

Community-Driven Transportation Plan for the Northeast Implementation Plan

Outline

Executive Summary

The **Community-Driven Transportation Plan for the Northeast** project, spanning from April 2024 to March 2026, serves communities in Vermont, New Hampshire, and Connecticut by developing community-based transportation plans. The goal is to create a community-based plan that supports and advances clean transportation initiatives.

Northeast Energy Efficiency Partnerships (NEEP) and its partners engage directly with the communities to identify transportation needs and barriers. Through comprehensive community engagement, including stakeholder advisory meetings, surveys, and collaborations with local organizations, the communities themselves are empowered to pinpoint their specific challenges and priority projects. This approach ensures that all **plans are tailored to the unique needs of each community**.

The project focuses on **integrating electric vehicles (EVs), plug-in electric vehicles, and electric vehicle supply equipment (EVSE) into transportation plans**. This initiative empowers communities to conduct transportation assessments, develop actionable plans, and implement high-priority clean transportation projects. Ultimately, the project aims to equip communities with strategic plans and roadmaps to increase mobility, reduce transportation-related carbon emissions, and provide communities with tools and resources necessary to achieve their sustainable transportation goals.

This **Framework of the Implementation Plan** serves as a comprehensive outline for NEEP and its partners, including community members, to collaboratively develop and implement a community-based transportation priority project or action. The purpose of this framework is to guide partners and communities in Vermont, New Hampshire, and Connecticut through the process of creating detailed, community-based transportation plans that support and advance clean transportation initiatives.

The framework provides a structured approach, covering essential components and considerations necessary for successful implementation. By using this structured framework, NEEP, its partners, and the communities they serve will be equipped to collaboratively develop and implement strategic transportation plans tailored to their unique needs and priorities.



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About NEEP

Northeast Energy Efficiency Partnerships (NEEP) was founded in 1996 as a non-profit whose mission is to serve the Northeast and Mid-Atlantic to accelerate regional collaboration to promote advanced energy efficiency and related solutions in home, buildings, industry, and communities. Our vision is that the region’s homes, buildings, and communities are transformed into efficient, affordable, low-carbon resilient places to live, work, and play.

Scope and Objectives

The Implementation Plan outlines and provides a guide on implementing tailored community-based transportation plans that integrate clean transportation initiatives such as electric vehicles and EV infrastructure. Through extensive community engagement and collaboration with local organizations, a priority project or action was selected to directly address transportation decarbonization barriers or challenges identified in each target community. The Implementation Plan includes specific tasks, priorities, proposed timelines, stakeholder involvement, resources needed, and mechanisms for monitoring and reporting progress, ensuring comprehensive implementation and impactful outcomes in enhancing mobility and reducing transportation-related carbon emissions across the region.

Community Engagement and Data Collection

- **Overview of research and community engagement:** Detail the goals of engaging the public, details of questionnaires and listening sessions, findings from questionnaires and listening sessions, and why particular groups were selected for listening sessions.
- **Overview of community:** Explain the criteria for community selection, demographic makeup of community, established community needs and interest in initiatives related to project (e.g. they mention electric infrastructure in Master Plan), community mapping related to project (e.g. map of various demographics across municipality if of note).
- **Data collection:** Include additional data-based research conducted for the project, such as community mapping. For example, this could be a map showing public EV infrastructure and highlight areas with limited access. Another example could be a map of the community identifying locations where access to public transit exceeds recommended distance thresholds, specifically, areas with more than a 10-minute walk or a 20-minute walk from transit options.
- **Barriers and challenges:** Describe the transportation barriers and challenges identified in the targeted communities.
- **Priority project/action:** Describe the selected priority project/action (aim for one measurable project/action with multiple tasks/objectives), how the target communities and the project/action was identified, and what/how community transportation needs or barriers will be addressed.

Guiding Questions

- What are the key insights gained from public engagement?
- What are the primary transportation gaps and challenges faced by this community?
- How does this project/action propose to overcome these challenges?

- What evidence supports the selection of this community and this project/action?
- How does the data collected support the proposed project/action?

Deliverables and Activities

- **Objectives and outcomes:** Clearly define the objectives and outcomes expected from the community clean transportation priority project/action.
- **Task list:** Provide a detailed list of tasks to be undertaken as part of the priority project/action.
- **Ranking system:** Introduce ranking/priority system for proposed activities, (example: ratings based on effort/cost/impact). The task prioritization, as provided in the sample below, is calculated based on effort, cost, and impact levels, on a scale of 3 to 9, with 9 being the highest priority.

Sample Task Plan

Objective	Task	Effort	Cost	Impact	Priority	Proposed Timeline	Expected Outcome
1.0 Objective	1.1 Task	Low	Medium	High	6	Q3	1.0 Outcome
	1.2 Task	Low	Low	High	9	Q1	
	1.3 Task	High	Low	Low	5	Q4	
	1.4 Task	Low	Low	Medium	8	Q2	

Task Prioritization

Effort		Cost		Impact	
Low	3	Low	3	Low	1
Medium	2	Medium	2	Medium	2
High	1	High	1	High	3

Each task should be assessed for a level of effort, cost, and impact on a scale of 1 to 3 (low to high), which will inform project prioritization. Based on the project goal, a more detailed description can be provided for what constitutes low, medium, or high effort, costs, and impact. Here is a sample:

Criteria	Level	Description
Effort		

	Low Effort	Tasks requiring minimal time commitment, fewer resources, and/or can be completed by a small team.
	Medium Effort	Tasks that need a moderate time investment, moderate amount of resources, and coordination among a few teams, and require specialized skills or knowledge but are within the team's capabilities.
	High Effort	Tasks requiring significant time, need extensive resources, multiple teams, or departments, and involve complex coordination, planning, and execution phases.
Cost		
	Low Cost	Tasks that incur minimal financial expenses can be completed with existing resources and require little to no need for external financial support.
	Medium Cost	Tasks that require a moderate budget and may potentially involve some external purchases or services.
	High Cost	Tasks that involve a significant budget, and include high-cost items, significant external services, or large-scale procurement.
Impact		
	Low Impact	Tasks with minimal effect on the overall project or community, the impact might not be immediately noticeable, and may have small-scale outcomes or benefits.
	Medium Impact	Tasks that have a noticeable but not transformative effect, bring moderate benefits to the project or community, and improvements are evident and beneficial but not groundbreaking.
	High Impact	Tasks with substantial, transformative effects, that lead to significant benefits, advancements, or changes, and positively affect a wide range of stakeholders or the broader community.

Guiding Questions

- What are the key objectives of the priority project/action?
- What are the expected outcomes of the priority project/action?
- What are the critical steps required to achieve the project's objectives?
- How will the activities be prioritized to ensure maximum impact?

Resources

- **Resource requirements:** Detail the resources necessary for project implementation, including available resources and those that need to be secured (such as incentive programs, agreements, permits, and procurement processes). Consider any overlapping programs or complementary policies/opportunities.

Guiding Questions

- What are the key resources required for successful implementation of the priority project/action?
- Are there any overlapping programs or complementary policies/opportunities that could be leveraged?

Monitoring and Reporting

- **Key performance indicators:** To ensure the effectiveness of your implementation plan, it is critical to establish clear and measurable key performance indicators (KPIs). These indicators will help track progress and assess the success of selected priority actions. To define KPIs, begin by setting clear objectives, select metrics to measure progress, establish achievable targets, monitor and evaluate results regularly, and provide guidance on how to gather and analyze the necessary data.
- **Monitoring and reporting:** Establish mechanisms for ongoing project monitoring and reporting to track progress towards objectives. Include reporting frequency to keep stakeholders and communities informed and engaged.

Guiding Questions

- What are the key metrics for measuring success?
- How will progress be tracked and reported?
- How will stakeholder and community feedback be incorporated?

Stakeholder Roles and Responsibilities

- **Stakeholders list:** List involved stakeholders in the implementation of the priority project/action (example of stakeholders: municipality representatives, utilities, transportation providers and others).
- **Stakeholder roles:** Define the roles and responsibilities of each stakeholder involved in the priority project/action.
- **Communication methods:** Clarify communication channels between the project team, community, and other stakeholders to ensure effective collaboration.

Guiding Questions

- Who are the key stakeholders, and what are their specific roles?
- How will effective communication be ensured among stakeholders?
- What mechanisms will be put in place for conflict resolution?

Risk Assessment

- **Risk assessment:** Assess potential risks associated with not securing any resources and the impact on project success. Discuss the impact on project success and how project changes will be handled.

Guiding Questions

- What are the potential risks, and how can they be mitigated?
- What contingency plans are in place?

Other Considerations

- **Additional factors:** Address any additional factors relevant to the project's successful execution, such as community engagement strategies, sustainability measures, or regulatory compliance.
- **Regulatory requirements:** Identify regulatory requirements at local, state, and federal levels related to clean transportation initiatives that may be relevant for the selected project/action (e.g., emissions standards, zoning laws for infrastructure placement).
- **Broader impacts:** Encourage stakeholders to consider broader impacts and opportunities for collaboration beyond the immediate scope of the project.
- **Feedback mechanism:** Incorporate mechanisms for collecting feedback from stakeholders and community members to continuously improve project/action implementation.