

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 checked="" 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, 8882-309-10, 8882-309-11, 8882-309-12	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
\$702,799.53 (Total costs for all contracts)	\$552,821.03	79%

Overall Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$18,737.17 and 3%	\$18,737.17	79%

Total MDT IDCs for this quarter= \$2,007.83

Support Contract Project Statistics Year 4:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$22,621.00 Y4	\$19,334.37 Y4	93% 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
\$2,812.39 and 12% Y4	\$2,812.39 Y4	80% Y4

MDT IDCs for this quarter for Y4= \$309.13

TraSaCu Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$20,812.50	\$16,023.48	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
\$1,715.43 and 8%	\$1,715.43	N/A

*MDT IDCs for this quarter= \$179.95

Law Enforcement Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$168,149.00	\$111,392.75	68%

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
\$9,090.95 and 5%	\$9,090.95	67%

*MDT IDCs for this quarter= \$981.83

Key Information for DUIC Policy Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$10,919.00	\$711.57	6%

Key Information for DUIC Policy Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$711.57 and 7%	\$711.57	7%

*MDT IDCs for this quarter= \$74.64

Traffic Safety Culture Primer Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$45,682.00	\$2,469.61	21%

Traffic Safety Culture Primer Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$2,469.91 and 5%	\$2,469.61	7%

*MDT IDCs for this quarter= \$259.06

Traffic Safety Citizenship Communication Tools Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$33,844.00	\$1,937.22	21%

Traffic Safety Citizenship Communication Tools Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$1,937.22 and 6%	\$1,937.22	6%

*MDT IDCs for this quarter= \$203.22

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

August 15th Quarterly Meeting

- Agenda
 - Financial update
 - Related efforts - relevant information and events
 - Project updates
 - New project proposals
 - FFY2020-2024 TPF solicitation
 - Meetings
 - Action items

- Major actions:
 - Approved meeting notes for May 2018 meeting
 - MDT planned to follow up with CHSC about the Management Support Contract
 - CHSC provided updates about related efforts and current projects
 - MDT will share information about webinar on the BTSCRCP program
 - MDT will initiate an email discussion on motorcycle safety culture as a research topic for BTSCRCP
 - CHSC reviewed the status of the proposals and provided additional explanation about the evaluation project. A revised evaluation proposal and two other project proposals will be sent to the TSC-TPF.
 - The TSC-TPF members were asked to begin process of requesting funding for the new Pooled Fund
 - CHSC proposed hosting a webinar introducing the Pooled Fund and its current achievements. This could coincide with the posting of the FFY2020-2024 TPF solicitation.

Board Activities

- Reviewed and approved May's meeting notes.
- CT, MT, ID, and IL board members will continue to work with CHSC recruiting law enforcement agencies.
- Begin process of requesting funds for FFY2020-2024 TPF solicitation.
- Review FFY2020-2024 TPF solicitation.

Program Fund Updates

As of September 30th, 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://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

As part of this work, the Center staff provided support to the program manager at MDT and the board members during the August 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 July through September for MDT and the board's review. CHSC revised the evaluation proposal, submitted two new project proposals to MDT, submitted the Management Support Proposal for FY19 to MDT, and began planning webinar about Pooled Fund.

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	92%	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	
Task 4: Support Outreach and Awareness	92%	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	

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 was extended to September 30, 2019 to align with the end date of the program.

Nic Ward began planning his final trip to Vienna, Austria in November. He will use the flight credits from a previously cancelled trip to book this travel.

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 with selected agencies to facilitate survey implementation, scheduled interviews, conducted interviews, drafted interview reports and reviewed reports with interviewees. In many cases, they provided leaders with reminders to send out follow-up emails and updates on the number of participants. CHSC provided updates to participating state board members in August and September about the status of the participating agencies. They also met with ITD board members via the phone to discuss low participation rates in some of the agencies. CHSC's goal was to complete surveys and interviews by September 30th. However, some leaders are requesting interviews in October.

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	Oct	Nov	Dec	Jan	Feb	Mar
Task 0: Project Management	75%	X	X	X	X	X	X	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	100%				X	X	X	X	X	X	X	X													
Task 3: Survey Implementation / Analysis	63%								X	X	X	X	X	X	X	X	X	X							
Task 4: Final Report & Webinar	0%																								

Key Information for DUIC Policy #8882-309-10

The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the board to provide a set of tools to educate and engage stakeholders to inform decision-making about effective DUIC policy and counter measures. The contract authorizes CHSC to conduct research from June 19th, 2018 until January 31st, 2019. This is a cost reimbursement contract with a budget of \$10,919.00. The following is a list of tasks the Center will perform under this contract:

- Task 0: Project Management
- Task 1: Identify Issues
- Task 2: Summarize Information
- Task 3: Draft Products
- Task 4: Final Products

The deliverables for this contract include quarterly reports, an outline of selected (priority) issues, draft of information summary, draft products including an infographic, talking points, poster design and PowerPoint presentations, and final products.

Task 1 Report was sent to MDT on August 31st, 2018. As of September 30th, CHSC had not received comments from the board or board member's ranking of policies. Task 2 cannot start until the Task 1 Report is finalized. This may delay the subsequent deliverable dates. The PI, Nic Ward, will work with MDT to update as needed.

Progress Schedule Status

Activity	Percent Complete	2018/2019 - Month					
		Jul	Aug	Sep	Oct	Dec	Jan
Task 0: Project Management	5%	X	X	X			
Task 1: Identify Issues	25%	X					
Task 2: Summarize Information	0%						
Task 3: Draft Products	0%						
Task 4: Final Products	0%						

Traffic Safety Culture Primer #8882-309-11

The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the board to provide a multimedia primer about traffic safety culture (TSC) and how a cultural perspective can support vision zero goals. The contract authorizes CHSC to conduct research from June 19th, 2018 until July 31st, 2019. This is a cost reimbursement contract with a budget of \$45,682.00. The following is a list of tasks the Center will perform under this contract:

- Task 0: Project Management
- Task 1: Develop Detailed Outline for TSC Multimedia Primer Components
- Task 2: Design and Create Initial Drafts of TSC Multimedia Primer Components
- Task 3: Produce Final Drafts of TSC Multimedia Primer Components

The deliverables for this contract include quarterly reports, detailed outlines for the multimedia primer, drafts of the primer, and final primer. The primer will include a series of PowerPoint slides, animated video, a webinar, and a poster.

CHSC held a kickoff meeting to review the details of the project, began brainstorming and discussing the outline for the tools. They began drafting a template to be used in writing the primer report. CHSC also drafted a statement of work for project contractor and issued a contracted service agreement to begin working on design of tools.

Progress Schedule Status

Activity	Percent Complete	2018/2019 - Month											
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Apr	May	Jun	Jul
Task 0: Project Management	20%	X	X	X									
Task 1: Develop Detailed Outline for TSC Multimedia Primer Components	60%	X	X	X									
Task 2: Design and Create Initial Drafts of TSC Multimedia Primer Components	5%												
Task 3: Produce Final Drafts of TSC Multimedia Primer Components	0%												

Traffic Safety Citizenship Communication Tools #8882-309-12

The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the board to create meaningful communication tools for state and local traffic safety professionals that can be implemented immediately to build the capacity of critical stakeholders about traffic safety citizenship as a strategy to improve traffic safety. The contract authorizes CHSC to conduct research from June 19th, 2018 until May 31st, 2019. This is a cost

reimbursement contract with a budget of \$33,844.00. The following is a list of tasks the Center will perform under this contract:

- Task 0: Project Management
- Task 1: Develop Detailed Outline for Traffic Safety Citizenship Communication Tools
- Task 2: Design and Create Initial Drafts of Traffic Safety Citizenship Communication Tools
- Task 3: Produce Final Drafts of Traffic Safety Citizenship Communication Tools

The deliverables for this contract include quarterly reports, detailed outlines for the communication tools, drafts of the communication tools, and communication tools. The communication tools will include a series of PowerPoint presentations, a conversation guide, and a poster.

CHSC held a kickoff meeting to review the details of the project, formed a work group, and began brainstorming and discussing the outline of the tools. The work group began drafting detailed outlines of the tools. CHSC also drafted a statement of work for the project contractor and issued a contracted service agreement to begin working on design of tools.

Progress Schedule Status

Activity	Percent Complete	2018/2019 - Month									
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Apr	May
Task 0: Project Management	30%	X	X	X							
Task 1: Develop Detailed Outline for Communication Tools	50%	X	X	X							
Task 2: Design and Create Initial Drafts of Communication Tools	5%										
Task 3: Produce Final Drafts of Communication Tools	0%										

Anticipated work next quarter:

Meetings

Nov- MDT trying to reschedule

- 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.

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

- Nic will travel to Vienna, Austria for final meeting with TraSaCu participants.

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

- Finalize interviews
- Conduct data analysis
- Submit final report on December 31st, 2018

Key Information for DUIC Policy #8882-309-10

- Collate votes from panel members and begin drafting guidance report based on top issues.

Traffic Safety Culture Primer #8882-309-11

- Continue to develop Task 1 Detailed Outlines of Traffic Safety Primer.
- Plan to submit Task 1 Deliverables on November 30th, 2018.

Traffic Safety Citizenship Communication Tools #8882-309-12

- Continue to develop Task 1 Detailed Outlines of Safety Citizenship Primer, PowerPoint Presentation, Conversation Guide, and Poster.
- Plan to submit Task 1 Deliverables on Oct. 31st, 2018.

Board Activities

- Review and provide comments on all proposals.
- Review and provide comments on DUIC Task 1 report.
- Vote on DUIC policies.
- Review and provide comments on Traffic Safety Culture Primer Task 1 Report.
- Review and provide comments on Traffic Safety Citizenship Communication Tools Task 1 Report.

Significant Results:

- None

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).

- DUIC Project- Task 1 Report was sent to MDT on August 31st, 2018. As of September 30th, CHSC had not received comments from the board or board members' ranking of policies. Task 2 cannot start until the Task 1 Report is finalized. This may delay the subsequent deliverable dates. The PI, Nic Ward, will work with MDT to update as needed.

Potential Implementation: None at this time.