



WORKPLAN

Project Objectives: The overall objective of this project is to develop and implement effective procurement processes designed to coordinate and consolidate bulk orders of alternative fuel vehicles, sub-components, advanced vehicle technologies, alternative fuels, and/or refueling/charging infrastructure (AFATV) in an effort to reduce the incremental cost of commercially available vehicles and critical components in regional markets and nationwide. This will be accomplished by the following measurable objectives:

#	Approach/Objectives	Descriptions
1.	Build project foundation, accountability protocols, and communications strategies.	The establishment of programmatic and administrative protocols that include financial and activity monitoring, verification of goals and objectives attainment for the purpose of grant reporting. Establish communications, outreach, and stakeholder engagement strategies.
2.	Create replicable procurement best practices (BPs), templates and outreach and educational campaigns.	AATA partners will lead the creation of BPs and templates for replication by state, regional, and local governments. NARC, RCs and CCCs, through workshops, websites, webinars, social media networks, and technical assistance, will disseminate information designed to educate state, regional, and local governments, as well as other potential customers about the procurement opportunities generated through AATA and the creation of replicable and tailorable BPs.
3.	Design and deploy regional procurement initiatives.	The regional initiatives will develop and implement a procurement process to meet the needs and legal requirements of the participating jurisdictions. Regional coordinators will be equipped with BPs, templates, and one-on-one technical assistance.
4.	Design and deploy national procurement initiative.	AATA will create a national contracting process for AFATV using established national models to guide this work.

Technical Scope Summary: Aggregated Alternative Technology Alliance (AATA) will coordinate and consolidate AFATV orders through the use of best practices (BPs) and cooperative procurement templates to enable competitive pricing and lower up-front costs. This strategy will be deployed through a network of regional procurement initiatives targeting local, regional, and state jurisdictions. AATA will gain technical procurement and AFATV expertise that will be translated into a national procurement deployment. Outreach and education campaigns, provided by a network of regional councils (RCs) and Clean Cities Coalitions (CCCs), will promote these newly established procurement processes. These objectives will facilitate the achievement of the stated milestones and outcomes described in the workplan.

The AATA project will be conducted in two budget periods (12 months each). In budget period one (BP1), Objective 1-4 (described above) will be initiated. The planning phase for each

objective, accompanied by detailed task-level implementation strategies, will be completed in M3-9. BPs and cooperative procurement templates will also be finalized in M3-9. Implementation will be deployed in the last quarter of BP1 and throughout budget period two (BP2.) In BP2, coordinated procurement processes will be in full implementation, both at the regional and national levels. Continuation of outreach and education efforts shall also be accomplished in BP2.

