**TRANSPORTATION POOLED FUND PROGRAM**

**QUARTERLY PROGRESS REPORT**

Lead Agency (FHWA or State DOT): \_\_\_\_\_\_FHWA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTIONS:**

*Lead Agency contacts 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.*

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| **Transportation Pooled Fund Program Project #**  *TPF-5(447)* | | **Transportation Pooled Fund Program - Report Period:**  □Quarter 1 (January 1 – March 31)  □Quarter 2 (April 1 – June 30)  □Quarter 3 (July 1 – September 30)  ýQuarter 4 (October 1 – December 31) | |
| **TPF Study Number and Title:**  TPF-5(447) Traffic Control Devices Pooled Fund Study | | | |
| **Lead Agency Contact:**  Laura Mero, FHWA | **Lead Agency Phone Number:**  (202) 493-3377 | | **Lead Agency E-Mail**  Laura.Mero@dot.gov |
| **Lead Agency Project ID:**  TPF-5(447) | **Other Project ID (i.e., contract #):** | | **Project Start Date:**  February 12, 2020 |
| **Original Project Start Date:**  October 1, 2002 | **Original Project End Date:**  N/A Continuing Effort | | **If Extension has been requested, updated project End Date:** |

Project schedule status:

🗷 On schedule □ On revised schedule □ Ahead of schedule □ Behind schedule

Overall Project Statistics:

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| **Total Project Budget** | **Total Funds Expended**  **This Quarter** | **Percentage of Work**  **Completed to Date** |
| Values indicate total commitments  2016 – $325,000  2017 – $375,000  2018 – $290,000  2019 – $335,000  2020 – $335,000  2021 – $405,000  2022 – $440,000  2023 - $395,000 | Ongoing Project (N/A) | Ongoing Project (N/A) |

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| **Project Description**:  The purpose of the TCD PFS is to assemble a consortium composed of regional, State, local entities, appropriate organizations and the FHWA to 1) establish a systematic procedure to select, test, and evaluate approaches to novel TCD concepts as well as incorporation of results into the MUTCD; 2) select novel TCD approaches to test and evaluate; 3) determine methods of evaluation for novel TCD approaches; 4) initiate and monitor projects intended to address evaluation of the novel TCDs; 5) disseminate results; and 6) assist MUTCD incorporation and implementation of results. |

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| **Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):** Traffic Control Devices Pooled Fund Study Technical Support  * Attended bi-weekly meetings with the TOCOR to discuss the status of the action items and activities under the task order (10/10/2024, 10/28/2024, 11/7/2024, 11/21/2024, 12/5/2024, and 12/19/2024). * Provided monthly progress reports to the TOCOR. * Submitted draft Q3 report to TOCOR, revised based on TOCOR comments, and uploaded to TPF website. Identified a date for Strategy Session and requested representative participation via email. Facilitated the Strategy Session. Developed summary of the voting process to discuss at Strategy session and sent to PFS members in advance of the Q4 meeting. * Updated the contact list as appropriate and requested changes to email list and Teams. Sent welcome emails to new representatives or members. Held discussions with the TOCOR pertaining to issues with the email distribution list (i.e., certain members not receiving emails) and Teams (i.e., access issues). Added a new Teams folder to upload completed Literature Reviews. * Revised the Q3 meeting minutes based on feedback received from the TOCOR and MUTCD Team. Sent the final Q3 meeting minutes to the PFS members and uploaded them to Teams. Sent meeting invite for the Q4 meeting, drafted and finalized Q4 agenda, facilitated the Q4 meeting, and submitted the draft Q4 meeting minutes to the TOCOR for review. * Submitted draft meeting minutes to TOCOR, revised based on TOCOR comments, and uploaded to TCD PFS Teams page. Sent reminder email to members who had yet to submit their expense reimbursement forms. Received and processed all expense reimbursements. Continued general planning for the Annual Meeting in coordination with the TOCOR including discussing the voting process for the 2024 and future meetings. Started gathering availability of members for the 2025 Annual Meeting. Received pricing for hotel and meeting space. Answered questions from Idaho about budget. * Updated the New Research Topic Idea List to reflect potential project champions as identified by TOCOR. Submitted the revised Literature Review to TOCOR. Continued work on the Literature Review for 3 new problem statements. Submitted the revised State-of-Practice (SOP) to TOCOR. Uploaded notes from voting discussion with TOCOR to Teams page. Received comments from TOCOR on the SOP review, revised based on comments, and submitted updated SOP to TOCOR. Condensed problem statements and revised based on comments from MUTCD team and project champions then sent to TOCOR and MUTCD Team for additional review. Reviewed problem statements with members at Q4 meeting, revised statements as needed, sent problem statements back out to members, and uploaded revised problem statements to internal Teams page. * Reached out to Virginia with any additional support that may be needed. TOCOR monitored ongoing over-height vehicle efforts.   **Pedestrian Signing at Unsignalized Crossings**   * Completed data analysis of the field data. * Schedule meeting with the project champions for 10/31/24. Presented the findings to the project champions. * Presented findings to the Traffic Control Devices Pooled Fund Study (TCD PSF) on 12/6/24. * Developed the Draft Technical Brief and submitted on 12/11/24. * The research team developed a 2-page summary (1-page front and back) that included graphics for both the CBT and the in-field work along with a 1-page summary that included a graphic for the in-field signs. These files were provided on 12/13/24. * Presented findings to cities involved on Tuesday 12/17/24. * Coordinated with appropriate individuals about presenting the findings to the relevant NCUTCD Technical Committee and Joint Task Force in January 2025. * Participated in bi-weekly meetings with FHWA.   **Comprehension and Legibility of Selected Symbol Signs Phase V**   * Attended bi-weekly meetings with the TOCOR to discuss project activities. * Finished developing signs for testing. Took photos to use as background images. Submitted draft visualizations to the TOCOR and TCD PFS for review. Began addressing comments received on the draft visualizations. * Submitted the IRB application. * Continued general planning for data collection.   **Evaluation of Pavement Markings in Merge Areas**   * Scheduled the project kickoff meeting, drafted and finalized kickoff slides, and led the kickoff meeting. Drafted   kickoff meeting minutes, finalized based on TOCOR comments, and shared meeting minutes with the PFS  members.   * Scheduled and attended bi-weekly meetings with the TOCOR to discuss project activities. * Conducted literature and state-of-practice reviews. * Outlined the Work Plan. |
| **Anticipated work next quarter**: Traffic Control Devices Pooled Fund Study Technical Support  * Continue holding bi-weekly meetings to discuss the status of the task order and will prepare the list of Action   Items and Activities prior to each meeting. Create draft schedule for the new option year.   * Continue providing monthly progress reports. * Submit the draft Q4 progress report and post the approved Q4 progress report to the website. * Continue to maintain and/or upload documents (as appropriate) to the contact list, email group, and Microsoft   Teams and keep track of internal position changes.   * Poll members on their availability for the 2025 Q1 meeting, schedule and facilitate the Q1 meeting. Draft and finalize the Q1 meeting minutes. * Continue planning for the 2025 Annual Meeting. * Continue discussions on the Outreach Plan to develop a tracking spreadsheet, document design or operational guidance developed by agencies, share success stories, and document TCD PFS implementations. Discuss an approach (e.g., questions for PFS members) to capture information for the Outreach plan. Develop a spreadsheet based on member responses and input.   **Pedestrian Signing at Unsignalized Crossings**   * Respond to comments on the draft Technical Brief. * Present findings at NCUTCD. * Participate in meetings, for example, bi-weekly meetings with FHWA and as needed with other groups, such as City of Frisco and City of Federal Way.   **Comprehension and Legibility of Selected Symbol Signs Phase V**   * Attend bi-weekly meetings with the TOCOR to discuss project activities. * Address comments on the draft visualizations, revise visualizations as appropriate, place signs on backgrounds,   and submit draft visualizations and/or stimuli for all parts of the laboratory study.   * Respond to IRB reviewer comments, as appropriate. * Continue planning for the laboratory study. * Demonstrate study protocols and procedures to the TOCOR.   **Evaluation of Pavement Markings in Merge Areas**   * Finish populating the Work Plan and submit draft Work Plan to TOCOR. Revise Work Plan based on   comments received and submit the Final Work Plan to the TOCOR. |

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| **Significant Results:**  None at this time. |
| **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).**  None at this time. |

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| **Potential Implementation:**  All results from the Traffic Control Devices Pooled Fund Study are considered by FHWA for inclusion in subsequent MUTCD versions and interim approvals. |