

## 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 type="checkbox"/> Quarter 2 (April 1 – June 30) <input checked="" 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, 8882-309-07, 8882-309-08	<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
\$575,044.41	\$430,535.19	75%

**Overall Project Statistics:**

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$40,734.38 and 7%	\$40,734.38	75%

Total MDT IDCs for this quarter= \$1,279.21

**Support Contract Project Statistics Year 3:**

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$72,136.66 Y3	\$47,164.11 Y3	93% Y3

**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
\$26,158.80 and 36% Y3	\$26,158.80 Y3	95% Y3

MDT IDCs for this quarter for Y3= \$852.84

**TraSaCu Overall Project Statistics:**

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$20,812.50	\$8,864.38	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
\$792.52 and 4%	\$792.52	N/A

\*MDT IDCs for this quarter= \$0.00

**Law Enforcement Overall Project Statistics:**

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$168,237.00	\$41,857.04	27%

**Law Enforcement Quarterly Project Statistics:**

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$13,783.26 and 8%	\$13,783.26	25%

\*MDT IDCs for this quarter= \$426.37

**Project Description:**

This program is a cooperative effort of participating state departments of transportation (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 will complement other related research activities. 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 (MDT) 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

August 29<sup>th</sup> and 30<sup>th</sup> – In-Person Meeting

- Agenda
  - Meeting purpose and defining traffic safety culture
  - TPF and fiscal update
  - Project updates and state DOT updates
  - Review of traffic safety related behaviors
  - Overview of Vision Zero
  - Creating a road map - Prioritize research questions and aligning priorities
  - Upcoming meetings and next steps
- Major actions:
  - Chose 6 project topics to move forward for consideration of funding.

Board Activities

- Reviewed and approved May's meeting notes.
- Decided on 6 project topics to consider for the remaining two years of the program.
- Reviewed the Law Enforcement Project Task 1 Report and provided comments to the Center.
- Discussed holding an in-person meeting in Bozeman, MT next year.

Program Fund Updates

As of September 30<sup>th</sup>, there are 14 participating states in the Transportation Pooled Fund (TPF) Program. They are CA, CT, IA, ID, IL, IN, LA, MT, NV, NH, TX, UT, VT and WA. The 13 states participating in the program have committed \$1,185,000.00 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 8882-309-07*

The Center for Health and Safety Culture (CHSC) 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. Contract 8882-309-07 is for support services from October 1<sup>st</sup>, 2016 until October 31<sup>st</sup>, 2017. The progress schedules for FY 2017 are below. 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
- Task 6: Support the Planning and Execution of the Annual In-Person Meeting

As part of this work, the Center staff provided support to the program manager at MDT and the board members during the in-person August meeting. CHSC sent out the WebEx invites, assisted with agenda development, recorded the meeting, and took meeting notes. Meeting notes for the quarterly meeting were sent to MDT for distribution. The Center staff planned the in-person meeting in Bozeman, MT on August 29<sup>th</sup> and 30<sup>th</sup>. CHSC purchased flights for board members as well as set up a room block at a local hotel, arranged transportation to and from the hotel to WTI, reserved WTI space along with necessary A/V equipment, and arranged dinner reservations for Tuesday night. CHSC collected lunch orders from all meeting attendees and provided them to caterer. The Center also put together a timeline for all activities which was shared with MDT. During the meeting, the Center purchased and provided additional snacks and beverages, provided technical assistance to virtual attendees, facilitated the meeting along with the program manager, took notes, provided printed materials, and distributed presentations to all attendees. Immediately following the meeting, the Center reached out to board members to assist with travel reimbursements. All attendees have been reimbursed at this time except for one person. They are still waiting on their reimbursement. CHSC developed the quarterly report for July through September for MDT and the board's review.

The Center tracked all expenses for the in-person meeting and used total expenses to estimate costs of a future meeting in Bozeman, MT. The staff updated the management support proposal with these expenses and provided FY18 management support proposal to the program manager to review and share with the board.

