

The background of the page is a dark gray map of a city grid. A prominent river flows from the top left towards the bottom center, crossing a bridge. The grid lines are thin and light gray, creating a subtle pattern across the entire page.

FACILITATOR GUIDE

EV Community Preparedness Workshop

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Section 1 Overview: Welcome and EV Overview

Welcome participants to the workshop and remind them that the topics will focus on real solutions for the community.

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 time and task and complete all topics.

Materials Needed

- Internet connection and Zoom link for all presenters and participants
- Link to the Participant Journal
- Link to the Sign-in Sheet (prepare to post multiple times throughout the workshop)
- Optional items
 - Virtual whiteboard for tracking responses
 - Additional slides in the presentation for tracking responses

VILT Preparation

- 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 Overview

Slide 1

As Participants Arrive



CCC FACILITATOR

- Greet participants and ask them to sign the “Sign-in Sheet” by providing their name, industry, and contact information. Note that they are also welcome to add this information into the chat if they would like.
- Ensure each person has the link to the Participant Journal.
- Post the links for both items into the chat.

Slide 1

Welcome

1 min



CCC FACILITATOR

- Welcome all participants.
- Explain that this workshop will help facilitate the steps needed for community education and implementation in order to support EV adoption in their daily work, industries, and communities.

Slide 2

Introductions

2 mins



CCC FACILITATOR

- Introduce yourself and describe how EV adoption is one part of CCC’s mission.
 - 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 Subject Matter Expert.

NFPA SME

- Introduce yourself and explain why NFPA created the Electric Vehicle Immersion Program.
 - EVs 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

2 mins

WORKSHOP AGREEMENTS

- * This is a safe, judgment-free space to build your knowledge and collaboration with others.
- * Any time information or discussion will be limited to this room.
- * Speak up and engage!
- * Take necessary and shared breaks!



CCC FACILITATOR

- Reassure participants that there will be scheduled breaks throughout the planning workshop; however, they may step away at any time.
- If participants need to leave the planning workshop for any reason, ask them to mute their microphone and turn off their camera.
- Review the following Workshop Agreements:
 - Sensitive information or discussions will be limited to this meeting 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

2 mins

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 navigate your community's electrification needs and barriers to EV adoption.
 - Give you a sense of the next steps needed to help support EV adoption in your community.

CCC FACILITATOR

- Tell participants that the workshop is divided into two sections for a total of about 2 hours of instruction, discussion, and activities.:
 - Section 1: **Welcome and EV Overview** (60 minutes)
 - Section 2: **Your Community EV Adoption Strategy** (50 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 education and adoption.
- Prepare you to make thoughtful considerations as you navigate your community's electrification needs and barriers to EV adoption.
- Give you a sense of the next steps needed to help support EV adoption in your community.

Slide 5

Transition

2 mins



- Bring up Zoom poll and instruct participants to fill out the poll on the screen.
- Extra space for notes can be found on page 4 of the Participant Journal.

ZOOM POLL

1. Why are you here today?

MAKE THESE POINTS

- This question allows us to have a better understanding of how the discussion portion of this workshop will go.
- Encourage the participants to look over the other answers to see where their particular position may be useful, or to identify someone else who may be able to help.

NFPA SME

- Comment as appropriate during this activity.

Slides 6 – 14

Let's Get on the Same Page

30 mins



CCC FACILITATOR

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

NFPA SME

MAKE THESE POINTS

- Electric vehicles are still relatively new. Before we dive into cultivating connections with one another and defining action steps 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.
- In the first part of this section, we will consider some common consumer perspectives and safety measures regarding electric vehicles. The second part will focus on community roles in the EV ecosystem.

HEAR WHAT THE COMMUNITY HAS TO SAY



VIDEO CLIP: HEAR WHAT THE PEOPLE HAVE TO SAY (10 min)

NFPA SME

- Briefly introduce the video clip, "Hear What People Have to Say"
Make these points:

Slide 7



Slide 8

- 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 min)

NFPA SME

- Ask participants to take about 2 minutes to write down their responses to these prompt questions (also available on page 5 of the Participant Journal):
 - Which opinions shown could impact you and your work?
 - What insights from consumers in the video spark ideas for your role in the community?
 - What questions, opinions, or insights do you think would be different in your communities?
- 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 9

VIDEO CLIP: DESIGNED WITH SAFETY IN MIND (8 MIN)

NFPA SME

- 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)



Slide 10

- Ask participants to take about 2 minutes to write down their responses to these prompt questions (available on page 6 of the Participant Journal)
- What information did you not know about EV safety?
- What information in this video is helpful for your community’s public services, supporting infrastructure, businesses, and its residents?
- How does this information impact your work or business?

