

# Clean Cities and Communities Partnership Structure and Benefits

Recorded September 2026

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# Agenda and Learning Objectives

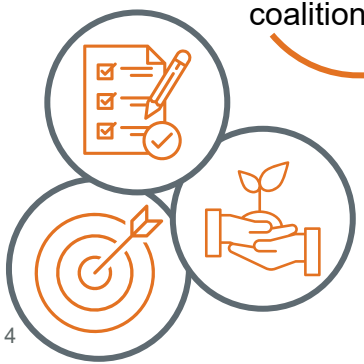
- **Clean Cities and Communities (CC&C) Partnership Structure Overview**
  *Describe and understand the organizational structure of the CC&C partnership and how coalitions fit within it.*
- **Benefits of Designation Status**
  *Understand the key benefits of designation status, including access to the national network, federal resources, peer support, secured tools, and funding opportunities.*
- **Active and Effective Requirements**
  *Learn the core requirements coalitions must meet to maintain active and effective designation status, and what resources are available to achieve Active and Effective Requirements.*
- **Redesignation Process**
  *Review the redesignation process and where to find additional details about the process.*

# CC&C Partnership Structure Overview

**Designation process:** Local group of stakeholders establishes a coalition committed to CC&C mission with demonstrated impact



**Redesignation process:** Coalition reaffirms commitment to CC&C mission and demonstrates coalition impact



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**DOE funds activities that benefit designated coalitions:** Information and tools; technical assistance; training, outreach, and partnerships; and financial assistance




**DOE and the network of coalitions pursue a shared mission and vision**

# CC&C Partnership Structure Document

U.S. DEPARTMENT of ENERGY | Office of Critical Minerals and Energy Innovation

**Clean Cities and Communities** About | Contacts search site

Coalitions | Partnerships | Projects & Funding | Technical Assistance | News & Events | Toolbox

Clean Cities and Communities › Coalitions › Starting Coalitions

- Locations
- Starting Coalitions
- Contacts

## Starting a Coalition

Starting a Clean Cities and Communities coalition can be a valuable first step toward establishing partnerships to advance the deployment of affordable, reliable, and secure transportation fuels and technologies in your area. Before you consider starting a coalition, check for local coalitions where you can become a stakeholder. The U.S. Department of Energy (DOE) grants official Clean Cities and Communities designation to coalitions that exhibit broad commitment to and support for implementing alternative fuels and advanced vehicle technologies. Coalitions that receive designation must have:



Clean Cities and Communities Partnership Structure

- An active network of stakeholders who meet regularly and have defined roles
- A clear organizational structure
- A director to lead the coalition
- Reliable funding for the coalition director position
- Specific, attainable goals and a strategic plan for achieving them
- Strong partnerships with air quality officials, energy officials, and other decision makers who control resources and help guide policy.

Receiving official designation as a Clean Cities and Communities coalition is a multiyear process. Coalitions receive guidance from a regional manager before, during, and after designation. The Clean Cities and Communities Partnership Structure describes processes, guidelines, benefits, and requirements for DOE-designated coalitions in the Clean Cities and Communities partnership. It describes the re-designation process, annual partnership renewal process, coalition name change, coalition territory change, and more. It also provides information on how to achieve designation status for groups of stakeholders interested in forming a coalition.



cleancities.energy.gov/coalitions-starting

# CC&C Partnership Structure Document

Contains:

- Requirements for maintaining designation status
- Benefits of DOE designation status
- Headquarters (HQ) and national laboratory roles in CC&C
- Active and Effective Requirements
- Designation process
- Annual partnership renewal process
- Redesignation process
- Circumstances that can result in a coalition's designation status ending
- Guidance and procedures for changes to coalition name, territory, etc.

cleancities.energy.gov/files/pdfs/partnership-structure.pdf



# Coalition Is Responsible for Its Organizational Capacity

It is the coalition's responsibility to have the organizational capacity needed to operate as a DOE-designated coalition.

DOE provides numerous trainings, resources, and other opportunities to help coalitions with organizational capacity; however, this remains fully the coalition's responsibility.



**Perform key coalition activities** such as those necessary to maintain good standing as a legal entity and/or with a host organization, meet the Active and Effective Requirements, and execute the scope of work for all funding agreements.



**Manage federal project funding** including meeting all contractual requirements.



**Train new coalition directors and staff** to understand the CC&C partnership and perform key coalition activities.

# Partnership Renewal Letters

- One letter from the coalition to DOE (sample letter available).
- Affirms the coalition wants to continue be a DOE-designated coalition in the CC&C partnership.
- Affirms the coalition understands and is meeting the requirements for maintaining DOE designation status.
- Opportunity to communicate coalition successes and/or feedback to DOE.
- Submitting the letter to DOE by the deadline is a requirement for maintaining designation status and receiving benefits.



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# Benefits of Designation Status

- Full participation in the national network of coalitions.
- Robust engagement with DOE and DOE national laboratory staff.
- Federal-level coalition recognition.
- In-person training and peer-sharing opportunities.
- Monthly virtual regional meetings.
- Virtual training and capacity-building opportunities.
- Password-protected Coalition Toolbox and CC&C Forum.
- Peer-to-peer support.
- Permission to use CC&C logo and relationship statement.
- Eligibility for financial assistance.



Clean Cities and Communities

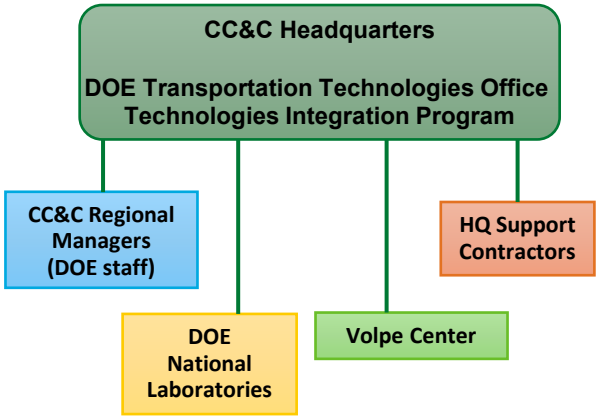
# Benefits of Designation Status: National Network and Federal Partnership

- Full participation in the national network of coalitions.
- Robust engagement with DOE and DOE national laboratory staff.
- Federal-level coalition recognition.

