

# 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> <i>(i.e, SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX))</i>  TPF-5(331)	<b>Transportation Pooled Fund Program - Report Period:</b>  <input type="checkbox"/> Quarter 1 (January 1 – March 31) <input checked="" type="checkbox"/> Quarter 2 (April 1 – June 30) <b>2017</b>  <input type="checkbox"/> Quarter 3 (July 1 – September 30)  <input type="checkbox"/> Quarter 4 (October 1 – December 31)	
<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	\$285,812	74%

**Quarterly** Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$43,573 / 10%	\$43,573	72%

## **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 - 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.**

The team finalized the toolkit components from the Clean Freight Corridors workshop posted the components online. The team finalized the summary report on the Learning from the California Experience workshop and posted the California summary and toolkit online. (<http://altfueltoolkit.org/>)

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

The team completed the three months of technical assistance for the Clean Freight Corridors workshop. The team commence the three months of technical assistance for the Learning from the California Experience workshop.

**Task 6 - Training and Outreach.**

The team held a phone call with members of the TAC on April 20, 2017. During this phone call, the team solicited ideas for how best to conduct outreach on the toolkit. TAC members suggested using a variety of outlets, such as TRB newsletters, AASHTO communication, Clean Cities, and alternative fuel trade publications. Additionally, TAC members recommended thinking outside of traditional transportation outlets.

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

The team posted the AFV Payback Calculator, the Clean Freight Corridor workshop toolkit, and the Learning from the California Experience workshop toolkit. The team also conducted an internal review of the toolkit website in which we made a number of minor corrections and edits to the website in preparation of the pilot testing. (<http://altfueltoolkit.org/>)

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

The team developed an approach to pilot testing the Planning Guide, Calculator, and Toolkit and was planned for the

summer of 2017. The MPO volunteers will be identified either from TAC referrals or through the team's own network of contacts. The plan is in the final stages of review and will be shared with ODOT and FHWA shortly.

**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.**

This additional workshop is currently on hold. The team provided strawmen to ODOT and FHWA for two potential workshop topics. However, ODOT and FHWA are considering modifying the scope. The changes are still pending.

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

No work in the current reporting period.

**Anticipated work next quarter:**

The team plans to create training and outreach material associated with the [altfueltoolkit.org](http://altfueltoolkit.org) website. The team finalize the pilot testing with ODOT and FHWA and begin the testing program.

**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).**

**Potential Implementation:**