**TRANSPORTATION POOLED FUND PROGRAM**

**QUARTERLY PROGRESS REPORT**

Lead Agency (FHWA or State DOT): \_\_\_\_\_\_\_Iowa DOT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 #**  ***TPF-5(275)*** | | **Transportation Pooled Fund Program - Report Period:**  **X** Quarter 1 (January 1 – March 31), 2014\_  Quarter 2 (April 1 – June 30), \_\_\_\_\_\_\_  Quarter 3 (July 1 – September 30), \_\_\_\_\_\_\_  Quarter 4 (October 1 – December 31), 2013\_\_\_ | |
| **Project Title:**  **2014 Asset Management Conference and Training on Implementation Strategies** | | | |
| **Name of Project Manager(s):**  Matthew Haubrich, Iowa DOT  Tom Palmerlee, TRB | **Phone Number:**  (515) 233-7902  (202) 334-2907 | | **E-Mail:**  Matthew.Haubrich@dot.iowa.gov  TPalmerlee@nas.edu |
| **Lead Agency Project ID:**  RT1025 | **Other Project ID (i.e., contract #):** | | **Project Start Date:**  9-21-2012 |
| **Original Project End Date:**  10-1-2014 | **Current Project End Date:**  **10-1-2014** | | **Number of Extensions:** |

Project schedule status:

X 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** |
| $235,000 | $105,268.74 | 42% |

***Quarterly*** Project Statistics:

|  |  |  |
| --- | --- | --- |
| **Total Project Expenses**  **and Percentage This Quarter** | **Total Amount of Funds**  **Expended This Quarter** | **Total Percentage of**  **Time Used to Date** |
| $29,649 13% | $29,649 |  |

|  |
| --- |
| **Project Description**:  **TRB will organize an Asset Management Conference attended by member states and interested parties to exchanges information the challenges of asset management implementation.  A venue for pooled fund partners will be developed to share state DOT best practices and strategies for overcoming challenges.** |

