**TRANSPORTATION POOLED FUND PROGRAM**

**QUARTERLY PROGRESS REPORT**

Date: 3 January 2012

Lead Agency: FHWA

**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 #**  TPFS 5(161) | | **Transportation Pooled Fund Program - Report Period:**  □Quarter 1 (January 1 – March 31)  □Quarter 2 (April 1 – June 30)   * Quarter 3 (July 1 – September 30)   XX Quarter 4 (October 1 – December 31) | |
| **Project Title:**  **Highway Infrastructure Security and Emergency Management Professional Capacity Building** | | | |
| **Name of Project Manager(s):**  **Dan Ferezan** | **Phone Number:**  **202-366-0507** | | **E-Mail**  **dan.ferezan@dot.gov** |
| **Lead Agency Project ID: ATPFS 5(161)** | **Other Project ID (i.e., contract #):**  **N/A** | | **Project Start Date: 2008** |
| **Original Project End Date: 2012** | **Current Project End Date: 2012** | | **Number of Extensions: 0** |

Project schedule status:

**xx** 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** |
| $480,000.00 | ~$440,000.00 | ~90% |

***Quarterly*** Project Statistics:

|  |  |  |
| --- | --- | --- |
| **Total Project Expenses**  **and Percentage This Quarter** | **Total Amount of Funds**  **Expended This Quarter** | **Total Percentage of**  **Time Used to Date** |
| See funding information in project  description below | ~$20.000.00 | N/A |

|  |
| --- |
| **Project Description**:  This is an unusual project. Donors asked for training products in the areas of Highway Infrastructure Security and Emergency Management. This resulted in the conduct of a solicitation and subsequent award of five separate contracts to  develop each of the five products. The products were developed sequentially in a priority designated by the donors. This  priority reflected importance of the training product and assured funding would be available for all products.  Products and their current status are:  • Product 1 (Organization roles and missions): Completed in December 2009.  • Product 2 (Evacuation Principles): Expected delivery is February or March 2012. PFS funds allocated to product 2 (~$92,226.00) have been expended and FHWA funding is being used to complete the product.  • Product 3 (HSEEP for DOTs): Based upon recommendation of project manager and approval of donors this project  was cancelled and replaced with Project 6.  • Product 4 (NIMS for Frontline Transportation Workers): Completed in September 2009.  • Product 5 (Component Level Risk Management Introduction/Familiarization): Completed in November 2010.  • Product 6 (Security and Emergency Management Considerations for Highway Planners): Prototype tool is in review. Expected  delivery is March 2012. |

|  |
| --- |
| **Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):**  Product 2: Pilot test completed.  Contractor provided summary of pilot test.  Product 6: A draft prototype tool has been completed and is currently out for use/analysis/review and comment by State DOT and MPO practitioners. |
| **Anticipated work next quarter**:  Product 2: A conference call will take place in January 2012 to discuss final actions regarding the pilot test and all corrections to be made to the training.  The source files test NHI undertook found no problems.  NHI’s more detailed system check (re: connectivity) is still underway.   Once corrections have been made a soft launch of the training will occur.  A soft launch is an internal system quality control test.  Though the soft launch test has not yet happened, it is still expected that that test will be completed by late January with a hard launch to take place in February/March 2012.  The hard launch is when the on-line training to be posted and available.  Product 6: Finalize prototype tool development based on feedback from State DOT and MPO practitioners. |

|  |
| --- |
| **Significant Results:**  Product 2: Pilot testing completed.  Product 6: Prototype tool developed and sent to State DOT and MPO practitioners for evaluation. |
| **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).**  Product 2: N/A  Product 6: N/A |

|  |
| --- |
| **Potential Implementation:**  Training material will be available for use as follows:  Product 2: February or March 2012.  Product 6: March 2012. |