

Attachment H – Cost Match Commitment and Support Letter Form

A commitment letter commits an entity or individual to providing the service or funding described in the letter. A support letter details an entity or individual's support for the project.

Small entities (eligible entities that sell less than 4,000,000 MWh annually)¹ should provide commitment letters detailing a match of at least 1/3 of the requested award. MassCEC may require subawardees to match up to 1/3 plus 15% of the final award, as noted in the RFP.

Eligible entities that sell more than 4,000,000 MWh annually OR that do not sell electricity should provide commitment letters detailing a match of at least 100% of the requested award. MassCEC may require subawardees to match up to 115% of the final award, as noted in the RFP.

1. Commitment Letters

- Applicants must submit a **match funding** commitment letter signed by a representative of each entity or individual that is committing to providing match funding. The letter must include all of the following:
 - a. Identification of the source(s) of the funds;
 - b. A justification of the dollar value claimed;
 - c. An unqualified (i.e., without reservation or limitation) commitment in the letter that guarantees the availability of the funds for the project; and
 - d. A strategy for replacing the funds if they are significantly reduced or lost.
- If the project involves **pilot testing, demonstration, or deployment** activities, the Applicant must include a site commitment letter signed by an authorized representative of the proposed test, demonstration, or deployment site that unconditionally commits to providing the site for the proposed activities.
- **Project partners** that are making contributions other than match funding or a test, demonstration, or deployment site, including community-based organizations, must submit a commitment letter signed by an authorized representative that: (1) identifies how the partner will contribute to the project; and (2) unconditionally commits to making the contribution.

2. Support Letters

Support letters from project stakeholders are encouraged but not required. Support letters should: (1) describe the stakeholder's interest or involvement in the project; (2) indicate the extent to which the project has the support of the relevant industry and/or organizations; and (3) describe any support it intends (but does not necessarily commit) to provide for the project, such as funding or provision of a pilot test, demonstration, or deployment site. Support letters must be submitted with the application to be considered.

¹ See section IV ("Eligibility") of the RFP for more information about the definition of a "small entity".

3. Cover Letters

Use the chart below as a cover page for each letter. Limit letters to **two** pages, excluding the cover page.

Letter of Commitment/Support for [Insert Applicant's Name]	
Type of Letter	<input type="checkbox"/> Commitment <input type="checkbox"/> Support
Commitment Letter Subject Matter <i>(select one or more as appropriate)</i>	<input type="checkbox"/> Match Funding <input type="checkbox"/> Project Partner <input type="checkbox"/> Pilot Test/Demonstration/ Deployment Site
Type of Match Funding <i>(if applicable)</i>	<input type="checkbox"/> Cash <input type="checkbox"/> In-kind If match is in-kind, please describe the services to be provided:
Author of Letter (name and title)	
Phone Number and Email Address of Author	
Address of Author (city, state, and zip code)	