



**Capital District Clean Communities**

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## **2012/13 ANNUAL OPERATING PLAN**

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## 1. COALITION BACKGROUND

### Coalition Description

Local efforts to participate in the federal Clean Cities program were undertaken by Schenectady County in early 1996 after it received funding through the New York State Energy Research and Development Authority (NYSERDA) for the installation of a compressed natural gas fuel station and vehicle conversion project. The county recognized the importance of this program and began to build a coalition of public agencies and private businesses. Schenectady County formed a partnership with thirty-nine organizations, including Niagara Mohawk, NYSERDA, the New York State Thruway Authority, CDTC, Shenendehowa Central Schools, the Environmental Business Association, Environmental Advocates and others. This partnership became known as the Capital District Clean Communities. This group met regularly and, with Schenectady County and Niagara Mohawk taking the lead, they submitted a Clean Cities program plan to the U.S. Department of Energy on behalf of the Capital District Clean Communities. DOE accepted the program plan and the Capital District Clean Communities coalition became a designated part of Clean Cities in April 1999.

Schenectady County housed the coordinator for Capital District Clean Communities from April 1999 through January 2001. The Clean Communities coordinator was historically a management intern for the County, and as such, frequent employee turnover occurred. In December 2000, NYSERDA approached the Capital District Transportation Committee (CDTC), the Metropolitan Planning Organization in Albany, NY, and inquired if there was interest on CDTC's part to become the designated coordinator for the Capital District Clean Communities effort. NYSERDA (on behalf of USDOE) made this inquiry because they felt it was in the best interest of the coalition to have a more permanent coordinator to lead the group. CDTC viewed participation in this program as an opportunity to explore a broader package of transportation demand management ideas, examine intelligent community concepts, and to create new and interesting partnerships. Accordingly, taking a more direct role in coordinating Capital District Clean Communities efforts was viewed as a "good fit" with other CDTC planning activities.

### Mission/Vision Statement

The Capital District Clean Communities coalition is a public/private partnership with the goal of reducing dependence on foreign petroleum resources, reducing vehicle emissions and enhancing the development of an AFV marketplace in the region. This mission statement is on target with the National Clean Cities focus.

- Increase the number of Alternate Fueled Vehicles (AFV's) in the marketplace
- Increase the use of fuel blends (diesel/biodiesel, ethanol/gasoline, and compressed natural gas (CNG)/hydrogen),
- Accelerate sales of electric and hybrid vehicles,
- Promote informed consumer choice on fuel economy,
- Promote Transportation Demand Management programs, including carpooling, vanpooling, transit pass subsidies, car sharing, bicycling/walking and
- Encourage the use of idle reduction technologies, including vehicle retrofits, for heavy-duty trucks and other vehicles.

**Organizational Structure and Geographic Area Served**

The Capital District Clean Communities coalition is hosted by the Capital District Transportation Committee, which is the Metropolitan Planning Organization in the Capital Region of New York. The MPO Planning area consists of four counties—Albany, Rensselaer, Saratoga and Schenectady. However, it was acknowledged that there was interest in the Clean Communities coalition from businesses, organizations and municipalities in neighboring counties. Consequently, the CDCC serves the contiguous geographic area of Albany, Rensselaer, Saratoga, Schenectady, Fulton, Montgomery, Schoharie, Otsego, Greene, Columbia, Warren and Washington Counties. Since the coordinator is an employee of the MPO, lobbying efforts are prohibited.

**Funding Sources**

The CDCC receives monies through USDOE for the coordinator efforts; these monies are used for travel expenses and for a portion of the coordinator's salary. The Capital District Clean Communities coalition's coordinator is an employee of the Capital District Transportation Committee and the portion of the coordinator's salary not covered by the USDOE funds is paid with FHWA PL (Planning) Funds and FTA Section 5303 Funds. Additional funds were received through the ARRA and TCI contracts that supported CDCC-related activities.

**Governance**

The coordinator is accountable to the MPO's Planning Committee, which is composed largely of technical counterparts to the policy members of the CDTC. For example, mayors serve at the policy level while city engineers or planning directors serve on the Planning Committee. The CDTC Policy Board is composed of elected and appointed officials from each of the four counties; from each of the eight cities in the four counties; from the New York State Department of Transportation (NYSDOT); the Capital District Transportation Authority (CDTA); and the Capital District Regional Planning Commission (CDRPC); the New York State Thruway Authority (NYSTA) and at-large members representing the area's towns and villages. The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) serve as advisory members.

