

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.

Transportation Pooled Fund Program Project # <i>(i.e., SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX))</i> TPF-5(309)	Transportation Pooled Fund Program - Report Period: <input type="checkbox"/> Quarter 1 (January 1 – March 31) <input type="checkbox"/> Quarter 2 (April 1 – June 30) <input checked="" type="checkbox"/> Quarter 3 (July 1 – September 30) <input type="checkbox"/> 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, 1 st , 2014
Original Project End Date: September 30 th , 2019	Current Project End Date: September 30 th , 2019	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
\$334,470.75	\$307,115.67	94%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$13,394.49 and 4%	\$13,394.49	95%

Total MDT IDCs for this quarter= \$307.60

Support Contract Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$21,587.25 Y2	\$20,482.68 Y2	98% Y2

Support Contract Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$2,260.92 and 10% Y2	\$2,260.92 Y2	96% Y2

*MDT IDCs for this quarter for Y2= \$252.75

Cannabis Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$142,241.00	\$140,531.34	95%

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
\$2,554.95 and 2%	\$2,554.95	98%

*MDT IDCs for this quarter= \$54.85 (MDT is holding final invoices)

Citizenship Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$149,830.00	\$142,373.94	90%

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
\$8,578.62 and 5%	\$8,578.62	93%

*MDT IDCs for this quarter= \$0.00 (MDT is holding final invoices)

TraSaCu Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$20,812.50	\$3,727.71	N/A

TraSaCu Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$397.41 and N/A %	\$397.41	N/A

*MDT IDCs for this quarter= \$0.00

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.

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

Meeting

July 14th- TraSaCu Visiting Researcher

- Gerald Furian from the Austrian Road Safety Board(KFV) in Vienna, Austria discussed the work in which KFV is currently engaged as well as an overview of the TraSaCu project of which he is a part.

August 15th- TraSaCu Visiting Researcher

- Tamara Vlk from the Center of Transportation System Planning at Vienna UT in Vienna, Austria presented to the board. Tamara discussed what the center does, reviewed current research projects, explained their participation in the TraSaCu project, and discussed differences between drivers and driving culture in the U.S. vs. Austria.

August 18th – Quarterly Meeting

- Agenda
 - TPF and fiscal update
 - Related efforts
 - Project updates
 - FFY 2017 Management Support Contract
 - New project ideas
 - Recruiting new partners
 - Recurring quarterly meeting schedule and next steps
- Major actions:
 - The board discussed the current committed funding. Contributions have been received from all of the members' states except New Hampshire. They are still having issues getting approval to contribute HSIP funds to the pooled fund. It is still unclear if this issue will affect Utah's funding in the future. The representatives from Utah did not think so.
 - CHSC provided an update on the current research projects and TraSaCu visitors.
 - MDT has contacted a peer reviewer for the Cannabis Project but has not heard back. The board needed to respond to a query for a date and time to review the final report for this project. Comments on the final report are due to MDT by September 6th.
 - A peer reviewer was identified for the citizenship report and MDT will follow-up with him in September.
 - CHSC also provided an overview of the Law Enforcement Safety Culture Project. This project proposal was shared with the board prior to the meeting. The board asked CHSC questions about the proposal and two states volunteered to participate in the project. The board was asked to submit comments on this proposal by September 6th.
 - The board is undecided about whether or not to have a face to face next year. They will send their comments to MDT by September 6th.
 - CHSC offered to draft a recruitment letter MDT and board members could use to recruit other states to the pooled fund.
 - Confirmed the next quarterly meeting, and plan to schedule a meeting to review the Cannabis Final Report.

September 26th - Special meeting to review Cannabis Final Report

- The final report was distributed to the board for review on July 31st. The board reviewed the final report and provided comments. These comments were shared with CHSC on September 21st. CHSC reviewed their line item responses to each of the comments during the meeting.
- CHSC staff spent time reviewing the major conclusions and recommendations from the report as well as engaged in a discussion of these findings with the board.
- The group also discussed creating an NCHRP problem statement about an implementation project using the cannabis research as a foundation. These are due on October 14th. CHSC stated they would take an initial pass at creating the problem statement and share it with the board for comment.

