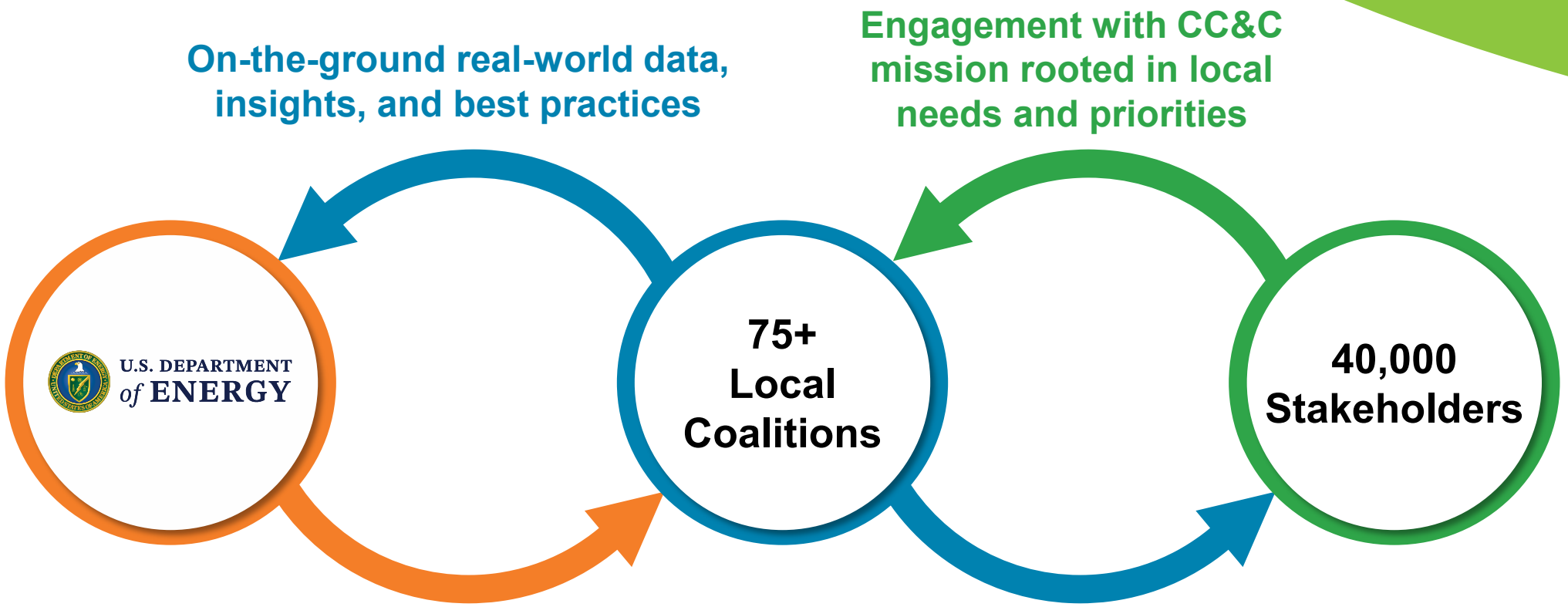
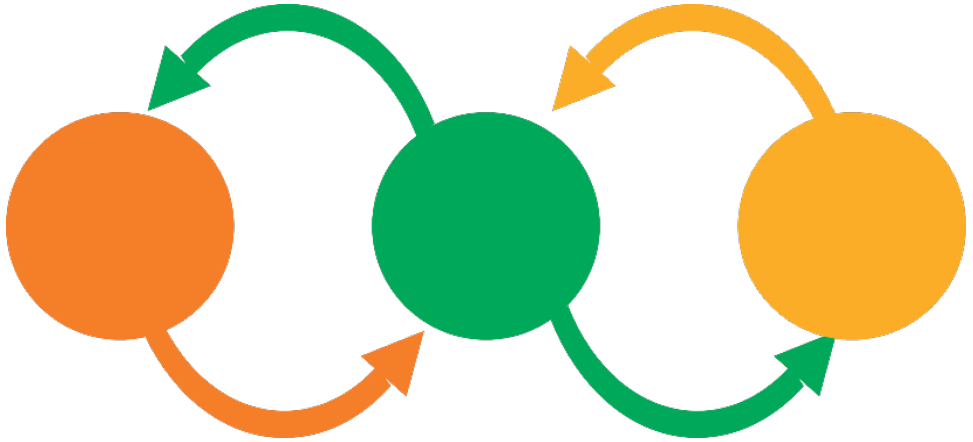
Local-National Feedback Loop: Coalition Tracking and Reporting

Local-National Feedback Loop



Why Track and Report Data?

1. Contractual requirements for demonstrating **project progress**
2. Track **market data** to advance goals
   - Individual coalition level
   - CC&C partnership level
3. Capture and **communicate impact**
   - Individual coalition level
   - CC&C partnership level



Two Types of Reporting Associated With the Coalition Cooperative Agreement

Reporting on the Project's Quarterly Progress

Communicate to DOE work performed for the project for a specific quarter, including Task 4.0 work. Submit two files to the Project Management Center (PMC):

1. Quarterly Progress Reports
2. Supplemental Data Spreadsheet (exported from the CART)

Task 4.0 Market Data Collection and Reporting

Specific sub-tasks performed to support the CC&C mission:

- Annual report
- Alt fuel prices
- Alt fuel station verification
- Vehicle and station costs

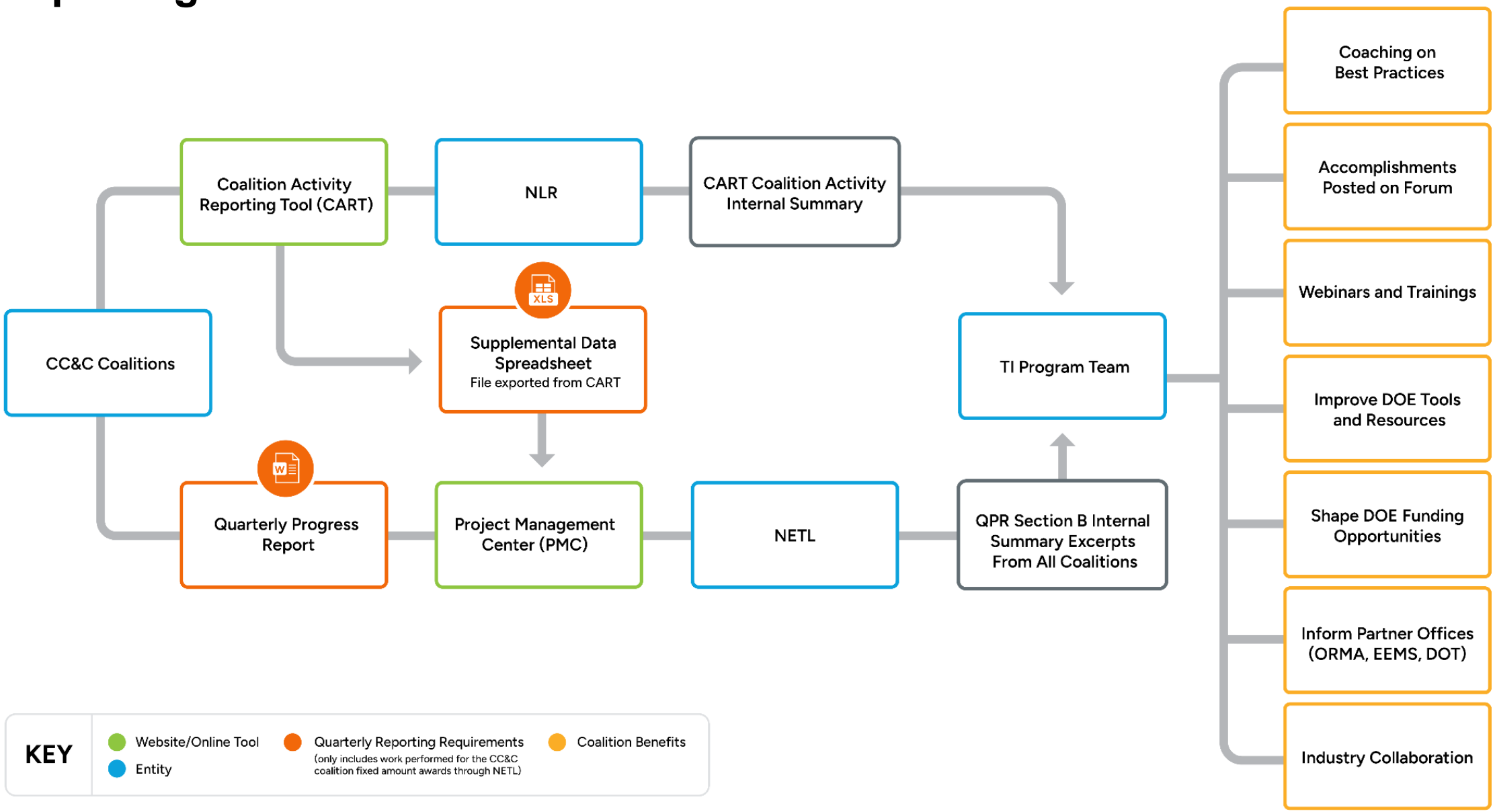
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1. Quarterly Progress Reports
2. Supplemental Data Spreadsheet (exported from the CART)

