



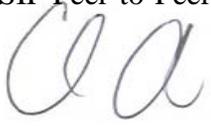
U.S. Department
of Transportation
Federal Highway
Administration

Memorandum

SENT VIA ELECTRONIC MAIL

Subject: INFORMATION: HSIP Peer-to-Peer Program

Date: June 25, 2010

From: Elizabeth Alicandri 
Director, Office of Safety Programs

In Reply Refer To: HSSP

To: Division Administrators

The FHWA Office of Safety is pleased to announce the *Highway Safety Improvement Program (HSIP) Peer-to-Peer (P2P) Program*, which is open to State DOT's implementing HSIP, Strategic Highway Safety Plans (SHSPs), and related programs. The HSIP P2P Program is aimed at helping States implement the HSIP, and addressing the technical assistance needs of State and local transportation safety professionals on topics relating to HSIP: including HSIP, SHSP, High Risk Rural Roads and Railway-Highway Grade Crossing Programs. Please share this information with our partners in the State DOT's.

The HSIP P2P Program offers a continuum of technical support – ranging from direct answers by phone or e-mail, to on-site support, conference workshops or round-tables, and formal peer exchange events. Agencies in need of technical assistance should contact the HSIP P2P Hotline at (877) 473-0953 or e-mail at hsipp2p@dot.gov.

The Peer Exchange format fosters information exchange among States in person, on-site, allowing representatives from peer States to educate one another while sharing noteworthy practices and lessons learned. This affords States an ideal opportunity to fill gaps in their HSIP or strengthen action plans and strategies for particular emphasis areas.

The Peer Exchange is the most intensive form of HSIP technical assistance offered by the Office of Safety and requires a separate application. A successful peer exchange is a well-planned and highly collaborative platform for the exchange of ideas among the applicant State, peer experts from visiting States, and safety stakeholders. Peer exchanges



generally involve the host agency – the agency that applies for the peer exchange – and one or more agencies that have implemented successful programs addressing the gaps in the host agency’s safety plan. The peer exchange can result in a range of positive outcomes, from new partnerships to a list of defined and concrete actions that a State can implement to enhance its HSIP. Results from pilot HSIP Peer Exchange events can be found on the HSIP P2P Web site: <http://safety.fhwa.dot.gov/p2p/>.

The HSIP P2P program covers only program level topics related to HSIP methods and processes. Peer exchanges may be about the HSIP project selection or evaluation processes, for example, but not about specific projects; may address use of crash information in selecting SHSP emphasis areas, but not data collection; could include updating the SHSP and revisiting emphasis areas, but not specific countermeasures and appurtenances. Of course, any request for technical assistance received will be routed to the person or program who can best provide assistance, even if it’s not eligible for the HSIP P2P set of services.

Note: The priority for the intensive *Peer Exchanges* in FY11 will be given to applications that address the implementation of the State HSIP or updates to their State SHSP, and especially applications that describe how the peer exchange method of knowledge exchange can best assist the agency in strengthening its road safety practices.

We do require that those interested in a Peer Exchange event should discuss their ideas with their FHWA Division Office. Applications for FY11 may be submitted after July 1, 2010, and those applicants that demonstrate strong commitment by agency leadership for the peer event, and a strong HSIP technical assistance need on the application, will be the most likely candidates for peer exchange support. The application is available online at: http://rspb.safety.fhwa.dot.gov/peer_event_app.asp.

For more information about these programs, please contact Ben Gribbon, at (202) 366-1809 or at Benjamin.Gribbon@dot.gov.

2 Attachments

cc: Director of Field Services
Safety Field
Safety Headquarters

Highway Safety Improvement Program

Peer-to-Peer Program

The Federal Highway Administration
Office of Safety introduces the
HSIP Peer-to-Peer (P2P) Program.



Highway Safety Improvement Program
Data Driven Decisions

The Program provides a range of technical assistance to help agencies effectively manage and deploy Highway Safety Improvement Programs (HSIPs) to reduce traffic fatalities and serious injuries on all public roads.

WHO: State and local transportation safety professionals. Peers are experts and/or other professionals with relevant experience.

WHY: To foster information exchange between states and advance HSIP implementation efforts across the nation.

WHAT: All topics related to Highway Safety Improvement Programs, including HSIP, Strategic Highway Safety Plans (SHSP), High Risk Rural Roads (HRRR), and Railway-Highway Crossings Programs.

The range of technical assistance available can include:

- An immediate answer to your question by phone or email;
- A referral to a technical expert or an experienced peer in the topic area;
- On-site technical assistance from an expert or peer; and
- A formal peer exchange or event with other organizations.

HOW: Call the hotline at (877) 473-0953 or email hsipp2p@dot.gov.

