**PPO-CWX-010-GDO - Project Narrative Template**

Blue text provides additional guidance and should be deleted before submission. The Project Narrative can be maximum of six (6) pages using 12-point font and 1-inch margins. Any content over six pages will not be considered by reviewers.

**Project Description and Objectives (3-page limit)**

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

1. *Background*: Brief introduction of key considerations that inform the scope and approach of the Project, such as regulatory context, stakeholder needs, and related challenges within the state.
2. *Technical approach*: describe the approach to accelerate the interconnection process
3. *Models, tools and methodologies*: Clearly describe the merits and relevance of the proposed approaches that addresses the application intake process to reduce the time for applicants to go through the interconnection process. Provide details on how data will be addressed. Brief description of past accomplishments of the tools and methodologies being proposed.
4. *Impact:* Briefly describe if/how any proposed analysis will reduce the interconnection queue. Describe goals and targets of how much time could be saved. Describe any support quantifying benefits and determine how the approach will be validated.
5. *Qualifications of project team:* identify key personnel 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.

**Project Workplan and Budget (1-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.

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| --- | --- |
| **Task** | **Budget** |
| **Task 1:** Description of activities performed under task**Milestone(s):** A milestone should demonstrate a technical achievement (e.g., major outcome or 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 (1/2-page limit)**

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

**Project Team (1-page limit)**

*Project team*: In the table below, identify key personnel 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.

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| --- |
| **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)* |
| **Key Personnel:** Name*Describe organizational capabilities, expertise, and resources***Responsibilities:** *Identify key activities led by this organization* |
| **Key Personnel:** Name*Describe organizational capabilities, expertise, and resources***Responsibilities:** *Identify key activities led by this organization* |
| Note: add additional rows as necessary |