

TRANSPORTATION POOLED FUND PROGRAM QUARTERLY PROGRESS REPORT

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 checked="" 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: 03/30/2018	Number of Extensions: 1

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
\$ 446,472	\$232,867	52%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$86,120 / 19%	\$92,205	45%

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.

Task 7 - Build out Project Website, Planning Guide, Calculator, and Toolkits

Build out the Project Website (<http://altfueltoolkit.org/>) to house the Alternate Fuel Vehicle (AFV) Planning Guide, AFV Payback Calculator, AFV Toolkits, and other information including an About page describing the overall initiative, and materials such as Alternative Fuels 101 primer. Develop an interactive online AFV Planning Guide to allow state Department of Transportations (DOTs), Metropolitan Planning Organizations (MPOs), and other agencies to assess current status of alternative fuel efforts, determine how to get started or make further progress, and help them plan their agency's AFV-related activities. Develop a simple AFV Payback Calculator that is fully integrated into the Project Website and the AFV Toolkits. Provide additional analytical support and additional toolkit materials development for workshops that results in deeper technical analysis, additional case studies, enhanced fact sheets, and other analytical resources that will be used by the workshop participants. Provide additional web developer support to fully develop the website functionality and ensure all the toolkit elements are integrated properly. Provide Subject Matter Experts (SME) to fully develop and incorporate the specific suggestions generated at the workshops. Provide website maintenance and updates as needed during contract Period of Performance (POP). Develop a transition plan in consultation with the pooled fund agencies to transfer the overall Project website to Volpe or an alternate government host agency. This plan must be completed for the Project website to be deemed complete. Transfer the overall Project website prior to the conclusion of the contract.

Task 8 – Oversee Pilots to Test Website, Planning Guide, Calculator, and Toolkits

Manage the testing of the Website, Planning Guide, Calculator, and Toolkits by state and regional transportation agencies and integrate their feedback. Provide training (e.g., one or more webinars or web-enabled conference calls), assist the agencies in identifying the relevant series of activities for them to undertake, and provide robust, one-on-one technical support in using the website, planning guide, calculator, and toolkits. Revise the Website, Planning Guide, Calculator, and Toolkits as needed to address feedback received during the pilot testing.

Task 9 – Provide funding to CALSTART to support the Northeast Clean Freight Corridors Workgroup and implement a clean corridors conference

Cadmus shall fund CALSTART to manage workgroup engagement, gather areas of interest and concern from the workgroup, and provide detailed planning and execution for clean corridor conference. Cadmus shall engage with the Northeast Clean Freight Corridors Workgroup by having 1-2 team members join the workgroup calls and support conference planning and coordination.

Task 10 – Provide additional workshop support

Plan and develop a sixth workshop on a timely topic approved by the pooled fund participants involved in each workshop, the State DOT pooled fund lead, and FHWA representatives and develop a summary report and Toolkit for the sixth workshop. Also provide additional support for the Innovative Finance, Fleet, and ZEV workshops to facilitate participation a greater number of participants than planned in the original scope.

Task 11 – Implement a webinar to summarize the workshop and roll out the website resources

Plan and implement an approximately 1.5 hr webinar to summarize the content presented and discussed in the workshops and roll out the website resources.

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

Clean Freight Corridors Workshop. The team participated in planning calls organized by Alycia Gilde, CALSTART, in advance of the November 2016 National Clean Corridors Meeting, to develop and refine the objectives and agenda for the Clean Freight Corridors Workshop on the second day, the pooled-fund portion of the conference.

CA Best Practices and Emerging Technologies. Over several conference calls, the team worked with Caltrans to brainstorm and refine possible topics to focus on for a workshop on alternative fuel vehicle best practices and emerging technologies from California.

ZEV Workshop. The team met with ODOT, VTran, ConnDOT and NESCAUM to discuss ideas for a ZEV workshop targeted for Fall 2016. After a series of additional conference calls, the team decided to target a ZEV workshop with a subset of the NESCAUM group, still targeted for the fall of 2016. Over a series of subsequent conference calls, the team brainstormed and refined possible objectives and topic areas and developed a strawman workshop outline for distribution and review. Further discussions led to the decision to broaden the topic to be about transportation electrification and the decision to target early spring 2017 for the workshop.

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

Clean Freight Corridors Workshop. The team developed the logistics plan and the travel reimbursement form for TAC members. The team coordinated with CALSTART to incorporate the Clean Freight Corridors Workshop into the larger schedule of the National Clean Corridors Meeting. The team recruited subject matter experts for the breakout sessions, reserved a hotel block for TAC members, drafted an email invitation, promoted a Clean Corridors Meeting webinar to TAC members, and tracked registrations.

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

Continued the development of summary reports for each toolkit.

Task 5 – Technical Assistance

The team revised the FAST ACT fact sheet within the Alternative Fuels Innovative Finance Toolkit portion the website. The team presented ideas to promote the website to ODOT/FHWA on a call on August 16. The team created a PowerPoint slide providing an overview of the <http://altfueltoolkit.org/> website to be used in presentations and sent it out to ODOT/FHWA on August 18.

Task 6 – Training and Outreach

No work.

Task 7 – Project Website, AFV Planning Guide, AFV Payback Calculator, Toolkit Integration

Continued work on developing project website and AFV Planning Guide.

Task 8 – Oversee Pilots to Test Website, Planning Guide, Calculator and Toolkits

No work.

Task 9 – Provide funding to CALSTART et al

Established a funding agreement with CALSTART to coordinate planning of the National Clean Corridors Meeting. Continued working with CALSTART to prepare for fourth workshop in Troy, New York.

Task 10 – Provide additional workshop support

Please see Tasks 2 and 3 for details on the additional workshop related to best practices and emerging technologies from California.

Task 11 – Implement a webinar, etc.

No work.

Anticipated work next quarter:

Hold the fourth workshop, *Clean Freight Corridors* in November in Troy, NY.

Significant Results:

- Contract amendment B3351A1 was executed on July 14, 2016. Summary terms:
 - Increased total contract amount to \$510,960.
 - Increased travel budget.
 - Provided CALSTART funding (Task 9) in support of Clean-Freight Corridor workshop planned for November 2016.
 - Added an additional (sixth) workshop (Task 10)
 - Expanded build out of project website, toolkits, planning guide, and payback calculator (Task 7). Added pilot testing for project website, toolkits, planning guide, and payback calculator (Task 8).
 - Added development of a summary webinar (Task 11).

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: