

## 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 checked="" 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)	
<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, 8882-309-09, 8882-309-10, 8882-309-11, 8882-309-12, 8882-309-13, 8882-309-14, 8882-309-15	<b>Project Start Date:</b> Oct. 1, 2014
<b>Original Project End Date:</b> September 30, 2019	<b>Current Project End Date:</b> September 30, 2019	<b>Number of Extensions:</b> 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
\$915,014.53 (Total costs for all contracts)	\$742,702.74	81%

### Overall Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$90,321.36 and 10%	\$90,321.36	81%

Total MDT IDCs for this quarter= \$10,853.20

**Support Contract Project Statistics Year 5:**

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$21,445.00 Y5	\$6,632.76 Y5	63% 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
\$3,590.92 and 17% Y5	\$3,590.92 Y5	41% Y5

MDT IDCs for this quarter for Y4= \$568.07

**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	\$168,149.00	99%

**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
\$14,916.20 and 9%	\$14,916.20	100%

\*MDT IDCs for this quarter= \$1,696.88

**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	\$10,692.03	99%

**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
\$2,674.81 and 25%	\$2,674.81	99%

\*MDT IDCs for this quarter= \$339.37

**Traffic Safety Culture Primer Project Statistics:**

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$45,682.00	\$39,320.17	96%

**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
\$12,554.30 and 27%	\$12,554.30	95%

\*MDT IDCs for this quarter= \$2,062.77

**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	\$33,771.56	98%

**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
\$11,560.40 and 34%	\$11,560.40	99%

\*MDT IDCs for this quarter= \$1,412.06

**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	\$22,842.26	36%

**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
\$22,842.26 and 43%	\$22,842.26	41%

\*MDT IDCs for this quarter= \$2,395.39

**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	\$22,182.47	34%

**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
\$22,182.47 and 16%	\$22,182.47	24%

\*MDT IDCs for this quarter= \$2,327.51

## 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

#### May 15<sup>th</sup> 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
  - TSC-TPF BTSCR/NCHRP Submittal
  - Meetings
  - Action items
- Major actions
  - Approved meeting notes for February 2019 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.
  - Board members provided updates about related efforts and current projects.
  - MDT reviewed the status of the proposals.
  - MDT asked current member for updates on their plans for Phase 2.
  - MDT will modify the management support contract to remove the in-person meeting.

### Board Activities

- Reviewed and approved February's meeting notes.
- Continued process of requesting funds for FFY2020-2024 TPF solicitation.
- Reviewed and provided comments on Key Information for DUIC Policy Final Report and Products.
- Reviewed and provided comments on Traffic Safety Culture Primer Final Report and Products.
- Began review of the Traffic Safety Citizenship Communication Tools Final Report and Products.
- Reviewed and provided comments on the Evaluation of Traffic Safety Culture Strategies Task 1 Report.
- Received the Task 1 Report for Guidance on Messaging to Avoid Reactance and Address Moral Disengagement,

### Program Fund Updates

As of June 30, 2019 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 1, 2018 until October 31, 2019. The progress schedule for FY 2019 is below. The board decided to not hold an in-person meeting this year so the contract was modified to remove Task 5 and all costs associated with Task 5. 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

As part of this work, CHSC staff provided support to the program manager at MDT and the board members during the May 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 April through June for MDT and the board's review. CHSC hosted and contributed to the Traffic Safety Culture Pooled Fund Webinar on May 9.

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	67%	X	X	X	X	X	X	X	X				
Task 2: Report Writing Support	50%		X			X							
Task 3: Support Outreach and Awareness	67%	X	X	X	X	X	X	X	X				
Task 4: Support Work Plan and Project Dev.	67%	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.

There were no updates or travel this quarter.

**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 31, 2017 thru June 30, 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 the final report and response to comments as well as the summary report. They also sent individual reports to each of the participating law enforcement agencies. CHSC is currently preparing for the final webinar.

**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	Ma r	Apr
Task 0: Project Management	98%	X	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	X			
Task 4: Final Report & Webinar	95%																	X	X	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 19, 2018 thru August 31, 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 submitted the final report and products to MDT for review, provided line item responses to comments, and worked with MDT to finalize products. MDT posted the final report and products to the website. CHSC is working to schedule the final webinar summarizing the project.

**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	98%	X	X	X	X	X	x	X	X	X	X	X	X	X	
Task 1: Identify Issues	100%	X	X	X	X										
Task 2: Summarize Information	100%				X	X	X	X	X	X	X				
Task 3: Draft Products	100%										X	X	X	X	
Task 4: Final Products	98%												X	X	

**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 19, 2018 thru July 31, 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 3 Report to MDT and the board was given until July 8, 2019: to respond with comments. CHSC continued to work with Cactus Productions on the animated video.

**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	90%	X	X	X	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	100%							X	X	X	X	X			
Task 3: Produce Final Drafts of TSC Multimedia Primer Components	95%											X	X	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 19, 2018 thru July 31, 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 submitted the final report and tools to MDT. The board was given until July 29, 2019 to comment. Since comments are not due until the end of July, MDT will extend the end date of the contract to allow time for final revisions. Once the products are finalized, CHSC will work with MDT to schedule a webinar.

**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	98%	X	X	X	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	100%				X	X	X	X	X	X	X			
Task 3: Produce Final Drafts of Communication Tools	95%									X	X	X	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 28, 2019 thru September 30, 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 collected and compiled literature as well as reviewed, organized and summarized that literature. They completed the Task 1 Report and submitted it to MDT for board review on May 31, 2019. The board was given until July 8 to review and comment. CHSC began working on the Task 2 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	25%	X	X	X	X	X															
Task 1: Literature Review	90%	X	X	X	X																
Task 2: Journal Article	30%				X	X															
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 28, 2019 thru September 30, 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.

During this quarter CHSC completed and submitted the Task 1 Report (literature review and scale selection). They also began developing the surveys for Task 2.

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	25%	X	X	X	X	X															
Task 1: Literature Review	90%	X	X	X	X	X															
Task 2: Surveys	20%					X															

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

**Anticipated work next quarter:**

Meetings

August 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

*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*

- Host (and record) webinar summarizing the project’s findings

*Key Information for DUIC Policy #8882-309-10*

- Schedule webinar summarizing the project’s findings
- Host (and record) webinar

*Traffic Safety Culture Primer #8882-309-11*

- Revise final report and tools based on comments from board due on July 8
- Schedule webinar summarizing the project’s findings
- Host (and record) webinar

*Traffic Safety Citizenship Communication Tools #8882-309-12*

- Revise final report and tools based on comments from board due on July 29<sup>th</sup>
- Schedule webinar summarizing the project’s findings
- Host (and record) webinar

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

- Response to comments and revise Task 1 Report
- Continue working on Task 2 Report- complete analysis, draft findings and results

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

- Draft two surveys and pilot test
- Share proposed surveys with board for approval

Board Activities

- Provide comments on Final Reports and Products for Traffic Safety Culture Primer and Traffic Safety Citizenship Communication Tools
- 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 end date of two of the projects and will work with MDT to adjust those schedules.

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