Objective 1: Project foundation and accountability protocols				
Task 1.0 Project Management (M1-M24) Summary: Establish programmatic and administrative protocols: financial and activity monitoring, verification of goals attainment.				
1.1.1.	Establish project management protocols between all project partners (M1-3).			
1.1.2.	Draft agreements with all participants outlining roles and responsibilities, communication parameters, data gathering, task timeline, milestones, quantitative measures and other pertinent information (M1-3).			
1.1.3.	Establish programmatic and financial reporting protocol for project partners to outline ongoing progress made toward grant goals and deliverables (M1-3).			
1.1.4.	Monitor progress of AATA partners, compile milestone data, and verify that process and deliverables are on schedule (M1-24).			
1.1.5.	Set-up a Basecamp account (web-based project management software) to be used by all project partners to share materials, report progress, and discuss program issues. (M1-2)			
1.1.6.	Facilitate the progress of each RC’s project responsibilities, through monthly progress report calls, monthly activity logs, and conduct all-team calls every other month. (M1-24)			
<i>Task 1 Details: The risks and barriers within this task are minimal. All project partners have either worked together before or have a solid understanding of expectations and reporting requirements. Detailed scopes of work will be created to eliminate any questions and assure understanding.</i>				
Task 2.0 Communications (M1-M24) Summary: Project Communications – Establish communications and stakeholder engagement strategies.				
1.2.1.	Develop communication plans targeting specific audiences and stakeholder groups and outlining methods of communications to solicit constituent feedback, etc. The target audiences include: Grant partners to provide programmatic information and feedback; state, regional, and local jurisdiction purchasing and administrative personnel; AFATV vendors and supply company professionals to introduce the benefits of the cooperative procurement processes; and interested constituencies, including end users. (M1-3)			
1.2.2.	Design and implement a website describing the initiative, providing information on regional programs, and housing replicable best management practices and other resources created by the project. (M1-3)			
1.2.3.	Draft HTML fliers, web, news releases, and text for all communications. (M1-24)			
1.2.4.	Implement communications plan. (M3-24)			
1.2.5.	Organize and hold a kick-off meeting with all project team members in Washington, DC. (M6-9)			
1.2.6.	Create and maintain a social media presence, including Facebook, LinkedIn, and Twitter, to promote project activities, advertise events, share deliverables, and encourage participation in initiatives. (M1-24)			
1.2.7.	Report progress of regional and national procurement initiatives on project website (M4-24).			
<i>Task 2 Details: NARC staff is responsible for the execution of this task. The staff is highly skilled in communications and public engagement. The risks and barriers are minimal.</i>				
	Objective 1 - Deliverable/milestone/critical success factor	Quality Goals	Milestone Year 1	Milestone Year 2
1.M.1	Fully executed agreements with all grant partners (estimated at 16).	16	16	
1.M.2	Executed communications and reporting protocols.	2	2	
1.M.3	Engaged stakeholders during planning and implementation stages.	40,000	10,000	30,000
1.M.4	Meeting agendas, attendance rosters, summaries, and other records.	varies	varies	varies
1.M.5	Quarterly reports and activity logs from 16 partners, including: numbers of stakeholders, cost reduction opportunities, customer-targeting strategies, incremental steps achieved in planning, etc.	128	64	64
1.M.6	Media impressions (websites, e-newsletters, direct emails, social media, workshop/ resource flyers, press releases, newsletters.)	100,000	20,000	80,000
Objective 2: Create replicable best practices and templates; outreach and education				

Task 2.1. Summary: (M1-M24) Examine regional and national procurement processes currently in operation, identify success factors and establish an inventory of best practices, required elements, barriers, challenges, and possible solutions.

2.1.1.	Conduct a comprehensive review of current research, BPs, industry, and regionally-led initiatives; further develop targeted resources, training materials, technical assistance, and cost analysis. (M1-6)
2.1.2.	Integrate relevant materials that complement and leverage resources when appropriate. (M1-6)
2.1.3.	Convene technical coordinators, subject matter experts, fleet, and AFATV stakeholders to discuss and agree upon the most relevant and useful procurement BPs that will improve and standardize processes. (M3-6)
2.1.4.	Identify key elements of BPs to be incorporated into procurement templates. (M3-12)
2.1.5.	Finalize resource templates as the basis for regional and national procurement initiatives. (M6-12)
2.1.6.	NARC and select technical and RC partners will present at 1-2 national conferences to promote replicable procurement BPs and launch the national procurement initiative. (M15)
2.1.7.	Develop a web-based toolkit, housed on project website, to educate and promote regional-scale procurement initiatives. The toolkit will contain BPs, templates, region reports and case studies, lessons learned and barriers to implementation, success stories, and regional paths to sustain. (M20-24)

Task 2.1 Details: National subject matter experts will be the major contributors to this task. Technical coordinators will scan current practices and identify BPs. The majority of tasks will be accomplished in year 1. The barriers to this task are minimal as the subject matter experts are grant partners.

Task 2.2. Summary: (M3-24) Develop strategic regional, nationwide outreach education campaigns.

2.2.1.	Establish working groups of communications professionals, include RCs and CCCs in each participating region and national partners, convene and seek feedback on key elements of an outreach plan. (M3-9)
2.2.2.	Determine outreach/ education strategies to accompany regional-and national initiatives. (M3-12)
2.2.3.	Draft outreach plans for regional and national initiatives including implementation steps. (M3-12)
2.2.4.	Develop a pilot program for implementation. (M3-12)
2.2.5.	Implement outreach pilot strategies in one participating region. (M9-12)
2.2.6.	Establish and maintain tracking system to record performance indicators. (M9-12)
2.2.7.	Review, evaluate, and analyze campaign outcomes. (M9-24)

Task 2.2. Details: Technical coordinators, NARC, and regional coordinators will accomplish this task. Outreach and education is a key capacity of the initiatives. Stakeholder groups are established and others will be recruited. Minimal barriers to this task, as the partners have vast knowledge and experience in outreach and education.

Task 2.3. Test and refine procurement templates.

2.3.1	Engage AATA partners and other RCs and CCCs that will be participating in the procurement initiatives to review and pilot the use of templates. (M6-12)
2.3.2.	Conduct sample interviews with vendors and stakeholders that would participate in procurement activities to gauge applicability and usefulness and determine areas for targeted improvements. (M6-12)
2.3.3.	Conduct training programs for participating professionals on implementation. (M6-12)
2.3.4.	Pilot templates, analyze results, and recommend improvements to templates. (M6-12)
2.3.5.	Implement pilot in one participating region. (M6-12)

Task 2.3 Details: Subject matter experts, RCs, and CCCs will discuss and finalize BP research and templates. Meetings, research, recommendations and implementation will be completed in year 1. No barriers anticipated.

Objective 2 - Deliverable/milestone/critical success factor		Quantity Goal	Milestone Year 1	Milestone Year 2
2.M.1	Final research report with BPs and implementation strategies	1	1	
2.M.2	Best practices templates	5-10	5-10	
2.M.3	Implementation with marketing strategy (5 regional and 1 national campaigns)	6	1	5
2.M.4	Boot camp training curriculum, materials, evaluative summaries	5	1	
2.M.5	Results from pilot with analysis	1	1	
2.M.6	Marketing, education results in 6 campaigns (tracking and evaluative reports)	6	1	5

Objective 3: Regional Procurement Initiatives

Task 3.1. Summary: (M8-M12) Design and deploy pilot regional procurement initiative.

3.1.1.	Identify key stakeholders in regions needed to implement initiative that includes subject matter experts in procurement and fleet management and AFATV representatives. (M9-M12)			
3.1.2.	Convene stakeholders, introduce BPs and procurement templates, conduct training programs, if needed, and discuss key elements of successful criteria and strategies for implementation. (M9-M12)			
3.1.3.	Identify priority commodities to move forward with cooperative procurement (M9-12)			
3.1.4.	Design customized approach, implementation strategy, develop program budget, assign roles, responsibilities, and tasks, and draft timeline for implementation (M9-M12)			
3.1.5.	Design marketing strategy targeting state, regional, and local jurisdictions. (M9-M12)			
3.1.6.	Draft, finalize, and implement pilot procurement process plan. (M9-M12)			
3.1.7.	Establish and maintain tracking system to record key performance indicators. (M9-M12)			
3.1.8.	Review, evaluate, and analyze pilot campaign outcomes. (M12)			
<i>Task 3.1 Details: Technical coordinators, RCs, and CCCs will organize the pilot procurement initiative with regional stakeholders. The pilot will be conducted in region with established procurement infrastructure. Communications and education, along with strong project management should alleviate any risks.</i>				
Task 3.2. Summary: (M13-24) Fully implement five regional procurement initiatives.				
3.2.1.	Introduce BPs, templates, and implementation strategies to RCs work groups. (M13-M15)			
3.2.2.	Conduct training programs and determine criteria and strategies for implementation. (M13-M24)			
3.2.3.	Customize marketing strategy targeting regional and local jurisdictions. (M13-M24)			
3.2.4.	Implement procurement process plan. (M13-M24)			
3.2.5.	Maintain tracking system to record key performance indicators. (M13-M24)			
Objective 3 - Deliverable/milestone/critical success factor		Quantity Goal	Milestone Year 1	Milestone Year 2
3.M.1	Final report, results of pilot procurement initiative, and analysis	1	1	
3.M.2	Data, IFBs/RFPs, supplemental materials collected during procurement initiatives (1 pilot 5 campaigns 4 quarterly reports)	21	1	20
3.M.3	Procurement results (# of vendors under contract; cost savings negotiated, etc.)	40	10	30
Objective 4: – National Procurement Initiative				
Task 4.1. Summary: (M3-M24) Design national procurement initiative with business plan with implementation.				
4.1.1.	Consult with national procurement experts and recruit additional subject matter experts to serve on national planning committee. (M3-12)			
4.1.2.	Convene expert panel to discuss and establish processes, success criteria, and evaluation factors for national procurement initiative. Determine appropriate AFATV technology to pursue. (M3-12)			
4.1.3.	Conduct interviews with possible participants and stakeholders that would participate in national procurement activities to further establish key success criteria. (M3-12)			
4.1.4.	Draft business plans, applications, and timeline and review with subject matter experts. (M9-12)			
4.1.5.	Identify all potential vendors (M9-12)			
4.1.6.	Launch national procurement initiative. (M13-24)			
4.1.7.	Review, select, and finalize contracting process (M16-24)			
4.1.8.	Establish and maintain tracking system to record key performance indicators. (M13-M24)			
<i>Task 4.1 Details: Coordinated by an experienced national planning committee, the procurement initiative business plan will include target audiences, vendors, and marketing and communications strategies; and identify potential risks and solution strategies. Potential barriers are anticipating and abiding by participating state regulatory rules governing procurement. AATA will identify barriers and insert protocols to satisfy state regulations.</i>				
Objective 4 - Deliverable/milestone/critical success factor		Quantity Goal	Milestones Year 1	Milestones Year 2
4.M.1	National planning committee membership, meeting discussion notes	varies	varies	varies
4.M.2	National initiative business plan	1	1	
4.M.3	Procurement results (# of vendors under contract; cost savings negotiated, etc.)	12		12

MILESTONE SUMMARY TABLE					
Milestone Description	Milestone Type	Milestone Number*	Milestone Verification Process	Anticipated Date	Anticipated Quarter
(Go/No-Go Decision Criteria)	(Milestone Go/No-Go)	(Go/No-Go DP #)	(What, How, Who, Where)	(Months from Start)	(Quarters from Start)
Objective 1: Project Management					
Fully executed agreements with all grant partners (up to 16). Quality goal 16; Yr. 1 G/NG - 16	Written documents	1. M.1.	NARC path of review system, grant mgt. protocol, audits	Year 1, M3	Y1, Q1
Executed communications and reporting protocols. Quality goal Yr. 1 - 2; G/NG - 2	Written documents	1.M.2	Administrate file, quarterly report reviews	Year 1, M3	Y1, Q1
Engaged stakeholders reached during planning and implementation of procurement initiatives. Quality goal 40,000; G/NG Yr.1-10,000; Yr.2-30,000;	Number of participants	1.M.3	Registration database, sign-in sheets, meeting minutes	Y1, M1-12 Y2, M13-24	Y1, Q1-4 Y2, Q5-8
Meeting agendas, attendance rosters, summaries and other records. Quality goal will vary	Written documents	1.M.4	Partner files, activity logs, quarterly report reviews	Y1, M1-12 Y2, M13-24	Y1, Q1-4 Y2, Q5-8
Grant partner feedback log reporting specific areas of action and discussions. Results generated by grant partners (10 partners reporting quarterly) Quality goal 128; G/NG – Yr.1-64; Yr.2-64.	Quantitative qualitative written documents	1.M.5	Monthly check-in calls, with progress goals, NARC program staff review, and DOE quarterly review.	Y1, M1-12 Y2, M13-24	Y1, Q1-4 Y2, Q5-8
Media impressions (websites, e-newsletters, direct emails (e-blasts), social media, social media followers, tweets, Twitter followers, workshop/ resource flyers, etc.) Quality goal 100,000; G/NG – Yr.1-20,000; Yr.2-80,000.	Quantitative tabulation; written documents	1.M.6	Quarterly data gathering through activity logs; NARC program staff verification, DOE review	Y1, M1-12 Y2, M13-24	Y1, Q1-4 Y2, Q5-8
Objective 2: Create replicable procurement best practices, templates, outreach and education.					
Final report highlighting research findings – best practices with implementation strategies. Quantity goal: 1; G/NG Yr.1-1.	Written documents	2.M.1	Validity of research findings	Y1, M1-12 Y2, M13-24	Y1, Q1-4 Y2, Q5-8
Best practices templates Quantity goal: 5-10; G/NG Yr.1-5-10.	Written documents	2.M.2	Usability of templates, success criteria verification.	Y1, M1-12 Y2, M13-24	Y1, Q1-4 Y2, Q5-8
Implementation and marketing strategies for both and national initiative. Quantity goal: 6; G/NG Yr.1.-2; Yr. 2.-6.	Written documents	2.M.3	Comprehensiveness of plans with ease of implementation	Y1, M1-12	Y1, Q1-4
Boot camp training curriculum, materials, and evaluative summaries. Quantity goal: 1; G/NG Yr. 1. -1.	Written documents	2.M.4	Usability and effectiveness of training materials.	Y1, M10-12 Y2, M1-3	Y1, Q4 Y2, Q1
Results from pilot with analysis. Quantity goal: 1; G/NG Yr.1.-1.	Quantitative # contracts	2.M.5	Data collection, goal attainment, lessons learned	Y1, M1-12 Y2, M13-15	Y1, Q1-4 Y2, Q1
Marketing, education results (tracking and evaluative reports). Quantity goal: 6; G/NG Yr.1 -1; Yr.2 -5.	Written doc. # of contacts	2.M.6	Program files, monthly activity logs	Y1, M9-12 Y2, M13-24	Y1, Q4 Y2, Q5-8

2.2.1	Communication professionals work group.		
2.2.2	Outreach and education strategies.		
2.2.3	Implementation outreach marketing plans		
2.2.4	Develop a pilot program for implementation.		
2.2.5	Implement outreach pilot in one region.		
2.2.6	Progress reports and lesson learned.		
2.2.7	Review, evaluate, and analyze campaigns.		
3.1.1	Stakeholders and SME identification		
3.1.2	Convene stakeholders.)		
3.1.3	Approach, implementation strategy,		
3.1.4	Marketing strategy		
3.1.5	Implement pilot procurement		
3.1.6	Tracking system		
3.1.7	Review, evaluate and analyze pilot campaign		
3.2.1	Introduce best practices, templates		
3.2.2.	Conduct training programs		
3.2.3	Customize marketing strategy		
3.2.4	Implement procurement process plan.		
3.2.5.	Maintain tracking system		
4.1.1	Consult with national procurement experts.		
4.1.2	Convene expert panel.		
4.1.3	Conduct interviews.		
4.1.4	Draft business plans.		
4.1.5	Review with SMEs		
4.1.6	Launch national procurement initiative.		
4.1.7	Tracking system		

Project Management: NARC will establish project management protocols between DOE and all AATA partners. This will include programmatic and financial reporting protocols for project partners outlining ongoing progress made toward grant goals and deliverables. NARC will also outline roles and responsibilities, communication parameters, data gathering, and timelines for task completion, milestones, quantitative measures, and other pertinent information. NARC will monitor progress of each regional team, compile completed assessments and other milestone data, and ensure that progress and deliverables are complete and on schedule. Each AATA partner will be required to submit a quarterly and final progress report to NARC. The report will include the following sections: progress update (goals/milestones and work performed), training opportunities (list of all training activities and/or professional development opportunities), information dissemination (outreach activities, stakeholder engagements, advertising), next reporting period activities (describing plans for the next reporting period to accomplish goals and objectives), products (materials, websites, meeting agendas), participants and other collaborating organizations, a description of the impact of the project, BPs, success stories, challenges, and solutions. All reports will be compiled in accordance with the *Federal Assistance Reporting Checklist*, and submitted to NARC and DOE on a quarterly basis. Reporting will include qualitative and quantifiable data and other indicators of progress made to project goals.

