**TRANSPORTATION POOLED FUND PROGRAM**

**QUARTERLY PROGRESS REPORT**

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

**INSTRUCTIONS:**

*Lead Agency contacts 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 #***TPF-5(447)* | **Transportation Pooled Fund Program - Report Period:**□Quarter 1 (January 1 – March 31)🗷Quarter 2 (April 1 – June 30)□Quarter 3 (July 1 – September 30)□Quarter 4 (October 1 – December 31) |
| **TPF Study Number and Title:**TPF-5(447) Traffic Control Devices Pooled Fund Study |
| **Lead Agency Contact:**Laura Mero, FHWA | **Lead Agency Phone Number:**(202) 493-3377 | **Lead Agency E-Mail**Laura.Mero@dot.gov |
| **Lead Agency Project ID:**TPF-5(447) | **Other Project ID (i.e., contract #):** | **Project Start Date:**February 12, 2020 |
| **Original Project Start Date:**October 1, 2002 | **Original Project End Date:**N/A Continuing Effort | **If Extension has been requested, updated project End Date:**  |

Project schedule status:

🗷 On schedule □ On revised schedule □ Ahead of schedule □ Behind schedule

Overall Project Statistics:

|  |  |  |
| --- | --- | --- |
|  **Total Project Budget** |  **Total Funds Expended****This Quarter** |  **Percentage of Work**  **Completed to Date** |
| Values indicate total commitments2016 – $325,0002017 – $375,0002018 – $290,0002019 – $335,000 2020 – $335,000 2021 – $405,0002022 – $440,0002023 - $395,000 | Ongoing Project (N/A) | Ongoing Project (N/A) |

|  |
| --- |
| **Project Description**:The purpose of the TCD PFS is to assemble a consortium composed of regional, State, local entities, appropriate organizations and the FHWA to 1) establish a systematic procedure to select, test, and evaluate approaches to novel TCD concepts as well as incorporation of results into the MUTCD; 2) select novel TCD approaches to test and evaluate; 3) determine methods of evaluation for novel TCD approaches; 4) initiate and monitor projects intended to address evaluation of the novel TCDs; 5) disseminate results; and 6) assist MUTCD incorporation and implementation of results. |

|  |
| --- |
| **Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):**Presented on the TCD PFS at AASHTO CTE and the NCUTCD (Pedestrian Joint Task Force and Regulatory & Warning Signs, Guide/Motorist Information Signs, and Research Committee) June meetings.Traffic Control Devices Pooled Fund Study Technical Support* Attended bi-weekly meetings with FHWA to discuss the status of the action items and activities under the task order (4/12/2023,4/27/2023, 5/11/2023, 5/25/2023, 6/8/2023, and 6/22/2023).
* Provided monthly progress reports to FHWA.
* Planned and scheduled the first biannual strategy session. Identified 5 technical representatives to participate in the strategy session with the administrative team and identified FHWA representatives. Shared list of topics with all TCD PFS members and requested input via email. Facilitated the Strategy Session and summarized notes from the session.
* Submitted the Q1 draft progress report and made revisions based on FHWA feedback. Posted the final Q1 progress report to the website.
* Completed a full check of the contact list to ensure accuracy. Updated the contact list as appropriate and requested changes to the email list and Microsoft Teams.
* Scheduled the Q2 meeting and prepared the agenda. Attended and helped facilitate the meeting then drafted and finalized the meeting minutes and uploaded them to Teams.
* Completed cost estimates for Annual Meeting, obtained a signed Letter of Intent for the hotel, and sent a calendar appointment for the meeting.
* Solicited input from TCD PFS on potential research project ideas prior to the Q2 meeting and continued to track research ideas. Created spreadsheet in Teams to capture new project ideas and shared the link with TCD PFS members. Added topic to spreadsheet based on Q2 meeting discussion.
* Posted the Q1 progress report and Charter to the website. Updated website content to match the revised Charter.
* Confirmed at Q2 meeting that TCD PFS members wanted to proceed with virtual Chair nominations and voting prior to the Annual Meeting. Set up an anonymous mechanism for submitting nominations, and requested nominations. Reached out to nominees to confirm interest and request bios.
* Held an official vote on the Charter; members voted to approve the revised Charter. Uploaded approved Charter to website.
* Drafted an Outreach Plan in advance of the Strategy Session and revised the Outreach Plan based on comments from FHWA.
* Onboarded new member to TCD PFS.
* Addressed several rounds of comments from FHWA publications team and reviewed two rounds of layout for

the *Evaluation of Lane Reduction and Late Merge Signing* (previously zipper merge) technical brief. **Pedestrian Signing at Unsignalized Crossings*** Attended the Traffic Control Device Pooled Fund Study second-quarter meeting on 5/31/23 and provided an overview of the status of the project.
* Held bi-weekly meeting (4/5/23, 4/19/23, 5/3/23, 5/19/23, 6/8/23, 6/21/23) among Laura, Kay, Sue, and others to discuss the activities within the project.
* Addressed comments and revised the Task 3 Tech Memo (revised Work Plan). The revised Work Plan was submitted to Laura on 5/1/23. TTI provided Laura the version of the Task 3 Tech Memo with an additional sentence resulting from the 5/19/23 meeting. Laura provided by return email acceptance of the Task 3 Tech Memo Work Plan deliverable.
* Continue developing the computer-based test (CBT) including the following activities:
* TTI received IRB approval for the CBT. A copy of the paperwork was provided to Laura on 4/20/23.
* Explored potential options for ranking the ten at-crossing sign options.
* Identified potential in-field locations that could serve as the basis for the visuals in the CBT. Scheduled the TTI photographer to take photos of the sites. After several delays due to rain, obtained photos at several in-field locations. The photos of the sites included versions with and without a pedestrian in the image.
* Refined the test signs images so that they reflect the Standard Highway Signs dimensions.
* Worked on inserting the sign images into Qualtrics, which is causing challenges due to Qualtrics randomly re-sizing some of the thumbnail images. Will continue exploring how best to insert the sign images into Qualtrics.
* TTI provided Laura a draft of the CBT on 6/21 in preparation for Laura’s pilot test.
* Conducted walk-through of CBT (Qualtrics) with Laura Mero 6/23.
* Formally submitted visuals to FHWA on 7/3.
* Continued the search for locations for the on-road field study. Corresponded with Arlington, Frisco, and Garland, Texas.
* Submitted the quarterly progress report on 7/5/23.

**Evaluation of Advisory Exit and Ramp Speed Signs*** Completed data collection for the laboratory study, analyzed results, and presented summary results at the Q2 virtual meeting.
* Finalized States for participation in the field study (Maryland and New Hampshire). Selected exit ramp locations for testing in Maryland and finalized the signing conditions. Narrowed down the exit ramp locations for New Hampshire.
* Began coordinating with Maryland to get signs fabricated and identify locations for data collection devices.
* Held bi-weekly meetings with FHWA to discuss project activities.
 |
| **Anticipated work next quarter**:Traffic Control Devices Pooled Fund Study Technical Support* Continue holding bi-weekly meetings to discuss the status of the task order and will prepare the list of Action

Items and Activities prior to each meeting.* Continue providing monthly progress reports to FHWA.
* Submit the draft Q2 progress report; post the approved Q2 progress report.
* Continue to maintain and/or upload documents (as appropriate) to the contact list, email group, and Microsoft

Teams private team.* Prepare for the Annual Meeting, draft and finalize the meeting agenda, and arrange travel for TCD PFS members. Prepare for welcome event.
* Compile list of new project ideas and facilitate discussion at the Annual Meeting.
* Upload documents to/update the TCD PFS website, as appropriate.
* Share bios of Chair nominees with TCD PFS and provide link for virtual voting on the Chair. Facilitate voting and provide results.
* Support FHWA with outreach or other tasks, as needed and identified by the TOCOR.
* Begin next steps for developing articles about the impact of TCD PFS projects as discussed at strategy session. Finalize the Outreach Plan.
* Continue to support the publications process for the *Evaluation of Lane Reduction and Late Merge Signing*

(previously zipper merge) technical brief.**Pedestrian Signing at Unsignalized Crossings*** Continue developing the CBT. Finalize pilot testing of the CBT and making needed refinements. Conduct final round of pilot testing using colleagues, friends, and family.
* Place social media advertising for CBT to begin in August. Conduct CBT in August and beyond including purchasing additional advertising as needed to obtain desired sample.
* Process results from CBT into format needed for analysis. Conduct preliminary analyses.
* Reengage with cities regarding the potential to participate in the on-road portion of this study.
* Participate in meetings, for example, bi-weekly meetings with FHWA and as needed with other groups.

**Evaluation of Advisory Exit and Ramp Speed Signs*** Finalize signing conditions for New Hampshire exit ramps.
* Coordinate with participating States to get signposts and data collection devices installed.
* Complete field data collection in Maryland and New Hampshire and begin coding and analyzing data.
* Participate in bi-weekly meetings with the TOCOR.
 |

|  |
| --- |
| **Significant Results:**None at this time.  |
| **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 at this time. |

|  |
| --- |
| **Potential Implementation:** All results from the Traffic Control Devices Pooled Fund Study are considered by FHWA for inclusion in subsequent MUTCD versions and interim approvals. |