# Full Participation in the National Network of Coalitions



# Robust Engagement with DOE and DOE National Laboratory Staff

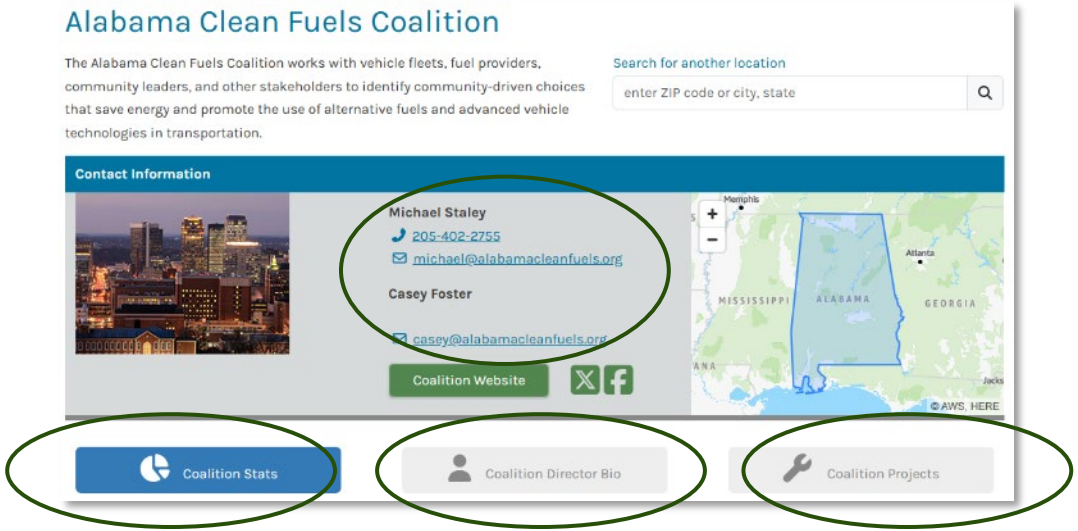



The U.S. Department of Energy's Transportation Technologies Office Technology Integration Program staff serve as the CC&C Headquarters team. HQ leads a team of CC&C regional managers, DOE national laboratories, U.S. Department of Transportation Volpe Center, and support contractors to create an ecosystem of engaging with and providing technical assistance to CC&C coalitions.

# Federal-Level Coalition Recognition

- Coalition information listed on the DOE website:
  - Contact information
  - Coalition stats
  - Coalition director bio
  - Coalition project information.

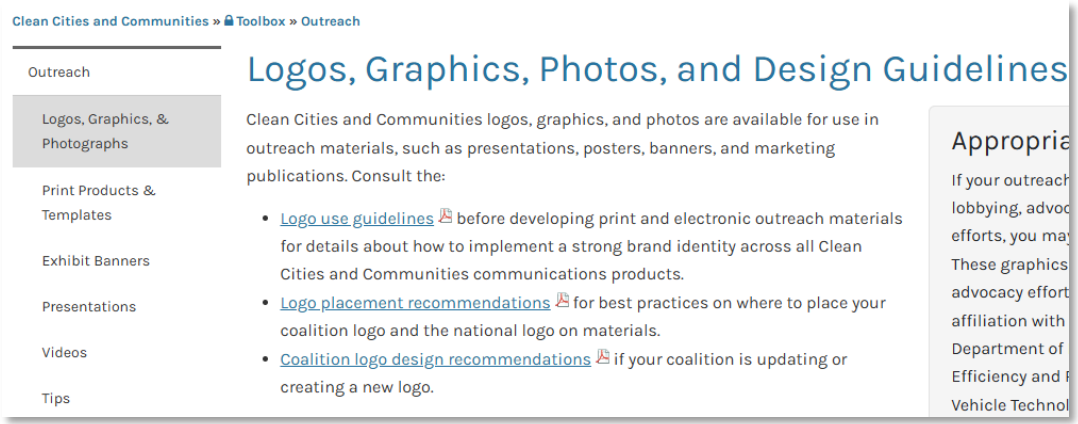
cleancities.energy.gov/coalitions



# Permission To Use CC&C Logo and Relationship Statement

Relationship statement for coalition use: *A U.S. Department of Energy-designated coalition in the Clean Cities and Communities partnership*

- Logos, graphics, and photos are available for use by designated CC&C coalitions.
- Resources located on password-protected Coalition Toolbox.
- Support available for coalition marketing and branding from the National Laboratory of the Rockies.

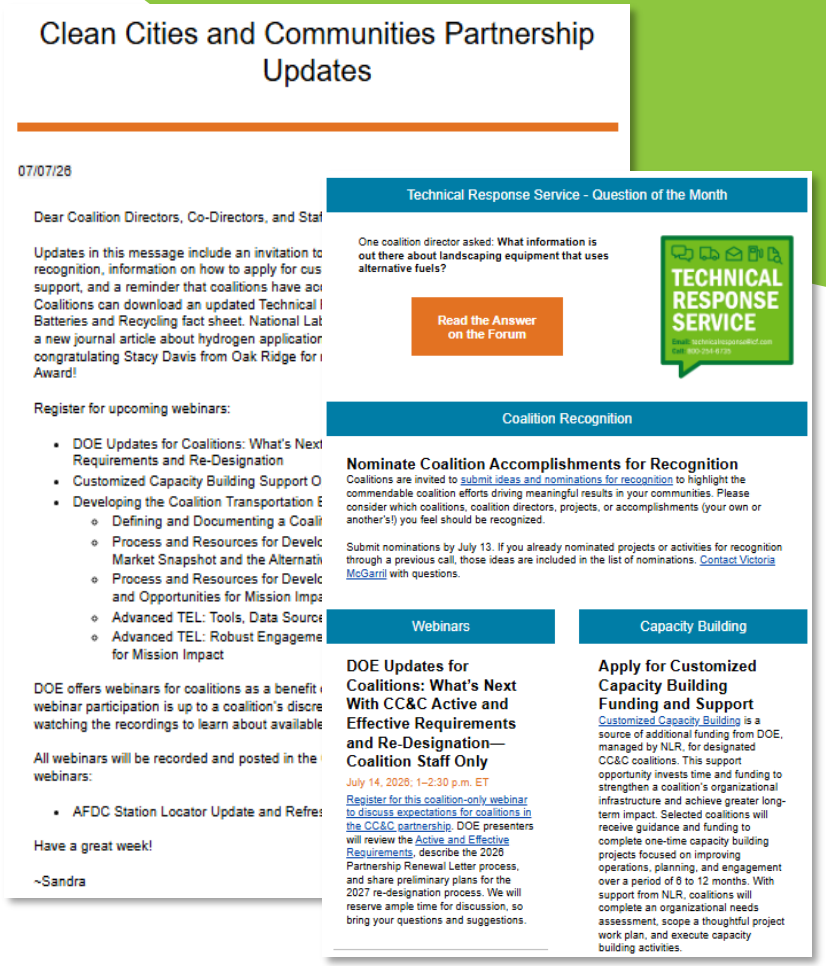



[cleancities.energy.gov/toolbox/logos-graphics-photographs](cleancities.energy.gov/toolbox/logos-graphics-photographs)

# CC&C Partnership Updates

Distributed by Sandra Loi, National Laboratory of the Rockies

- Information and resources:
  - Technical Response Service Question of the Month
  - Coalition highlights
  - Webinars
  - Events
  - Publications
  - Web updates.



Clean Cities and Communities Partnership Updates

07/07/26

Dear Coalition Directors, Co-Directors, and Staf

Updates in this message include an invitation to recognition, information on how to apply for cus support, and a reminder that coalitions have acc Coalitions can download an updated Technical I Batteries and Recycling fact sheet. National Lab a new journal article about hydrogen applicatior congratulating Stacy Davis from Oak Ridge for Award!

