



Green School Works: Technical Assistance Services Program Manual

Originally Posted: June 30, 2025

Updated: August 7, 2025

Enrollments to the Massachusetts Clean Energy Center's ("MassCEC") Green School Works technical assistance services will be accepted on a rolling basis until funding runs out. MassCEC will regularly update the [Program webpage](#) with the amount of funding remaining.

The enrollment form is available online:

<https://form.jotform.com/MassCECForms/gsw-ta-enrollment>



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1 Introduction

1.1 Overview and purpose

The purpose of this Program Manual is to provide eligible public kindergarten through twelfth grade (“K-12”) schools, districts, and educational collaboratives (“Participants”) in Massachusetts with information on how to enroll and participate in Green School Works technical assistance services (the “Program”). Participants must serve a significant percentage of students from low-income families to be eligible, as described in Section 3 (Eligibility Requirements).

Green School Works’ technical assistance offers an excellent opportunity for eligible schools, districts, and collaboratives to receive support for decarbonization planning that focuses on modern, energy efficient school buildings and facilities. The services will provide Participants with information on incentives and funding opportunities available for investing in energy efficient and fossil fuel free technologies and infrastructure. Green School Works funding cannot be used to study solutions to add new fossil fuel technologies or infrastructure.

Schools, districts, and collaboratives do not need to have previously engaged in decarbonization planning to be eligible to enroll. Enrolling in the Program is an ideal way to begin planning for a more sustainable, cost-effective future for school buildings.

MassCEC has selected qualified vendors (“Vendors”) to provide technical assistance services, as described in Section 2 (Technical Assistance Services Offered). The Green School Works technical assistance offerings are designed to add on to and complement Mass Save’s® technical assistance offerings, although Participants outside of Mass Save territory are still eligible to participate in Green School Works.

This Program Manual describes the technical assistance services offered through the Program (Section 2), eligibility requirements (Section 3), funding details (Section 4), how to participate (Section 5), and lists the participant documents required to apply (Section 6).

1.2 About MassCEC

The Massachusetts Clean Energy Technology Center (MassCEC) is a quasi-state economic development agency dedicated to accelerating the growth of the clean energy sector across the Commonwealth to spur job creation, deliver statewide environmental benefits and to secure long-term economic growth for the people of Massachusetts. MassCEC works to increase the adoption of clean energy while driving down costs and delivering financial, environmental, and economic development benefits to energy users and utility customers across the state.

MassCEC’s mission is to accelerate the clean energy and climate solution innovation that is critical to meeting the Commonwealth’s climate goals, advancing Massachusetts’ position as an international climate leader while growing the state’s clean energy economy. MassCEC is committed to creating a diverse, equitable, and inclusive organization where everyone is welcomed, supported, respected, and valued. We are committed to incorporating principles of diversity, equity, inclusion, and environmental



justice in all aspects of our work in order to promote the equitable distribution of the health and economic benefits of clean energy and support a diverse and inclusive clean energy industry. MassCEC strives to lead and innovate in equitable clean energy and climate solutions.

1.3 Green School Works Overview & Goals

1.3.1 Green School Works Overview

Massachusetts is home to approximately 1,800 public K-12 school buildings which emit 880,000 metric tons of carbon every year. The electrification and decarbonization of school buildings represents a significant opportunity for the state to reach its goal of net zero emissions by 2050. While school districts are well-versed in capital planning, they may not have the experience or technical expertise necessary to incorporate energy efficiency, electrification, and decarbonization measures into their capital planning projects.

Created as part of the state's Fiscal Year 2024 budget and renewed in the Fiscal Year 2025 budget, sixty million dollars (\$60,000,000) has been committed to Green School Works (GSW) to provide financial support to public K-12 schools or districts to install or maintain clean energy infrastructure. The GSW funding was authorized to the Department of Elementary and Secondary Education, which contracted with MassCEC to administer GSW on its behalf.

Approximately five million dollars (\$5,000,000) of the GSW budget is dedicated to providing the technical assistance services described in this Program Manual. In a separate funding opportunity, the remainder of the Green School Works funds will be used to support the implementation of projects at eligible public K-12 schools, districts, or collaboratives that improve energy efficiency, reduce carbon emissions, and/or mitigate impacts of climate change. MassCEC, at its sole discretion, may adjust the anticipated technical assistance funding.

