

## Action Plan

- Directions:**
1. Using this form as a template, develop a work plan for each goal identified through the needs assessment process. Modify the form as needed to fit your unique context.
  2. Distribute copies of each work plan to the members of the collaboration.
  3. Keep copies handy to bring to meetings to review and update regularly. You may decide to develop new work plans for new phases of your reform effort.

**Goal:** #1 Publicize ways for local residents to improve their lives and save money by reducing their use of energy, especially fossil fuels.

<b>Action Steps</b> <i>What Will Be Done?</i>	<b>Responsibilities</b> <i>Who Will Do It?</i>	<b>Timeline</b> <i>By When?</i> <i>(Day/Month)</i>	<b>Resources</b> <i>A. Resources Available</i> <i>B. Resources Needed (financial, human, political &amp; other)</i>	<b>Potential Barriers</b> <i>A. What individuals or organizations might resist?</i> <i>B. How?</i>	<b>Communications Plan</b> <i>Who is involved?</i> <i>What methods?</i> <i>How often?</i>
<b>Step 1:</b> Conduct on-going survey of needs through EC website	? with assistance of Jonah	Feb. 2022	<b>A.</b> Existing Website through Town <b>B.</b>	<b>A.</b> <b>B.</b>	Jonah Spivak
<b>Step 2:</b> Targeted visitation with orgs.: Commercial, Public, Individuals	EC members	Beginning Spring 2022	<b>A.</b> BCRC, Efficiency VT, GMP, Neighborworks of VT The Heat Squad <b>B.</b>	<b>A.</b> <b>B.</b>	
<b>Step 3:</b> Support EV purchases	BCRC	<b>2022</b>	<b>A.</b> BCRC, GMP <b>B.</b>	<b>A.</b> <b>B.</b>	BCRC – Callie Fishburn
<b>Step 4:</b> Provide info. by tabling at Farmer’s Mkt, Sun & Fun, GarlicTown, etc.	EC Members	<b>Jan. 2022</b>	<b>A.</b> <b>B.</b> Town Specific Information	<b>A.</b> <b>B.</b>	
<b>Step 5:</b>			<b>A.</b> <b>B.</b>	<b>A.</b> <b>B.</b>	

**Evidence Of Success** (*How will you know that you are making progress? What are your benchmarks?*)

**Evaluation Process** (*How will you determine that your goal has been reached? What are your measures?*)

**Goal:** #2 Establish a baseline to measure progress based on the parameters in the Vermont Energy Dashboard Energy Atlas and post updates to the measures on an annual basis. Publish the information on the energy committee’s page on the Town website.

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<b>Step 1:</b> Get the VEDEA to function.	Michael Kusar	January 2022	A. B.	A. B.	
<b>Step 2:</b> Link to EC website		Spring/summer 2022	A. B.	A. B.	Jonah Spivak
<b>Step 3:</b>			A. B.	A. B.	
<b>Step 4:</b>			A. B.	A. B.	
<b>Step 5:</b>			A. B.	A. B.	

**Evidence Of Success** (*How will you know that you are making progress? What are your benchmarks?*)

**Evaluation Process** (*How will you determine that your goal has been reached? What are your measures?*)

**Goal:** #3 Work with realtors and building material suppliers to distribute energy-efficiency information similar to the contractor package

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<b>Step 1:</b> Obtain package for Contractors			A. TOB “Contractor Package”  B.	A.  B.	Dan Monks, TOB Paul Desereau, TOB
<b>Step 2:</b> Reach out to Co. Realtors (Jen Prouty)	Bruce Lee-Clark	January 2022	A.  B.	A.  B.	Jen Prouty
<b>Step 3:</b>			A.  B.	A.  B.	
<b>Step 4:</b>			A.  B.	A.  B.	
<b>Step 5:</b>			A.  B.	A.  B.	

**Evidence Of Success** *(How will you know that you are making progress? What are your benchmarks?)*

**Evaluation Process** *(How will you determine that your goal has been reached? What are your measures?)*