Slide 11-12

Community Impact

10 mins



NFPA SME

MAKE THESE POINTS

- We are now going to discuss the various community roles that exist within the EV ecosystem.
- As EVs become more prevalent, industries of all types are being impacted and individuals are faced with a new responsibility.
- Let participants know they can find the same image in their Participant Journal on page 7.
- In order to help support EV adoption – now and in the future – each industry and its personnel needs to work to facilitate a collaborative, healthy EV environment.
- Question: What are some of the ways multiple entities may contribute to electrification?
- Question: How do I find out about work others are doing in this area?
- Question: What areas of the community are not identified here?



Slide 12

CCC 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 13

NFPA Wrap-Up

1 min



NFPA SME

- Share information about NFPA’s EV safety training, which has trained over 250,000 first responders to date. (Info on slide.)
- Turn the workshop back over to the CCC Facilitator.

Slide 14

Questions and Transition

1 min



CCC FACILITATOR

- Thank the NFPA SME for establishing a base understanding of EVs and some of the barriers communities face to adoption.
- Ask if there are any further questions from the group, and direct participants to direct them into the chat for the NFPA SME.
- Tell participants that we are now going to shift focus and discuss the barriers communities face to electrification.

Slide 15-16

Barriers to Electrification

10 min

BARRIERS TO ELECTRIFICATION

With an expected 18 million EVs on the road by 2030, it is imperative that community education, outreach, and awareness become a priority.

• Poll Question: What do you feel is the biggest hurdle/barrier to EV adoption in your area?



BARRIERS TO ELECTRIFICATION

- Common barriers may include:
- EV infrastructure (charging infrastructure in underserved neighborhoods/areas of the community)
 - EV infrastructure in public parking areas (parking garage)
 - Multi-line charging (2 charger issues (multiple issues meaning slower and))
 - Charging infrastructure safety (locating infrastructure in well lit, clearly accessible, safe locations to make them more accessible to all)
 - Identifying public transportation (including city plans)
 - EVs are expensive and generally inaccessible to larger portions of the community (EV credit/incentive)
 - Workplace charging options
 - Cost of charging vehicles (public (are they offer free charging?))
 - Informational concerns (not being consulted/included in conversations about EV adoption (diversity, equity, and inclusion efforts))

CCC FACILITATOR

- We are now going to shift our focus to talk a little bit about barriers to EV adoption in your community.
- With an expected 18 million EVs on the road by 2030, it is imperative that community education and awareness becomes a priority.
 - **Zoom poll:** What do you feel is the biggest hurdle/barrier to EV adoption in your area? Why?
 - A list of common barriers can be found on the current slide as well as on page 8 of your Participant Journal.
 - *Note:* Facilitator may choose 2-3 barriers to discuss with the group if needed.
- Lead a short discussion (7-8 min) based on the responses to the poll.

Slide 16

Slide 17

Set Session Priorities Together

10 mins

SESSION PRIORITIES

Three priorities will become the focus of activities to follow:

1. PRIORITY:
2. PRIORITY:
3. PRIORITY:

CCC FACILITATOR

- Review the priorities and/or barriers discussed by participants in the previous section.
- Question: What’s important in your community?
- To ensure this session’s priorities are specific to the community’s needs and to participant needs, 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 SME, select the top three priorities and add them to Slide 16.
 - Ask participants to write down these top three priorities in their Participant Journal (page 9).

MAKE THESE POINTS

- Now that we know what our top three priorities/barriers are, the next section of the workshop will dive into a discussion about how to address and overcome these issues in your community.

Slide 18

Break

10 mins



CCC FACILITATOR

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

Allow participants to discuss steps needed to support EV adoption in their work, their industries, and throughout their communities.

Session Duration: 50 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 time and task and complete all topics.

Materials Needed

- Internet connection and Zoom link for all participants
- Link to the Participant Journal
- Link to the Sign-Up Sheet

Presentation Preparation

- Ensure contact information on slide X is correct.

Facilitator Notes

Section 2 Outline: Your Community EV Adoption Strategy

Slide 19	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 section of the workshop will focus on a discussion aimed to help identify community electrification needs and some steps to overcome the barriers communities face. 	
Slide 20-21	Community Adoption	30 mins
	<p>CCC FACILITATOR</p> <ul style="list-style-type: none"> • Direct participants to go to the “Community Adoption” section of their Participant Journal (page 10). <p>MAKE THESE POINTS</p> <ul style="list-style-type: none"> • Remind participants of the top priorities identified at the end of the last section. • Remind participants that each community will have their own set of priorities that may not align with those chosen by the group. • Keeping everything from Section 1 in mind, let’s discuss steps to address the challenges we face in our communities, and how best to support EV adoption and education. 	
	<p>STARTING POINT</p> <ul style="list-style-type: none"> • <i>Note:</i> Tell participants to keep these in mind as we move forward. These are not meant to be answered/discussed. <ul style="list-style-type: none"> • Why are you here today? • What are you hoping to accomplish today? • Why are we having this conversation? • With these things in mind, the main goal of this section is to help equip you with some viable solutions to identify and overcome the barriers to EV adoption in your community and move forward in a way that best suits your community’s needs. 	
Slide 22-23	Community Adoption: Step 1	10 min
	<p>CCC FACILITATOR</p> <ul style="list-style-type: none"> • Step 1: Identify the barriers to EV adoption and electrification in your community. 	

