**RECIPIENT NEEDS REQUEST Template**

**Submission Format:**

* **SUBMISSION MAY NOT EXCEED ONE PAGE, CALIBRI 12-POINT FONT**
* **Page 1 – Narrative Justification**

**Template Instructions:**

1. **Text in black is template language and should remain in submission.**
2. **Text in red is instructional and should be removed prior to submission.**
3. **Do not include any confidential, proprietary, or privileged information in your submission.**

**NARRATIVE JUSTIFICATION**

General Overview should include, but not be limited to the following information:

**BACKGROUND:** Briefly describe your technology and/or organization and your current stage of development.Briefly describe past or current efforts that are relevant to the voucher support you request.

**JUSTIFICATION OF NEED:** Describe your organization’s needs as they relate to the voucher opportunity and capability(ies) you prefer. Include justification for the timing of the voucher support and why you are ready to receive support (from a technology and adoption readiness level perspective).

**CATALYTIC EFFECTS:** Describe your near-term plans and how the voucher support you request will help you achieve them at an accelerated pace.

**COMMUNITY BENEFITS:** Briefly describe approach to community benefits and other DEIA considerations related to the organization and the nature of the voucher support you request. Relevant resources:

* <https://www.energy.gov/infrastructure/about-community-benefits-plans>
* [https://www.energy.gov/sites/default/files/2023-08/OCED CBP 101 Factsheet.pdf](https://www.energy.gov/sites/default/files/2023-08/OCED%20CBP%20101%20Factsheet.pdf)