

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, 8882-309-10, 8882-309-11, 8882-309-12, 8882-309-13, 8882-309-14, 8882-309-15	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: 4

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
\$950,069.53 (Total costs for all contracts)	\$652,381.38	69%

Overall Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$72,730.50 and 8%	\$72,730.50	69%

Total MDT IDCs for this quarter= \$4,527.73

Support Contract Project Statistics Year 5:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$56,500.00 Y5	\$3,041.84 Y5	35% Y5

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
\$2,673.80 and 5% Y5	\$2,673.80 Y5	11% Y5

MDT IDCS for this quarter for Y4= \$89.19

TraSaCu Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$20,812.50	\$16,511.10	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
\$0.00 and 0%	\$0.00	N/A

*MDT IDCs for this quarter= \$51.15

Law Enforcement Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$168,149.00	\$153,232.80	95%

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
\$30,214.41 and 18%	\$30,214.41	91%

*MDT IDCs for this quarter= \$1,504.07

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	\$8,017.22	68%

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
\$4,852.82 and 44%	\$4,852.82	74%

*MDT IDCs for this quarter= \$450.27

Traffic Safety Culture Primer Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$45,682.00	\$26,765.87	70%

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
\$19,028.48 and 42%	\$19,028.48	60%

*MDT IDCs for this quarter= \$1,454.75

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	\$22,211.16	73%

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
\$15,960.99 and 47%	\$15,960.99	65%

*MDT IDCs for this quarter= \$978.30

Evaluation of Traffic Safety Culture Strategies Tools Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$52,926.00	\$0.00	0%

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
\$0.00 and 0%	\$0.00	0%

*MDT IDCs for this quarter= \$0.00

Guidance of Messaging to Avoid Reactance and Address Moral Disengagement Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$137,844.00	\$0.00	0%

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
\$0.00 and 0%	\$0.00	0%

*MDT IDCs for this quarter= \$0.00

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

February 20th Quarterly Meeting

- Agenda
 - Financial update and management support contract
 - Related efforts - relevant information and events
 - Active project updates
 - Projects pending contracts update
 - FFY2020-2024 TPF solicitation and webinar
 - Meetings
 - Action items
- Major actions
 - Approved meeting notes for November 2018 meeting.
 - Board members were asked to complete transfers for FFY19 funding as well as to begin process of requesting funding for the new Pooled Fund.
 - CHSC provided updates about related efforts and current projects.
 - Attendees provided updates about related efforts and current projects.
 - CHSC reviewed the status of the proposals.
 - CHSC and MDT will work together to plan a webinar that introduces the TPF and its accomplishments to prospective new members for the upcoming new Pooled Fund.

Board and Interested Parties Activities

- Reviewed and approved November's meeting notes.
- Transfer FFY19 funds.
- Continue process of requesting funds for FFY2020-2024 TPF solicitation.
- Reviewed and provided comments on Law Enforcement Draft Final Report.
- Reviewed and provided comments on Key Information for DUIC Policy Task 2 Report.
- Reviewed and provided comments on Traffic Safety Citizenship Communication Tools Task 2 Report.

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://pooledfund.org/Details/Study/558>.

Contract Status

Program Support Contract 8882-309-13

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 882-309-13 is for support services from November 1st, 2018 until October 31st, 2019. The progress schedule for FY 2019 is below. The following is a list of tasks the Center will perform for the program in FY19:

- Task 1: Meeting Support
- Task 2: Report Writing Support
- Task 3: Support Outreach and Awareness
- Task 4: Support Work Plan and Project Development
- Task 5: Face to Face 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 promoted the Pooled Fund program through webinars and the website and continued planning the webinar about the Pooled Fund.

Progress Schedule Status

Activity	Percent Complete	Year 5 - Month											
		Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Task 1: Meeting Support	42%	X	X	X	X	X							
Task 2: Report Writing Support	50%		X			X							
Task 3: Support Outreach and Awareness	42%	X	X	X	X	X							
Task 4: Support Work Plan and Project Dev.	42%	X	X	X	X	X							
Task 5: 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 was extended to September 30, 2019 to align with the end date of the program.