BARRIERS TO ELECTRIFICATION

- Common barriers may include:
- EV adoption (EV charging infrastructure in commercial/residential areas of their community)
 - EV infrastructure in public parking areas
 - Multiple-hour charging (slow) rate
 - Changing infrastructure safety during construction (e.g., electrical, mechanical, safe for others to make their own work/schedule)
 - Identifying public transportation/working City fleets
 - EV use expansion and generally, accessibility to large portions of the working population
 - Multiple charging options
 - Cost of charging vehicles (public can only offer that charging?)
 - Educational campaigns that bring community/individuals to conversations about EV adoption (through social, events, and inclusion efforts)

Slide 23

- *Note:* Pause here for discussion. Refer to barriers listed on the slide as needed.
- The ability to identify these barriers indicates that you have some understanding of what is keeping your community from EV adoption.
- Aside from those listed, what are some other barriers that you have come across in your community?

Slide 24

Community Adoption: Step 2

10 min

COMMUNITY ADOPTION

- Step 1: Identify the barriers to EV adoption and electrification in your community.
- Step 2: Develop strategies for overcoming the barriers/ adoption and electrification within the community.



CCC FACILITATOR

- Step 2: Develop strategies for overcoming the barriers to EV adoption and electrification within the community.
- *Note:* Pause here for discussion about ideas and solutions.
- Ignoring existing barriers can lead to the alienation of some valuable community members.
- Additionally, omitting challenges in your planning only adds to the stigma that EVs are only for a certain group of people.
- How do you ensure that you're reaching all members of the community?
- Are your solutions sustainable?

Slide 25-26

Community Adoption: Step 3

10 min

COMMUNITY ADOPTION

- Step 1: Identify the barriers to EV adoption and electrification in your community.
- Step 2: Develop strategies for overcoming the barriers to EV adoption and electrification within the community.
- Step 3: Identify organizations that collaborate with the community overcome the barriers to electrification.



CCC FACILITATOR

- Step 3: Identify the organizations that can help the community overcome the barriers to electrification.
- *Note:* Pause for discussion. Refer to the Community Impact section as needed.
- What entities within the community can help us solve our problems? (Example: Utilities, Local government, Community Based Organizations, etc.)
- Who are the individuals or organizations that you need to contact to help support your community's EV adoption efforts?
- Bring the discussion to a close after about 30 minutes.

COMMUNITY IMPACT



Slide 26

Slide 27

Moving Forward

10 mins

MOVING FORWARD

- Poll Questions:
1. Are you able to identify some steps toward adoption and electrification in your community?
 2. Do you feel equipped to help address process of EV adoption in your community moving forward?
 3. Do you know some organizations or individuals in your community that you could contact to have this discussion?

CCC FACILITATOR

- This discussion was not meant to give you all the answers to your community's questions; however, it should have provided you with some starting points for your next steps
- Ask for remaining questions.
- Direct participants to the next set of Zoom poll questions. (Page 13.)

POLL QUESTIONS

1. Are you able to identify some steps toward EV adoption and electrification in your community? [Yes/No]
2. Do you feel equipped to help address the process of EV adoption in your community moving forward? [Yes/No]
3. Do you know some organizations or individuals in your community that you could contact to have this discussion? [Yes/No]

Slide 28

Funding Information

5-8 mins



CCC FACILITATOR

- Review the funding opportunities available and how to apply for them.
- *Note:* At this point, the host Clean Cities Coalition may wish to include an additional slide highlighting their activities or programs ongoing locally.
- Remind participants that this information will be part of the personalized PPT from the workshop.
- Remind participants that they may reach out to the Clean Cities Coalition for more information if needed.

Slide 29

Resources and Contact Info



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.
- Encourage participants to download the sign-in sheet and to fill out the post-workshop survey that will be sent out via email.
- Refer back to the Clean Cities Coalition mission, point out the contact information, and encourage participants to contact them if they have further questions.

Slide 30

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 SME(s) for their involvement and contributions.

NFPA SME

-
- 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.
 - Capture the chat transcript before logging out of the meeting.
-