1.3.2 Green School Works Goals

The goals of Green School Works, as stated in the enabling legislation, are to:

- “provide financial support to eligible public K-12 schools or districts for projects to install or maintain clean energy infrastructure”;
- “address the costs of installation, operation or upgrades of clean energy infrastructure that improves energy efficiency, reduces carbon emissions or mitigates impacts of climate change, including school rooftop construction or repair costs necessary for a clean energy infrastructure project to be safely installed”; and
- accelerate the adoption of energy efficiency and decarbonization measures by “schools serving low-income and environmental justice populations.”

Additional goals, based on stakeholder feedback and decarbonization goals for schools across the Commonwealth, are to:

- Serve as a source of gap funding for technical assistance and implementation of electrification and/or decarbonization projects;



- Leverage other sources of school decarbonization funding to the greatest extent possible;
- Enable Massachusetts to take advantage of existing federal clean energy tax incentives;
- Provide building-specific assessments and plans, as well as high-level, district-wide decarbonization planning; and
- Support districts in meeting 2050 and interim emissions targets.

2 Technical Assistance Services Offered

Participants may enroll in Green School Works for three types of technical assistance services: Comprehensive Building Assessments, Portfolio Decarbonization Roadmaps, and Focused Studies.

These three services are aligned with Mass Save’s technical assistance offerings and will be considered the “Mass Save base scope.” More details on what is included in the Mass Save base scope are available on [the Green School Works webpage](#). Both Mass Save-eligible and non-Mass Save-eligible schools and districts can enroll with Green School Works to receive these services. Green School Works funding cannot be used to study solutions to add new fossil fuel technologies or infrastructure.

Note: In addition to the offerings described below, Mass Save also offers schools, collaboratives, and school districts fully funded Portfolio Prioritization Plans. These are high level studies leveraging benchmarking, equipment lists, and other customer information to prioritize buildings for further studies, such as the Comprehensive Building Assessment described below. While Green School Works is not contributing to funding Portfolio Prioritization Plans, they may be a good place for Mass Save-eligible Participants to begin. Please see Section 5.2 for information on how to work with MassCEC and Mass Save to determine which technical services are right for you.

- **Comprehensive Building Assessment:** A scoping study to assess the current conditions at a building and identify energy saving and carbon emissions reducing opportunities, including weatherization and building electrification. Additional scope can be added to include the context of local ordinances such as BERDO and BEUDO.
 - **Suggested for:** Participants that want to map out a decarbonization strategy for a particular building. MassCEC also suggests Comprehensive Building Assessments for buildings where a significant capital investment is planned to ensure the capital investment is aligned with a broader strategy to decarbonize.
- **Portfolio Decarbonization Roadmap:** An in-depth, high rigor assessment of the strategies a school district or collaborative would need to employ to meet specific decarbonization targets for a portfolio of buildings (e.g. multiple buildings on one campus or multiple buildings across a school district). In addition to weatherization, building electrification, and energy efficiency, this study may also address other impacts such as motor vehicle fleets, maintenance equipment, and the embodied carbon of construction materials.
 - **Suggested for:** School districts and collaboratives that are interested in developing detailed plans to decarbonize their entire district or collaborative. A Decarbonization Roadmap will require a site visit to each building in the district/collaborative and



significant information and input from the district/collaborative, and, as such, districts/collaboratives should only enroll for this technical service offering if they have a solid understanding of their long-term facilities plan and are able to work with their selected Vendor to provide the necessary information and input.

- **Note:** Because of the relatively high cost of Portfolio Decarbonization Roadmaps and the effort required by the Participant, enrollment requests will be considered on a case-by-case basis and approved at the sole discretion of MassCEC.
- **Focused Study:** A detailed study investigating the economic and energy impacts of implementing a measure or specific set of measures. These are often needed when submitting a Mass Save application for custom projects where an estimate of energy savings and cost is required.
 - **Suggested for:** Participants that are preparing to move forward with a specific decarbonization measure and need to understand the exact amount of Mass Save funding that they will receive. Non-Mass Save-eligible Participants should consider a focused study if they are preparing to move forward with a specific decarbonization measure but they need more detailed economic and energy data to inform decision makers.

The following additional Green School Works renewable scope may be added on to each of the three services above or may be approved as a stand-alone scope where a school, district, or collaborative has already completed a comparable technical assistance study.

- On site renewable energy feasibility analysis of existing building(s) and site(s)
 - Conduct on-site renewable energy feasibility analysis of existing building(s) and site(s), including, but not limited to location, sizing, recommended system type(s), electrical system capacity and upgrade requirements, roof condition, and battery energy storage system opportunities.
- MA Class I Renewable Energy Certificate ("REC") analysis
 - Conduct MA Class I Renewable Energy Certificate (REC) analysis for zero emissions by 2050 scenario planning including estimated annual electricity volume to offset.
- Additional scope approved on a case-by-case basis
 - Potential participants may suggest additional associated tasks and/or expanded study scopes.

3 Eligibility Requirements

3.1 Eligible Schools, Districts, and Collaboratives

To be eligible to receive technical assistance services, potential Participants must:

- be public K-12 schools, including charter schools; school districts; or educational collaboratives in Massachusetts;



- own their building(s) or have long-term ground leases (of at least 20 years) and capital responsibility;
- affirm that the school will remain in use as a public K-12 school facility, serving public school students, for the next 20 years; and
- serve or have served a student population that is at least 40% low income in one or more of the last three school years (2022-2023, 2023-2024, and 2024-2025), as detailed in section 3.2.

Potential Participants may elect to have technical assistance for one building, multiple buildings and facilities in a school district or collaborative, or all buildings and facilities in a school district or collaborative. For a technical assistance service including multiple schools but not all schools in a school district, each school must meet the eligibility criteria described above.

It is at MassCEC's sole discretion whether a Participant meets the eligibility requirements. MassCEC may elect to not accept an enrollment request due to lack of available funding or for any other reason. MassCEC may, on a case-by-case basis, determine if a potential Participant that does not meet the eligibility criteria is eligible to participate in the Program.

3.2 How to confirm income eligibility

The enrollment form asks for the low-income percentage of the student populations for the elected building(s). Below is guidance on how to find the low-income percentage for the elected school building(s).

The [Massachusetts Department of Elementary and Secondary Education's statewide enrollment by selected populations report](#) includes enrollment of selected populations for all students in public schools and charter schools in the state. Potential participants can navigate to school-level, district-level, and collaborative-level reports, as applicable, through the "Report Type" drop down menu and change year of student enrollment through the "Year" drop down menu, followed by "View Report". Then, locate the name of your school(s), district, or collaborative in the report and the corresponding low-income percentage.

4 Funding Details

MassCEC has \$5,000,000 of Green School Works funding available for technical assistance services. **Selected Participants who are Mass Save customers will receive free technical assistance services when using a Mass Save pre-qualified vendor.** MassCEC anticipates supporting enrollments in technical assistance services until technical assistance funding runs out. MassCEC will regularly update the [Program webpage](#) with the amount of funding remaining.

MassCEC will directly fund an enrolled Participant's selected Vendor. **MassCEC will not pay funding directly to enrolled Participants.** The table below outlines how much funding MassCEC anticipates contributing to selected Vendors for each of the technical assistance services for Mass Save-eligible Participants.



Note: If the Participant is not Mass Save-eligible, MassCEC will pay 100% of the cost of the technical assistance services whether or not the selected Vendor is a Mass Save pre-qualified vendor.

Table 1. Expected Budget for Mass Save-eligible Participants				
Task	Estimated per task	Mass Save cost share	Green School Works cost share	Cost to the school or district
Comprehensive Building Assessment	<p>\$11,000-\$17,000</p> <p>(\$10,000-\$15,000 for the Mass Save base scope plus an additional cost of \$1,000-\$2,000 for the Green School Works scope)</p>	<p>100% of the cost of the base scope up to an agreed upon amount depending on the size of the school, when using firms from Mass Save pre-qualified vendor list.</p> <p>Up to 25% of the base scope costs when using firms directly procured by the customer.</p>	<p>For all vendors: 100% of the cost of the additional Green School Works scope.</p> <p>Additionally, for Mass Save prequalified vendors: Any portion of the base scope not covered by Mass Save.</p> <p>Additionally for Vendors that are NOT pre-qualified by Mass Save: 50% of the Participant's co-pay required for the base scope.</p>	None with Mass Save pre-qualified vendor.
Portfolio Decarbonization Roadmap	<p>\$100,000-\$300,000+</p> <p>(\$100,000-\$300,000+ for the Mass Save base scope plus an additional cost of \$1,000 - \$2,000 per building for the Green School Works scope. The additional Green School Works scope is</p>	<p>Up to 50% of total base scope cost, up to \$300,000, when approved by Mass Save and using firms from Mass Save pre-qualified vendor list.</p> <p>Up to 25% of the study costs when using firms directly procured by the customer.</p>	<p>For all vendors: 100% of the cost of the additional Green School Works scope.</p> <p>Additionally, for Mass Save pre-qualified vendors: 50% of the total cost of the base scope plus any portion of the base scope not covered by Mass Save.</p> <p>Additionally for Vendors that are NOT pre-qualified by Mass Save: 50% of the Participant's co-pay</p>	None with Mass Save pre-qualified vendor.

