

**2023 Funding Opportunity Announcement (FOA) for
Energy Future Grants (EFG) Creating a Community-Led
Energy Future: DE-FOA-0002870**

Project Narrative Template

[The instructional *blue* and *red* text throughout the template should be removed in the final version of the Project Narrative]

Project Narrative Cover Page(s)

Note: Cover page(s) is/are counted towards the maximum number of Project Narrative pages (10 pages).

FOA Title: Energy Future Grants: Creating a Community-Led Energy Future

FOA Number: DE-FOA-0002870

FOA Topic Area Name: Enter the Topic Area Name from the FOA

FOA Topic Area: Enter the Topic Area Number (e.g., Topic Area 1, Topic Area 2)

Name of Applicant: Enter Applicant Name

Control Number: Enter Control Number

Project Title: Enter Proposed Project Name

Project Location(s): Enter Proposed Project Address(es) – include street address, city, state, and zip code + 4 for each location

Project Contacts:

Technical Contact	Business Contact
[Name] [Title] [Address]	[Name] [Title] [Address]

[City, State, Zip] [Office Phone Number] [Mobile Phone Number] [Email address]	[City, State, Zip] [Office Phone Number] [Mobile Phone Number] [Email Address]
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Additional Key Project Participants and Organizations

Please provide the name(s) and type of organization(s) of each additional key participating organization including the name, title, address, telephone number, and electronic mail addresses of participant contacts here, if applicable.

Additional Key Project Participants and Organizations

Organization	Role & Function	Point of Contact Information
[Name of Organization]	[Examples: Utility, private equity firm, Metropolitan planning organization (MPO), community benefit organization (CBO), etc.]	[Name] [Title] [Address] [City, State, Zip] [Office Phone Number] [Mobile Phone Number] [Email address]
[Name of Organization]	[Examples: Utility, private equity firm, Metropolitan planning organization (MPO), community benefit organization (CBO), etc.]	[Name] [Title] [Address] [City, State, Zip] [Office Phone Number] [Mobile Phone Number] [Email address]

Applications should be submitted to [Clean Energy Infrastructure Funding Opportunity Exchange](#) or faxed in (if barriers to reliable access to internet exist for the applicant). For information on how to fax your application in, please reach out to EnergyFutureGrants@hq.doe.gov.

Project Template – Optional

Below is a project outline that can be used by applicants to complete required application. The outline summarizes details in the FOA Narrative Table in Section V. C.i. This template covers the requirements and restrictions from the FOA's Project Narrative portion of the application. The purpose of this document is to streamline the process for applicant benefit. The page limit for this document is **10 total pages**. However, each section can be any length. Page length **recommendations** are at the beginning of each section.

The use of this template is optional and will not impact the results which will be based on the merit criteria described in the FOA. **Applicants will not be penalized or rewarded in the selection process for using/not using the template document.**

1.0 Project Description and Opportunity

(Approximately 20% of total project narrative content). 1-2 pages

1.1 Partners

The applicant should briefly list the lead jurisdictions, ideally all jurisdictions (states, territories, cities, towns, tribes, etc.), CBO partners and others. See FOA Section I for Eligible Applicants and Partners

1.2 Problem/Opportunity

The applicant should describe problem and proposed innovation or solution. What is the challenge that team is addressing and why is it pursuing strategic innovation (vs. a technical fix). The applicant should describe how the solution aligns with strategic goals for the FOA (Section V.C).

1.3 Existing Support

The applicant should describe how existing laws, incentives, regulations (e.g., building codes, utility programs, tax credits), as well as available data and prior analyses, provide an adequate foundation for a successful deploy-ready innovation plan.

1.4 Innovation

The applicant should:

- *Show how the idea will achieve the key goals of SCEP and the FOA to improve energy affordability and access.*
- *Estimate the number of communities that will benefit, both the team and broader impacts.*
- *Define measurable benefits or metrics to disadvantaged communities (e.g., economic development, mobility, renewable production, energy savings, health, etc.).*

1.5 Scale of Impact

The applicant should highlight how and where the impacts will accrue, including scalable benefits to disadvantaged communities. Applicants should describe what will be needed long-term evaluation and monitoring of project metrics.

2.0 Community Opportunity Profile

(Approximately 20% of total project narrative content). 2-3 pages

2.1 Partnerships and Letters of Support

The applicant should describe partnerships outlined in Community Benefits Plan. Applicants should indicate if the main recipient has worked with the partner list before, and if so, describe previous engagements. Applicants should articulate the strategic value and anticipated role of each partner, providing specific letters of commitment that describe each role and project benefit or impact.