Register for upcoming webinars:

- DOE Updates for Coalitions: What's Next Requirements and Re-Designation
- Customized Capacity Building Support O
- Developing the Coalition Transportation E
  - Defining and Documenting a Coali
  - Process and Resources for Develc Market Snapshot and the Alternati
  - Process and Resources for Develc and Opportunities for Mission Impa
  - Advanced TEL: Tools, Data Source
  - Advanced TEL: Robust Engageme for Mission Impact

DOE offers webinars for coalitions as a benefit webinar participation is up to a coalition's discre watching the recordings to learn about available

All webinars will be recorded and posted in the webinars:

- AFDC Station Locator Update and Refres

Have a great week!

~Sandra

Technical Response Service - Question of the Month

One coalition director asked: **What information is out there about landscaping equipment that uses alternative fuels?**

Read the Answer on the Forum

TECHNICAL RESPONSE SERVICE

Coalition Recognition

**Nominate Coalition Accomplishments for Recognition**

Coalitions are invited to submit ideas and nominations for recognition to highlight the commendable coalition efforts driving meaningful results in your communities. Please consider which coalitions, coalition directors, projects, or accomplishments (your own or another's!) you feel should be recognized.

Submit nominations by July 13. If you already nominated projects or activities for recognition through a previous call, those ideas are included in the list of nominations. Contact Victoria McGarril with questions.

Webinars

**DOE Updates for Coalitions: What's Next With CC&C Active and Effective Requirements and Re-Designation—Coalition Staff Only**

July 14, 2026; 1–2:30 p.m. ET

Register for this coalition-only webinar to discuss expectations for coalitions in the CC&C partnership. DOE presenters will review the Active and Effective Requirements, describe the 2026 Partnership Renewal Letter process, and share preliminary plans for the 2027 re-designation process. We will reserve ample time for discussion, so bring your questions and suggestions.

Capacity Building

**Apply for Customized Capacity Building Funding and Support**

Customized Capacity Building is a source of additional funding from DOE, managed by NLR, for designated CC&C coalitions. This support opportunity invests time and funding to strengthen a coalition's organizational infrastructure and achieve greater long-term impact. Selected coalitions will receive guidance and funding to complete one-time capacity building projects focused on improving operations, planning, and engagement over a period of 6 to 12 months. With support from NLR, coalitions will complete an organizational needs assessment, scope a thoughtful project work plan, and execute capacity building activities.

# Benefits of Designation Status: Training and Peer Sharing

- In-person training and peer-sharing opportunities
- Monthly virtual regional meetings
- Virtual trainings.

# In-Person Training and Peer Sharing





- National Training Workshop
- CC&C 101 Training



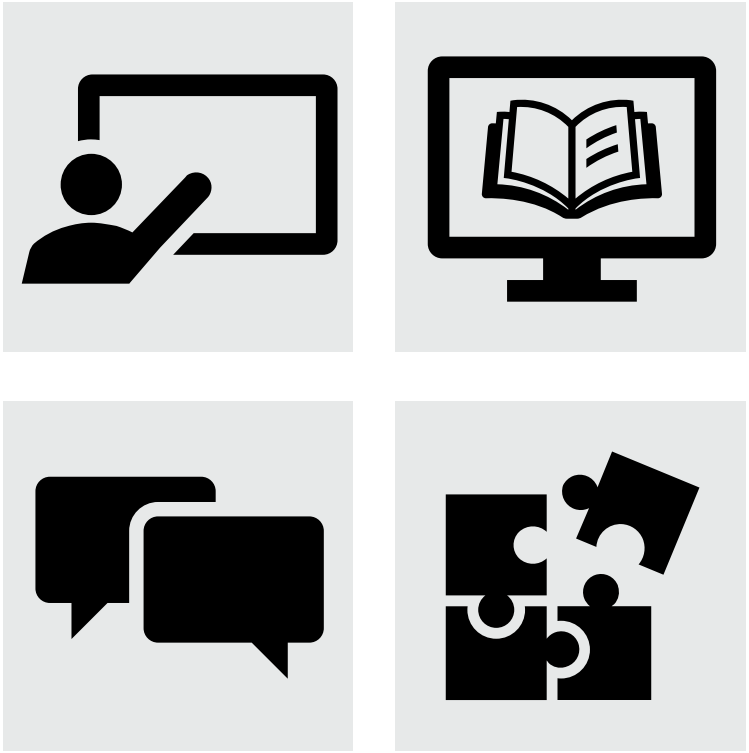




# Monthly Virtual Regional Calls

- Connect with other DOE-designated coalitions and DOE regional managers.
- Opportunity for coalitions to discuss region-specific news, updates, or current barriers and solutions.
- Hear from DOE and other federal partners on upcoming events, webinars, training opportunities, or other updates.
- Visit the CC&C Forum regional page for current call schedule; contact your regional manager for a calendar invitation.

**cleancities-forum.nlr.gov/upcoming-events**



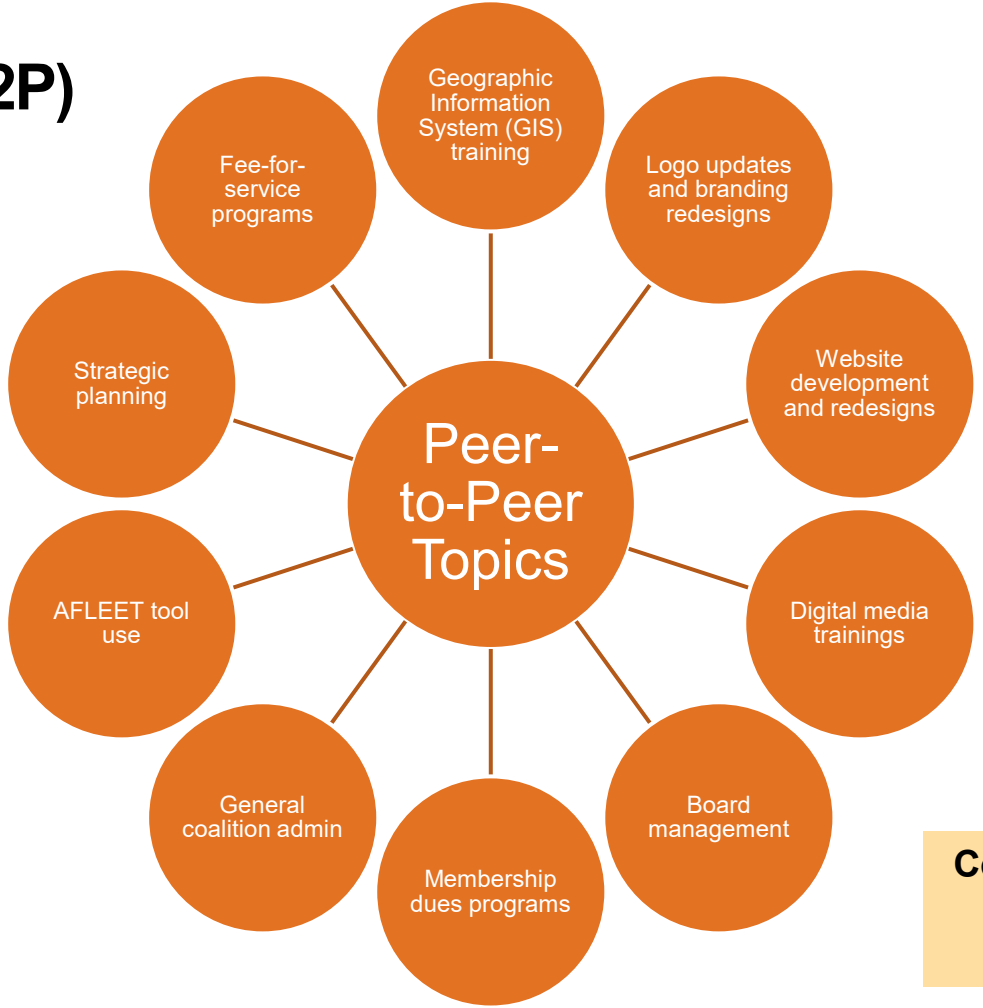
## Virtual Trainings and Capacity-Building Opportunities

- CC&C eLearning platform
- Webinars and training for coalition staff
- Peer sharing and collaboration
- Tailored capacity-building support.