- Federal regulations require recipients of DOE cooperative agreements to submit quarterly reports specific to each funded project, therefore **project reporting cannot be changed to semi-annually or annually.**
- Quarterly progress reports (QPRs) are the **main deliverable** for the project and therefore submitting the reports triggers coalitions being able to **draw down funding.**
- Information reported in QPR **informs DOE tools, resources, and programs** that benefit coalitions and stakeholders.

CC&C Coalition Quarterly Reporting and Review Process



Task 4.0 Market Data Collection and Reporting

Specific sub-tasks performed to support the CC&C mission:

- Annual report
- Alt fuel prices
- Alt fuel station verification
- Vehicle and station costs

- Coalitions track and submit local data to DOE **for national resources and analysis efforts** that contribute to the CC&C mission **and bring value to stakeholders.**
- DOE uses the market data deliverables to **develop reports, tools, and information resources** that help CC&C coalitions and their stakeholders.
- Successful coalitions **understand the transportation energy landscape** in the coalition territory, including technologies, markets, policies, stakeholders, and barriers to advancing the CC&C mission.

Coalition Toolbox

Outreach

Images
Presentations
Print Products
Exhibit Banners
Toolkits

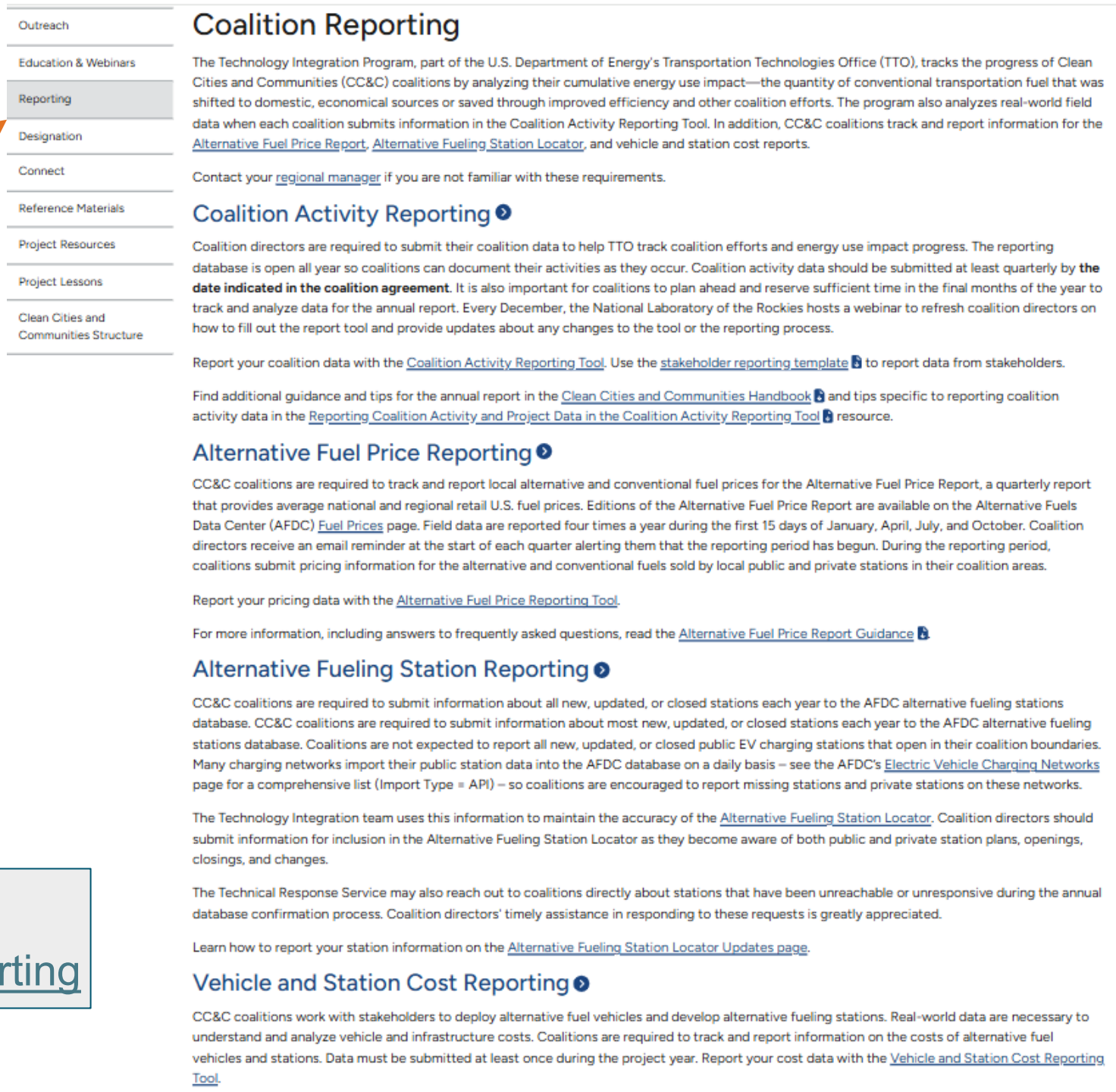
Order Materials

Reporting

Coalition Activity Reporting	Due March 19
Fuel Price Reporting	Starts January 1 Due January 15
Station Locations	Ongoing
Vehicle and Station Costs	Due March 31

cleancities.energy.gov/toolbox

cleancities.energy.gov/toolbox/reporting



Outreach
Education & Webinars
Reporting
Designation
Connect
Reference Materials
Project Resources
Project Lessons
Clean Cities and Communities Structure

Coalition Reporting

The Technology Integration Program, part of the U.S. Department of Energy's Transportation Technologies Office (TTO), tracks the progress of Clean Cities and Communities (CC&C) coalitions by analyzing their cumulative energy use impact—the quantity of conventional transportation fuel that was shifted to domestic, economical sources or saved through improved efficiency and other coalition efforts. The program also analyzes real-world field data when each coalition submits information in the Coalition Activity Reporting Tool. In addition, CC&C coalitions track and report information for the Alternative Fuel Price Report, Alternative Fueling Station Locator, and vehicle and station cost reports.

