

# Project Management Plan

(Task Description and Milestone Summary)

## CLEAN CITIES COALITION NETWORK

### OUTREACH, EDUCATION, AND PERFORMANCE TRACKING PROGRAM

#### YEAR 4 ACTIVITIES (APRIL 2024 - MARCH 2025)

**Instructions:**

The purpose of the Project Management Plan (“PMP”) is to establish schedule and technical performance baselines for the elective tasks and sub-tasks.

Recipients must fill out this template, providing information describing their specific approach to completing each sub-task.

- Delete the tasks that are not applicable.
- Replace the example text in the PMP with actual planned activities.
- State the activities that the recipient will undertake to achieve the goal(s).
- Provide one goal per quarter per sub-task.
- Provide at least one **SMART** (Specific, Measurable, Achievable, Relevant, and Time-based) goal for each sub-task.
- Add additional goals and activities as needed to adequately describe planned work.

This PMP is intended to be a living document, modified as necessary. It is the recipient’s responsibility to maintain the PMP. Federal staff may request changes in accordance with the rights reserved in the award’s Terms and Conditions.

## I. Award Information

<b>Date of Plan:</b>	January 11, 2024
<b>DOE award number:</b>	EE0009565
<b>Recipient Organization:</b>	Alamo Area Council of Governments
<b>Principal Investigator:</b>	Lyle Hufstetler, Natural Resources Project Administrator
<b>Alternative coalition contact name / phone / email:</b>	TBD January 2024
<b>SOPO Tasks and Subtasks Selected:</b>	<input checked="" type="checkbox"/> Tasks 1.0 and 2.0 <input checked="" type="checkbox"/> Task 3.0 Technology Integration Efforts <input type="checkbox"/> Task 4.0 Coalition Council Representative

## II. Project Objective and Goals

The objective of this project is for the Clean Cities Coalition (“*recipient*”) to provide technical assistance and outreach, participate in program meetings, and to track and report critical program and performance metrics. Clean Cities Coalitions are engaged in activities that support the goals and objectives of the U.S. Department of Energy Vehicle Technologies Office and Clean Cities Coalition Network.

DOE’s goal is for each individual coalition to improve GGE displacement by 16% every year and improve GHG reduction by 20% every year.

## III. Annual Work Plan

### Task 2.0 - Clean Cities and Alternative Fuel Tracking Activities

#### Sub-task 2.6 – Coalition Strategic Plan

**Goal:**

Achieve yearly increases of GGE displacement by 16% and GHG reduction by 20%

**Activity:**

Utilize Steering Committee to track annual progress toward four-year goals established in the Strategic Plan – must meet at least 25% of progress toward those goals. If progress toward goals is met, but the annual GGE displacement and GHG reduction goals fall short, the Strategic Plan will need to be refined to emphasize activities that will help the Coalition attain those metrics.

Milestone Description	Planned Completion Date
Hold Steering Committee meeting to refine goals established in Strategic Plan to ensure progress toward completion	June 30, 2024
Finalize Project Management Plan for Year 5 of Clean Cities Cooperative Agreement	December 31, 2024
Hold Steering Committee meeting to assess progress toward goals outlined in Strategic Plan	January 31, 2025

#### Sub-task 2.7 – Coalition Building and Stakeholder Engagement

**Goal:**

Receive 10 new stakeholder commitments by the end of the grant year, with at least 4 located in underserved communities or that serve those communities (EJ stakeholders).

**Activity:**

The following milestones will ensure the Coalition maintains Active and Effective status based on the latest version of the checklist.

Milestone Description	Planned Completion Date
Invite adjacent Councils of Governments, Education Service Centers, Economic Development Districts to Coalition hosted events as they occur	Ongoing
Distribute coalition newsletter at least once per month	Monthly – last day
Update Coalition Website	Quarterly - Day after Fuel Price Reporting Period ends
Engage one on one with a potential EJ stakeholder	Monthly

### Task 3.0 - Technology Integration Efforts

#### Sub-task 3.1 – Market Development Events, Workshops and Meetings

**Goal:**

Host four events during the grant year

**Activity:**

Provide detail about the activities the recipient will undertake to achieve the goal.

Event/Activity Name	Type of Participants	Planned Completion Date
Renewable Natural Gas (RNG) Workshop	Businesses, public entities, other fleet owners, general public	May 31, 2024
RNG Site Visit & Technology Demonstration – SAWS Clouse WWTP and/or Tessman Road Landfill	Select stakeholders	May 31, 2024

SA Drive Electric	General public	October 3, 2024
SA Drive Electric Fleets	Businesses, public entities, other fleet owners	October 3, 2024
Charging as a Service/Mobile Charging Solutions Showcase	Businesses, public entities, other fleet owners	January 31, 2025

### Sub-task 3.2 – Corridor and Community AFV Infrastructure Planning and Development

**Goal:**

Encourage two entities to apply for Texas Volkswagen Environmental Mitigation Program All-Electric grant round.

**Activity:**

Provide detail about the activities the recipient will undertake to achieve the goal.

Milestone Description	Planned Completion Date
Work with TCEQ to host an informational workshop for the San Antonio Priority Area	August 31, 2024
Organize educational workshop for the San Antonio Priority Area	December 31, 2024
Reach out to Susan Shifflett to coordinate an outreach event in support of the TxVEMP All Electric grant	February 25, 2025

### Subtask 3.3 – Technical Assistance and Fleet Coaching

**Goal:**

Provide technical assistance to two stakeholders

**Activity:**

Provide detail about the activities the recipient will undertake to achieve the goal.

Milestone Description	Planned Completion Date
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Reach out one on one to stakeholders who submitted Annual Report data for areas of concern with the technology employed	June 30, 2024
Host first listening session for primary area of concern identified in the milestone listed above	September 30, 2024
Host second listening session for secondary area of concern identified in the milestone listed above	January 31, 2025

### Subtask 3.4 – Technical Training and Education

**Goal:**

Provide a specific goal.

**Activity:**

Provide detail about the activities the recipient will undertake to achieve the goal.

Event/Activity Name	Type of Participants	Planned Completion Date
Research companies that offer EV charger repair and maintenance training, electricians with EV charger installation experience, or fleet managers with firsthand experience operating EV chargers	Electrical contractors, EV charging infrastructure owners	July 31, 2024
Select three presenters for EV Charger Maintenance Training	Clean Cities Staff and Stakeholders	November 30, 2024
EV Charger Maintenance Training	Electrical contractors, EV charging infrastructure owners	March 31, 2025