**Key Coalition Personnel**

The CDCC had a recent transfer of leadership. The outgoing coordinator, Deborah Stacey, retired in June 2012. Deborah was a Principal Transportation Planner at the MPO where she was an employee for almost 30 years and was the coordinator for the CDCC since January 2001. Upon Deborah's retirement, Jennifer Ceponis assumed coordinator duties. Jennifer is a Transportation Planner for the MPO. To plan for the transition, Jennifer attended the USDOE Coordinator 101 training in June 2011, the November 2011 Peer Exchange, and started "attending" the monthly coordinator conference calls scheduled by Mike Scarpino. Jennifer also took the lead on preparing for and scheduling the March 2012 coalition meeting and has taken the lead in performing the duties required for the TCI grant with NYSERDA.

Jennifer has been an employee of the MPO for almost 5 years and previous to working at the MPO, she worked for a transportation planning firm for 2 years. At the MPO, Jennifer is involved in bicycle and pedestrian planning activities including a bicycle safety campaign *Capital Coexist*, Community Planning, and managing regional infrastructure data and the transportation demand management

program. Jennifer holds a Masters in Urban and Regional Planning from the University at Albany and a Bachelor of Arts from Siena College where she studied sociology and philosophy.

The CDCC coordinator spends 300-350 hours per year on coalition related activities.

### **Current Alternative Fuel Infrastructure and Fleets**

#### ***Infrastructure Availability***

There are thirteen public fueling stations in the CDCC Planning area that offer E85 as a product. In addition, NYS Office of General Services (OGS) operates two fueling sites in Albany that have E-85 as an option. Only NYS fleets can refuel at these two sites. One public gas station sells bio-diesel; the blend varies between B5 and B20, depending on the time of year. There are now three public CNG fueling sites located in the Capital Region—one in the city of Albany and one in the city of Schenectady and a station, funded with ARRA funds, at National Grid in Menands, NY. NYS OGS operates eight private CNG stations that are used to fuel the state's CNG fleet. The Albany International Airport also has a CNG station that currently is not open to the public and is only used to fuel the Airport's nine CNG vehicles.

In 2011/12 the region saw their first electric vehicle charging station. The Holiday Inn Express, in downtown Albany, installed a two outlet EV station, one level 1 and the other level 2. The hotel does not charge hotel guests or the general public for the use of the station. Shortly thereafter, ShopRite, a grocery chain, installed a two outlet level 2 charger at their new store in Niskayuna. ATI, a private technology firm installed a level two station on their site in Wyantskill. Recently, EVSE has been installed at local Nissan and Mitsubishi dealerships, the Saratoga Auto Museum and the parking garage for the Saratoga Price Chopper. In addition, NYSERDA, the Hudson Valley Community College, and the General Electric headquarters in Schenectady have private EV charging stations on their premises.

In 2011 NYSERDA announced their Electric Vehicle Supply Equipment Demonstration Program (PON2301). This program solicited applications for the installation of EVSE at public locations. In June 2012 it was announced that \$4.4 million was awarded to ten companies, municipalities and other entities to install more than 325 new EV charging stations across New York State. Of those 325 stations, about 50 are planned for the Capital Region. A second round of applications was accepted in June 2012 which will provide funding for additional EVSE throughout New York, hopefully including the Capital Region.

#### ***Alternative Fuel/Advanced Technology Vehicle Purchases & Major Fleets***

The CDCC, housed in Albany New York, is fortunate to be in the NYS Capital. Consequently, a large portion of the NYS fleet operates in the Capital District. Executive Orders 111 and 142 have made NYS a leader in adopting alternative fuel technology. CDTA, the area's transit company has committed to the HEV bus technology, and currently has 59 Gillig Hybrid Electric full size buses in service. The Albany International Airport installed a CNG station in 2002 and operates 6 CNG parking lot shuttle vehicles and three CNG pick-up utility vehicles on site. Table 1 summarizes the AFV Fleets that are in the CDCC territory.

