



Participant Journal

Electric Vehicle Community Preparedness
Workshop

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Welcome

Thank you for participating in the NFPA Electric Vehicle Immersion Program Planning Workshop!

Electric Vehicles are hitting the streets all across the nation. This planning workshop is designed to help those who are involved in EV adoption efforts fully understand these types of vehicles, create connections with others in their localities, and draft action plans that will overcome barriers, and lead to increased EV support at the local level.

Read through this Participant Journal carefully and use it as a prompt for class participation, as a framework to structure your class notes, and as a foundation for further exploration on the topic of EVs.

Workshop Structure

The workshop component of this program is designed to be highly interactive—that means you and the other participants are encouraged to explore insights and construct meaning together through collaborative, community-building conversations. Please be prepared to fully participate in discussions. You'll have opportunities to...

- Ask and answer questions.
- Discuss concepts and case studies with your peers.
- Practice skills gained throughout the workshop.
- Receive live feedback from the facilitator and peers.
- Plan future action.

If your workshop is taking place online through on a virtual platform, you will also have opportunities to use chat functions, interactive emojis, and collaborative feedback tools.

Prerequisite: Online Training Course

Before you attend this workshop, please ensure you have completed the web-based component of the training titled "[EV Preparedness](#)."

Workshop Overview

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)

Throughout the workshop, facilitators will guide the flow of the discussion and will let you know when to begin each activity.

Session Objectives

As a group, you will discuss the goals of the workshop goals. This workshop will:

- Equip you with connections in the community to take strategic steps toward EV adoption.
- Prepare you to make thoughtful considerations as you craft a community plan.
- Give you realistic steps to support EV adoption in the next week, month, or year(s).

Write down any notes, questions, or feedback you have about the session promises.

Section 1: Welcome and EV Basics

Icebreaker

Remember, one of the goals of this planning workshop is to discover how you can support community stakeholders with EV adoption. Get to know each other!

Follow the directions of your facilitator and take a few minutes to introduce yourself to some of the other workshop participants and talk about the following prompt questions. Write down any notes that will help you respond to these questions.

What's a concern you're hearing in your circles about electric vehicles?

What are questions or concerns you or your organization have about electric vehicles?

Do you feel prepared in your segment for mass EV adoption?

Let's Get on the Same Page

Part 1: Hear What People Have to Say

The class will watch a video that shows another city's perspectives on electric vehicles. While watching, consider how your own community's views might compare.

After watching the video, write down notes to help you answer the questions below. Please be prepared to share your answers.

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?

Part 2: Plug Into Chargers

The class will discuss:

- Charger types, time to charge, and range
- Public and private install considerations
- Charger growing convenience

Think about how these factors would affect your community's enthusiasm about EV adoption. As prompted during the discussion, write down notes to help you answer the questions below. Please be prepared to share your answers.

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?

Part 3: Designed with Safety in Mind

The class will watch a video that discusses:

- How an EV functions and built-in safety measures
- EV performance and driving experience
- Long-term benefits of EVs (time and cost)

Think about how these factors would affect your community's enthusiasm about EV adoption. After watching the video, write down notes to help you answer the questions below. Please be prepared to share your answers.

What information in this video 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 EVs?

Community Impact

Consider the various stakeholders that NFPA and the Clean Cities Coalition see getting involved with EV adoption in your community.

Write down any notes you may have about each stakeholder and possible future engagement opportunities. Meanwhile, try to think of any other contributors to the EV ecosystem and list those at the end of this section.



First Responders

Tow Operators

Dealership

Vehicle Technicians

Consumers and Fleet Owners

Installers

Insurance Adjusters

Utilities

Code Officials

Other Contributors to the EV Ecosystem

Craft Your Intro and Identify Your Priorities

Please fill out the following template and be prepared to share it with the group. This will be used to create your visual introduction on a slide in the shared presentation. Then, everyone will have each other's contact information for actions to take after the session.

Your name, title, and expertise:

Your personal priorities for this session:

Your priorities for your company/organization/city:

Potential barriers to EV adoption in your community:

Introduce Yourself

You will have an opportunity to about 30 seconds to introduce yourself to the whole workshop group. This will help you and the other participants create connections to support EV adoption in your communities.

Your introduction should include:

- Your name, title, and professional expertise (or interest in EVs)
- Your personal priorities for this workshop
- Your priorities for your company/organization/city/community
- Potential barriers to EV adoption in your community.

When each of the other participants introduces themselves, take notes below to answer the following questions:

- What would you like to learn more about this person?
- How might you be able to help this person with their priorities for EV adoption?
- How might this person be able to provide resources to you and your EV goals?
- What questions might you ask in a follow-up conversation with this person?

Set Session Priorities Together

Please rank the top 2 or 3 EV priorities and/or barriers that you would like to focus on in this workshop.

1.

2.

3.

Based on your suggestions, the workshop facilitator will identify the top 3 priorities and/or barriers for the session. Write those down here.

1.

2.

3.

Section 2: Your Community EV Adoption Strategy

Select a funding opportunity based on your communities EV adoption needs and potential barriers. This fill-in-the blank template will help you start the process of understanding the distribution of funds and how to prioritize actions to support EV adoption. Your plan will help community stakeholders support EV adoption in your community.

View the information below. Then, use the prompt questions and any of the blank tools provided to help illustrate how your proposed plan will overcome barriers and maximize EV adoption throughout your city.

Funding Opportunity

***** Facilitator should fill out funding information in this space prior to scheduled session *****

[City name] _____ has earned [\$ amount] _____
from [funding organization] _____
to order to support the adoption of electric vehicles by _____

You've been assigned to work with other community stakeholders to meet these goals. These stakeholders may include:

The stipulations of the funding include:

1. _____
2. _____
3. _____
4. _____
5. _____

Note: Stipulations will vary, but may include, for example:

- Funds can be used for hardware and installation of public access charging stations at sites throughout a city.
- Projects must use commercially available technologies and grant funds may not be used for research or demonstration projects.
- Adherence to local, state, and federal laws, ordinances, regulations, and standards.
- Grantees are responsible for identifying and obtaining all local, state, and federal permits and licenses necessary for the implementation and operation/execution of a project.

Crafting Your EV Adoption Plan

With the other people in your group, spend about 20 minutes crafting your action plan.

Consider these questions as you create your plan:

- 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?

Outline your plan in the space below, making sure to include the elements:

- Timeline
- Short-term and long-term action points
- Distribution of grant funds

Pitch Your Plan

With the other people in your group, finalize the plan details and note them here. Then, select a spokesperson to pitch the plan to the facilitator and the rest of the class.

Timeline of the plan

Short-term action points

Long-term action points

Distribution of the grant funds

How will your plan overcome barriers, and maximize the successful adoption of EVs in your community?

Section 3: Action Steps in Your Community

In this section of the workshop, you will practice creating an action plan that helps *your* community support EV adoption. This plan will be based on the current state of your community and will serve as a key takeaway that you can put into practice right away.

Make a Plan

Take some time now to discuss, along with the other participants, the current state of your own communities regarding EV adoption. During the discussion, consider the questions below and take notes in the space provided.

Questions to Consider

Community Need and Goals

- 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?

Use the discussion and prompt questions to begin forming a plan to help your community support EV adoption. Enter any additional notes, outlines, and plan details below.

Take Action

Now, think of the specific action steps that would set your plan in motion. Create a personal timeline of objectives. Write down as many of these objectives as possible.

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?

Strengthen Your Connections

Please fill out this email template and make a plan to send it (or send a meeting invite) to those in this session who will be key to supporting your part of EV adoption. Use these ideas as a starting point and customize them to use your own words.

SAMPLE EMAIL TEMPLATE

Hello _____,

It was great to connect with you during the EV Immersion Planning workshop in _____ . I am interested in talking about a few of the ideas we discussed in the workshop in more depth. I am particularly intrigued about _____ and _____ .

Let's set up a time to meet and discuss these ideas in depth! How about sometime during the week of _____ ? When is the best time for you?

Best regards,

Moving Forward

Consider how you would like to see this group and its efforts moving forward. Discuss these ideas with the other participants and write down any notes below.

Is there one individual in the group who will be assigned to follow up by contacting other workshop participants in a few weeks? What can you do to facilitate next steps?

Resources and Contact Information

At the close of this workshop, don't forget to:

- Save this Participant Journal as a resource for your ongoing efforts to help your community with EV adoption.
- Save a copy of the workshop PowerPoint deck that is now personalized with participant information and priorities for your community.

You may contact the Clean Cities Coalition if you have further questions:

- Website: [Clean Cities Coalition Network: Contacts \(energy.gov\)](https://www.energy.gov/clean-cities-coalition-network-contacts)
- Phone: 800-254-6735
- Email: technicalresponse@icf.com