

CAPITAL DISTRICT CLEAN COMMUNITIES

2014 – 2015

ANNUAL OPERATING PLAN



Contents

Coalition Background

Coalition Description	1
Mission Statement	1
Organizational Structure & Geographic Area Served	2
Funding Sources	2
Governance	2
Key Coalition Personnel	3
Current Alternative Fuel & Advanced Vehicle Technology Market Analysis	3

Coalition Goals

Progress Towards 2012-13 Goals	7
2014-15 Goals & Objectives	11

Annual Plans

2014-15 Coalition Meeting & Event Plan	16
2014-15 Coordinator Travel & Training Plan	16
2014-15 Coalition Reporting & Deliverables Plan	17

Budget & Resource Allocation Plan	18
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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 plug-in electric and 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 2013-14 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.

2013-14 CDCC Funding

Clean Cities Contract	\$30,000
ARRA	\$10,190
Total	\$40,190

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 7 years and previous to joining the MPO staff, worked for a transportation planning firm for 2 years. At CDTC Jennifer is involved in bicycle and pedestrian planning, transportation demand management (TDM), freight planning and other planning activities. 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 during the Summer of 2013, 2013-14 academic year and the Summer of 2014. CCUWDP has been an invaluable resource to CDCC in helping accomplish the coalition goals and expanding its outreach efforts.

The CDCC coordinator has spent over 800 hours in the last year on coalition related activities. This is a bit less than last year due to a reduction in outside contracts and winding down of ARRA.

Current Alternative Fuel and Advanced Vehicle Technology Market Analysis

Infrastructure Availability

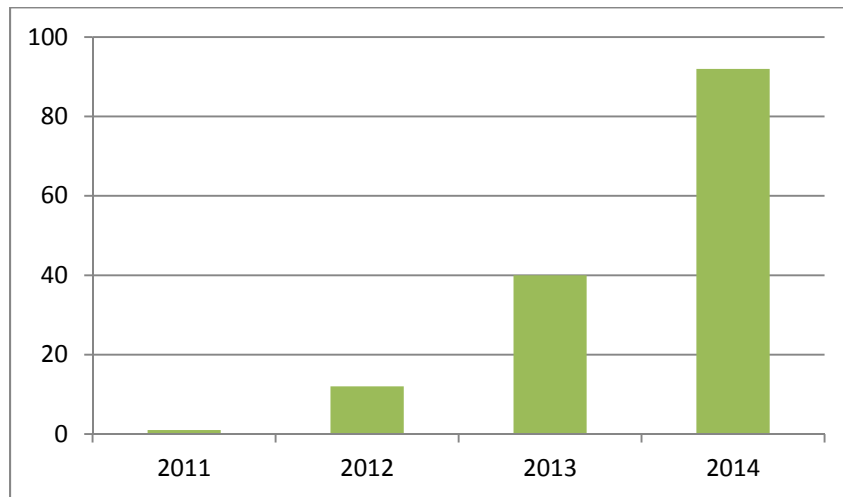
The Capital Region offers a variety of public alternative fuel stations. There are ten public ethanol (E85) stations throughout the area. Additionally, New York State Office of General Services (OGS) operates two E85 stations for NYS fleet vehicles. Since public funding for E85 stations tapered off and its popularity has fallen locally more E85 pumps are being closed due to lack of demand. There is currently one public on-road biodiesel fueling station in the region. A new AmeriGREEN biodiesel blending facility was built at the Port of Rensselaer in the Summer of 2013 and its hoped it will create more awareness and demand for biodiesel amongst larger fleets in the area.

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, the Albany International Airport has a CNG station used to fuel their nine CNG shuttles and Casella Waste has a private station in Ford Edward.. As interest in CNG has grown, plans have been developed to expand CNG infrastructure in the region. NYSERDA released a funding opportunity for CNG stations in July 2014 but has not yet announced awards.

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 as illustrated in the figure below. Currently, there are about 100 stations in the ground and dozens 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.

Public Charging Stations in the Capital Region



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.

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. Rensselaer Polytechnic Institute (RPI) has committed to converting its entire fleet of campus buses to propane and will install a propane station on campus this Fall.

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 77 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 in recent years. Price Chopper, a grocery store chain, joined the coalition in 2012 and has become increasingly involved in coalition activities. Price Chopper adds significant potential to increase AFVs and public awareness in the Capital Region. They have installed EVSE at several stores and plan to install additional stations at other locations in the near future.

The CDCC has been in continual contact with several large fleets in the region that are interested in transitioning to AFVs. Many of these fleets have participated in CDCC’s outreach events and activities in 2014. Frito-Lay and UPS, National Clean Fleets Partners, have become more involved in local coalition activities as well.

In addition to private fleets, there’s been growing interest in CDCC activities by local communities and organizations. The Cities of Schenectady and Cohoes have both requested technical assistance from CDCC with the purchase of new plug-in EVs in 2014. Additionally, more communities are becoming accustomed to EVSE site plan reviews, which can be attributed to guidance provided by CDCC- this is an important step towards the Capital Region becoming more EV-Ready.

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. Past DOE and NYSERDA funding programs have provided a lot of opportunity in the Capital Region for the adoption of AFVs. However, funding opportunities for the purchase of vehicles and/or infrastructure has significantly been reduced and more fleets are citing the lack of funding assistance as reasons for not moving forward with adoption. In response to this obstacle, CDTC carved out a “set-aside” in its funding program for alternative fuel vehicles and related projects despite the elimination of Congestion Mitigation and Air Quality funds in the Capital Region. The funds are restricted to public

entities, except transit fleets, and publicly-accessible projects. The goal of creating this set-aside is to continue the growth of AFV adoption in the Capital Region despite the lack of other public funding.

The adoption of EVs in the Capital Region has been slow but steadily growing. Local dealerships have been reluctant to promote the vehicles and are sometimes uncooperative. An EV Drivers Group has formed independently of CDCC that has been able to energize a handful of dealerships in the area to participate in EV events and car shows. Businesses and workplaces are still reluctant to install charging stations because of the unknown maintenance and other costs associated with it, such as vandalism and rapidly improving technology. Larger, national and international, corporations have been the most likely adopters since they have the most experience and corporate responsibility and sustainability policies. Also, more colleges and universities have moved forward with installing charging stations and incorporating them into future campus plans.

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 2013-14 Goals

Fleet Adoptions

While new AFV purchases and additions to fleets have been low in the last couple of years, an increasing number of fleets have requested technical assistance in purchasing vehicles and exploring opportunities for funding assistance. A large local grocery store chain, a beverage distributor and convenience store chain have all been researching CNG vehicles and infrastructure. 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 two years through various workshops, vehicle demonstrations and the CDCC website.



Stakeholders gather at the Price Chopper EV Charging Pad Ribbon Cutting in April

The New York State Department of Environmental Conservation’s (DEC) Climate Smart Communities Program has enlisted over a dozen communities in the CDCC area. These communities have become a natural audience for CDCC as they explore strategies for reducing GHG emissions from their municipal operations. Two of these communities have moved forward with EV purchases this year with assistance from CDCC. One of the communities received funding through the CDTC alternative fuels set-aside for the purchase of 2 EVs and a charging station.

A local transit operator has been researching CNG and electric buses with CDCC's assistance. Crosspoint Kinetics, Proterra, BYD, and Gillig have all visited the Capital Region to demonstrate their vehicles. CDCC anticipates a significant regional impact to infrastructure and deployment of AFVs in other public and private fleets if the transit operator purchases CNG or electric buses. The expansion of infrastructure will open up the conversation about AFV adoption with more fleets in the Capital Region.

Infrastructure Development

The NYSEDA EVSE Demonstration Program continues to be a driving force behind the expansion of the EVSE network in the Capital Region. As illustrated earlier, the number of charging stations in the Capital Region has increased from 1 to 100 in less than 3 years. New stations are being proposed as part of most new development in the region. There has been very little groundbreaking on other alternative fuel stations in the last year but there has been a significant amount of planning. Several CDCC stakeholders are currently awaiting announcements from NYSEDA on various funding program awards. Potential awards could help fund at least two new CNG stations planned for the Capital Region. By the end of Fall 2014 RPI will have a new propane fueling station to support their all-propane campus shuttle fleet.

Fuel Use / Displacement

CDCC is hosted by CDTC, the MPO, and works very closely with CDTA, NYSDOT and NYSEDA 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. In June 2014 CDTC worked with NYSDOT to transfer its iPool2 rideshare service to the 511NY website. While some users were lost in this process, the move provides better exposure and the ability to connect with 511NY users outside of the 4-county CDTC area therefore an increase in registered users is anticipated.

CDCC has been involved in the development of a non-profit carshare organization, Capital CarShare, in Albany since 2012. The Organization secured funding and launched in 2014 with six vehicles in the City of Albany. All vehicles are fuel-efficient, including two hybrids. Additional vehicles will be fuel-efficient but CDCC continues to explore plug-in EV options for the fleet. In addition to carshare, CDCC was involved in CDTC's bike share demonstration project this summer. Buffalo Bike Share bicycles and some staff were located in Albany, Saratoga Springs, Schenectady and Troy for a week to demonstrate how bike share could work in each of the cities and collect feedback from users. Data collected during the project will be used to continue CDTC and CDCC's efforts to implement bike share in at least one city in the Capital Region by 2017.