The recent (2009) USDOE Clean Cities solicitation attracted thirteen new “players” to the Alternative Vehicle arena: Albany Airport, Coca Cola, the City of Albany, the State University at Albany, NYS Department of Homeland Security and Emergency Services, NYS Department of Environmental Conservation, National Grid, Verizon, Hoosick Valley Central School District, Charlotte Valley Central School District, Gilboa-Conesville Central School District, and the Ballston Spa Central School District. All but two had zero alternative fueled vehicles in their local fleets before the ARRA funding was in place. Seven of the ARRA recipients were not stakeholders in the CDCC coalition before the grant opportunity was announced. All seven have become active members. These entities received a total of 71 AFV’s using ARRA funding; several have added alternative fuel vehicles using their own resources. One CNG and three propane fueling stations were also installed using ARRA funds.

**TABLE 1. CURRENT INVENTORY OF AFV’S IN THE CAPITAL DISTRICT CLEAN COMMUNITIES PLANNING AREA**

<b>Fleet/fuel provider name</b>	<b>Vehicle class name</b>	<b>Fuel</b>	<b>No. of vehicles</b>	<b>Vehicle type</b>
Albany International Airport	Heavy-Duty	CNG	6	Bus: Shuttle
Albany International Airport	Light-Duty	CNG	3	Pickup/SUV/Van
Ballston Spa CSD	Heavy-Duty	LPG	6	Bus: School
CDTA Transit Fleet	Heavy-Duty	Biodiesel	166	Bus: Transit
Charlotte Valley CSD	Heavy-Duty	LPG	5	Bus: School
Gilboa-Conesville School District	Heavy-Duty	LPG	3	Bus: School
Hoosic Valley School District	Heavy-Duty	LPG	11	Bus: School
John Ray Sons	Light-Duty	Biodiesel	344	Unknown/Other
NYS Department of Transportation	Heavy-Duty	CNG	2	Unknown/Other
NYS Department of Transportation	Light-Duty	CNG	95	Car
NYS Office of General Services	Light-Duty	CNG	18	Car
NYS Office of General Services	Light-Duty	E85	83	Car
NYS Office of General Services	Light-Duty	LPG	1	Pickup/SUV/Van
NYS Office of Mental Health	Light-Duty	CNG	3	Pickup/SUV/Van
NYS Office of Mental Health	Light-Duty	CNG	3	Pickup/SUV/Van
NYS Office of Mental Health	Light-Duty	E85	19	Pickup/SUV/Van
NYS Office of Mental Health	Light-Duty	E85	40	Car
NYS Office of People with Developmental Disabilities	Light-Duty	CNG	11	Car
NYS Office of People with Developmental Disabilities	Light-Duty	E85	21	Car
NYS Office of People with Developmental Disabilities	Light-Duty	E85	84	Pickup/SUV/Van
NYS Parks	Light-Duty	CNG	16	Car
NYS Parks	Light-Duty	E85	9	Car
NYS Parks	Light-Duty	Electricity	21	Unknown/Other
NYSDEC	Light-Duty	CNG	30	Pickup/SUV/Van

NYSDEC	Light-Duty	E85	37	Car
National Grid	Heavy-Duty	Biodiesel	280	Truck: No Trailer
National Grid	Heavy-Duty	CNG	2	Truck: No Trailer
National Grid	Heavy-Duty	CNG	15	Unknown/Other
National Grid	Light-Duty	CNG	14	Pickup/SUV/Van
Premiere Limo	Light-Duty	LPG	11	Car
Public E-85 Stations	Light-Duty	E85	2,282	Car
Ravena-Coeymans CSD	Heavy-Duty	LPG	11	Bus: School
Rensselaer Polytechnic Institute	Heavy-Duty	LPG	2	Bus: Shuttle
Saratoga/Heritage Propane	Heavy-Duty	LPG	1	Unknown/Other
Schwans	Light-Duty	LPG	16	Pickup/SUV/Van
UAlbany	Light-Duty	E85	1	Car
Verizon	Light-Duty	CNG	12	Pickup/SUV/Van
<b>3,684</b>				

Below are the thirteen players and number of vehicles received through ARRA:

**Albany International Airport:** 1 Fourteen Passenger CNG Shuttle Vehicle

**Ballston Spa CSD:** 6 LPG School Buses, 1 LPG Fueling Station

**Coca Cola:** 2 Hybrid Electric Tractor Trailer Trucks

**Charlotte Valley CSD:** 4 Propane School Buses

**City of Albany:** 1 Heavy Duty Hybrid Electric Vehicle, 1 Heavy Duty Hydraulic Hybrid Vehicle, 10 Light Duty Hybrid Electric Vehicles

