

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.

Transportation Pooled Fund Program Project # <i>(i.e., SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX))</i> TPF-5(309)		Transportation Pooled Fund Program - Report Period: <input type="checkbox"/> Quarter 1 (January 1 – March 31) <input checked="" 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)	
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, 8882-309-04, 8882-309-05, 8882-309-07, 8882-309-08, 8882-309-09, 8882-309-10, 8882-309-11, 8882-309-12	Project Start Date: Oct, 1 st , 2014	
Original Project End Date: September 30 th , 2019	Current Project End Date: September 30 th , 2019	Number of Extensions: 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
\$702,799.53 (Total costs for all contracts)	\$534,083.86	76%

Overall Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$40,205.18 and 6%	\$40,205.18	76%

Total MDT IDCs for this quarter= \$5,753.53

Support Contract Project Statistics Year 4:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$22,621.00 Y4	\$16,521.98 Y4	69% Y4

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
\$9,875.89 and 43% Y4	\$9,875.89 Y4	65% Y4

MDT IDCs for this quarter for Y4= \$1,342.69

TraSaCu Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$20,812.50	\$14,308.05	N/A

TraSaCu Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$2,207.82 and 11%	\$2,207.82	N/A

*MDT IDCs for this quarter= \$246.74

Law Enforcement Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$168,149.00	\$102,301.80	61%

Law Enforcement Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$28,121.47 and 17%	\$28,121.47	61%

*MDT IDCs for this quarter= \$4,164.10

Key Information for DUIC Policy Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$10,919.00	\$0.00	0%

Key Information for DUIC Policy 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 0%	\$0.00	0%

*MDT IDCs for this quarter= \$0.00

Traffic Safety Culture Primer Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$45,682.00	\$0.00	0%

Traffic Safety Culture Primer 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 0%	\$0.00	0%

*MDT IDCs for this quarter= \$0.00

Traffic Safety Citizenship Communication Tools Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$33,844.00	\$0.00	0%

Traffic Safety Citizenship Communication Tools 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 0%	\$0.00	0%

*MDT IDCs for this quarter= \$0.00

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

May 16th Quarterly Meeting

- Agenda
 - Financial update
 - Road to Zero Coalition Report
 - Related efforts - relevant information and events
 - Project updates
 - New project proposals
 - FFY2020-2024 TPF solicitation
 - Meetings

- Action items
- Major actions:
 - Approved meeting notes for February 2018 meeting.
 - CHSC reviewed the Road to Zero Coalition Report, provided updates about TSC related projects, as well as provided an update on the progress of the law enforcement project.
 - MDT will begin contracting three new projects soon. MDT has requested the fourth project proposal from CHSC. Once that proposal is drafted, MDT would like CHSC to draft the final two proposals.
 - MDT will work on adding funding to the pooled fund, so all 6 proposed projects can be funded prior to the end of the program.
 - MDT has requested comments from board on the 2020-2024 TPF solicitation.

Board Activities

- Reviewed and approved February's meeting notes.
- Reviewed and commented on the evaluation project proposals.
- CT, IL, and ID introduced CHSC to law enforcement agencies to begin the survey process.
- MT agreed to be the fourth state in the law enforcement project and began recruiting.

Program Fund Updates

As of June 30th, 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>.

Contract Status

Program Support Contract 8882-309-09

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 8882-309-09 is for support services from November 1st, 2017 until October 31st, 2018. The progress schedules for FY 2018 are below. The following is a list of tasks the Center will perform for the program:

- Task 1: Meeting Support
- 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

As part of this work, the Center staff provided support to the program manager at MDT and the board members during the May 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 April through June for MDT and the board's review.

CHSC provided line item responses for the Traffic Safety Citizenship Primer, Safety Citizenship Primer, and Effective DUI Policy projects in April and MDT began working on contracts. CHSC submitted the Evaluation of Traffic Safety Culture Strategies project proposal for board review.

The board decided not to hold a face to face meeting this year, so Task 6 was removed from the contract and the amount authorized for this contract was reduced to \$22,621.00.

