

**TRANSPORTATION POOLED FUND PROGRAM
QUARTERLY PROGRESS REPORT: Q216**

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 checked="" 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	\$146,747	60%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$43,492 / 18%	\$58,758	44%

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**

Work under this task is complete.

Task 2 – Develop a Strategy or Framework Outlining the Structure and Content of Each Workshop*Northeast Clean Freight Corridors Workgroup*

On June 23, the team participated in a Northeast Clean Freight Corridors Workgroup call to gather details for planning a workshop focused on establishing a clean freight corridor.

Additional Workshops

On June 28, the team held a call with ODOT/FHWA, Caltrans, NYSDOT, and VTrans to discuss hosting a ZEV workshop in the fall and a California-based workshop in early 2017.

Task 3 – Organize and Implement Regional/Issue-based Workshops*State Transportation Fleet Adoption of Alternative Fuel Vehicles*

The team finalized registrations, coordinated with TxDOT on workshop logistics, such as audio visual equipment, security procedures, refreshments, introductory speakers, name badge and agenda printing, and breakout group discussion materials, worked with seven state DOTs to finalize handouts detailing each DOT's experience with

alternative fuels in their fleet, distributed pre-workshop materials, and on April 18, hosted the Fleet workshop in Austin, TX. Team members facilitated group discussions, coordinated on-site logistics, and compiled notes from the discussions. Post-workshop, the team distributed a participant, speaker presentations, a post-workshop evaluation survey, and processed reimbursement requests.

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

Accelerating AFV Deployment with Innovative Finance Mechanisms

The team finalized the workshop summary report for the Accelerating AFV Deployment with Innovative Finance Mechanisms workshop after incorporating comments from ODOT/FHWA. The team updated the <http://altfueltoolkit.org/> website with the toolkit from the *Innovative Finance* workshop and an AFV Planning Guide developed to help transportation agencies advance on AFV engagement, an “Alt Fuels 101” page, and added language to the home page to help users navigate the site. The FAST Act and CMAQ/STBGP factsheets were revised based on ODOT/FHWA feedback, and all workshop materials were posted to the website, including the workshop summary reports and case study assumptions.

Fleet Adoption of Alternative Fuel Vehicles

The team finalized the Fleet Adoption of Alternative Fuel Vehicles workshop summary report and toolkit, and created a one page overview of the key outcomes from the workshop. On June 10, the team published the Fleet workshop toolkit to the <http://altfueltoolkit.org/> website, and announced the availability of the toolkit to workshop attendees and TAC members on June 13. The toolkit includes a resource library, speaker presentations, overviews highlighting alternative fuel vehicle use in seven DOT fleets, a fact sheet on renewable diesel, and a photo gallery.

Task 5 – Technical Assistance

The team analyzed and resolved issues raised in past workshops, updated the toolkit materials, including creating additional fact sheets and documentation for assumptions used for case studies, updated resource libraries, and fixed broken links. The team corrected erroneous links on the website and provided TAC members with information about electric vehicle funding opportunities.

The team provided information about an FHWA webinar on the designation of alternative fuel corridors to attendees of all three workshops that have been held to date. The team developed a fact sheet about renewable diesel, and added resources to the toolkit resource library related to the costs of upgrading maintenance facilities for CNG vehicles and RFPs related to alternative fuel vehicle fleet purchases in response to workshop attendee requests. The team provided TAC members with a Clean Cities announcement about electric vehicle funding opportunities.

Task 6 – Training and Outreach

No work.

Anticipated work next quarter:

The team will begin planning website and toolkit improvements and a sixth workshop once the contract amendment has been signed contract amendment.

Significant Results:

- The third workshop, *State Transportation Fleet Adoption of Alternative Fuel Vehicles*, was held in Austin, TX on April 18, 2016
- Texas DOT joined the pooled fund.
- A contract amendment was completed and routed for signatures.

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 in Q116 that there was insufficient investment in the nuts and bolts of the toolkits and website and that the toolkits and website were not going to be as integrated as originally envisioned. There has also been disappointment that there was only budget for five workshops. Additional funds have been made available

from FWHA and the State of New York has joined the pooled fund. Given the additional resources, a contract addendum has been drafted and is expected to be signed in early Q316.

Potential Implementation: