**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)  X 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, 8882-309-07,  8882-309-08 | | **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** |
| $569,373.41 | $389,800.61 | 76% |

**Overall 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** |
| $57,105.95 and 10% | $57,150.95 | 76% |

Total MDT IDCs for this quarter= $4,911.25

**Support Contract Project Statistics Year 3:**

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| --- | --- | --- |
| **Total Project Budget** | **Total Cost to Date for Project** | **Percentage of Work**  **Completed to Date** |
| $72,136.66 Y3 | $21,005.31 Y3 | 64% Y3 |

**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** |
| $11,306.14 and 16% Y3 | $11,306.14 Y3 | 68% Y3 |

MDT IDCS for this quarter for Y3= $1,436.52

**TraSaCu Overall Project Statistics:**

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| **Total Project Budget** | **Total Cost to Date for Project** | **Percentage of Work**  **Completed to Date** |
| $20,812.50 | $8,071.86 | N/A |

**TraSaCu 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** |
| $407.69 and 2% | $407.69 | N/A |

\*MDT IDCs for this quarter= $387.48

**Law Enforcement Overall Project Statistics:**

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| **Total Project Budget** | **Total Cost to Date for Project** | **Percentage of Work**  **Completed to Date** |
| $162,566.00 | $28,073.78 | 15% |

**Law Enforcement 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** |
| $28,073.78 and 17% | $28,073.78 | 16% |

\*MDT IDCs for this quarter= $3,058.25

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| **Project Description**:  This program is a cooperative effort of participating state departments of transportation (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 will complement 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 (MDT) 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  May 17th – Quarterly Meeting   * Agenda   + TPF and fiscal update   + Project website update   + Related efforts   + Project updates   + New project ideas   + Upcoming meetings and next steps * Major actions:   + Illinois and Vermont have joined the pooled fund. Nevada and South Carolina have also expressed interest.   + The board agreed to have a face-to-face meeting in Bozeman, MT in August. Two dates were selected and a location was chosen.   Board Activities   * Welcomed one new board members, Mehdi Nassirpour from IL DOT. * Reviewed and approved February’s meeting notes. * Set dates and location for in-person meeting   Program Fund Updates  As of June 30th, there are 13 participating states in the Transportation Pooled Fund (TPF) Program. They are CA, CT, IA, ID, IL, IN, LA, MT, NH, TX, UT, VT and WA. The 13 states participating in the program have committed $1,185,000.00 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 8882-309-07*  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 8882-309-07 is for support services from October 1st, 2016 until October 31st, 2017. The progress schedules for FY 2017 are below. 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 May quarterly meeting. CHSC sent out the WebEx invites, assisted with agenda development, recorded the meeting, and took meeting notes. Meeting notes for the quarterly meeting were sent to MDT for distribution. CHSC developed the quarterly report for April through June for MDT and the board’s review. The Center staff also began planning the in-person meeting after dates and location were set. CHSC updated the travel reimbursement form, travel information form, and procedures form from two years ago to align with the current reimbursement rates. These forms were reviewed and approved by MDT then sent to the board members. Travel arrangements began immediately after. CHSC began purchasing flights for board members as well as set up a room block at a local hotel, arranged transportation to and from the hotel to WTI, reserved WTI space along with necessary A/V equipment, and arranged dinner reservations for Tuesday night. CHSC has contacted MSU catering for updated menus and will provide the board with lunch options in July. The Center also put together a timeline for all activities which was shared with MDT. Other items like per diem meals and luggage costs will be reimbursed following the meeting. Currently, seven board members’ travel has been arranged and the Center is waiting to hear from four more.  Progress Schedule Status   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Activity** | Percent  Complete | **Year 3 - Month** | | | | | | | | | | | | | | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | | Task 1: Meeting Support | 69% | X | X | X | X | X | X | X | X | X |  |  |  |  | | Task 2: Report Writing Support | 75% |  |  | X |  |  | X |  |  | X |  |  |  |  | | Task 3: Support Website | 69% | X | X | X | X | X | X | X | X | X |  |  |  |  | | Task 4: Support Outreach and Awareness | 69% | X | X | X | X | X | X | X | X | X |  |  |  |  | | Task 5: Support Work Plan and Project Dev. | 69% | X | X | X | X | X | X | X | X | X |  |  |  |  | | Task 6: Face to Face Meeting | 33% |  |  |  |  |  |  |  | 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.  No travel this quarter  ***Understanding Law Enforcement Attitudes and Beliefs about Traffic Safety #8832-309-08***  The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the board to conduct research to understand law enforcement attitudes and beliefs about traffic safety. This study will use a comparative case study design that will examine the differences among four states (rural and urban). The contract authorizes CHSC to conduct research from March 31st, 2017 until March 31st, 2019. This is a cost reimbursement contract with a budget of $162,566.00. The following is a list of tasks the Center will perform under this contract:   * Task 0: Project Management * Task 1: Literature Review and Formative Interviews * Task 2: Survey Design and Interview Questions * Task 3: Survey Implementation and Analysis * Task 4: Final Report and Webinar   The deliverables for this contract include quarterly reports, summary of literature review findings, a survey instrument, summary of analysis from the survey and the interviews, agency reports, final report, research project summary report, and webinar.  CHSC provided a project overview during the May quarterly call. They provided background, reviewed tasks, methodology, the progress schedule and next steps. Four states agreed to participate, Idaho, Louisiana, Connecticut, and Illinois. MDT will issue a contract amendment to increase the cost to cover four states instead of three. The Center began working on the literature review. This work is ongoing. They also created questions for the formative interviews, contacted potential interviewees, set up interviews and conducted three. The summary responses for these interviews will be combined into the task 1 report. Finally, CHSC created a brief recruitment letter for the states to provide to potential law enforcement agencies.  Progress Schedule Status   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Activity** | Percent  Complete | **Year 1 and 2 - Month** | | | | | | | | | | | | | | | | | | | | | | | | | **Apr** | **Ma** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **Ma** | **Jun** | **Jul** | **Aug** | **Sep** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | | Task 0: Project Management | 13% | X | X | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Task 1: Literature Review | 60% | X | X | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Task 2: Survey Instrument | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Task 3: Survey Implementation / Analysis | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Task 4: Final Report & Webinar | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Anticipated work next quarter**:  Meetings  August 29th-30th   * Finalize and distribute agenda * In-person meeting in Bozeman, MT   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. * Continue to coordinate travel for the in-person meeting. * Finalize catering options for in-person meeting. * Send rooming list to the hotel.   *Understanding Law Enforcement Attitudes and Beliefs about Traffic Safety #8832-309-08*   * Continue literature review and conduct cross-site of formative interviews. * Contact each of the participating states to begin discussions about what agencies will participate. * Create criteria for choosing an agency.   Board Activities   * Attend in-person meeting. * IL, CT, ID, and LA will work with CHSC to determine Law Enforcement agencies within their state to participate in   the research project. The choices will be based on a variety of factors, but what is most important is the  relationship between the agency leader and the board member or representative for the board member. |

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| **Significant Results:**   * The board scheduled the in-person meeting. It will occur on August 29th and 30th in Bozeman, MT. |
| **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 |

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