**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:**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) |
| **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:**

|  |  |  |
| --- | --- | --- |
|  **Total Project Budget** |  **Total Cost to Date for Project** |  **Percentage of Work**  **Completed to Date** |
| $383,718.98 | $199,910.31 | 56% |

**Quarterly Project Statistics:**

|  |  |  |
| --- | --- | --- |
|  **Total Project Expenses**  **and Percentage This Quarter** |  **Total Amount of Funds**  **Expended This Quarter** |  **Total Percentage of**  **Time Used to Date** |
| $92,285.39 and 24%  | $92,285.39  | 53% |

Total MDT IDCs for this quarter= $20,563.65

**Support Contract Project Statistics:**

|  |  |  |
| --- | --- | --- |
|  **Total Project Budget** |  **Total Cost to Date for Project** |  **Percentage of Work**  **Completed to Date** |
| $70,835.48 Y2 | $6,506.97 Y2 | 37% 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** |
| $4,627.56 and 7 % Y2 | $4,627.56 Y2 | 22% Y2 |

\*MDT IDCs for this quarter for Y2= $507.75

**Cannabis Overall Project Statistics:**

|  |  |  |
| --- | --- | --- |
|  **Total Project Budget** |  **Total Cost to Date for Project** |  **Percentage of Work**  **Completed to Date** |
| $142,241.00  | $99,370.56 | 67% |

**Cannabis Quarterly Project Statistics:**

|  |  |  |
| --- | --- | --- |
|  **Total Project Expenses**  **and Percentage This Quarter** |  **Total Amount of Funds**  **Expended This Quarter** |  **Total Percentage of**  **Time Used to Date** |
| $46,986.51 and 33%  | $46,986.51  | 70% |

\*MDT IDCs for this quarter= $10,304.71

**Citizenship Overall Project Statistics:**

|  |  |  |
| --- | --- | --- |
|  **Total Project Budget** |  **Total Cost to Date for Project** |  **Percentage of Work**  **Completed to Date** |
| $149,830.00  | $90,702.48 | 65% |

**Citizenship Quarterly Project Statistics:**

|  |  |  |
| --- | --- | --- |
|  **Total Project Expenses**  **and Percentage This Quarter** |  **Total Amount of Funds**  **Expended This Quarter** |  **Total Percentage of**  **Time Used to Date** |
| $2137,341.02 and 25%  | $37,341.02 | 68% |

\*MDT IDCs for this quarter= $9,405.84

**TraSaCu Overall Project Statistics:**

|  |  |  |
| --- | --- | --- |
|  **Total Project Budget** |  **Total Cost to Date for Project** |  **Percentage of Work**  **Completed to Date** |
| $20,812.50  | $3,330.30  | N/A |

**Citizenship Quarterly Project Statistics:**

|  |  |  |
| --- | --- | --- |
|  **Total Project Expenses**  **and Percentage This Quarter** |  **Total Amount of Funds**  **Expended This Quarter** |  **Total Percentage of**  **Time Used to Date** |
| $3,330.30 and N/A %  | $3,330.30 | N/A |

\*MDT IDCs for this quarter= $345.35

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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.):**MeetingFebruary 17th * Agenda
	+ TPF updates provided for match, commitments, funding transfers, and plans to commit
	+ Reviewed revised management plan
	+ Related efforts
	+ RFI/Q update
	+ Project updates
	+ New project ideas
	+ Recurring quarterly meeting schedule and next steps
* Major actions:
	+ The board discussed the recent funding changes that have arisen from the passing of the FAST Act. This may affect two of the states’ future HSIP contributions. These states will review the changes and update the board during the next meeting.
	+ The board reviewed the revised management plan and decided to vote on its formal approval.
	+ MDT indicated they had received one response for the RFI/Q. It was from someone who is interested in becoming a peer reviewer. The board discussed peer reviewer options for each of the projects based on recommendations made by CHSC as well as interest received through the RFI/Q.
	+ CHSC provided an update on the current research projects as well as the anticipated schedule for TraSaCu visitors.
	+ Confirmed the next quarterly meeting and began discussing when to hold the next face-to-face meeting.

