

**TRANSPORTATION POOLED FUND PROGRAM
QUARTERLY PROGRESS REPORT: Q116**

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 checked="" 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 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	\$103,255	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
\$35,461 / 15%	\$35,461	32%

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 under this task is complete.

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

Clean Freight Corridors: The team held a call with Alycia Gilde, CALSTART, and Susan McSherry, New York City Department of Transportation, to discuss planning a workshop focused on the development of a clean corridor along I-95, on January 7. The team held a call with Caltrans to provide an overview of the pooled fund project on February 4. The team held a call with Alycia Gilde, CALSTART, to discuss the distribution of roles and responsibilities for planning a workshop focused on the development of a clean corridor along I-95, on February 17. Two members of the team participated the Northeast Clean Freight Corridors Workgroup kick-off meeting on February 18. The team held a call with ODOT/FHWA and Alycia Gilde, CALSTART, on March 7 to continue discussing the planning of a workshop focused on the development of a clean corridor along I-95.

State Transportation Fleet Adoption of Alternative Fuel Vehicles

The team gathered input from TAC members regarding the location for the third workshop in the series, tentatively titled *Accelerating AFV Use in DOT Fleets*. In collaboration with ODOT/FHWA, the team finalized the location for (Austin, TX) and began the planning of the third workshop in the series, titled *State Transportation Fleet Adoption of Alternative Fuel*

Vehicles.

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

Accelerating AFV Deployment with Innovative Finance Mechanisms Workshop

Via numerous phone calls and a site visit, the team developed and finalized the case studies to be discussed by participants at the Accelerating AFV Deployment with Innovative Finance Mechanisms workshop, finalized the venue and logistics, developed breakout sessions, developed travel guidance for TAC members, developed and distributed official workshop invitations and reminders, resolved last minute speaker conflicts, and hosted the Innovative Finance Mechanisms workshop on February 22. During the workshop, team members provided presentations, facilitated group discussions, and took notes and photographs. As follow up, the team sent out a reminder to attendees to complete the post-workshop survey and processed all travel reimbursement requests and developed a draft workshop summary.

State Transportation Fleet Adoption of Alternative Fuel Vehicles

The team held calls with TAC members to refine the meeting objective, brainstorm potential attendees, and begin sketching out discussion topics for the Fleet Adoption of Alternative Fuel Vehicles workshop on February 18 and 19. The team finalized workshop logistics, developed the agenda, developed a draft TAC attendance list, sent out an official invitation email, opened registration on March 3, compiled a travel reimbursement form for TAC members, sent personalized invitations to fleet managers at state DOTs that have shown leadership in AFV adoption, and developed workshop materials.

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

Accelerating Alternative Fuel Vehicle and Infrastructure Deployment with Innovative Finance Mechanisms

The team compiled resources for the resource library that will become a component of the workshop toolkit. The team sent the resource library and case study materials to the Innovative Finance Mechanisms workshop participants on February 16. After the workshop, the team sent participants the speaker presentations, a list of attendees, and a post-workshop evaluation form, all of which will be incorporated into the workshop toolkit. In March, the team submitted a draft summary report, toolkit components, resource library updates, fact sheets, case study assumptions, and workshop presentations for review.

State Transportation Fleet Adoption of Alternative Fuel Vehicles

The team compiled resources for the resource library that will be a component of the upcoming Fleet workshop toolkit.

Task 5 – Technical Assistance

No work this period.

Task 6 – Training and Outreach

No work this period.

Anticipated work next quarter:

Publish final summary for the *Accelerating Alternative Fuel Vehicle and Infrastructure Deployment with Innovative Finance Mechanisms* workshop and workshop materials.

Anticipated work next quarter:

Publish final summary for the *Accelerating Alternative Fuel Vehicle and Infrastructure Deployment with Innovative Finance Mechanisms* workshop and workshop materials.

Significant Results

- The second of five planned workshops, *Accelerating Alternative Fuel Vehicle and Infrastructure Deployment with Innovative Finance Mechanisms* was held in Washington, DC on February 22, 2016.
- Substantial progress was made on the subsequent workshop and toolkit frameworks.

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).

Concerns have been expressed, beginning that there is insufficient investment in the nuts and bolts of the toolkits and website and that the toolkits and website were not projected to be as integrated as originally envisioned. There has also been disappointment that there was only budget for five workshops.

Potential Implementation: