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Maine Clean Communities = MC²



*A Clean Cities Program Promoting Clean Fuel Vehicles, Energy Independence and Clean Air
Administered by the Greater Portland Council of Governments*

Maine Clean Communities Clean Cities Coalition

*Formally Established to Create a More Efficient, Domestically Secure,
Environmentally Harmonious, Sustainable and Safe American Energy
Transportation Sector*

MEMORANDUM OF UNDERSTANDING

By and Among,

Stakeholders (list will be added based upon signatories)

and

U.S. DEPARTMENT OF ENERGY

INTRODUCTION

Background

The United States Department of Energy (DOE) is committed to energy use in the American transportation sector that is:

- (i) more efficient;
- (ii) less dependent on foreign sources;
- (iii) less environmentally disruptive;
- (iv) sustainable; and
- (v) safe.

The Energy Policy Act of 1992, supplemented by the 1993 Executive Order 12844; Federal Use of Alternative Fuel Vehicles, and the Clean Air Act Amendments of 1990, all establish guidelines for effecting a favorable energy and environmental situation in the transportation sector. The DOE *Clean Cities* program is an umbrella to structure and achieve Energy Policy Act program goals and to coordinate objectives of governments and other federal directives, such as the Clean Air Act.

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Purpose

The purpose of this Memorandum of Understanding (MOU) is to set forth the agreements, respective responsibilities, and procedures necessary to carry out the objectives of the DOE *Clean Cities* program which accelerates the introduction and expands the use of alternative fuels and alternative fuel vehicles.

Authority

This MOU is authorized under the following laws and regulations: Energy Reorganization Act of 1974, which permits DOE to use the facilities of public agencies, requires DOE to consult with the heads of other agencies on the use of their facilities, and allows DOE to enter into cooperative projects with other public and private agencies; the Energy Policy Act of 1992, Section 505, Voluntary Supply Commitments, which requires DOE to obtain voluntary commitments to help achieve replacement fuel goals from fuel suppliers, fleet owners, and vehicle suppliers. Under this MOU, these groups, united with other local stakeholders, signify their commitment to contribute to the goals of the program.

Policy

Signatories under this MOU undertake their best efforts to achieve the specific goals and objectives set forth in the Maine Clean Communities (MC²) *Clean Cities* Program Plan appending this document.

MANAGEMENT AND PROGRAM GUIDELINES

This MOU commits the undersigned to work together toward achievement of *Clean Cities* goals and the goals and objectives as stated in the Program Plan.

Clean Cities Coordinator Responsibilities

- Coordinate and document coalition activities
- Maintain database of stakeholders, community fleets, AFVs and infrastructure
- Assist with overall implementation of Program Plan and development of new goals
- Coordinate meetings and reporting activities
- Participate as a member of the Steering Committee
- Delegate and monitor activities/responsibilities to other key stakeholders
- Act as a liaison between the Steering Committee, Working Groups and DOE
- Work directly with DOE Regional Support Offices to report coalition activities, progress, concerns, issues, etc.

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- Provide assistance in public education activities
- Maintain and update, in concert with the coalition, the Program Plan and MOU
- Monitor and disseminate federal/state/local legislative and incentive information to the coalition
- Assist with recruitment of stakeholders
- Represent Clean Cities and the coalition at other local functions and DOE functions

DOE Responsibilities

- Provide a federal advisor.
- Provide program implementation and MOU drafting guidelines.
- Guide placement of federal AFV's responding to *Clean Cities* recommendations and resource matching plans.
- Direct the award of federal funds and grants as available.
- Provide information, general assistance and material for public relations and promotional activities.
- Provide training for coordinators, fleet operators and other participants.
- Provide a hotline/clearinghouse for technical and other information.
- Conduct information exchange workshops.
- Provide assistance in public education activities.

Clean Cities Stakeholder Responsibilities

- Appoint a *Clean Cities* Coordinator to serve as Chairperson for the Maine Clean Communities program.
- Hold stakeholder meetings.
- Carry out goals, objectives and commitments delineated in the Program Plan.
- Update Program Plan as appropriate.

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- Report Maine Clean Communities *Clean Cities* program progress to DOE.
- Cooperate with DOE to raise public awareness of *Clean Cities*, including use of the *Clean Cities* logo in the preparation of case studies, advertisements, and press releases.

Guidelines

The *Clean Cities* program will be administered according to the Program Plan. The signatories herein have agreed that the Program Plan is designed to achieve Maine Clean Communities objectives and follows the guidelines described here:

- Sets forth goals reflecting the planning process and defining what the organization seeks to accomplish and why.
- Creates an organizational structure enabling Maine Clean Communities to effectively carry out its mission.
- Characterizes the AFV market situation by gathering primary information on fuels, vehicles, and infrastructure from participating *Clean Cities* stakeholders.
- Sets forth intermediate objectives, action steps or commitments, such as vehicle acquisition targets or legislative proposals, designed to be the "how to" elements of the Program Plan.
- Delineates estimated timetables containing discrete action items, milestones and deadlines for achieving objectives and goals.
- Establishes a monitoring system for program management, advertisement of program success, and method for conveying program performance to DOE.

Review

Following designation, each of the *Clean Cities* designates will update their activities as appropriate and necessary to maintain program effectiveness. In order to actively gauge the performance of the DOE *Clean Cities* program, a report, entitled *Clean Cities Success Stories*, will be requested from Greater Portland *Clean Cities* twice a year. These reports will review cities' progress made toward accomplishing their objectives. They will include a survey of new vehicle purchases or conversions and investment in and completion of refueling infrastructure. The reports will also include progress on initiatives taken to create success in AFV markets, such as coalition building, legislative actions, or creative budgeting. Information from these reports will be used to compose the *Clean Cities Annual Report*.

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Supplementary Interagency or Other Agreements

Because the DOE *Clean Cities* program supports Congressional and Executive directives and may involve other federal, state, and local governmental entities, Maine Clean Communities *Clean Cities* program commitments may be subject to modification upon intervening Congressional or Executive guidance.

ADMINISTRATION

Public Information Coordination

Subject to the Freedom of Information Act (5 U.S.C. 552) decisions on disclosures of information to the public regarding projects and programs referenced in this MOU shall be made by the DOE following consultation with the other parties' representatives.

Amendment and Termination

This MOU may be amended by the mutual written agreement between DOE and signatories. This MOU may be terminated by the mutual written agreement of DOE and signatories. Signatories may terminate individual participation upon a 30-day written notice.

Effective Date

This MOU shall become effective upon the latter date of signature of the parties and shall remain in effect for a period of five years, upon which the MOU becomes eligible for renewal.