Progress Schedule Status

Activity	Percent Complete	Year 4 - Month											
		Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Task 1: Meeting Support	67%	X	X	X	X	X	X	X	X				
Task 2: Report Writing Support	75%		X			X			X				
Task 3: Support Website	67%	X	X	X	X	X	X	X	X				
Task 4: Support Outreach and Awareness	67%	X	X	X	X	X	X	X	X				
Task 5: Support Work Plan and Project Dev.	67%	X	X	X	X	X	X	X	X				

International Travel Contract to Support Collaboration with the European Traffic Safety Culture Project (TraSaCu) Contract #8882-309-04

This is an MPART Small Project with MDT and CHSC. MDT requires a 1:1 match for all of these funds. The purpose of this project is to partially fund travel costs for Nic Ward, Director of CHSC, to attend TraSaCu meetings. This project end date was extended to September 30, 2019 to align with the end date of the program.

Nic Ward cancelled his trip to Vienna in April due to a lack of interactive sessions on the TraSaCu project. He did not feel this would be a valuable use of the pooled fund monies. The airfare will be used toward another trip in the future. MDT approved the cancellation and use of funds for a future trip.

Understanding Law Enforcement Attitudes and Beliefs about Traffic Safety #8882-309-08

The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the board to conduct research to understand law enforcement attitudes and beliefs about traffic safety. This study will use a comparative case study design that will examine the differences among four states (rural and urban). The contract authorizes CHSC to conduct research from March 31st, 2017 until March 31st, 2019. This is a cost reimbursement contract with a budget of \$168,149.00. The following is a list of tasks the Center will perform under this contract:

- Task 0: Project Management
- Task 1: Literature Review and Formative Interviews
- Task 2: Survey Design and Interview Questions
- Task 3: Survey Implementation and Analysis
- Task 4: Final Report and Webinar

The deliverables for this contract include quarterly reports, summary of literature review findings, a survey instrument, summary of analysis from the survey and the interviews, agency reports, final report, research project summary report, and webinar.

CHSC worked on pilot testing a survey and interview questions and finalizing the Task 2 Report as well as assisting the four states with law enforcement agency recruitment. CHSC requested a four-week extension to complete the Task 2 Report in order to complete pilot testing. This extension would not affect the project schedule as a whole. The extension was granted, and the Task 2 Report was sent to MDT for review and distribution on February 26th. The board reviewed and provided CHSC comments on the report on March 28th.

CHSC submitted a revised Task 2 Report and line item responses to comments to MDT on April 18th. The final round of comments was due back to MDT on May 9th. There were no additional comments so CHSC moved forward with final development and implementation of the survey. Montana replaced Louisiana as one of the rural states participating in this project. CHSC began working with MDT to recruit agencies in May. MDT is recruiting agencies.

Representatives from the other three states (ID, IL, and CT), introduced CHSC to participating agencies at the beginning of June. CHSC followed up with each agency providing survey guidance and draft emails for each leader to send to the individuals in each agency.

Progress Schedule Status

Activity	Percent Complete	Year 1 and 2 - Month																							
		Apr	Ma	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep	Nov	Dec	Jan	Feb	Mar	
Task 0: Project Management	65%	X	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: Survey Instrument	100%				X	X	X	X	X	X	X														
Task 3: Survey Implementation / Analysis	40%							X	X	X	X	X	X	X	X										
Task 4: Final Report & Webinar	0%																								

Key Information for DUIC Policy #8882-309-10

The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the board to provide a set of tools to educate and engage stakeholders to inform decision-making about effective DUIC policy and counter measures. The contract authorizes CHSC to conduct research from June 19th, 2018 until January 31st, 2019. This is a cost reimbursement contract with a budget of \$10,919.00. The following is a list of tasks the Center will perform under this contract:

- Task 0: Project Management
- Task 1: Identify Issues
- Task 2: Summarize Information
- Task 3: Draft Products
- Task 4: Final Products

The deliverables for this contract include quarterly reports, an outline of selected (priority) issues, draft of information summary, draft products including an infographic, talking points, poster design and PowerPoint presentations, and final products.

