

CAPITAL DISTRICT CLEAN COMMUNITIES

2013 – 2014

ANNUAL OPERATING PLAN



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1. COALITION BACKGROUND

Coalition Description

The Capital District Clean Communities Coalition (CDCC) was officially designated by the U.S. Department of Energy (USDOE) in 1999. The Coalition had been active locally after Schenectady County 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. Schenectady County formed a partnership with thirty-nine organizations, including Niagara Mohawk, NYSERDA, the New York State Thruway Authority (NYSTA), the Capital District Transportation Committee (CDTC), Shenendehowa Central Schools, the Environmental Business Association, Environmental Advocates and others. This group called themselves Capital District Clean Communities and submitted a Clean Cities plan to the USDOE.

Schenectady County hosted the Coalition until 2001 when NYSERDA requested it have a more permanent home at CDTC. CDTC is the Metropolitan Planning Organization (MPO) for Albany, Rensselaer, Saratoga and Schenectady Counties. CDTC viewed participation in the Clean Cities program as an opportunity to explore a broader package of transportation demand management ideas, examine intelligent community concepts, and create new and interesting partnerships. Accordingly, taking a more direct role in coordinating CDCC efforts was viewed a “good fit” with other CDTC planning activities.

While the CDTC includes the four core counties of the Capital Region, CDCC grew to include an additional eight counties – Fulton, Montgomery, Schoharie, Otsego, Greene, Columbia, Warren and Washington. Today the Coalition has more than 85 stakeholders from 65+ different businesses, agencies, and organizations. The close proximity to NYSERDA and the state government has provided CDCC with unique opportunities to expand the alternative fuel marketplace in the region. CDCC activities have increasingly become more prominent and entwined into the MPO’s planning and programming.



Mission Statement

The CDCC is a public/private partnership with the goal of reducing dependence on foreign petroleum resources, reducing vehicle emissions and enhancing the development of an alternative fuel vehicle (AFV) marketplace in the region. This mission statement is on target with the National Clean Cities focus to:

- Increase the number of AFVs in the marketplace,
- Increase the use of fuel blends (diesel/biodiesel, ethanol/gasoline, and compressed natural gas (CNG),
- Accelerate sales of hybrid vehicles,
- Promote informed consumer choice on fuel economy, and
- Encourage the use of idle reduction technologies, including vehicle retrofits for heavy-duty trucks and other vehicles.

Organizational Structure and Geographic Area Served

As mentioned previously, the CDCC is hosted by CDTC. While CDTC consists of a smaller 4-county region, the CDCC includes 12 counties because of the interest expressed from the business, organizations and municipalities there. The CDCC Coordinator is an employee of CDTC and splits time between CDCC and MPO duties. Due to the relationship between CDCC and CDTC the Coordinator is prohibited from lobbying.

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 CDCC’s coordinator is an employee of CDTC and the portion of the coordinator’s salary not covered by the USDOE contract is paid with FHWA PL (planning) Funds and FTA Section 5303 Funds. In 2012-13 CDCC received additional funds through various NYSERDA outreach contracts and a contract with the Georgetown Transportation and Climate Initiative (TCI) to complete a Northeast Regional EV Planning Study.

2012-13 CDCC Funding

Clean Cities Contract	\$30,000
ARRA	\$11,446
TCI EV Planning Study	\$21,612
NYSERDA – EV	\$10,004
NYSERDA – CNG	\$12,045
Total	\$85,107

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 on the Policy Board while city engineers and planning directors serve on the Planning Committee. The CDTC Policy Board is composed of elected and appointed officials from each of the four counties, each of the eight cities in the four counties, the New York State Department of Transportation (NSYDOT), the Capital District Transportation Authority (CDTA), the Capital District Regional Planning Commission (CDRPC), 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

Jennifer Ceponis assumed coordinator duties in June of 2012 when CDCC's coordinator of 13 years retired. Jennifer is a Senior Transportation Planner at CDTC. To plan for the transition, Jennifer attended the USDOE Coordinator 101 training in June 2011, the November 2011 Peer Exchange and she participated in the Clean Cities Mentor Program throughout the spring of 2012.

Jennifer has been working at CDTC for almost 6 years and previous to joining the MPO staff she worked for a transportation planning firm for 2 years. At CDTC Jennifer is involved in bicycle and pedestrian planning activities including a bicycle safety campaign called Capital Coexist and leads the CDTC Bicycle and Pedestrian Task Force. She also manages planning studies and coordinates with other staff on transportation demand management (TDM) programming and regional infrastructure data. 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 has recently been successful in applying for interns through the Clean Cities University Workforce Development Program (CCUWDP). CDCC worked with an intern from June – August of 2013 and recently welcomed another intern who will be working with Jennifer through the 2013-14 academic year. CCUWDP has been an invaluable resource to CDCC in helping accomplish the coalition goals and expanding its outreach efforts.

The CDCC coordinator has spent about 1,000 hours in the last year on coalition related activities. This is a significant increase from previous years due to expanded outreach efforts and numerous new contracts with NYSERDA and other partners.

Current Alternative Fuel and Advanced Vehicle Technology Market Analysis

Infrastructure Availability

The Capital Region offers a variety of public alternative fuel stations. There are thirteen public ethanol (E85) stations throughout the area. Additionally, New York State Office of General Services (OGS) operates two E85 stations for NYS fleet vehicles. Since public funding for E85 stations tapered off and its popularity has fallen locally there has been no growth in the E85 market. There is currently one public on-road biodiesel fueling station in the region. This will hopefully change with the new AmeriGREEN biodiesel blending facility that was built at the Port of Rensselaer this summer.

There are three public compressed natural gas (CNG) fueling stations located in the region – two stations in NYS-owned lots in Albany and Rotterdam and one at National Grid in Menands, NY that was funded through the American Recovery & Reinvestment Act (ARRA). NYS OGS operates another eight private CNG stations for NYS fleet vehicles and the Albany International Airport has a CNG station used to fuel their nine CNG shuttles. As interest in CNG has grown, plans have been developed to expand CNG infrastructure in the region. There is currently one proposed station for Saratoga, NY due to launch in June 2014.

The first electric vehicle (EV) charging station was installed in the region in 2011 at the Holiday Inn Express in downtown Albany. Since 2011, the electric vehicle charging network in the region has grown significantly – from only about a dozen stations a year ago to at least 40 currently in the ground and more planned. Grocery store chains such as ShopRite and Price Chopper have both made EV charging a priority at their stores, as well as national chains like Kohls and Chilis. Hotels, fitness centers, apartment complexes and office buildings throughout the region have installed stations or have plans to install at least one station in the near future.



The growth in EV infrastructure can be largely accredited to the NYSERDA Electric Vehicle Supply Equipment (EVSE) Demonstration Program (PON2301). The program solicited applications for the installation of EVSE at public locations, focusing on multi-unit dwellings, employers, etc. NYSERDA has awarded funding to companies, municipalities and other entities to install more than 325 new EV stations across New York State. 2013 was a huge year for EVSE expansion and it is anticipated to continue through 2014.

Liquefied petroleum gas (Propane) infrastructure continues to steadily expand. There are about 20 public propane fueling stations throughout the region. A handful of these stations were funded through ARRA and part of propane school bus projects. Other stations are located at a variety of agricultural supply stores, campgrounds and recreational vehicle (RV) dealers, and fuel suppliers.

Alternative Fuel/Advanced Technology Vehicle Purchases & Major Fleets

The CDCC is based in Albany, the Capital of NY, and home to a large portion of the NYS vehicle fleet. Executive Orders 111 and 142 require state agencies to improve energy efficiency and purchase “clean vehicles.” NYS has a sizeable fleet that includes CNG, E85, Propane, Plug-in electric and hybrid electric vehicles. However, in 2010, Governor Patterson rescinded Executive Order 142 Section II that directed that state agencies and authorities use biodiesel and E85 in their fleets to the greatest extent possible. The order also disbanded the Governor’s Clean Vehicle Council that had been developing a plan to meet the state’s petroleum displacement goals.

CDTA, the region’s largest transit company, has been committed to the Hybrid Electric Vehicle (HEV) bus technology for quite some time, with 78 Gillig Hybrid Electric full size buses in service. National Grid, a large local utility, operates over 300 AFVs in the Capital Region. Other large AFV fleets include school districts, colleges and universities in the Capital Region. Five of the thirteen ARRA grant recipients were school districts who purchased new propane or plug-in hybrid electric buses. Ballston Spa Central School District operates 6 propane buses, Charlotte Valley School District operates 5 propane buses, and Hoosic Valley School District operates 11 propane buses and their fleet manager has become one of our most active member propane advocates. The University at Albany operates 5 Hybrid Electric buses, which were purchased with an ARRA award, amongst other AFVs in their fleet. Rensselaer Polytechnic Institute (RPI) operates 4 propane shuttles and recently purchased a Mitsubishi plug-in electric i-Miev for their parking enforcement efforts.

There has been growing interest in alternative fuels and advanced vehicle technologies, especially CNG and plug-in electric technology, in the Capital Region over the last year. Price Chopper, a grocery store chain, joined the coalition in 2012 and has become increasingly involved in coalition activities through 2013. Price Chopper adds significant potential to increase AFVs and public awareness in the Capital Region. They have installed EVSE at two of their stores – Saratoga Springs and Niskayuna – and plan to install additional stations at their other locations in the near future.

In 2012, CDCC was contacted by Saratoga Eagle, DeCresente Beverage Distributors, and Stewart’s Shops, all large fleets with an interest in transitioning to AFVs. These fleets have participated in CDCC’s outreach events and activities in 2013. Frito-Lay and UPS, National Clean Fleets Partners, became more involved in local coalition activities in 2013. UPS attended CNG and EV outreach workshops and Frito-Lay graciously hosted events and offered to speak at a CDCC-organized conference and workshop about their experience with AFVs. Very recently Frito-Lay added 5 plug-in EV trucks to their fleet at their facility in the Capital Region.

In addition to private fleets, there’s been growing interest in CDCC activities by local communities and organizations. The City of Schenectady Police Department has reached out to CDCC to inquire about available AFVs for law enforcement and Schenectady County participated in CDCC’s workshop on the NYSERDA EV Truck Voucher Program. The City of Saratoga Springs, Town of Clifton Park, Town of Bethlehem, and City of Albany have all recently approved plans for EVSE installations in their communities and continue to update CDCC on their EV and EVSE activities as they become more EV-

Ready. Capital District Community Gardens, which has a small fleet of refrigerated trucks called “Veggie Mobiles” that run on biodiesel, has become involved in coalition activities as well.

Obstacles to Deployment of AFVs, Clean Cities Technologies and Infrastructure in the Capital Region

Funding is still the overwhelming factor in fleet receptiveness to adopt new AFV technologies and fuels. However, recent grant programs like ARRA and NYSERDA’s EVSE Demonstration Program have distributed funds throughout the region for a variety of successful alternative fuel projects. Many of these grant recipients have experienced tremendous savings and benefits from these alternative fuel projects which have helped them justify funding additional projects without assistance. Based on response to recent CNG and EV outreach events, there are stakeholders waiting on the sidelines for new funding programs to help implement their alternative fuel projects.

The Capital Region was slow to adopt EV technology initially but new federal and state initiatives have promoted the growing network of EVSE. Colleges and universities were hesitant to install charging stations because of the unknown maintenance and other costs associated with it, such as vandalism and rapidly improving technology. However, UAlbany and RPI have both moved forward with EVSE installation since last year.

As mentioned earlier, Governor Patterson rescinded Section II of Executive Order 142 in 2010 that directed state agencies and authorities use biodiesel and E85 in their fleet to the greatest extent possible. Because of this action, none of the state agencies or authorities, which are the base membership of CDCC, are using biodiesel and ethanol use has dropped significantly. The price differential between biodiesel and diesel and the reduction in mileage when using E85 have been the major reasons cited for reverting to diesel and petroleum.

