

ATTACHMENT C: PROJECT NARRATIVE

Instructions: Please respond to all questions. Please include question prompts in submitted materials.

1. Project Overview and Goals

- a. Please briefly describe the project including the resilience or reliability need that will be addressed, how the project will provide a solution, and the need for funding.
- b. Explain how the project aligns with the Program Objectives outlined in the Program Narrative.

2. Project Management Plan

- a. Summarize the project team structure and roles including key staff and subcontractors. Please include the relevant skills, credentials, and experiences of key Applicant Team members, including prior experience executing projects of similar size and scope, and in or with Environmental Justice Communities (EJCs) and/or Disadvantaged Communities (DACs). Team member resumes may be submitted as supplemental documentation.
- b. Describe any facilities, infrastructure, and available resources that will support the project.
 - i. If the project site has taken advantage of other MA programs related to energy efficiency, electrification, resilience, and clean energy, or if it will seek to in parallel to this project, explain how related equipment, investments, or other program benefits relate to this Project.
- c. Describe the timeline and major milestones of the proposed project. Identify potential project risks, including but not limited to risks that could alter the timeline and/or budget, and outline all necessary risk mitigation steps that will be taken as part of this project and when these steps will be taken.
- d. Please provide any further information to support the reasonableness of the budget provided in Attachment E – Budget Justification Workbook (e.g., comparable projects and their timelines and cost).

- e. Describe the process by which the information for Quarterly and Annual Progress Reports (see Attachments I and J) will be tracked and reported, including who will be responsible for Quarterly and Annual Progress Reports.
- f. Please provide a summary of your organization’s commitment to Diversity Equity & Inclusion (DEI) and/or Environmental Justice (EJ) principles. If available, please provide or link to any relevant materials (e.g., organization guidance documents, mission/vision statements, etc.). You may also include brief examples of initiatives, projects, or other work in which project team members have demonstrated a clear commitment to advancing DEI and/or EJ principles.

3. Reliability and Resilience Benefits, and Community Engagement

- a. Describe the expected reliability and/or resilience benefits of the project and explain how the benefits align with established climate, reliability, or resilience goals or initiatives in the project community (if applicable). When possible, cite specific community programs or policies that describe related goals or initiatives.
- b. To the extent possible, quantify the expected incremental reliability and/or resilience that will be achieved by the proposed project, and describe how the impact was quantified.
- c. Explain how the anticipated project benefits may justify the expected costs.
- d. Identify whether the project will be located in an EJC and/or DAC and explain how the project will benefit the community/ies.
- e. Describe any community engagement activities related to this project that have been conducted prior to or as part of the development of this project and application.
 - i. Explain whether a screening analysis with the host municipality was conducted to identify opportunities for the project to measurably improve electric reliability and/or resilience.
- f. List all planned community engagement events in Attachment F – Proposed Project Metrics. Summarize the Applicant’s approach to community engagement. In addition to the information in Attachment F, identify the community organization(s) that will assist with those activities and describe the timeline when community engagement activities will occur (i.e., during project planning, implementation, etc.).

- g. Describe any educational impacts the project will have, such as planned activities that aim to increase community understanding of the project and related benefits.
- h. Please attach any evidence of community support for the project to this application (e.g., letters of support).

4. Alignment with Commonwealth Clean Energy and Decarbonization Goals

- a. Explain how the project will support Massachusetts' clean energy and decarbonizations goals as defined in the Commonwealth's Clean Energy and Climate Plan ("CECP") for 2050 (<https://www.mass.gov/info-details/massachusetts-clean-energy-and-climate-plan-for-2050>).

5. Job Creation and Training

Please note that the questions in this section are meant to help the review team understand the Applicant's plans for job creation and training initiatives that aim to achieve Objective 4 in the Program Narrative. As noted in the RFP, projects must comply with the list of Eligible Projects, i.e., not be solely job creation and/or training programs. We recognize that job creation and training plans may vary widely among the range of eligible project types.

- a. Summarize the Applicant's strategy to attract, train, and retain an appropriately skilled workforce.
- b. Explain whether the Applicant has existing partnerships, or plans to develop new partnerships, related to job creation and training, including with training providers or apprenticeship programs. If so, describe if/how the Applicant plans to leverage those partnerships during the proposed project.
 - i. Please include a description of the anticipated outcomes of these partnerships and how progress toward those outcomes will be monitored.
- c. Explain whether the project will utilize a labor agreement, collective bargaining agreement, or other strategies to ensure fair compensation and working conditions.
- d. Please distinguish between job-years related to construction versus permanent positions created by the project.

- e. Please describe any other job creation and training activities that the project plans to pursue, if applicable. Please include an overview of the anticipated outcomes of these activities and how progress toward those outcomes will be monitored.
- f. Describe whether the project will seek to hire workers from DACs, EJs, local project communities, and/or other workers who are underrepresented or who have historically been excluded.
 - i. If the project will seek to hire workers from DACs, EJs, and/or other underrepresented groups, please describe the recruitment strategy and anticipated outcomes for these workers, as well as a method for assessing outcomes.
 - ii. Discuss whether the applicant has considered providing any social support services that will assist workers from these communities to participate in job creation/training opportunities related to the project, and if so, please describe.
 - iii. Please distinguish between short-term construction or project development jobs and permanent positions that will be filled by workers from these communities.

6. Additional Selection Criteria

- a. Please describe whether the proposed project addresses any of the following areas of interest:
 - i. Incorporation of innovative, replicable, and scalable financing approaches and business models that could support development of reliability and resilience solutions beyond the Federal funding available in this solicitation.
 - ii. The development of solutions for private buildings that have a public benefit (e.g., grocery stores, gas stations), and associated proposals for arrangements that allow the public use of the resilience benefits at the private sites when needed (e.g., during outages greater than a certain duration).
 - iii. Projects that support public resilience needs that would not otherwise be funded by the private sector (e.g., where benefits are indirect or distributed in a way that makes funding or investment unlikely).

- b. If the proposed project addresses any of these areas of interest, please explain the proposed solution, a potential path to scale this solution, and why this project is a good fit for this funding opportunity.

7. Metrics and Reporting

- a. Describe the proposed approach to measuring and reporting outcomes and benefits. Include a list of all proposed Impact Metrics, including relevant metrics from Attachment F – Proposed Project Metrics, tab “DOE Project Metrics” and any additional metrics captured in Attachment F, tab “Additional Metrics”. Explain why each Impact Metric was chosen and how each Impact Metric addresses an intended project benefit or outcome. The proposed set of Impact Metrics should fully characterize the expected benefits from the proposed project.
- b. Propose a reporting template and provide baseline data and targets for proposed Impact Metrics.
 - i. Complete the “DOE Project Metrics” tab in Attachment F, selecting relevant Impact Metrics. Include, as indicated, 5 years of baseline data.
 - ii. Enter any additional proposed Impact Metrics in the “Additional Metrics” tab of Attachment F.
 - iii. To the extent practicable, estimate intended targets for each proposed Impact Metric that would indicate project success.
- c. Describe how project Impact Metrics will be measured. Who is responsible for collecting data and calculating project Impact Metrics? Will the Applicant engage partners to help with metrics tracking and reporting requirements?