During the in-person meeting, the board chose to move forward with six project ideas. These project ideas were:

1. Culture Strategies Evaluation
2. Driving Under the Influence of Cannabis Update
3. Guidance on Growing Engaged Driving
4. Guidance on Messaging
5. Traffic Safety Culture Primer
6. Safety Citizenship Primer

The Center created a brief, one-page summary for each project and provided to MDT and the board for review in September. Each summary included a background section, objectives, products and benefits, an estimated budget, and timeframe. The board was given until October 17<sup>th</sup> to provide comments. If these projects are approved, the Center will create official proposals for each. All comments will be addressed in the proposals.

Progress Schedule Status

Activity	Percent Complete	Year 3 - Month												
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Task 1: Meeting Support	92%	X	X	X	X	X	X	X	X	X	X	X	X	
Task 2: Report Writing Support	100%			X			X			X			X	
Task 3: Support Website	92%	X	X	X	X	X	X	X	X	X	X	x	X	
Task 4: Support Outreach and Awareness	92%	X	X	X	X	X	X	X	X	X	x	X	X	
Task 5: Support Work Plan and Project Dev.	92%	X	X	X	X	X	X	X	X	X	X	X	X	
Task 6: Face to Face Meeting	90%								X	X	X	X	X	

***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.

No travel this quarter

***Understanding Law Enforcement Attitudes and Beliefs about Traffic Safety #8832-309-08***

The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the board to conduct research to understand law enforcement attitudes and beliefs about traffic safety. This study will use a comparative case study design that will examine the differences among four states (rural and urban). The contract authorizes CHSC to conduct research from March 31<sup>st</sup>, 2017 until March 31<sup>st</sup>, 2019. This is a cost reimbursement contract with a budget of \$162,566.00. The following is a list of tasks the Center will perform under this contract:

- Task 0: Project Management
- Task 1: Literature Review and Formative Interviews
- Task 2: Survey Design and Interview Questions
- Task 3: Survey Implementation and Analysis
- Task 4: Final Report and Webinar

The deliverables for this contract include quarterly reports, summary of literature review findings, a survey instrument, summary of analysis from the survey and the interviews, agency reports, final report, research project summary report, and webinar.

CHSC completed the Task 1 Report and submitted it to MDT on August 31<sup>st</sup>. The board reviewed and provided comments to the report which were sent the Center in September. The Center is working on line item responses to each comment as well as revisions to the task report. The report will be sent back to MDT with revisions in October. CHSC contacted each of the four states involved in the project to discuss recruitment as well as to provide a brief recruitment letter they can provide to potential law enforcement agencies. The Center has also begun developing a survey manual to guide survey and interview development.

**Progress Schedule Status**

Activity	Percent Complete	Year 1 and 2 - Month																							
		Apr	Ma	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep	Nov	Dec	Jan	Feb	Mar	
Task 0: Project Management	26%	X	X	X	X	X	X																		
Task 1: Literature Review	95%	X	X	X	X	X																			
Task 2: Survey Instrument	15%				X	X	X																		
Task 3: Survey Implementation / Analysis	0%																								
Task 4: Final Report & Webinar	0%																								

**Anticipated work next quarter:**

Meetings

November 17<sup>th</sup>

- Send out WebEx information
- Finalize and distribute agenda

Contract Status

*Program Support Contract 8882-309-07*

- Assist in meeting preparation and note development.
- Provide WebEx invites to MDT for board distribution.
- Provide technical assistance and note taking during all meetings.
- Finalize travel reimbursements for the in-person meeting.
- Respond to comments on one-pagers as needed.
- Begin to prepare proposals for approved projects.

*Understanding Law Enforcement Attitudes and Beliefs about Traffic Safety #8832-309-08*

- Provide line-item responses to board comments and revisions to the task one report.
- Continue to work with each of the participating states to determine which agencies will participate.
- Continue to work on survey and interview development.

Board Activities

- IL, CT, ID, and LA will work with CHSC to determine law enforcement agencies within their state to participate in the research project. The choices will be based on a variety of factors, but what is most important is the relationship between the agency leader and the board member or representative for the board member.
- Review one-page project proposals and decide which projects will move forward to the next phase.

**Significant Results:**

- Task 1 Report submitted for the law enforcement project.
- 6 one-page project summaries were submitted to the board for review.
- Board decided to have an in-person meeting next year.

**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

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