

## TRANSPORTATION POOLED FUND PROGRAM QUARTERLY PROGRESS REPORT

Lead Agency (FHWA or State DOT): Mississippi Department of Transportation

**INSTRUCTIONS:**

*Project Managers and/or research project investigators should complete a quarterly progress report for each calendar quarter during which the projects are active. Please provide a project schedule status of the research activities tied to each task that is defined in the proposal; a percentage completion of each task; a concise discussion (2 or 3 sentences) of the current status, including accomplishments and problems encountered, if any. List all tasks, even if no work was done during this period.*

<b>Transportation Pooled Fund Program Project #</b> <i>(i.e., SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX))</i>  TPF-5(390)	<b>Transportation Pooled Fund Program - Report Period:</b> <input type="checkbox"/> Quarter 1 (January 1 – March 31) <input checked="" type="checkbox"/> Quarter 2 (April 1 – June 30) <input type="checkbox"/> Quarter 3 (July 1 – September 30) <input type="checkbox"/> Quarter 4 (October 1 – December 31)	
<b>Project Title:</b> Institute for Trade and Transportation Studies (ITTS)		
<b>Name of Project Manager(s):</b>	<b>Phone Number:</b>	<b>E-Mail</b>
<b>Lead Agency Project ID:</b> 2019 ITTS IDIQ Master Contract	<b>Other Project ID (i.e., contract #):</b>	<b>Project Start Date:</b> 12/6/2018
<b>Original Project End Date:</b> 12/6/2023	<b>Current Project End Date:</b> 12/6/2023	<b>Number of Extensions:</b> 0

Project schedule status:

- On schedule     
  On revised schedule     
  Ahead of schedule     
  Behind schedule

Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$1,273,600.00	\$227,698.42	

**Quarterly** Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date

**Project Description:**

The purpose of ITTS is to support member states in developing their competitive advantages to capture trade opportunities and economic benefits through improved transportation planning, investments, collaboration, and operations.

ITTS provides the following services towards achieving its purpose.

- Provide a platform for regional collaboration
- Inform members of current and anticipated freight trends
- Develop effective freight planning tools for member states
- Identify and nurture close and collaborative working relationships with relevant federal and state agencies, associations, academic institutions, and private sector firms, to keep abreast of developments in freight planning and trade, and to enhance the outcomes of work on common interests
- Assist member state DOTs to integrate freight planning into their core business procedures
- Partner with other organizations, including, but not limited to, public agencies, private firms, multi-state coalitions, and industry associations, to advance freight planning through research and collaboration

**Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):*****Meetings***

- ITTS Monthly Status/Technical Advisory Committee Meetings
- FFY2020 Work Plan Project #1 – ITTS Freight in the Southeast Virtual Conference Progress Meetings
- FFY2020 Work Plan Project #2 – ITTS Website Update Progress Meetings
- FFY2020 Work Plan Project #3 – Freight Investment Performance Metrics Progress Meetings
- FFY2021 Work Plan Project #1 – Regional Freight Bottleneck Assessment Kick-off Meeting
- FFY2021 Work Plan Project #1 – Regional Freight Bottleneck Assessment Progress Meetings

***Work Plan Status/Progress***

- FFY2020 Work Plan Administration – Coordination with the Technical Advisory Committee/steering committees/consultants for the following work plan projects included meetings/communications/activities as follow
  - Project #1 – ITTS Freight in the Southeast Virtual Conference
    - Completed conference documentation task
  - Project #2 – ITTS Website Update
    - Completed documentation task
  - Project #3 – Freight Investment Performance Metrics
    - Completed freight performance measurement framework/guidebook task
- FFY2021 Work Plan Execution & Administration – Coordination with the Technical Advisory Committee/steering committees/consultants/MDOT Consultant Services Unit included the following
  - Project #1 – Regional Freight Bottleneck Assessment
    - Completed work assignment contract initiation
    - Initiated state and regional review task
  - Project #2 – Freight Impact on Economic Investment – Phase I
    - Continued work assignment contract initiation
  - Project #3 – LATTs Update – Phase I
    - Continued work assignment contract initiation

## Anticipated work next quarter:

### Meetings

- ITTS Monthly Status/Technical Advisory Committee Meetings
- FFY2021 Work Plan Project #1 – Regional Freight Bottleneck Assessment Project Meetings
- FFY2021 Work Plan Project #2 – Freight Impact on Economic Investment – Phase I Project Meetings
- FFY2021 Work Plan Project #3 – LATTs Update – Phase I Project Meetings

### Work Plan Activities

- FFY2021 Work Plan Execution & Administration – Continue coordination with the Technical Advisory Committee/steering committees/consultants/MDOT Consultant Services Unit as follow
  - Project #1 – Regional Freight Bottleneck Assessment
    - Continue state and regional review task
    - Initiate preliminary GIS tool task
    - Initiate needs and opportunities task
  - Project #2 – Freight Impact on Economic Investment – Phase I
    - Complete work assignment contract initiation
    - Initiate project task(s) accordingly
  - Project #3 – LATTs Update – Phase I
    - Complete work assignment contract initiation
    - Initiate project task(s) accordingly

## Significant Results:

### Work Plan Activity/Project Deliverables

- FFY2020 Work Plan Project #1 – ITTS Freight in the Southeast Virtual Conference
  - Developed conference proceeding documents for virtual sessions
- FFY2020 Work Plan Project #2 – ITTS Website Update
  - Developed maintenance/update handbook
- FFY2020 Work Plan Project #3 – Freight Investment Performance Metrics
  - Developed Freight Investment Performance Metrics Guidebook/Tool

## Circumstance affecting project or budget. (Please describe any challenges encountered or anticipated that might affect the completion of the project within the time, scope and fiscal constraints set forth in the agreement, along with recommended solutions to those problems).

- FFY2021 Work Plan Project Initiations
  - Project #2 – Freight Impact on Economic Investment – Phase I
    - Work assignment contract initiation required more time than anticipated due to ongoing work flow/activity
  - Project #3 – LATTs Update – Phase I
    - Work assignment contract initiation required more time than anticipated due to ongoing work flow/activity

**Potential Implementation:**