Nic Ward provided an update on the post project meeting with TraSaCu participants as well as the EU safety conference in Vienna, Austria in November.

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 April 30th, 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 submitted Task 3 and Task 4 reports to MDT for board review on February 14th. Comments were sent to CHSC on March 13th. CHSC provided line item responses to comments and a revised final report to MDT on March 27th.

Progress Schedule Status

Activity	Percent Complete	2017-2019 - 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	92%	X	X	X	X	X	X	X	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	100%								X	X	X	X	X	X	X	X	X	X	X	x	x	x	X		
Task 4: Final Report & Webinar	95%																		X	X	X	X	X	x	x

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 August 31st, 2019. The end date of this project has been extended to August to incorporate an international peer reviewer who specializes in DUIC policy. 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.

CHSC sought approval from MDT for inclusion of an additional technical review of content with an external reviewer. This approval was granted as well as an extension to the timeline to account for review time. CHSC drafted the Task 2 Report and submitted to MDT to send to the external reviewer. The external reviewer's comments were sent to MDT and CHSC on March 14th. CHSC began to revise the report based on those comments and will submit it to MDT for review by April 15th.

Progress Schedule Status

Activity	Percent Complete	2018/2019 - Month													
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Task 0: Project Management	70%	X	X	X	X	X	x	X	X	X	X	X			
Task 1: Identify Issues	100%	X	X	X	X										
Task 2: Summarize Information	80%				X	X	X	X	X	X					
Task 3: Draft Products	20%										X				
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 the final primer. The primer will include a series of PowerPoint slides, an animated video, a webinar, and a poster. CHSC submitted Task 2 Report to MDT on February 28th, 2019. The TSC-TPF was given until April 2nd to respond to comments. CHSC began drafting the final drafts of the primer and continued to work with both contractors (Morrison Creative Inc and Cactus Productions LLC) on multimedia components. The board was given until April 2nd to respond to comments.

Progress Schedule Status

Activity	Percent Complete	2018/2019 - Month													
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Task 0: Project Management	70%	X	X	X	X	X	X	X	X	X	X				
Task 1: Develop Detailed Outline for TSC Multimedia Primer Components	100%	X	X	X	X	X									
Task 2: Design and Create Initial Drafts of TSC Multimedia Primer Components	95%							X	X	X	X	X			
Task 3: Produce Final Drafts of TSC Multimedia Primer Components	10%											X			

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 regarding traffic safety citizenship as a strategy to improve traffic safety. The contract authorizes CHSC to conduct research from June 19th, 2018 until July 31st, 2019. A no cost extension request was granted this quarter to align the progress schedule with the other primer. 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 submitted Task 2 Report to MDT on February 28th, 2019. The board was given until April 2nd to respond to comments. CHSC began drafting the final drafts of the communication tools and continued to work with contractor, Morrison Creative Inc., on design elements.

Progress Schedule Status

Activity	Percent Complete	2018/2019 - Month												
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Task 0: Project Management	70%	X	X	X	X	X	X	X	X	X				
Task 1: Develop Detailed Outline for Communication Tools	100%	X	X	X	X									
Task 2: Design and Create Initial Drafts of Communication Tools	95%				X	X	X	X	X	X				
Task 3: Produce Final Drafts of Communication Tools	25%									X				

Guidance for Evaluating Traffic Safety Culture Strategies #8882-309-14

The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the board to conduct a systemic review of available evaluations of traffic safety culture initiatives as well as evaluations of culture change initiatives in an effort to develop guidance for practitioners to increase program effectiveness and decision making. The contract authorizes CHSC to conduct research from January 28th, 2019 until September 30th, 2020. This is a cost reimbursement contract with a budget of \$52,926.00. The following is a list of tasks the Center will perform under this contract:

- Task 0: Project Management
- Task 1: Literature Review
- Task 2: Journal Article
- Task 3: Final Report, Summary Guidance for Practitioners, Webinar, and Posters

The deliverables for this contract include quarterly reports, literature review, journal article, final report including summary guidance on best practices for practitioners, webinar, poster with talking points, and a project summary report.

CHSC held an internal project launch meeting to review the deliverables schedule, contract details, and to review journal options for the article. Dr. Eric Austin is leading Task 1 and 2. CHSC has hired one of Dr. Austin's graduate students to assist on these tasks as well. Dr. Austin and the student began their literature review.

Progress Schedule

Activity	Percent Complete	2019-2020 - Month																			
		Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep
Task 0: Project Management	10%	X	X																		
Task 1: Literature Review	20%	X	X																		
Task 2: Journal Article	0%																				
Task 3: Final Report, Summary Guidance	0%																				

Guidance on Messaging to Avoid Psychological Reactance and Moral Disengagement #8882-309-15

The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the board to implement and evaluate a culture-based intervention to address distracted driving in the workplace consistent with Washington State laws. The main goal will be to transform traffic safety culture within workplaces around the Target Zero priority of distracted driving, resulting in a workplace transformation that will embrace the values and mission of the Target Zero goal. The contract authorizes CHSC to conduct research from January 28th, 2019 until September 30th, 2020. This is a cost reimbursement contract with a budget of \$137,844.00. The following is a list of tasks the Center will perform under this contract:

- Task 0: Project Management
- Task 1: Literature Review and Scale Selection
- Task 2: Develop and Implement Surveys
- Task 3: Develop Message Guidance
- Task 4: Create Resources and Complete Final Report

The deliverables for this contract include quarterly reports, literature review, scale selection, survey, message recommendations, information sheets, messaging guidance brief, PowerPoint slides, webinar, posters, and the final report.

Progress Schedule

Activity	Percent Complete	2019-2020 - Month																			
		Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep
Task 0: Project Management	10%	X	X																		
Task 1: Literature Review	0%																				
Task 2: Surveys	0%																				

Task 3: Message Guidance	0%																			
Task 4: Final Reports and Products	0%																			

Anticipated work next quarter:

Meetings

May quarterly meeting

- Send out WebEx information
- Finalize and distribute agenda
- Record meeting and take notes

Contract Status

Program Support Contract 8882-309-13

- Assist in meeting preparation and note development
- Provide WebEx invites to MDT for board distribution
- Provide technical assistance and note taking during all meetings
- Co-host a virtual webinar with MDT to promote the pooled fund

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

- None

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

- Finalize agency report and send to agencies
- Submit Project Summary Report text to MDT
- Submit cover picture to MDT

Key Information for DUIC Policy #8882-309-10

- Submit a revised Task 2 Report to MDT based on external reviewer’s feedback
- Respond to board comments on Task 2 Report and revise as needed
- Submit Task 3 Report for board review

Traffic Safety Culture Primer #8882-309-11

- Received comments on Task 2 Report
- Revise Task 2 Report as needed and respond to comments
- Draft Task 3 Report and submit for board review

Traffic Safety Citizenship Communication Tools #8882-309-12

- Received comments on Task 2 Report
- Revise Task 2 Report as needed and respond to comments
- Draft Task 3 Report and submit for board review

Guidance on Evaluating Traffic Safety Culture Strategies #8882-309-14

- Submit Task 1 Report to MDT for review
- Begin working on Task 2 Report

Guidance on Messaging to Avoid Reactance and Address Moral Disengagement #8882-309-15

- Submit Task 1 Report to MDT for review

Board Activities

- Transfer FFY19 funds as soon as possible
- Provide comments on Task 2 Reports and Final Reports for Traffic Safety Culture Primer and Traffic Safety

Citizenship Communication Tools

- Review and provide comments on Task 2 and 3 Report for Key Information for DUIC Policy project
- Review and provide comments on Task 1 Report for Guidance on Evaluating Traffic Safety Culture Strategies
- Review and provide comments on Task 1 Report for Guidance on Messaging to Avoid Reactance... project

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).

- CHSC identified issues with the progress schedules of two of the projects and worked with MDT to adjust those schedules.

Potential Implementation: None at this time.