**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*