**Project Narrative Template**

**Project Narrative Template:** This template outlines the criteria against which the application will be reviewed and includes the weighting of each criterion to guide applicants in focusing on key areas of importance. All green text provides additional guidance and should be deleted before submission.

**Project Narrative Formatting:** The project narrative can be a maximum of 8 pages (including the cover page). All pages must be formatted to fit on an 8.5” x 11” paper, no less than single space, with margins not less than one inch on every side. Use Calibri typeface, a black font color, and a font size of 12-point or larger (except in figures or tables, which may be 10-point font). A symbol font may be used to insert Greek letters or special characters, but the font size requirements still apply. Any references must be included as footnotes or endnotes in a font size of 10 or larger. Footnotes and endnotes are counted toward the maximum page requirement.

**Cover Page**

**Project Title:**

**Theme:**

**Technical Assistance Topic:**

**Total Budget Request:**

**Lead Technical Contact:**

Name and title

Organization

Email

Phone

Full Address

**Lead Administrative Contact** *(optional)***:**

Name and title

Organization

Email

Phone

Full Address

**Confidentiality Statement** *(optional)***:**

**Application Abstract/Summary:** Briefly describe the key activities of the proposed work in 250 words or less.

**Project Description and Objectives (4 pages)**

1. **Impact to Grid Reliability and/or Resilience (60%)**:
   * Describe the hazards and challenges the utility faces, the proposed project to address them, and explain how it will improve grid reliability and/or resilience for your customers. Include details on baseline infrastructure, practices and regulatory framework and/or technology. , and how this project will improve grid reliability and/or resilience for your customers.
   * Describe how this project would support the urgency of your information needs, or help you with overcoming resource constraints
   * Analysis of historical data on extreme weather events, their impact on customer outages, and the performance of grid system components, identifying correlations and informing the proposed project design.
   * Demonstrate projected improvements in grid reliability and resilience by either:
     1. providing a comparative table showing before-and-after values for relevant metrics (e.g., SAIDI, SAIFI, CAIDI)
     2. or providing a detailed justification of the qualitative improvements expected from the project.

* **Dissemination and Impact (10%):** Describe how the project's benefits, best practices, and lessons learned will be shared to maximize impact on the broader energy sector. The plan should specify methods for dissemination (e.g., conference presentations, publications, collaboration with national labs) and explain how these efforts will contribute to improved operational and decision-making across the industry.

**Project Execution Plan (30%) (3 pages)**

1. **Qualifications of Project Team:** Provide an overview of the areas of expertise the team brings. Sometimes a table can be used to present past performance (optional). An example is provided below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Project Role** | **Description** | **Expertise** | | | |
| **Area A** | **Area B** | **Area C** | **Area D** |
| Jane Doe | Lead |  | X |  | X | X |
| Joe Grid | Co-Lead |  | X | X | X |  |

1. **Project Management:** Describe the team management and structure, including a brief explanation of your internal communication plan (2-3 sentences, e.g. “We will have biweekly meetings with X, Y, and Z”).
2. **Risks and Mitigation:** Include a risk assessment plan that identified potential risks, assesses their probability and impact, and outlines mitigation strategies for each.
3. **Budget and Milestones:** Provide a detailed schedule outlining key milestones and deadlines. Document all deliverables, including clear descriptions and acceptance criteria. In the table below, describe the major tasks to be performed throughout the course of the project, including expected milestones, duration, deliverable(s), and budget for each task. Task 1 is the same for all applicants. DOE intends to fund up to 50% of total project cost, as desired by the applicants, after completion of Task1. Please list ACTUAL task costs below.

|  |  |  |
| --- | --- | --- |
| **Task** | **Deliverable** | **Cost**  **(firm fixed)** |
| **Task 1.**  Kickoff meeting between DOE and Project Team  **Milestone**: Establish the team, timeline, and next steps  **Expected Duration:** Day 1 | e.g., pdf/PowerPoint slides of meeting plan | $ |
| **Task 2.**  Data Collection Report  **Milestone**: Completion of data collection and initial model setup  **Expected Duration:** Month 3 |  | $ |
| **Task N:** 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-M2 where M refers to month and M1 is the first month when project activities start. |  | $ |
| \*Add additional rows as necessary |  | $ |
| \*Add additional rows as necessary |  | $ |
|  |  | [TOTAL BUDGET] |