

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 checked="" 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 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, 8882-309-09	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
\$646,706.53 (Total costs for all contracts)	\$493,878.68	84%

Overall Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$29,077.40 and 5%	\$29,077.40	80%

Total MDT IDCs for this quarter= \$3,819.46

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	\$6,646.09 Y4	39% 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
\$5,990.42 and 11% Y4	\$5,990.42 Y4	22% Y4

MDT IDCS for this quarter for Y4= \$728.41

TraSaCu Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$20,812.50	\$12,280.23	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
\$223.46 and 1%	\$223.46	N/A

*MDT IDCs for this quarter= \$118.79

Law Enforcement Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$168,149.00	\$74,180.33	51%

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
\$22,863.52 and 14%	\$22,863.52	44%

*MDT IDCs for this quarter= \$2,972.26

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

February 21st Quarterly Meeting

- Agenda
 - TPF and financial update
 - TRB annual meeting 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 November 2017 meeting.
 - CHSC provided an update on the progress of the Law Enforcement project. Task 2 report will be sent to the board members soon.
 - MDT reminded the board to submit comments on the three project proposals submitted by CHSC by March 20th.
 - MDT will send out an email to the board to vote on holding an in-person meeting this year.
 - MDT will review overall budget and funding details for final proposed project and send an update on funding options to the board.

Board Activities

- Reviewed and approved November's meeting notes.
- Reviewed and commented on the Task 2 Report for the Law Enforcement project.
- Reviewed and commented on three project proposals.
- CT, IL, ID, and LA worked with CHSC to recruit law enforcement agencies.

Program Fund Updates

As of March 31st, there are 14 participating states in the Transportation Pooled Fund (TPF) Program. They are CA, CT, IA, ID, IL, IN, LA, MT, NH, NV, 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 February 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 January through March for MDT and the board's review.

CHSC submitted proposals for the Traffic Safety Citizenship Primer, Safety Citizenship Primer, and Effective DUI Policy projects on February 20th. The board reviewed and provided comments to the CHSC on March 29th. CHSC

will work on revisions and line item responses to comments in April. CHSC was asked to submit a proposal for the Evaluation of Traffic Safety Culture Strategies. It should be submitted to MDT and the board for review in April.

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	46%	X	X	X	X	X							
Task 2: Report Writing Support	50%		X			X							
Task 3: Support Website	46%	X	X	X	X	X							
Task 4: Support Outreach and Awareness	46%	X	X	X	X	X							
Task 5: Support Work Plan and Project Dev.	46%	X	X	X	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, provided updates about his attendance at TRB during the quarterly meeting. The board gave approval to fund Kari Finley’s trip to Spain to discuss Safety Citizenship at an international conference at a maximum of \$1,800. In March, Kari provided the board a copy of her presentation for their review.

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 \$168,149.00. 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 worked on pilot testing a survey and interview questions and finalizing the Task 2 Report as well as assisting the four states with law enforcement agency recruitment. CHSC requested a four-week extension to complete the Task 2 Report in order to complete pilot testing. This extension would not affect the project schedule as a whole. The extension was granted, and the Task 2 Report was sent to MDT for review and distribution on February 26th. The board reviewed and provided CHSC comments on the report on March 28th.

The contact information for the law enforcement agencies that will participate in the study was due to CHSC by January 15th. Some of the states were not able to meet this deadline but continued to work with CHSC throughout the quarter to gather the information. As of March 31st, three of the four states had finalized their recruitment and

provided contact information to CHSC. Louisiana had only been able to get commitment from one agency within their state. CHSC met with Dortha Cummins to discuss recruitment strategies.

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	52%	X	X	X	X	X	X	X	X	X	X	X													
Task 1: Literature Review	100%	X	X	X	X	X																			
Task 2: Survey Instrument	95%				X	X	X	X	X	X	X														
Task 3: Survey Implementation / Analysis	10%								X	X	X	X	X	X											
Task 4: Final Report & Webinar	0%																								

Anticipated work next quarter:

Meetings

May 16th

- 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.
- Respond to comments on three project proposals.
- Submit a proposal for the Evaluation project.

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

- Request a contract extension to cover Kari's international travel.

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

- Provide line-item responses to board comments and revisions to the Task 2 Report.
- Continue to work with Louisiana to recruit agencies to participate.
- Pilot test survey and interview questions with a small sample of law enforcement.
- Begin reaching out to participating agencies to plan survey implementation.
- Begin survey implementation.

Board Activities

- LA will work with CHSC to continue to recruit law enforcement agencies within their state to participate in The Law Enforcement research project.
- ID, IL, and CT will reach to participating agencies introducing CHSC.

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

Significant Results:

- Reviewed and commented on three new project proposals.
- Reviewed and commented on Task 2 Report.

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.