

**TRANSPORTATION POOLED FUND PROGRAM
QUARTERLY PROGRESS REPORT: Q415***

Lead Agency (FHWA or State DOT): Oregon 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 # <i>(i.e, SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX))</i> TPF-5(331)	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 type="checkbox"/> Quarter 3 (July 1 – September 30) <input checked="" type="checkbox"/> Quarter 4 (October 1 – December 31)	
Project Title: Toolkit for the Deployment of Alternative Vehicle and Fuel Technologies		
Name of Project Manager(s): Art James	Phone Number: (503) 986-3858	E-Mail art.james@odot.state.or.us
Lead Agency Project ID:	Other Project ID (i.e., contract #): B33513	Project Start Date: 07/14/2015
Original Project End Date: 09/30/2017	Current Project End Date: 09/30/2017	Number of Extensions: 0

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
\$243,512	\$67,795	28%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$ 21,902 / 9%	\$21,902	21%

*revised Jan 2017.

Project Description:

The objectives of this project will be twofold: (1) implementation of approximately 5-6 regional/topic based workshops for state and local transportation agencies, their state counterparts and stakeholders to discuss the current status of alternative vehicle and fuels technologies in their specific region; and, (2) development of a "toolkit" for state and local transportation agencies who are interested in advancing the deployment of alternative vehicle and fuels technologies. The toolkit will be tailored to the specific needs of each region.

Scope of Work:

Task 1 - Work Plan and kick-off meeting. The Work Plan must include scope, task descriptions and deliverables, schedule, management and staffing plan, travel plan, and risks and assumptions.

Task 2 - Development of a strategy or framework outlining the structure and content of each workshop. The Consultant shall develop the strategy/framework outlining the structure and content of each workshop in consultation with the pooled fund participants involved in each workshop, the State DOT pooled fund lead, and FHWA representatives (through conference calls, webinars, etc.).

Task 3 - Organization and implementation of regional/topic-based workshops. The majority of the workshops will be organized and implemented from a regional perspective (i.e. states/regions that share major Interstate corridors). However, several workshops may be organized around a particular fuel or vehicle technology or other topic area such as electric vehicles, CNG use in the light-duty or heavy-duty fleet, or alternative finance mechanisms.

Task 4 - Development of a summary report and Toolkit for each workshop. The Consultant shall develop a Toolkit for each workshop based on the specific needs and goals identified in the workshops.

Task 5 - Technical assistance support for up to 3 months after delivery of Toolkit. The Consultant shall be available for a 3 month period to provide technical assistance and to address unresolved implementation issues and barriers.

Task 6 - Training and Outreach. The Consultant shall develop informational and training materials (such as a PowerPoint presentation) for national use that summarize the information gathered and lessons learned from the workshops. The materials will be shared with transportation agencies who are interested in advancing the deployment of alternative vehicle and fuels technologies. All materials will be developed for website posting.

Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):**Task 1 – Work Plan and Kick-Off Meeting**

Task has been completed.

Task 2 – Develop a Strategy or Framework Outlining the Structure and Content of Each Workshop

The team continued work on workshop topics, reviewed events which might be leveraged, and discussed possible venues. The team decided the next workshop would be *Accelerating AFV Deployment with Innovative Finance Mechanisms*, tentatively to be held in February 2016, and began development of the workshop content, structure, and invitees. The team explored collaboration with UC Davis National Center for Sustainable Transportation/ZEV MAP on upcoming workshops and discussed planning a workshop focused on the ZEV MOU states. The team also began work with CALSTART and the New York City Department of Transportation, to discuss a workshop focused on the development of a clean corridor along I-95, tentatively scheduled for late summer 2016.

Task 3 – Organize and Implement Regional/Issue-based Workshops

The New York State Department of Transportation (NYSDOT) was welcomed to the team. Introductions were held with NYSDOT and NYSDOT was brought up to speed on current activities and was NYSDOT was invited to contribute ideas and interests to the discussion.

The team worked on registrations and logistics, developed a draft agenda, content, and speakers list for the *Accelerating AFV Deployment with Innovative Finance Mechanisms* workshop. The team also developed an internal schedule and milestone list.

Task 4 – Develop a Summary Report and Toolkit for Each Workshop

The team completed initial foundational design of the online-based role-responsibility matrix, which will be tailored for each workshop toolkit. The team began compiling resources for the resource library that will become a component of the Innovative Finance Mechanisms workshop toolkit.

Task 5 – Technical Assistance

No work.

Task 6 – Training and Outreach

No work.

Anticipated work next quarter:

- Finalize content and case studies for the second workshop (*Accelerating AFV Deployment with Innovative Finance Mechanisms*).
- Host second workshop (*Accelerating AFV Deployment with Innovative Finance Mechanisms*) and develop draft summary report.
- Develop draft foundational structure and toolkit from second workshop.
- Continue development of subsequent workshops.
- Continue website development and keep workshop and toolkit information current.

Significant Results:

- New York State Department of Transportation joined the pooled fund.

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).

No problems encountered or anticipated.

Potential Implementation: