOTs to submit their 2022 TPM biennial reports. This schedule will still give State DOTs one month to populate and submit the PMF.

Other than the schedule, nothing else in the PMF will change. The PMF input fields will remain the same, as described in the [PMF Input Fields: Baseline Performance Period \(BPP\) Report](#) and the [PMF Input Fields: Full Performance Period \(FPP\) Progress Report](#) documents available on the [TPM website](#).

Shifting the PMF dates will also necessitate shifting the subsequent dates for Division Office review of the PMF submittal, State DOT response to any Division Office comments, and FHWA communication of Significant Progress Determinations.

See the table below for the adjusted schedule.

TPM Reporting Action	Original Date	Adjusted Date
PMF opens for State DOTs to submit biennial reports	September 1	November 7
Final day for State DOTs to submit biennial reports	October 1	December 16
FHWA Division Office review of State DOT biennial reports	October 3-14	December 19 – January 13
If necessary, State DOT responds to any FHWA Division Office comments, and resubmits the PMF	October 17-31	January 17 – January 30
PMF closes and data archived	October 31	January 30
FHWA communicates Significant Progress Determinations to State DOTs	Early January	Early March
FHWA posts data on the State Performance Dashboard	April	July

FHWA will hold several webinars to communicate the adjusted schedule, and answer questions related to the schedule, or preparing and reviewing the PMF.

Upcoming Webinars	Purpose	Audience
<i>Adjusted 2022 TPM Biennial Reporting Timeline</i> October 12, 2022 2:30 – 3:30pm Eastern	Review this memo and the adjusted schedule. Answer any questions.	State DOTs and FHWA Division Offices
<i>PMF Office Hours</i> November 30, 2022 2:30 – 4:00pm Eastern	Answer any questions State DOTs may have as they are entering their TPM biennial reports into the PMF.	State DOTs and FHWA Division Offices
<i>PMF Division Review Office Hours</i> January 5, 2023 2:30 – 4:00pm Eastern	Answer any questions FHWA Division Offices may have as they are reviewing the State DOT biennial reports in the PMF.	FHWA Division Offices only

A recording of the August 4, 2022, webinar, which covers the process for a State DOT to enter information into the PMF and the FHWA Division review process, is available [here](#). While the schedule has changed, the rest of the information is still applicable.

Thank you for your assistance with verifying and completing the HPMS data this year. And thank you for your ongoing support to ensure a smooth process using the adjusted 2022 TPM biennial reporting timeline. Please contact Transportation Performance & Asset Management Team Leader, Mshadoni Smith-Jackson (m.smithjackson@dot.gov), or Vicki Miller (vicki.miller@dot.gov) with any additional questions regarding TPM reporting.