

Due to an increase in the FY 09 Clean Cities Budget, the Clean Cities Programmatic Support fixed price contracts managed by RDS will be increased by up to \$7,500. This will give each coalition the opportunity to establish a support contract of up to \$20,000 for 2009. Additionally, a cost-reimbursable training allowance of \$2,500 will also be made available to coalitions for the purposes of enhancing coordinator knowledge and skills.

#### Base Contracts

The base contract for each coalition will be increased from \$12,500 to \$15,000. As part of this increase in funding, the contract will be amended to add a new requirement for each coalition to develop an Annual Operating Plan for the following fiscal year (see the Reporting Checklist for details). DOE considers the development of an annual plan important in developing a roadmap for coalition activities and priorities for the coming year. This should result in a more focused effort in day to day operations.

#### Adding Optional Activities to Your Base Contract

Up to \$5,000 in additional funding is also available for activities listed in the “Menu of Optional Activities.” DOE, in consultation with the Coordinator Council and other coordinators, has developed this list of optional activities. Each coalition may select one or two of these activities (for a total of no more than \$5,000), which will be included as part of the coalition’s individual RDS contract. Note that these are *optional* activities. There is no requirement to add any of these optional activities to your base contract if you are not inclined to do so. Additionally, if you are only interested in adding one item for a total contract value of \$17,500, this is also permitted; however, no one may exceed a contract value of \$20,000.

If you choose to select any optional activities, you will need to notify RDS of your selection by the due date specified in a separate RDS correspondence. Afterwards, RDS will modify your existing contract to reflect this change. Please note that all items in your fixed price contract will be considered mandatory and failure to complete any item (including the optional activities you select) may result in forfeiting the entire contract payment.

#### Training Allowance

DOE realizes that the coordinator position requires considerable and varied skills and knowledge. DOE also recognizes that the ability of coordinators to further develop their knowledge and skills in areas related to their work will increase the effectiveness of individual coordinators and will result in a stronger nationwide network of coalitions. Therefore, we are establishing a \$2,500 cost reimbursable training allowance for each coalition. This funding is in addition to the fixed price contract funding of up to \$20,000 mentioned above.

In order to qualify for training reimbursement, the training courses in which you enroll must be mission specific and must, in some way, assist you in performing your coordinator duties and responsibilities. You will be required to get prior-approval from your PMC representative for any training you take and, upon completion of the course, provide DOE with proof of completion. Please consult your PMC representative to discuss training that would be applicable for reimbursement.

#### Next Steps

1. Because it will take 6-8 weeks to put this additional funding in place, you should plan to invoice RDS for the current \$6,250 budget at the end of the first reporting period (November 1, 2008 to April 30, 2009).
2. In the next couple of weeks, RDS will be contacting you to request that you identify if you are interested in the optional activities and select the ones that you want to include in your RDS contract. Sometime during May your RDS contracts will be amended to increase the funding level and the new activities (i.e the new base requirement for the development of an AOP, and any optional activities that you have selected). When the 2<sup>nd</sup> reporting period ends on September 30, 2009, you will be able to invoice for the balance of your contract (\$8,750 plus the optional activities you have chosen up to an additional \$5,000).
3. You should begin to start thinking about training course(s) you might be interested in taking between now and September 30, 2009, and discuss the various options with your PMC representative. Once your RDS contract has been modified to include the \$2,500 training allowance and your PMC representative has approved your training, you will be free to schedule and complete your training. Once your training has been completed, you will be able to invoice RDS for allowable expenses. More details on the training allowance and process to be followed will be provided at a later date.

Summary

It is our sincere hope that this additional FY09 funding will help you to both further the work of your coalition and increase your personal knowledge and understanding of the issues facing the alternative fuels and advanced vehicles market. As always, we welcome your questions and feedback.

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**Revised 2009 RDS Contract Requirements Based on \$20K Maximum Funding Level**

**1. New Base Contract Activity Increasing Base Contract to \$15,000**

	<b><u>New Base Contract Activity</u></b>	<b><u>Funding Level</u></b>
	<p>Develop of Annual Operating Plan for the Coalition for the next Fiscal Year (October 1 to September 30)</p> <p>NOTE: At a minimum, the AOP will include annual goals/objectives for:</p> <ul style="list-style-type: none"> <li>• Vehicle purchases, infrastructure development, and fuel use/displacement</li> <li>• Stakeholder meetings and events</li> <li>• Outreach/education activities</li> <li>• Coalition fundraising and operational budget</li> <li>• New stakeholder recruitment</li> <li>• Travel Plan/Conference, Meeting, Training Attendance (DOE &amp; Industry)</li> </ul>	\$2,500

**2. Menu for Optional Activities (pick 1-2 Items for a maximum of \$5,000)**

	<b><u>Optional Activity</u></b>	<b><u>Funding Level</u></b>
1.	<p>1) Establish and continually update (or continually update if existing) a Coalition website and 2) conduct a review of the DOE Clean Cities website to ensure coalition's contact information is accurate (min 2x per contract period)</p> <p>NOTE: At a minimum, the website will include:</p> <ul style="list-style-type: none"> <li>• Accurate coalition contact information</li> <li>• Listing of recent and upcoming events</li> <li>• Highlight coalition/stakeholder success or achievement</li> <li>• A link to the DOE Clean Cities website</li> <li>• Site Visit Counter / Web Hit Tracker</li> </ul>	\$2,500

2.	Issue a coalition specific newsletter (print or electronic) to a distribution list of 50 or more stakeholders (minimum once per reporting period and 2x per contract period)	\$2,500
3.	Organize/hold 2 stakeholder meetings and/or events in addition to the baseline contract requirement.  NOTE: Baseline Coalition Support requirement for 2009 is a minimum of 4 stakeholder meetings and/or events must be held during the contract reporting period. Therefore, electing to perform this activity would require at least 6 meetings and/or events per the contract period.	\$2,500
4.	Conduct dedicated outreach to fleets. Must have significant contact with at least 15 fleets per reporting period and at least 30 per contract (e.g. 1:1 meetings and/or various consultations to provide specific technical or project assistance). Additionally, must provide documentation of the contacts (including name, company affiliation and email/phone), along with the outcomes of each contact.	\$2,500
5.	Conduct a focused series of half-day workshops on a particular fuel or vehicle technology, etc. Must hold at least 3 total workshops.  NOTE: If this option is selected, these half-day workshops cannot be double counted. They must be <i>in addition to</i> the baseline coalition support requirement for events (i.e. a minimum of 4 stakeholder meetings and/or events for the year).	\$5,000