**East Greenbush CSD:** 1 Plug-in Hybrid Electric (PHEV) School Bus

**Gilboa-Conesville CSD:** 3 Propane School Buses

**Hoosic Valley CSD:** 6 Propane School Buses, 1 LPG Fueling Station

**National Grid:** 2 Heavy Duty Compressed Natural Gas Vehicles, 14 Medium-Duty CNG Vans, 1 CNG fueling station

**NYSDEC:** 2 Hybrid Electric Buses

**NYSDHSES:** E85 Firefighter Training Program

**UAlbany:** 5 Hybrid Electric Buses

**Verizon:** 12 Medium Duty CNG Vans

In addition to the thirteen entities that received ARRA funding, several additional new stakeholders have purchased or plan to purchase alternative fuel vehicles/infrastructure. The Rensselaer Polytechnic Institute (RPI) in Troy NY became a stakeholder in 2010 and has purchased three propane schoolbuses. In addition, the university is planning on installing EVSE and purchasing BEVs for their campus traffic enforcement efforts. Empire State College purchased two hybrid electric vehicles and plans to purchase more. Skidmore College in Saratoga Springs NY is looking at all alternative fuel vehicle technologies and will likely purchase one or two vehicles in the near future. Skidmore is also considering installation of EVSE.

Price Chopper, a large grocery store chain, has become interested in alternative fuel technologies and recently became a stakeholder in the CDCC coalition. Price Chopper adds significant potential to increase the alternative fuel fleet size and public awareness. The Saratoga Price Chopper Limited that was recently constructed in downtown Saratoga Springs as part of a mixed-use commercial development, included 3 EVSE stations in its attached parking garage. Most recently, Saratoga Eagle, DeCrescente Beverage Distributors, and Stewart's Shops have contacted the CDCC to inquire about CNG vehicle technology and fueling. Saratoga Eagle and DeCrescente are beverage distributing companies while Stewarts is a chain of convenience shops. Collectively they own and operate almost 150 vehicles. The three companies are looking at funding and financing opportunities and have definite plans to purchase CNG in the near term.

***Obstacles to Deployment of Alt Fuel Vehicles, Infrastructure and Other Clean Cities Technologies***

Funding appears to be the overwhelming factor in fleet receptiveness to adopt new AFV technologies and fuels. In particular, many municipalities indicate that they would like to replace aging vehicles with AFV technology, but do not have the extra cash to do so. This is evidenced by the significant response to the USDOE ARRA funding solicitation that was released in 2009. Over a dozen stakeholders (some existing, most new) submitted applications for alternative fuel vehicles/infrastructure. These entities were virtually waiting on the sidelines to adopt alternative fuel technology, but funding was holding them back. There is some hesitance to install EVSE, especially at local colleges and universities because of the unknown costs associated with it. College campuses are concerned with vandalism of EVSE and the rapidly improving technology of EVSE which may require them to replace the infrastructure as fast-charging technology improves and becomes the norm.

That being said, local colleges/universities have committed to becoming more "green" in their operations. Not only are these organizations looking at alternative fuels/infrastructure, but they are committing resources to transportation demand management (TDM) programs, such as vanpooling, carpooling, car sharing and transit promotion. Colleges/universities are unique in that they can create their own conditions to support alternative fuel vehicles and technology through internal policy and decision-making.

The population in the Capital Region is not terribly focused on reducing petroleum consumption, as evidenced by low levels on interest in carpooling, vanpooling and using transit to commute to work. Congestion is minor, and most work places offer free or inexpensive parking. The provision of free/low cost parking acts as a deterrent in convincing commuters to reduce their single occupant vehicle travel.

## 2. COALITION GOALS

### *Progress Toward Prior Year Goals*

- **Fleet Adoptions**—As mentioned previously, available ARRA funding in 2009 brought a lot of new stakeholders and AFVs on board to the CDCC. Since all ARRA funds have been distributed and projects have been completed, new vehicle purchases in the CDCC region have slowed down. Further proving the biggest obstacle to adopting alternative fuels and advanced vehicle technologies is funding. However, the financial savings proved by some of the ARRA projects have encouraged some of our stakeholders to continue purchasing AFVs without grant money. This includes 3 school districts that have continued to add propane buses to their fleet because of the payback. RPI plans to purchase BEVs for their campus traffic enforcement efforts and several new stakeholders – DeCrescente Distributors, Saratoga Eagle, Price Chopper and Stewart’s Shops – would like to add AFVs to their fleets but lack of funding has been an obstacle.
- **Infrastructure Development**—NYSERDA has been a driving force behind alternative fuel infrastructure in the Capital Region. In the past they have helped with the installation of E-85 and CNG stations. In June 2012 NYSERDA announced \$4.4 million in funding to 10 companies, municipalities and other entities to install more than 325 new EVSE across New York, 50 of which are planned for the Capital Region.
- **Fuel Use/Displacement**—the CDCC/CDTC worked with CDTA, NYSDOT and NYSERDA to re-brand the Capital Region’s transportation demand management efforts as “Capital Moves.” The CDCC/CDTC and CDTA worked with Zone5, a local communications agency to develop the website [www.capitalmoves.org](http://www.capitalmoves.org) as the go-to resource for commuters in the Capital Region and have been actively promoting alternative modes of transportation. Concurrently, CDCC/CDTC and CDTA worked with Ecology & Environment, an environmental management firm, to update the iPool2 website (the region’s carpool/vanpool website). The new iPool2 website has an improved ride-matching algorithm and allows employers to set up their own modules that ensure safety by matching employees within the same agency or company. Other updates include the ability to promote event ridesharing and a separate module for students. CDCC/CDTC worked with CDTA to manage a car share feasibility study (Jan-June 2012). The study’s final products included an operations plan, marketing plan, administrative plan and budget. The CDCC/CDTC and CDTA are actively seeking funding for implementation. The CDCC hosted quarterly meetings for stakeholders and other interested participants to exchange experiences with various fuel types and attendant costs/issues. Speakers representing various fuels/technologies were present at each meeting.
- **Education and Outreach**—The CDCC coordinator maintained and improved the CDCC website (<http://www.ipool2.net/CC/cdcc.htm>), and ensured that the website, at a minimum, includes a link to the National Clean Cities website, a list of stakeholders, meeting notes and meeting notices. Detailed information about the individual ARRA projects, including photos were posted to the website. New stakeholders were added using contacts from the TDM work, and referrals from existing stakeholders. NYSERDA approved the CDCC to use remaining ARRA funds to hire Zone5, a local communications firm, to redesign the CDCC website. The website should be completed in early 2013.
- **Organizational Growth Targets**—The CDCC had a change in leadership in June 2012. Deborah Stacey retired and Jennifer Ceponis assumed her coordinator duties. In preparation of



the transition, Jennifer attended a Coordinator 101 Training in June 2011 and assisted Deborah in her coordinator duties throughout the year. Several stakeholders were added during the reporting period—Eco Sun & power, American Natural Gas, and Dan Gibson, a local blogger (Our Energy Independence Community: <http://www.oeic.us/>).

- **Fundraising Efforts**-- The MPO has made a commitment to fund the coordinator position using PL funds, so fundraising is not necessary.
- **Coordinator/ Coalition Training Activities**—The coordinator attended the 2012 Clean Cities Peer Exchange in September.

**TABLE 2. GOALS AND OBJECTIVES:**

Goal	Short Term Objectives (1 year time frame)	Long Term Objectives (3-5 years)
<b>1. Fleet Adoptions</b>	Continue conversation/commitment with representatives from Price Chopper, DeCrescente Distributors, Schenectady ARC, Stewart’s Shops, and Saratoga Eagle, to add to or add a first AFV to their fleet.	Continue to identify additional potential fleets to invite to coalition meetings and area events for the purpose of convincing them to start an AFV program.
	Actively research and monitor funding opportunities that can be used to support and expand the inventory of alternative fuel vehicles in the area.	Actively research and monitor funding opportunities that can be used to support and expand the inventory of alternative fuel vehicles in the area.
	Act as a clearinghouse of information on alternative fuels and advanced vehicle technologies and distribute material to stakeholders through mailings, email and at stakeholder meetings.	Act as a clearinghouse of information on alternative fuels and advanced vehicle technologies and distribute material to stakeholders through mailings, email and at stakeholder meetings.
Goal	Short Term Objectives (1 year)	Long Term Objectives (3-5 years)
<b>2. Infrastructure Development</b>	Provide support, as needed, to NYSERDA and State agencies in garnering interest in opening CNG, ethanol and bio-diesel fueling stations in the area as well as EVSE.	Provide support, as needed, to NYSERDA and State agencies in garnering interest in opening CNG, ethanol and bio-diesel fueling stations in the area as well as EVSE.
	Actively research and monitor funding opportunities that can be used to support and expand the fueling infrastructure.	Actively research and monitor funding opportunities that can be used to support and expand the fueling infrastructure.