Lastly, petroleum reduction is rarely discussed or made a priority in the Capital Region. Historically, there have been low levels of interest in alternative transportation such as carpooling and transit for commuting to work, as well as alternative fuels. There is little congestion and parking is very inexpensive, if not free, in the cities and suburbs throughout the region. These conditions promote a lack of interest in petroleum reduction. However, a recent shift in focusing on sustainability throughout the region has generated more interest in alternative fuels. CDCC is encouraged by the NYSERDA Cleaner Greener Communities and Climate Smart Communities programs that have helped put alternative fuels and advanced vehicle technologies on the radar of more communities.

2. COALITION GOALS

Progress Towards 2012-13 Goals

Fleet Adoptions

There have been few new AFV purchases in the region since last year. However, there has been continuing conversations with Price Chopper, DeCrescente Beverage Distributors, Stewart's Shops, Saratoga Eagle, Capital District Community Gardens and a number of local governments on adding AFVs to their fleets. These fleets have participated in CDCC outreach events to learn more about specific fuels and their return on investment. CDCC actively researches and monitors funding opportunities on alternative fuel and advanced vehicle technology projects and distributes information and resources to stakeholders. CDCC has helped public and private sector stakeholders connect to coordinate on projects and submit applications for funding. CDCC has been able to provide extensive information and resources to stakeholders on CNG and EV technology over the last year through 5 separate outreach workshops focused on these fuels and technologies.

Infrastructure Development

The NYSERDA EVSE Demonstration Program has been a driving force behind the expansion of the EVSE network in the Capital Region. Over the last year the number of charging stations in the ground has grown tremendously, including a new charging pad at the Price Chopper store in Niskayuna, NY and new charging stations at the Woodlake Apartment complex in Guilderland, just to name a few. In May AmeriGREEN, a Lancaster PA-based company cut the ribbon on their new biodiesel blending facility at the Port of Rensselaer. Also in May, CDCC stakeholder American Natural Gas announced that it will build a public, heavy-duty CNG facility in Wilton, NY in Saratoga County. This facility is targeted to launch in June 2014.

Fuel Use / Displacement

CDCC is hosted by CDTC, the MPO, and works very closely with CDTA, NYSDOT and NYSERDA on TDM programs. In 2011 CDCC and CDTC worked with CDTA to launch a commuter website called Capital Moves (www.capitalmoves.org). The site is a go-to resource for commuters in the Capital Region and actively promotes alternative modes of transportation. iPool2 is the online rideshare service that matches commuters and currently has over 2,000 users, 200+ are new users since 2012. The Vanpool program was also expanded to include an additional 3 counties in 2013. CDCC has been involved in the development of a non-profit carshare organization, Capital Carshare, in Albany. The organization has a board and has incorporated but is currently seeking funding to purchase vehicles and launch its operation. Lastly, the cities of Saratoga Springs and Albany both passed local anti-idling laws in 2013.

Education and Outreach

This has been CDCC’s greatest growth area in 2013. The CDCC coordinator has been working with Zone 5 to redesign the coalition logo and website. The website is due to launch on Thursday, October 31 and will serve as an interactive tool for users that highlights stakeholder projects and directly connects to the USDOE Alternative Fuels Data Center. The new website will integrate the widgets that have been developed by USDOE such as the alternative fuel station locator and vehicle cost calculator.

The CDCC also joined Facebook and Twitter in 2013. Facebook and Twitter have been enjoyable places for CDCC to share information about events and news items, post pictures and keep in touch with stakeholders on a daily basis as well as connect with other coalitions and Clean Cities partners across the nation. Facebook and Twitter have been vital in promoting the numerous outreach events CDCC hosted in 2013. These events include an April conference titled “Freight & Fuels,” two CNG workshops in May – CNG 101 and CNG Return on Investment and Building Modifications, and three EV-related workshops – two EVSE Installation for Electricians, Code Enforcers and Planners in June and a workshop on the NYSERDA EV Truck Voucher Program in September.