Contact your regional manager if you are not familiar with these requirements.

Coalition Activity Reporting

Coalition directors are required to submit their coalition data to help TTO track coalition efforts and energy use impact progress. The reporting database is open all year so coalitions can document their activities as they occur. Coalition activity data should be submitted at least quarterly by **the date indicated in the coalition agreement**. It is also important for coalitions to plan ahead and reserve sufficient time in the final months of the year to track and analyze data for the annual report. Every December, the National Laboratory of the Rockies hosts a webinar to refresh coalition directors on how to fill out the report tool and provide updates about any changes to the tool or the reporting process.

Report your coalition data with the Coalition Activity Reporting Tool. Use the stakeholder reporting template to report data from stakeholders.

Find additional guidance and tips for the annual report in the Clean Cities and Communities Handbook and tips specific to reporting coalition activity data in the Reporting Coalition Activity and Project Data in the Coalition Activity Reporting Tool resource.

Alternative Fuel Price Reporting

CC&C coalitions are required to track and report local alternative and conventional fuel prices for the Alternative Fuel Price Report, a quarterly report that provides average national and regional retail U.S. fuel prices. Editions of the Alternative Fuel Price Report are available on the Alternative Fuels Data Center (AFDC) Fuel Prices page. Field data are reported four times a year during the first 15 days of January, April, July, and October. Coalition directors receive an email reminder at the start of each quarter alerting them that the reporting period has begun. During the reporting period, coalitions submit pricing information for the alternative and conventional fuels sold by local public and private stations in their coalition areas.

Report your pricing data with the Alternative Fuel Price Reporting Tool.

For more information, including answers to frequently asked questions, read the Alternative Fuel Price Report Guidance.

Alternative Fueling Station Reporting

CC&C coalitions are required to submit information about all new, updated, or closed stations each year to the AFDC alternative fueling stations database. CC&C coalitions are required to submit information about most new, updated, or closed stations each year to the AFDC alternative fueling stations database. Coalitions are not expected to report all new, updated, or closed public EV charging stations that open in their coalition boundaries. Many charging networks import their public station data into the AFDC database on a daily basis – see the AFDC's Electric Vehicle Charging Networks page for a comprehensive list (Import Type = API) – so coalitions are encouraged to report missing stations and private stations on these networks.

The Technology Integration team uses this information to maintain the accuracy of the Alternative Fueling Station Locator. Coalition directors should submit information for inclusion in the Alternative Fueling Station Locator as they become aware of both public and private station plans, openings, closings, and changes.

The Technical Response Service may also reach out to coalitions directly about stations that have been unreachable or unresponsive during the annual database confirmation process. Coalition directors' timely assistance in responding to these requests is greatly appreciated.

Learn how to report your station information on the Alternative Fueling Station Locator Updates page.

Vehicle and Station Cost Reporting

CC&C coalitions work with stakeholders to deploy alternative fuel vehicles and develop alternative fueling stations. Real-world data are necessary to understand and analyze vehicle and infrastructure costs. Coalitions are required to track and report information on the costs of alternative fuel vehicles and stations. Data must be submitted at least once during the project year. Report your cost data with the Vehicle and Station Cost Reporting Tool.

Value of Market Data for CC&C Partnership

Market Data	Value
4.1 Coalition Annual Activity Report	• Allows DOE to track coalition efforts and impact. • Data are rolled up into a CC&C annual report that shows partnership-level impact.
4.2 Alternative Fuel Price Tracking and Reporting	• Data are consolidated into the only free and public report tracking local alt and conventional fuel prices. • Helps provide average national and regional retail U.S. fuel prices to coalitions, stakeholders, and industry.
4.3 Area Alternative Fuel Station Verification	• Data supplied by coalitions supplements data provided by other lab resources to share new, updated, and closed stations for sites at the local level (especially those not tied to APIs).
4.4 Vehicle and Station Cost Tracking and Reporting	• By collecting data at the coalition level, DOE can understand and communicate nationwide market trends.

Outputs of Clean Cities and Communities Coalition Reporting

Draft Flowchart

Data

Clean Cities and Communities (CC&C) coalitions supply the U.S. Department of Energy (DOE) and the national laboratories with data on coalition activities and critical elements of the transportation market. Tracking these data serves as a project management tool for coalitions in addition to providing for a variety of outputs.

Activity Data

- Annual Activity Data
- Quarterly Activity Data

Market Data

- Alternative Fuel Price Data
- Alternative Fuel Station Data
- Vehicle and Station Cost Data

Reports and Tools

DOE uses these data to track progress toward the CC&C partnership's goals and stay informed about developments in the transportation industry. Coalition reporting provides the only data of its kind to inform essential DOE tools and trusted resources.

- ANNUAL CC&C PARTNERSHIP ACTIVITY REPORT
- COALITION-SPECIFIC ANNUAL REPORTS
- ALTERNATIVE FUEL PRICE REPORT
- ALTERNATIVE FUELING STATION LOCATOR
- DATA AVERAGES EMBEDDED IN VEHICLE AND STATION COST TOOL

Outputs

Beyond their initial publication, the reports and tools fuel diverse outputs and downstream applications, amplifying the reach and cumulative impact of coalition data.

- CC&C Goals and Accomplishments page
- Coalition profile pages
- Overview fact sheet
- Outreach and education
- Talking points and social media
- Storytelling
- 9 Alternative Fuels Data Center (AFDC) Maps and Data
- DOE Notice of Funding Opportunity Topics
- Sharing partnership impact with DOE senior leadership
- Coalition fleet awards
- Model presentations

- AFDC state summary pages
- Vehicle Cost Calculator
- AFDC Fuel Prices page
- 2 AFDC Maps and Data charts

- DOE tools and analysis
- DOE and national laboratory reports
- IRS tax credits
- Developer application programming interfaces (API)
- U.S. Department of Transportation Alternative Fuel Corridors Program
- Referenced often by media, consumers, industry
- 12 AFDC Maps and Data charts

- Vehicle Cost Calculator
- JOBS Model
- Alternative Fuel Life-Cycle Environmental and Economic Transportation (AFLEET) Tool
- Electric vehicle charging infrastructure soft costs analysis

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ANNUAL CC&C PARTNERSHIP ACTIVITY REPORT

COALITION-SPECIFIC ANNUAL REPORTS



ALTERNATIVE FUEL PRICE REPORT

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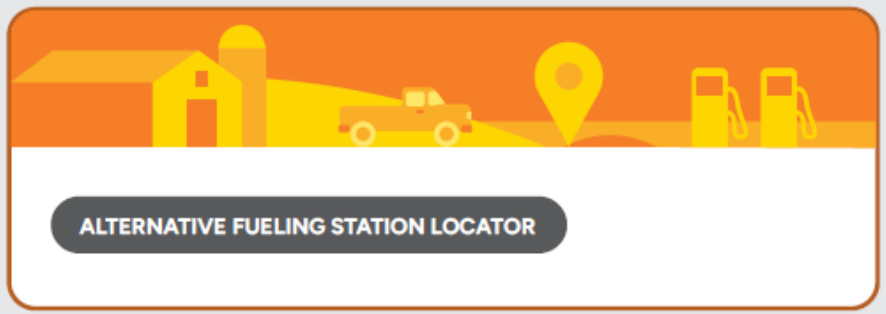


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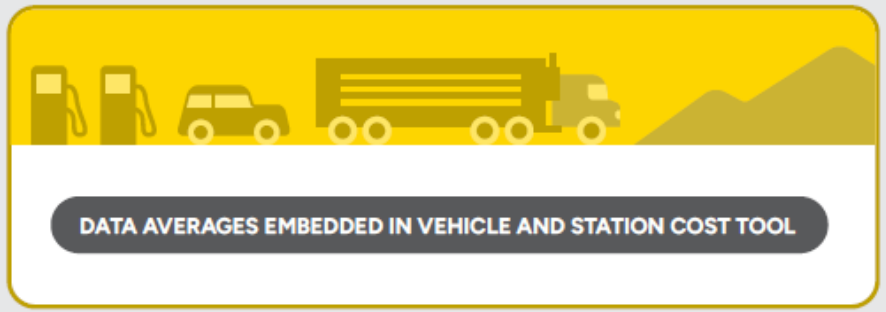


- AFDC state summary pages
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ALTERNATIVE FUELING STATION LOCATOR



DATA AVERAGES EMBEDDED IN VEHICLE AND STATION COST TOOL



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Tracking and Reporting Data Helps Capture and Communicate Impact at the

COALITION Level

- Communicate overall coalition impact to DOE
- Provide data used to generate coalition profile page metrics on DOE's website
- Showcase coalition progress and impact to stakeholders
- Measure progress toward coalition goals
- Identify opportunities for increased impact

and

PARTNERSHIP Level

DOE uses coalition reporting data to:

- Communicate value of CC&C partnership to DOE senior leadership and other federal entities
- Measure impact on the CC&C partnership-level goals
- Identify topics for peer sharing and future training
- Inform DOE planning for future funded efforts

CLEAN CITIES AND COMMUNITIES 2025 METRICS

COALITION-LEVEL ACCOMPLISHMENTS

East Tennessee Clean Fuels

Number of Stakeholders

2,100

TOTAL STAKEHOLDERS, INCLUDING 61 HIGHLY ENGAGED FLEETS

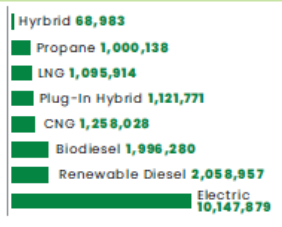
Number of Events

TOTAL OF

1,534

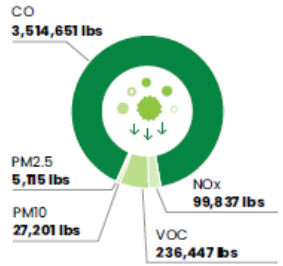
person-engagements through 34 events

Transportation Energy Use Impact (GGEs)



