**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.e., SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX)*  TPF-5(309) | | **Transportation Pooled Fund Program - Report Period:**  X Quarter 1 (January 1 – March 31)  □Quarter 2 (April 1 – June 30)  □Quarter 3 (July 1 – September 30)  □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 #):** | | **Project Start Date:**  Oct, 1st, 2014 |
| **Original Project End Date:**  September 30th, 2019 | **Current Project End Date:**  September 30th, 2019 | | **Number of Extensions:**  0 |

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** |
| $66,949.00 | $9469.96 | 30% |

***Quarterly*** Project Statistics[[1]](#footnote-1):

|  |  |  |
| --- | --- | --- |
| **Total Project Expenses**  **and Percentage This Quarter** | **Total Amount of Funds**  **Expended This Quarter** | **Total Percentage of**  **Time Used to Date** |
| $9469.96 and 14% | $9469.96 | 30% |
| **Project Description**:  This program is a cooperative effort of participating state 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 complimentary to other related research activities, such as NCHRP 17-69: A Strategic Approach to transforming Traffic Safety Culture to reduce Deaths and Injuries. 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 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  January 12th  The board, program manager, CHSC staff, and other interested parties met to discuss the following items:   * TPF Funding Status - commitments, funding transfers, plans to commit, and confirm board members. * Related TRB Events * Related efforts * Western Transportation Institute (WTI) Safety Center of Excellence * First year Projects * Additional Partners   February 18th  The board, program manager, CHSC staff, and other interested parties met to discuss the following items:   * TPF Funding Status - commitments, funding transfers, plans to commit, and confirm board members. * Recap TRB Meeting * Related efforts * Discussion and Vote on Proposed First Year Projects- The vote did not take place on the call. The project manager wanted to have a private meeting with the board to determine if the Center should provide the formal proposals for each projects. It was determined that the pooled fund would be able to start both projects in the first year. * Reminded participants about the recurring quarterly meeting schedule on the third Wednesday, quarterly (February, May, August, and November) from 12-2 pm Mountain. * Discussed In person meeting locations and date- the board is interested in coordinating the time of the meeting with the survey development of the two projects. * Next Steps- Board will meet to vote on first year projects   The meeting minutes were compiled by CHSC staff and submitted to MDT for approval. These were then shared with participants at the meeting.  Board Activities   * Approved November and January Meeting Notes during February meeting * Approved Cannabis and Engagement Projects in private meeting, WTI must submit a formal proposal to Board and MDT   Program Fund Updates  As of March 31st, there are 9 participating states in the TPF program. They are CT, IA, ID, LA, MT, NH, TX, UT, and WA. These 9 states have committed $975,000.00 in funds over a five year period. The commitments by organization can be found at <http://www.pooledfund.org/Details/Study/558>. CA is interested in participating in the fund but has not made an official commitment.  Contract Status  *Program Support Contract 8882-309-01*  The support contract was amended to include payment for Nic Ward to attend Towards Zero Conference 2015 in Gothenburg, Sweden. The agreement is to pay for half of the total cost up to $1875 plus IDCs. This amendment brings the total cost of the contract to $66,949.  As part of this contract, the Center for Health and Safety staff completed more detailed scopes of work for two of the proposed projects, Cannabis Culture and Engagement in Traffic Safety. These project proposals were shared with the program manager and reviewed with the board members during an informal meeting at TRB on January 12th. The detailed scopes of work were discussed again during the meeting Feb. 18th. The board held a private meeting to vote on whether or not the Center would lead these projects. The board voted unanimously to have the Center lead these two projects. The Center began to put the two proposed projects into a formal proposal template for MDT and the board to review. These proposals should be completed in April.  The center provided meeting support during the January and February calls as well as submitted a Quarterly report in January for MDT’s review and approval. The Center staff continues to support the TSC TPF through outreach and awareness and supporting work plan and project development. Nic Ward attended several events at TRB during which he provided briefs updates on the pooled fund. He suggested the board consider the Roadway Safety subcommittee annual summit as an opportunity for the pooled fund members to meet face to face.  Progress Schedule Status   |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Activity** | Percent  Complete | **Year 1 - Month** | | | | | | | | | | | | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep.** | | Task 1: Meeting Support | 37.5% | X |  | X | X |  |  |  |  |  |  |  | | Task 2: Report Writing Support | 50% |  | X |  |  | X |  |  |  |  |  |  | | Task 3: Support Website | 45% | X | X | X | X | X |  |  |  |  |  |  | | Task 4: Support Outreach and Awareness | 45% | X | X | X | X | X |  |  |  |  |  |  | | Task 5: Support Work Plan and Project Dev. | 45% | X | X | X | X | X |  |  |  |  |  |  | | Task 6: Reimburse Travel | 0% |  |  |  |  |  |  |  |  |  |  |  | |
| **Anticipated work next quarter**:  Meetings  May 20th  *Quarterly meeting*   * Develop an agenda * Plans to discuss determine in person meeting time * Discuss two projects   Contract Status  *Program Support Contract 8882-309-01*   * Submit Quarterly report to MDT for review and approval * Provide meeting support for May meetings * Begin planning in person meeting once timeline is determined * Continue outreach and awareness * Submit official project proposals to MDT to move into contract |

|  |
| --- |
| **Significant Results:**   * Board chose to move forward with the Cannabis Culture and Engagement in Traffic Safety projects * The Center is working to put these projects into the official MDT format |
| **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).** None |

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

1. The expenditures included in the project statistics are actual expenditures by MSU as of March 31st and MDT IDCs through March 31st expenditures. It is important to note that salaries and benefits for a given month are not reported until the subsequent month (thus this report does not include salary and benefits for March). [↑](#footnote-ref-1)