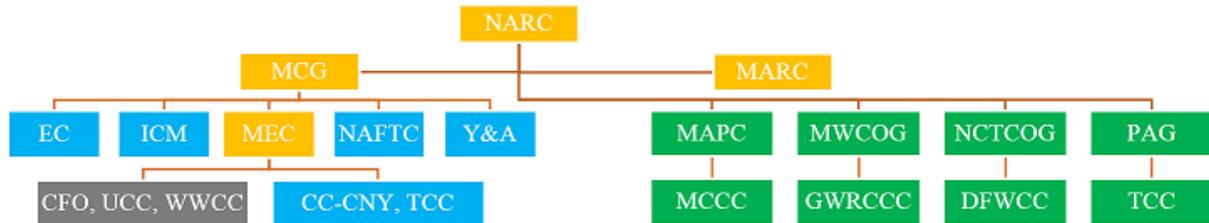
NARC will develop communications and outreach plans targeting specific audiences and stakeholder groups. Plans will outline effective methods of marketing and communication, and options to solicit constituent feedback, etc. The target audiences include, but are not limited to, elected officials and policy makers, regional air quality professionals, transportation planners, CCCs, AFATV industries, fleet managers, and consumers. NARC will design a website to serve as the communications platform for the regional and national AATA participants. Further details are provided under the Technical Description section.

NARC will hold monthly calls with all regional coordinators and appropriate outreach and technical coordinators, as well as individual check-in calls with each regional coordinator. National coordinators will use Basecamp to host technical assistance documents, activity logs, internal team discussions, and additional resources. The monthly team calls will follow a structured agenda, allowing each team member to provide a project update and pose questions to the group. The individual check-in calls allow NARC to conduct in-depth conversations with regional coordinators, ensure the project is on track, and discuss any technical or administrative questions/needs. Additionally, each regional coordinator will be required to keep an activity log to keep the AATA team informed of day-to-day activities, and facilitate reporting.

AATA will convene twice in-person over the course of the project. If possible, these meetings will coincide with existing related events, such as the Work Truck Show, ACT conference, or NARC's Annual Conference. The first meeting will serve as a kick-off event, providing basic training, project objectives, goals, timelines, and deliverables. The second meeting will occur at the end of the project (estimated M16). This meeting will allow the regional coordinators to discuss findings, lessons learned, and successes, all of which will inform the final report.

Key elements of a national meeting agenda include: roundtable update from each regional partner, multiple training sessions relevant to each region's initiative, interactive activities, review of project workplan, technical expert presentations, goal setting, and general discussion.

Roles and Responsibilities: AATA’s project structure, partner roles, and responsibilities are illustrated in the following charts:



■ National Coordinator; ■ Regional Coordinator; ■ Technical Coordinator; ■ Clean Cities Outreach Coordinator