Total: **20,845,569**

Criteria Pollutant Reductions





Number of Stakeholders

40,000+

TOTAL STAKEHOLDERS, INCLUDING OVER 50% PRIVATE ORGANIZATIONS

Number of Events

277,603

person-engagements

THROUGH

923 events

as well as 42 technical trainings reaching almost 2,000 attendees

Advanced Technology Vehicles

Supported decision making in the purchase of over

2 MILLION

advanced technology vehicles

Leveraged Funding

CC&C coalitions bring in

$5 OF PROJECT FUNDING FOR EVERY $1

in the TTO Technology Integration Program budget

PARTNERSHIP-LEVEL ACCOMPLISHMENTS

Reporting Resources

- Toolbox Reporting Page: https://cleancities.energy.gov/toolbox/reporting
- 2026 CC&C Cooperative Agreements FAQ and JobAid: Contact your NETL regional manager
- CART Tips: https://cleancities.energy.gov/toolbox/files/pdfs/cart-activity-reporting.pdf
- 2026 Annual Reporting Webinar: https://cleancities.energy.gov/webinars#28652
- Coalition Handbook: https://cleancities.energy.gov/toolbox/files/pdfs/coalition-handbook.pdf
- Tool Tips: “?” icons in reporting tools



Coalition Perspectives on Data Use

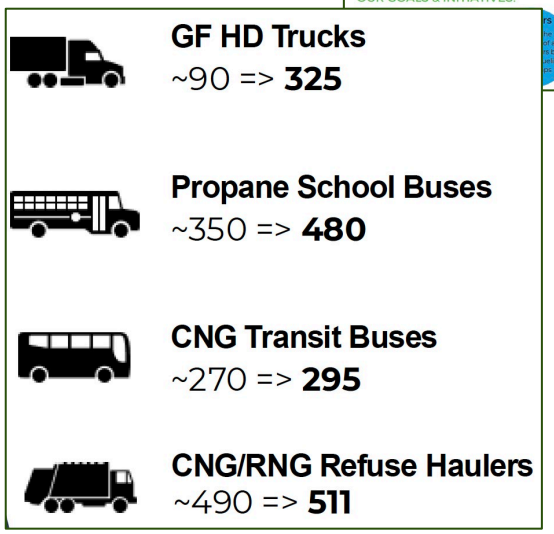
Kristen Sabol, Pittsburgh Region Clean Cities

