**Project Narrative Template:** Blue text provides additional guidance and should be deleted before submission. The Project Narrative can be maximum of seven pages (including cover page) using 12-point font and 1-inch margins. Any content over seven pages will not be considered by reviewers.

|  |  |
| --- | --- |
| **Project Title:**  **State of Focus:**  **Total Budget Request:** | |
| **Lead Technical Contact:**  Name and title  Organization  Email  Phone | **Lead Administrative Contact:**  Name and title  Organization  Email  Phone |
| **Project Partner Organizations:** | |
| **Total Project Budget:** | |
| **Confidentiality statement (optional):** | |

**Project Description and Objectives (2-page limit)**

Narrative format encouraged for this section. Must include discussion of background, vision and objectives, and impact.

1. *Background*: Introduce key considerations that inform the scope and approach of the Project, such as siting and permitting processes, regulatory context, stakeholder needs, and related challenges within the state.
2. *Vision and Objectives*: Clearly describe the merit and relevance of the program or initiative being developed. Include justification for why the proposed approach is best suited to address needs of stakeholders in the state with specific discussion of how the project would help address the needs of disadvantaged communities. Discuss how Diversity, Equity, and Inclusion principles are incorporated into the project objectives.
3. *Impact:* Thoroughly describe how proposed activities will impact planning, siting, and permitting for large-scale renewable energy facilities in the state.

**Project Workplan and Budget (2-page limit)**

*Tasks, Milestones, and Budget Table*: In the table below, describe the major tasks to be performed by the project team throughout the course of the project, including expected milestones, duration, and budget for each task.

|  |  |
| --- | --- |
| **Task** | **Budget** |
| **Task 1:** Description of activities performed under task  **Milestone(s):** A milestone should demonstrate a technical achievement (e.g., major outcome, risk overcome, deliverable) rather than simply completing a task. SMART milestones should be Specific, Measurable, Achievable, Relevant, and Timely.  **Expected Duration:** e.g., M1-M12 – M refers to month and M1 is the first month when project activities start. | $00,000 |
| **Task 2:**  **Milestone(s):**  **Expected Duration:** |  |
| **Task 3:**  **Milestone(s):**  **Expected Duration:** |  |
| Add additional rows as necessary | [TOTAL BUDGET] |

**Risks & Mitigation Strategies**

*Risks and Mitigation Strategies*: Describe key risks associated with proposed activities and identify associated mitigation strategies for each.

**Project Team and Additional Technical Assistance Needs (2-page limit)**

*Project team*: In the table below, identify each organization participating in the project and describe their capabilities, expertise, responsibilities, and relevant resources (e.g., facilities, existing online information hubs, TA materials) being leveraged. Organization descriptions should reflect diversity of expertise within the project team and highlight ability to engage communities on topics related to energy justice and equity.

|  |
| --- |
| **Lead Organization:** Name  *Describe organizational capabilities, expertise, and resources.*  **Responsibilities:** *Identify key activities led by this organization*  **Staff:** *Identify no more than three individuals that would work on this project with brief description of bio/capabilities)* |
| **Partner Organization:** Name  *Describe organizational capabilities, expertise, and resources.*  **Responsibilities:** *Identify key activities led by this organization*  **Staff:** *Identify no more than three individuals that would work on this project with brief description of bio/capabilities)* |
| **Partner Organization:** Name  *Describe organizational capabilities, expertise, and resources.*  **Responsibilities:** *Identify key activities led by this organization*  **Staff:** *Identify no more than three individuals that would work on this project with brief description of bio/capabilities)* |
| Add additional rows as necessary |

**Additional Technical Assistance Request**

Identify gaps in technical expertise within the project team that could be addressed through TA from third-party organizations (e.g., national laboratories, academics, industry, and other experts).