<http://safety.fhwa.dot.gov/p2p>



Program Guidelines for the Highway Safety Improvement Program (HSIP) Peer Exchanges

A Program of the Federal Highway Administration (FHWA)
Office of Safety (HSA)

Overview

The FHWA Office of Safety offers a continuum of technical assistance services and resources aimed at helping states implement or update a State HSIP or Strategic Highway Safety Plan (SHSP). The HSIP Peer-to-Peer Program includes several types of technical assistance where a host state and peer experts can share and discuss best practices that can help the host state address HSIP implementation issues.

The Program delivers technical assistance through the following mechanisms:

- HSIP Help Line at (877) 473-0953
- Online support through the Technical Assistance Request: http://rspcb.safety.fhwa.dot.gov/peer_ta_request.asp
- Referrals to an experienced peer or technical expert (telephone support)
- Referral to and/or coordination with other technical assistance services
- Onsite technical assistance from a technical expert or experienced peer
- Technical assistance workshops (at conferences and meetings)
- Peer Exchanges

The Program provides technical assistance on the following topics:

- Highway Safety Improvement Program (HSIP)
- Strategic Highway Safety Plans (SHSPs)
- High Risk Rural Roads (HRRR)
- Railway-Highway Grade Crossing (RHGX) Programs

Within the abovementioned topics, the Program addresses issues related to HSIP, including:

- Funding
- Process
- Eligibility
- Regulations
- Best practices
- Training
- Planning
- Implementation
- Data analysis
- Crash reduction factors
- Emphasis Areas

The remaining portion of this document (the guidelines) discusses processes and requirements for Peer Exchange Events.

IMPORTANT INFORMATION

While the HSIP Peer-to-Peer Program offers technical assistance on all the topics listed above, **the priority for Peer Exchanges events in FY2011 will be given to exchanges that address implementation of the State HSIP or updates of the SHSP.**

Peer Exchange Description

A peer exchange is a practical and effective tool to foster excellence in program planning, operations, and management. The peer exchange is not a new concept; research programs have had great success in using this tool to improve Research, Development, and Technology (RD&T) management practices. In fact, the approach outlined below is borrowed from the RD&T Peer Exchange Program. As the HSIP Peer Exchange Program evolves, HSA expects that these procedures will be updated to better reflect the HSIP’s growing needs.

It is important to note that peer exchanges are not compliance reviews. The intent of the peer exchange is for an applicant, or host State, and visiting peers to exchange information. The goal of the peer exchange is to provide the host State with information about practices, approaches, and techniques that it can apply or adapt to fill gaps in its HSIP. An exchange can also help a host State strengthen action plans and strategies for particular emphasis areas. Peer exchanges are intended to benefit all participants through an open exchange of ideas, knowledge, and brainstorming. The visiting peers should expect to gain as much from the experience, if not more, than the host State.

The objective of a peer exchange is to give agencies a forum to address the quality and effectiveness of their HSIP. A peer exchange is appropriate for agencies of any size, mission, discipline, or responsibility.

Importantly, the peer exchange is concerned with the HSIP process, not the specific safety improvement in the program. The program is designed to bring an outside team of invited peers, the HSIP managers, and/or technical experts to meet with the host agency to discuss and review its HSIP process. Information about the HSIP policies and procedures of the host agency and team members are exchanged with the intent to improve the host agency’s overall HSIP process. Peer exchanges provide an opportunity for participants to share best practices and management innovations with each other. The information gathered from the exchanges is then presented to agency management.

Agencies that conduct a peer exchange can realize many benefits, including: solutions to specific problems; assessment of customer service; benchmark for checking progress; and, inspiration for staff. Furthermore, a peer exchange can help the HSIP gain the visibility and the support of management and partners.

Peer Exchange Eligibility

Eligibility for peer exchanges is currently limited to State Departments of Transportation. Other transportation agencies, while ineligible to apply, are recognized as safety partners in providing safe roads. As such, they are encouraged to collaborate with their State DOT on identifying topics suitable for a peer exchange. In fact, the peer exchange application process presents an opportunity for different safety stakeholders to discuss recurring, important, or pressing safety issues facing the State, which can be articulated strongly in the peer exchange application.

Topics

The HSIP P2P program covers only program level topics related to Highway Safety Improvement Program (HSIP) methods and processes. Peer exchanges may be about the HSIP project selection or evaluation processes, for example, but not about specific projects; may address use of crash information in selecting SHSP emphasis areas, but not data collection; could include updating the SHSP and revisiting emphasis areas, but not specific countermeasures and appurtenances. Of course, any request for technical assistance received will be routed to the person or program who can best provide assistance, even if its not eligible for the HSIP P2P set of services.

