**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)  X Quarter 3 (July 1 – September 30)  □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 #):**  8882-309-01, 8882-309-02,  8882-309-03 | | **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** |
| $359,020.00 | $95,843.40 | 55% |

**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** |
| $68,767.47 and 19% | $68,767.47 | 55% |

Total MDT IDCs for this quarter= $7,060.94

**Support Contract Project Statistics:**

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| **Total Project Budget** | **Total Cost to Date for Project** | **Percentage of Work**  **Completed to Date** |
| $66,949.00 | $32,789.60 | 95% |

**Support Contract 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** |
| $13,621.75 and 20% | $13,621.75 | 97% |

\*MDT IDCs for this quarter= $2,943.32

**Cannabis Overall Project Statistics:**

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| **Total Project Budget** | **Total Cost to Date for Project** | **Percentage of Work**  **Completed to Date** |
| $142,241.00 | $31,243.51 | 35% |

**Cannabis 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** |
| $27,289.46 and 19% | $27,289.46 | 35% |

\*MDT IDCs for this quarter= $2,250.45

**Citizenship Overall Project Statistics:**

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| **Total Project Budget** | **Total Cost to Date for Project** | **Percentage of Work**  **Completed to Date** |
| $149,830.00 | $31,810.29 | 35% |

**Citizenship 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** |
| $27,856.26 and 18% | $27,856.26 | 34% |

\*MDT IDCs for this quarter= $1,867.17

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| **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 complementary 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  August 27th   * The purpose of this meeting was to discuss the TraSaCu project with one of the visiting researchers, Dr. Bahar Oz. This meeting was not a regularly scheduled quarterly call and was only attended by half of the board. * Dr. Oz is an assistant professor for the Department of Psychology at Middle East Technical University in Turkey. She discussed her background, current research and provided an overview of Middle East Technical University’s role in the TraSaCu project. * The meeting attendees asked Dr. Oz questions about her work in organizational safety culture, her time in the U.S., and her overall experience working with the researchers at WTI.   The meeting was recorded and can be downloaded for review at <https://filetransfer.coe.montana.edu/message/yT0kKiBSgzkMrjnsB6H0qF>.  September 28th and 29th- In-person meeting at WTI in Bozeman, MT  Day One   * Agenda   + TPF updates provided for match, commitments, funding transfers, and plans to commit   + Revisited management plan   + Travel requests and review of deliverables   + RFP discussion   + Cannabis project review * Major actions:   + The board decided to:     - issue an RFI to collect additional research ideas,     - retain WTI-CHSC as the principal research entity, and     - continue to send deliverables to all interested parties.   + The board will not issue an RFP but would like CHSC to nominate peer reviewers for final deliverables on both research projects.   + MDT will update the management plan based on meeting notes.   Day Two   * Agenda   + Traffic Safety Citizenship project update.   + TraSaCu project update   + Review of other related efforts   + New project ideas   + Management support proposal   + Discussed the recurring quarterly meeting schedule and next steps. The board is considering meeting at TRB. * Major actions:   + The board was asked to choose 3 risk factors affecting traffic safety in their states. They choose impaired driving, seatbelt use, and distracted driving.   + CHSC will put together examples of pro-social behaviors for each of these factors and share them with the board.   + The board asked CHSC to submit an updated management support proposal on October 13th.   The meeting notes were compiled by CHSC staff and submitted to MDT for approval. These will be shared with participants at the meeting.  Board Activities   * Approved May meeting notes * Reviewed and revised management plan * Decided to retain WTI as the principal research entity and issue an RFI for research ideas * Asked CHSC for a support contract proposal * Reviewed and provided comments on Task 1 Report for the Cannabis project * Board chose dates and location for in-person meeting - Bozeman, MT on September 28th and 29th   Program Fund Updates  As of September 30th, there are 11 participating states in the TPF program. They are CA, CT, IA, ID, IN, LA, MT, NH, TX, UT, and WA. The 11 states participating in the program have committed $1,055,000.00 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*  The Center for Health and Safety Culture (CHSC) provided meeting support during the August call as well as submitted a quarterly report in July for MDT’s review and approval. The Center staff continued to support the TSC TPF through outreach and awareness and supporting work plan and project development. They also provided an update to MDT on TSC related efforts which were added to the TPF website.  CHSC completed planning, travel arrangements, and preparations for the in-person meeting in September. They set up a room block at a local hotel, arranged for transportation to/from the hotel for meeting participants, secured meeting space at WTI with audio visual equipment, arranged for catered meals, and set up GoToMeetings for folks who were unable to attend in person. CHSC worked with all meeting attendees to arrange their travel which included booking their flights, hotels rooms, and transportation needs. They sent personalized emails to each meeting attendee confirming all of the travel details as well as their lunch order. During the in-person meeting, CHSC took meeting notes, ran the online GoToMeeting, participated in the meeting, coordinated the meals, picked up additional snacks for the group, attended the Monday networking dinner, answers meeting attendees’ questions about reimbursements and provided logistical support throughout the two days. Immediately following the meeting, CHSC contacted the hotel and catering for invoices in an effort to move the reimbursement process along per MDT’s request. They also sent a follow-up email to participants requesting travel reimbursement forms.  Progress Schedule Status   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Activity** | Percent  Complete | **Year 1 - Month** | | | | | | | | | | | | | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep.** | **Oct.