**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.*

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| **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:

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| **Total Project Budget** | **Total Funds Expended**  **This Quarter** | **Percentage of Work**  **Completed to Date** |
| Values indicate total commitments  2016 – $325,000  2017 – $375,000  2018 – $290,000  2019 – $335,000  2020 – $335,000  2021 – $405,000  2022 – $440,000  2023 - $395,000 | Ongoing Project (N/A) | Ongoing Project (N/A) |

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| **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. |

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| **Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):** Traffic Control Devices Pooled Fund Study Technical Support  * Attended bi-weekly meetings with the TOCOR to discuss the status of the action items and activities under the task order (1/4/2024, 1/18/2023, 2/1/2024, 2/15/2023, 3/4/2024, 3/14/2024 and 3/28/2024). * Drafted, discussed, and finalized the Option Year 1 (2024) schedule and uploaded the schedule to internal Teams page. * Provided monthly progress reports to the TOCOR. * Submitted draft Q4 report to TOCOR, revised based on TOCOR comments, and uploaded to TPF website. * Summarized strategy session notes and uploaded to Teams. * Updated contact list as appropriate and requested changes to email list and Teams. Sent welcome emails to new representatives or members. Announced new representatives at the Q1 meeting. Cross-checked contact list with Teams and updated accordingly. Uploaded recent contact list to Teams. Organized TCD PFS Teams based on conversations at the Annual Meeting and with the TOCOR and walked members through the new organization at the Teams Lunch & Learn. * Continued discussing potential dates and topics for Q1 meeting and began drafting the agenda. Polled the TCD PFS members on availability for Q1 meeting, scheduled the Q1 meeting, and facilitated the meeting. Submitted the draft Q1 meeting minutes to the TOCOR (3/14/2024), revised meeting minutes based on TOCOR and FHWA comments, emailed final minutes to the PFS and uploaded them to Teams (3/29/2024). * Proposed timeline to the TOCOR for Annual Meeting planning. Created and sent polls to TCD PFS members for Annual Meeting dates and locations. Shared poll results regarding dates and locations for the Annual Meeting with TOCOR and discussed. Determined the dates of the Annual Meeting and the two locations (Northern VA and Boise, Idaho) and began preparing preliminary cost estimates for these locations. Sent calendar appointment for Annual Meeting dates and included location results and next steps (i.e., preliminary cost estimates on the top two locations). Discussed the proposed new Annual Meeting format with PFS members at the Q1 meeting. Drafted and Finalized the Annual Meeting agenda. * Updated with 2024 tracking spreadsheet for research ideas. Proposed timeline to the TOCOR for State of Practice review and Literature review and shared approved timeline with PFS members at the Q1 meeting. Requested member feedback at the Q1 meeting on “broader concepts” to include in Lit Review. Initiated work on the Literature Review and State of Practice Review. Created a tracking spreadsheet for literature review sources. * Scheduled and sent calendar appointment for website “Lunch & Learn” session, attended the website Lunch & Learn and emailed the Lunch & Learn recording to members and uploaded to Teams. * Proposed timing for high priority “next steps” from the Outreach Plan in the 2024 schedule and discussed with TOCOR. Scheduled 1-on-1 calls with any members who couldn’t access Teams. Organized MS Teams to ensure relevant documents are easy to find.   **Pedestrian Signing at Unsignalized Crossings**  Frisco Data Collection   * The City of Frisco submitted their Request for Experiment on 11/29/23 and received approval on 12/12/23. * The research team asked the City of Frisco on 1/17/24 to make changes to the proposed study sign designs they previously have provided. Frisco provided revised draft layouts for both Stop For and Yield To signs. These designs were provided to FHWA for their review. On 2/16/24, FHWA indicated they are comfortable with the designs.   + Sign designs were emailed to Frisco on 2/16/24.   + Sign designs were emailed to Federal Way on 2/20/24. * To prepare for in-field data collection, TTI reviewed the staged pedestrian protocol. TTI identify field data collection teams for the data collection trips, gathered needed supplies and equipment, identified training needs, and completed travel plans to Frisco (hotel, vehicles, etc.). TTI requested FHWA to provide the needed approvals to travel to Frisco, which were provided. * Corresponded with Frisco regarding the test signs, the planned data collection trips, and details regarding which signs will be installed at which times and locations. * TTI collected data for the baseline sign in late February and with the two test signs at the four sites in late March.   Federal Way Data Collection   * Federal Way, WA submitted their Request for Experiment to FHWA on 12/22/23. FHWA requested changes in the list of study sites. Coordination between Federal Way, FHWA and TTI continued until FHWA was comfortable with the two sites that will be included. FHWA noted that the experimental signs will need to use Stop for (rather than Yield to) pedestrian language. TTI modified the draft Request for Experiment and provided to the City of Federal Way. * Federal Way resubmitted their Request for Experiment to FHWA on 3/8/24 and received approved on 3/21/24. * Corresponded with Federal Way regarding the fabrication of test signs and planning data collection trip(s). Current plans are to collect the field data the week of 5/5/24. * Requested and received approval to travel to Federal Way for data collection on 3/29/24.   Other Items   * Held bi-weekly meetings with TOCOR to discuss the activities within the project. * Prepared for the Traffic Control Device Pooled Fund Study presentation. Made the virtual presentation on 2/29/24. * Submitted the quarterly progress report on 1/3/24.   **Evaluation of Advisory Exit and Ramp Speed Signs**   * Held bi-weekly meetings with the TOCOR to discuss project activities. * Revised the draft Technical Brief based on comments received and submitted the revised brief and alt text (1/26/2024). Submitted additional revisions (on 2/20/2024 and 3/7/2024) to the tech brief and alt text based on comments received.   **Comprehension and Legibility of Selected Symbol Signs Phase V**   * Held bi-weekly meetings with the TOCOR to discuss project activities. * Completed literature review and online search for existing sign designs. Developed PowerPoint slides summarizing the findings of the literature review and online search, as well as any sign examples sent by PFS members. * Sent calendar appointments for meetings to discuss sign categories and alternatives with the PFS members.   Held virtual meetings (2/1/2024 and 2/5/2024) with the TCD PFS members.   * Developed a survey and gathered feedback from PFS members on their interest level in each potential sign   category. Met with the TOCOR to discuss the interest ratings and determine which sign categories would be  included in the study. Emailed the PFS members to indicate which sign categories would be included in the study.   * Developed and submitted (3/15/2024) draft list of sign alternatives for each of the sign categories included in the study. Discussed the draft sign alternatives with FHWA and revised the draft list accordingly. Monitored feedback from TCD PFS members on draft sign alternatives. |
| **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 updating Excel spreadsheet of deliverables and tasks.   * Continue providing monthly progress reports. * Submit the draft Q1 progress report; post the approved Q1 progress report to the website. Schedule and hold the next strategy session. * Continue to maintain and/or upload documents (as appropriate) to the contact list, email group, and Microsoft   Teams private team. Share Teams Lunch & Learn recording with members.   * Schedule and facilitate the Q2 virtual meeting. * Finalize cost estimates for the Annual Meeting and discuss with the TOCOR. Acquire a letter of intent/contract for the Annual Meeting hotel and meeting space. Update the Annual Meeting calendar appointment with meeting location and meeting agenda. * Continue working on the literature review and state-of-practice review and provide first drafts of each. * Upload documents to/update the TCD PFS website, as appropriate. * Discuss next round of action items as identified in the Outreach Plan spreadsheet and as discussed with the TOCOR. Support FHWA with outreach or other tasks, as needed and identified by the TOCOR.   **Pedestrian Signing at Unsignalized Crossings**   * Hold additional meetings or correspondence with City of Frisco and City of Federal Way as needed. * Reduce field data from Frisco. * Collect additional field data in Frisco, if needed. * Collect field data in Federal Way. * Reduce field data in Federal Way. * Begin analysis of field data. * Participate in meetings, for example, bi-weekly meetings with FHWA and as needed with other groups.   **Evaluation of Advisory Exit and Ramp Speed Signs**   * Hold bi-weekly meetings with the TOCOR to discuss project activities. * Support the publications process and revise the Technical Brief and alt text, as needed.   **Comprehension and Legibility of Selected Symbol Signs Phase V**   * Hold bi-weekly meetings with the TOCOR to discuss project activities. * Review comments received from TCD PFS members and FHWA and revised the list of sign alternatives   accordingly.   * Begin drafting the Work Plan. |

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| **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. |

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| **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. |