Progress Schedule Status

Activity	Percent Complete	2018/2019 - Month						
		Jul	Aug	Sep	Oct	Dec	Jan	
Task 0: Project Management	0%							
Task 1: Identify Issues	0%							
Task 2: Summarize Information	0%							
Task 3: Draft Products	0%							
Task 4: Final Products	0%							

Traffic Safety Culture Primer #8882-309-11

The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the board to provide a multimedia primer about traffic safety culture (TSC) and how a cultural perspective can support vision zero goals. The contract authorizes CHSC to conduct research from June 19th, 2018 until July 31st, 2019. This is a cost reimbursement contract with a budget of \$45,682.00. The following is a list of tasks the Center will perform under this contract:

- Task 0: Project Management
- Task 1: Develop Detailed Outline for TSC Multimedia Primer Components
- Task 2: Design and Create Initial Drafts of TSC Multimedia Primer Components
- Task 3: Produce Final Drafts of TSC Multimedia Primer Components

The deliverables for this contract include quarterly reports, detailed outlines for the multimedia primer, drafts of the primer, and final primer. The primer will include a series of PowerPoint slides, animated video, a webinar, and a poster.

Progress Schedule Status

Activity	Percent Complete	2018/2019 - Month											
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Apr	May	Jun	Jul
Task 0: Project Management	0%												
Task 1: Develop Detailed Outline for TSC Multimedia Primer Components	0%												
Task 2: Design and Create Initial Drafts of TSC Multimedia Primer Components	0%												
Task 3: Produce Final Drafts of TSC Multimedia Primer Components	0%												

Traffic Safety Citizenship Communication Tools #8882-309-12

The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the board to create meaningful communication tools for state and local traffic safety professionals that can be implemented immediately to build the capacity of critical stakeholders about traffic safety citizenship as a strategy to improve traffic safety. The contract authorizes CHSC to conduct research from June 19th, 2018 until May 31st, 2019. This is a cost reimbursement contract with a budget of \$33,844.00. The following is a list of tasks the Center will perform under this contract:

- Task 0: Project Management
- Task 1: Develop Detailed Outline for Traffic Safety Citizenship Communication Tools
- Task 2: Design and Create Initial Drafts of Traffic Safety Citizenship Communication Tools
- Task 3: Produce Final Drafts of Traffic Safety Citizenship Communication Tools

The deliverables for this contract include quarterly reports, detailed outlines for the communication tools, drafts of the communication tools, and communication tools. The communication tools will include a series of PowerPoint presentation, a conversation guide, and a poster.

Progress Schedule Status

Activity	Percent Complete	2018/2019 - Month									
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Apr	May
Task 0: Project Management	0%										
Task 1: Develop Detailed Outline for Communication Tools	0%										
Task 2: Design and Create Initial Drafts of Communication Tools	0%										
Task 3: Produce Final Drafts of Communication Tools	0%										

Anticipated work next quarter:

Meetings

Aug 16th

- Send out WebEx information
- Finalize and distribute agenda

Contract Status

Program Support Contract 8882-309-09

- Assist in meeting preparation and note development.
- Provide WebEx invites to MDT for board distribution.
- Provide technical assistance and note taking during all meetings.
- Respond to comments on three project proposals.
- Submit a proposal for the evaluation project.

International Travel Contract to Support Collaboration with the European Traffic Safety Culture Project (TraSaCu) Contract #8882-309-04

- Kari Finley will present Traffic Safety Citizenship at the International Conference on Interdisciplinary Social Sciences in July.

Understanding Law Enforcement Attitudes and Beliefs about Traffic Safety #8832-309-08

- Send survey to MT agencies once contact information has been received.
- Follow up with each agency with updates about the number of surveys completed.
- Continue to assist agencies as needed with survey implementation.
- Schedule and conduct leadership interviews.

Key Information for DUIC Policy #8882-309-10

- Identify issues and summarize information.

Traffic Safety Culture Primer #8882-309-11

- Begin outlining components of primer.

Traffic Safety Citizenship Communication Tools #8882-309-12

- Begin outlining communication tools.

Board Activities

- MT will work with CHSC to continue to recruit law enforcement agencies within their state to participate in the law enforcement research project.
- ID, IL, and CT assist CHSC if agencies are not responding.
- Review and provide comment on the evaluation project.

- Review and provide comment on the final two projects

Significant Results:

- Canceled face to face meeting and removed it from support contract.
- Approved Task 2 Report.
- Reviewed and commented on the evaluation project proposal.

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

Potential Implementation: None at this time.