

# Project Management Plan

(Task Description and Milestone Summary)

## CLEAN CITIES AND COMMUNITIES COALITION OUTREACH, EDUCATION, AND PERFORMANCE TRACKING PROGRAM YEAR 5 ACTIVITIES (APRIL 2025 - MARCH 2026)

### **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>	04/07/25
<b>DOE award number:</b>	EE000XXXX (enter the official award number)
<b>Recipient Organization:</b>	Clark County, NV
<b>Principal Investigator:</b>	Robert Burgy, Climate and Sustainability Program Manager <a href="mailto:Robert.Burgy@ClarkCountyNV.Gov">Robert.Burgy@ClarkCountyNV.Gov</a> (702) 455-4430
<b>Alternative coalition contact name / phone / email:</b>	N/A
<b>SOPO Tasks and Subtasks Selected:</b>	<input checked="" type="checkbox"/> Tasks 1.0 and 2.0 <input type="checkbox"/> Task 3.0 Technology Integration Efforts

## II. Project Objective and Goals

The objective of this project is for the Clean Cities and Communities (CC&C) coalition (“*recipient*”) to provide technical assistance and outreach, participate in program meetings, and to track and report critical program and performance metrics. CC&C coalitions are engaged in activities that support the goals and objectives of the U.S. Department of Energy Vehicle Technologies Office through the CC&C partnership. Coalition work performed for this project supports the CC&C mission to advance the nation’s environment, energy security and economic prosperity through collaboration with communities by building partnerships with public and private stakeholders that create equitable deployment of clean transportation solutions for all. The CC&C Framework for Success describes elements and objectives for how coalitions support this mission and can serve as a foundation for coalition strategic programs and activities.

DOE’s goal is for each individual coalition to achieve measurable progress towards the CC&C Framework for Success objectives:

- **PLAN** - Understand Community Landscapes, Identify Stakeholders, and Develop Strategies for CC&C Impact at Scale
  - Objective 1: Gain an understanding of the transportation and energy landscape in the coalition territory including technologies, policies, vehicles, infrastructure, inequities, and barriers to advancing the CC&C mission.
  - Objective 2: Identify stakeholders that can contribute to advancing the CC&C mission in the coalition territory and/or would be impacted by coalition activities.
  - Objective 3: Develop the coalition’s strategic approach to advancing the CC&C mission at scale in the coalition’s territory by addressing stakeholder priorities.
- **CONNECT** - Develop and maintain a collaborative coalition of diverse stakeholders working to achieve the CC&C mission
  - Objective 1: Engage new and current stakeholders.
  - Objective 2: Foster and support coalition of stakeholders working collaboratively to achieve the CC&C mission.
  - Objective 3: Communicate stakeholder needs, priorities, and successes.
- **INFORM** - Share clean transportation expertise with stakeholders through analysis, training, and education.
  - Objective 1: Provide tailored expertise and analyses to fleets, end-users, and potential end-users to increase their capacity to directly increase adoption of clean transportation solutions.
  - Objective 2: Provide policy, planning, and program assistance to stakeholders to increase their capacity to reduce market barriers and incentivize clean transportation solutions.
  - Objective 3: Organize and facilitate technical training sessions to build workforce skills regarding vehicles, infrastructure, and safety issues.
- **DEPLOY** - Facilitate planning for, deployment, and maintenance of clean transportation projects, vehicles, and infrastructure.

- Objective 1: Facilitate consumer vehicle market transformation to zero-emissions.
- Objective 2: Facilitate zero-emission and low-emission on-road fleet clean transportation technologies and supporting infrastructure.
- Objective 3: Facilitate zero-emission and low-emission non-road clean transportation technologies and supporting infrastructure (including off-road, rail, marine, ports, and aviation).

### III. Annual Work Plan

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

##### Sub-task 2.6 – Maintain Effective Coalition Operations

**Goal:**

Provide a specific goal.

**Activity:**

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

Milestone Description	Planned Completion Date
<i>Instructions: Replace the example text with actual planned activities. Add rows to table as necessary.</i>	<i>All dates should be within the award year</i>
Develop Standard Operating Procedures (SOPs) for Coalition processes and activities	03/31/2026
Update and Maintain Stakeholder Lists	03/31/2026
Update Annual plan	03/31/2026
Develop/Update multi-year strategic plan	03/31/2026
Develop Coalition Director succession/transition documentation	09/01/2026

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

**Goal:**

Provide a specific goal.

**Activity:**

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

Milestone Description	Planned Completion Date
<i>Instructions: Replace the example text with actual planned activities. Add rows to table as necessary.</i>	<i>All dates should be within the award year</i>
Hold 2 general Membership Meetings	12/31/2026
Host 3 Fleet Manager Roundtables	02/28/2026
Create and Distribute Quarterly Newsletter	03/31/2026
Host 4 Clean Cities Outreach and Educational Events (E.G. EV 101)	03/31/2026
Develop and Maintain Coalition Website	03/31/2026

### Task 3.0 - Technology Integration Efforts

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

**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
<i>Instructions: Replace the example text with actual planned activities. Add rows to table as necessary.</i>		<i>All dates should be within the award year</i>
Example: Regional Natural Gas Workshop		
Example: Regional Propane Workshop	Example: School district officials, facilities staff	
Example: Regional Natural Gas Workshop		

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

**Goal:**

Provide a specific goal.

**Activity:**

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

Milestone Description	Planned Completion Date
<i>Instructions: Replace the example text with actual planned activities. Add rows to table as necessary.</i>	<i>All dates should be within the award year</i>
Example: Participate in State working group	
Example: Host NOx reduction workshop	
Example: Meet with lead agency staff	
Example: Host educational workshop	

### Subtask 3.3 – Technical Assistance and Fleet Coaching

**Goal:**

Provide a specific goal.

**Activity:**

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

Milestone Description	Planned Completion Date
<i>Instructions: Replace the example text with actual planned activities. Add rows to table as necessary.</i>	<i>All dates should be within the award year</i>
Example: Convene planning call for corridor application	
Example: Host signage discussion with DOT and highway staff	
Example: Mapping exercise with stakeholders	
Example: Submit corridor application to DOT	

### 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
<i>Instructions: Replace the example text with actual planned activities. Add rows to table as necessary.</i>		<i>All dates should be within the award year</i>
Example: Regional Green Car Expo 2021	Example: General public	
Example: Regional Natural Gas Workshop		
Example: Regional Propane Workshop	Example: School district officials, facilities / groundskeeping staff	
Example: Regional Natural Gas Workshop		

**Task 4.0 – Coalition Council Participation (*Council Representatives Only*):**

Serve as a regional representative on the Coalition Council. Description of work to be performed:

**Goal:**

Provide a specific goal associated with the initiative/task/role.

**Activity:**

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

Subtask	Milestone Description	Planned Completion Date
	<i>Instructions: Replace the example text with actual planned activities. Add rows to table as necessary.</i>	<i>All dates should be within the award year</i>

Sub-task 4.1- Assist in establishing goals and activities for Coalition Council that strengthen the CC&C partnership, CC&C coalitions, and Coalition Council.	Example: Discuss ideas with other Council members during initial Council meetings of 2025.	
Sub-task 4.2 - Participate in review, and revision as needed, of the Coalition Council Charter and other council resources.	Example: Complete review and revision of the Coalition Council Charter	
Sub-task 4.3 - Actively contribute to activities and efforts to strengthen the CC&C partnership, CC&C Coalitions, and Coalition Council through continuing established council initiatives and/or taking on new initiatives.	Example: Work with coalitions in the region to plan and execute an in-person regional meeting.	
Sub-task 4.4 - Communicate with council members through monthly council meetings and participate in dialogue with DOE about CC&C partnership topics through ad hoc meetings.	Example: Participate in three council meetings in the first project quarter.	
Sub-task 4.5 – Communicate with Coalition directors in the region through regional calls, quarterly council progress emails, and one on one meetings.	Example: Set up one on one calls with each coalition director in the region in the first two project quarters.	
Sub-task 4.6 - Communicate with and collaborate with the Regional Manager about ideas that would benefit the region as a whole as well as individual coalition directors.	Example: Set up quarterly call with Regional Manager.	