

Clean Cities Northeast and Mid-Atlantic Regional Peer Exchange Meeting

Clean Cities Coalition Programmatic Support Contract Requirements

Michael Scarpino, NETL

Joan Barbish, RDS

June 29, 2007



Background

- **Funding provided via NETL subcontractor RDS, eliminating need for establishing 90+ separate grants.**
- **Establish contracts with 85 coalitions for \$10,000 each**
 - Objective of this effort is to help fund activities related to validating, collecting, and reporting critical data and performance metrics that are needed to gauge consumer acceptance and track the growth/adoption of petroleum reduction technologies and practices in the marketplace
 - The funding will support local Clean Cities efforts that help the coalitions measure and assess local market conditions and evaluate the potential for petroleum reduction in their community
- **Also fund activities such as Regional meetings, Fall Leadership Retreat, & other support activities**



Reporting Requirements

- Use Progress Report form provided
- Submit twice during POP – July and October
- Include attachments as appropriate
- Attach this information to invoice
- Send original hard copies to RDS Accounts Payable Office in Morgantown, WV
- Send electronic copies to Mike Scarpino and Joan Barbish



**PROGRESS REPORT
REPORTING REQUIREMENTS CHECKLIST
CLEAN CITIES PROGRAMMATIC SUPPORT
DE-AC26-04NT41817.520.01.03**

Recipient Name:

Contract Number:

Current Reporting Period (circle one): 3/23/07 thru 7/13/07 or 7/14/07 thru 10/31/07

Date of Report:

SOW Deliverables Status:

Task 1: Data Collection, Reporting, Assessment

<u>Subtask Activity</u>	<u>Status (Y/N)</u>	<u>Date Completed /Provided</u>	<u>Comments</u>
Complete annual Coalition survey			
Confirm existence and operation of AFV refueling sites as shown on AFDC station locator			
Provide AFDC/NREL updates on AFV refueling site openings & closings			
Respond to periodic data requests from DOE for regional market assessment information (alt fuel use & pricing, local consumer trends, etc..)			
Provide agenda and/or meeting summaries from stakeholder meetings and special outreach/training events (Attach these items to this report)			
Submit information related to success stories, fleet profiles, special recognition awards, and community efforts to DOE PMC or NREL that highlight Clean Cities progress in the coalition area.			

Task 2: Coalition Technical Assistance & Activities Support

Subtask Activity		
In Compliance with Annual and/or 5 yr Re-designation process		
Organize/hold stakeholder meetings and events		
Identify technical assistance or specialized training needs associated with infrastructure development and/or technology deployment (vehicles, idle reduction, etc..)		
Attend DOE regional peer exchange, Program Merit Review or National Leadership Peer Exchange.		
Keep regional Coordinator Council members & DOE PMC apprised of issues, developments, success stories, etc.		

Additional Narrative Discussion: *(Include discussion of project/coalition activities conducted during current reporting period along with discussion of any issues impacting project progress, cost, and/or schedule. It is not necessary to include discussion of the general information provided in the above sections of this report unless it is of particular importance. Please focus on efforts related to the Clean Cities goal of decreasing dependence on petroleum by increasing the use of the Clean Cities Program technologies and practices.)*

Invoices

- **Fixed price contracts (\$10,000), therefore no receipts required – except for travel to this meeting**
- **Must have original signature, no faxes or electronic submissions**
- **Submit two invoices:**
 - March 31 through July 13
 - July 14 through October 31
- **Send hard copy to RDS Accounts Payable in Morgantown, WV**
- **Attach Progress Report**



Invoice Requirements

- Current Date
- Invoice Number
- RDS Job Number
- RDS P.O. Number - 41817Mxxxx
- Period of Performance - **3/23/07 – 10/31/07**
- Period Covered by this Invoice - **3/23/07 – 7/13/07**
- Brief Description of Charges
- Invoice Amount



Address
Phone no.
email

INVOICE #0001
DATE: XXX

TO:
Research and Development Solutions (RDS), LLC
Attention: Accounts Payable
3604 Collins Ferry Road
Suite 200
Morgantown, West Virginia 26505

FOR:
Clean Cities Coalition Programmatic Support
RDS Job #:
P.O. # :
Period of Performance: March 23, 2007 through July 31, 2007

DESCRIPTION	AMOUNT
Brief description	\$ xx.xx
<p>I certify that the hours and costs were expended in performance of work authorized under the referenced agreement and that the voucher is correct and proper for payment.</p> <p>Date _____ Signature _____</p>	
TOTAL	\$ xx.xx

Travel Reimbursement for Pittsburgh Meeting

- Use invoice form provided
- Reimbursement for actual travel costs up to \$200
- **Receipts must be submitted**
- Original signature is required
- Submit this invoice to Nathaniel Doyno



