

## 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.*

<b>Transportation Pooled Fund Program Project #</b>  TPF-5(331)	<b>Transportation Pooled Fund Program - Report Period:</b>  <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) 2017	
<b>Project Title:</b> Toolkit for the Deployment of Alternative Vehicle and Fuel Technologies		
<b>Name of Project Manager(s):</b> Art James	<b>Phone Number:</b> (503) 986-3858	<b>E-Mail</b> Art.JAMES@odot.state.or.us
<b>Lead Agency Project ID:</b>	<b>Other Project ID (i.e., contract #):</b> B33513	<b>Project Start Date:</b> 07/14/2015
<b>Original Project End Date:</b> 09/30/2017	<b>Current Project End Date:</b> 03/30/2018	<b>Number of Extensions:</b> 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	\$399,417	89%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$40,490 / 9%	\$40,490	85%

## **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.**

This task was cancelled per contract Amendment 2, executed September 13, 2017.

**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.

**Task 12 – Implement Expanded Outreach**

- Develop additional webinar to be delivered up to three times, targeted at the users of the toolkit website, including state departments of transportation, the American Association of State Highway and Transportation (AASHTO), metropolitan planning organizations, Clean Cities coordinators, and other not-for-profit groups like CALSTART. Potential webinar topics include signage along clean corridors and an update on the Volkswagen Group's \$1.2 billion 2017 settlement of the federal diesel-emissions class-action lawsuit.
- Create a one-page summary document about the toolkit website. A good-faith effort must be made to widely include the one-pager in relevant conference materials and mailed to potential website users, such as state departments of transportation and metropolitan planning organizations. The one-page summary report must detail which conferences, websites, and other relevant outlets were approached and which were successful in having toolkit materials placed.
- Create a self-paced tutorial for the toolkit website. The tutorial must be approximately three to five minutes long and provide an overview of the website's main features, including the Alternative Fuel Vehicle (AFV) Quick Facts, AFV Planning Guide, and AFV Toolkits. The tutorial must be completed after the Pilot Testing of the completed website.
- Create a PowerPoint slide that gives a concise overview of the toolkit. A good-faith effort must be made to include the slide at conferences and workshops by members of the pooled fund, Clean City coordinators, and others involved in the toolkit development. The slide shall be constructed so as to be readily adapted into other presentations, perhaps by creating multiple versions. The PowerPoint must detail which conferences, websites, and other relevant outlets were approached and which were successful in having toolkit materials placed.
- Conduct Search Engine Optimization (SEO) for the toolkit website to include: cross device compatibility, internal linking, inclusion of keywords, and initial social media marketing.

**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.**

Work under this task is complete.

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

Work under this task is complete.

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

Work under this task is complete.

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

Work under this task is complete.

**Task 6 - Training and Outreach.**

The team completed the development outreach and training materials for the [altfueltoolkit.org](http://altfueltoolkit.org) website. The team continued developing outreach and training materials for the [altfueltoolkit.org](http://altfueltoolkit.org) website. The team completed an "Alt Fuels FAQ" document posted on the website as described in the Work Plan. The team

also had a planning call with ODOT and FHWA's social media staff to plan a series of social media posts over coming months.

Work under this task is complete though the team will continue developing outreach and training materials for the [altfueltoolkit.org](http://altfueltoolkit.org) website.

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

The team held meetings to discuss the layout, structure, and design of the toolkit website, including a new home page design. Proposed changes were coordinated with Diane Turchetta and Art James via email. The team expects to complete these changes before the by the end of the project in March 2018.

The team held internal meetings to discuss how to reorganize the AFV planning guide, based on pilot tester comments. The team expects to complete these changes before the end of the calendar year. The continued work on the AFV Payback Calculator, including incorporating pilot tester comments. The team expects to complete these changes before the end of the by the end of project in March 2018.

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

The team continued working with pilot testers to understand their experience with using the website. The team compiled all pilot tester comments and created an action item for each comment. Team has built a beta test site with all new changes at <http://beta.altfueltoolkit.org/>. The beta test site will be ready for ODOT and FHWA review within the next month. Team will complete task by end of project in March 2018.

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

Work under this task is complete.

**Task 10 – Provide additional workshop support.**

Work under this task is complete. This additional workshop was cancelled per Contract Amendment 2.

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

No work in the current reporting period. Team will complete task by end of project in March 2018.

**Task 12 – Implement Expanded Outreach.**

The team completed the printing of the tri-fold brochure and the summary PowerPoint slide. In the next reporting period, the team will conduct outreach with these items, as summarized in an email to Diane and Art on 10/2/2017. The team began planning the summary video to be posted on the [altfueltoolkit.org](http://altfueltoolkit.org) website. The continued planning of a series of three webinars in January, February, and March 2018. Most work focused on the first webinar scheduled for January 22, 2018 focusing on EV infrastructure planning activities in the Western United States. Team will complete task by end of project in March 2018.

**Anticipated work next quarter:**

Complete project.

**Significant Results:**

**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 known or anticipated.

**Potential Implementation:**