**TRANSPORTATION POOLED FUND PROGRAM**

**QUARTERLY PROGRESS REPORT**

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

**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 #*****TPF-5(275)*** | **Transportation Pooled Fund Program - Report Period:****X** Quarter 1 (January 1 – March 31), 2014\_  Quarter 2 (April 1 – June 30), \_\_\_\_\_\_\_  Quarter 3 (July 1 – September 30), \_\_\_\_\_\_\_  Quarter 4 (October 1 – December 31), 2013\_\_\_  |
| **Project Title:****2014 Asset Management Conference and Training on Implementation Strategies** |
| **Name of Project Manager(s):**Matthew Haubrich, Iowa DOTTom Palmerlee, TRB | **Phone Number:**(515) 233-7902(202) 334-2907 | **E-Mail:**Matthew.Haubrich@dot.iowa.govTPalmerlee@nas.edu |
| **Lead Agency Project ID:**RT1025 | **Other Project ID (i.e., contract #):** | **Project Start Date:**9-21-2012 |
| **Original Project End Date:**10-1-2014 | **Current Project End Date:****10-1-2014** | **Number of Extensions:** |

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** |
| $235,000 | $105,268.74 | 42% |

***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** |
| $29,649 13% | $29,649 |  |

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| **Project Description**:**TRB will organize an Asset Management Conference attended by member states and interested parties to exchanges information the challenges of asset management implementation.  A venue for pooled fund partners will be developed to share state DOT best practices and strategies for overcoming challenges.** |

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| Report 4th Quarter, 2013 10th National Conference on Transportation Asset ManagementTPF-5(275) Asset ManagementProgress 3rd Quarter, 2013Oct-2013 Track Leaders Update Session TitlesOct-2013 Send to Publications for layout: AASHTO & Ohio Conference Announcement Oct-2013 Print AnnouncementOct-2013 Final session titles, descriptions, and speakers set & entered into softwareOct-2013 Workshop Leaders. Provide speakers and presentation topics for inclusion in the preliminary program.Oct-2013 Conference Chair complete preliminary slotting of sessions to times, distribute to track teams.Oct-2013 Final track team slotting comments dueOct-2013 AASHTO Annual Meeting in Denver. 500 announcement copiesOct-2013 Transit GIS Conference, 150 Announcement copies Oct-2013 Final slotting of sessions to timesOct-2013 Track leaders provide name of their Closing Session speaker Oct-2013 Track teams finish poster selectionOct-2013 AMPO, Portland, OR, 200 Announcement copiesOct-2013 Ohio Transportation Conference "Managing the Assets: Priorities, Partnerships & Performance" http://www.otecohio.org.- Andrew WilliamsOct-2013 FPTA Annual Conference, Clearwater Beach, Florida, Bittner, Send 400 copies Oct-2013 TRB Publications starts on 11x17 Advance ProgramOct-2013 Send Presenter AcceptancesOct-2013 Reminder re Track Webinar Applications due Nov 15Oct-2013 Send Presenter Rejects Nov-2013 Preliminary Program (full) editing complete, to TRB PublicationsNov-2013 11x17 Advance Program- PDF complete and postedDec-2013 11x17 Advance Program Layout to Printer (1000 copies)Dec-2013 Preliminary Program PostedDec-2013 Deadline for Presenter ConfirmationsDec-2013 E-News announcement that Prelim Program postedDec-2013 11x17 Advance Program Deliver to TRBDec-2013 Track Webinar Applications due to Lisa Marflak, TRB Webinar DirectorAnticipated 1st Quarter, 2014 WorkJan-2014 Distribute 1,000 Advance Programs at the TRB Annual meetingJan-2014 Planning Committee at TRB Annual MeetingJan-2014 Early Bird Registration DeadlineFeb-2014 Planning Committee CallMar-2014 AASHTO March 25 Washington Briefing. 200 Advance Programs to Matt HardyMar-2014 Final Program Text Deadline for planning committeeMar-2014 Advance Registration DeadlineApr-2014 Final Program editing complete, to TRB TRB PublicationsApr-2014 Send to PrinterApr-2014 Final Program to TRBApr-2014 Ship to MiamiApr-2014 Conference StartsSignificant ResultsConference Announcement printed and distributed to several appropriate meetings, including the AASHTO annual meeting and the Ohio “Managing Your Assets” conference. Special transit announcements were distributed to the Florida Public Transportation Association meeting, the APTA sustainability conference and the TRB Transit GIS conference..Advance Program document with all sessions and session description developed. 1,000 copies to be printed for distribution at the TRB Annual Meeting and other events. Contains link to posted Preliminary Program.Preliminary Program document with 20 pages, showing all sessions, presentations and speakers layout and posted to be the main reference.Approximately 85% of approximately 150 speakers confirmed.Needs calculated for state and local government speakers determined, compared to budgeted funds, and available amount committed to all those needing support.54 people registered. |
| **Anticipated work next quarter**:2nd Quarter Anticipated ActivitiesApr 08 All Tech Reps Conference CallApr 12 Leadership Conference CallApr 15 Developed Detailed Program Development Conference CallApr 15 Established Program TracksApr 16 Transit SGR Track Conference CallApr 16 Traditional Tracks Conference CallApr 23 Adaptation Track Conference CallApr 24 Revised Announcement Text FinalApr 26 Pooled Fund Tech Reps Chairs & TRB Staff CallApr 29 Revised Announcement Layout Complete, Send to Printer for AASHTO Spring MeetingMay 01 Finalize Track ObjectivesMay 03 Revised Announcement Copies Delivered to AASHTOMay 08 Call for Presentations text complete. Call to Pubs for LayoutMay 13 All Tech Reps Conference CallMay 15 Registration Site ReadyMay 15 Call for Presentations PostedMay 21 E News notice re Call for PresentationsMay 22 Finalize Track ObjectivesMay 29 Call for Presentations text complete. Call to Pubs for LayoutJun 05 Call for Presentations PostedJun 07 Meetings send notice that Call is openJun 07 Reminder email on Call for Presentations deadline from MeetingsJun 07 E News reminder to Call for Presentations DeadlineJun 07 Distribute Call for PresentationsJun-2013 All Tech Reps Conference CallJun 26 Planning Team Preliminary Decisions on Review Approach Report 3rd Quarter, 2013 Revised 10th National Conference on Transportation Asset ManagementTPF-5(275) Asset ManagementProgress 3rd Quarter Jul-2013 Research Contract with ISU Approved by NASJul-2013 Promotion at RAC/TRB State Reps Meeting in Baton RougeJul-2013 TRB E News reminder to Call DeadlineJul-2013 Reminder email on Call deadline to be sent by TRB Meetings StaffJul-2013 Promotion at 2013 Subcommittee on Maintenance with the Subcommittee on Asset Management Meeting. 7/21-25/13. Matt HardyJul-2013 Florida Promotion Conference CallJul-2013 Adaptation Track Conference CallJul-2013 Promotion at APTA’s Sustainability & Public Transportation Workshop, San Francisco. WeeksOct-2013 3 Workshop Leads re (a) workshop title and (b) description, (c) A one or two pager on who should attend and what they will gain. Jul-2013 Planning Committee Conference CallJuly 31, 2013 Presentation Proposals DueJul-2013 Session Planning Software Training/Plan Cm CallAug-2013 Promotion at Subcm on Transportation Finance Policy & SCOP in Minneapolis (Michael Bridges & Matt Hardy)Aug-2013 Conversion abstracts into Session Planning Software completeAug-2013 Registration Site ReadyAug-2013 Meeting of Principals re AASHTO Asset Mgt Subcommittee Peer Exchange in MiamiAug-2013 Distribute Abstracts to Planning Committee for ReviewAug-2013 Track Leaders Conference CallAug-2013 Webinar on using session building softwareSep-2013 Promotion at Transportation Association of Canada (TAC), WinnipegSep-2013 Planning Committee CallSep-2013 Promotion at Amotia Conference, Tampa, FL. Tim Lattner & Jennifer BrandenburgSep-2013 Promotion at APTA Annual Meeting on SGR Track . WeeksSep-2013 Draft Session Titles for the AASHTO Announcement Anticipated 4th Quarter WorkOct-2013 Track Leaders Update Session TitlesOct-2013 Set up Planning Committee Meeting for the TRB Annual MeetingOct-2013 Send the draft AASHTO Announcement to Pubs for AASHTO & Ohio Conference Announcement layoutOct-2013 AASHTO Announcement ready for Matt Hardy to pick upOct-2013 Final session titles, descriptions, and speakers set & entered into softwareOct-2013 Workshop Leaders. Provide speakers and presentation topics for inclusion in the preliminary program.Oct-2013 Conference Chair complete preliminary slotting of sessions to times, distribute to track teams.Oct-2013 Final track team slotting commentsOct-2013 Promotion at Transit GIS ConferenceOct-2013 Final slotting of sessions to timesOct-2013 Track teams finish poster selectionOct-2013 Promotion at AMPO, Portland, OR, Matt Hardy, 200Oct-2013 Promotion at Ohio Transportation Conference "Managing the Assets: Priorities, Partnerships & Performance" http://www.otecohio.org.- Andrew WilliamsOct-2013 Promotion at FPTA Annual Conference, Clearwater Beach, Florida, Bittner, 400 copies to Hilton Clearwater Hotel by Oct 25Oct-2013 Send Presenter AcceptancesOct-2013 Publication start on 11x17 Preliminary ProgramOct-2013 Send Presenter RejectionsNov-2013 Preliminary Program (full) editing complete, to TRB PubsNov-2013 11x17 Prelim Program- PDF complete and postedNov-2013 Track Webinar Applications due to Lisa MarflakNov-2013 Preliminary Program (full) PostedNov-2013 E-News Announcement on the Prelim ProgramDec-2013 11x17 Preliminary Program Layout to Printer (1000 copies)Dec-2013 Deadline for Presenter ConfirmationDec-2013 11x17 Delivered to TRB for Annual MeetingSignificant Results150 Total presentation proposal abstracts submitted, 50% more than for 2012 conferencePlanning team complete review of abstracts and develop sessions.Website with registration capability became operationalCustomized promotional material made available at numerous conferences. |

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| **Significant Results:** |
| **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).** |

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| **Potential Implementation:**  |