

FACILITATOR GUIDE

EV Community Preparedness Workshop

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Section 1 Overview: Welcome and EV Basics

Welcome participants to the planning workshop and ensure everyone has a basic knowledge about electric vehicles and their chargers.

Session Duration: 90 minutes

Actual times may vary within each class; however, to ensure consistency of training, it is important to follow the agenda and do your best to stay on task and complete all topics. (*Note:* VILT may require additional time to include Zoom orientation.)

Materials Needed

- Technology for NFPA Facilitator (internet connection, Zoom link, etc.)
- Copies of the Participant Journal
- Copies of the Sign-in Sheet
- Optional items (for in-person workshops)
 - White board or flip chart
 - Pens/markers for yourself and participants

VILT Preparation

- Create small discussion groups in Zoom and assign participants accordingly.
- Upload the “Sign-in Sheet” into the chat and allow all participants to edit.
- Upload the “Participant Journal” into the chat and allow all participants to download.

Facilitator Notes

Section 1 Outline: Welcome and EV Basics

<p>Slide 1</p> 	<p>As Participants Arrive</p> <p>CCC FACILITATOR</p> <ul style="list-style-type: none"> Greet participants and ask them to sign the “Sign-in Sheet” by providing their name, industry, and contact information. Ensure each person has a Participant Journal.
<p>Slide 1</p> 	<p>Welcome 1 min</p> <p>CCC FACILITATOR</p> <ul style="list-style-type: none"> Welcome all participants. Explain that this planning workshop will provide each person present with action steps that they can implement to support EV adoption in their daily work, industries, and communities.
<p>Slide 2</p> 	<p>Introductions 3 mins</p> <p>CCC FACILITATOR</p> <ul style="list-style-type: none"> Introduce yourself and describe how EV adoption is one part of CCC’s mission. <ul style="list-style-type: none"> CCC fosters the economic, environmental, and energy security of the United States by working locally to advance affordable, domestic transportation fuels, energy efficient mobility systems, and other fuel-saving technologies and practices. Introduce the NFPA Facilitator on Zoom. <p>NFPA FACILITATOR</p> <ul style="list-style-type: none"> Introduce yourself and explain why NFPA created the Electric Vehicle Immersion Program. <ul style="list-style-type: none"> EV’s have seen a steady increase in use and popularity over the past two decades, and the future looks even brighter. In response, NFPA is coordinating with organizations across the country to raise awareness of EV hazards and concerns and provide access to content and cost-effective education for every professional who requires it.

Slide 3

Housekeeping and Workshop Agreements

3 mins

WORKSHOP AGREEMENTS

- This is a safe, judgment-free space to build your knowledge and collaborate with others.
- Sensitive information or discussions will be limited to this room.
- Speak up and engage!
- Think creatively and share freely!



VILT CONSIDERATIONS

- If participants need to leave the planning workshop for any reason, ask them to mute their microphones and turn off their camera.
- If appropriate, facilitators may conduct a Zoom orientation, but be mindful that this will add time to the overall workshop.

CCC FACILITATOR

- Point out room exits, bathroom locations, etc.
- Reassure participants that there will be scheduled breaks throughout the planning workshop, however, they may excuse themselves at any time.
- Review the following Workshop Agreements:
 - Sensitive information or discussions will be limited to this room and will not be shared.
 - Speak up and engage! Raise your hand to ask questions or share comments at any time throughout the workshop.
 - Think creatively, be collaborative, and share your ideas to inspire growth in yourself or others.

Slide 4

Session Objectives & Agenda

SESSION OBJECTIVES

- This workshop will...
- Equip you with connections in the community to take strategic steps towards EV adoption.
 - Prepare you to make thoughtful considerations as you craft a community action plan.
 - Give you realistic steps to support EV adoption in the next week, month, or year.

CCC FACILITATOR

- Tell participants that the workshop is divided into three sections for a total of about 4 hours of instruction, discussion, and activities.:
 - Section 1: **Welcome and EV Basics** (90 minutes)
 - Section 2: **Your Community EV Adoption Strategy** (60 minutes)
 - Section 3: **Action Steps in Your Community** (90 minutes)
- Read through the Session Objectives and ask for feedback from participants.
- Note that you will serve as mediator to ensure these objectives are met throughout the workshop.

SESSION OBJECTIVES

This workshop will...

- Equip you with connections in the community to take strategic steps towards EV adoption.
- Prepare you to make thoughtful considerations as you craft a community action plan.
- Give you realistic steps coming out of this session to support EV adoption.

Slide 5

Icebreaker

8 mins



PROMPT QUESTIONS

1. What’s a concern you’re hearing in your circles about electric vehicles?
2. What are questions or concerns you or your organization have about electric vehicles?
3. Do you feel prepared in your segment for mass EV adoption?

VILT CONSIDERATIONS

- Direct any online participants to the chat and ask them to answer the posed prompt questions shown on Slide 5. Encourage participants to read others’ responses and react with emojis or comments.

CCC FACILITATOR

- Tell participants that in a later activity you will go more in-depth on each participant’s professional background. Use this time for casual introductions.
- Instruct participants to walk around the room and introduce themselves to each other. As participants mingle, ask them to record their answers to the three prompt questions on a whiteboard. Answers can be signed with their name or made anonymously.
- After about five minutes, gather participants back together. Call out and comment on 3–5 notable responses to the prompt questions.

VILT CONSIDERATIONS

- Use the online chat instead of a white board for this activity. You might consider dividing the group into breakout rooms if there are a large number of participants.

MAKE THESE POINTS

- As we can see from the whiteboard (or chat for VILT), there are various opinions surrounding EVs.
- No one person or organization in this planning workshop—and in the community—has the same perception of EVs and their impact, much of which stems from the different levels of experience people have with these types of vehicles. From these responses you can see that more coordination and planning are needed to support EV adoption.

NFPA FACILITATOR

- Comment as appropriate during this activity.

Slide 6

Diagnostic

5 mins

DIAGNOSTIC

- How confident are you in your knowledge about electric vehicles?
- Highly confident
 - Quite confident
 - Moderately confident
 - A little confident
 - Not at all confident



POLL QUESTION

- How familiar and confident are you in your knowledge of electric vehicles and their infrastructure?
 - Highly confident
 - Quite confident
 - Moderately confident
 - A little confident
 - Not at all confident

VILT CONSIDERATIONS

- Use the polling feature in Zoom to answer the posed prompt questions shown on Slide 6. Remember that you will need to pre-populate the poll question(s) in advance of the workshop. Encourage participants to read others' responses and react with emojis or comments.

CCC FACILITATOR

- Explain that, to ensure that everyone in this workshop is prepared to have strategic conversations about EVs, their supporting infrastructure, and their impact on our communities, we want to get a sense of everyone's current knowledge base.
- Read the poll question aloud and ask for a show of hands from participants as they gauge their comfort and experience levels with EVs. For online workshops, discuss the polling results.
 - Make sure participants have a chance to respond.
 - When everyone has responded, comment on the distribution or variety of responses and confidence levels in the room.

MAKE THESE POINTS

- Some participants will have a lot of experience while others have little experience.
- Note that the "experts" among the participants will be encouraged to share their knowledge throughout workshop discussions.

Slides 7 – 14

Let’s Get on the Same Page

30 mins



LET'S GET ON THE SAME PAGE



Slide 7

CCC FACILITATOR

- Briefly introduce the activities to take place over the next 30 minutes.
- Turn the facilitation time over to NFPA Facilitator(s).

NFPA FACILITATOR

MAKE THESE POINTS

- Electric vehicles are relatively new. Before we dive into cultivating connections with one another and making a plan for our community, we want to make sure everyone is on the same page about what electric vehicles are and how they impact our community.
- First, we’re going to consider some common consumer perspectives about electric vehicles, and then we’ll dive into some of the basics of how an electric vehicle functions.



HEAR WHAT PEOPLE HAVE TO SAY



Slide 8

HEAR WHAT PEOPLE HAVE TO SAY (10 mins)

NFPA FACILITATOR

- Briefly introduce the video clip, “Hear What People Have to Say”

MAKE THESE POINTS

- This video introduces us to a few consumers with different opinions and questions about electric vehicles.
- As you watch, be thinking about how your own views compare with these consumers, and consider how widespread similar attitudes might be in your community.
- Play the video clip: “Hear What People Have to Say” (3 mins)



CONSUMER CONCERNS

• Do you share any of the same questions as these consumers?
 • Which opinions shown could impact you and your work?
 • What insights from consumers in the video spark any ideas for your role in your community?

Slide 9

NFPA FACILITATOR

- Ask participants to take about 2 minutes to write down their responses to these prompt questions, which are included on page 5 of the Participant Journal:
 - Do you share any of the same questions as these consumers?
 - Which opinions shown could impact you and your work?
 - What insights from consumers in the video spark any ideas for your role in your community?
- Lead a discussion (about 5 minutes) by asking people in the group to share some of their answers to the questions. Invite participants to respond to each other’s answers by comparing their own responses—are they similar or different?

PLUG INTO CHARGERS

Typical EV Charging Speeds and Range

Charging Level	Power (kW)	Charging Speed (mi/hr)	Range Added (mi)
Level 1 (AC)	1.2	~100	~100
Level 2 (AC)	7.4	~600	~600
DC Fast Charge	50-150	~300-500	~300-500

Slide 10

PLUG INTO CHARGERS (8 mins)

NFPA FACILITATOR

- Introduce and discuss the chart shown on Slide 11, “Typical EV Charging Speeds and Range.”

MAKE THESE POINTS

- Remind participants this chart was part of the web-based training, so they may be familiar with it.
 - Briefly review the main points shown on the chart for the three different charging levels.
 - Ask participants “Which of these statistics do you think consumers care about the most?”
 - Point out the two statistics that consumers care the most about: (1) time to charge and (2) range added per hour.
- Recap the following information about the availability of public EV chargers:
 - “A common concern when purchasing an EV is created by the misconception that public charging stations are not readily available. Let’s look at the history and projected future of EV charging locations.”
 - By 2012, there were just over 7,000 public charging stations in cities across the US.
 - By 2020 there were over a quarter-million EVs on the road, and access to charging stations became more convenient with every installation.
 - With an expected 18 million EVs on US roadways by the end of 2030, more public charging stations are being installed to keep them powered. The number of charging stations is expected to double, including installing 1,800 fast-charging stations and 10,000 individual chargers by 2025.
 - Over \$2 billion will be spent on EV infrastructure over the next 10 years.
- Ask participants “How does this information impact your work or the adoption of EVs in our communities?” and invite 2–3 participants to respond by sharing their thoughts.

PLUG INTO CHARGERS

Participants respond to the questions for 2–3 minutes on page 5 of your Participant Journal.

- Ask all attendees to respond to the following questions. Write in one column to know?
- How does this information impact your work or business?
- Ask all attendees to write down what you know about EV chargers.



Slide 11

NFPA FACILITATOR

- Ask participants to take about 2 minutes to write down their responses to these prompt questions, which are included on page 6 of the Participant Journal:
 - What information about EV chargers would be helpful for your neighbors, family, and coworkers to know?
 - How does this information impact your work or business?
 - What information did you *not* know about EV chargers?
- Lead a discussion (about 3 minutes) by asking 2–3 people in the group to share some of their answers to the questions.

DESIGNED WITH SAFETY IN MIND

Participants watch the video clip, “Designed with Safety in Mind”.



Slide 12

DESIGNED WITH SAFETY IN MIND (8 mins)

NFPA FACILITATOR

- Briefly introduce the video clip, “Designed with Safety in Mind”
- **MAKE THESE POINTS**
 - This video introduces us to a few of the safety features built into electric vehicles.
 - As you watch, be thinking about how these features might make a difference to you in your work, or to the general public in your community as they consider EV adoption.
- Play the video clip: “Designed with Safety in Mind” (1 min)

DESIGNED WITH SAFETY IN MIND

Participants respond to the questions for 2–3 minutes on page 7 of your Participant Journal.

- How does this information impact your work or business?
- How does this information impact your work or business?
- How does this information impact your work or business?



Slide 13

NFPA FACILITATOR

- Ask participants to take about 2 minutes to write down their responses to these prompt questions, which are included on page 7 of the Participant Journal:
 - What information did you *not* know about EV safety?
 - What information in this video is helpful for your communities' public services, supporting infrastructure, businesses, and its residents?
 - How does this information impact your work or business?
- Lead a discussion (about 5 minutes) by asking people in the group to share some of their answers to the questions. Invite participants to respond to each other's answers by comparing their own responses—are they similar or different?



Slide 14

ARE YOU PREPARED? (4 mins)

NFPA FACILITATOR

- Invite participants to respond to the prompt question:
 - Do you believe that your community is prepared for an emergency response at an incident involving an EV? Why or why not?
 - Lead a discussion (2–3 minutes) by asking for volunteers from the group to share their answers.
- Share information about NFPA’s EV safety training which has trained over 250,000 first responders to date. (Information can be found on Slide 14.)
- Turn the time back to the CCC Facilitator.

