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DEPARTMENT OF PUBLIC WORKS / BUREAU OF SANITATION

Scope of work summary for funding from the U.S. DOE Clean Cities Program and contract documents, Contract Period (November 16, 2014 – May 15, 2015):

REPORTING

1. Complete Annual Coalition Questionnaire by 03/16/15; Quarterly Alternative Fuel Price Reports by 01/15 and 04/15 including responding to periodic data requests from U.S. Department of Energy (DOE) and other periodic data requests from Program Staff;
2. Provide Alternative Fuels Data Center/NREL updates on AFV refueling site openings, closings and status changes (public vs. private, hours, etc.) on an on-going basis;

COMPLIANCE AND INFORMATION

1. Remain in compliance with annual and/or 3-year re-designation process during the entire reporting period. Last required re-designation completed on 12/20/12;
2. Keep regional DOE Program Management Contact (PMC - Regional Manager) Manager and Coordinator Council members apprised of issues, developments, success stories, etc. via monthly regional conference calls, webcasts, e-mails, etc. must participate in a minimum of 3 per contract period;

MEETINGS

1. Organize/hold stakeholder meetings and/or events at a minimum of 2 per contract period;

DATA REQUEST

1. Review unresponsive alternative fuel station(s) data and provide feedback or alternative points of contact when requested by National Renewable Energy Laboratory (NREL) or their subcontractor
2. Provide data or information as need to other City Departments or the U.S.DOE staff concerning alternative fuel technologies, City participation, vehicle counts, emission reductions;

TRAINING OR PLANNING ACTIVITIES

1. Attend the DOE National or Regional Peer Exchange, and/or a regional/national industry conference which is deemed mission appropriate by regional DOE PMC (Regional Manager);
2. Participate in training or planning activities related to Clean Cities program tools;

OUTREACH

1. Conduct focused outreach to fleets and/or fuel providers at a minimum of 4 per contract period;
2. Engage in communications and outreach activities related to successes or media.

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DEPARTMENT OF PUBLIC WORKS / BUREAU OF SANITATION

Draft scope of work summary for funding from the U.S. DOE Clean Cities Program and contract documents, Contract Period (May 16, 2015 – November 15, 2015):

REPORTING

1. Complete Quarterly Alternative Fuel Price Reports by 07/15, and 10/15 including responding to periodic data requests from U.S. Department of Energy (DOE) and other periodic data requests from Program Staff;
2. Provide Alternative Fuels Data Center/NREL updates on AFV refueling site openings, closings and status changes (public vs. private, hours, etc.) on an on-going basis;

COMPLIANCE AND INFORMATION

1. Remain in compliance with annual and/or 3 or 5-year re-designation process during the entire reporting period. Last required re-designation completed on 12/20/12. Complete re-designation process by November 15, 2015;
2. Keep regional DOE Program Management Contact (PMC - Regional Manager) Manager and Coordinator Council members apprised of issues, developments, success stories, etc. via monthly regional conference calls, webcasts, e-mails, etc. must participate in a minimum of 3 per contract period;

MEETINGS

1. Organize/hold stakeholder meetings and/or events at a minimum of 2 per contract period;

DATA REQUEST

1. Review unresponsive alternative fuel station(s) data and provide feedback or alternative points of contact when requested by National Renewable Energy Laboratory (NREL) or their subcontractor
2. Provide data or information as need to other City Departments or the U.S.DOE staff concerning alternative fuel technologies, City participation, vehicle counts, emission reductions;

TRAINING OR PLANNING ACTIVITIES

1. Participate in training or planning activities related to Clean Cities program tools;
2. Complete an annual operating plan by 11/15/15;

OUTREACH

1. Conduct focused outreach to fleets and/or fuel providers at a minimum of 4 per contract period;
2. Engage in communications and outreach activities related to successes or media.