**TRANSPORTATION POOLED FUND PROGRAM**

**QUARTERLY PROGRESS REPORT**

Lead Agency (FHWA or State DOT): Montana 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.*

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| **Transportation Pooled Fund Program Project #**  *(i.e., SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX)*  TPF-5(309) | | **Transportation Pooled Fund Program - Report Period:**  □ Quarter 1 (January 1 – March 31)  □ Quarter 2 (April 1 – June 30)  □ Quarter 3 (July 1 – September 30)  X Quarter 4 (October 1 – December 31) | |
| **Project Title:**  Partnership for the Transformation of Traffic Safety Culture | | | |
| **Name of Project Manager(s):**  Sue Sillick | **Phone Number:**  406-444-7693 | | **E-Mail**  ssillick@mt.gov |
| **Lead Agency Project ID:**  8882-309 | **Other Project ID (i.e., contract #):**  8882-309-01, 8882-309-02,  8882-309-03, 8882-309-04,  8882-309-05 | | **Project Start Date:**  Oct, 1st, 2014 |
| **Original Project End Date:**  September 30th, 2019 | **Current Project End Date:**  September 30th, 2019 | | **Number of Extensions:**  0 |

Project schedule status:

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

**Overall Project Statistics:**

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| **Total Project Budget** | **Total Cost to Date for Project** | **Percentage of Work**  **Completed to Date** |
| $406,409.56 | $217,651.03 | 53% |

**Quarterly Project Statistics:**

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| **Total Project Expenses**  **and Percentage This Quarter** | **Total Amount of Funds**  **Expended This Quarter** | **Total Percentage of**  **Time Used to Date** |
| $52,328.49 and 13% | $52,328.49 | 56% |

Total MDT IDCs for this quarter= $8,253.12

\*These statistics include both 2016 MGMT support contract (Y2) and the 2015 MGMT Support contract (Y1). The Y1 contract ended on November 30th, 2015.

**Support Contract Project Statistics:**

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| **Total Project Budget** | **Total Cost to Date for Project** | **Percentage of Work**  **Completed to Date** |
| $66,949.00 Y1  $70,835.48 Y2 | $43,503.08 Y1  $1,879.41 Y2 | 100% Y1  10% Y2 |

**Support Contract Quarterly Project Statistics:**

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| **Total Project Expenses**  **and Percentage This Quarter** | **Total Amount of Funds**  **Expended This Quarter** | **Total Percentage of**  **Time Used to Date** |
| $7,487.37 and 11% Y1  $1,879.41 and 3% Y2 | $7,487.37 Y1  $1,879.41 Y2 | 100% Y1  7% Y2 |

\*MDT IDCs for this quarter for Y1= $4,038.16

\*MDT IDCs for this quarter for Y2= $0.00

**Cannabis Overall Project Statistics:**

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| **Total Project Budget** | **Total Cost to Date for Project** | **Percentage of Work**  **Completed to Date** |
| $142,241.00 | $52,384.05 | 50% |

**Cannabis Quarterly Project Statistics:**

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| **Total Project Expenses**  **and Percentage This Quarter** | **Total Amount of Funds**  **Expended This Quarter** | **Total Percentage of**  **Time Used to Date** |
| $21,140.54 and 19% | $21,140.54 | 59% |

\*MDT IDCs for this quarter= $1,888.12

**Citizenship Overall Project Statistics:**

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| **Total Project Budget** | **Total Cost to Date for Project** | **Percentage of Work**  **Completed to Date** |
| $149,830.00 | $ 53,361.46 | 50% |

**Citizenship Quarterly Project Statistics:**

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| **Total Project Expenses**  **and Percentage This Quarter** | **Total Amount of Funds**  **Expended This Quarter** | **Total Percentage of**  **Time Used to Date** |
| $21,821.17 and 15% | $21,821.17 | 57% |

\*MDT IDCs for this quarter= $2,326.84

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| **Project Description**:  This program is a cooperative effort of participating state DOTs and other (traditional and non-traditional) organizations with a vested interest in traffic safety. This long-term partnership will support an evolving and integrated project portfolio developed and revised each year by the partners, and complementary to other related research activities, such as NCHRP 17-69: A Strategic Approach to Transforming Traffic Safety Culture to Reduce Deaths and Injuries. Together, these projects will accelerate the development and delivery of tools and services to transform the national, state, and community level traffic safety culture. The goal of this transformation is to support the Toward Zero Deaths (TZD) vision with sustainable traffic safety solutions.  In this context, the Montana Department of Transportation is partnering with the Center for Health and Safety Culture (CHSC) within the Western Transportation Institute (WTI) at Montana State University to (1) conduct research to solve specific culture-based traffic safety problems, (2) create training and education materials to enhance workforce understanding and application of traffic safety culture methods, and (3) provide technology transfer of best practices in traffic safety culture methods to all stakeholders. Together, these efforts will support the transformation of traffic safety culture within the families, communities, and organizations of participating states. |

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| **Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):**  Meetings   * MDT reviewed September meeting notes and shard with board for review * MDT scheduled the quarterly meetings through the duration of year 2 of the pooled fund   Board Activities   * Cancelled the November meeting * Reviewed and approved the year 2 support proposal * Reviewed and commented on Task 1 reports for both the Cannabis and Citizenship projects * Reviewed and commented on the survey instrument for the Cannabis project * Received the RFI and management plan for review from MDT   Program Fund Updates  As of December 31st, there are 11 participating states in the TPF program. They are CA, CT, IA, ID, IN, LA, MT, NH, TX, UT, and WA. The 11 states participating in the program have committed $1,055,000.00 in funds over a five year period. The commitments by organization can be found at <http://www.pooledfund.org/Details/Study/558>. MDT provided the board with a financials update on December 22nd which included the amounts expended to date, the amount committed to date, and the amount transferred to MDT to date.  Contract Status  *Program Support Contract 8882-309-01- Complete*  The Center for Health and Safety Culture (CHSC) finalized the meeting notes and sent to MDT for review, completed travel reimbursements for the September meeting, finalized the proposal for the next support contract, and closed out this contract.  Progress Schedule Status   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Activity** | Percent  Complete | **Year 1 - Month** | | | | | | | | | | | | | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep.** | **Oct.** | | Task 1: Meeting Support | 100% | X |  | X | X |  | X | X |  |  | X | X | X | | Task 2: Report Writing Support | 100% |  | X |  |  | X |  |  | X |  |  | X |  | | Task 3: Support Website | 100% | X | X | X | X | X | X | X | X | X | X | X |  | | Task 4: Support Outreach and Awareness | 100% | X | X | X | X | X | X | X | X | X | X | X |  | | Task 5: Support Work Plan and Project Dev. | 100% | X | X | X | X | X | X | X | X | X | X | X |  | | Task 6: Reimburse Travel | 100% |  |  |  |  |  |  |  | X | X | X | X | X |   *Program Support Contract 8882-309-05*  The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the board as the support agency and will provide overall ongoing pooled fund support to program management, the program participants, and the TSC TPF Board. The contract is for support services from November 1st, 2015 until October 31st, 2016. CHSC will seek to renew this contract with the program every FFY. The following is a list of tasks the center will perform for the program:   * Task 1: Meeting Support includes online and face to face meetings. * Task 2: Report Writing Support * Task 3: Support the Dissemination of Materials through the Website * Task 4: Support Outreach and Awareness * Task 5: Support Work Plan and Project Development * Task 6: Reimburse Pooled Fund Members Travel - This task covers the reimbursement of travel for 12 board members and the program manager from MDT.   The support proposal also covers travel for two CHSC staff, including one technical and one support staff.  As part of this work, the Center staff has provided support to the program manager at MDT. CHSC prepared a to-do list for November and shared it with MDT. They also provided the following resources for the website:   * MN DOT Traffic Safety Culture Survey link * Link to the AAA Traffic Safety Culture Survey   CHSC obtained permission to share TSC definition developed under the NCHRP 17:69 with the board. This definition is not to be shared with others. Finally, CHSC developed the quarterly report for October through December and provided MDT support while editing the management plan.  Progress Schedule Status   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Activity** | Percent  Complete | **Year 2 - Month** | | | | | | | | | | | | | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep.** | **Oct.** | | Task 1: Meeting Support | 13% | X |  |  |  |  |  |  |  |  |  |  |  | | Task 2: Report Writing Support | 25% |  | X |  |  |  |  |  |  |  |  |  |  | | Task 3: Support Website | 18% | X | X |  |  |  |  |  |  |  |  |  |  | | Task 4: Support Outreach and Awareness | 18% | X | X |  |  |  |  |  |  |  |  |  |  | | Task 5: Support Work Plan and Project Dev. | 18% | X | X |  |  |  |  |  |  |  |  |  |  | | Task 6: Reimburse Travel | 0% |  |  |  |  |  |  |  |  |  |  |  |  |   *As assessment of traffic safety culture related to driving after cannabis use Contract #8832-309-02*  The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the board to conduct an assessment of traffic safety culture related to driving after cannabis use. The contract for this service was executed on May 26th, 2014. The contract is to conduct research from June 1st, 2015 until July 31st, 2016. This is a cost reimbursement contract with a budget of $142,241.00. The following is a list of tasks the center will perform under this contract:   * Task 0: Project Management * Task 1: Literature Review * Task 2: Survey Instrument * Task 3: Survey Implementation/Analysis * Task 4: Final Report and Webinar   The deliverables for this contract include quarterly reports, summary of literature report findings, a survey instrument, a statistical report with summary of analysis, final report, research project summary report, and webinar.  In this quarter, the center provided line item responses to comments on Task 1 draft report (literature review), finalized changes to the report, and provided the board with a final draft of the survey for review. CHSC finalized survey development, pilot testing, and sent the survey instrument to the board for final review on November 30th. The board provided comments on the survey. All comments were addressed by CHSC and the responses were sent to the board for a final review on December 22nd. One board member had a few more comments on the survey which were sent to CHSC for response.  CHSC anticipates beginning survey administration in January.  Progress Schedule Status   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Activity** | Percent  Complete | **Year 1 – Month** | | | | | | | | | | | |  |  | | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | | Task 0: Project Management | 50% | X | X | X | X | X | X | X |  |  |  |  |  |  |  | | Task 1: Literature Review | 100% | X | X | X |  |  |  |  |  |  |  |  |  |  |  | | Task 2: Survey Instrument | 99% |  |  | X | X | X | X |  |  |  |  |  |  |  |  | | Task 3: Survey Implementation / Analysis | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Task 4: Final Report & Webinar | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   *As assessment of traffic safety culture: exploring traffic safety citizenship Contract #8832-309-03*  The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the board to conduct an assessment of traffic safety culture: exploring traffic safety citizenship. The contract for this service was executed on May 26th, 2014. The contract is to conduct research from June 1st, 2015 until July 31st, 2016. This is a cost reimbursement contract with a budget of $149,830.00. The following is a list of tasks the center will perform under this contract:   * Task 0: Project Management * Task 1: Literature Review * Task 2: Survey Instrument * Task 3: Survey Implementation/Analysis * Task 4: Final Report and Webinar   The deliverables for this contract include quarterly reports, summary of literature report findings, a survey instrument, a statistical report with summary of analysis, final report, research project summary report, and webinar.  CHSC received board comments on the literature review on November 5th. They provided line-item responses to the comments on November 9th as well as updated the literature review. CHSC provided MDT with a list of possible safety citizenship behaviors for board review on October 16th. In order to ensure the survey was not too long, the goal was two identify two behaviors.  The board was asked to review the behaviors and select and rank by order their top behaviors. The top behaviors would then be used to inform the development and design of the survey. The board ranked the behaviors and final rankings were provided to CHSC on November 19th. The top three behaviors identified by the board were:   1. Ask all occupants in the vehicle to wear a seatbelt (regardless of whether I am the driver or a passenger). 2. Ask the driver of a vehicle I was riding in to stop texting / email while driving. 3. Arrange and/or pay for a taxi to provide a stranger a ride home that I thought was too impaired to drive themselves.   CHSC used these pro-social behaviors to build the initial survey. The draft survey was developed and pilot tested. Pilot testing showed that the survey was too long. Due to concern that a lengthy survey might discourage respondents from participating and affect the quality of data, the survey was reduced to two behaviors (1- seat belts, and 2- distraction). The impaired driving behavior was removed because it is a more complex behavior socially that could draw attention from the other behaviors whereby biasing the survey. Impaired driving is a behavior that could be its own more focused study. The survey was finalized and sent to the MDT to distribute to the board for review on December 31st, 2015.  Progress Schedule Status   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Activity** | Percent  Complete | **Year 1 - Month** | | | | | | | | | | | |  |  | | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | | Task 0: Project Management | 50% | X | X | X | X | X | X | X |  |  |  |  |  |  |  | | Task 1: Literature Review | 100% | X | X | X | X |  |  |  |  |  |  |  |  |  |  | | Task 2: Survey Instrument | 95% |  |  | X | X | X | X | X |  |  |  |  |  |  |  | | Task 3: Survey Implementation / Analysis | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Task 4: Final Report & Webinar | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Anticipated work next quarter**:  Meetings  February 17th   * Set up GoToMeeting and send to Sue to distribute * Contribute to development of agenda * Take notes during meeting * Put together a list of proposed research topics for year 2 and 3   Contract Status  *Program Support Contract 8882-309-05*   * Assist in meeting preparation and note development * Provide GoToMeeting invite to MDT for board distribution * Provide MDT with a list of potential peer reviewers for the Cannabis and Citizenship projects * Review management plan and provide comments * Review RFI and provide comments   *Cannabis Contract* *#8832-309-02*   * Respond to final comments from board on the survey * Begin survey implementation   *Citizenship Contract #8832-309-03*   * Provide line item responses to comments on Task 2 draft report and update the survey accordingly * Begin survey implementation |

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| **Significant Results:**   * Board members decided to cancel November meeting * Support contract was approved and opened for year 2 * Task 1 report for Cannabis contract finalized * Task 1 report for Citizenship contract finalized * Task 2 report submitted for Cannabis contract * Task 2 report submitted for Citizenship contract |
| **Circumstances 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:** None at this time. |