2.2 Community Input

The applicant should include what existing outreach engagement has been developed/conducted to support community goal setting and planning. Applicants should best describe how community stakeholders affected by the program are engaged in the planning and design process.

2.3 Technical Assistance

The applicant should describe what technical assistance is needed and what value it adds. (See Section II.E. of the FOA for a description of the technical assistance and the need it provides).

3.0 Community Benefits Plan

(Approximately 20% of total project narrative content). Please see the Community Benefits Plan (FOA section II.G) for more on metrics development and use.

3.1 Community Benefit

The applicant shall outline the expected benefits to the project geography (state, community, tribe, U.S. territories) of the proposed project in quantitative and/or qualitative terms.

3.2 Metrics

The applicant should include proposed metrics to measure how the program will increase affordability and access including expected energy savings, energy efficiency improvements, health benefits, access to good jobs, and/or emissions reductions. Final metrics will be developed during award negotiation should the applicant be deemed meritorious.

4.0 Innovation and Leverage

(Approximately 30% of total project narrative). 2-3 pages

4.1 Innovation Ecosystem

The applicant should describe their innovation ecosystem and how it supports success. The innovation ecosystem (utilities, consumers, unions, advocates, philanthropy, industry, etc.) is defined as the organizations that will come together and from EFG support.

4.2 Scale

The applicant should describe how the team and partners will ensure the program leads to impact or scale across jurisdictions.

4.3 Leveraged Funds

The applicant should identify other resources available to carry out the team's innovation (e.g., utility programs, energy-related performance contracts, public benefit funds, business/industry). The applicant should note whether these funds are currently available, requested but not yet received, or potential opportunities the applicant could pursue.

5.0 Technical Qualifications and Workplan

(Approximately 10% of total project narrative content). 1-2 pages

5.1 Technical Scope Summary

The applicant should provide a summary description of the overall work scope and approach to achieve the project objective(s). The applicant should describe the specific expected results of each performance period, including milestones, in the Community Benefits Plan.

5.2 Workplan and Task Description

*Describe the work to be accomplished and how you will achieve the milestones, will accomplish the final project goal(s), and will produce all deliverables. **Deliverables should accurately and effectively convey the progress and positive impact the program will have on the community and disadvantaged communities.***

5.2.1 Hierarchy

The Workplan is to be structured with a hierarchy of performance period (approximately annual), task and subtasks, which is typical of a standard Workplan for any project.

5.2.2 Task Plan

The Workplan shall contain a concise description of the specific activities to be conducted over the life of the project. The description shall be a full explanation and disclosure of the project being proposed (i.e., a statement such as “we will then complete a proprietary process” is unacceptable). It is the applicant’s responsibility to prepare an adequately detailed task plan to describe the proposed project and the plan for addressing the objectives of this FOA. The summary provided should be consistent with the Statement of Project Objectives (SOPO). The SOPO will contain a more detailed description of the Workplan and tasks.

5.3 Milestones

The applicant should provide a summary of appropriate milestones throughout the project to demonstrate success. A milestone may be a progress measure (which can be activity based). The applicant should also provide how the milestone will be verified.

5.4 End of Project Goal

The applicant should provide a summary of the end of project goal(s).

5.5 Project Schedule (Gantt Chart or Similar)

The applicant should provide a schedule for the entire project, including task and subtask durations, milestones.

5.6 Project Management

The applicant should discuss the team’s proposed management plan.

5.7 Team

Describe the project team’s unique qualifications and expertise, including those of key subrecipients. Also describe the time commitment of the key team members to support the project.

5.8 Leadership Support

The applicant should describe project buy-in from primary and secondary stakeholders. Applicants can explain how elected officials, community decision-makers and stakeholders will be engaged, including specific plans for elected leadership briefings for DOE at least 2x/year (required).

The applicant should include relevant, previous work efforts, demonstrated innovations, and how these enable the applicant to achieve the project objectives. The applicant should provide examples of at least two past/ongoing projects similar in nature to the proposed policy goals that have been developed by the applicant and/or project partners. Applicants are encouraged to include:

- *The roles and the work to be performed by the Project Manager and senior/key personnel at the prime and sub levels;*
- *Agreements and possible handoffs between the applicant organization and partner organizations;*
- *The technical and management aspects of the management plan, including systems and practices, such as financial and project management practices;*
- *How communications will be maintained among project team members; and*
- *Existing publication arrangements.*