**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)  □Quarter 2 (April 1 – June 30)  □Quarter 3 (July 1 – September 30)  X 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 #):** | | **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** |
| $64,601.10 | $0.00 | 16% |

***Quarterly*** Project Statistics[[1]](#footnote-1):

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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** |
| $0.00 and 16% | $0.00 | 16% |
| **Project Description**:  This program is a cooperative effort of participating state 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 complimentary to 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 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  November 10th  The board, program manager, CHSC staff, and other interested parties met to discuss the following items:   * TPF Funding Status - commitments, funding transfers, plans to commit, and confirm board members. * Management Plan - Updated final draft was provided to participants. There are only a few items that still need to be addressed, such as if there should be different funding levels for participation, but the board felt this decision should wait until the pooled fund has some time to mature. After which, the Board can maker a more informed decision. * TSC-TPS Support Proposal - Discussed, commented and asked questions of CHSC staff on the Support proposal submitted to MDT. It was determined that the support proposal would be put to an e-mail vote for approval. * First Year Project and Project Schedule - There was a lengthy discussion on proposed projects and project schedules. It was determined that the CHSC would further develop two of the project ideas into scopes of work with budget and schedules. * Set the recurring quarterly Meeting Schedule at the third Wednesday, quarterly (February, May, August, and November) from 12-2 pm Mountain. * Discussed Process and Timeline - It was determined that in-person meetings would take place in May, unless opportunities arise to combine with other meetings.   The meeting minutes were compiled by CHSC staff and submitted to MDT for approval. These were then shared with participants at the meeting.  Board Activities   * Board membership was confirmed during November meeting. * Approved support proposal via online vote   Program Fund Updates  As of December 31st, there are 9 participating states in the TPF program. They are CT, IA, ID, LA, MT, NH, TX, UT, and WA. These 9 states have committed $975,000.00 in funds over a five year period. The commitments by organization can be found at <http://www.pooledfund.org/Details/Study/558>.  Contract Status  *Program Support Contract 8882-309-01*  Center for Health and Safety Culture at the Western Transportation Institute was chosen by the Board as the Program Support Agency and will provide overall ongoing pooled fund support to program management, the program participants and the TSC TPF Board. The contract for this service was executed on December 2nd, 2014. The contract is for support services from November 1st, 2014 until October 31st, 2015. CHSC will seek to renew this contract with the program every FFY. The contract is the only open project under program and costs for this service total $64,605.10. The following is a list of task the Center will perform for the program:   * Task 1: Meeting Support includes online and face to face meetings. * 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: Reimburse Pooled Fund Members Travel - This task covers the reimbursement of travel for 9 board members and the program manager from MDT.   The support proposal also covers travel for two CHSC staff, including one technical and one support staff.  As part of this work, the Center staff has completed a more detailed scope of work for two of the proposed projects, Cannabis Culture and Engagement in Traffic Safety. These project proposals were shared with the program manager and will be reviewed with the board members during an informal meeting at TRB on January 12th. The Center has also provided meeting support.  Progress Schedule Status   |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Activity** | Percent  Complete | **Year 1 - Month** | | | | | | | | | | | | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep.** | | Task 1: Meeting Support | 10% | X |  |  |  |  |  |  |  |  |  |  | | Task 2: Report Writing Support | 25% |  | X |  |  |  |  |  |  |  |  |  | | Task 3: Support Website | 18% | X | X |  |  |  |  |  |  |  |  |  | | Task 4: Support Outreach and Awareness | 18% | X | X |  |  |  |  |  |  |  |  |  | | Task 5: Support Work Plan and Project Dev. | 30% | X | X |  |  |  |  |  |  |  |  |  | | Task 6: Reimburse Travel | 0% |  |  |  |  |  |  |  |  |  |  |  | |
| **Anticipated work next quarter**:  Meetings  January 12th  Informal meeting of participating states and interested parties at TRB  Meeting agenda   1. Introductions (5 minutes) 2. Brief Project Overview and Information Guide - (5 minutes) 3. TPF Funding Status – Commitments, Funding Transfers, Plans to Commit, and Board Members (5 minutes) 4. Related TRB Events (5 minutes) - attachment 5. Western Transportation Institute (WTI) Safety Center of Excellence (15 minutes) 6. First Year Project(s) (15 minutes) - attachments 7. Additional Partners (5 minutes) 8. Recurring Quarterly Meeting Schedule and Next Steps – (5 minutes)   February 18th  *Quarterly meeting*   * Develop an agenda * Plans to discuss proposed project scope of work   Contract Status  *Program Support Contract 8882-309-01*   * Submit Quarterly report to MDT for review and approval * Provide meeting support for January and February meetings * Begin planning in person meeting for May * Continue outreach and awareness * Continue to develop project ideas and review with board |

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| **Significant Results:**   * FFY 2015 Program support contract executed * Detailed scopes of work for two projects provided to MDT and shared with interested parties |
| **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 |

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

1. The expenditures included in the progress schedule are actual expenditures by MSU as of January 1st.  It is important to note that salaries and benefits for a given month are not reported until the subsequent month (thus this report does not include salary and benefits for December). It also does not include salaries and benefits for November because the contract was not executed until Dec. 2nd. [↑](#footnote-ref-1)