

**TRANSPORTATION POOLED FUND PROGRAM
QUARTERLY PROGRESS REPORT: Q315***

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: 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	\$45,892	19%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$45,892 / 19%	\$53,372	10%

*revised Jan 2017.

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**

The team submitted a finalized work plan to ODOT/FHWA staff on September 9, 2015.

Task 2 – Develop a Strategy or Framework Outlining the Structure and Content of Each Workshop

The team held several phone conferences and email discussions in August and September to develop a list of possible workshop topics. Researched existing events that future workshops could be leveraged.

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

The team conducted the first workshop, *EV Infrastructure Corridor Development Workshop: Lessons Learned from the West Coast Experience* and began planning for the second workshop. The workshop is anticipated to be held in late 2015/early 2016.

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

The team drafted, revised, and finalized a summary report of the *EV Infrastructure Corridor Development Workshop* held in Portland, OR, in July. The team drafted and finalized a one-page document summarizing the key takeaways from the workshop. The team compiled a resource library relevant to state DOTs, focused on EV corridor development. The team continued building the foundational structure upon which the individual workshop toolkits will build.

Task 5 – Technical Assistance

No work.

Task 6 – Training and Outreach

No work.

Anticipated work next quarter:

- Finalize the foundational structure and the toolkit from the first workshop and submit to ODOT/FHWA.
- Finalize content and structure of the second workshop.
- Host second workshop and develop draft summary report.
- Develop draft foundational structure and toolkit from second workshop.
- Continue development of subsequent workshops.
- Continue website development and keep workshop and toolkit information current.

Significant Results:

- The first of five planned workshops, *EV Infrastructure Corridor Development Workshop: Lessons Learned from the West Coast Experience* was held in Portland, OR on July 28, 2015. The workshop summary has been posted.
- Finalized one-page *EV Infrastructure Corridor Development Workshop*.
- Compiled a resource library focused on EV corridor development.
- Substantial progress was made on the subsequent workshop and toolkit frameworks.

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, with recommended solutions to those problems).

No problems encountered or anticipated.

Potential Implementation: