

## 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.*

<b>Transportation Pooled Fund Program Project #</b> <i>(i.e., SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX))</i>  TPF-5(309) and TPF-5(444)	<b>Transportation Pooled Fund Program - Report Period:</b> <input checked="" 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 type="checkbox"/> Quarter 4 (October 1 – December 31)	
<b>Project Title:</b> <ul style="list-style-type: none"> <li>• Partnership for the Transformation of Traffic Safety Culture</li> <li>• Traffic Safety Culture – Phase 2</li> </ul>		
<b>Name of Project Manager(s):</b> Sue Sillick	<b>Phone Number:</b> 406-444-7693	<b>E-Mail</b> ssillick@mt.gov
<b>Lead Agency Project ID:</b> 8882-309, 8882-444	<b>Other Project ID (i.e., contract #):</b> 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, 8882-444-17	<b>Project Start Date:</b> TPF-5 (309)- Oct. 1, 2014  TPF-5 (444)- Oct. 1, 2019
<b>Original Project End Date:</b> TPF-5 (309)- September 30, 2019 TPF-5 (444)- September 30, 2024	<b>Current Project End Date:</b> TPF-5 (309)- September 30, 2022 TPF-5 (444)- September 30, 2024	<b>Number of Extensions:</b> 4 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
\$1,128,231.53 (Total costs for all contracts)	\$808,364.08	72%

### Overall Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$15,382.07 and 1%	\$15,382.07	72%

Total MDT IDCs for this quarter = \$3,062.26

**TPF-5 (309)- 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
\$0.00 and 00% Y5	\$0.00 Y5	100% Y5

\*MDT IDCS for this quarter for Y4 = \$459.24

**TPF-5 (309)- 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	\$28,476.35	71%

**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
\$2,153.87 and 4%	\$2,153.87	60%

\*MDT IDCs for this quarter = \$208.74

**TPF-5 (309)- Guidance of Messaging to Avoid Reactance and Address Moral...Overall Project Statistics:**

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$137,844.00	\$49,960.92	66%

**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
\$5,581.92 and 4%	\$5,581.92	45%

\*MDT IDCs for this quarter = \$1,572.97

**TPF-5 (309)- 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	\$8,471.99	27%

**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
\$5,390.73 and 4%	\$5,390.73	7%

\*MDT IDCs for this quarter = \$362.07

**TPF- 5(444)- Support Contract Project Statistics Year 1:**

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$61,249.00 Y1	\$2,255.55 Y1	29% Y1

**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
\$2,255.55 and 4% Y1	\$2,255.55 Y1	7% Y1

\*MDT IDCS for this quarter for Y4 = \$459.24

## 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

#### February 19<sup>th</sup> Quarterly Meeting

- Agenda
  - Financial update
  - Related efforts - relevant information and events
  - Active project updates
  - TSC-TPF BTSCRPNCHRP Submittal
  - 2020-2024 TSC TPF
  - Meetings
  - Action items
- Major actions
  - Approved meeting notes for November 2019 meeting.
  - CHSC provided updates about related efforts and current projects.
  - Board members provided updates about related efforts and current projects.
  - Discussed face-to-face meeting for phase 2 being held in Bozeman, MT in June. CHSC will begin booking travel in March. The dates of the face to face were June 9 and 10. The board discussed topics for the meeting agenda.
  - MDT will send out requests to transfer funding for all board members.

### Board Activities

- Reviewed and approved November's meeting notes.
- Continued process of requesting funds for FFY2020-2024 TPF solicitation.

### Program Fund Updates

TPF-5(309) As of March 31<sup>st</sup>, 2020, 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 March 31<sup>st</sup>, 2020, there are 18 participating states in the Transportation Pooled Fund (TPF) Program. They are CA, CT, GADOT, IADOT, ID, IL, IN, KS, KY, LA, MN, MS, MT, NV, TX, UT, VT, and WA. The 18 states participating in the program have committed \$1,390,000.00 in funds over the five-year period. The commitments by organization can be found at <https://www.pooledfund.org/Details/Study/668>.

Contract Status

**TPF-5 (309)- 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. Due to COVID 19, CHSC requested a two-month extension to the final deliverables. 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 submitted the journal article to Transportation Research Part F journal. The journal declined publication so CHSC is looking for another journal option. They continue to work on the final report which will include summary guidance for practitioners.

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	70%	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: Journal Article	95%				X	X	X	X	X	X	X										
Task 3: Final Report, Summary Guidance	20%								X	X	X	X	X	X	X						

**TPF-5 (309)- 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. Due to COVID 19, CHSC requested a two-month extension to deliverables. 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 addressed all comments regarding the Task 2 Report. They also conducted additional analyses of the survey responses and continued development of potential messages.

### 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	70%	X	X	X	X	X	X	X	X	X	X	X	X	X								
Task 1: Literature Review	100%	X	X	X	X	X																
Task 2: Surveys	100%					X	X	X	X	X												
Task 3: Message Guidance	50%									X	X	X	X	X	X							
Task 4: Final Reports and Products	10%													X	X							

### **TPF-5 (309)- 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. Due to COVID 19, CHSC requested a two-month extension to deliverables. 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 addressed comments regarding the Task 1 Report and continued development 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	X	X	X															
Task 1: Literature Review	100%	X	X	X	X	X	X																		
Task 2: Surveys	15%					X	X	X	X	X															
Task 3: Guidance	0%																								
Task 4: Final Reports and Products	0%																								

**TPF-5 (444)- Program Support Contract 8882-444-17**

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 8882-309-17 is for support services from January 1, 2020 until October 31, 2020. The progress schedule for FY 2020 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
- Task 5: Face-to-Face Meeting

As part of this work, CHSC staff provided support to the program manager at MDT and the board members during the February 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 January through March for MDT and the board’s review. CHSC also began planning for the face-to-face meeting. They updated all travel procedures, booked a hotel room block, set up timelines and deadlines for staff and board members, began looking into catering options, and booked the venue. This work was put on hold at the end of March, and no travel was booked for the board members as participating states must weigh in on travel restrictions and social distancing guidelines put in place due to COVID 19.

Progress Schedule Status

Activity	Percent Complete	Year 5 - Month									
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Task 1: Meeting Support	33%	X	X	X							
Task 2: Report Writing Support	33%			X							
Task 3: Support Outreach and Awareness	30%	X	X	X							
Task 4: Support Work Plan and Project Dev.	30%	X	X	X							
Task 5: Face to Face Meeting	20%		X	X							

**Anticipated work next quarter:**

Meetings

*Program Support Contract 8882-444-17*

Face to face meeting or virtual quarterly meeting

- All planning is on hold until early May when the board will decide about cancelling the face-to-face meeting.
- CHSC will set up the logistics for a May 20 call.

Contract Status

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

- Continue to work on draft final report and submit to Board by June 30, 2020.

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

- Develop and test potential messages
- Draft guidance and final report

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

- Develop and pilot test surveys

Board Activities

- Meet virtually in May
- Decide to hold face-to-face meeting in June

**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).**

- COVID 19

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