Slide 15

Questions and Transition

3 mins



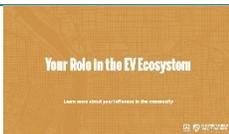
CCC FACILITATOR

- Thank the NFPA Facilitator for establishing a base understanding of EVs and their chargers.
- Briefly share one or two takeaways from the conversation that were new to you, insightful, and/or useful to EV adoption in the community.
- Ask if there are any further questions or comments from the group, and address or discuss any points brought up.

Slide 16

Agenda

1 min



CCC FACILITATOR

- Tell participants that we are now going to shift and discuss their roles in the EV ecosystem.

Slide 17

Community Impact

5 mins



CCC FACILITATOR

MAKE THESE POINTS

- There is an EV ecosystem that exists in every community.
- As EVs become more prevalent, industries of all types are being impacted and individuals are faced with a new responsibility.
- Each industry and person within that industry needs to contribute to a collaborative, healthy EV environment to support EV adoption now and in the future.
- List the industries shown on the slide and ask participants if they can think of any other contributors to the EV ecosystem.

- Let participants know they can find the same image in their Participant Journal on page 8.
- Select 2 or 3 volunteers who would like to speak to their industry and answer the following questions:
 - What impact have you seen increased EVs have on your industry?
 - How does the work you do impact EV adoption?
- Depending on the group in the session, note the diverse group of stakeholders that represent industries in the community.
 - Note that to maximize the impact of this session, we want to make sure we're focusing on your priorities today in this room throughout the rest of this session.

NFPA FACILITATOR

Note: Throughout the discussion, add comments about additional impact that stakeholders can make and speak to those industries not represented by participants in attendance.

Slide 18

Craft Your Intro and Priorities

5 mins



CCC FACILITATOR

- Instruct participants to turn to page 10 in their Participant Journal and complete the profile template provided to prepare for creating their 30-second professional introduction.
 - While the group has had informal introductions to each other, this activity will help participants understand the background of their peers and allow everyone to have each participant’s contact information for actions to take after the session.
- Their profile should include:
 - Their name, title, and expertise
 - Their personal priorities for this session
 - Their priorities for your company/organization/city/community
 - Potential barriers to EV adoption in their community
 - *Note:* Common barriers may include:
 - EV adoption/EV charging infrastructure in underserved neighborhoods/areas of the community
 - EV infrastructure in public parking areas (parking garages)
 - Multi-Unit Dwelling EV/charger issues (multiple issues to be discussed)
 - Charging Infrastructure Safety (locating infrastructure in well-lit, disability accessible, safe locations to make them more accessible to all)
 - Electrifying Public Transportation/Electrifying City Fleets

- EVs are expensive and generally inaccessible to large portions of the community (EV costs/incentives)
- Workplace charging options
- Cost of charging vehicles in public (can city offer free charging?)
- Underserved communities not being consulted/included in conversations about EV adoption (Diversity, Equity, and Inclusion efforts)
- Let participants know they have 5 minutes to complete this activity.
 - *Note:* If there are many attendees, you may break out participants into smaller groups according to industry and ask each group to create a profile together.
 - When time has elapsed, ask participants to return their focus to you.

Slides 19–20

Introduce Yourself

15 mins



Slide 19

CCC FACILITATOR

- Ask participants to each take about 30 seconds to introduce themselves to the group.
 - *Note:* Depending on the number of people available in your workshop, you may need to divide participants into smaller sub-groups.
- While each person introduces themselves, the other participants should respond by keeping notes in the Participant Journal (page 11):
 - What would you like to know more about this person?
 - How might you be able to help this person with their specified priorities for EV adoption?
 - How might this individual be able to provide resources to you and your EV goals?
 - What questions/notes might you ask in a follow-up conversation with this person (a connection point for later)?
- While individuals introduce themselves, open the PowerPoint presentation and type in some of the priorities and/or barriers that individuals mention. (Type them on the “Group Priorities” slide 20.) This slide will be referenced in the following activity.

GROUP PRIORITIES
Our priorities include:

Slide 20

Slides 20–21

Set Session Priorities Together

10 mins

GROUP PRIORITIES
Our priorities include:

Slide 20

CCC FACILITATOR

- Review the priorities and/or barriers voiced by the participants (on Slide 20).
- To ensure this session’s priorities are specific to the community’s needs and to participant needs in this room, ask learners to rank their top two or three priorities and/or barriers they would like to focus on for the rest of the workshop. (This discussion should take 5 minutes maximum.)
- With input from the NFPA Facilitator, select the top three priorities and add them to Slide 21.
 - Ask participants to write down these top three priorities in their Participant Journal (page 12).

SESSION PRIORITIES
These priorities will become the focus of actions to follow:

Slide 21

MAKE THESE POINTS

- Now that we know what our shared top three priorities and/or barriers are, in the next section of the workshop we will dive into a scenario to see how we can follow through on these priorities.

Slide 22

Break

10 mins



CCC FACILITATOR

- Before initiating the break, encourage participants to continue discussion or approach those that they would like to connect with after today’s workshop.

VILT CONSIDERATIONS

- Remind participants to mute their microphones and turn off their cameras, but do not leave the workshop.

Section 2 Overview: Your Community EV Adoption Strategy

Provide learners with a real funding opportunity or scenario and assist them as they start to collaborate in their EV adoption efforts.

Session Duration: 60 minutes

Actual times may vary within each class; however, to ensure consistency of training, it is important to follow the agenda and do your best to stay on task and complete all topics.

Materials Needed

- Technology for NFPA Facilitator (internet connection, Zoom link, etc.)
- Copies of the Participant Journal
- Copies of the EV Community Action Plan Feedback Rubric (paper or electronic)
- Optional items (for in-person workshops)
 - White board or flip chart
 - Pens/markers for yourself and participants

Presentation Preparation

- Review funding opportunities available in your community. Choose 1–3 possibilities which workshop participants can use to create an action plan for their EV adoption strategy. (For funding opportunities, see <https://afdc.energy.gov/laws/search>.) If no funding is available, the facilitator can work with the participants to create a scenario or select a funding opportunity from another state or jurisdiction.
- **Please note:** *Once a funding opportunity has been selected, update Slide 24 in the PowerPoint and Page 13 in the Participant Journal with appropriate details.*

VILT Preparation

- Create small discussion groups in Zoom and assign participants accordingly.

Facilitator Notes

Section 2 Outline: Your Community EV Adoption Strategy

Slides 23–25

Introduce the Activity

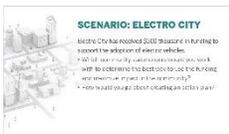
10 mins



Slide 23

CCC FACILITATOR

- Welcome participants back to the workshop.
- Explain that this next activity will help participants see how they can collaborate with others in their community to follow through on their chosen priorities.
- Tell participants that they will have to work together to make decisions that bolster EV adoption for their community and overcome barriers.
- Note that we'll have an expert from NFPA to answer questions as we dive into this scenario activity.
 - Introduce (or re-introduce) NFPA Facilitator/Expert.



Slide 24

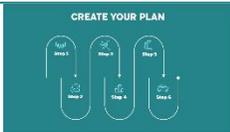
CCC FACILITATOR

- Explain to participants that they will now work together on a funding opportunity for their own community:
 - *Note:* If attendance is small, everyone can stay in one large group. If attendance is large, break participants into groups where various industries are represented or by community representation.
- Review the details of the chosen funding opportunity.
- Note that a detailed worksheet is included in the Participant Journal (page 13-15). Point learners to their Participant Journal to see prompt questions and blank templates for creating an EV adoption plan for their community.
- Inform participants that they will have 20 minutes to craft an EV adoption plan for their community and prepare to present their ideas to the group (and the Facilitators).
- Their adoption plan and presentation should address these questions:
 - What are the current and future barriers to EV adoption your community is facing?
 - Where will the funds be distributed, and how will they address your community's needs?
 - What are the first steps? What's the full timeline?
 - Why is this the best plan? How confident are you that your plan will overcome the barriers identified?
 - What's the result? How does this change the priorities we set up at the beginning of this session? Did we address them?
- Remind the group to ask the facilitators present in the room and on Zoom any questions they have about EVs and EV adoption.

Slide 25

Scenario Discussion

20 mins



Slide 25

CCC FACILITATOR

- As participants work on their community plan, periodically check in to ask prompting questions (sample questions provided on the previous page), engage those that are not participating, and/or remind them of remaining time.
- If the team is struggling to make decisions, you may recommend the team delegate one person to track the time and another to facilitate voting or conversations.
- After about 15 minutes, instruct participants to start working on their “pitch” and selecting a presenter to represent their group in the next phase of the activity: Pitching the plan.

NFPA FACILITATOR

- Remain available to participants as they work on their community plan and presentation.

VILT CONSIDERATIONS

- If participants have joined a small discussion group and all time has elapsed, send a chat to all learners asking them to return to the main meeting room.

Slide 26

Pitch Your Plan

30 mins



CCC FACILITATOR

- As participants present their community plans, facilitators should fill out the provided rubric, ask questions of the group, and relay feedback.
- Using the tools in their Participant Journal under “Pitch Your Plan,” participants share their timeline, short-term and long-term action points, and their decided distribution of funds with the facilitator and NFPA SME. They also explain how their proposed plan will overcome identified barriers and maximize the successful adoption of EVs in their community.
- Once all presentations are complete, thank the participants for their creative and collaborative work.

Slide 27

Break

10 mins



CCC FACILITATOR

- Before initiating the break, encourage participants to continue discussion or approach those that they would like to connect with after today’s workshop.

VILT CONSIDERATIONS

- Remind participants to mute their microphones and turn off their cameras, but do not leave the workshop.

Section 3 Overview: Action Steps in Your Community

Allow participants to create action plans to support EV adoption in their work, their industries, and throughout their communities.

Session Duration: 90 minutes

Actual times may vary within each class; however, to ensure consistency of training, it is important to follow the agenda and do your best to stay on task and complete all topics.

Materials Needed

- Technology for NFPA Facilitator (internet connection, Zoom link, etc.)
- Copies of the Participant Journal
- Optional items (for in-person workshops)
 - White board or flip chart
 - Pens/markers for yourself and participants

Presentation Preparation

- Ensure contact information on Slide 32 is correct.

VILT Preparation

- Create small discussion groups in Zoom and assign participants accordingly.

Facilitator Notes

Section 3 Outline: Action Steps in Your Community

Slide 28	Introduce Session Agenda	1 min
	<p>CCC FACILITATOR</p> <ul style="list-style-type: none"> • Welcome participants back to this final session of the workshop. • Explain that this session of the workshop will focus on how individuals can take action in their own communities to overcome the identified barriers and support the adoption of EVs. 	

Slide 29	Make a Plan	40 mins
	<p>CCC FACILITATOR</p> <ul style="list-style-type: none"> • Direct participants to go to the “Make a Plan” section of their Participant Journal (page 16). <p>MAKE THESE POINTS</p> <ul style="list-style-type: none"> • Call back to the previous activity to explain that funding opportunities, barriers, and goals will be different for each community; some communities may be applying for funding, while others are looking to allocate public funds to support EV adoption. • Now that we’ve practiced thinking through options and coming up with a plan in a scenario, let’s take specific steps to support EV adoption and address the real challenges we face in our communities. <ul style="list-style-type: none"> • Lead a discussion with participants as they discuss the current state of their communities. <ul style="list-style-type: none"> • Consider these questions: <p>Community Need and Goals</p> <ul style="list-style-type: none"> • In your community, who or what is driving the need for EV adoption? • What are the barriers that might be preventing EV adoption in your community (i.e. lack of EV charging in public areas or safe and accessible charging infrastructure) • Who are the key participants for EV adoption in your community? • Who are the individuals you need to contact to help you support your communities EV adoption efforts? • What are your community’s challenges when it comes to EV adoption, regarding finance, education/training, access, demand, etc.? Are there any viable opportunities/solutions available to overcome these obstacles? 	

Funding

- Is there funding already in place? If not, should they consider applying for outside funding?
- If funding is available, how is it being used to meet the needs of your community?
If no funding is currently available, how can the community *use the takeaways from the previous exercise to guide their next steps?*

Logistics

- What research should be completed before EV adoption is pursued? For example, has your community conducted a survey to gauge the interest/demand for EV adoption?
- How will the charging infrastructure be established and organized to best meet the needs of your entire population? (For example: public, single-family, multi-family, workplace options)
- What challenges or obstacles to this plan do you expect?
- What steps must be taken to ensure compliance with all regulations are followed?
- Is there an overall timeline that can be created for EV adoption and implementation in your community?
What are the prioritized steps that need to be completed?

Sustainability

- Is this plan sustainable for the short term and the long term?
 - Are public education opportunities incorporated into the plan?
 - Is there an outreach component to this plan?
 - Does the plan address the identified barriers to EV adoption in the short term and long term?
-
- Bring the discussion to a close after about 40 minutes.

Slide 30

Take Action and Strengthen Your Connections

15 mins

TAKE ACTION & STRENGTHEN YOUR CONNECTIONS
 You can find the slides for "Moving Forward" in the Participant Journal. The slides include the following questions:

- What can I do TODAY?
- What can I do THIS WEEK?
- What can I do in the next MONTH?
- What can I do within the next SIX MONTHS?
- What can I do within the next ONE YEAR?

CCC FACILITATOR

- Refer participants to the “Take Action” section of their Participant Journal, which includes two sections:
 1. A personal timeline of their EV adoption action items
 2. An email template to reach out to connections created in the session.
- The personal timeline will include the following points:
 - What can I do THIS WEEK?
 - What can I do in the next MONTH?
 - What can I do within the next SIX MONTHS?
 - What can I do within the next ONE YEAR?
- After reviewing the first section, direct the participants’ attention to the next section in their booklets: “Strengthen Your Connections.”
- Invite participants to fill out the email template and send (or make a plan to send) an email or send a meeting invite to connect with those in the room who will be key to supporting your part of EV adoption.
 - *Note:* Further instructions will be included in the Participant Journal.
- Ask participants to fill out their timeline and action items and prepare to send emails using the template provided.

Slide 31

Moving Forward

30 mins

MOVING FORWARD
 How would you like to see us move forward?

CCC FACILITATOR

- Follow up on the previous activity by asking participants to volunteer to share their action steps for discussion with the rest of the group.
 - Guide the group in providing constructive feedback, offering suggestions for future steps, and/or recommending connections in the community that could help each volunteer take their next steps.
 - Help participants make sure their action steps are specific, measurable, attainable, relevant, and time bound. Challenging them to include detail in their action steps makes their success more likely.
- Ask the group to discuss their answers to the question, “How would you like to see this group and its efforts move forward? What do you think our next steps should be?”
 - Note group goals and potential next steps in the space provided on Slide 31.

Slide 32

Resources and Contact Info

4 mins



CCC FACILITATOR

- Remind participants to save a copy of the PPT deck that is now personalized with the session participants’ information and top priorities for their communities.
- Refer back to the Clean Cities Coalition mission, point out the contact information, and encourage participants to contact them if they have further questions.
 - *Note:* At this point, the host Clean Cities Coalition may wish to include an additional slide highlighting their activities or programs ongoing locally.

Slide 33

Thank You

1 min



CCC FACILITATOR

- Thank participants for their attendance and engagement in activities and offer encouragement as they move forward in meeting the goals they set during this session.
- Thank NFPA facilitator(s) for their involvement and contributions.

NFPA FACILITATOR

- Thank participants on behalf of NFPA and offer encouragement as they move forward in meeting their goals.

CCC FACILITATOR

- Close the session and dismiss the group.

Appendix: Action Plan Feedback (Rubric)

As participants present their community action plans in Section 2, rate their EV adoption strategy using the rubric below as a guideline. For each question, assign a rating on a scale from 1 (low) to 5 (highest).

As time permits, ask follow-up questions and provide feedback for each group. You may choose to give a hard copy of the feedback sheet to each group as a takeaway from the workshop.

Note: Print out copies of the table below as needed. Based on the number of workshop attendees, be prepared in advance to have the correct number of copies available—one for each group.

EV PREPAREDNESS ACTION PLAN – FEEDBACK	
GROUP:	
QUESTIONS	SCORE (1–5)
1. Did the group provide a viable plan to overcome one or many of the groups identified barriers, and support EV adoption now and in the future?	
2. Has the group created a plan that incorporates all legal requirements at the local, state, and federal levels?	
3. Is the community plan sustainable for current and future operation?	
4. Were all key industry representatives identified and effectively utilized?	
5. Were further education opportunities incorporated into the plan?	
6. Is the outreach approach likely to result in increased EV adoption?	
7. Is the proposed timeline sensible and likely to be met?	
8. Are there any considerations for additional EV infrastructure or vehicle adoption in the future?	
9. Have all obstacles/challenges to the plan been identified and solved?	
10. If the prioritized action steps were correctly followed, would the community reach the intended outcome?	
SCORE	/ 50