	expected to have a relatively minor impact on the overall budget of the study.)		required for the base scope. Note: Because of the relatively high cost of Portfolio Decarbonization Roadmaps and the effort required by the Participant, enrollment requests will be considered on a case-by-case basis and approved at the sole discretion of MassCEC.	
Focused Studies	\$6,000-\$42,000 (\$5,000-\$40,000 for the Mass Save base scope plus an additional cost of \$1,000 - \$2,000 per building for the Green School Works scope.)	Up to 50% of the base scope cost up to \$40,000, when using firms from MassSave pre-qualified vendor list. Up to 25% of the study costs when using firms directly procured by the customer.	For all vendors: 100% of the cost of the additional Green School Works scope. Additionally, for Mass Save pre-qualified vendors: 50% of the total cost of the base scope plus any portion of the base scope not covered by Mass Save. Additionally for Vendors that are NOT pre-qualified by Mass Save: 50% of the Participant's co-pay required for the base scope.	None with Mass Save pre-qualified vendor.

At MassCEC's sole discretion, MassCEC may approve additional budgets beyond the values described in the table above.

5 How to Enroll & Participate

5.1 Participation Requirements

All Participants must be prepared to meet the following requirements to participate:

- Facilities staff must be aware of the Program and willing to cooperate with the Program.
- Participant must sign a Participant Agreement with MassCEC.



- Participant must sign a separate agreement with selected Vendor if requested by the Vendor.
- Participant must share all documentation with Vendor, as necessary to begin technical assistance study, such as operational information for the school building(s) or facility(ies).
- Participant must support Vendor’s on-site assessment, including site visits with access to all school buildings, facilities, and other areas as necessary for the completion of the technical assistance service.
- Participant may be required to participate in meeting(s) with Vendor, MassCEC, and Mass Save (as applicable).
- Participant may be required to review draft and/or final deliverables from Vendor and provide feedback.

5.2 Participation Steps

To participate, Participants must agree to the steps below. MassCEC, at its sole discretion, may consider extending the timelines described below on a case-by-case basis. Mass Save-eligible schools, school districts, and educational collaboratives should see Section 5.2.1. Non-Mass Save-eligible schools, school districts, and educational collaboratives should see Section 5.2.2.

5.2.1 Mass Save-eligible Participants ONLY

Table 2. Summary of Program Phases for Mass Save-eligible Participants			
Phase		Duration	Description
0	Pre-enrollment process		Potential Participant decides which technical assistance service(s) are best for their school building(s) or school district and contacts Mass Save to start Mass Save’s technical assistance process.
1	Green School Works enrollment	Up to 6 weeks	Potential Participant enrolls in Green School Works and signs Participant Agreement. Potential Participant receives notification via email of Green School Works enrollment.
2	Vendor selection	2-4 weeks	Participant selects a Mass Save pre-qualified vendor for TA service if not already selected. Participant signs relevant documents with the vendor.
3	Technical Assistance service(s)	Varies	Vendor conducts the selected technical assistance service(s) with cooperation from Participant.
4	Post-Technical Assistance service(s)		Participant provides feedback to MassCEC.

Phase 0: Pre-enrollment process

1. Decide which technical assistance service is best for your school or district. For assistance with this decision, reach out to:



- a. Mass Save via email: info@masssave.com.
 - b. Green School Works via email: greenschools@masscec.com or visit during the open office hours listed on our [website](#).
2. Contact Mass Save to start Mass Save's technical assistance process.

Phase 1: Green School Works enrollment

Green School Works enrollments will be accepted on a rolling basis starting June 30, 2025.

1. Potential Participant confirms eligibility requirements are met, as detailed in Section 3.1.
2. Potential Participant enrolls in Green School Works [online](#). This [online enrollment form](#) includes questions about the potential Participant and their requested technical assistance services as well as a Participant Agreement form. Enrollment form progress will be saved so that the form can be completed over multiple sessions. A PDF version of the enrollment form is available for reference on the [Program webpage](#). Enrollment forms will be accepted on a rolling basis. However, potential Participants are encouraged to enroll early, as funding is limited.
 - a. In the case of technical assistance covering a single building, an eligible school, school district, or educational collaborative may enroll.
 - b. In the case of technical assistance covering multiple buildings, the eligible school district or educational collaborative should enroll.
3. Potential Participant receives notification via email of Green School Works enrollment. MassCEC will review enrollment forms as they come in and notify potential Participants via email if their enrollment has been accepted within six (6) weeks of their enrollment form submission.

Phase 2: Vendor selection & Participation Agreement signature

1. Participant may elect to work with a Mass Save pre-qualified Vendor or a Vendor of their choice. (Please refer to Table 1 for a description of the differences in cost share for Mass Save-eligible Participants when using a Mass Save pre-qualified Vendor versus a Vendor of your choice).
 - a. If a Participant chooses to work with a Mass Save pre-qualified vendor, they should coordinate with Mass Save. Mass Save will assign them a Vendor or provide them with a list of Vendors to choose from.
 - b. For Participants that choose to work with their own Vendors, the Vendor must be on GSW's list of pre-approved Vendors or must submit a statement of qualifications to MassCEC for review and approval.

Note: The GSW list of pre-approved vendors does not include ESCO's, however Participants can still elect to work with ESCOs. The ESCO must submit a statement of qualifications to MassCEC to demonstrate their qualifications to do this work.

2. Participants may be required to sign or send documents to Vendor and/or Mass Save to begin technical assistance study.



- Note: Vendors will agree on a scope and budget with MassCEC and/or Mass Save and then sign a contract with MassCEC.

Phase 3: Technical assistance service(s)

1. Vendor conducts the selected technical assistance service(s) with cooperation from Participant. As detailed in Section 5.1, the Participant may be required to participate in meeting(s) with vendor, Mass Save, and MassCEC; review draft deliverables; and provide feedback to Vendor throughout the service.
2. Vendor sends final deliverable(s) to Participant, MassCEC, and Mass Save.

Phase 4: Post-technical assistance service

1. MassCEC encourages Participant to provide feedback on technical assistance experience to improve best practices for future services. Feedback can be provided by emailing greenschools@masscec.com or attending [office hours](#).
2. MassCEC encourages Participant to apply for implementation funding to carry out decarbonization plan, including funding from MassCEC, Mass Save, MSBA, etc.

5.2.2 Non-Mass Save-eligible Participants ONLY

Table 3. Summary of Program Phases for Non-Mass Save-eligible Participants			
Phase		Duration	Description
0	Pre-enrollment process		Potential Participant decides which technical assistance service(s) are best for their school building or school district.
1	Green School Works enrollment	6 weeks	Potential Participant enrolls in Green School Works and signs Participant Agreement. Potential Participant receives notification via email of Green School Works enrollment.
2	Vendor selection	2-4 weeks	Participant selects a vendor for TA service. Participant signs relevant documents with vendor and send necessary documents.
3	Technical Assistance Service(s)	Varies	Vendor conducts the selected technical assistance service(s) with cooperation from Participant.
4	Post-Technical Assistance service(s)		Participant provides feedback to MassCEC. Participants are encouraged to apply for additional funding to implement decarbonization plan.

Phase 0: Pre-enrollment process

1. Decide which technical assistance service is best for your school or district. For assistance with this decision, reach out to:
 - a. Green School Works via email: greenschools@masscec.com or visit during the office hours listed on the [Program page](#).



Phase 1: Green School Works enrollment

Enrollments will be accepted on a rolling basis starting June 30, 2025.

1. Potential Participant confirms eligibility requirements are met as detailed in Section 3.1.
2. Potential Participant enrolls in Green School Works [online](#). This [online enrollment form](#) includes questions about the potential Participant and their requested technical assistance services as well as a Participant Agreement form. Enrollment form progress will be saved so that the form can be completed over multiple sessions. A PDF version of the enrollment form is available for reference on the [Program webpage](#). Enrollment forms will be accepted on a rolling basis. However, potential Participants are encouraged to enroll early, as funding is limited.
 - a. In the case of technical assistance covering a single building, an eligible school, school district, or educational collaborative may enroll.
 - b. In the case of technical assistance covering multiple buildings, the eligible school district or educational collaborative should enroll.
3. Potential Participant receives notification via email of Green School Works enrollment. MassCEC will review enrollment forms as they come in and notify potential Participants via email if they are enrolled within six (6) weeks of their enrollment form submission.

Phase 2: Vendor selection

1. Participant selects a vendor from the [Green School Works Vendor List](#) in coordination with MassCEC. Alternatively, the Participant may work with a Vendor that is not on the GSW Vendor List, if that Vendor submits a statement of qualifications to MassCEC and that Vendor is approved by MassCEC.
2. Participant signs separate participant agreement with Vendor if requested by Vendor.
3. Participants may be required to send documents to Vendor necessary to begin technical assistance study.

Note: The GSW list of pre-approved vendors does not include ESCO's, however Participants may still elect to work with ESCOs. For a Participant to work with an ESCO, the ESCO must submit a statement of qualifications to MassCEC to demonstrate their qualifications to do this work.

Phase 3: Technical assistance service(s)

1. Vendor conducts the selected technical assistance service(s) with cooperation from Participant. Participant may be required to participate in meeting(s) with vendor and MassCEC and/or review deliverables.
2. Vendor sends final deliverable(s) to Participant and MassCEC.

Phase 4: Post-technical assistance service(s)

1. MassCEC encourages Participant to provide feedback on technical assistance experience to improve best practices for future services.



2. MassCEC encourages Participant to apply for implementation funding to carry out decarbonization plan, including funding from MassCEC, MSBA, etc.

5.3 Potential Participants' Questions and Answers

Questions concerning the Program can be submitted by email to greenschools@masscec.com. All email inquiries should include "GSW TA services" in the subject line.

MassCEC will post questions and answers from potential Participants' emails in the "FAQ" section on the [Program webpage](#). MassCEC will periodically update this list. Potential Participants are encouraged to visit the website for updates prior to submitting a question. Only answers posted on the website should be treated as MassCEC's official response to any question.

6 Participant Documents

Relevant documents and forms for Participants are listed below and can be found on the [Program webpage](#).

- Program Manual (this document)
- Participant Agreement
- Enrollment Form

7 General Conditions

7.1 Notice of Public Disclosure

As a public entity, MassCEC is subject to Massachusetts' Public Records Law, codified at Chapter 66 of the Massachusetts General Laws. Thus, any documentary material, data, or other information received by MassCEC from a potential Participant is public record subject to disclosure. Potential Participants shall not send MassCEC any confidential or sensitive information in response to this Program or Program Manual.

7.2 Disclaimer and Waiver Authority

This Program Manual does not commit MassCEC to award any funds, pay any costs incurred in preparing an enrollment form, or procure or contract for services or supplies. MassCEC reserves the right to accept or reject any or all enrollments received, waive minor irregularities in submittal requirements, modify the anticipated timeline, request modification of the enrollment forms, negotiate with all eligible Participants, cancel or modify the Program or this Program Manual in part or in their entirety, or change the enrollment guidelines, when it is in MassCEC's best interests.

7.3 Contract Requirements

Upon MassCEC's authorization to proceed with the proposal, the Participant will sign a Participant Agreement attached hereto as Exhibit 1, which will serve as the agreement between the two parties.



7.4 Changes/Amendments to the Program Manual

The requirements listed herein are subject to change without notice to potential Participant parties. This Program Manual has been distributed electronically using MassCEC's website. It is the responsibility of Participant parties to check MassCEC's website for any addenda or modifications to the Program Manual to which they intend to respond. MassCEC, the Commonwealth of Massachusetts, and its subdivisions accept no liability and will provide no accommodation to a participant who submits an enrollment form based on an out-of-date Program Manual and/or related document.