



## Memorandum of Understanding

### **BY AND AMONG**

The members of the Puget Sound Clean Cities Coalition and the U.S. Department of Energy.

### **PURPOSE**

The purpose of this Memorandum of Understanding is to signify the commitment of the members of the Puget Sound Clean Cities Coalition to work together and with the U.S. Department of Energy (DOE) Clean Cities program to increase petroleum displacement through the increased use of alternative fuels and vehicles and through efforts related to fuel blends, fuel economy, hybrid vehicles, and idle reduction.

The Puget Sound Clean Cities Coalition will operate as a regional, voluntary collaboration of public and private stakeholders in carrying out its mission. The Coalition is dedicated to:

- Increasing the use of alternative fuel vehicles and expanding the refueling infrastructure necessary to support these vehicles.
- Promoting other vehicle-related programs that result in decreased petroleum consumption and reduced emissions.
- Serving its members by providing research and technical assistance, providing access to grant funds, seeking incentives, and identifying partnership opportunities.
- Providing opportunities for collaboration among members and regional partners.
- Leveraging resources of knowledge, time and funding.
- Setting the example through the leadership of our members and partners.

To achieve this mission, the Coalition has developed a set of strategies identified in the Puget Sound Clean Cities Coalition Strategic Plan. These strategies consist of the following categories:

*Alternative Fuels Market Development:* Promoting the use of alternative fuels will be the focus of the Coalition's work, with the greatest efforts placed on those alternatives of most interest in the region, currently natural gas and biodiesel. The use of alternative fuels in on-road applications will receive significant attention, but the Coalition will expand its efforts to encompass the use of alternative fuels in off-road and marine applications where appropriate.

*Related Programs:* The Coalition will expand the scope of its work beyond the alternative fuels, to take advantage of opportunities and develop partnerships in related areas, such as hybrid electric vehicles, ultra-low sulfur diesel, idling reduction and improving fuel economy. The principal role of the Coalition in these other areas will be to share information and provide education in partnership with others in the region who have greater expertise.

*Legislation and Policy Development:* The Coalition will continue to seek local, state and federal incentives for vehicle purchases, infrastructure development and fuels, and seek the adoption of policies which lead to the implementation of alternative fuel programs in fleets.

*Communication, Education and Outreach:* Communication and education are essential for all aspects of Coalition work. A range of activities, from developing brochures to hosting workshops, will be undertaken to meet the needs of Coalition members, fleets and the general public.

*Long-term Relevance, Effectiveness and Stability:* Several strategies are proposed to strengthen the Coalition as an organization and enhance the ability to affect change in the region, including: improving financial stability, increasing awareness of the Coalition, increasing participation of Coalition members, and increasing Coalition membership

## **ROLES AND RESPONSIBILITIES**

In addition to the roles and responsibilities identified for the Steering Committee and Coalition Members in the Puget Sound Clean Cities Coalition's Procedural Rules, the parties to this MOU agree to the following:

### **Clean Cities Steering Committee Responsibilities**

- Coordinate implementation of Strategic Plan and Coalition activities.
- In cooperation with Coalition members, maintain and update the Strategic Plan and database of stakeholders, community fleets, AFVs, and infrastructure.
- Provide assistance in public education, member recruitment activities, and dissemination of information to Coalition members.
- Document Coalition activities and progress, and provide reports to DOE Regional Support Offices.
- Serve as a liaison between the Steering Committee, Working Groups and DOE.

### **Member Responsibilities**

- The organizations and individuals (Coalition members) who have signed below agree to work together as the Puget Sound Clean Cities Coalition to achieve the goals and implement the actions in the Puget Sound Clean Cities Coalition Strategic Plan.

### **DOE Responsibilities**

- Designate a Federal advisor to provide program guidelines, information, general assistance, material for promotional and educational activities, and assistance in public education activities.
- Guide placement of Federal alternative fuel vehicles (AFVs) responding to Clean Cities recommendations and resource matching plans.
- Notify Coalition of funding opportunities and direct the award of Federal funds and grants as available.
- Provide training for Coalitions members.