** | | Task 1: Meeting Support | 87.5% | X |  | X | X |  | X | X |  |  | X | X |  | | Task 2: Report Writing Support | 100% |  | X |  |  | X |  |  | X |  |  | X |  | | Task 3: Support Website | 100% | X | X | X | X | X | X | X | X | X | X | X |  | | Task 4: Support Outreach and Awareness | 100% | X | X | X | X | X | X | X | X | X | X | X |  | | Task 5: Support Work Plan and Project Dev. | 100% | X | X | X | X | X | X | X | X | X | X | X |  | | Task 6: Reimburse Travel | 80% |  |  |  |  |  |  |  | X | X | X | X |  |   *As assessment of traffic safety culture related to driving after cannabis use Contract #8832-309-02*  The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the board to conduct an assessment of traffic safety culture related to driving after cannabis use. The contract for this service was executed on May 26th, 2014. The contract is to conduct research from June 1st, 2015 until July 31st, 2016. This is a cost reimbursement contract with a budget of $142,241.00. The following is a list of tasks the Center will perform under this contract:   * Task 0: Project Management * Task 1: Literature Review * Task 2: Survey Instrument * Task 3: Survey Implementation/Analysis * Task 4: Final Report and Webinar   The deliverables for this contract include quarterly reports, summary of literature report findings, a survey instrument, a statistical report with summary of analysis, final report, research project summary report, and webinar.  In this quarter, the Center completed the literature review and provided the Task 1 draft report to MDT for review. They also started working on Task 2, creation of the survey instrument. CHSC completed phase 1 and phase 2 of the survey development. During phase 1, research associates with the Center conducted interviews with Cannabis users to better understand their attitudes and beliefs regarding driving under the influence of cannabis. These interviews along with the literature review helped inform the development of a pilot survey. Phase 2 of survey development involved narrowing the list of behavioral constructs found in the literature review and phase 1, creating a pilot survey and testing it with about 100 participants. The survey was completed through Qualtrics. Results of both phases of survey development and the literature review were discussed during day one of the in-person meeting.  Progress Schedule Status   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Activity** | Percent  Complete | **Year 1 - Month** | | | | | | | | | | | |  |  | | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | | Task 0: Project Management | 28% | X | X | X | X |  |  |  |  |  |  |  |  |  |  | | Task 1: Literature Review | 95% | X | X | X |  |  |  |  |  |  |  |  |  |  |  | | Task 2: Survey Instrument | 50% |  |  | X | X |  |  |  |  |  |  |  |  |  |  | | Task 3: Survey Implementation / Analysis | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Task 4: Final Report & Webinar | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   *As assessment of traffic safety culture: exploring traffic safety citizenship Contract #8832-309-03*  The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the board to conduct an assessment of traffic safety culture: exploring traffic safety citizenship. The contract for this service was executed on May 26th, 2014. The contract is to conduct research from June 1st, 2015 until July 31st, 2016. This is a cost reimbursement contract with a budget of $149,830.00. The following is a list of tasks the Center will perform under this contract:   * Task 0: Project Management * Task 1: Literature Review * Task 2: Survey Instrument * Task 3: Survey Implementation/Analysis * Task 4: Final Report and Webinar   The deliverables for this contract include quarterly reports, summary of literature report findings, a survey instrument, a statistical report with summary of analysis, final report, research project summary report, and webinar.  CHSC completed the literature review and sent the Task 1 draft report to MDT for review on September 30th, 2015. They will finalize the report after they receive comments from the board. The literature review findings were shared with the board during day two of the in-person meeting. CHSC also reviewed the survey instrument plan with the board. They plan to conduct interviews regarding pro-social behaviors to inform the development of a pilot survey. To aid in the development of the survey, CHSC asked the board to identify the top three risk factors affecting traffic safety in their state. The board decided that impairment, seatbelt use and distracted driving were the top three. The Center agreed to provide two examples of pro-social behaviors for each of these risk factors to help aid the board in deciding what behavior(s) the survey will focus on.  Progress Schedule Status   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Activity** | Percent  Complete | **Year 1 - Month** | | | | | | | | | | | |  |  | | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | | Task 0: Project Management | 28% | X | X | X | X |  |  |  |  |  |  |  |  |  |  | | Task 1: Literature Review | 95% | X | X | X | X |  |  |  |  |  |  |  |  |  |  | | Task 2: Survey Instrument | 30% |  |  | X | X |  |  |  |  |  |  |  |  |  |  | | Task 3: Survey Implementation / Analysis | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Task 4: Final Report & Webinar | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Anticipated work next quarter**:  Meetings  November 18th   * Set up GoToMeeting and send to Sue to distribute * Contribute to development of agenda * Take notes during meeting   Contract Status  *Program Support Contract 8882-309-01*   * Finalize meeting notes and send to MDT for review * Complete travel reimbursements * Finalize quarterly report and send to MDT for review * Request reimbursements for travel and food and beverage * Finalize proposal for next year’s contract   *Cannabis Contract* *#8832-309-02*   * Provide line item responses to comments on Task 1 draft report and update accordingly * Complete survey development and initiate survey administration * Submit survey instrument (Task 2 report) to MDT on Nov. 30th   *Citizenship Contract #8832-309-03*   * Provide line item responses to comments on Task 1 draft report and update accordingly * Provide examples of pro-social behaviors for three risk factors (impairment, distracted driving, and occupant   protection)   * Choose pro-social behavior(s) the survey will focus on * Complete survey development * Submit survey instrument (Task 2 report) to MDT on December 31st |

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| **Significant Results:**   * Task 1 report submitted for Cannabis contract * Task 1 report submitted for Citizenship contract * Board decided to retain WTI-CHSC as the principal research entity |
| **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 at this time |

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