Board Activities

- Reviewed and approved May's meeting notes.
- Reviewed and provided comments on the Cannabis Final Report.
- Reviewed and provided comments on the Task 3 report for the Citizenship Project.
- Reviewed the Law Enforcement Safety Culture Project proposal.
- Decided to include the in-person meeting for the FFY17 support proposal.
- Received the final report for the Citizenship report and comments are due on September 30th.
- Received a draft NCHRP problem statement from CHSC.

Program Fund Updates

As of September 30th, 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 \$1,105,000.00 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
- 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

As part of this work, the Center staff provided support to the program manager at MDT and the board members during the August quarterly meeting as well as three additional meetings in July, August, and September. CHSC set-up the WebEx invites, assisted with agenda development, recorded the meeting, and took meeting notes. Meeting notes for the quarterly meeting and the project meeting have been sent to MDT for distribution. CHSC reviewed costs for the in-person meeting from September 2015 and shared total costs with the board. Finally, CHSC developed the quarterly report for July through September for MDT and the board's review.

CHSC put together a project proposal for the Law Enforcement Safety Culture Project. This was shared with the board for comment.

CHSC developed an NCHRP problem statement based on results from the Cannabis Project and submitted to MDT and board for review.

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	88%	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	X
Task 4: Support Outreach and Awareness	100%	X	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	X

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. MDT extended the contract end date to November 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 finalized the draft of the final report and submitted to MDT on July 31st. Comments from the board were completed and sent to CHSC on September 21st. CHSC provided responses to these comments during the September 28th meeting. The draft final report was also sent to two peer reviewers in Washington. These comments were sent to CHSC on October 3rd. CHSC will provide responses and a revised final report to MDT on November 4th. CHSC also began working on the project summary report. This will be shared with MDT in October.

Progress Schedule Status

Activity	Percent Complete	Year 1 – Month																
		Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Task 0: Project Management	94%	X	X	X	X	X	X	X	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	100%							X	X	X	X	X	X					
Task 4: Final Report & Webinar	80%													X	X	X	X	

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 November 30th, 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.

In this quarter, the Center received comments on the Task 3 Report and provided line item responses to these comments. CHSC finalized the draft of the final report and submitted to the board for review on August 31st. MDT requested comments from the board members by September 30th. CHSC will respond to final comments, revise the report and create the project summary report in the next quarter.

Progress Schedule Status

Activity	Percent Complete	Year 1 - Month																	
		Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Task 0: Project Management	88%	X	X	X	X	X	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	100%							X	X	X	X	X	X	X					
Task 4: Final Report & Webinar	60%														X	X	X		

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 travel costs for Nic Ward, Director of CHSC, to attend TraSaCu meetings. This project end date is June 30th, 2018.

There was no travel this quarter for this contract.

Anticipated work next quarter:

Meetings

November 4th

- Set up WebEx and send to Sue to distribute.
- MDT and CHSC will meet to finalize agenda for this call.
- CHSC will provide technical support and take meeting notes.

November 18th

- Set up WebEx and send to Sue to distribute.
- MDT and CHSC will meet to finalize agenda for this call.
- CHSC will provide technical support and take meeting notes.

Contract Status

Program Support Contract 8882-309-05

- Assist in meeting preparation and note development.
- Provide WebEx invites to MDT for board distribution.
- Provide technical assistance and note taking during all meetings.
- Finalize proposal for FFY17 support proposal and send to MDT for board review.
- Finalize NCHRP problem statement for submittal on October 14th.

Cannabis Contract #8832-309-02

- CHSC will respond to comments from both the board and peer reviewers on the final project report.
- CHSC will revise the final report based on reviewers' comments.
- CHSC will draft the project summary report and send to MDT.

Citizenship Contract #8832-309-03

- Board will review and provide comments draft final report.
- CHSC will respond to comments from both the board and peer reviewers on the final project report.
- CHSC will revise the final report based on reviewers' comments.
- CHSC will draft the project summary report and send to MDT.

Significant Results:

- Draft final report for Cannabis Project was submitted to MDT and board for review.
- Draft final report for Citizenship Project was submitted to MDT and board for review.

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).

MDT extended the contract end date for the Cannabis Project (#8832-309-02).

Potential Implementation: None at this time.