Attachment 2: Application Form

Please use the following to complete your application.

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| **1. Applicant Information** | | | | | |
| **Name of Lead Applicant** |  | | | | |
| **Street Address** |  | | | | |
| **City, State** |  | | **Zip code** | |  |
| **Contact Email** |  | | | | |
| **Contact Phone** |  | | | | |
| **Website (if applicable)** |  | | | | |
| **Name of Partner (if applicable)** |  | | | | |
| **Partner Street Address** |  | | | | |
| **Partner City, State** |  | **Zip code** | |  | |
| **Partner Contact Email** |  | | | | |
| **Partner Contact Phone** |  | | | | |
| **Partner Website (if applicable)** |  | | | | |
| **Scope(s) Proposing in this Application** (check all that apply) | **Projected Budget and Associated Cost :** *(Please provide the information as requested in this table. Applicants may also include a more detailed breakdown of costs associated with key components of the scope. Still, applicants cannot submit that information instead of the information requested in this chart. Also, please note that MassCEC will not reimburse for direct costs like expenses and travel. Your hourly rate should incorporate any anticipated direct costs.)* | | | | |
| Scope 1 - Strand A: Technical Assistance for Equity Workforce Grantees | Hourly rate:  Minimum number of hours requested for FY26:  Minimum number of hours requested for FY27 (if relevant): | | | | |
| Scope 1 - Strand B: Planning and facilitation support for in-person convening events | Hourly rate:  Minimum number of hours requested for FY26: Minimum number of hours requested for FY27 (if relevant): | | | | |
| Scope 2: Training providers for SIPS | Cost: Number of Interns to be placed and supported in Summer 25:  Number of Interns to be placed and supported in Summer 26 (if relevant): | | | | |
| Scope 3: Clean Energy Innovation Pathway curriculum development and support | Hourly Rate: | | | | |
| Scope 4 - Strand A: Heat pump curriculum design | Total cost of the project:  Hourly rate(s): | | | | |
| Scope 4 - Strand B: Contextualized ESOL supporting material | Total cost of the project:  Hourly rate(s): | | | | |
| Scope 4 - Strand C: Ch 74 HVACR Framework review and resource sheet | Total cost of the project:  Hourly rate(s): | | | | |
| Scope 5: Resource conversion into educational framework for LMS | Hourly Rate: | | | | |

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| **2. DEI Qualifications** | |
| **Optional DEI Qualifications**  **Commitment to DEI in Organizational Practices** | *If applicable, check any certifications obtained by Lead Applicant from the Massachusetts Supplier Diversity Office:*  Minority Business Enterprise  Women Business Enterprise  Service-Disabled Veteran Business Enterprise  Veteran Business Enterprise  Lesbian, Gay, Bisexual, and Transgender Business Enterprise  Disability-Owned Business Enterprise |
| *If Lead Applicant meets the criteria for any of the above certifications but has not completed certification with the Supplier Diversity Office, please identify the applicable certification and explain the qualifications:*  Click or tap here to enter text. |
| *Describe proactive internal organizational practices designed to promote diversity, equity, and inclusion at the organization:*  Click or tap here to enter text. |
| *Describe proactive external organizational practices designed to promote diversity, equity, and inclusion in the sector and communities the organization operates within:*  Click or tap here to enter text. |
| *Note any practices by partners that promote DEI both internally and externally, if applicable:*  Click or tap here to enter text. |

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| **3. Summary of Qualifications**  *Please provide a summary of qualifications and past work most relevant to the proposed scope of work. Resumes of key staff and contractors should be included and detailed at the end of the application.* |
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| Click or tap here to enter text. |

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| **4. Proposed Scope of Work and Initial Work Plan**  *For* ***each*** *scope that you are applying to, please describe your approach to completing the work. Be sure to detail how you define quality products and services and your plan for achieving these desired results. Also, provide a brief initial work plan detailing the key activities, milestones, and deliverables. (Scope 1 and Scope 2 applicants will also be asked for additional information, see number 5 and 6, respectively).* ***FOR SCOPES 1-2, LIST THE GEOGRAPHIC REGIONS IN MA YOU PLAN TO OPERATE IN.*** | | |
| Click or tap here to enter text. | | |
| Initial Workplan | | |
| Month | Key Activities | Anticipated Milestones/ Deliverables |
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| **5. Program Design (ONLY FOR SCOPE 1)**  **In this section, please provide:**   1. Review the Equity Workforce Grants RFPs and *Powering the Future: A Massachusetts Clean Energy Workforce Needs Assessment.* 2. Statement of approach to working on equity-focused programming. 3. Clarify whether they have knowledge and experience working with training providers focused on youth and young adult populations, training providers focused on adult populations, or Climate Critical Underrepresented Businesses (CCUBs) and CCUB support organizations. 4. Three references that can attest to the applicant's ability to execute on the scope(s) of work effectively. (can be included in section 8) |
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| Click or tap here to enter text. |

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| **6. Program Design (ONLY FOR SCOPE 2)**  **In this section, please provide:**   1. A description of the specific proposed recruitment, retention, and tracking strategies (describe the students that will be supported through the program, number of students to recruit, retain, and track). 2. A description of the organization’s strategy for advertising the Internship Program for recruitment purposes (what media/materials/events will be employed). 3. A description of the process for matching Eligible Students and Host Employers. 4. A description of the workshop to orient employers to the Internship program. 5. A description of the strategy for virtual workshops (May, June, July, August 2025 and 2026 if applying for two years) offered to students.    * 1. Detail the anticipated workshop topics and content, which may include, without being limited to, subjects like “networking for future success”, “career readiness”, “clean energy 101”, “how to start your own business”, or “Diversity, Equity, and Inclusion in the workspace”.      2. Specify whether these workshops will target audiences who are undergraduates, graduates, or non-traditional students. 6. A discussion of the communication strategy with Eligible Students during the summer 2025 and 2026 (as applicable) cohort of the Internship Program.    * 1. Detail the form of communications (i.e., phone calls, in-person meetings, etc.) and regularity of communication (i.e., weekly, monthly, etc.). |
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| **7. Examples (Only for Scopes 3, 4, and 5)**  *For each scope that you are applying to, please provide at least two, though ideally more relevant work samples.* | | | |
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| Starting Page in PDF (if attached) | Example Description | Hyperlink  (if applicable) | Notes |
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| **8. References**  *Please provide relevant references. If you are applying to multiple strands, please clarify what work the reference could best speak to.* | | | |
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| Name | Title | Contact Information (email & phone number) | Brief description of relationship with applicant |
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Supporting Documents Guidelines

Applicants should include resumes of staff and consultants who will play a key role in the proposed scope of work. Additionally, Letters of Support and Memorandums of Understanding from partner organizations can be included. The Supporting Documents Table of Contents chart below should list all such documents.

While submitting all supporting documents in a single combined PDF is encouraged, separate and distinct files will be accepted.

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| **9. Supporting Documents Table of Contents** | | |
| Starting Page in PDF | Document Description | Notes |
| *(e.g., 10)* | *(e.g., resume of Lead Project Manager)* |  |
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