

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, 8882-309-13, 8882-309-14, 8882-309-15, 8882-309-16	Project Start Date: Oct. 1, 2014
Original Project End Date: September 30, 2019	Current Project End Date: September 30, 2020	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
\$1,066,982.53 (Total costs for all contracts)	\$768,170.00	72%

Overall Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$24,467.26 and 2%	\$25,467.26	72%

Total MDT IDCs for this quarter= \$1,354.23

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	\$14,293.96 Y5	% 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
\$7,670.20 and 36% Y5	\$7,670.20 Y5	60% Y5

MDT IDCs for this quarter for Y4= \$568.31

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= \$0.00

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	\$10,889.82	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
\$197.79 and 2%	\$197.79	99%

*MDT IDCs for this quarter= \$0.00

Traffic Safety Culture Primer Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$45,682.00	\$45,662.40	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
\$6,342.23 and 14%	\$6,342.23	99%

*MDT IDCs for this quarter= \$197.75

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	\$33,771.56	99%

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	99%

*MDT IDCs for this quarter= \$0.00

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	\$24,575.61	46%

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
\$1,733.35 and 3%	\$1,733.35	50%

*MDT IDCs for this quarter= \$77.44

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	\$30,007.77	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
\$7,895.30 and 6%	\$7,895.30	24%

*MDT IDCs for this quarter= \$510.73

Guidance to Promote Workplace Policies and Family Rules to Reduce...Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$151,968.00	\$1,628.39	%

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
\$1,628.39 and 1%	\$1,628.39	1%

*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

August 21st Quarterly Meeting

- Agenda
 - Financial update and management support contract
 - Related efforts - relevant information and events
 - Active project updates
 - TSC-TPF BTSCRP/NCHRP Submittal
 - Meetings
 - Action items
- Major actions
 - Approved meeting notes for May 2019 meeting.
 - CHSC provided updates about related efforts and current projects.
 - Board members provided updates about related efforts and current projects.
 - MDT asked current members for updates on their plans for Phase 2.
 - MDT will redistribute BTSCRP problem statement for another review.

Board Activities

- Reviewed and approved May's meeting notes.
- Continued process of requesting funds for FFY2020-2024 TPF solicitation.
- Reviewed and provided comments on Traffic Safety Culture Video.
- Reviewed and provided comments on Traffic Safety Citizenship Communication Tools Final Report and Products.
- Reviewed and provided comments on the Evaluation of Traffic Safety Culture Strategies Task 1 Report.
- Reviewed and provided comments on the Task 1 Report for Guidance on Messaging to Avoid Reactance and Address Moral Disengagement.

Program Fund Updates

As of September 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 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.

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	92%	X	X	X	X	X	X	X	X	X	X	X	X
Task 2: Report Writing Support	100%		X			X						X	
Task 3: Support Outreach and Awareness	92%	X	X	X	X	X	X	X	X	X	X	X	X
Task 4: Support Work Plan and Project Dev.	92%	X	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.

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 completed the final webinar and all final products have been posted to the MDT website.

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.

All deliverables were finalized and posted on MDT’s website. The final webinar is scheduled for November 6th at 1 pm MT to review 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	99%	X	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	99%												X	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. The end date of the project was extended to October 31, 2019 to allow for final products review. 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 the final video for board review. CHSC received comments on the video and provided line item responses to MDT. CHSC is waiting for the video approval to schedule the final webinar.

Progress Schedule Status

Activity	Percent Complete	2018/2019 - Month																
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
Task 0: Project Management	90%	X	X	X	X	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	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. The end date of the project was extended to October 31, 2019 to allow for final products review. 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.

All deliverables were finalized and posted on MDT’s website. The final webinar is scheduled for November 19th at 12 pm MT to review 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	Sep	Oct	
Task 0: Project Management	99%	X	X	X	X	X	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	99%										X	X	X	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 revised and resubmitted the Task 1 report based on feedback from the board and continued to develop the journal article. They also began preliminary work on summary guidance for Task 3 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	40%	X	X	X	X	X	X	X	X												
Task 1: Literature Review	100%	X	X	X	X																
Task 2: Journal Article	40%				X	X	X	X	X												
Task 3: Final Report, Summary Guidance	5%								X												

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	40%	X	X	X	X	X	X	X	X												
Task 1: Literature Review	100%	X	X	X	X	X															
Task 2: Surveys	50%					X	X	X	X												
Task 3: Message Guidance	0%																				
Task 4: Final Reports and Products	0%																				

Guidance to Promote Workplace Policies and Family Rules to Reduce Cell Phone Use While Driving and Promote Engaged Driving #8882-309-16

The Center for Health and Safety Culture at the Western Transportation Institute was chosen by the board to identify strategies for families and workplaces that foster engaged driving. The contract authorizes CHSC to conduct research from June 20, 2019 thru June 30, 2021. This is a cost reimbursement contract with a budget of \$151,968.00. 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 Guidance for Families and Workplaces
- Task 4: Create Resources and Complete Final Report

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

During this quarter CHSC completed basic planning and the internal launch of the project.

Progress Schedule

Activity	Percent Complete	2019-2021 - Month																							
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Task 0: Project Management	13%	X	X	X																					
Task 1: Literature Review	20%	X	X	X																					
Task 2: Surveys	0%																								
Task 3: Guidance	0%																								
Task 4: Final Reports and Products	0%																								

Anticipated work next quarter:

Meetings

November 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

Key Information for DUIC Policy #8882-309-10

- Host (and record) webinar

Traffic Safety Culture Primer #8882-309-11

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

Traffic Safety Citizenship Communication Tools #8882-309-12

- Host (and record) webinar

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

- Complete and submit Task 2 report for board review by December 31, 2019

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

- Pilot test draft surveys and make revisions
- Submit surveys for board approval
- Implement the surveys

- Complete the Task 2 Report

Guidance to Promote Workplace Policies and Family Rules to Reduce Cell Phone Use While Driving and Promote Engaged Driving
#8882-309-16

- Complete literature review
- Begin design of the survey

Board Activities

- Review and provide comments on Task 2 Report for Guidance on Messaging to Avoid Reactance... project
- Review and provide comments on Task 1 Report for Guidance to Promote Workplace Policies... 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).

- None

Potential Implementation: None at this time.