Password-protected resources available on the Coalition Toolbox:
cleancities.energy.gov/toolbox/education-webinars

# Benefits of Designation Status: Peer-to-Peer Support

# Peer-to-Peer (P2P) Support

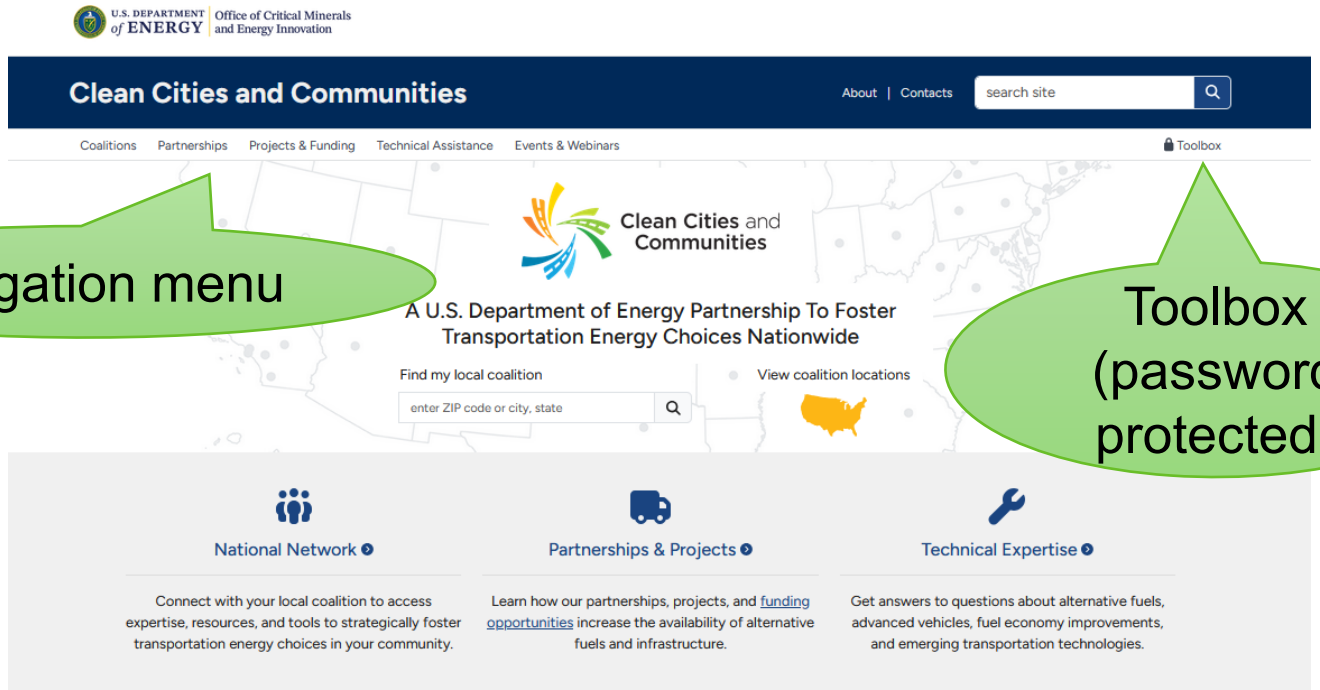



**Contact Sandra Loi for more information:**
**sandra.loi@nlr.gov**

# Benefits of Designation Status: Password-Protected Websites

- Coalition Toolbox on the CC&C website
- CC&C eLearning
- CC&C Forum.

# CC&C Website




Navigation menu

Toolbox (password protected)



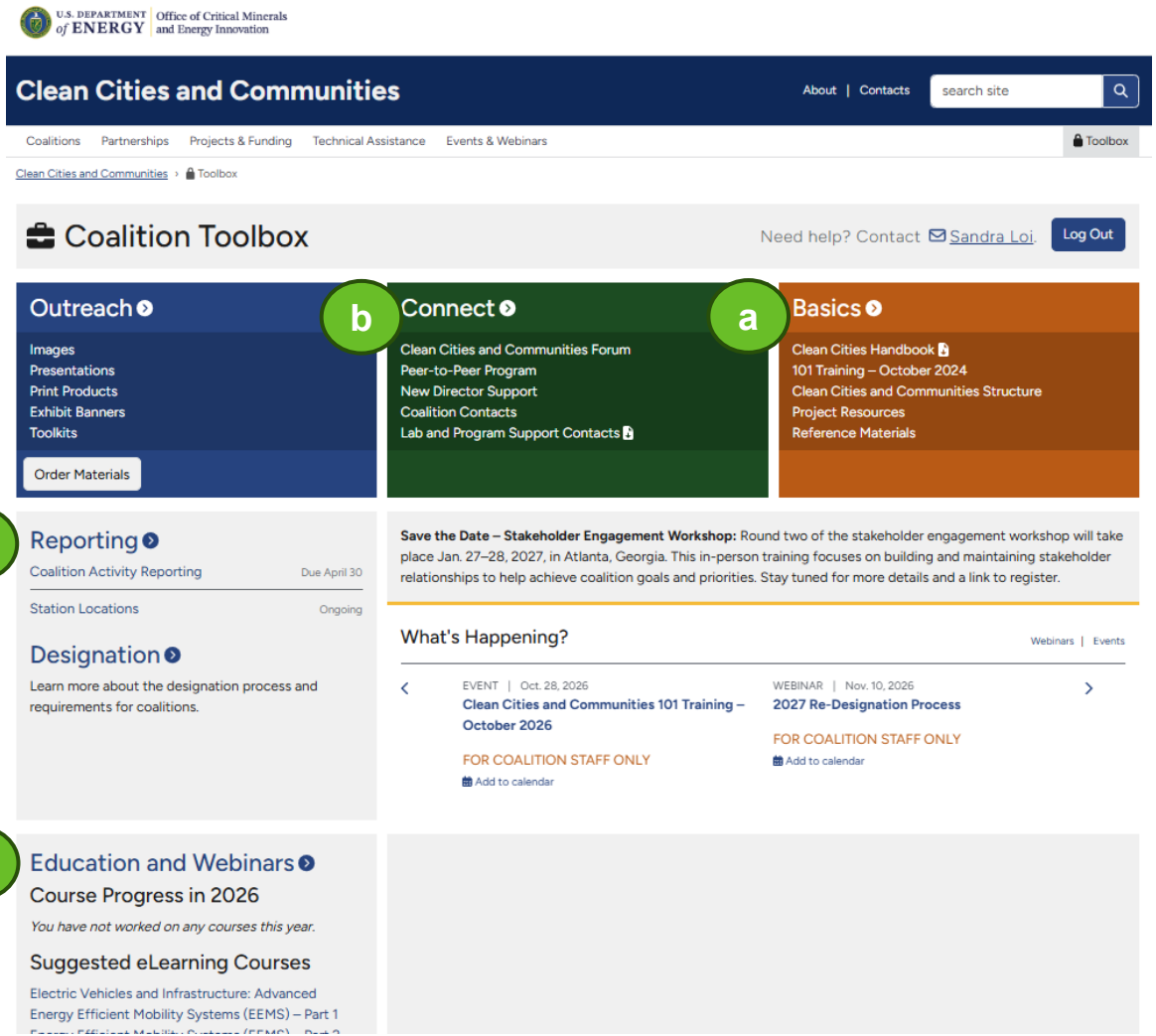
cleancities.energy.gov

# Coalition Toolbox

- CC&C Forum
- CC&C Handbook,
- Annual Report, Alternative Fuel Price Report, Station Reporting
- CC&C eLearning.

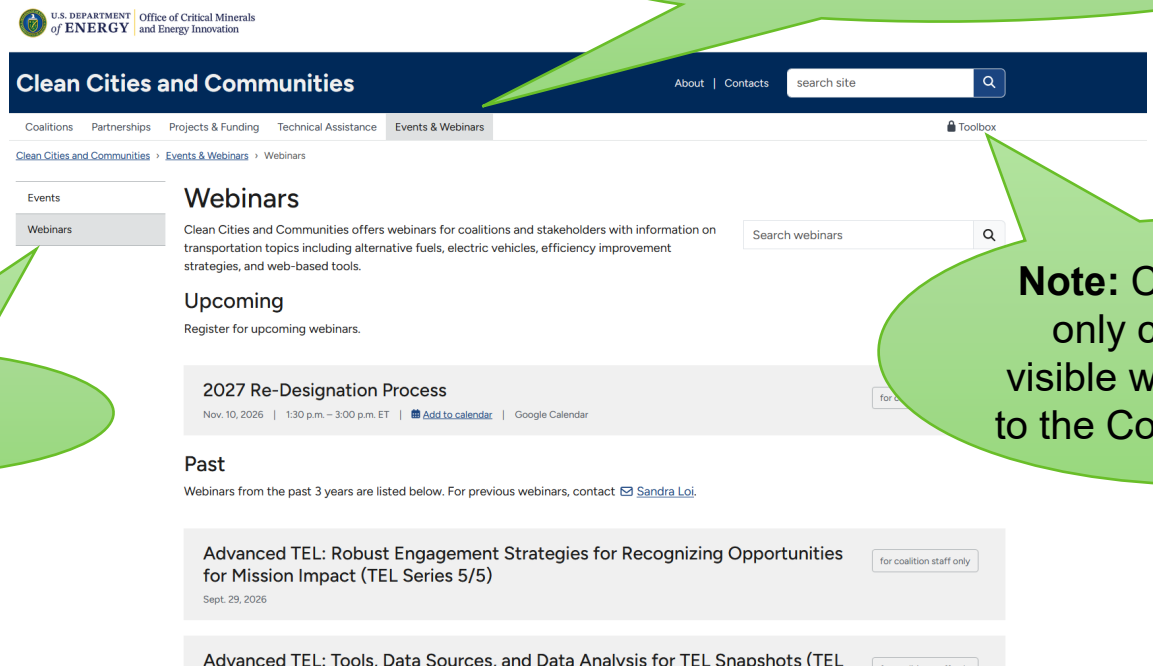
For Toolbox login, contact Mandy Bongiovanni: ccc-access@nlr.gov

cleancities.energy.gov/toolbox



# Upcoming and Recorded Webinars

**1.** Select “Events & Webinars”




**2.** Select “Webinars”

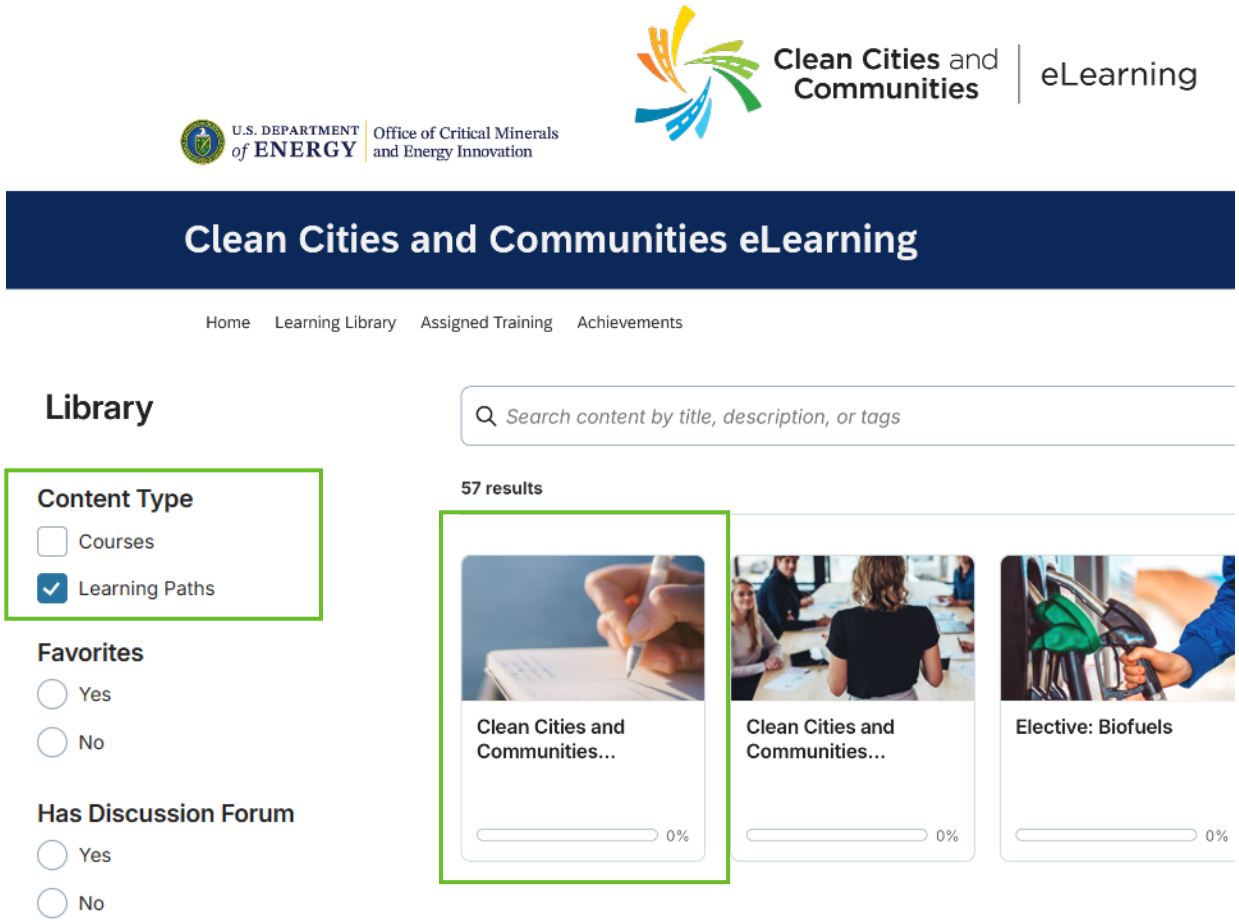
**Note:** Coalition staff-only content only visible when logged in to the Coalition Toolbox



cleancities.energy.gov/webinars

# CC&C eLearning

- Learning Paths
- Clean Cities Introduction
- Select from available electives.

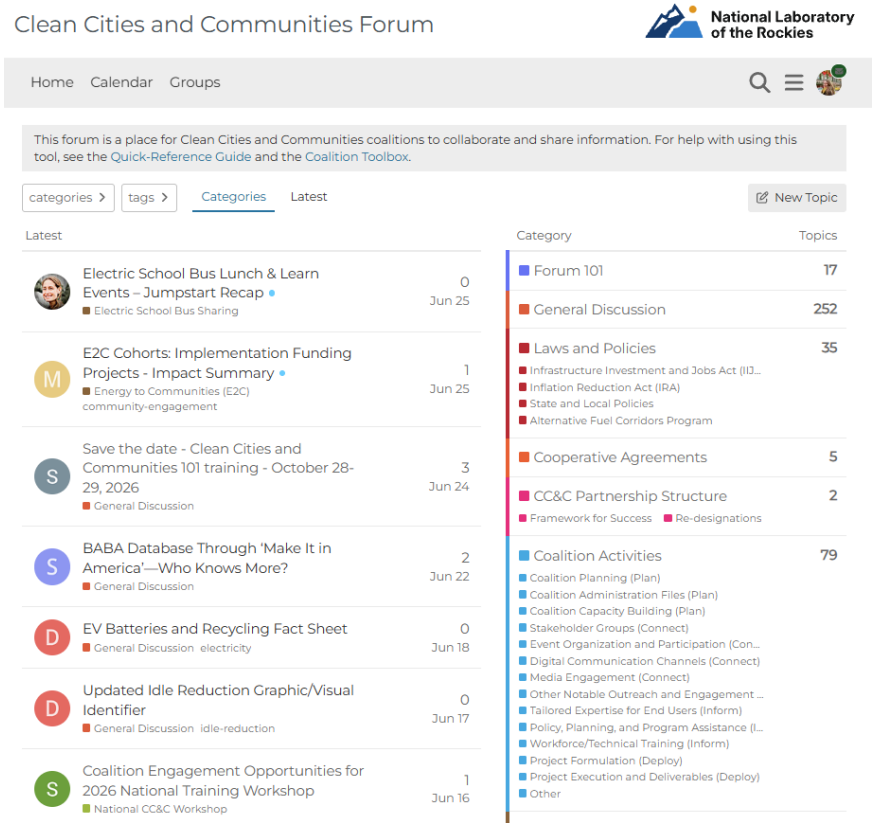



ccu.litmos.com

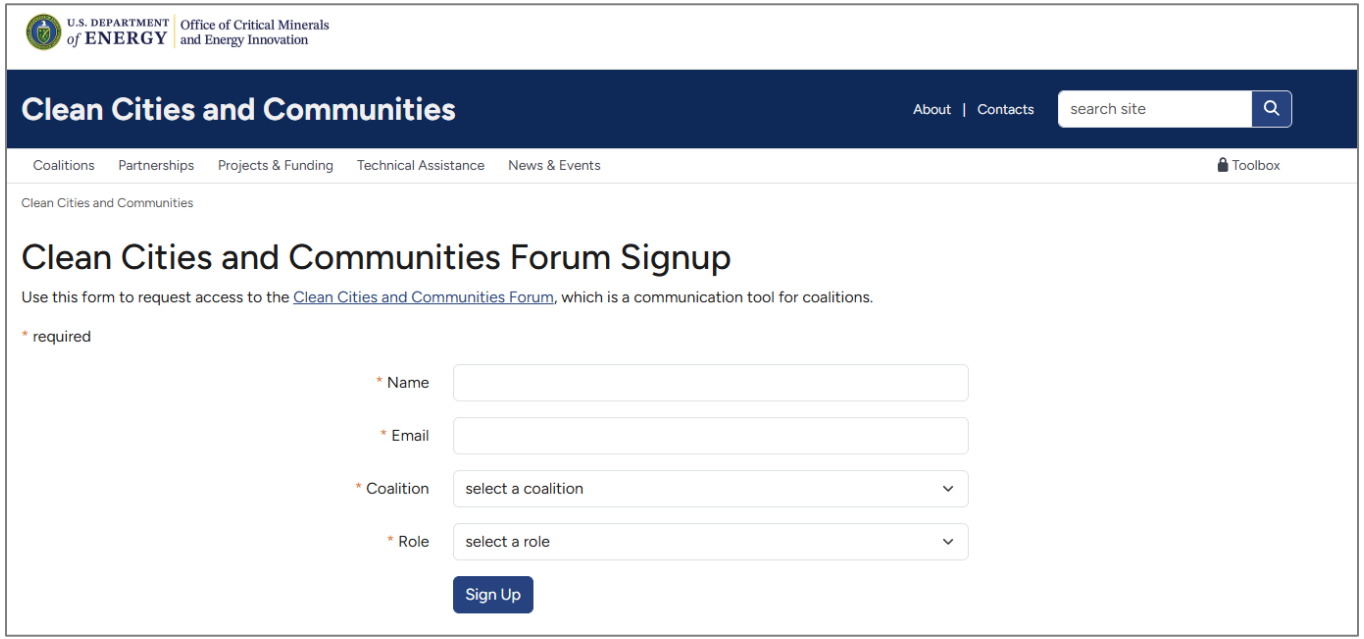
# CC&C Forum

- Opportunities to learn from other coalition directors.
- For questions, contact Ben White at Energetics (BMWhite@Energetics.com).

**cleancities-forum.nlr.gov**

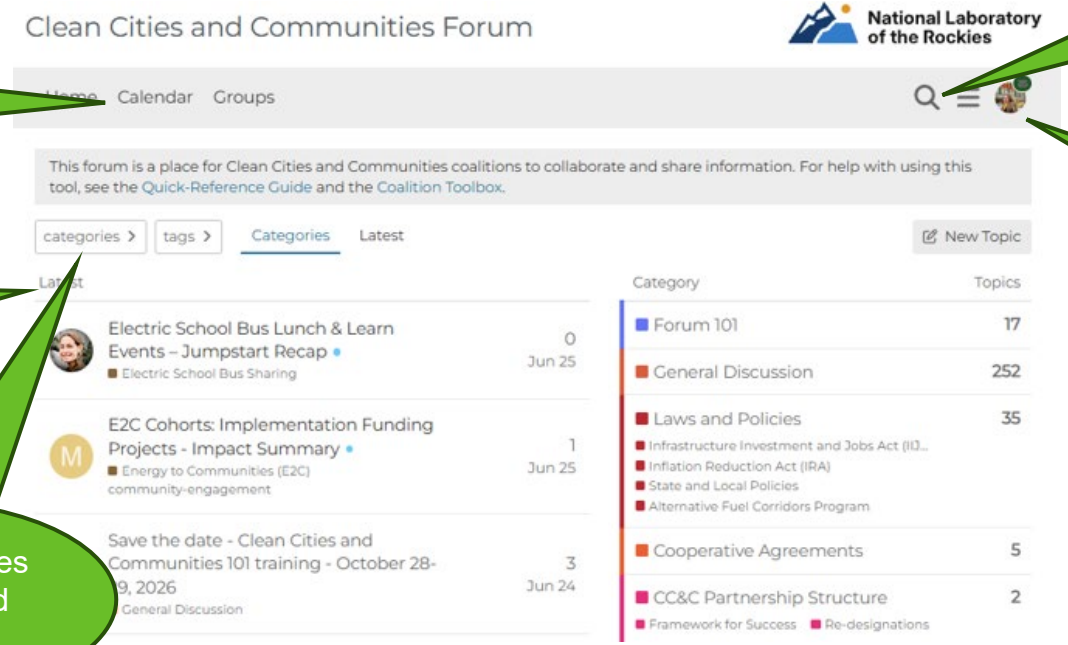


# CC&C Forum Login




**Request an account at [cleancities.energy.gov/forum-signup](cleancities.energy.gov/forum-signup)**

# Navigating the Forum Homepage




Search bar for finding information

Calendar

Your Forum profile and inbox

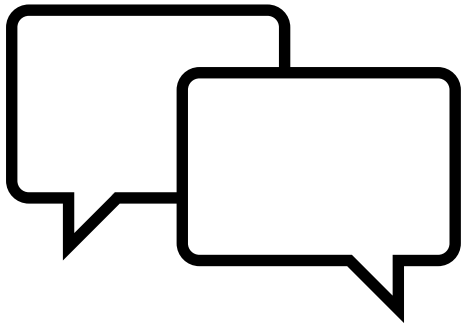
Latest posts

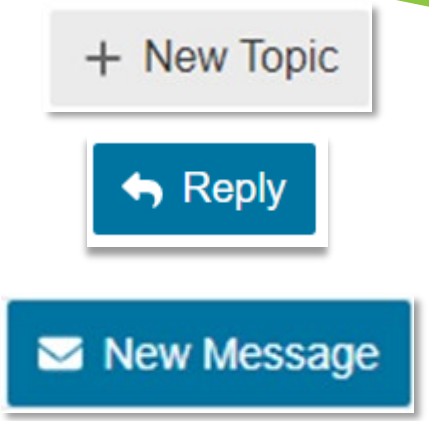
List of categories to explore and engage with

**For detailed information and a short instructional video, visit:**
**Forum 101: Navigation and Terminology**

# Communicating with Others on the Forum

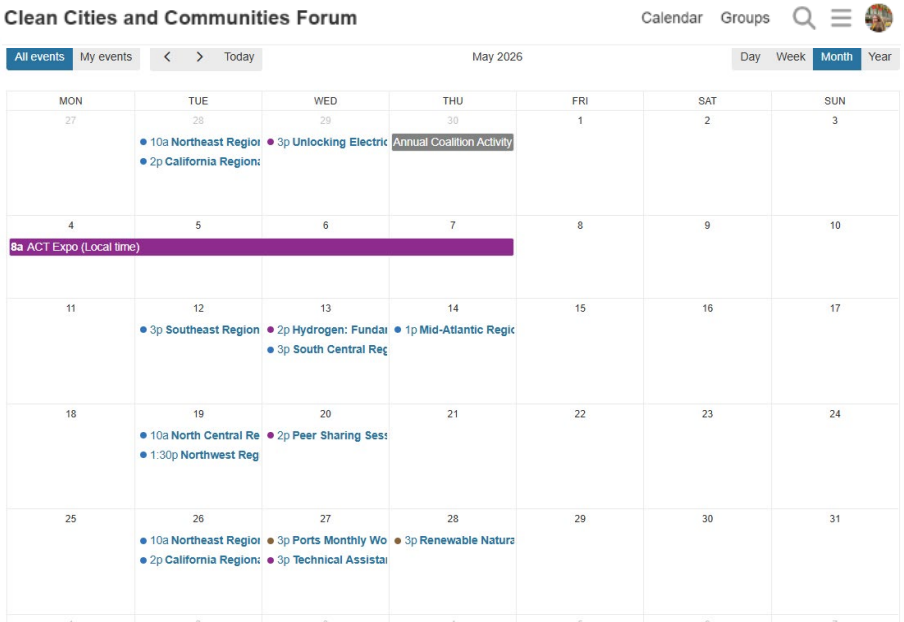
- The CC&C Forum is a platform for coalitions to engage with each other on topics important to them.
- Join the conversation by:
  - Starting a new topic
  - Replying to an existing topic
  - Sending a private message.






**For detailed instructions and a short instructional video, visit: Forum 101: Topic Engagement**

# CC&C Forum Calendar




**For detailed instructions and a short instructional video, visit:**
**Forum 101: Posting on the Forum Calendar**

**To view the CC&C Forum Calendar, visit:**
cleancities-forum.nlr.gov/upcoming-events

# Benefits of Designation Status: Eligibility for Financial Assistance

# CC&C Framework for Success

A Framework for Success resource is available on the Toolbox with example coalition activities for each of the four elements.



# Types of Work DOE Has Funded Coalitions To Perform

(Plan)

**Coalition Planning, Administration, and Long-Term Viability**

(Connect)

**Collaborative Coalition of Stakeholders**

(Connect)

**Community Outreach and Engagement**

(Inform)

**Share Transportation Expertise with Stakeholders**

(Inform)

**Market Transformation Data Collection**

(Inform)

CC&C

**Telling the CC&C Story**

(Deploy)



**Vehicle and Infrastructure Technology Deployment**

**Workforce Development**

# Active and Effective Requirements

# Active and Effective Requirements

- Coalitions must meet Active and Effective Requirements to maintain DOE designation status.
- Requirements benefit all coalitions by giving external stakeholders confidence that all coalitions meet partnership standards and deliver mission impact.
- Active and Effective Requirements (updated in 2026) and Expectations and Resources for Meeting Active and Effective Requirements are available on the Designation page of the Toolbox.

1. CC&C Mission Impact
2. Planning Documentation
3. Stakeholder Engagement
4. Stakeholder Group
5. Host–Coalition Relationship
6. Communication
7. Website
8. Administration Files
9. Partnership Convenings

# 2026 Active and Effective Requirements

1. **CC&C Mission Impact:** The coalition must be actively working to achieve meaningful impact toward the CC&C mission to enhance the nation's energy security, support economic prosperity, and improve air quality by fostering locally driven transportation energy choices that leverage domestic energy resources and innovative mobility technologies through collaborative partnerships with public and private stakeholders.
2. **Planning Documentation:** The coalition (staff and stakeholder group) must develop and maintain planning documentation including the transportation energy landscape; strategies for how the coalition will achieve mission impact; and annual coalition goals, activities, and milestones.
3. **Stakeholder Engagement:** Coalition leadership must regularly engage with and facilitate interaction among its stakeholders that work collaboratively to advance a shared mission. Coalition staff must maintain an up-to-date stakeholder list, including name, organization, phone, and email. The coalition must organize a minimum of two stakeholder gatherings (in person or virtual) per year.
4. **Stakeholder Group:** The coalition must maintain a group of stakeholders (e.g., governing board, advisory committee, or similar) within the broader coalition that convenes regularly to review coalition activities and provide strategic guidance on future activities.

# 2026 Active and Effective Requirements

5. **Host–Coalition Relationship:** This is applicable when a coalition operates with oversight and management of a host organization. A host organization representative, at least one management level above the coalition director, must meet at least once each year with the coalition's stakeholder group to discuss priorities and perspectives of stakeholders and host regarding coalition plans and activities.
6. **Communication:** The coalition must communicate through verbal and/or written methods with stakeholders and other audiences at least quarterly on the vision, plans, activities, and accomplishments of the coalition.
7. **Website:** The coalition must maintain and update, at least quarterly, a website or webpage that provides information on coalition contacts, programs, activities, accomplishments, and stakeholder group leadership.
8. **Administration Files:** The coalition must maintain critical coalition administration files including information needed to ensure operational continuity in the event of staff transitions or organizational change. These files must be made available to the stakeholder group and host organization management (if the coalition is hosted) and must be updated at least once per year. Administration files must contain, at a minimum, a stakeholder list, current and past funders, current funding agreements, programs and activities, and procedures for how to perform key coalition activities.
9. **Partnership Convenings:** The coalition director or a coalition representative must attend in-person CC&C convenings each year such as the national training workshop or regional meetings, unless there are extenuating circumstances.

# Active and Effective Requirements: CC&C Mission Impact

The coalition must be actively working to achieve meaningful impact toward the CC&C mission to enhance the nation's energy security, support economic prosperity, and improve air quality by fostering locally driven transportation energy choices that leverage domestic energy resources and innovative mobility technologies through collaborative partnerships with public and private stakeholders.

## Training/Best Practice Resources

- The Framework for Success describes how coalitions achieve mission impact through the Plan, Connect, Inform, and Deploy elements.
- The Partnership Structure describes processes, guidelines, benefits, and requirements for DOE-designated coalitions in the CC&C partnership.
- The Coalition Activity Reporting Tools (CART) Tips resource help with coalitions reporting activity data in CART. Entering compelling impact statements in CART helps demonstrate mission impact.

# Active and Effective Requirements: Planning Documentation

The coalition (staff and stakeholder group) must develop and maintain planning documentation including the transportation energy landscape; strategies for how the coalition will achieve mission impact; and annual coalition goals, activities, and milestones.

## Training/Best Practice Resources

- Annual Plan Best Practices Resource
- Strategic planning trainings available in the Strategies To Meet Active and Effective Requirements section of the Toolbox.
- Strategic Planning Guidance Best Practices
- Example Strategic Planning Timeline
- Example Strategic Planning Outline
- Transportation Energy Landscape Training Webinar Series: Five-part series in August and September 2026 can help coalitions meet this requirement. Sign in to the Toolbox and visit the Webinars page to find the training webinars.

# Active and Effective Requirements: Stakeholder Engagement

Coalition leadership must regularly engage with and facilitate interaction among its stakeholders that work collaboratively to advance a shared mission. Coalition staff must maintain an up-to-date stakeholder list, including name, organization, phone, and email. The coalition must organize a minimum of two stakeholder gatherings (in person or virtual) per year.

## Training/Best Practice Resources

- Recorded training on Virtual Meetings and Events.
- Several resources through the Peer-to-Peer program, including an event planning checklist and guide.
- Additional resources will be available in summer/fall 2026 from the Transportation Energy Landscape training series and the Stakeholder Engagement training.

# Active and Effective Requirements: Stakeholder Group

The coalition must maintain a group of stakeholders (e.g., governing board, advisory committee, or similar) within the broader coalition that convenes regularly to review coalition activities and provide strategic guidance on future activities.

## Training/Best Practice Resources

- The Boards and Board Management training recording addresses Active and Effective stakeholder group requirements. Portions are also relevant to hosted coalitions.
- Additional resources will be available in summer/fall 2026 from the Transportation Energy Landscape training series and the Stakeholder Engagement training

# Active and Effective Requirements: Host–Coalition Engagement

This is applicable when a coalition operates with oversight and management of a host organization. A host organization representative, at least one management level above the coalition director, must meet at least once each year with the coalition's stakeholder group to discuss priorities and perspectives of stakeholders and host regarding coalition plans and activities.

## Training/Best Practice Resources

- Coalition-Host Management Meeting Best Practices resource
- Coalition Host Organization and Boards of Directors Best Practices.

# Active and Effective Requirements: Communication

The coalition must communicate through verbal and/or written methods with stakeholders and other audiences, at least quarterly, on the vision, plans, activities, and accomplishments of the coalition.

## Training/Best Practice Resources

- Communications-related trainings can be found on the Strategies To Meet Active and Effective Requirements section of the Toolbox page.
- CC&C eLearning also includes a communications learning path.
- Additional trainings can be found under Digital Media on the Key Training Session Recordings page.

# Active and Effective Requirements: Website

The coalition must maintain and update, at least quarterly, a website or webpage that provides information on coalition contacts, programs, activities, accomplishments, and stakeholder group leadership.

## Training/Best Practice Resources

- View other coalition websites for example website structure and content.
- Coalition recommendations for website hosting platforms are available on the Forum.

# Active and Effective Requirements: Administration Files

The coalition must maintain critical coalition administration files including information needed to ensure operational continuity in the event of staff transitions or organizational change. These files must be made available to the stakeholder group and host organization management (if the coalition is hosted), and they must be updated at least once per year.

Administration files must contain at a minimum:

- Stakeholder list
- Current and past funders
- Current funding agreements
- Programs and activities
- Procedures for how to perform key coalition activities.

## Training/Best Practice Resources

- Standard Operating Procedures Best practices resource.
- The Financial Management Guidance, written for non-accountants, will help coalition directors and boards understand basics and essential details of financial management.
- Succession planning trainings on the Strategies To Meet Active and Effective Requirements section of the Toolbox.
- Example models for policies and procedures or standard operating plans can be found on the Forum in the Coalition Administration Files category.

# Active and Effective Requirements: Partnership Convenings

The coalition director or a coalition representative must attend in-person CC&C convenings each year such as the national training workshop or regional meetings, unless there are extenuating circumstances.

## Training/Best Practice Resources

Contact your National Energy Technology Laboratory regional manager with questions.

# Redesignation Process

# Redesignation

Every 5 years, coalitions are invited to take part in a process to remain a DOE-designated coalition. The redesignation process is an opportunity to:

- Ensure that expectations align among the coalition, its host agency, and, if applicable, the Transportation Technologies Office.
- Reaffirm commitment from stakeholders, the board of directors, steering committee members, and host organization.
- Build momentum through quantitative evaluation and thorough planning.
- Enhance the relationship with the Transportation Technologies Office.
- Inform the Transportation Technologies Office of accomplishments and funding needs.

More information and resources related to redesignation can be found on the Toolbox.

If you have questions about your designation status or next redesignation date, contact your regional manager.

Clean Cities and Communities



# Thank You!