**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.*

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| **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:**□ Quarter 1 (January 1 – March 31)X 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:

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|  **Total Project Budget****(current support contract for FFY25-26)** | **Total Funds Expended** **This Quarter** |  **Percentage of Work**  **Completed to Date** |
| $160,000.00 | $45,253.64 | 31% |

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| **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. |

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| **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
	* Peer exchange planning meetings were held on April 25 and June 5, 2025 to continue peer exchange planning. CTC & Associates helped members define and refine the three main peer exchange topics, identify presenters for each topic, and outline the scope of attendee presentations. CTC & Associates developed and distributed a survey on NTRC member programs, and then compiled and distributed the results to NTRC members before the peer exchange. CTC & Associates developed a travel memo and draft peer exchange agenda for attendees to secure travel approval.
2. Logistics and Reimbursements
	* Planning included finalizing the meeting agenda, selecting and contracting with a hotel and meeting venue, booking attendee travel, and developing and sending instructions to attendees to help them prepare to participate in and present at the meeting.
3. Meeting Facilitation and Note-Taking
	* CTC & Associates facilitated and documented the peer exchange, held June 24-26, 2025 in Princeton, New Jersey and hosted by New Jersey DOT.
4. Peer Exchange Report
5. Pooled Fund Quarterly Reports
	* CTC & Associates developed and finalized the January-March 2025 Quarterly Progress Report and sent to VT AOT for review and posting.
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| **Anticipated work next quarter**:Tasks1. Preparation and Planning
	* CTC & Associates will conduct a debrief meeting with New Jersey participants in mid-July 2025.
	* CTC & Associates will schedule a peer exchange follow up meeting for January 2026. Attendees will share their peer exchange follow up actions and discuss the 2026 Research Peer Exchange hosted by VT AOT and possibly co-hosted by NYSDOT.
2. Logistics and Reimbursements
	* CTC & Associates will process attendee reimbursements.
3. Meeting Facilitation and Note-Taking
	* No activities on this task next quarter.
4. Peer Exchange Report
	* CTC & Associates will draft the peer exchange final report, send to participants for comments, and finalize and publish the report.
5. Pooled Fund Quarterly Reports
	* CTC & Associates will develop and finalize the April-June 2025 Quarterly Progress Report and send to VT AOT for review and posting.
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| **Significant Results:**The first NTRC peer exchange was hosted by New Jersey DOT in Princeton, NJ from June 24-26, 2025. The event focused on three themes: research and innovation, in-house research, and adapting to federal and Transportation Research Board (TRB) changes. Participants of the two and a half-day event included the DOT staff from all NTRC member agencies: Connecticut, Maine, Maryland, Massachusetts, New Jersey, New York, Pennsylvania and Vermont.  |

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| **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. |

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| **Potential Implementation:** Attendees of the New Jersey Research Peer Exchange will follow up on their peer exchange takeaways and meet in early 2026 to share progress and challenges to date.  |