**TRANSPORTATION POOLED FUND PROGRAM**

**QUARTERLY PROGRESS REPORT**

Lead Agency (FHWA or State DOT): \_\_\_\_\_\_FHWA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTIONS:**

*Lead Agency contacts 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 #***TPF-5(447)* | **Transportation Pooled Fund Program - Report Period:**□Quarter 1 (January 1 – March 31)□Quarter 2 (April 1 – June 30)□Quarter 3 (July 1 – September 30)🗷Quarter 4 (October 1 – December 31) |
| **TPF Study Number and Title:**TPF-5(447) Traffic Control Devices Pooled Fund Study |
| **Lead Agency Contact:**Laura Mero, FHWA | **Lead Agency Phone Number:**(202) 493-3377 | **Lead Agency E-Mail**Laura.Mero@dot.gov |
| **Lead Agency Project ID:**TPF-5(447) | **Other Project ID (i.e., contract #):** | **Project Start Date:**February 12, 2020 |
| **Original Project Start Date:**October 1, 2002 | **Original Project End Date:**N/A Continuing Effort | **If Extension has been requested, updated project End Date:**  |

Project schedule status:

🗷 On schedule □ On revised schedule □ Ahead of schedule □ Behind schedule

Overall Project Statistics:

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|  **Total Project Budget** |  **Total Funds Expended****This Quarter** |  **Percentage of Work**  **Completed to Date** |
| Values indicate total commitments2016 – $325,0002017 – $375,0002018 – $290,0002019 – $335,000 2020 – $335,000 2021 – $405,0002022 – $440,0002023 - $395,000 | Ongoing Project (N/A) | Ongoing Project (N/A) |

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| **Project Description**:The purpose of the TCD PFS is to assemble a consortium composed of regional, State, local entities, appropriate organizations and the FHWA to 1) establish a systematic procedure to select, test, and evaluate approaches to novel TCD concepts as well as incorporation of results into the MUTCD; 2) select novel TCD approaches to test and evaluate; 3) determine methods of evaluation for novel TCD approaches; 4) initiate and monitor projects intended to address evaluation of the novel TCDs; 5) disseminate results; and 6) assist MUTCD incorporation and implementation of results. |

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| **Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):**Traffic Control Devices Pooled Fund Study Technical Support* Attended bi-weekly meetings with the TOCOR to discuss the status of the action items and activities under the task order (10/11/2023, 10/27/2023, 11/9/2023, 11/27/2023, 12/7/2023, and 12/21/2023). Created and maintained Excel spreadsheet to track list of upcoming deliverables and tasks.
* Provided monthly progress reports to the TOCOR.
* Drafted and finalized the Q3 report and posted it to the TPF website.
* Coordinated the next strategy session and identified some potential topics for discussion. Held strategy session on 12/8/2023.
* Updated contact list as appropriate and requested changes to email list and Teams. Sent contact list to TCD PFS in advance of the Q4 meeting requesting any updates. Shared updated contact list with TOCOR. Sent welcome emails to new representatives or members. Continued general cleaning of the TCD PFS Microsoft Teams Private Team. Began discussing plans for “Teams 101” meeting for members. Created an instructional video on how to change organizations in Teams and shared a link for TCD PFS members to sign up for 1-on-1 meetings, as needed, to help with Teams access issues.
* Scheduled the virtual Quarterly Meeting (Q4); drafted, finalized, and distributed the Q4 meeting agenda and other relevant materials; and facilitated the Q4 meeting. Drafted, finalized, and distributed the Q4 meeting minutes. Began discussing dates and topics for the Q1 meeting.
* Draft the Annual Meeting minutes and finalized based on TOCOR comments. Emailed Annual Meeting minutes to TCD PFS members and uploaded to Teams. Completed expense reimbursements for Annual Meeting attendees. Created a tracking document with notes for the next (2024) Annual Meeting. Discussed the timing of the Annual Meeting planning at the Q4 meeting and asked members for additional input on locations.
* Emailed the round 1 voting results for the 2023 research ideas to the TCD PFS members and held a virtual meeting with the TOCOR and TCD PFS members to discuss the round 1 voting results; held round 2 voting at the virtual meeting. Emailed round 2 voting results to the TCD PFS, indicating the 3 projects for which problem statements would be developed. Identified potential project champions for each of the 3 research ideas. Drafted the 3 problem statements, revised based on TOCOR and other comments received, and distributed to the TCD PFS prior to the Q4 meeting. Led discussion of the problem statements at the Q4 meeting and revised the problem statements, as needed, based on Q4 discussion. One problem statement (Pavement Markings) was split into two separate project statements for a total of 4 problem statements. Emailed TCD PFS with a link for voting on the 4 problem statements (round 3 of voting). Confirmed voting results for problem statements (round 3), discussed with TOCOR and PFS Chair, and sent results to the TCD PFS.
* Provided links for voting on potential State-of-Practice review and potential Literature review (as decided by the TOCOR and TCD PFS at the Annual Meeting). Shared the results of voting with the TCD PFS.
* Updated the Outreach Plan to include information from the Annual Meeting and developed a spreadsheet to track and prioritize “next steps” from the Outreach Plan. Prioritized the “next steps” and discussed these at the strategy session.
* Coordinated with NCUTCD to obtain a space for meeting up with TCD PFS members or potential new members at the NCUTCD Annual Meeting.

**Pedestrian Signing at Unsignalized Crossings*** Completed evaluation of the computer-based test (CBT) findings. Developed material for the CBT Tech Memo that documents the study approach and findings. Submitted the CBT Tech Memo on 10/19/23 to those invited to the 11/2/23 meeting.
* Participated in meeting with FHWA MUTCD Team, state representatives from the TCD-PFS, and the TOCOR on 11/2/23 to discuss the computer-based test (CBT) findings. Selected the two signs that will be used in the field tests.
* Prepared and made virtual presentation on the CBT findings to the TCD-PFS members on 11/30/23.
* Reviewed list of possible field sites for Frisco, Texas and short listed four sites that satisfied the study matrix. Met with Brian Moel and Joel Fritt of Frisco on 10/18/23 to discuss details about the field study including sign fabrication and data collection plans.
* Developed draft Request for Experiment for Frisco, Texas. Participated in a meeting in late November to discuss the draft request along with other details regarding the field study. The City of Frisco officially submitted the Request on 11/29/23 and received approval on 12/12/23.
* Identified possible field sites in Federal Way and Bellevue, Washington as these cities have expressed a willingness to assist with field studies. Began collecting additional site characteristics to determine if they satisfy the study matrix.
* Reached out to Bellevue, WA to gage their willingness to be a study location. They had interest and conducted internal discussions regarding the request. On 11/17/23 they emailed TTI that they are unable to participate in the research at this time. Their concerns were “given the volume of pending work orders for the street maintenance group and the potential liability concerns associated with non-MUTCD standard signs being in use for an extended period, we find it challenging to allocate resources to this research.”
* Reached out to Federal Way, WA to gage their willingness to be a study location. TTI participated in a meeting on 11/21/23 to discuss the details of the project. TTI provided the city with the list of potential study sites and a draft Request to Experiment on 12/1/23.
* Held meetings with Federal Way, WA (Jason Kennedy and Rick Perez) to discuss their willingness to be a study location. Based on the meetings, Federal Way talked to others including their legal department and to the state to determine concerns and/or whether they are able to participate in this study. TTI asked that they provide feedback by the end of the calendar year, and they informed us in late December that they can move forward.
* Discussed with Federal Way, WA potential study sites and the draft request to experiment. The three pedestrian crossings for the study were selected after additional discussions and emails. The list of study sites and back up sites were provided in the draft request to experiment provided by TTI to Federal Way.
* Federal Way submitted their Request for Experiment to FHWA on 12/22/23.
* Frisco provided draft layouts for both Stop For and Yield To signs. Participated in a meeting on 12/20/23 with FHWA to discuss the proposed sign design. Adison will gather feedback from the MUTCD Team. He asked what size sign would be used at each site and this information was provided to him for the Frisco sites and will be included in the Request for Experiment for the Federal Way sites. Reviewing comments on sign design provided by: Adison Zoretic (FHWA), Laura Mero (FHWA), and James S. Sullivan (Mississippi DOT).
* Held bi-weekly meetings with the TOCOR to discuss the activities within the project.

**Evaluation of Advisory Exit and Ramp Speed Signs*** Held bi-weekly meetings with the TOCOR to discuss project activities.
* Reinstalled data collection devices at selected sites and sensor locations in Maryland to capture additional data.
* Completed Analysis of Maryland and New Hampshire field data.
* Presented the project findings to the TCD PFS members at the TCD PFS Quarterly Meeting (Q4).
* Submitted the draft Technical Brief (12/18/2023).

**Comprehension and Legibility of Selected Symbol Signs Phase V*** Held bi-weekly meetings with the TOCOR to discuss project activities.
* Drafted kickoff meeting slides and finalized the slides based on feedback from the TOCOR.
* Held the project kickoff meeting.
* Drafted the kickoff meeting minutes and finalized based on feedback from the TOCOR.
* Emailed the TCD PFS requesting input on sign alternatives.
* Began an online search for existing sign designs and literature related to the potential sign categories.
* Obtained input from TCD PFS members to identify dates/times for a meeting to discuss sign conditions and alternatives.
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| **Anticipated work next quarter**:Traffic Control Devices Pooled Fund Study Technical Support* Continue holding bi-weekly meetings to discuss the status of the task order and will prepare the list of Action

Items and Activities prior to each meeting. Continue updating Excel spreadsheet of deliverables and tasks. * Continue providing monthly progress reports.
* Submit the draft Q4 progress report; post the approved Q4 progress report to the website.
* Continue to maintain and/or upload documents (as appropriate) to the contact list, email group, and Microsoft

Teams private team. Complete reorganization of the Microsoft Teams private team and coordinate a “Teams 101” call (and individual meetings, as necessary) to help TCD PFS members use Teams. Hold 1-on-1 calls, as needed, to help PFS members obtain access to Teams.* Attend and facilitate the Q1 meeting and develop meeting minutes.
* Email TCD PFS with links for voting on Annual Meeting locations and dates. Begin initial cost estimates for up to 3 potential meeting locations.
* Begin working on the literature review and state-of-practice review.
* Upload documents to/update the TCD PFS website, as appropriate.
* Discuss and begin implementing the high priority action items as identified in the Outreach Plan spreadsheet and as discussed with the TOCOR. Support FHWA with outreach or other tasks, as needed and identified by the TOCOR.

**Pedestrian Signing at Unsignalized Crossings*** Finalize design of the signs (STOP FOR and YIELD TO, both sizes) that are to be used in the field studies. Hold additional meetings with FHWA and the cities, as needed, to discuss sign design.
* Hold additional meetings or correspondence with City of Frisco and City of Federal Way for sign fabrication or field study plans, as needed.
* Begin field data collection planning. Review protocol. Identify potential field data collection teams. Gather needed supplies and equipment. Identify training needs based on who is available to collect field data. Once the sign designs are finalized and the cities have the signs fabricated, develop field data collection schedule.
* Participate in meetings, for example, bi-weekly meetings with FHWA and as needed with other groups.
* Submit this quarterly progress report by 1/8/24.
* Prepare for next Traffic Control Device Pooled Fund Study presentation.

**Evaluation of Advisory Exit and Ramp Speed Signs*** Hold bi-weekly meetings with the TOCOR to discuss project activities.
* Revise the Technical Brief based on comments received and submit the revised Technical Brief and publications package.
* Support the publications process and revise the Technical Brief, as needed.

**Comprehension and Legibility of Selected Symbol Signs Phase V*** Hold bi-weekly meetings with the TOCOR to discuss project activities.
* Complete the literature review and online search for existing sign designs and develop slides summarizing findings.
* Schedule and facilitate a virtual meeting with TCD PFS to discuss sign categories and alternatives.
* If needed, gather information from the general driving public for categories that do not have existing sign designs.
* Submit a draft list of sign alternatives for each of the selected sign categories.
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| **Significant Results:**None at this time.  |
| **Circumstance 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 at this time. |

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| **Potential Implementation:** All results from the Traffic Control Devices Pooled Fund Study are considered by FHWA for inclusion in subsequent MUTCD versions and interim approvals. |