**TRANSPORTATION POOLED FUND PROGRAM**

**QUARTERLY PROGRESS REPORT**

Lead Agency (FHWA or State DOT): \_Vermont Agency of Transportation\_\_\_\_\_\_\_

**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.*

|  |  |
| --- | --- |
| **Transportation Pooled Fund Program Project #***(i.e, SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX)*TPF-5(549) | **Transportation Pooled Fund Program - Report Period:**X Quarter 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(549) Northeast Transportation Research Consortium (NTRC) |
| **Lead Agency Contact:**Emily Parkany | **Lead Agency Phone Number:**802-272-6862 | **Lead Agency E-Mail:**emily.parkany@vermont.gov |
| **Lead Agency Project ID:****NTRC001 600** | **Other Project ID (i.e., contract #):**PS1128 | **Project Start Date:** 11/1/2024 |
| **Original Project Start Date:** 11/1/2024 | **Original Project End Date:** 9/30/2029 | **If Extension has been requested, updated project End Date:**  |

Project schedule status:

X On schedule □ On revised schedule □ Ahead of schedule □ Behind schedule

Overall Project Statistics:

|  |  |  |
| --- | --- | --- |
|  **Total Project Budget****(current support contract for FFY25-26)** | **Total Funds Expended** **This Quarter** |  **Percentage of Work**  **Completed to Date** |
| $160,000.00 | $4,125.00 | 3% |

|  |
| --- |
| **Project Description**:AASHTO Research Advisory Committee Region 1 presents this Transportation Pooled Fund initiative to enhance collaboration among member states. The purpose is to provide a method for Peer Exchange support annually. 1. Plan and conduct Northeast Transportation Research Consortium (NTRC) meetings to identify priorities and opportunities for peer exchange planning purposes.
2. Conduct an annual multi-state peer exchange for up to three (3) NTRC member state hosts on topics of their choosing, in which each host state will need written approval from their respective FHWA Division office.

The funds will be used to acquire a contractor who will be responsible for leading the organization of an annual peer exchange, meeting and travel logistics for participants, facilitation, writing the peer exchange report, and pooled fund documentation. Each year’s host states will play a large role in the pre-exchange planning and organization. |

|  |
| --- |
| **Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):**This project will support one in-person peer exchange per year, with Tasks 1-4 to be completed on an annual cycle ending September 30 each year. Task 5 (quarterly reporting) will be an ongoing task.**Tasks**Progress is shown by task; these tasks and general descriptions were previously established in the WTRC Administrative Coordinator Services contract with CTC & Associates.1. Preparation and Planning
	* A meeting was held on January 31, 2025 with Vermont AOT and CTC & Associates to review pooled fund activities completed to date and to discuss the first peer exchange planning meeting.
	* A pooled fund kick off meeting was held on February 27, 2025 with all members to begin planning for the first peer exchange. This meeting established the peer exchange host (New Jersey DOT), potential location (Princeton or New Brunswick, NJ), dates (June 24-26, 2025) and three main peer exchange topics (research and innovation, in-house research and adapting to federal changes).
	* A peer exchange planning meeting was held on March 18, 2025 to continue peer exchange planning. The members further refined the three peer exchange topics, decided on the general peer exchange format, and considered potential guests to invite to the peer exchange.
2. Logistics and Reimbursements
	* CTC & Associates communicated with potential hotels and meeting venues for the peer exchange.
3. Meeting Facilitation and Note-Taking
4. Peer Exchange Report
5. Pooled Fund Quarterly Reports
 |

|  |
| --- |
| **Anticipated work next quarter**:Tasks1. Preparation and Planning
	* Peer exchange planning meetings will be scheduled and held in April and late May or early June.
	* CTC & Associates will draft the peer exchange agenda.
	* CTC & Associates will prepare a travel memo that will be sent to members, along with the draft peer exchange agenda, so they can secure travel approval from their agencies.
	* CTC & Associates will finalize the peer exchange agenda and develop and send instructions to attendees to help them prepare to participate in and present at the meeting.
2. Logistics and Reimbursements
	* CTC & Associates will contract with a hotel for guest rooms and/or meeting space. Non-hotel meeting spaces will be investigated.
	* CTC & Associates will arrange air travel for members flying to New Jersey and finalize all meeting logistics.
3. Meeting Facilitation and Note-Taking
	* CTC & Associates will facilitate and document the peer exchange from June 24-26, 2025
4. Peer Exchange Report
	* CTC & Associates will begin drafting the peer exchange final report.
5. Pooled Fund Quarterly Reports
	* CTC & Associates will develop and finalize the January-March 2025 Quarterly Progress Report and send to VT AOT for review and posting.
 |

|  |
| --- |
| **Significant Results:**None yet. |

|  |
| --- |
| **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. |

|  |
| --- |
| **Potential Implementation:**  |