

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) and TPF-5(444)	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 Traffic Safety Culture – Phase 2		
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, 8882-309-09, 8882-309-10, 8882-309-11, 8882-309-12, 8882-309-13, 8882-309-14, 8882-309-15, 8882-309-16	Project Start Date: Oct. 1, 2014
Original Project End Date: September 30, 2019	Current Project End Date: September 30, 2022	Number of Extensions: 4

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
\$1,066,982.53 (Total costs for all contracts)	\$792,982.01	74%

Overall Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$24,722.01 and 2%	\$24,722.01	74%

Total MDT IDCs for this quarter = \$5,457.89

Support Contract Project Statistics Year 5:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$21,445.00 Y5	\$21,445.00 Y5	100% Y5

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
\$7,151.04 and 33% Y5	\$7,151.04 Y5	100% Y5

MDT IDCS for this quarter for Y4 = \$1,082.62

TraSaCu Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$20,812.50	\$16,511.10	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 0%	\$0.00	N/A

*MDT IDCs for this quarter = \$0.00

Law Enforcement Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$168,149.00	\$168,149.00	100%

*MDT IDCs for this quarter = \$1,552.78

Key Information for DUIC Policy Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$10,919.00	\$10,889.82	100%

Key Information for DUIC Policy 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 0%	\$0.00	100%

*MDT IDCs for this quarter = \$20.59

Traffic Safety Culture Primer Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$45,682.00	\$45,662.41	100%

Traffic Safety Culture Primer 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 0%	\$0.00	100%

*MDT IDCs for this quarter = \$665.33

Traffic Safety Citizenship Communication Tools Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$33,844.00	\$33,761.57	100%

Traffic Safety Citizenship Communication Tools 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 0%	\$0.00	100%

*MDT IDCs for this quarter = \$491.80

Evaluation of Traffic Safety Culture Strategies Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$52,926.00	\$26,322.48	67%

Evaluation of Traffic Safety Culture Strategies Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$1,746.87 and 3%	\$1,746.87	52%

*MDT IDCs for this quarter = \$285.72

Guidance of Messaging to Avoid Reactance and Address Moral Disengagement Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$137,844.00	\$44,379.00	47%

Guidance of Messaging to Avoid Reactance and Address Moral Disengagement Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$14,371.23 and 10%	\$14,371.23	30%

*MDT IDCs for this quarter = \$1,038.19

Guidance to Promote Workplace Policies and Family Rules to Reduce...Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$151,968.00	\$3,081.26	22%

Guidance to Promote Workplace Policies and Family Rules to Reduce... Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$1,452.87 and 1%	\$1,452.87	3%

*MDT IDCs for this quarter = \$320.86

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. 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.

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

Meetings

November 20th Quarterly Meeting

- Agenda
 - Financial update and management support contract
 - Related efforts - relevant information and events
 - Active project updates
 - TSC-TPF BTSCRP/NCHRP Submittal
 - 2020-2024 TSC TPF
 - Meetings
 - Action items
- Major actions
 - Approved meeting notes for August 2019 meeting.
 - CHSC provided updates about related efforts and current projects.
 - Board members provided updates about related efforts and current projects.
 - MDT asked current members for updates on their plans for Phase 2. The program had changed from a solicitation to a formal pooled fund study. The new number is TPF 5(444).
 - Discussed in-person meeting for phase 2 being held in Bozeman, MT sometime in between February and May.
 - Discussed agenda items for in-person meeting as well as requested added a facilitator to the meeting.

Board Activities

- Reviewed and approved August's meeting notes.
- Continued process of requesting funds for FFY2020-2024 TPF solicitation.
- Responded to possible dates for in-person meeting for phase 2.
- Attended Traffic Safety Culture Primer webinar.

Program Fund Updates

TPF-5(309) As of December 31st, 2019, there are 14 participating states in the Transportation Pooled Fund (TPF) Program. They are CA, CT, IA, ID, IL, IN, LA, MT, NH, NV, TX, UT, VT, and WA. The 14 states participating in the program have committed \$1,225,000.00 in funds over the five-year period. The commitments by organization can be found at <http://pooledfund.org/Details/Study/558>.

TPF-5(444) As of December 31st, 2019, there are 17 participating states in the Transportation Pooled Fund (TPF) Program. They are CA, CT, GA, IA, ID, IL, IN, KS, LA, MN, MS, MT, NV, TX, UT, VT, and WA. The 17 states participating

in the program have committed \$1,280,000.00 in funds over the five-year period. The commitments by organization can be found at <https://www.pooledfund.org/Details/Study/668>.

Contract Status

Program Support Contract 8882-309-13

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 882-309-13 is for support services from November 1, 2018 until December 31, 2019. The project end date was extended to December 31st, 2019 in order to for CHSC to provide support for the November quarterly meeting. The progress schedule for FY 2019 is below. The following is a list of tasks the Center will perform for the program in FY19:

- Task 1: Meeting Support
- Task 2: Report Writing Support
- Task 3: Support Outreach and Awareness
- Task 4: Support Work Plan and Project Development

As part of this work, CHSC staff provided support to the program manager at MDT and the board members during the November 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 September through December for MDT and the board's review.

Progress Schedule Status

Activity	Percent Complete	Year 5 - Month													
		Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task 1: Meeting Support	100%	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Task 2: Report Writing Support	100%		X			X			X			X			
Task 3: Support Outreach and Awareness	100%	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Task 4: Support Work Plan and Project Dev.	100%	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Key Information for DUIC Policy #8882-309-10

The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the board to provide a set of tools to educate and engage stakeholders to inform decision making about effective DUIC policy and counter measures. The contract authorizes CHSC to conduct research from June 19, 2018 thru August 31, 2019. The end date of this project has been extended to August to incorporate an international peer reviewer who specializes in DUIC policy. This is a cost reimbursement contract with a budget of \$10,919.00.

The deliverables for this contract include quarterly reports, an outline of selected (priority) issues, draft of information summary, draft products including an infographic, talking points, poster design and PowerPoint presentations, and final products.

All final products for this project have been accepted and posted on MDT's website.

Traffic Safety Culture Primer #8882-309-11

The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the board to provide a multimedia primer about traffic safety culture (TSC) and how a cultural perspective can support vision zero goals. The contract authorizes CHSC to conduct research from June 19, 2018 thru July 31, 2019. The end date of the project was

extended to October 31, 2019 to allow for final products review. This is a cost reimbursement contract with a budget of \$45,682.00.

The deliverables for this contract include quarterly reports, detailed outlines for the multimedia primer, drafts of the primer, and the final primer. The primer will include a series of PowerPoint slides, an animated video, a webinar, and a poster.

The board approved the final video. All final products for this project have been accepted and posted on MDT's website.

Traffic Safety Citizenship Communication Tools #8882-309-12

The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the board to create meaningful communication tools for state and local traffic safety professionals that can be implemented immediately to build the capacity of critical stakeholders regarding traffic safety citizenship as a strategy to improve traffic safety. The contract authorizes CHSC to conduct research from June 19, 2018 thru July 31, 2019. The end date of the project was extended to October 31, 2019 to allow for final products review. This is a cost reimbursement contract with a budget of \$33,844.00.

All final products for this project have been accepted and posted on MDT's website.

Guidance for Evaluating Traffic Safety Culture Strategies #8882-309-14

The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the board to conduct a systemic review of available evaluations of traffic safety culture initiatives as well as evaluations of culture change initiatives in an effort to develop guidance for practitioners to increase program effectiveness and decision making. The contract authorizes CHSC to conduct research from January 28, 2019 thru September 30, 2020. This is a cost reimbursement contract with a budget of \$52,926.00. The following is a list of tasks the Center will perform under this contract:

- Task 0: Project Management
- Task 1: Literature Review
- Task 2: Journal Article
- Task 3: Final Report, Summary Guidance for Practitioners, Webinar, and Posters

The deliverables for this contract include quarterly reports, literature review, journal article, final report including summary guidance on best practices for practitioners, webinar, poster with talking points, and a project summary report.

CHSC finalized and submitted the journal article (Task 2) to the board for review on December 30th. They have continued work on summary guidance for Task 3 report. Task 3 activities focused on the development of a framework for the guidelines that will enable recommendations to reflect programmatic and local circumstances.