The CDCC launched a website dedicated to EV information, www.nycapitalregionev.com, in June. The website was developed to compliment the federal and statewide efforts to promote EV deployment. The website provides information to consumers, fleets, electricians, employers and local governments on how to become “EV-Ready.” CDCC continues to have a presence in the community by participating in local sustainability events such as May’s Green Your Commute Day in Albany, the Walk for Water in September, Climate Smart Community meetings, attending ribbon cuttings for stakeholder projects and hosting events such as the Proterra Electric Bus Demonstration in August.

Organizational Growth Targets

The CDCC experienced a change of leadership in June 2012 when their coordinator retired. Jennifer Ceponis assumed coordinator duties, but not without attending the Coordinator 101 training in June 2011 and participating in the Clean Cities mentor program in 2012. In 2013 CDCC was awarded two interns through the Clean Cities University Workforce Development Program. The interns have been an invaluable addition to the coalition and the increase in outreach activities wouldn’t have been possible without them. In 2013 the coalition welcomed a number of new stakeholders such as Solar City, ARMA, the New York State Dormitory Authority (DASNY), AmeriGREEN, Silver Bear Energy, Capital District Community Gardens, Leviton, Plugin Stations Online and more.

Fundraising

As mentioned previously, CDCC is hosted by CDTC which is a MPO. CDTC has made a commitment to fund the coordinator position using PL funds so fundraising is not necessary. However, the CDCC is proud to have contracted with TCI and NYSERDA on CNG and EV projects. These projects have greatly benefited the coalition by growing interest and membership and have provided additional funding support for the coordinator position and outreach activities.

Coordinator / Coalition Training Activities

Due to federal budget issues there were no regional meetings or peer exchanges in 2013. However, the coordinator attended two very enriching events – the Transportation Energy Partners (TEP) Energy Independence Day in April and the Alternative Clean Transportation (ACT) Expo in June. The coordinator also attended various webinars offered by USDOE and online Clean Cities University courses.

2013-14 Goals and Objectives

Goal	Short Term Objectives (1 year)	Long Term Objectives (3-5 years)
Fleet Adoptions	Continue conversations with new stakeholders to add at least one 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.
	Continue outreach efforts with the NYSERDA Climate Smart Communities towns and cities to add at least one AFV to a municipal fleet in the region.	Connect and form a relationship with local governments in the rural areas outside of the MPO who could benefit from AFVs.
	Actively research and monitor outside funding opportunities (grant programs) and new funding strategies (AFV-specific financing) that can be used to support and expand the inventory of AFVs in the area.	Actively research and monitor outside funding opportunities that can be used to support and expand the inventory of alternative fuel vehicles in the area.
	Fund the addition of at least one AFV through the CDTC Alternative Fuel Set Aside program.	Work to increase the amount of funds available in the Alternative Fuel Set Aside program by at least 5% in the next CDTC TIP update.
	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)
Infrastructure Development	Work closely with NYSERDA to identify funding opportunities and financing strategies for alternative fuel infrastructure.	Actively research and monitor funding opportunities that can be used to support and expand alternative fuel infrastructure.
	Complete a Regional EV Readiness Plan which should include a priority network for EVSE in the CDTC region that will be used to prioritize funding for projects funded through CDTC/NYS DOT.	Expand the priority network to include the whole CDCC area and CNG infrastructure and encourage other MPOs in the region and NYSDOT to use the network as a tool for prioritizing funding for alternative fuel projects.
	Provide support as needed to NYSERDA and NYS agencies in garnering interest in opening alternative fuel stations and EVSE in the Region.	Provide support as needed to NYSERDA and NYS agencies in garnering interest in opening alternative fuel stations and EVSE in the Region.
	Assist stakeholders with NYS Consolidated Funding Applications (CFAs) for Cleaner Greener Communities and other available funding for regionally significant alternative fuel infrastructure projects.	Assist stakeholders with grant applications for available funding for regionally significant alternative fuel infrastructure projects.
	Connect EVSE suppliers with potential EVSE hosts in the region, supporting the growth of the regional EVSE network and increasing the availability of EVSE (Level 1 and Level 2 charging) at centers of employment in the region (i.e. Albany Medical Center, Albany Nanotech Institute, NYS OGS lots) .	Connect DC Fast Charging suppliers with potential hosts at feasible fast charging locations throughout the region.

