**Attachment B: EXAMPLE Detailed Work Plan**

Fill in missing information and use substantially as is, modify, or provide custom Detailed Work Plan with similar outcomes

**EXAMPLE TASK ONE: PREPARE ENGAGEMENT MATERIALS AND FORMAT FOR COMMUNITY LISTENING SESSIONS**

|  |  |
| --- | --- |
| **Date Due**  | **Task Description**  |
| *Fill in*  | Prepare information for community listening sessions to include:   * Transportation impacts on climate, human health, and quality of life in disadvantaged communities (DACs).
* Impacts from transportation emissions in DACs.
* Impacts from workplace emissions on DACs.
* Energy cost burdens in DACs.
* Benefits of EVs; EV ownership considerations.
* EVSE siting considerations.
* OPTIONAL: Provide translation services based on community need.
 |
| *Fill in*  | Develop Community Listening Session Format: * Prepare Community Listening Session Format questions to help determine community needs and siting preferences.
* Prepare Community Listening Session Feedback Questionnaire.
* Provide Proposal assistance to identified site hosts.

  |

**EXAMPLE TASK TWO: COMMUNITY LISTENING SESSIONS FOR LOCAL COMMUNITIES**

|  |  |
| --- | --- |
| **Date Due**  | **Task Description**  |
| *Fill in*  | * Conduct outreach to CBO service area constituents to include members of public.
 |
| *Fill in*  | * Conduct Community Listening Session to service area constituents to include members of public (hybrid virtual/in-person based on need).
 |
| *Fill in*  | * Administer provided feedback questionnaire.
 |
| *Fill in*  | * Provide summary reporting of Community Listening Session narrative, themes, transcripts, metrics, site recommendations, contact details, etc.
 |
| *Fill in*  | * Provide participation incentives to community members
 |
| *Fill in*  | * OPTIONAL: Provide translation services based on community need.
 |

**EXAMPLE TASK THREE: SITE HOST FOLLOW-ON ACTIVITIES**

|  |  |
| --- | --- |
| **Date Due**  | **Task Description**  |
| *Fill in*  | * Develop plan to use site recommendations to identify potential site hosts
 |
| *Fill in*  | * Assist community-identified site hosts with application for installation funds
 |

**ISSUES OR CONDITIONS TO BE ADDRESSED OR OVERCOME**

*Your description of the unique situation and possible solutions goes here*