Progress Schedule

Activity	Percent Complete	2019-2020 - Month																			
		Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep
Task 0: Project Management	55%	X	X	X	X	X	X	X	X	X	X	X									
Task 1: Literature Review	100%	X	X	X	X																
Task 2: Journal Article	95%				X	X	X	X	X	X	X	X									
Task 3: Final Report, Summary Guidance	20%								X	X	X	X									

Guidance on Messaging to Avoid Psychological Reactance and Moral Disengagement #8882-309-15

The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the board to implement and evaluate a culture-based intervention to address distracted driving in the workplace consistent with Washington State laws. The main goal will be to transform traffic safety culture within workplaces around the Target Zero priority of distracted driving, resulting in a workplace transformation that will embrace the values and mission of the Target Zero goal. The contract authorizes CHSC to conduct research from January 28, 2019 thru September 30, 2020. This is a cost reimbursement contract with a budget of \$137,844.00. The following is a list of tasks the Center will perform under this contract:

- Task 0: Project Management
- Task 1: Literature Review and Scale Selection
- Task 2: Develop and Implement Surveys
- Task 3: Develop Message Guidance
- Task 4: Create Resources and Complete Final Report

The deliverables for this contract include quarterly reports, literature review, scale selection, survey, message recommendations, information sheets, messaging guidance brief, PowerPoint slides, webinar, posters, and the final report.

During this quarter, CHSC completed the surveys, implemented the surveys, and submitted the Task 2 Report (basic results of surveys). They also began developing exploring potential messages based on the survey results.

Progress Schedule

Activity	Percent Complete	2019-2020 - Month																			
		Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep
Task 0: Project Management	50%	X	X	X	X	X	X	X	X	X	X	X									
Task 1: Literature Review	100%	X	X	X	X	X															
Task 2: Surveys	50%					X	X	X	X	X											
Task 3: Message Guidance	35%									X	X	X									
Task 4: Final Reports and Products	0%																				

Guidance to Promote Workplace Policies and Family Rules to Reduce Cell Phone Use While Driving and Promote Engaged Driving #8882-309-16

The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the board to identify strategies for families and workplaces that foster engaged driving. The contract authorizes CHSC to conduct research from June 20, 2019 thru June 30, 2021. This is a cost reimbursement contract with a budget of \$151,968.00. The following is a list of tasks the Center will perform under this contract:

- Task 0: Project Management
- Task 1: Literature Review and Scale Selection
- Task 2: Develop and Implement Surveys
- Task 3: Develop Guidance for Families and Workplaces
- Task 4: Create Resources and Complete Final Report

The deliverables for this contract include quarterly reports, literature review, survey, report summarizing assessment, report summarizing guidance and message recommendations, information sheets, guidance brief, PowerPoint slides, webinar, posters, and the final report.

During this quarter CHSC completed the Task 1 Report (Literature review) and began preliminary design of the surveys.

Progress Schedule

Activity	Percent Complete	2019-2021 - Month																							
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Task 0: Project Management	20%	X	X	X	X	X	X																		
Task 1: Literature Review	90%	X	X	X	X	X	X																		
Task 2: Surveys	0%					X	X																		
Task 3: Guidance	0%																								
Task 4: Final Reports and Products	0%																								

Anticipated work next quarter:

Meetings

In-person meeting

- Begin working with MDT to plan the in-person meeting
- Make travel arrangements for attendees
- Coordinator logistics for in-person meeting

Contract Status

Guidance on Evaluating Traffic Safety Culture Strategies #8882-309-14

- Received comments on Task 2 Journal Article, respond to comments, and submit article to journal for submission.
- Complete the framework to provide guidance to practitioner and begin working on the final report.

Guidance on Messaging to Avoid Reactance and Address Moral Disengagement #8882-309-15

- Respond to comments on the Task 2 Report
- Develop and test potential messages

Guidance to Promote Workplace Policies and Family Rules to Reduce Cell Phone Use While Driving and Promote Engaged Driving #8882-309-16

- Respond to comments on the Task 1 Report
- Develop surveys

Board Activities

- Review and provide comments on Task 2 Report (Journal Article) on Guidance for Evaluation...project
- Review and provide comments on Task 2 Report for Guidance on Messaging to Avoid Reactance... project
- Review and provide comments on Task 1 Report for Guidance to Promote Workplace Policies... project

Significant Results:

- None

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

Potential Implementation: None at this time.