

Dallas-Fort Worth Clean Cities (DFWCC) Annual Survey Instructions

The Annual Survey is an online form with the ability to save your survey as a draft to complete later and once complete, submit directly to DFWCC.

1. Go to <https://www.dfwcleancities.org/annualreport> and click the link to begin the Annual Survey.

Here you may also download a copy of these instructions.

- a. Only one person may enter information into the survey at a time, however by saving as a draft, other people will be able to edit the survey.
 - b. The online survey uses tabs for individual sections to enter information on:
 - a. General Information
 - b. Electric, Hybrid & Plug-in Vehicles
 - c. Alternative Fuel & Vehicles
 - d. [Golf Carts/ Not Road Legal Carts/Parking Lot Cruisers](#) ^{*NEW*}
 - e. Off-Road Vehicles
 - f. Fuel Economy Improvement
 - g. Vehicle Miles Traveled (VMT) Reductions
 - h. Idle Reduction
 - i. Fleet Challenge
 - j. Long-Term Fleet Goal
 - c. To add data to a tab, click **Add+** below a section.
 - d. All required fields are marked with a red asterisk (*).
 - e. To delete data, click the red **"X"** to the right of that section.
2. If you need to close the survey before completing it, click **Save as Draft** at the bottom left of any tab.
 - a. Enter the email address to which you would like an email sent. The email will contain a link to your draft survey. You will also be prompted to create a password. There are no rules governing password creation.

Save Draft ✕

Enter an email address and password below. A link to your draft will be emailed to you. You will need your password to access the draft.

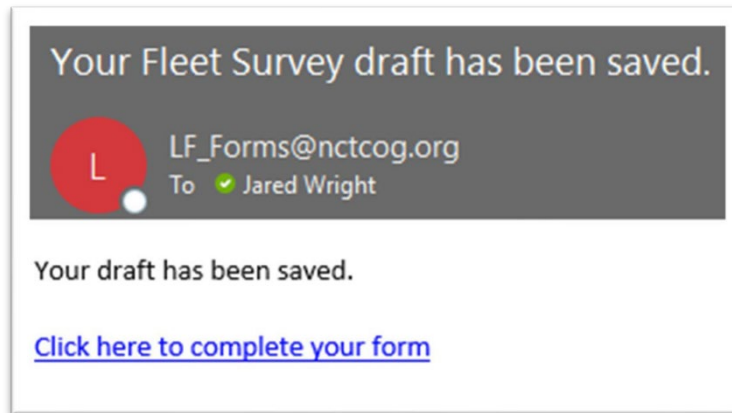
Email

Value is required.

Create a password

Confirm password

- b. An email from LF_Forms@nctcog.org containing a link to your draft survey will be sent to the email address provided. Click this link and enter the password to continue entering information.



- c. Saving as a draft allows you to send the draft survey to another staff member who can then update the draft survey.
 - a. To do this, forward the email with the link to edit the survey to the email of who will be editing the survey. Be sure to include the password and email used to save the survey as they will be prompted to enter when they click the link.
 - b. The email and password entered when the survey was first saved will always be the login to edit the survey. This email will always receive the link when a draft is saved.
 - d. You may Save as Draft as many times as needed.
3. Once the survey is complete, click **Submit Completed Survey to DFWCC** in the bottom left of the last tab “Long-Term Fleet Goal.”
 - a. You may not submit the survey until all required fields are entered.
 - b. Clicking **Submit Completed Survey to DFWCC** sends the survey to DFWCC.
 - c. Once submitted, you will receive an email from cleancities@nctcog.org with an attached PDF of your survey responses.
4. DFWCC staff will review your survey and let you know if we have any questions regarding your information.

Please contact cleancities@nctcog.org if you have any questions.

TIPS:

- **Please only report data from January 1, 2024, to December 31, 2024.**
 - o For example, if your fleet received a new electric vehicle on January 25, 2025, then do not report that electric vehicle as part of the survey.
- **If you submitted a survey last year, then when you select your organization’s name the following text will show up under the contact information. Click on the link to see your organization’s previous survey.**

[Click here to view your organization's most recent survey.](#)

- **Please review all tabs at the top of the survey to ensure you do not have anything to report, and make sure to fill out the tabs as completely as possible. Reporting all efforts made by your fleet helps DFWCC gather an accurate measurement of the impact the region is having.**