|  |
| --- |
| Report 4th Quarter, 2013 10th National Conference on Transportation Asset Management  TPF-5(275) Asset Management Progress 3rd Quarter, 2013 Oct-2013 Track Leaders Update Session Titles  Oct-2013 Send to Publications for layout: AASHTO & Ohio Conference Announcement  Oct-2013 Print Announcement  Oct-2013 Final session titles, descriptions, and speakers set & entered into software  Oct-2013 Workshop Leaders. Provide speakers and presentation topics for inclusion in the preliminary program.  Oct-2013 Conference Chair complete preliminary slotting of sessions to times, distribute to track teams.  Oct-2013 Final track team slotting comments due  Oct-2013 AASHTO Annual Meeting in Denver. 500 announcement copies  Oct-2013 Transit GIS Conference, 150 Announcement copies  Oct-2013 Final slotting of sessions to times  Oct-2013 Track leaders provide name of their Closing Session speaker  Oct-2013 Track teams finish poster selection  Oct-2013 AMPO, Portland, OR, 200 Announcement copies  Oct-2013 Ohio Transportation Conference "Managing the Assets: Priorities, Partnerships & Performance" http://www.otecohio.org.- Andrew Williams  Oct-2013 FPTA Annual Conference, Clearwater Beach, Florida, Bittner, Send 400 copies  Oct-2013 TRB Publications starts on 11x17 Advance Program  Oct-2013 Send Presenter Acceptances  Oct-2013 Reminder re Track Webinar Applications due Nov 15  Oct-2013 Send Presenter Rejects  Nov-2013 Preliminary Program (full) editing complete, to TRB Publications  Nov-2013 11x17 Advance Program- PDF complete and posted  Dec-2013 11x17 Advance Program Layout to Printer (1000 copies)  Dec-2013 Preliminary Program Posted  Dec-2013 Deadline for Presenter Confirmations  Dec-2013 E-News announcement that Prelim Program posted  Dec-2013 11x17 Advance Program Deliver to TRB  Dec-2013 Track Webinar Applications due to Lisa Marflak, TRB Webinar Director Anticipated 1st Quarter, 2014 Work Jan-2014 Distribute 1,000 Advance Programs at the TRB Annual meeting  Jan-2014 Planning Committee at TRB Annual Meeting  Jan-2014 Early Bird Registration Deadline  Feb-2014 Planning Committee Call  Mar-2014 AASHTO March 25 Washington Briefing. 200 Advance Programs to Matt Hardy  Mar-2014 Final Program Text Deadline for planning committee  Mar-2014 Advance Registration Deadline  Apr-2014 Final Program editing complete, to TRB TRB Publications  Apr-2014 Send to Printer  Apr-2014 Final Program to TRB  Apr-2014 Ship to Miami  Apr-2014 Conference Starts Significant Results Conference Announcement printed and distributed to several appropriate meetings, including the AASHTO annual meeting and the Ohio “Managing Your Assets” conference. Special transit announcements were distributed to the Florida Public Transportation Association meeting, the APTA sustainability conference and the TRB Transit GIS conference..  Advance Program document with all sessions and session description developed. 1,000 copies to be printed for distribution at the TRB Annual Meeting and other events. Contains link to posted Preliminary Program.  Preliminary Program document with 20 pages, showing all sessions, presentations and speakers layout and posted to be the main reference.  Approximately 85% of approximately 150 speakers confirmed.  Needs calculated for state and local government speakers determined, compared to budgeted funds, and available amount committed to all those needing support.  54 people registered. |
| **Anticipated work next quarter**: 2nd Quarter Anticipated Activities Apr 08 All Tech Reps Conference Call  Apr 12 Leadership Conference Call  Apr 15 Developed Detailed Program Development Conference Call  Apr 15 Established Program Tracks  Apr 16 Transit SGR Track Conference Call  Apr 16 Traditional Tracks Conference Call  Apr 23 Adaptation Track Conference Call  Apr 24 Revised Announcement Text Final  Apr 26 Pooled Fund Tech Reps Chairs & TRB Staff Call  Apr 29 Revised Announcement Layout Complete, Send to Printer for AASHTO Spring Meeting  May 01 Finalize Track Objectives  May 03 Revised Announcement Copies Delivered to AASHTO  May 08 Call for Presentations text complete. Call to Pubs for Layout  May 13 All Tech Reps Conference Call  May 15 Registration Site Ready  May 15 Call for Presentations Posted  May 21 E News notice re Call for Presentations  May 22 Finalize Track Objectives  May 29 Call for Presentations text complete. Call to Pubs for Layout  Jun 05 Call for Presentations Posted  Jun 07 Meetings send notice that Call is open  Jun 07 Reminder email on Call for Presentations deadline from Meetings  Jun 07 E News reminder to Call for Presentations Deadline  Jun 07 Distribute Call for Presentations  Jun-2013 All Tech Reps Conference Call  Jun 26 Planning Team Preliminary Decisions on Review Approach Report 3rd Quarter, 2013 Revised 10th National Conference on Transportation Asset Management  TPF-5(275) Asset Management Progress 3rd Quarter Jul-2013 Research Contract with ISU Approved by NAS  Jul-2013 Promotion at RAC/TRB State Reps Meeting in Baton Rouge  Jul-2013 TRB E News reminder to Call Deadline  Jul-2013 Reminder email on Call deadline to be sent by TRB Meetings Staff  Jul-2013 Promotion at 2013 Subcommittee on Maintenance with the Subcommittee on Asset Management Meeting. 7/21-25/13. Matt Hardy  Jul-2013 Florida Promotion Conference Call  Jul-2013 Adaptation Track Conference Call  Jul-2013 Promotion at APTA’s Sustainability & Public Transportation Workshop, San Francisco. Weeks  Oct-2013 3 Workshop Leads re (a) workshop title and (b) description, (c) A one or two pager on who should attend and what they will gain.  Jul-2013 Planning Committee Conference Call  July 31, 2013 Presentation Proposals Due  Jul-2013 Session Planning Software Training/Plan Cm Call  Aug-2013 Promotion at Subcm on Transportation Finance Policy & SCOP in Minneapolis (Michael Bridges & Matt Hardy)  Aug-2013 Conversion abstracts into Session Planning Software complete  Aug-2013 Registration Site Ready  Aug-2013 Meeting of Principals re AASHTO Asset Mgt Subcommittee Peer Exchange in Miami  Aug-2013 Distribute Abstracts to Planning Committee for Review  Aug-2013 Track Leaders Conference Call  Aug-2013 Webinar on using session building software  Sep-2013 Promotion at Transportation Association of Canada (TAC), Winnipeg  Sep-2013 Planning Committee Call  Sep-2013 Promotion at Amotia Conference, Tampa, FL. Tim Lattner & Jennifer Brandenburg  Sep-2013 Promotion at APTA Annual Meeting on SGR Track . Weeks  Sep-2013 Draft Session Titles for the AASHTO Announcement   Anticipated 4th Quarter Work Oct-2013 Track Leaders Update Session Titles  Oct-2013 Set up Planning Committee Meeting for the TRB Annual Meeting  Oct-2013 Send the draft AASHTO Announcement to Pubs for AASHTO & Ohio Conference Announcement layout  Oct-2013 AASHTO Announcement ready for Matt Hardy to pick up  Oct-2013 Final session titles, descriptions, and speakers set & entered into software  Oct-2013 Workshop Leaders. Provide speakers and presentation topics for inclusion in the preliminary program.  Oct-2013 Conference Chair complete preliminary slotting of sessions to times, distribute to track teams.  Oct-2013 Final track team slotting comments  Oct-2013 Promotion at Transit GIS Conference  Oct-2013 Final slotting of sessions to times  Oct-2013 Track teams finish poster selection  Oct-2013 Promotion at AMPO, Portland, OR, Matt Hardy, 200  Oct-2013 Promotion at Ohio Transportation Conference "Managing the Assets: Priorities, Partnerships & Performance" http://www.otecohio.org.- Andrew Williams  Oct-2013 Promotion at FPTA Annual Conference, Clearwater Beach, Florida, Bittner, 400 copies to Hilton Clearwater Hotel by Oct 25  Oct-2013 Send Presenter Acceptances  Oct-2013 Publication start on 11x17 Preliminary Program  Oct-2013 Send Presenter Rejections  Nov-2013 Preliminary Program (full) editing complete, to TRB Pubs  Nov-2013 11x17 Prelim Program- PDF complete and posted  Nov-2013 Track Webinar Applications due to Lisa Marflak  Nov-2013 Preliminary Program (full) Posted  Nov-2013 E-News Announcement on the Prelim Program  Dec-2013 11x17 Preliminary Program Layout to Printer (1000 copies)  Dec-2013 Deadline for Presenter Confirmation  Dec-2013 11x17 Delivered to TRB for Annual Meeting Significant Results 150 Total presentation proposal abstracts submitted, 50% more than for 2012 conference  Planning team complete review of abstracts and develop sessions.  Website with registration capability became operational  Customized promotional material made available at numerous conferences. |

|  |
| --- |
| **Significant Results:** |
| **Circumstance 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).** |

|  |
| --- |
| **Potential Implementation:** |