Megan Upchurch, Centralina Clean Fuels

Leveraging Annual Report Data for Increased Stakeholder Participation

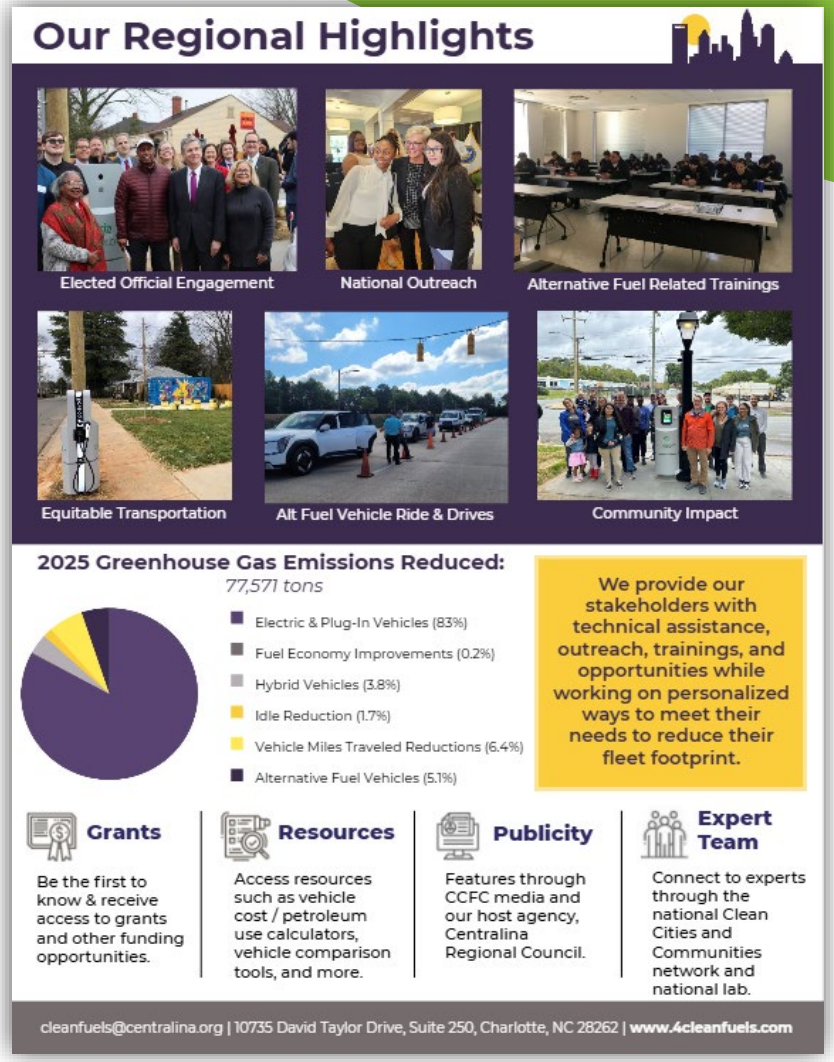
- Sharing data on key communications collateral
  - Coalition backgrounder
  - Website impact page
  - Social media
  - Transportation Energy Landscape (TEL)
  - Success story slides
- Opportunities for in-person information sharing
  - Annual strategic planning listening session
  - Annual stakeholder meeting
  - Odyssey Day





Coalition Case Study: Centralina





Q&A



Reporting Tips

Entering Coalition Activity Data in CART

- Report all **high-impact activities** conducted by the coalition (i.e., activities to the level that they might be named in your coalition annual plan).
  - Include activities funded by all funding sources
  - Focus on high-impact convenings, trainings, technical assistance, and projects
  - Only enter if you can describe mission impact from the activity
  - Focus on activities that will contribute to overall CC&C partnership impact story
  - Don’t report regional calls, lab-led efforts, phone calls, etc.
- Submit a single culminating activity or event, instead of submissions for all planning activities or meetings.
- Answer all required questions and as many optional questions as possible.
- **Best practice:** Input activities as they take place throughout the year, but at least quarterly.

Annual Reporting Best Practices

- The first times you gather and enter data for the annual report, start early!
- Ask other coalitions about their process for gathering stakeholder data.
- If it's your first year, review a copy of the previous annual report before you start (can be downloaded from CART) and log into the tool to familiarize yourself with questions and data needs in advance.
- Participate in the annual report webinar hosted annually by NLR.
- Give yourself plenty of time to read all the supporting documents and watch the webinars.
- Document a plan and project schedule for how you will communicate with stakeholders to collect the data.
- Be clear with stakeholders that the data request is on behalf of the local coalition.

Reasonable Level of Effort

- Details are important, but efficiency is too.
- Do not enter every phone call and meeting you attend, focus on your high impact, culminating activities.
- There is such a thing as “good enough”
  - E.g., Don’t drive 4 hours to see if a station is operable if ICF asks you to verify. Call them a few times to try to get through.
  - Written answers should be a sentence or two, not paragraphs.
  - Fuel cost reporting should be representative, not exhaustive.

Be Proactive

- In general, start early!
- Give yourself plenty of time to read all the supporting documents and watch the webinars.
- Log in to the reporting tools, download the spreadsheets, and familiarize yourself with questions and data needs in advance.

Ask for Help

- Work with your NETL Regional Manager or reach out to your Council rep
  - Ask questions
  - Schedule a 1-on-1 call
- SMEs are available
  - NLR has SMEs for each type of reporting and each section in the CART. They are happy to chat!
  - It’s okay to make mistakes. There is time for change and iteration.



Discussion: Reporting Troubleshooting

- What questions do you still have about reporting?
- What challenges have you faced that you still are unsure about?