Project Narrative Template: Blue text provides additional guidance and should be deleted before submission. The Project Narrative can be a maximum of 10 pages (including cover page) using 12-point font and 1-inch margins. Any content over 10 pages will not be considered by reviewers.

Project Title:	
Region:	
Total Budget Request:	
Lead Technical Contact: Name and title Organization Email Phone Full Address	**Lead Administrative Contact:** Name and title Organization Email Phone Full Address
Regional Hub Lead Organization:	
Regional Hub Partner Organization(s):	

Application Abstract/Summary (250-word max): Briefly describe the objectives, approach, and outcomes of the proposed Regional Hub.

Project Description and Approach (4-page limit)

Narrative format encouraged. Must include discussion of background, approach, and long-term continuation.

Background: Introduce regional conditions that inform the Regional Hub's approach, such as the number of LEAs and variability across them, current facility conditions and challenges faced by LEAs, school facility funding and financing barriers, utility incentive programs, any supportive existing LEA assessment and/or audit data or reports, and the availability of qualified workforce. Describe the consortium's existing relationships with LEAs and work in the region.

Approach: Describe how the Hub will support LEAs from identifying facility needs to comprehensive project plans; how the Hub will deliver Strategic Energy Plans to each participating LEA that include: consolidated technical findings, prioritized energy conservation measures, a strategic implementation and financing roadmap, a proposed catalytic implementation scope, capacity-building and handoff documentation, and required standardized program data; how key stakeholders will be engaged throughout the process; how they would approach portfolio screening and project prioritization; how the Hub will support implementation of catalytic measures (up to $250,000 per LEA); commissioning; monitoring & verification; plans for QA/QC; data reporting to DOE to populate a national dataset with standardized information; and how the data will be secured.

Regional Reach: Describe how the Hub will be equipped to serve LEAs across the full region, and how outreach will effectively reach small, rural, high-need, and under-resourced LEAs.

Technical Assistance and Workforce: Describe a strategy for providing technical assistance, training, and peer learning support for LEA facility staff, and how the Hub will work with regional workforce partners to address skill gaps and workforce needs to support the success of the Hub’s approach, including developing school energy champions who can sustain long-term improvements beyond the award period.

Long-Term Continuation: Present a credible strategy for supporting LEAs after the award ends, including how participating LEAs will retain the capability to advance projects on their own. Describe how the consortium plans to support sustained ongoing program operations, including pathways for school retrofit funding and/or financing mechanisms, technical assistance, and workforce development needs.

Project Workplan and Budget (3-page limit)

This section should consist of 1) a *Narrative Description* of the workplan and approach, 2) a *Tasks and Budget Table*, and 3) a *Milestone Table*.

Narrative Description: Describe a critical path for launch and year 1 operations of the Regional Hub, including how tasks will build on or depend on one another; activities before LEAs are selected, supports to LEAs after selection of DOE-funded catalytic measures (up to $250,000 per LEA), and at the close of the first annual cohort; coordination with DOE, EnergyWerx, and the National Coordinator; data collection & reporting; critical risks and mitigation strategies; and how funds will be used.

Tasks 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 duration and budget for each task.

Task	**Budget**
Task 1: Task title (starting with a verb). Followed by a description of activities performed under task (two-sentence max). **Expected Duration:** e.g., M1-M12 (M refers to month; M1 is the first month of the project)	$00,000
Task 2: **Expected Duration:**	
Task 3: **Expected Duration:**	
Add additional rows as necessary	[TOTAL BUDGET]

Milestones Table: In the table below, please add no more than twelve milestones, 4 per year over a 3 year period, in chronological order that demonstrate project progress towards stated objectives. Aim for one milestone per quarter and spread milestones across project tasks and activities. Critical factors to consider when drafting milestones include number of LEAs served, Strategic Energy Plans completed, solicitation of feedback from stakeholders, completing development of significant program infrastructure, non-DOE funding and/or financing positioned, launch of outreach campaigns to engage with LEAs, achievements dependent on multiple tasks and/or collaborative partners, and the overcoming of risks or challenges. Milestones should be SMART (Specific, Measurable, Achievable, Relevant, and Timely).

Milestone	**Month Completed**	**Associated Task(s)**
A milestone should demonstrate an achievement rather than simply completing a task. Two-sentence max.	e.g., M4	e.g., Task 1 and 3
Add additional rows as necessary		

Project Team (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. Describe how the team addresses the needs across the full region, and the team's experience working in the region. Together, the team should demonstrate expertise in energy-saving retrofits and planning; providing technical assistance to support LEAs; monitoring and verification; workforce training; and school funding and financing, as well as experience managing multi-partner programs, including addressing potential conflicts of interest among entities, financial and risk management, and reporting.

Lead Organization: Name *Describe organizational capabilities, expertise, and resources.* **Responsibilities:** *Identify key activities led by this organization and a rough estimate of the percentage of the total budget going to this organization.* **Staff:** *Identify no more than three individuals who would work on this project, with a brief description of bio/capabilities and anticipated time commitment to this project (FTE).*
Partner Organization: Name *Describe organizational capabilities, expertise, and resources.* **Responsibilities:** *Identify key activities led by this organization and a rough estimate of the percentage of the total budget going to this organization.* **Staff:** *Identify no more than three individuals who would work on this project, with a brief description of bio/capabilities and anticipated time commitment to this project (FTE).*
Partner Organization: Name *Describe organizational capabilities, expertise, and resources.* **Responsibilities:** *Identify key activities led by this organization and a rough estimate of the percentage of the total budget going to this organization.* **Staff:** *Identify no more than three individuals who would work on this project, with a brief description of bio/capabilities and anticipated time commitment to this project (FTE).*
Add additional rows as necessary