

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 type="checkbox"/> Quarter 3 (July 1 – September 30) <input checked="" 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, 8882-309-07	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
\$406,607.41	\$320,032.08	80%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$12,895.60 and 3%	\$12,895.60	78%

Total MDT IDCs for this quarter= \$834.60

Support Contract Project Statistics Year 2 and Year 3:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$21,587.25 Y2	\$21,585.18 Y2	100% Y2
\$72,136.66 Y3	\$3,010.75 Y3	19% Y3

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
\$1,102.5 and 5% Y2	\$1,102.50 Y2	100% Y2
\$3,010.75 and 4% Y3	\$3,010.75 Y3	12% Y3

*MDT IDCs for this quarter for Y2= \$120.94

MDT IDCs for this quarter for Y3= \$21.70

Cannabis Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$142,241.00	\$141,878.44	100%

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
\$1,347.10 and 1%	\$1,347.10	100%

*MDT IDCs for this quarter= \$109.70

Citizenship Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$149,830.00	\$149,830.00	100%

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
\$7,435.25 and 5%	\$7,435.25	100%

*MDT IDCs for this quarter= \$672.26

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
\$0.00 and N/A %	\$0.00	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.):

Meetings

October 28th- TraSaCu Visiting Researcher

- Özlem Ersan and Yeşim Üzümcuoğlu Zihni from the Safety Research Unit at Middle Eastern University (METU) in Ankara, Turkey presented to the board about their research and work. Both are Ph.D. students at METU and visiting CHSC as part of the TraSaCu project. Their presentation provided an overview of the work the Safety Research unit is conducting, the research they are undertaking as part of their Ph.D. program, and review of the research being conducted for the TraSaCu project. They also provided the board with observations about the differences they witness between Turkish driving culture and American driving culture.

November 4th - Special meeting to review Citizenship Final Report

- 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 board did not have any additional comments or questions for CHSC on this report.

November 16th – Quarterly Meeting

- Agenda
 - TPF and fiscal update
 - Related efforts
 - Project updates
 - Recruiting new partners
 - TRB Annual Meeting – Events related to Safety Culture
 - Upcoming meetings and next steps
- Major actions:
 - The management support contract for fiscal year 2017 has been approved. It currently includes funding for an in-person meeting.
 - MDT provided an update on the current research projects.
 - The Cannabis final report, project summary and response to comments were shared with the board and MDT requested final comments by November 21st.
 - The Citizenship final report was reviewed by a peer reviewer. These comments were sent to CHSC for response. CHSC anticipated the revised final report and response to comments will be complete by November 28th.
 - The Law Enforcement Safety Culture Project proposal was sent to a peer reviewer. CHSC was in the process of reviewing those comments and will respond within the next few weeks.
 - CHSC was asked to revise the recruitment letter based on comments from the board.
 - The board approved funding Nic Ward's travel (up to \$2000) to TRB to attend safety culture related events, and to share information about the pooled fund. Nic will report back to the Board about TRB activities at the February meeting.
 - Confirmed the next quarterly meeting.

Board Activities

- Reviewed and approved August's meeting notes.
- Reviewed and provided comments on the final report for the Citizenship Project as well as the project summary report.
- Reviewed and provided comments on the Law Enforcement Safety Culture Project.
- Reviewed and approved the recruitment letter drafted and revised by CHSC.
- Reviewed and approved the NCHRP problem statement.

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 \$1,105,000.00 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 and Program Support Contract 8882-309-07

The Center for Health and Safety Culture (CHSC) 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. Contract 882-309-05 is for support services from November 1st, 2015 until October 31st, 2016. CHSC was contracted to engage in another year of support services. Contract 8882-309-07 is for support services from October 1st, 2016 until October 31st, 2017. The progress schedules for both contracts are below. FY 2016 schedule is labeled Year 2 and FY 2017 scheduled is labeled Year 3. 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
- Task 6: Support the Planning and Execution of the Annual In-person Meeting

As part of this work, the Center staff provided support to the program manager at MDT and the board members during the November quarterly meeting as well as two additional meetings in October and November. 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 meetings have been sent to MDT for distribution. CHSC reviewed peer reviewer comments on the Law Enforcement project proposal as well as board comments, provided line item responses and a revised proposal to MDT. CHSC revised the recruitment letter based on the board comments and began distributing it at TRB. The center also began sharing research results for the Cannabis and Citizenship projects through webinars and other communication channels to promote the pooled fund's work. Finally, CHSC developed the quarterly report for October through December for MDT and the board's 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	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	

Activity	Percent Complete	Year 3 - Month												
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Task 1: Meeting Support	23%	X	X	X										
Task 2: Report Writing Support	25%			X										
Task 3: Support Website	23%	X	X	X										
Task 4: Support Outreach and Awareness	23%	X	X	X										
Task 5: Support Work Plan and Project Dev.	23%	X	X	X										
Task 6: Face to Face Meeting	0%													

As assessment of traffic safety culture related to driving after cannabis use Contract #8832-309-02

The Center for Health and Safety Culture was chosen by the board to assess 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 December 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, MDT submitted the final report to two peer reviewers. The Center provided a revised final report, responses to board comments, responses to peer reviewer comments and a draft project summary report to MDT on November 4th. MDT reviewed these documents and requested some final changes. These final changes were completed and the final project report as well as the final project summary report were accepted by MDT and posted to the pooled fund website on December 21st. All tasks have been completed.

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	100%	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	100%													X	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 assess traffic safety culture: exploring traffic safety citizenship. The contract is to conduct research from June 1st, 2015 until November 30th, 2016. The end date of this contract was extended to December 31st, 2016 to ensure adequate time for peer reviewer comments. 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, MDT submitted the final report to a peer reviewer. The Center provided a revised final report, responses to board comments, responses to peer reviewer comments and a draft project summary report to MDT on December 1st. MDT reviewed these documents and requested some final changes. The board also had a few comments on the draft project summary report. CHSC revised the report based on comments. The final project report as well as the final project summary report were accepted by MDT and posted to the pooled fund website on December 22nd. All tasks have been completed.

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	100%	X	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	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	100%														X	X	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 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

February 15th

- 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 8882-309-07

- Assist in meeting preparation and note development.
- Provide WebEx invites to MDT for board distribution.
- Provide technical assistance and note taking during all meetings.
- Promote the final report and research findings of the Cannabis and Citizenship projects.
- Respond to any final comments on the Law Enforcement proposal and revise as necessary.
- Help recruit states to participate in the pooled fund at TRB.

Board Activities

- Vote on Law Enforcement Project proposal
- Discuss holding an in-person meeting during the February quarterly meeting

Significant Results:

- Final report for the Cannabis project as well as the project summary report accepted and posted to pooled fund website.
- Final report for the Citizenship project as well as the project summary report accepted and posted to pooled fund website.
- Cannabis and Citizenship research projects have been completed.

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) and the contract end date for the Citizenship project (#882-309-03). Both projects were completed by December 31st, 2016.

Potential Implementation: None at this time.