Goal	Short Term Objectives (1 year)	Long Term Objectives (3-5 years)
Fuel Use / Displacement	Continue to actively promote Capital Moves, the region’s commuter information website to encourage people to use alternative transportation and pursue TDM and other fuel reduction activities – grow the iPool2 database by at least 300 registrants and 5 employers next year.	Research and identify better technology for matching carpoolers and encouraging ridesharing in the region for daily commuting <i>and</i> special events.
	Work with the communities who recently passed local anti-idling legislation (Saratoga Springs and Albany) to employ the Clean Cities Idle Box materials.	Use the success of the Saratoga Springs and Albany anti-idling legislation to encourage at least one other community to pass anti-idling legislation.
	Develop at least one pilot TDM program.	Develop at least one pilot TDM program per year for the next five years.
	Continue to work with Capital Carshare to identify funding opportunities and partnerships to implement carsharing in the Capital Region.	Expand carsharing to all four cities in the CDTC area.
	Work with the City of Albany to develop partnerships and identify funding opportunities to implement bikesharing.	Encourage at least one other city in the Capital Region to pursue bikesharing by 2015.
	Assist CDTA in expanding Universal Access passes to at least one large employer or development in the region.	Assist CDTA in expanding Universal Access passes to at least one large employer or development in the region every year.

Goal	Short Term Objectives (1 year)	Long Term Objectives (3-5 years)
<p>Education and Outreach</p>	<p>Promote new website and encourage stakeholders to use the new website as a tool for their fleets – connect directly to the Alternative Fuel Data Center tools to evaluate fuel use, compare vehicle costs, etc.</p>	<p>Continue to update website and expand it as a useful tool for stakeholders and their fleets.</p>
	<p>Continue to utilize social media to promote CDCC events and activities.</p>	<p>Keep updated on the most effective social media tools for promoting CDCC events and activities.</p>
	<p>CDCC will seek out and participate in at least one grassroots-level outreach event on EVs.</p>	<p>CDCC will seek out and participate in as many grassroots-level outreach events on EVs as possible until NY meets its goal of 40,000 PEVs on the road by 2018.</p>
	<p>Coordinate and host at least two educational workshops per year (ex. CNG101, EVSE Installation for Electricians, etc).</p>	<p>Coordinate and host at least two educational workshops per year (ex. CNG101, EVSE Installation for Electricians, etc).</p>
	<p>Promote CDCC and the National Clean Cities program more effectively by connecting with local news reporters and/or bloggers.</p>	<p>Promote CDCC and the National Clean Cities program more effectively by connecting with local news reporters and/or bloggers.</p>
Goal	Short Term Objectives (1 year)	Long Term Objectives (3-5 years)
<p>Organizational Targets</p>	<p>Train an additional staff person to act as the back-up coordinator.</p>	<p>As the coalition becomes more active a full-time coordinator plus one part-time staff person will be required – have capacity at CDTC staff to manage a more active coalition.</p>
	<p>Add a minimum of five stakeholders and one fleet in the next year.</p>	<p>Add a minimum of five stakeholders and one fleet to the CDCC every year.</p>
	<p>Actively reach out to neighboring counties (outside of CDTC area) to identify stakeholders that may be interested in CDCC.</p>	<p>Actively reach out to areas outside of the CDCC area that are not covered by another NY coalition who may be interested in the Clean Cities Program (i.e. Kingston and Upper Hudson Valley communities).</p>
	<p>Continue to participate in the Clean Cities University Workforce Development Program through the 2013-14 academic year and apply for another intern through the Clean Cities University Workforce Development Program for the Summer of 2014 and 2014-15 academic year</p>	<p>Apply for an intern through the Clean Cities University Workforce Development Program for at least a summer or academic year, every year.</p>

October 2013

Goal	Short Term Objectives (1 year)	Long Term Objectives (3-5 years)
Fundraising Efforts	CDTC has made a commitment to fund the coordinator position using PL funds, so fundraising is not necessary.	Identify potential future funding and develop a plan to sustain CDCC in the case MPOs have significant funding reductions in new transportation legislation.

