TRANSPORTATION POOLED FUND PROGRAM
QUARTERLY PROGRESS REPORT

Lead Agency (FHWA or State DOT): Rhode Island 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.

Transportation Pooled Fund Program Project # *(i.e, SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX)* TPF-5(326)	**Transportation Pooled Fund Program - Report Period:** ☑ 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: Develop and Support Transportation Performance Management Capacity Development Needs for State DOT's		
Name of Project Manager(s): Lori fisette	**Phone Number:** 401-222-3260 x4401	**E-Mail** lori.fisette@dot.ri.gov
Lead Agency Project ID:	**Other Project ID (i.e., contract #):**	**Project Start Date:** 4/9/2015
Original Project End Date: 4/2018	**Current Project End Date:** 4/2018	**Number of Extensions:** 0

Project schedule status:

☑ 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
$410,000.00	$0.00	2%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
$0.00%	0%	0%

Project Description:

The Rhode Island Department of Transportation (RIDOT) will serve as the lead state for the Pooled Fund project. The Rhode Island DOT will work with the American Association of State Highway and Transportation Officials (AASHTO) who will facilitate administrative duties associated with the project and will invoice the vendor/s for reimbursement up to the amount available in the Pooled Fund. The principle tasks are:

1. Establish a Technical Advisory Committee (TAC) that will provide advice and guidance concerning the needs analysis, development of the learning and capacity development resources, and the TPM Information Clearinghouse. The TAC will also serve as a resource for supporting the knowledge transfer activities.
a. The TAC will be comprised only of pooled fund members and representatives from the FHWA Office of Transportation Performance Management's Training and Capacity Building team.
b. The TAC will also serve as a communication and coordination mechanism between the State DOTs and FHWA to ensure that performance management learning and capacity development needs are developed in a coordinated manner.
2. Conduct an analysis to identify:
a. Short-term and long-term learning and capacity development needs of the member States.
b. Knowledge, skills, and abilities (KSAs) needed to effectively administer and implement a performance-based transportation program; optimal organizational structure for effective performance management; resources needed to support KSAs.
3. Develop learning and capacity development resources and make accessible online; to include, but not be limited to areas such as determining data quality, statistical analysis, and target setting. Resources to be developed will be identified based in part on results of the needs analysis. Resources should be suitable for a variety of audiences and should include a regular cycle of review and updating.Develop and maintain a TPM Information Clearinghouse consisting of best practice materials and other training and education resource material to assist State DOTs, MPOs, and public transit providers in implementation of a performance-based transportation program.

Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):

1. The Agreement between RIDOT and AASHTO for the administration of the Pooled Fund was executed on February 10, 2016.
2. The survey was distributed and responses were received.
3. TAC committee members are in the process of developing the Charter.
5. The budget has been revised to include all transfers. All funds received have been obligated.

Anticipated work next quarter:

1. Obtain RIDOT purchase order
2. Responses from the survey will be analyzed to determine next steps
3. Schedule the next call with TAC members
4. Procure sub consultant
5. Develop/finalize work plan for sub-consultant in conjunction with AASHTO

Significant Results:

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).

Potential Implementation: