

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 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: 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	\$265,284	59%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$32,418 / 7%	\$36,020	54%

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 completed its outline for the structure of the National Clean Corridors Meeting in Troy, New York with planning calls organized by Alycia Gilde, CALSTART, on Oct. 6th, Oct. 13th, Oct. 21st, and Oct. 31st. The team also held internal planning calls with Alycia Gilde, CALSTART, that focused exclusively on the Day 2 workshop on Oct. 4th and Oct. 11th.

CA Best Practices and Emerging Technologies. The team continued its planning of the fifth workshop, tentatively scheduled for March 22, 2017 in Sacramento, California, with a focus on California best practices around transportation and climate change. The team developed a strawman agenda for the workshop that included eight potential options for breakout sessions. The team discussed those options with leaders of the pooled-fund and Caltrans on Oct. 14th. After multiple phone calls discussing the content and structure of the workshop, the team refined the focus of the workshop to be on fuels and vehicles. The team continued developing the agenda for the fifth workshop in collaboration with Caltrans, ODOT, and FHWA. In the next reporting period, the team will develop a draft agenda to be sent to invitees of the workshop.

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

Clean Freight Corridors Workshop. The team continued developing the content for the second day of the fourth workshop on clean freight corridors. Working with six subject matter experts for the two breakout sessions (SMEs for each session), the team organized discussion questions and fact sheets to help participants understand the topics. The team continued working on logistics for the day-of including name badges, hotels, greetings, and reception activities. The team also worked with Alycia Gilde, CALSTART, to coordinate the audio visual equipment, and agenda printing on Day 2. Because results of an online survey of registered participants suggested more than 100 individuals may attend Day 2, the team organized an additional breakout group for the first and second breakouts, to be used if needed. The team implemented the workshop on clean freight corridors in Troy, New York on November 4th in the Alumni Center at Rensselaer Polytechnic University. Working with six subject matter experts for the two breakout sessions (three SMEs for each session), the team facilitated discussions on specific topics and brainstormed to identify ideas for the online toolkit (altfueltoolkit.org). The team facilitated the day-of logistics by ensuring the schedule of day was closely followed and that the workshop ended promptly on time.

CA Best Practices and Emerging Technologies. The team developed a Save-the-Date announcement for the fifth workshop in Sacramento, California. The invitation will be sent to potential participants upon approval of Caltrans. The team received approval from Caltrans on the Save-the-Date announcement for the fifth workshop and sent it to TAC members. The team coordinated with Caltrans on the venue requirements and secured a venue.

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

Continued toolkit development by identifying toolkit elements related to clean freight corridors. The team completed a draft of the workshop summary report for the Troy, NY workshop and submitted the draft to ODOT and FHWA for review. The team coordinated with Alycia Gilde, CALSTART, to develop a streamlined survey that covered both days of the workshop due to significant attendee overlap. The team continued development of the toolkit from the Troy, NY workshop by adding tags and thumbnail photos for the resources in the resource library so that they could easily be searched. The team started the development of the toolkit components agreed to by ODOT/FHWA and incorporated the survey results from the post-workshop survey into the workshop summary report and submitted a complete draft to ODOT/FHWA on December 5.

Task 5 – Technical Assistance

Continued providing technical assistance on delivery of toolkit.

Task 6 – Training and Outreach

No work.

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

Continued working on the AFV Planning Guide.

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

No work.

Task 9 – Provide funding to CALSTART

Continued working with CALSTART to prepare for fourth workshop in Troy, New York. Completed participation in Northeast Clean Freight Corridors Working Group calls.

Task 10 – Provide additional workshop support

No work.

Task 11 – Implement a webinar

No work.

Anticipated work next quarter:

- Publish the summary for the fourth workshop, *Clean Corridors Meeting: Tools for Implementing Alternative Fuel Corridors*.
- Implement the fifth workshop scheduled for March 22, 2017 in Sacramento, CA.

Significant Results:

Implemented the fourth workshop, *Clean Corridors Meeting: Tools for Implementing Alternative Fuel Corridors*, held in Troy, NY on November 4, 2016.

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: