**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:**  ýQuarter 1 (January 1 – March 31)  □Quarter 2 (April 1 – June 30)  □Quarter 3 (July 1 – September 30)  □Quarter 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 (1/16/2025, 1/30/2025, 2/13/2025, and 2/27/2025). * Drafted a schedule for 2025 and submitted to the TOCOR for review. Finalized the 2025 scheduled based on feedback from the TOCOR. * Provided monthly progress reports to the TOCOR. * Submitted the draft Quarterly Report for Q4. Revised the quarterly report based on feedback from the TOCOR and uploaded the final Q4 Quarterly Report to the PFS website. * Ensured that all TCD PFS final reports and technical briefs are uploaded to Teams. * Updated the contact list as appropriate and requested changes to email list and Teams. Sent welcome emails to new representatives or members. * Finalized the meeting minutes for the Q4 meeting and submitted the final minutes to the TOCOR and PFS members. Uploaded the Q4 agenda and meeting minutes to the TCD PFS Teams page. * Polled PFS members on their availability for the Q1 quarterly meeting. Scheduled the Q1 quarterly meeting and sent a calendar appointment to members. * Drafted a TCD PFS feedback questionnaire and finalized based on input from the TOCOR and PFS Chair. Emailed PFS members a link to the questionnaire. * Held a planning call with Iowa DOT regarding their assistance in identifying a venue for the Annual Meeting in Boise, ID and held internal discussions regarding costs. Coordinated, reviewed, and signed a contract for a hotel for the 2025 Annual Meeting. Contacted the AV company for additional information. * Sent calendar appointment with draft agenda to PFS members for the Annual Meeting. * Emailed PFS members the results of the project selection vote and identified project champions. * Identified which TCD PFS project findings led to or supported changes in the 11th Edition MUTCD. Began developing project summaries for PFS projects completed in the last 7 years. Created a spreadsheet to track how members utilize the results of recent TCD PFS projects and emailed members to request input.   **Pedestrian Signing at Unsignalized Crossings**   * Presented findings to the NCUTCD Pedestrian Task Force (1/8/25) and the R&W Technical Committee (1/9/25). * Received comments on the Draft Technical Brief on 1/7/25 and 2/18/24. Addressed and resubmitted the document after each round of comments. * 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. * Revised draft visualizations based on comments received from the TCD PFS members. Placed final signs on background images and submitted the final visualizations for the study to FHWA and PFS members. * Revised some signs and background images based on additional comments received and finalized visualizations. * Addressed two rounds of IRB reviewer comments, received IRB approval, and submitted IRB documentation to   the TOCOR.   * Continued general planning for data collection including drafting participant conditions, finalizing question wording, and preparing files for comprehension and legibility testing software. * Developed cost estimates for materials and potential travel for data collection. * Demonstrated protocols and procedures to the TOCOR. Discussed question wording; revised and reduced questions where possible. Revised some signs, background images, question wording, question order, etc. based on discussion with FHWA during the demonstration of protocols. * Ran two pilot participants and summarized the findings of the pilot testing. Made additional revisions to study protocols and procedures based on pilot testing. * Developed several documents including participant recruitment forms, participant schedules, instructions for research assistants, etc. * Finalized the legibility testing files. * Demonstrated and trained research assistants on protocols and procedures for the study. Coordinated schedules for data collection in all three locations (Virginia, Pennsylvania, Virtual). * Began coordinating logistics for Philadelphia, PA data collection (travel, securing an office space for data collection, identifying staff, etc.) * Compiled information for an IRB amendment to account for new data collection staff and reduced participant payments.   **Evaluation of Pavement Markings in Merge Areas**   * Attended bi-weekly meetings with the TOCOR to discuss project activities. * Completed literature and state-of-practice reviews. * Compiled the draft 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.   * Continue providing monthly progress reports. * Finalize the Q1 quarterly meeting agenda and send to members. * Remind members of the PFS feedback questionnaire. Summarize results and present results to members at the Q1 quarterly meeting. * 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.   * 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.   **Pedestrian Signing at Unsignalized Crossings**   * Respond to comments on the revised Technical Brief and 508 captions, when received, and resubmit. * 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. * Demonstration protocols and procedures to the TOCOR. * Revise study materials as appropriate and conduct pilot testing. * Submit an IRB amendment. * Prepare office space (in Pennsylvania) for data collection. * Begin recruiting participants and collecting data.   **Evaluation of Pavement Markings in Merge Areas**   * Attend bi-weekly meetings with the TOCOR to discuss project activities. * Submit draft Work Plan to the TOCOR. * Provide project status update at the TCD PFS quarterly meeting and obtain feedback from TCD PFS members   on the draft Work Plan.   * Revise the Work Plan based on any feedback 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. |