National Coordinators
National Association of Regional Councils (NARC): Provide administrative oversight, financial management, and responsible for nationwide outreach and education campaigns including disseminating BPs and procurement templates through workshops, conferences, webinars, and websites to educate state, regional, local governments. Time commitment: 30%.
Meister Consultants Group, Inc. (MCG): Manage and coordinate all technical partners on the project; create national BPs and procurement templates for the regional and national procurement initiatives; manage all technical assistance activities, including workshops, webinars, and trainings; and present at national conferences. Time commitment: 15%.
Metropolitan Energy Center (MEC): Coordinates all CCCs unaffiliated with a RC partner; report progress and manage CCCs participation, provide technical support to the development team at the national level; and lead outreach and program support in the Central U.S. MEC’s stakeholder area of influence includes: MO, KS, OK, AR, NE and IA. Time commitment: 35%.
Mid-America Regional Council (MARC): Lead the national procurement initiative and provide assistance on the creation of procurement best practices. Time commitment: 100%.
Regional Coordinators
Metropolitan Area Planning Council (MAPC): Implement a regional procurement initiative in the Boston, MA region with the Massachusetts Clean Cities Coalition and build upon MA’s commitment with CA, CT, MD, MA, NY, OR, RI, and VT to ensure the successful implementation of state ZEV programs. Time commitment: 33%.
Metropolitan Washington Council of Governments (MWCOG): Implement a regional procurement initiative in the Washington, DC region with Greater Washington Regional Clean Cities Coalition. Time commitment: 62%
Mid-America Regional Council (MARC): Implement a regional procurement initiative in the Kansas City, MO with the Metropolitan Energy Center.
North Central Texas Council of Governments (NCTCOG): Implement a regional procurement initiative in the Dallas – Fort Worth, TX region with the Dallas-Fort Worth Clean Cities Coalition. Time commitment: 79%.
Pima Association of Governments (PAG): Implement a regional procurement initiative in the Tucson, AZ region with the Tucson Clean Cities Coalition. Time commitment: 21%
Technical Coordinators
Clean Communities of Central New York (CC-CNY): Serve as CCC technical lead and assist in the creation of procurement BPs; provide technical assistance to fleets for AFATV deployment. CC-CNY covers 15 counties in Upstate NY; will assist others CCCs in the Eastern US; and has working relationships with Ford, GM, Isuzu, Freightliner, and all coalitions east of the Mississippi. Time commitment: 19%
Electrification Coalition (EC): Provide outreach to potential participating Government/Corporate Fleets through EC and Securing America’s Future Energy (SAFE) network partners; content support and consultation for BPs. Time commitment: 28%
ICM, Inc. (ICM): Contribute to the creation of national BPs documents; and create procurement templates for implementation of ethanol fuel vehicles and technology nationwide. Time commitment: 5%
Tucson Regional Clean Cities Coalition (TRCCC): Serve as Clean Cities Coalition technical lead and assist in creation of procurement best practices; provide technical assistance to fleets for AFATV deployment. Time commitment: 24%
Yborra & Associates (Y&A): Create national BPs and procurement templates for regional and national natural gas vehicle and technology procurement initiatives. Time commitment: 19%

Propane Education & Research Council (PERC): Provide content, technical assistance and contribute to the creation of national best practice documents; create procurement templates for implementation of propane technology nationwide. Time commitment: 7%
CCC Outreach Coordinators
Clean Fuels Ohio (CFO): Provide outreach and technical assistance to public, private, and commercial fleets in Ohio; report progress to MEC. Time commitment: 10%
Utah Clean Cities (UCC): Provide outreach and technical assistance to public, private, and commercial fleets in Utah; report progress to MEC. Time commitment: 11%
Western Washington Clean Cities (WWCC): Provide outreach and technical assistance to public, private, and commercial fleets in Washington; report progress to MEC. Time commitment: 10%

A successful procurement initiative includes the following key features and characteristics:

- *Informed facilitation and technical experience:* The AATA team will use its expertise to structure meetings, discussions, and activities in order to further identify and promote best practices for industry-driven regional-scale and national procurement initiatives.
- *Active participating audience:* Participating RCs will be diverse and motivated champions of AFATV procurement initiatives.
- *Relevant activities and deliverables:* The AATA team will facilitate practical and relevant trainings, including technical assistance workshops, one-on-one technical assistance engagements, national in-person congregations, and webinars.
- *Regular communication:* Communication will include monthly regional partner and all team calls, an online project management site to house resources, discussion boards, activity logs, meeting minutes, and other relevant documents, along with facilitated and organic discussions.

A detailed technical and management plan, including financial and project reporting can be found in the Project Management section.

Project changes will be discussed as issues arise; an agreed upon response will be implemented. DOE will be consulted if any aspect of the approved workplan is changed. Ongoing communications between project team members will be achieved through the Basecamp project management system, email messages and telephone calls. Identifying project challenges will also be a component of each regional partner's quarterly report.