

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.

Transportation Pooled Fund Program Project # <i>(i.e., SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX))</i> TPF-5(309)		Transportation Pooled Fund Program - Report Period: <input type="checkbox"/> Quarter 1 (January 1 – March 31) <input type="checkbox"/> Quarter 2 (April 1 – June 30) <input type="checkbox"/> Quarter 3 (July 1 – September 30) <input checked="" type="checkbox"/> 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, 8882-309-04, 8882-309-05, 8882-309-07, 8882-309-08	Project Start Date: Oct, 1 st , 2014	
Original Project End Date: September 30 th , 2019	Current Project End Date: September 30 th , 2019	Number of Extensions: 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
\$606,948.77	\$443,746.93	53%

Overall Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$13,211.77 and 2%	\$13,211.77	58%

Total MDT IDCs for this quarter= \$3,89.11

Support Contract Project Statistics Year 3:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$72,136.66 Adjusted to \$47,068.02	\$47,068.02 Y3	100% 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
\$0 and 0% Y3	\$0.00 Y3	100% Y3

MDT IDCS for this quarter for Y3= \$722.28

Support Contract Project Statistics Year 4:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$56,973.00 Y4	\$655.67 Y4	15% Y4

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
\$655.67 and 1% Y4	\$655.67 Y4	2% Y4

MDT IDCS for this quarter for Y4= \$71.86

TraSaCu Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$20,812.50	\$12,056.77	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
\$3,192.39 and 15%	\$3,192.39	N/A

*MDT IDCs for this quarter= \$1,299.90

Law Enforcement Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$168,237.00	\$51,316.81	44%

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
\$9,459.77 and 6%	\$9,459.77	31%

*MDT IDCs for this quarter= \$1,797.06

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.

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

Meetings

November 15th- Quarterly Meeting

- Agenda
 - TPF and fiscal update
 - Related efforts- relevant information and events
 - Project updates
 - New project ideas
 - TSC- TPF evaluation
 - Meetings
- Major actions:
 - MDT requested that states transfer their FFY 2018 commitments as soon as possible.
 - Approved meeting notes for in-person meeting.
 - MDT asked CHSC to begin developing proposals for the Evaluation and Traffic Safety Citizenship Primer briefs.
 - CHSC will provide MDT with clarification on Idaho Transportation Department project as well as a recommended project order to be shared with the board for a vote on final projects.

Board Activities

- Approved the Year 4 Management Support Proposal.
- Reviewed and approved September's meeting notes.
- Approved revised Task 1 Report for the Law Enforcement project.
- Reviewed 6 project briefs for consideration and online vote.
- CT, IL, ID and LA worked with CHSC to recruit law enforcement agencies.

Program Fund Updates

As of December 31st, 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 14 states participating in the program have committed \$1,225,000.00 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 8882-309-09

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 8882-309-09 is for support services from November 1st, 2017 until October 31st, 2018. The progress schedules for FY 2018 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 November quarterly 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. CHSC developed the quarterly report for October through December for MDT and the board's review.

CHSC continued to develop project ideas and respond to comments from the board. The six projects are:

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

Following the November meeting, the board requested a proposed order of projects as well as additional clarification on the Guidance on Growing Engaged Driving project. CHSC began working on proposals for the Traffic Safety Citizenship Primer and the Culture Strategies Evaluation project per MDT's request and is currently waiting to find out which projects that board approved.

Progress Schedule Status

Activity	Percent Complete	Year 4 - Month											
		Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Task 1: Meeting Support	17%	X	X										
Task 2: Report Writing Support	25%		X										
Task 3: Support Website	17%	X	X										
Task 4: Support Outreach and Awareness	17%	X	X										
Task 5: Support Work Plan and Project Dev.	17%	X	X										
Task 6: Face to Face Meeting	0%												

International Travel Contract to Support Collaboration with the European Traffic Safety Culture Project (TraSaCu) Contract #8882-309-04

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 30th, 2018.

Nic Ward, CHSC director, booked travel to the final TraSaCu conference in Vienna, Austria for April 2018. He also requested some support funds for his travels to TRB in January 2018 which the board approved. He will provide updates about TRB and TraSaCu once he has completed his trips.

Understanding Law Enforcement Attitudes and Beliefs about Traffic Safety #8882-309-08

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 31st, 2017 until March 31st, 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 revisions on the Task 1 Report based on board and peer reviewer comments. The board accepted the revised Task 1 Report on November 15th. CHSC has spent the remainder of the quarter working on survey and interview questions development and Task 2 Report as well as assisting the four states with law enforcement agency recruitment. The contact information for the law enforcement agencies that will participate in the study are due to CHSC by January 15th. CHSC will also be working with a small sample of law enforcement from CT to pilot test the survey. The Task 2 Report will be sent to MDT for review and distribution on January 31st.

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	40%	X	X	X	X	X	X	X	X	X															
Task 1: Literature Review	100%	X	X	X	X	X																			
Task 2: Survey Instrument	80%				X	X	X	X	X	X															
Task 3: Survey Implementation / Analysis	0%																								
Task 4: Final Report & Webinar	0%																								

Anticipated work next quarter:

Meetings

February 21st

- Send out WebEx information
- Finalize and distribute agenda

Contract Status

Program Support Contract 8882-309-09

- Assist in meeting preparation and note development.
- Provide WebEx invites to MDT for board distribution.
- Provide technical assistance and note taking during all meetings.
- Begin to prepare proposals for approved projects.

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

- Task 2 Report due to MDT on January 31st.
- Provide line-item responses to board comments and revisions to the Task 2 Report.
- Continue to work with each of the participating states to finalize which agencies will participate.
- Pilot test survey and interview questions with a small sample of law enforcement.

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.
- Prioritize and select projects for the remainder of the program.
- Review Task 2 Report and provide comments.

Significant Results:

- Task 1 Report approved by board

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.