

Statement of Project Objectives (SOPO)
CLEAN CITIES OUTREACH, EDUCATION, AND PERFORMANCE TRACKING
YEAR 3 ACTIVITIES (FEBRUARY 2018 - JANUARY 2019)

A. PROJECT OBJECTIVES

Clean Cities Coalitions are expected to engage in activities that support the goals and objectives of the National Clean Cities Program. The objective of this project is for the Clean Cities Coalition to provide technical assistance and outreach, participate in program meetings, and to track and report critical program and performance metrics.

B. SCOPE OF WORK

The project will provide technical assistance and targeted outreach, within the coalition's territory, to raise awareness and foster a greater understanding of alternative fuels (as defined by the Energy Policy Act of 1992, as amended by the Energy Policy Act of 2005 and further augmented by the Energy Independence and Security Act of 2007) and advanced vehicle technologies in order to increase the market and decrease petroleum dependence. Additionally, the project will track, validate, analyze, and report critical information and performance metrics necessary to gauge consumer acceptance and track the growth/adoption of petroleum reduction technologies and practices in the marketplace.

C. TASKS TO BE PERFORMED

1. Project Management and Administration

The Recipient will manage activities in order to achieve project objectives. The activities will include tracking and disseminating information regarding the performance of the project, as well as administrative tasks associated with Government reporting.

2. Clean Cities and Alternative Fuel Tracking Activities

- Sub-task 2.1** **Clean Cities Annual Progress Report** - The Recipient will track alternative fuel, advanced technology vehicle, and transportation energy efficiency integration metrics, and submit using an online reporting system on an annual basis.
- Sub-task 2.2** **Clean Cities Alternative Fuel Price Tracking** - The Recipient will track retail alternative fuel pricing information on a quarterly basis and submit using an online reporting system.
- Sub-task 2.3** **Area Alternative Fuel Station Openings and Closings** - The Recipient will identify and track alternative fuel station opening and closing information and submit using an online reporting system.
- Sub-task 2.4** **Share Peer-to-Peer Information** – The Recipient will present/share peer-to-peer learning information at official Clean Cities Program and other Vehicle Technologies Office Workshops, Trainings, and Meetings.

Task 3.0 is an option in addition to the base SOPO Tasks 1.0 and 2.0. (Recipients must accept Tasks 1.0 – 2.0 in order to accept Task 3.0.) To be considered for Task 3.0 funding, Recipients must perform two (2) of the sub-tasks listed below. The sub-tasks to be performed must be identified in Section B of the Response Information Sheet.

3. Market Development Activities

Efforts should focus only on Clean Cities core technologies: Alternative and Renewable Fuels; Advanced Technology and Electric Vehicles; Idle Reduction and Fuel Economy Measures.

- Sub-task 3.1** Organize and facilitate fuel and/or technology-specific workshops/working groups to identify technology gaps and critical research needs to improve vehicle/infrastructure performance and usability.
- Deliverable: Prepare and submit a report that includes, at a minimum, the following information: key contacts and partners; workshop results, significant activities undertaken; lessons learned, findings, and major outcomes.
- Sub-task 3.2** Assist with activities related to integration of AFVs/ZEVs, primarily in VW Settlement activities.
- Deliverable: Prepare and submit a report that contains the following information: key contacts; the process for managing the funding; status of distributing the funds; resources, trainings, or forums for peer exchange(s) that could benefit other agencies managing VW settlement funding.
 - Deliverable: Provide relevant information to update AFDC's Laws and Incentives section, such as current RFPs, incentives, etc. by state.
- Sub-task 3.3** Assist with Alternative Fuel Corridor Development, including support of the FAST Act Section 1413, Alternative Fuel Corridor Designation initiative activities.
- Deliverable: Prepare and submit a report that includes the following information: key contacts, partnerships, and efforts on infrastructure and corridor development.
- Sub-task 3.4** Assist with local/regional efforts to incorporate alternative fuels into emergency preparedness and disaster recovery plans to enhance energy resiliency and reliability.
- Deliverable: Provide relevant data and information to update the iREV tool.
 - Deliverable: Prepare and submit a report that includes the following information: key contacts and partners; workshop results, trainings and other significant activities undertaken; lessons learned and major outcomes.

Task 4.0 is an option in addition to the base SOPO Tasks 1.0 and 2.0. (Recipients must accept Tasks 1.0 – 2.0 in order to accept Task 4.0.) To be considered for Task 4.0 funding, Recipients must perform all the sub-tasks listed below. Recipients shall indicate their interest/willingness to perform Task 4.0 in Section B of the Response Information Sheet.

4. Coordinator Council Participation

Efforts for Task 4.0 should focus only on Clean Cities core technologies: Alternative and Renewable Fuels; Advanced Technology and Electric Vehicles; Idle Reduction and Fuel Economy Measures.

- Sub-task 4.1** Assist in establishing annual goals for Clean Cities Coordinator Council.
- Sub-task 4.2** Participate in review, and revision as needed, of the Clean Cities Coordinator Council Charter and other Council resources.
- Sub-task 4.3** Participate in at least one Council initiative/task/role (as identified and approved by Council and DOE) per project period.
- Sub-task 4.4** Communicate with each regional coordinator and Council members on a regular basis.
- Sub-task 4.5** Generate/contribute to a progress report of Council activities at least once every six months. The report shall provide (at a minimum):
 - council goals for the current term;
 - an overview of progress on council initiatives; and
 - a summary of the findings from council members calls to individual coordinators (sub-task Task 4.4)

D. DELIVERABLES

Periodic and final reports will be submitted in accordance with the attached “Federal Assistance Reporting Checklist” and the instructions accompanying the checklist.

In addition to the reports specified in the "Federal Assistance Reporting Checklist", the Recipient will provide the following:

Task/ Subtask #	Deliverable	Due Date	Where to Submit
2.1	Clean Cities Annual Report	March 15, 2018	https://cleancities.energy.gov/toolbox/annual-reporting-database

2.2	Quarterly Alternative Fuel Price Report	Quarterly	https://www.afdc.energy.gov/cleancities/pricereport/login
2.3	AFDC Station Openings/Closings Updates	Updates made continually as needed	http://www.afdc.energy.gov/locator/stations
3.1	Deliverables identified in Sub-Tasks	Interim Report due with second QPR; and Final Report due with fourth QPR.	Project Officer
3.2	Deliverables identified in Sub-Tasks	Interim Report due with second QPR; and Final Report due with fourth QPR.	Project Officer
3.3	Deliverables identified in Sub-Tasks	Interim Report due with second QPR; and Final Report due with fourth QPR.	Project Officer
3.4	Deliverables identified in Sub-Tasks	Interim Report due with second QPR; and Final Report due with fourth QPR.	Project Officer
4.5	Coordinator Council Progress Report	Interim Report due with second QPR; and Final Report due with fourth QPR.	https://www.eere-pmc.energy.gov

- In addition to the deliverables listed above, items developed under this award relating to safety should be submitted to DOE for safety review. These include: technical presentations, videos, promotional materials, education and training materials intended for vehicle operators, fueling station operators, maintenance technicians, installers and/or first responders.
 - Submit a DRAFT no later than thirty (30) days prior to the date which these materials are required to be released to the public.
 - Final product(s) shall include consideration of DOE input/feedback, and be submitted to DOE within thirty (30) days after completion.
- Other Major Products/Materials developed shall be submitted to DOE as they are completed.