Board Activities* Reviewed and approved September’s meeting notes
* Reviewed and formally approved revised management plan
* Plans to finalize peer reviewers for the two research projects through email
* Reviewed individual state’s HSP to identify potential research needs and submitted these ideas to MDT by end of March
* Received the February meeting notes for review and approval

Program Fund UpdatesAs of March 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 $1,065,000.00 in funds over the five year period. The commitments by organization can be found at <http://www.pooledfund.org/Details/Study/558>. Contract Status*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 provided support to the program manager at MDT and the board members during the February meeting. CHSC set-up the GoToMeeting, assisted with agenda development and took meeting notes. CHSC provided a list of potential peer reviewers for both projects as well as compiled a list of new project ideas which they shared during the February call. Finally, CHSC developed the quarterly report for January through March for MDT and the board’s review.Progress Schedule Status

|  |  |  |
| --- | --- | --- |
| **Activity** | PercentComplete | **Year 2 - Month** |
| **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep.** | **Oct.** |
| Task 1: Meeting Support | 37% | X |  | X | X |  |  |  |  |  |  |  |  |
| Task 2: Report Writing Support | 50% |  | X |  |  | X |  |  |  |  |  |  |  |
| Task 3: Support Website | 45% | X | X | X | X | X |  |  |  |  |  |  |  |
| Task 4: Support Outreach and Awareness | 45% | X | X | X | X | X |  |  |  |  |  |  |  |
| Task 5: Support Work Plan and Project Dev. | 45% | X | X | X | 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 September 30th, 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 final responses to a second round of comments from the board and received approval to begin implementation of the survey on January 14th. The initial survey packet was mailed to randomly selected households in the U.S. on February 8th and a follow-up survey was sent on March 2nd. The online survey launched on February 18th. The Center is on schedule to finalize analysis and deliver the Task 3 report on April 30th. MDT and CHSC decided to amend the end date of this contract to allow for board review and comments for the final report. The draft final report is due on June 30th and the final report is due on September 30th. The progress schedule has been updated to reflect these changes. Progress Schedule Status

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| --- | --- | --- |
| **Activity** | PercentComplete | **Year 1 – Month** |
| **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** |
| Task 0: Project Management | 63% | X | X | X | X | X | X | X | X | X | X |  |  |  |  |  |  |
| Task 1: Literature Review | 100% | X | X | X |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 2: Survey Instrument | 100% |  |  | X | X | X | X |  |  |  |  |  |  |  |  |  |  |
| Task 3: Survey Implementation / Analysis | 80% |  |  |  |  |  |  | X | X | X | X |  |  |  |  |  |  |
| Task 4: Final Report & Webinar | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*An 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 October 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 a second round of comments on the survey on February 9th. The staff addressed these final comments and began implementing the survey in March. The survey mailings were sent out on March 8th along with a follow-up survey packet on March 29th. The online survey was launched on March 2nd. CHSC is collecting surveys, coding data, and plans to deliver the task 3 report that will include analysis on May 31st. MDT and CHSC decided to amend the end date of this contract to allow for board review and comments for the final report. The draft final report is due on July 31st and the final report is due on October 31st. The progress schedule has been updated to reflect these changes. Progress Schedule Status

|  |  |  |
| --- | --- | --- |
| **Activity** | PercentComplete | **Year 1 - Month** |
| **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** |
| Task 0: Project Management | 59% | X | X | X | X | X | X | X | X | X | X |  |  |  |  |  |  |  |
| Task 1: Literature Review | 100% | X | X | X | X |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 2: Survey Instrument | 100% |  |  | X | X | X | X | X |  |  |  |  |  |  |  |  |  |  |
| Task 3: Survey Implementation / Analysis |  67% |  |  |  |  |  |  | X | X | X | X |  |  |  |  |  |  |  |
| Task 4: Final Report & Webinar | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*International Travel contract to Support Collaboration with the European Traffic Safety culture Project (TraSaCu)**Contract #8832-309-04*This is an MPART Small Project with MDT and CHSC. MDT requires a 1:1 match for all of these funds. The purpose of this project is to partially fund Nic Ward, Director of CHSC travel to TraSaCu meetings. This project end date is June 30th, 2018. This quarter Nic Ward was invited to participate in the annual TraSaCu meeting in Vienna, Austria the week of April 25th. He will provide the board with updates during the May quarterly meeting. There is no progress schedule for this project. |
| **Anticipated work next quarter**:MeetingsMay 18th * Set up GoToMeeting and send to Sue to distribute
* Determine location and date of face to face meeting
* Board will determine which project ideas they would like to see included in a one page summary that CHSC will put

together prior to the meeting.Contract Status*Program Support Contract 8882-309-05** Assist in meeting preparation and note development
* Provide GoToMeeting invite to MDT for board distribution
* Provide board with one page project summaries for new project ideas
* Begin planning the in-person meeting

*Cannabis Contract* *#8832-309-02** Compete survey administration
* Submit Task 3 report on April 30th
* Board members will choose peer reviewers for final report
* Submit final draft report with cover on June 30th

*Citizenship Contract #8832-309-03** Compete survey administration
* Submit Task 3 report on May 31st
* Board members will choose peer reviewers for final report
* Begin working on final draft report which is due July 31st
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| **Significant Results:*** Task 2 report for Cannabis contract finalized
* Task 2 report for Citizenship finalized
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| **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).** Both of the end dates and progress schedules for contract #8832-309-02 and #8832-309-03 were amended.  |

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| **Potential Implementation:** None at this time. |