CDCC has also coordinated with the Cities of Albany and Saratoga Springs on promoting their recently passed anti-idling laws. The CDCC has provided materials from the Idle Box to Saratoga Springs and

hosted a viewing of *Idle Threat*. The prominence of these cities in the Capital Region is hoped to persuade other municipalities to pass similar anti-idling laws.

Education and Outreach

In 2013 the CDCC completely redesigned its logo and website to be more modern, visually interesting and user-friendly. The site has served as an interactive tool that highlights stakeholder projects and directly connects them with the USDOE Alternative Fuels Data Center by integrated widgets like the alternative fuel station locator and vehicle cost calculator. In addition to the new website, CDCC maintains accounts on Facebook and Twitter. CDCC shares information about events, posts news items and shares pictures regularly as a way to engage stakeholder on a daily basis and interact with other coalitions. The CDCC also managed a separate website entirely dedicated to EV information, www.capitalregionev.com. The website provides information to consumers, fleets, electricians, employers and local governments on how to become “EV-Ready.”



Unfortunately, the CDCC fell short on its goal to host at least two educational workshops and connect more with the press during the 2012-13 contract year. The CDCC continued outreach activities, presenting at monthly lunch and learns for the Center for Economic Growth and tabling at annual events such as Green Your Commute Day. The CDCC also hosted a number of vehicle demonstrations and experimented with a film series. The CDCC hosted the viewing of *Who Killed the Electric Car*, *Idle Threat*, and an episode of *Top Gear* (Series 12, episode 7) called *James drives the hydrogen-powered Honda Clarity*. The movies were shown at the CDCC offices on a projector. The series attracted 5-10 participants for each film. The film series is better suited as an event at a college campus and the CDCC will coordinate with university and college stakeholders in the future to host similar types of events.

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 2013-14 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 2014 the coalition welcomed a number of new stakeholders such as Hudson Valley Community College, the local Ryder Truck Rental and Leasing office, and the Center for Economic Growth.

In late 2013 the CDCC began training an additional CDTC staff person, Leah Mosall, to act as the back-up coordinator. Leah left the CDTC in March 2014 and no one has replaced her as back-up coordinator. CDCC will begin training a new CDTC staff person in 2015 to fulfill this role. The CDCC has received requests for technical assistance regarding alternative fuels from fleets in Ulster and Dutchess County and has participated in outreach events there but they have not officially become part of the CDTC area.

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 NYSERDA and other organizations to provide additional outreach and education opportunities to stakeholders.

Coordinator / Coalition Training Activities

There were no peer exchanges in 2013 or 2014. The coordinator will attend a regional meeting in conjunction with the Alt Wheels Fleet Day event on October 20th in Massachusetts. The coordinator attended the Transportation Energy Partners (TEP) Energy Independence Day in April which was a valuable experience and attended various webinars offered by USDOE and online Clean Cities University courses.

2014-15 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 to 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 each 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.
	Work with MPOs and Clean Cities Coalitions to develop an EVSE Plan for NY's I-90 Corridor.	Work with the NYS Thruway Authority to establish EVSE infrastructure according to the I-90 EV Plan.
	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.
	Incorporate alternative fuels and infrastructure development plans into the CDTC Long Range Transportation Plan, or <i>New Visions</i> , update.	Identify ways MPOs can be more instrumental in alternative fuel infrastructure planning, such as incorporating alternative fuels into long range transportation plans and programming funds within the Transportation Improvement Plan (TIP) for these types of transportation projects.

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 100 registrants.	Research and identify better technology for matching carpoolers and encouraging ridesharing in the region for daily commuting <i>and</i> special events.
	Use the success of the Saratoga Springs and Albany anti-idling legislation to encourage at least one other community to pass anti-idling legislation.	Increase the number of communities with anti-idling policies or legislation by 1 each year.
	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 incorporate hybrid vehicles into their fleet.	Incorporate plug-in electric vehicles into the Capital CarShare fleet.
	Work with local communities interested in bike sharing to identify funding opportunities and partners	Implement a bike share system in the City of Albany by 2017.
	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>	Continue to use website and expand it as a useful tool for stakeholders and their fleets.	Continue to update website and expand it as a useful tool for stakeholders and their fleets.
	Continue to utilize social media to promote CDCC events and activities.	Keep updated on the most effective social media tools for promoting CDCC events and activities.
	CDCC will seek out and participate in at least one grassroots-level outreach event on EVs.	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.
	Coordinate with other NY Coalitions or host a safety workshop for emergency and first responders related to CNG and/or EVs in the Capital Region.	Increase the number of fire departments and EMTs in the Capital Region that are trained in CNG and EV safety.
	Promote CDCC and the National Clean Cities program more effectively by connecting with local news reporters and/or bloggers.	Promote CDCC and the National Clean Cities program more effectively by connecting with local news reporters and/or bloggers.
Goal	Short Term Objectives (1 year)	Long Term Objectives (3-5 years)
<p>Organizational Targets</p>	Train an additional staff person to act as the back-up coordinator.	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.
	Add a minimum of five stakeholders and one fleet in the next year.	Add a minimum of five stakeholders and one fleet to the CDCC every year.
	Actively reach out to neighboring counties (outside of CDTC area) to identify stakeholders that may be interested in CDCC.	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).
	Apply for a Clean Cities University Workforce Development Program intern for the Summer of 2015.	Apply for an intern through the Clean Cities University Workforce Development Program for at least a summer or academic year, every year.

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 Clean Cities Coordinator Training & Vehicle Technology Deployment Workshop in December 2014 and the Energy Independence Summit in 2015.	Attend annual Peer Exchange conferences and at least one other event that pertains to CDCC activities each year.

3. ANNUAL PLANS

2014-15 Coalition Meeting and Event Plan

Event Name	Target Date	Target Audience	Topics to be Addressed
Quarterly Stakeholder Meeting	December 2014	<ul style="list-style-type: none"> - Stakeholders - New Fleets - New Stakeholders 	<ul style="list-style-type: none"> - Coalition Business - Presentation related to CNG/EVSE/Biodiesel/LPG - Environment & Technology White Paper Review
Quarterly Stakeholder Meeting	March 2015	<ul style="list-style-type: none"> - Stakeholders - New Fleets - New Stakeholders 	<ul style="list-style-type: none"> - Coalition Business - Presentation related to CNG/EVSE/Biodiesel/LPG - CDTC New Visions update
Quarterly Stakeholder Meeting	June 2015	<ul style="list-style-type: none"> - Stakeholders - New Fleets - New Stakeholders 	<ul style="list-style-type: none"> - Coalition Business - Presentation related to CNG/EVSE/Biodiesel/LPG - CDTC New Visions update
Quarterly Stakeholder Meeting	September 2015	<ul style="list-style-type: none"> - Stakeholders - New Fleets - New Stakeholders 	<ul style="list-style-type: none"> - Coalition Business - Presentation related to CNG/EVSE/Biodiesel/LPG - CDTC New Visions update
Workshop / Event TBD	TBD 2014	<ul style="list-style-type: none"> - Stakeholders - New Fleets - New Stakeholders 	<ul style="list-style-type: none"> - CNG/EVSE/Biodiesel/LPG - TDM Programs - Greenhouse Gas Info
Workshop / Event TBD	TBD 2014	<ul style="list-style-type: none"> - Stakeholders - New Fleets - New Stakeholders 	<ul style="list-style-type: none"> - CNG/EVSE/Biodiesel/LPG - TDM Programs - Greenhouse Gas Info

2014-15 Coordinator Travel and Training Plan

Conference / Meeting Name	Date	Location
2014 Clean Cities Event	December 2014	Golden, CO
2015 Energy Independence Summit	February 2015	Washington, DC

2014-15 Coalition Data Reporting and Deliverables Plan

Key Deliverable	Due Date	Description
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.
Annual Survey Data Email to Stakeholders	December 2014	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 2015	Contact fueling station owners and send fuel pricing info by the established deadline.
Input Annual Survey Information into DOE Database	February 2015	Upload all coalition information into the DOE database by end of the February 2015 deadline.
Alternative Fuel Price Report Q2	April 2015	Contact fueling station owners and send fuel pricing info by the established deadline.
Coalition Support Contract First Reporting Period Invoice	May 2015	Submit the invoice for first half of the 2015 coalition support contract by the established deadline.
Alternative Fuel Price Report Q3	July 2015	Contact fueling station owners and send fuel pricing info by the established deadline.
2015-16 Annual Operating Plan	October 2015	Submit an updated annual operating plan to the Regional Manager in accordance with coalition support contract deadline.
Alternative Fuel Price Report Q4	October 2015	Contact fueling station owners and send fuel pricing info by the established deadline.
Coalition Support Contract Final Reporting Period Invoice	November 2015	Submit an invoice for the second half of the 2015 coalition support contract by the established deadline.
Maintain and update the new CDCC website: www.capitalcleancommunities.org	October 2014-2015	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 2014-16 UPWP also includes two tasks that are intertwined with coalition activities. \$65,000 is programmed for staff time related to TDM activities, which include work on ridesharing, carshare, and bike share. CDTC makes certain that the coordinator is provided ample time to conduct the activities that are necessary to maintain the contract.