### **Authority**

This Memorandum of Understanding is authorized under the Energy Reorganization Act of 1974, which allows DOE to enter into cooperative projects with other public and private agencies, and 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 vehicles suppliers. Under this Memorandum of Understanding, these groups, united with other local stakeholders, signify their commitment to contribute to the goals of the program.

### **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, 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 Memorandum of Understanding shall be made by the DOE following consultation with the other parties' representatives.

### **Amendment and Termination**

This Memorandum of Understanding may be amended by the mutual written agreement between DOE and the signatories. This Memorandum of Understanding may be terminated by the mutual written agreement of DOE and signatories. Signatories may terminate individual participation upon a 30-day written notice to the Department of Energy and the Puget Sound Clean Cities Coalition Steering Committee.

### **Effective Date**

This Memorandum of Understanding shall become effective upon the latter date of signature of the parties and shall remain in effect for a period of 5 years, upon which the Memorandum of Understanding becomes eligible for renewal.

**PUGET SOUND CLEAN CITIES COALITION  
MEMORANDUM OF UNDERSTANDING**

Signatories under this Memorandum of Understanding agree to undertake their best efforts to achieve the goals and objectives of the Puget Sound Clean Cities Coalition and to pay Annual Membership Fees or provide in-kind services.

June 2, 2011  
Date

Jason Jordan, Director, Environmental Programs  
Signature, Name/Title of authorized signatory



Ron Stuart, Project Manager Environmental  
Name/Title of primary contact

Port of Tacoma  
Company/Entity

P. O. Box 1837, Tacoma WA 98401  
Mailing Address

(253) 428-8696  
Phone

rstuart@portoftacoma.com  
Email Address

www.portoftacoma.com  
Website Address

Please provide a brief description about the agency/business/organization or personal interest in the Clean Cities Coalition:

The Port of Tacoma will participate as a Silver Coalition Sponsor. In return for this sponsorship the Port shall receive the following: (1) Port logo featured on Puget Sound Clean Cities website; (2) Complimentary exhibit space at one Puget Sound Clean Cities event each year; discounted space at all other Clean Cities events; (3) assistance with project development; and (4) One complimentary fleet consultation each year.

**Annual Membership Fees** Please check the appropriate box below. **An invoice will be sent upon receipt of this application. Do not send payment at this time.**

**General Membership:**

- Individual \$ 50
- Non-Profit Organization \$ 225
- Small Business \$ 225  
(under 100 employees)
- Large Business \$ 350  
(100 or more employees)
- Government Entity \$ 350

**Coalition Sponsor:**

- Bronze \$ 750
- Silver \$ 1,500
- Gold \$ 2,500
- Platinum \$ 5,000
- Diamond \$ 10,000





March 15, 2012

Puget Sound Clean Air Agency  
1904 3<sup>rd</sup> Avenue, Suit 105  
Seattle, WA 98101-3317

The Period of Performance for the Memorandum of Understanding – Clean Cities Puget Sound Clean Cities Coalition (069328) is extended twelve (12) months from April 2, 2012 through April 2, 2013.

  
Michael Keim  
Contracts Manager



People. Partnership. Performance.

P.O. Box 1837  
Tacoma, WA 98401-1837  
[www.portoftacoma.com](http://www.portoftacoma.com)

March 5, 2013

Puget Sound Clean Air Agency  
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Seattle, WA 98101-3317

The Period of Performance for the Memorandum of Understanding – Clean Cities Puget Sound Clean Cities Coalition (069328) is extended twelve (12) months from April 2, 2013 through April 2, 2014.

A handwritten signature in blue ink, appearing to read 'Michael Keim', is written over the typed name.

Michael Keim  
Senior Contracts Administrator