

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 type="checkbox"/> Quarter 2 (April 1 – June 30) <input type="checkbox"/> Quarter 3 (July 1 – September 30) <input checked="" 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, 8882-309-13	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: 2	

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
\$759,299.53 (Total costs for all contracts)	\$579,650.88	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
\$26,829.85 and 4%	\$26,829.85	76%

Total MDT IDCs for this quarter= \$3,031.69

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	\$21,649.36 Y4	100% 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
\$2,314.99 and 10% Y4	\$2,314.99 Y4	100% Y4

MDT IDCS for this quarter for Y4= \$460.21

Support Contract Project Statistics Year 5:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$56,500.00 Y5	\$368.04 Y5	10% Y5

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
\$368.04 and 1% Y5	\$368.04 Y5	2% Y5

MDT IDCS for this quarter for Y4= \$38.61

TraSaCu Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$20,812.50	\$16,511.10	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
\$487.62 and 2%	\$487.62	N/A

*MDT IDCs for this quarter= \$51.15

Law Enforcement Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$168,149.00	\$123,018.39	75%

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
\$11,625.64 and 7%	\$11,625.64	74%

*MDT IDCs for this quarter= \$1,219.54

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	\$3,164.40	35%

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
\$2,452.83 and 22%	\$2,452.83	33%

*MDT IDCs for this quarter= \$257.30

Traffic Safety Culture Primer Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$45,682.00	\$7,737.39	38%

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
\$5,267.78 and 12%	\$5,267.78	18%

*MDT IDCs for this quarter= \$552.59

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	\$6,250.17	38%

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
\$4,312.95 and 13%	\$4,312.95	16%

*MDT IDCs for this quarter= \$452.59

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

November 19th Quarterly Meeting

- Agenda
 - Financial update and management support contract
 - Related efforts - relevant information and events
 - Active project updates
 - Projects pending contracts update
 - BTSCRIP problem statement
 - FFY2020-2024 TPF solicitation and webinar
 - Meetings
 - Action items
- Major actions
 - Approved meeting notes for August 2018 meeting.
 - Board members were asked to initiate transfers for FFY19 funding as well as to begin process of requesting funding for the new Pooled Fund.
 - CHSC provided updates about related efforts and current projects.
 - Board members provided updates about related efforts and current projects.
 - CHSC reviewed the status of the proposals. The TSC Evaluation project proposal and the Reactance-Disengagement project proposal has been revised and sent to MDT for final review. The Engaged Driving project proposal is being revised and will be sent to MDT soon.
 - CHSC and MDT will work together to plan a webinar that introduces the TPF and its accomplishments to prospective new members for the upcoming new Pooled Fund.

Board Activities

- Reviewed and approved August's meeting notes.
- Transfer FFY19 funds.
- Begin process of requesting funds for FFY2020-2024 TPF solicitation.

Program Fund Updates

As of December 31st, 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 and 8882-309-13

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. Contract 882-309-13 is for support services from November 1st, 2018 until October 31st, 2019. The progress schedules for FY 2018 and 2019 are below. The following is a list of tasks the Center will perform for the program in FY19:

- Task 1: Meeting Support
- Task 2: Report Writing Support
- Task 3: Support Outreach and Awareness
- Task 4: Support Work Plan and Project Development
- Task 5: Face to Face Meeting

As part of this work, the Center staff provided support to the program manager at MDT and the board members during the November 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 October through December for MDT and the board's review. CHSC revised the three outstanding project proposals, promoted the Pooled Fund program through webinar and website, and continued planning webinar about Pooled Fund.

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	100%	X	X	X	X	X	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	X
Task 4: Support Outreach and Awareness	100%	X	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	X
Activity	Percent Complete	Year 5 - Month											
		Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Task 1: Meeting Support	16%	X	X										
Task 2: Report Writing Support	25%		X										
Task 3: Support Outreach and Awareness	16%	X	X										
Task 4: Support Work Plan and Project Dev.	16%	X	X										
Task 5: Face to Face Meeting	0%												

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 attended a post project meeting with TraSaCu participants as well as the EU safety conference in Vienna, Austria in November. He will provide an update at the next quarterly meeting.

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 April 30th, 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 closed the survey for all agencies, finalized individual interview reports, and began analysis. CHSC requested an extension to the end date of the project to allow for more time for CHSC analysis and MDT review. The project was extended to April 30th, 2019.

Progress Schedule Status

Activity	Percent Complete	2017-2019 - Month																							
		Apr	Ma	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Ma
Task 0: Project Management	84%	X	X	X	X	X	X	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	X													
Task 3: Survey Implementation / Analysis	80%							X	X	X	X	X	X	X	X	X	X	X	X	X	X				
Task 4: Final Report & Webinar	10%																	X	X	X	X				

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. The end date of this project has been extended to April 30th, 2019 due to delay in receipt of comments for Task 1. 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.

Task 1 Report comments and policy rankings were sent to CHSC on Nov. 18th. The comments were very brief and will be addressed in the final report. CHSC compiled rank order of policy issues. They collected and reviewed relevant literature for the top ranked policy issue: impairment effects of cannabis.

Progress Schedule Status

Activity	Percent Complete	2018/2019 - Month											
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr		
Task 0: Project Management	50%	X	X	X	X	X	x						
Task 1: Identify Issues	100%	X	X	X	X								
Task 2: Summarize Information	20%				X	X	X						
Task 3: Draft Products	5%												
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, an animated video, a webinar, and a poster.

CHSC sent the Task 1 Report to MDT on October 31st. The TSC-TPF had minor comments that will be addressed in the draft report. CHSC began to draft text for the main primer component and continued to work with Morrison Creative on branding for primer.

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	20%	X	X	X	X	X	X								
Task 1: Develop Detailed Outline for TSC Multimedia Primer Components	100%	X	X	X	X	X									
Task 2: Design and Create Initial Drafts of TSC Multimedia Primer Components	35%						X								
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 regarding 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 presentations, a conversation guide, and a poster.

CHSC submitted Task 1 Report to MDT on October 31st. The TSC-TPF had no comments on the report. CHSC began drafting the text for the safety citizenship communication tools based on the approved outlines.

Progress Schedule Status

Activity	Percent Complete	2018/2019 - Month											
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Task 0: Project Management	60%	X	X	X	X	X	X						
Task 1: Develop Detailed Outline for Communication Tools	100%	X	X	X	X								
Task 2: Design and Create Initial Drafts of Communication Tools	5%				X	X	X						
Task 3: Produce Final Drafts of Communication Tools	0%												

Anticipated work next quarter:

Meetings

Feb. 20th

- Send out WebEx information.
- Finalize and distribute agenda.
- Record meeting and take notes.

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.

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

- None

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

- Finalize data analysis and draft report.
- Submit final report on February 15th, 2019.
- Develop agency reports template and draft reports.

Key Information for DUIC Policy #8882-309-10

- Submit Task 2 Report to MDT.

- Assess budget to determine how many more policy issues can be addressed.

Traffic Safety Culture Primer #8882-309-11

- Continue to develop initial drafts of Traffic Safety Culture Multimedia Primer components.

Traffic Safety Citizenship Communication Tools #8882-309-12

- Complete all initial drafts of Traffic Safety Citizenship Communication tools and provide to MDT for review in February.

Board Activities

- Transfer FFY19 funds as soon as possible.
- Review and provide comments on Law Enforcement Draft Final Report.
- Review and provide comments on Key Information for DUIC Policy Task 2 Report.
- Review and provide comments on Traffic Safety Citizenship Communication Tools Task 2 Report.

Significant Results:

- None

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).

- CHSC noted that there will not be enough time for board review of the Task 2 Report for the Key Information for DUIC Policy project. They will address this with the research manager at MDT in the next quarter.

Potential Implementation: None at this time.