

## 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.*

<b>Transportation Pooled Fund Program Project #</b> <i>(i.e., SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX))</i>  TPF-5(309)		<b>Transportation Pooled Fund Program - Report Period:</b> <input type="checkbox"/> Quarter 1 (January 1 – March 31) <input checked="" type="checkbox"/> Quarter 2 (April 1 – June 30) <input type="checkbox"/> Quarter 3 (July 1 – September 30) <input type="checkbox"/> Quarter 4 (October 1 – December 31)	
<b>Project Title:</b> Partnership for the Transformation of Traffic Safety Culture			
<b>Name of Project Manager(s):</b> Sue Sillick	<b>Phone Number:</b> 406-444-7693	<b>E-Mail:</b> ssillick@mt.gov	
<b>Lead Agency Project ID:</b> 8882-309	<b>Other Project ID (i.e., contract #):</b> 8882-309-01, 8882-309-02, 8882-309-03, 8882-309-04, 8882-309-05	<b>Project Start Date:</b> Oct, 1 <sup>st</sup> , 2014	
<b>Original Project End Date:</b> September 30 <sup>th</sup> , 2019	<b>Current Project End Date:</b> September 30 <sup>th</sup> , 2019	<b>Number of Extensions:</b> 0	

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
\$334,470.75	\$293,721.18*	74%

**Quarterly Project Statistics:**

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$93,810.87 and 37%*	\$93,810.87*	89%*

Total MDT IDCs for this quarter= \$8,499.02    \*Cannabis project payroll error posted in Jun '16, to be corrected in July '16. Effectively reduces total cost to date, total project expenses and funds expended for quarter by \$3,549.00; reduces percentages to 36% and 87% respectively.

**Support Contract Project Statistics:**

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$21,587.25 Y2	\$18,221.76 Y2	71% Y2

**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
\$11,714.79 and 54% Y2	\$11,714.79 Y2	75% Y2

\*MDT IDCs for this quarter for Y2= \$1,210.35

**Cannabis Overall Project Statistics:**

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$142,241.00	\$137,976.39*	79%

**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
\$38,605.83 and 27%*	\$38,605.83*	101%*

\*MDT IDCs for this quarter= \$2,791.06      \*Payroll error posted in Jun '16, to be corrected in July '16. Effectively reduces total cost to date, total project expenses and funds expended for quarter by \$3,549.00; reduces percentages to 25% and 97% respectively.

**Citizenship Overall Project Statistics:**

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$149,830.00	\$133,795.32	73%

**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
\$43,092.84 and 29%	\$43,092.84	90%

\*MDT IDCs for this quarter= \$4,451.71

**TraSaCu Overall Project Statistics:**

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$20,812.50	\$3,727.71	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
\$397.41 and N/A %	\$397.41	N/A

\*MDT IDCs for this quarter= \$45.90

**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.

**Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):**

Meeting

May 18<sup>th</sup>

- Agenda
  - TPF and fiscal update
  - Related efforts
  - Project updates
  - New project ideas
  - Recruiting new partners
  - Recurring quarterly meeting schedule and next steps
- Major actions:
  - The board discussed the current committed funding and the amount has been received. A few of the states are still in the process of transferring funds. There is still ambiguity surround the use of HSIP funds. This will specifically affect Utah's contributions in the future and is something that needs to be resolved.
  - CHSC provided an update on the current research projects as well as the anticipated schedule for TraSaCu visitors. The board approved a one-month extension for the final deliverables for both research projects.
    - The final deliverables for this project will be reviewed by a peer reviewer. At the time of this quarterly meeting, these reviewers had not been chosen. The board is discussing options and determined to follow-up on this via email after the meeting.
    - The board was asked to respond to a request for meeting times in July. This brief meeting with be an opportunity for the board to hear from one of the TraSaCu visiting researchers.
  - The board discussed new project ideas and it was determined that CHSC would prepare a brief overview on a law enforcement research project. This overview will be submitted to the board in the next month and will include costs.
  - Confirmed the next quarterly meeting and decided not to hold a face to face meeting this year.

July 14<sup>th</sup>

- A WebEx meeting invite was sent to the board to participate in this meeting.

**Board Activities**

- Reviewed and approved February's meeting notes
- Approved a one-month extension for the remaining deliverables for both the Cannabis and Citizenship project
- Plans to finalize peer reviewers for the two research projects through email
- Discussed new project ideas and decided to move forward with a research project on law enforcement culture
- Decided to eliminate the in-person meeting this year
- Board members completed comments on the Driving Under the Influence of Cannabis Task 3 report

### Program Fund Updates

As of June 30<sup>th</sup>, there are 11 participating states in the TPF Program. They are CA, CT, IA, ID, IN, LA, MT, NH, TX, UT, and WA. The 11 states participating in the program have committed \$1,065,000.00 in funds over the five year period. The commitments by organization can be found at <http://www.pooledfund.org/Details/Study/558>.

### Contract Status

#### *Program Support Contract 8882-309-05*

The Center for Health and Safety Culture at the Western Transportation Institute 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. The contract is for support services from November 1<sup>st</sup>, 2015 until October 31<sup>st</sup>, 2016. CHSC will seek to renew this contract with the program every FFY. The following is a list of tasks the Center will perform for the program:

- Task 1: Meeting Support
- Task 2: Report Writing Support
- Task 3: Support the Dissemination of Materials through the Website
- Task 4: Support Outreach and Awareness
- Task 5: Support Work Plan and Project Development

The support contract was amended on May 26<sup>th</sup>. The board decided it will not have an in-person meeting for this federal fiscal year. This resulted in the removal of Task 6 from the work plan as well as a \$49,248.23 reduction in the contract amount. This expenditure change has been reflected in the financial statistics as well.

As part of this work, the Center staff provided support to the program manager at MDT and the board members during the May meeting. CHSC set-up the GoToMeeting, assisted with agenda development and took meeting notes. CHSC provided a list of potential peer reviewers for both projects as well as compiled a list of new project ideas which they shared with the board. This list and project ideas were revisited during the May call. The meeting notes and presentations were sent to MDT for review and distribution. Finally, CHSC developed the quarterly report for April through June for MDT and the board's review.

CHSC began developing that work plan for the next research project on Traffic Safety Culture and Enforcement. This work plan was sent to MDT on June 6<sup>th</sup> for review.

### Progress Schedule Status

Activity	Percent Complete	Year 2 - Month											
		Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Task 1: Meeting Support	63%	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				

#### *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 26<sup>th</sup>, 2014. The contract is to conduct research from June 1<sup>st</sup>, 2015 until September 30<sup>th</sup>, 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, a statistical report with summary of analysis, final report, research project summary report, and webinar.

In this quarter, the center asked for a one-month extension on the deliverable due dates on Task 3 and Task 4 in order to extend data collection. This change was approved by the board and the progress schedule has been updated to reflect these changes. CHSC finished conducting analysis of the survey data and submitted the Task 3 Report to MDT on May 31<sup>st</sup>. This report was sent to the board for review and comments. The board provided comments to CHSC which were received on June 28<sup>th</sup>. A draft of the final report for this research project will be submitted to MDT on July 31<sup>st</sup>.

**Progress Schedule Status**

Activity	Percent Complete	Year 1 – Month																	
		Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
Task 0: Project Management	81%	X	X	X	X	X	X	X	X	X	X	X	X	X					
Task 1: Literature Review	100%	X	X	X															
Task 2: Survey Instrument	100%			X	X	X	X												
Task 3: Survey Implementation / Analysis	95%							X	X	X	X	X	X						
Task 4: Final Report & Webinar	20%													X					

*An 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 26<sup>th</sup>, 2014. The contract is to conduct research from June 1<sup>st</sup>, 2015 until October 31<sup>st</sup>, 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, a statistical report with summary of analysis, final report, research project summary report, and webinar.

In this quarter, the center asked for a one-month extension on the deliverable due dates on Task 3 and Task 4 in order to extend data collection time period. This change was approved by the board and the progress schedule has been updated to reflect these changes. CHSC finished conducting analysis of the survey data and submitted the Task 3 Report to MDT on June 30<sup>th</sup>. This report was sent to the board for review and comments. A draft of the final report will be submitted to MDT on August 31<sup>st</sup>.

Progress Schedule Status

Activity	Percent Complete	Year 1 - Month																	
		Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Task 0: Project Management	72%	X	X	X	X	X	X	X	X	X	X	X	X						
Task 1: Literature Review	100%	X	X	X	X														
Task 2: Survey Instrument	100%			X	X	X	X	X											
Task 3: Survey Implementation / Analysis	95%							X	X	X	X	X	X						
Task 4: Final Report & Webinar	0%																		

*International Travel contract to Support Collaboration with the European Traffic Safety Culture Project (TraSaCu) Contract #8832-309-04*

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 is June 30<sup>th</sup>, 2018.

This quarter Nic Ward attended the TraSaCu meeting in Vienna, Austria the week of April 25<sup>th</sup>. He provided the board with the following update during the May quarterly meeting.

In April, Nic traveled to Austria where he attended a first year review of the project. Two European Union officials answered questions and gave updates on project management and technical merit. The project goals are to better understand what traffic safety culture is and its role in enhancing safety; for example, its impact on crash risk. Regarding the status of the project, the first deliverable is complete and available on the TraSaCu website (<http://www.trasacu.eu/>). In the deliverable, they developed a definition and operational model for traffic safety culture. EU officials seemed pleased with the results to date.

Nic stated that the TraSaCu project has a similar mandate and research tasks as the NCHRP 17-69 project. However, TraSaCu has a more academic orientation, and the NCRHP project is oriented more towards practitioners and applied research. Nic predicts that the end products for the two projects will be very different.

Nic was asked to give the keynote address on the first day and the closing remarks on the last day of the meeting. His impression is that the EU perceives the pooled fund project as being “ahead of the curve” compared to the EU project, and that EU officials will be looking to the pooled fund project for guidance as they move forward.

**Anticipated work next quarter:**

Meetings

July 14<sup>th</sup>

- Meet with Gerald from TraSaCu to learn about his role at KfV and the work he is doing for the project.

- CHSC will provide technical support and take meeting notes.

August 18<sup>th</sup>

- Set up WebEx and send to Sue to distribute.
- MDT and CHSC will meet to finalize agenda for this call.
- CHSC will provide technical support and take meeting notes.

#### Contract Status

##### *Program Support Contract 8882-309-05*

- Assist in meeting preparation and note development.
- Provide WebEx invites to MDT for board distribution.
- Provide technical assistance and note taking during both meetings.
- Assist is setting up a meeting with TraSaCu METU visitors.

##### *Cannabis Contract #8832-309-02*

- CHSC will respond to comments on Task 3 report.
- Board members will choose peer reviewers for final report.
- CHSC will submit the final draft report with cover on July 31<sup>st</sup>.
- Board will review and provide comments on final draft report.

##### *Citizenship Contract #8832-309-03*

- Board will review and provide comments on Task 3 report.
- CHSC will respond to comments on Task 3 report.
- Board members will choose peer reviewers for final report.
- CHSC will submit final draft report with cover on August 31<sup>st</sup>.
- Board will review and provide comments on final draft report.

#### **Significant Results:**

- Task 3 report for Cannabis project was submitted to MDT and board for review.
- Task 3 report for Citizenship project was submitted to MDT and board for review.

**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).**

All the remaining work products for contract #8832-309-02 and #8832-309-03 due dates were amended by one month.

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