Goal	Short Term Objectives (1 year)	Long Term Objectives (3-5 years)
<b>3. Fuel Use/Displacement</b>	Actively promote Capital Moves, the region's commuter information website to encourage people to drive less. Begin to use the new features in GreenRide Connect (the upgrade to the software that drives iPool2) such as the newsletter feature, to encourage people to pursue TDM and other fuel reduction activities. iPool2 currently has 700+ active registrants. The target is to sign up 5 additional employers and grow the database by a minimum of 300 registrants per year.	Grow the iPool2 database by a minimum of 300 registrants per year and add 5 employers per year.
	Work with CDTA, the area's transit company, to develop one pilot transportation demand management program (TDM) that encourages transit use, carpooling and vanpooling.	Develop one to two TDM programs per year, over the next five years.
	Work with CDTA to research funding opportunities and/or partnerships to implement car sharing in the Capital Region.	Assist in transferring the car share operation to a non-profit organization. Help grow membership of the car share operation through existing TDM marketing efforts.
	Find additional monies to continue to subsidize the Capital Region's vanpool program and form 6-10 new vanpools per year.	Find additional monies to continue to subsidize the Capital Region's vanpool program and form 6-10 new vanpools per year.

<b>Goal</b>	<b>Short Term Objectives (1 year)</b>	<b>Long Term Objectives (3-5 years)</b>
<b>4. Education and Outreach</b>	Actively identify new stakeholders through mailings and networking with existing stakeholders and through other forums, such as daily activities at the Metropolitan Planning Organization (which hosts the CDCC)	Actively identify new stakeholders through mailings and networking with existing stakeholders and through other forums, such as daily activities at the Metropolitan Planning Organization (which hosts the CDCC)
	Redesign and maintain the CDCC website. The new website will, at a minimum, include a link to the National Clean Cities website, a list of stakeholders, meeting notes and meeting notices.	Maintain the new CDCC website to ensure that, at a minimum, it includes a link to the National Clean Cities website, a list of stakeholders, meeting notes and meeting notices. Create a CDCC newsletter and/or blog.
	Participate in at least two local workshops and conferences that are associated with the Clean Air/Alternative Fuel theme. Distribute brochures and business cards at these events.	Participate in two local workshops and conferences per year that are associated with the Clean Air/Alternative Fuel theme. Distribute brochures and business cards at these events.

<b>Goal</b>	<b>Short Term Objectives (1 year)</b>	<b>Long Term Objectives (3-5 years)</b>
<b>5. Organizational Growth Targets</b>	Participate in the Clean Cities Mentor Program to further develop coordinator skills.	Train an additional staff person to act as the back-up coordinator should the coordinator switch jobs or duties.
	Add a minimum of five stakeholders and one fleet over the next year.	Add a minimum of five stakeholders and one fleet to the CDCC on an annual basis
	Actively reach out to neighboring counties (outside the four counties of the Capital District) to identify stakeholders that may be interested in the CDCC program.	Actively reach out to neighboring counties (outside the four counties of the Capital District) to identify stakeholders that may be interested in the program.

Goal	Short Term Objectives (1 year)	Long Term Objectives (3-5 years)
<b>6. Fundraising Efforts</b>	The MPO has made a commitment to fund the coordinator position using PL funds, so fundraising is not necessary.	The MPO has made a commitment to fund the coordinator position using PL funds, so fundraising is not necessary.

Goal	Short Term Objectives (1 year)	Long Term Objectives (3-5 years)
<b>7. Coordinator/Coalition Training Activities</b>	Attend the 2013 Alternative Clean Transportation Expo (and 20 <sup>th</sup> anniversary of the USDOE’s Clean Cities national program) and one other event in 2013 that pertains to CDCC activities.	Attend the annual Peer Exchange conferences. Attend a minimum of one other event that pertains to CDCC activities.

**3. ANNUAL PLANS**

**TABLE 3. 2010-2011 COALITION MEETING AND EVENT PLAN:**

Event Name	Target Date	Target Audience	Topics to be Addressed
Quarterly Stakeholder Meeting	December 2012	Stakeholders New Fleets New Stakeholders	- Coalition Business - Presentation by American Natural Gas
Quarterly Stakeholder Meeting	March 2013	Stakeholders New Fleets New Stakeholders	- Coalition Business - Presentation by Energy Management Technology re: mileage increasing fuel additives
Quarterly Stakeholder Meeting	June 2013	Stakeholders New Fleets New Stakeholders	- Coalition Business - Presentation to be scheduled
Quarterly Stakeholder Meeting	September 2013	Stakeholders New Fleets New Stakeholders	- Coalition Business - Presentation to be scheduled
Event TBD	TBD 2013	Stakeholders New Fleets New Stakeholders	- CDCC Info - Vanpool Info - Carpool Info - Greenhouse Gas Info

**TABLE 4. 2011-2012 COORDINATOR TRAVEL AND TRAINING PLAN:**

<b>Conference/ Meeting Name</b>	<b>Date</b>	<b>Location</b>
2013 Alternative Clean Transportation Expo	June 24-27	Washington, DC
2013 Peer Exchange	TBD	TBD
USDOE Approved Conference or Training	TBD	TBD

**TABLE 5. 2011-2012 COALITION DATA REPORTING AND DELIVERABLES PLAN:**

<b>Key Deliverable*</b>	<b>Due Date</b>	<b>Description</b>
Coalition Support Contract Final Reporting Period Invoice	November 2012	Submit an invoice for the second half of the 2012 coalition support contract by the established deadline.
Annual Survey Data Email to Stakeholders	December 2012	Begin Soliciting input from stakeholders on vehicle counts and petroleum reduction efforts for inclusion in the 2013 annual survey.
Alternative Fuel Price Report Q1	January 2013	Contact fueling station owners and send fuel pricing info to Dustin Stromski by the established deadline.
Input Annual Survey Information into DOE Database	February 2013	Upload all coalition information into the DOE database by end of the February 2013 deadline.
Alternative Fuel Price Report Q2	April 2013	Contact fueling station owners and send fuel pricing info to Dustin Stromski by the established deadline.
Coalition Support Contract First Reporting Period Invoice	May 2013	Submit the invoice for first half of the 2013 coalition support contract by the established deadline.
Alternative Fuel Price Report Q3	July 2013	Contact fueling station owners and send fuel pricing info to Dustin Stromski by the established deadline.
2013-14 Annual Operating Plan	October 2013	Submit an updated 2013/14 annual operating plan to the Regional Manager in accordance with coalition support contract deadline.
Alternative Fuel Price Report Q4	October 2013	Contact fueling station owners and send fuel pricing info to Dustin Stromski by the established deadline.
Coalition Support Contract Final Reporting Period Invoice	November 2013	Submit an invoice for the second half of the 2013 coalition support contract by the established deadline.
Redesign the CDCC website and continually maintain and update it <a href="http://www.ipool2.net/CC/cdcc.htm">http://www.ipool2.net/CC/cdcc.htm</a> (new URL not yet determined)	October 2012-2013	Review the CDCC website on an on-going basis; remove dead links; upload meeting notes, meeting and event announcements; add to "Related Links" as appropriate.

#### **4. BUDGET AND RESOURCE ALLOCATION PLAN**

The Capital District Transportation Committee (CDTC) maintains a two year Unified Planning Work Program (UPWP) that allocates funding for MPO staff by task. The MPO receives \$30,000 for coordinator activities which includes funds for training/education expenses. The 2012-14 UPWP also includes two tasks that are intertwined with coalition activities. \$40,000 is programmed for transportation demand Management activities, which include work on vanpool programs, try transit programs, iPool2 activities, and any activity whose goal is to reduce travel and fuel consumption. An additional \$25,000 is programmed for Commuter Support Services, which keeps iPool2 up to date. The MPO makes certain that the coordinator is provided ample time to conduct the activities that are necessary to maintain the contract.