Goal	Short Term Objectives (1 year)	Long Term Objectives (3-5 years)
Coordinator / Coalition Training Activities	Attend the Work Truck Show and/or Green Truck Summit in March and a Clean Cities Peer Exchange or other event in 2014 that pertains to CDCC activities.	Attend annual Peer Exchange conferences and at least one other event that pertains to CDCC activities each year.

3. ANNUAL PLANS

2013-14 Coalition Meeting and Event Plan

Event Name	Target Date	Target Audience	Topics to be Addressed
Quarterly Stakeholder Meeting	December 2013	- Stakeholders - New Fleets - New Stakeholders	- Coalition Business - Presentation on Idle-Reduction Technology - CDTC New Visions Update
Quarterly Stakeholder Meeting	March 2014	- Stakeholders - New Fleets - New Stakeholders	- Coalition Business - CDTC New Visions update
Quarterly Stakeholder Meeting	June 2014	- Stakeholders - New Fleets - New Stakeholders	- Coalition Business - Final New Visions update recommendations / alternative fuels white paper
Quarterly Stakeholder Meeting	September 2014	- Stakeholders - New Fleets - New Stakeholders	- Coalition Business - Site visit / field trip / tour of local alternative fuel facility
Workshop / Event TBD	TBD 2014	- Stakeholders - New Fleets - New Stakeholders	- CNG/EVSE/Biodiesel/LPG - TDM Programs - Greenhouse Gas Info
Workshop / Event TBD	TBD 2014	- Stakeholders - New Fleets - New Stakeholders	- CNG/EVSE/Biodiesel/LPG - TDM Programs - Greenhouse Gas Info

2013-14 Coordinator Travel and Training Plan

Conference / Meeting Name	Date	Location
2014 Green Truck Summit	March 2014	Indianapolis
2014 Work Truck Show	March 2014	Indianapolis
2014 Peer Exchange	TBD	TBD

2013-14 Coalition Data Reporting and Deliverables Plan

Key Deliverable	Due Date	Description
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.
Annual Survey Data Email to Stakeholders	December 2013	Begin Soliciting input from stakeholders on vehicle counts and petroleum reduction efforts for inclusion in the 2014 annual survey.
Alternative Fuel Price Report Q1	January 2014	Contact fueling station owners and send fuel pricing info by the established deadline.
Input Annual Survey Information into DOE Database	February 2014	Upload all coalition information into the DOE database by end of the February 2014 deadline.
Alternative Fuel Price Report Q2	April 2014	Contact fueling station owners and send fuel pricing info by the established deadline.
Coalition Support Contract First Reporting Period Invoice	May 2014	Submit the invoice for first half of the 2014 coalition support contract by the established deadline.
Alternative Fuel Price Report Q3	July 2014	Contact fueling station owners and send fuel pricing info by the established deadline.
2014-15 Annual Operating Plan	October 2014	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 2014	Contact fueling station owners and send fuel pricing info by the established deadline.
Coalition Support Contract Final Reporting Period Invoice	November 2014	Submit an invoice for the second half of the 2014 coalition support contract by the established deadline.
Maintain and update the new CDCC website: www.capitalcleancommunities.org	October 2013-2014	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 CDTC maintains a two year Unified Planning Work Program (UPWP) that allocates funding for MPO staff by task. CDTC receives \$30,000 for coordinator activities which includes funds for training/education and travel expenses. The 2012-14 UPWP also includes two tasks that are intertwined with coalition activities. \$40,000 is programmed for TDM activities, which include work on vanpool, try transit programs, iPool2, 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. CDTC makes certain that the coordinator is provided ample time to conduct the activities that are necessary to maintain the contract.