

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 checked="" type="checkbox"/> Quarter 1 (January 1 – March 31) 2017 <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: 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
\$446,471	\$285,812	64%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$20,528 / 5%	\$26,750	63%

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 Transportation (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 - Development of a strategy or framework outlining the structure and content of each workshop.

In early March, 2017 the team finalized the agenda for the fifth workshop, held on March 22, 2017 in Sacramento, California. In the weeks leading up to the fifth workshop, the team developed the agenda, recruited speakers, and coordinated sessions to prevent repetition between talks. The team also worked with Caltrans, ODOT, and FHWA to finalize the case studies for the workshop.

Task 3 - Organization and implementation of regional/topic-based workshops.

The team implemented the fifth workshop in Sacramento, California on March 22, 2017. In the weeks leading up to the workshop, the team finalized participant travel arrangements, distributed final workshop materials (such as the agenda and case studies), fielded from workshop participants, and managed the venue logistics. The team also facilitated speaker introductions and helped develop case studies. For the case studies, the team split the participants into two groups and conducted hour-long brainstorming sessions and developed dialogue around clean fuels policies and clean vehicle policies. The team focused on creating a forum of open conversation and an atmosphere of collaboration and cooperation. Lastly, the team took detailed notes to facilitate the development of the workshop summary report on toolkit elements.

Task 4 - Development of a summary report and Toolkit for each workshop.

The team continued finalizing the toolkit components from the Troy, NY workshop, including a review of documents from ODOT/FHWA. These will be available in early Q2'2017. The team also began development of the California workshop summary report and toolkit items.

Task 5 -Technical assistance support for up to 3 months after delivery of Toolkit.

No work.

Task 6 - Training and Outreach.

No work.

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

No work.

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

No work.

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

Completed participation in Northeast Clean Freight Corridors Working Group calls.

Task 10 – Provide additional workshop support.

If a topic for the sixth workshop is determined, the team recommends a tentative date of October, 2017, which will provide time over the summer, 2017 to pilot the toolkit components and time after the workshop to complete the post-workshop support and plan the final webinar.

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

The team's plan moving forward is to begin planning the final webinar after the sixth workshop. Work in this task will complement that in task 6.

Anticipated work next quarter:

- Training and outreach material (Task 6) will be developed over the summer, 2017.
- The team will continue to improve the functionality and content of the AFV Planning Guide (Task 7) with the help of ODOT, FHWA and the pilot testers (altfueltoolkit.org).
- The team will identify volunteers from members of the TAC for pilot testing of the Planning Guide, Calculator, and Toolkit (Task 8).
- The team will decide whether or not to pursue a sixth workshop, and if so, the topic, location, and timing, and if not, the best use of the remaining project funds.

Significant Results:

- Fifth workshop held on March 22, 2017 in Sacramento, CA.

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).

With the addition infusion of funding in Q3'16, a sixth workshop was added to the work plan. There have been challenges, however, with finalizing the topic, particularly given the current political landscape. The team will decide in Q2'17 whether to cancel the sixth workshop, strengthen other tasks, and/or change the project end-date.

Potential Implementation: