**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.*

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| **Transportation Pooled Fund Program Project #**  *(i.e., SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX)*  TPF-5(309) | | **Transportation Pooled Fund Program - Report Period:**  □ Quarter 1 (January 1 – March 31)  X Quarter 2 (April 1 – June 30)  □Quarter 3 (July 1 – September 30)  □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 | | **Project Start Date:**  Oct, 1st, 2014 |
| **Original Project End Date:**  September 30th, 2019 | **Current Project End Date:**  September 30th, 2019 | | **Number of Extensions:**  0 |

Project schedule status:

X On schedule □ On revised schedule □ Ahead of schedule □ Behind schedule

Overall Project Statistics:

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| --- | --- | --- |
| **Total Project Budget** | **Total Cost to Date for Project** | **Percentage of Work**  **Completed to Date** |
| $359,020.00 | $27,075.93 | 23.6% |

***Quarterly*** Project Statistics[[1]](#footnote-1):

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| --- | --- | --- |
| **Total Project Expenses**  **and Percentage This Quarter** | **Total Amount of Funds**  **Expended This Quarter** | **Total Percentage of**  **Time Used to Date** |
| $18329.48 and 5% | $18329.48 | 22.8% |
| Overall  Support Contract Project Statistics:   |  |  |  | | --- | --- | --- | | **Total Project Budget** | **Total Cost to Date for Project** | **Percentage of Work**  **Completed to Date** | | $66,949.00 | $19,167.85 | 62% |   ***Quart 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** | | $19167.85 and 16% | $10,421.40 | 60% | | | |
| Overall  Cannabis Project Statistics:   |  |  |  | | --- | --- | --- | | **Total Project Budget** | **Total Cost to Date for Project** | **Percentage of Work**  **Completed to Date** | | $142,241.00 | $3954.05 | 4.4% |   ***Quart Cannabis Quarterly*** Project Statistics:   |  |  |  | | --- | --- | --- | | **Total Project Expenses**  **and Percentage This Quarter** | **Total Amount of Funds**  **Expended This Quarter** | **Total Percentage of**  **Time Used to Date** | | $3954.05 and 2.7% | $3954.05 | 4.2% | | | |
| Overall  Citizenship Project Statistics:   |  |  |  | | --- | --- | --- | | **Total Project Budget** | **Total Cost to Date for Project** | **Percentage of Work**  **Completed to Date** | | $149,830.00 | $3954.03 | 4.4% |   ***Quart Citizenship Quarterly*** Project Statistics:   |  |  |  | | --- | --- | --- | | **Total Project Expenses**  **and Percentage This Quarter** | **Total Amount of Funds**  **Expended This Quarter** | **Total Percentage of**  **Time Used to Date** | | $3954.03 and 2.6% | $3954.03 | 4.2% | | | |
| **Project Description**:  This program is a cooperative effort of participating state 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 complementary to other related research activities, such as NCHRP 17-69: A Strategic Approach to Transforming Traffic Safety Culture to Reduce Deaths and Injuries. 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 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. | | |

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| **Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):**  Meetings  May 20th   * TPF updates provided for match, commitments, funding transfers, and plans to commit –   + Indiana joined as a new partner and contributed $40,000 for FFY2015. Caltrans stated they have received approval for funding and need to complete the actual transfer of funds to MDT. * CHSC provided updates on related efforts including TraSaCu, a European research peer exchange program on traffic safety culture. Two researchers from Europe will join CHSC this summer as part of the peer exchange program. The director of CHSC requested matched funding from the pooled fund to participate in this project. It was approved. * Discussed request for proposal to identify TSC researchers * Kick-off meeting for first year projects- CHSC provided a brief overview and answered questions about the following two projects: (1) an assessment of traffic safety culture: exploring traffic safety citizenship and (2) an assessment of traffic safety culture related to driving after cannabis use. * Discussed the recurring quarterly meeting schedule and next steps. The board decided to cancel the August conference call and have an in-person meeting in September instead. They also discussed the agenda items, potential dates and location of the meeting.   The meeting minutes were compiled by CHSC staff and submitted to MDT for approval. These were then shared with participants at the meeting.  September in-person meeting   * Draft agenda complete   Board Activities   * Approved February meeting notes * Approved matched funding to support CHSC’s travel for TraSaCu European project * Approved two CHSC proposals for first year research projects * Board choose dates and location for in-person meeting - Bozeman, MT on September 28th and 29th   Program Fund Updates  As of June 30th, there are 11 participating states in the TPF program. They are CA, CT, IA, ID, IN, LA, MT, NH, TX, UT, and WA. Of the 11 states participating in the program, 10 states have committed $1,015,000.00 in funds over a five year period. Caltrans from California is the only participating state that had not made the fund commitment as of June 30th. The commitments by organization can be found at <http://www.pooledfund.org/Details/Study/558>.  Contract Status  *Program Support Contract 8882-309-01*  The Center for Health and Safety Culture (CHSC) formalized their two research project proposals using an MDT template and shared with MDT. MDT shared the final proposals with the board for review and approval. These projects were approved to move into contract. CHSC created a PowerPoint presentation for each project and shared at the May meeting. The presentations provided an overview of the projects and allowed board members the opportunity to ask questions.  CHSC provided meeting support during the May call as well as submitted a quarterly report in April for MDT’s review and approval. The Center staff continues to support the TSC TPF through outreach and awareness and supporting work plan and project development.  CHSC began planning the in-person meeting after dates and location were set. They met with the MDT project manager to discuss venue options in Bozeman. The Center staff contacted six different venues in the area and put together an Excel file comparing the costs of meeting space, audio visuals, and meals as well as amenities of the various meeting venues. This file was shared with MDT to review and help guide their decision of venue. Per MDT’s request, CHSC also collected specific information about local restaurants and transportation options. CHSC staff also updated their travel reimbursement forms and procedures to specifically align with the TSC TPF requirements. It was determined that CHSC would purchase flights for board members as well as cover their room and tax, dinner on Monday night, breaks and lunches during the meeting, and any audio visual needs during the meeting. Other items like per diem meals and luggage costs will be reimbursed following the meeting. To make booking flights easier for CHSC and the board members, CHSC created a travel information form for each person to fill out. The travel procedures, information form, and reimbursement form were all shared with MDT to review and approve. It is anticipated that these forms will be sent to the board members in early July.  Progress Schedule Status   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Activity** | Percent  Complete | **Year 1 - Month** | | | | | | | | | | | | | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep.** | **Oct.** | | Task 1: Meeting Support | 62.5% | X |  | X | X |  | X | X |  |  |  |  |  | | Task 2: Report Writing Support | 75% |  | X |  |  | X |  |  | X |  |  |  |  | | Task 3: Support Website | 72% | X | X | X | X | X | X | X | X |  |  |  |  | | Task 4: Support Outreach and Awareness | 72% | X | X | X | X | X | X | X | X |  |  |  |  | | Task 5: Support Work Plan and Project Dev. | 72% | X | X | X | X | X | X | X | X |  |  |  |  | | Task 6: Reimburse Travel | 20% |  |  |  |  |  |  |  | X |  |  |  |  |   *As assessment of traffic safety culture related to driving after cannabis use Contract #8832-309-02*  The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the Board to conduct an assessment of traffic safety culture related to driving after cannabis use. The contract for this service was executed on May 26th, 2014. The contract is to conduct research from June 1st, 2015 until July 31st, 2016. This is a cost reimbursement contract with a budget of $142,241.00. The following is a list of tasks the Center will perform under this contract:   * Task 0: Project Management * Task 1: Literature Review * Task 2: Survey Instrument * Task 3: Survey Implementation/Analysis * Task 4: Final Report and Webinar   The deliverables for this contract include quarterly reports, summary of literature report findings, a survey instrument, statistical report with summary of analysis, final report, research project summary report, and webinar.  In this quarter, the Center has hired a student to support the literature review process and reviewed the project with other Center staff. The literature review has begun and 25 articles have been identified for initial review.  Progress Schedule Status   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Activity** | Percent  Complete | **Year 1 - Month** | | | | | | | | | | | |  |  | | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | | Task 0: Project Management | 7% | X |  |  |  |  |  |  |  |  |  |  |  |  |  | | Task 1: Literature Review | 15% | X |  |  |  |  |  |  |  |  |  |  |  |  |  | | Task 2: Survey Instrument | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Task 3: Survey Implementation / Analysis | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Task 4: Final Report & Webinar | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   *As assessment of traffic safety culture: exploring traffic safety citizenship Contract #8832-309-03*  The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the Board to conduct an assessment of traffic safety culture: exploring traffic safety citizenship. The contract for this service was executed on May 26th, 2014. The contract is to conduct research from June 1st, 2015 until July 31st, 2016. This is a cost reimbursement contract with a budget of $149,830.00. The following is a list of tasks the Center will perform under this contract:   * Task 0: Project Management * Task 1: Literature Review * Task 2: Survey Instrument * Task 3: Survey Implementation/Analysis * Task 4: Final Report and Webinar   The deliverables for this contract include quarterly reports, summary of literature report findings, a survey instrument, statistical report with summary of analysis, final report, research project summary report, and webinar.  The Center elected to use the same student to assist with the literature review as with the Cannabis Project. Other Center staff were briefed on this project, and the literature review was initiated. We have identified 22 articles for further review.  Progress Schedule Status   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Activity** | Percent  Complete | **Year 1 - Month** | | | | | | | | | | | |  |  | | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | | Task 0: Project Management | 7% | X |  |  |  |  |  |  |  |  |  |  |  |  |  | | Task 1: Literature Review | 15% | X |  |  |  |  |  |  |  |  |  |  |  |  |  | | Task 2: Survey Instrument | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Task 3: Survey Implementation / Analysis | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Task 4: Final Report & Webinar | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Anticipated work next quarter**:  Meetings  September 28th and 29th- In person meeting in Bozeman, MT  Agenda   * TPF FFY 2015 update: contributions, expenditures, funding transfers, match, looking forward to FFY 2016   including management support proposal and travel requests   * TraSaCu update and visit with Austrian researcher * RFP response evaluation * 1st year projects updates, potentially including draft cannabis survey results * Other related efforts update * Revisit management plan * Recurring quarterly meeting schedule, next meeting 11/18/15, and next steps   Contract Status  *Program Support Contract 8882-309-01*   * Finalize contracts for room block and meeting space for the in-person meeting * Create timeline and to-do list for the in-person meeting * Work with MDT to distribute travel procedures and forms to board members   + Collect appropriate documentation from the board members for reimbursement * Book flights and hotel accommodations for board members and project manager * Finalize meeting details including transportation, audio visual needs, and catering details * Provide onsite logistics during September meeting including note taking * Begin working on quarterly report due in October * Continue support website, outreach, awareness, and work plan development * Help facilitate meetings with the board and visiting TraSaCu researchers   *Cannabis Contract* *#8832-309-02*   * Complete literature review and provide TSC TPF with a summary of findings by August 31st * Begin working on survey instrument, potentially have a draft of survey questions for the board to review   *Citizenship Contract #8832-309-03*   * Complete literature review and provide TSC TPF with a summary of findings by September 30th * Begin working on survey instrument, potentially have a draft of survey questions for the board to review |

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| **Significant Results:**   * The first year research projects were selected and contracts were executed in June * In-person meeting dates were set and travel plans are being arranged |
| **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 at this time |

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| **Potential Implementation:** None at this time. |

1. The expenditures included in the project statistics are actual expenditures by MSU as of June 30th.  It is important to note that salaries and benefits for a given month are not reported until the subsequent month (thus this report does not include salary and benefits for June). [↑](#footnote-ref-1)