

HOUSTON-GALVESTON  
CLEAN CITIES COALITION  
PROJECT MANAGEMENT PLAN

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# Program Purpose

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## Why We Participate

- Support DOE Clean Cities & Communities goals
- Advance adoption of alternative fuels & mobility solutions
- Connect and inform stakeholders
- Support local–national data feedback
- Strengthen regional transportation energy planning

# Our Key Obligations (Staff with Stakeholder Input)

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## Core Responsibilities

- Create and maintain PMP, Annual Work Plan, and Strategic Plan
- Maintain stakeholder database & coalition administration files
- Conduct outreach: stakeholder meetings, meet-and-greets, tours
- Provide communications: newsletters & website updates
- Deliver technical assistance, trainings, and expertise
- Track and submit quarterly milestones & reporting

# High-Level Timeline

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## **Q2 2026 (Apr–Jun)**

- Draft PMP, Work Plan, Strategic Plan outline
- Conduct first stakeholder meeting & tour
- Website audit
- Begin emissions calculator

## **Q3 2026 (Jul–Sep)**

- Strategic Plan stakeholder review
- Public/private meet-and-greets begin
- NEVI “study areas” identified

## **Q4 2026 (Oct–Dec)**

- Grant webinar
- Alternative fuel webinar #1
- Committee presentations

## **Q1 2027 (Jan–Mar)**

- Final Strategic Plan
- Ride & Drive event
- AF grant assistance (public & private fleets)
- ISD resiliency workshop
- Code listening session
- ZEV training

# Behind-the-Scenes (Staff Work)

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## What Staff Does That Is Not Always Visible

- Maintains all DOE-required documents and version control
- Updates and cleans stakeholder database continuously
- Schedules meetings, tours, venues, and presenters
- Provides follow-up communications and summaries
- Conducts grant research and technical validation
- Coordinates with DOE, H-GAC, NEVI teams, and other coalitions
- Manages digital platforms: website, email system, file archives
- Prepares all quarterly reports & compliance documentation

# Outreach & Engagement Obligations

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## **By March 2027 We Must:**

- Hold 4 stakeholder meetings (50+ engaged stakeholders)
- Host public & private fleet meet-and-greets
- Present to 3 H-GAC committees
- Participate in Texas coalition calls (monthly)
- Host/Co-host 1 Ride & Drive event
- Provide Clean Cities forum posts and regional updates

# Technical Support Obligations

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## Required Deliverables

- H-GAC emissions reduction calculator + program recommendations
- At least one grant research webinar
- Support 1 public & 1 private alt-fuel grant application
- Participate in Statewide NEVI planning
- Host alternative fuels webinars (2)
- Provide ISD resiliency workshop
- Conduct EV code listening session

# Expected Outcomes

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## **By March 2027 We Aim To:**

- Increase regional alternative fuel adoption
- Strengthen public/private fleet engagement
- Improve data quality for DOE
- Expand regional trainings and technical resources
- Support at least two successful grant applications
- Improve coalition visibility & stakeholder satisfaction

# Stakeholder Roles

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## **How Stakeholders Strengthen the Coalition**

- Attend meetings, tours, webinars & events
- Share fleet needs, challenges, and project ideas
- Volunteer facilities for tours or demonstration events
- Provide input for Strategic Plan and surveys
- Share grant success stories
- Connect staff with new fleets, agencies, or vendors
- Offer feedback on tools, calculators, and website resources

# Expected Outcomes

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# Comments?

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- Needed Help:
  - ▣ Project Management Plan (PMP) input and review
  - ▣ Strategic Plan input and review
  - ▣ Subcommittees:
    - Stakeholder Meetings
    - Grants
    - Events
    - Annual Survey

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