Peer Exchange Participants

- The Applicant – The individual, on behalf of his organization, who applies for the peer exchange.
- The Host Agency – The State in need of technical assistance as identified on the peer exchange application; the State hosting the peer exchange.
- Peer Experts – Individuals with technical expertise in road safety and HSIP; technical experts who provide HSIP technical assistance to the host agency.
- Stakeholders – Individuals from the host agency and other road safety stakeholders involved in the delivery of road safety. Includes but is not limited to law enforcement, emergency responders, metropolitan planning organizations, county and municipal transportation agencies.
- FHWA – Technical road safety experts from a variety of FHWA offices.
- Volpe National Transportation Systems Center (Volpe Center) – A DOT agency under the Research and Innovative Technology Administration. Volpe Center supports HSA in administering the peer exchange program.

Have Questions?

For additional information about the HSIP Peer Exchange Program, contact:

Ben Gribbon

FHWA Office of Safety

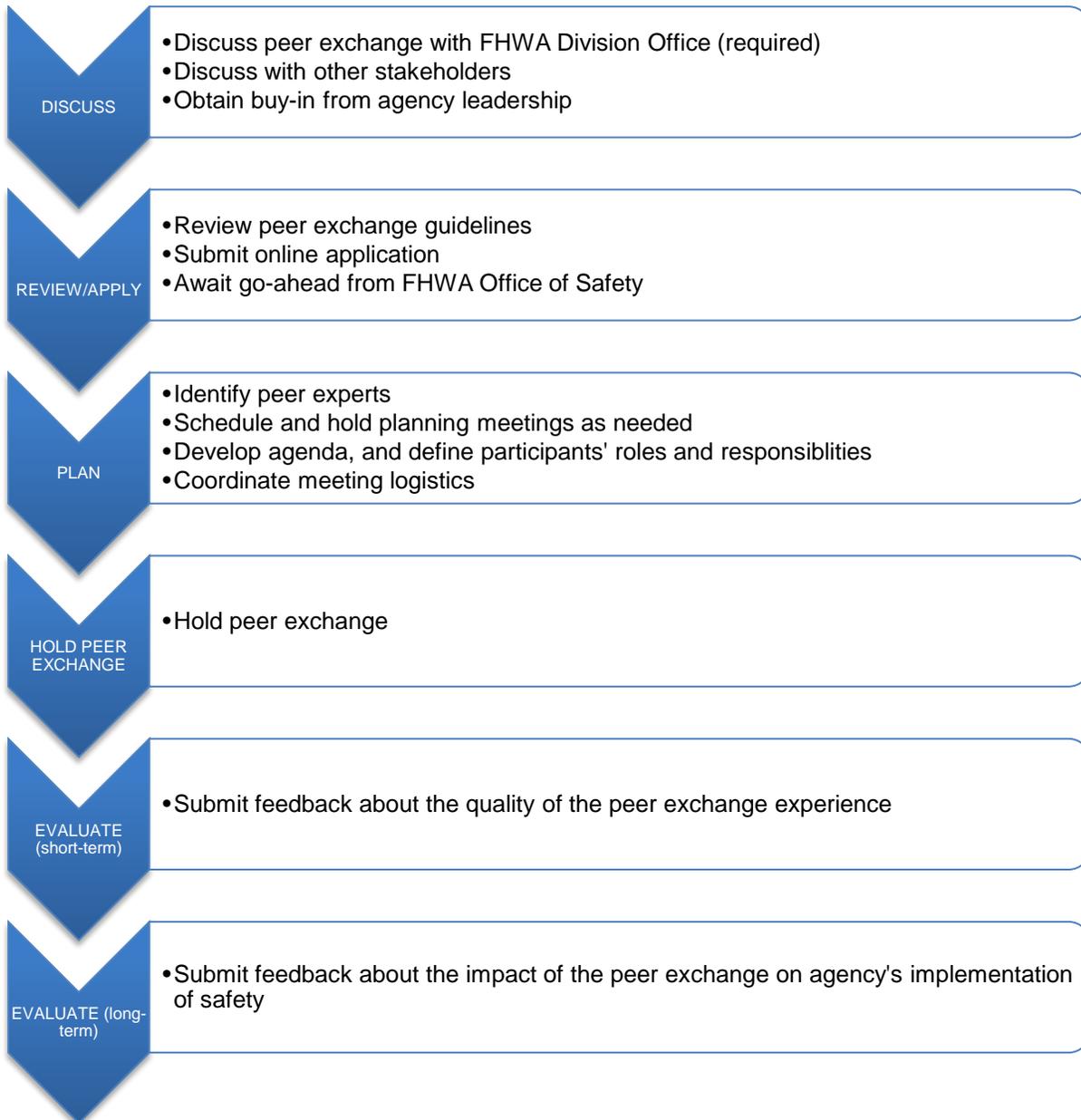
(202) 366-1809

benjamin.gribbon@dot.gov

Peer Exchange Life Cycle

A peer exchange has distinct phases, each with activities that need to be completed. Reviewing these phases will help applicants understand the peer exchange process and requirements. These phases are: Discuss, Review/Apply, Plan, Hold Peer Exchange, Evaluate (short-term), and Reevaluate (long-term).

Life Cycle of an Approved Peer Exchange



1. Discuss

Applicants are required to discuss peer exchanges with their FHWA Division Office before submitting the peer exchange application. We recommend that applicants incorporate this required discussion into their timeline for completing and submitting the peer exchange application. A list of FHWA Division Office safety contacts is available [here](#).

2. Review/Apply

As mentioned previously, HSA will give priority in FY2011 to peer exchanges that address implementation or update of the State HSIP or SHSP.

Guidelines: The peer exchange guidelines (this document) contain information about peer exchange requirements and processes. Applicants are responsible for understanding these requirements before submitting the peer exchange application.

Online Application: The [peer exchange application](#) is available online. All fields and all questions on the form must be filled in and completed. Figure 3 displays the questions that appear on the application.

Application Deadline: There is no deadline for submitting an application. If a deadline is instituted, it will appear prominently on this page and the FHWA Division Office will communicate it to States.

Application Review Process: A HSA program coordinator will reply to an applicant by email or phone no later than two weeks after the date of submission. *Those applicants able to explain how the peer exchange will help launch programs or strategies that address issues or gaps within their State HSIP or SHSP will be given strongest consideration.*

3. Plan

Peer Exchange Planning: The host State takes the lead in planning the peer exchange by developing the agenda, identifying peer experts, coordinating meeting logistics (e.g. invitations, registration, refreshments, AV equipment, meeting supplies, hotel, etc.) and, to the extent

Peer Exchange Application Questions

1. What HSIP challenges, gaps, or issues do you hope to address with a peer exchange or P2P type event?
2. How do the issues in Question 1 relate to your HSIP and SHSP?
3. What circumstance or event is prompting you to request a peer exchange at this time?
4. What do you need to learn from this peer event in order to help you address the road safety challenge?
5. Why do you think input from peer organizations is the best way to address these issues?
6. Identify at least three objectives you hope to achieve with a peer event.
7. Have you identified any peer agencies to participate in the event? If yes, list the agencies and explain why you consider them good candidates. If you have not identified peer agencies, what factors would make an agency a good candidate for your peer event?
8. The form of a peer exchange can vary. Are you more interested in a peer review (critique with small group and private report), public peer exchange event (presentations to a larger audience, sometimes part of another event), or one-on-one discussion?
9. Do you expect your agency leadership will be involved in the peer exchange? If so, to what extent?
10. What actions or improvements do you expect your agency might implement as a result of the peer exchange?

practicable, securing the participation of the agency’s senior management in welcoming peer exchange participants.

HSA, with the support of the Volpe Center (peer exchange administrators), will assist the host State with planning the event. See “How to Organize a HSIP Peer Exchange” for more information about roles, responsibilities, and recommended approaches for hosting a successful peer exchange.

4. Hold Peer Exchange

Peer Exchange Format: In the typical peer exchange, the host State (or an external facilitator) leads the group through a formal agenda. One popular format for the peer exchange is elaborated on below.

- Introduction by agency head or other individual from senior leadership
- Overview of topics to the large group
- Discussion and brainstorming in breakout groups
- Report from breakout groups to the large group

While this is a popular format, other formats are acceptable as long as they promote discussion and the exchange of ideas, and result in concrete next steps.

5. Evaluate – Short-term

The host State is required to submit the Peer Exchange Evaluation no later than two weeks after the peer exchange. This evaluation solicits feedback from the State about the overall effectiveness and usefulness of the peer exchange. It also asks for feedback on the process and mechanics of holding a peer exchange (i.e. what worked well and what could have worked better).

6. Evaluate – Long-term

The host State is required to submit the Six-Month Evaluation six months after the peer exchange. This evaluation attempts to capture the longer-term impact of the peer exchange on how road safety issues are addressed within the agency.

Summary of Host State Requirements

Host States must comply with the following requirements:

- Confer with Division before submitting an application
- Submit an application
- Complete Peer Exchange Evaluation
- Complete the Six-Month Evaluation
- Agree to HSA’s use of your report content in lessons learned products

If you have questions, contact:

Ben Gribbon

FHWA Office of Safety

(202) 366-1809

benjamin.gribbon@dot.gov

Please note: HSA may use content from the Peer Exchange Evaluation and Six-Month Evaluation in a lessons learned database or in a similar fashion on its website for the purpose of educating the road safety community about HSIP issues.