

EMPOWER MASSACHUSETTS PROJECT UPDATES

INITIAL PROJECT PROGRESS REPORT (reporting on results through end of September)

INTERIM PROJECT PROGRESS REPORT (reporting on results through end of December)

FINAL PROJECT PROGRESS REPORT (Comprehensive reporting on entire project including final time period, submitted in July 2025)

Task Number	Task Description	Milestone/Deliverable	Completion Date	Payment Amount
1	Review & sign Grant Agreement between Grantee and MassCEC	Signed Grant Agreement	October 2024	\$12,500
2	Project Team will attend initial check-in call with MassCEC. This will be held virtually and MassCEC will document meeting minutes and next steps.	Project Team will be in attendance at initial check in call, and provide updates and next steps	October 2024	\$12,500
3	Project Team will submit an Interim Progress Report .	Interim Project Progress Report	December 2024	\$12,500
4	Project Team will submit a Grant Application Progress Report .	Grant Application Progress Report	January 2025	\$10,000
5	Project Team will submit a Final Project Report as described above. At the submission of the Final Report, the Grantee will participate in a debrief phone call with MassCEC.	Final Project Report & debrief phone call	July 2025	\$2,500
	TOTAL			\$50,000

Project Information

Project Name: add project title

Project Manager(s): add manager name and email

Project specific details for Deliverables/Reports:

And will result in the following Deliverables:

- **An Interim Project Progress Report**, which will provide an overall narrative of the Project progress to date, comprehensive Project metrics as defined below, and when applicable as completed or updates on the following:
 - Comprehensive Community-driven Climate Justice Plan: a detailed document outlining the priorities and goals identified through extensive community engagement sessions, reflecting the voices and needs of the marginalized populations;
 - Multi-Sector Climate & Environmental Justice Plan: A fully formed actionable plan developed in collaboration with key technical assistance providers, addressing localized needs and focusing on equity and justice;
 - Partnership Agreements: Formal agreements with technical assistance providers, CBO's, neighborhood associations, and business partners to enhance our coalition's capacity and access necessary resources for successful project implementation and an assessment on level of capacity enhancement as a result of these partnerships; and
 - Community & Business Engagement Report: A detailed report summarizing the outcomes of stakeholder outreach efforts, including the number of participants reached, engagement levels, key insights gathered, and the impact on shaping the community-driven initiatives.
 - Update the development of resident-led climate solution project models and pilots.
- **A Grant Application Progress Report** which will contain completed grant applications to MassCEC, and/or the Federal EPA Community Change Grants funding opportunity, and a brief narrative on the experience;
- **A Final Project Report**, which will provide an overall narrative of the Project, comprehensive Project metrics as defined below, relevant lessons learned, and if not completed prior:
 - Comprehensive Community-driven Climate Justice Plan: a detailed document outlining the priorities and goals identified through extensive community engagement sessions, reflecting the voices and needs of the marginalized populations;
 - Multi-Sector Climate & Environmental Justice Plan: A fully formed actionable plan developed in collaboration with key technical assistance providers, addressing localized needs and focusing on equity and justice;
 - Partnership Agreements: Formal agreements with technical assistance providers to enhance our coalition's capacity and access necessary resources for successful Project implementation and an assessment on level of capacity enhancement as a result of these partnerships;
 - Community & Business Engagement Report: A detailed report summarizing the

outcomes of stakeholder outreach efforts, including the number of participants reached, engagement levels, key insights gathered, and the impact on shaping the community-driven initiatives; and

- Finalized proposals for resident-led climate solution project models and pilots.

Project Report Narrative – Report Type

1. Please provide a brief narrative on your project activities for the past quarter. This includes progress, milestones, activities to date your Project Team has achieved to date & any relevant results. Topics you need to address are listed above, per your contract.

- Be sure to address whatever is asked for, for each relevant report.
- *Example:*
 - *Narrative: For the first three months of the project we finalized our outreach plan including some initial marketing materials (including fliers and designs for social posts), met with project team members, and posted our ad for hiring our energy advocate. We have held 5 team meetings and have had several strong inquiries for the position. We expect it to be filled within the next month.*
 - *Project metrics – see below*
 - *Initial marketing materials and example social posts are attached in a separate document, also sent on 4/10/24*

2. Project Metrics (as defined by scope of work in contract)

Be sure to indicate if your metrics are for the period only or are cumulative.

Please note a response for each metric is **required**, 0 or n/a is acceptable. Keep responses to whole numbers. If there is context to add to it, great we encourage that, just ensure that it follows the whole number.

- *Number of formal partnerships established; [enter value]*
- *Number of staff hired for resident and business outreach, grant writing, and Project development; [enter value]*
- *Number of community listening sessions conducted; [enter value]*
- *Number of intergenerational forums to discuss equitable climate futures; [enter value]*
- *Number of community members/residents engaged; [enter value]*
- *Number of historically marginalized founders engaged in discussions around equitable innovation opportunities; [enter value]*
- *Number of grants applied for and/or received. [enter value]*
- *Value of grants applied for and/or received. [enter value]*
- *Number of outreach materials developed/used, including translated materials; [enter value] and*
- *Percentage of climate-related sub-contracts and projects led by minority-owned businesses. [enter value]*

3. Tell us what you're up to next! Please provide any planned next steps in your project timeline.

- *Example:*
 - *Hire energy advocate*
 - *In the next 3 months we'll be hosting a series of events to engage the community on energy efficiency.*

4. Lessons Learned to date/significant learnings

Please share a brief narrative on your experience and relevant lessons learned to date, especially those that MassCEC and other Project Teams could learn from.

- *Example:*
 - *Relevant lessons learned: we're learning that hiring is difficult and the best places to meet good candidates seem to be through networking. Additionally, translation of materials has been taking much longer than planned; we will need to adjust our timelines moving forward to allow for this to be done sufficiently*
 - *Etc.*

5. What is a really exciting highlight your Project Team would like to share from your work thus far? And, are there any challenges your Project Team has experienced?

- Highlight:
- Challenges:

SUPPLEMENTAL INFORMATION:

If there are any other attachments, campaign materials, etc. that you feel are relevant to your project narrative, please indicate that here and let us know how you are sharing them.

OPTIONAL QUESTIONS & NARRATIVE:

Is there anything your Project Team needs help with, including any potential connections (to organizations, opportunities, etc.) you'd find helpful?

- *Example: can MassCEC share any relevant federal funding resources?*

Are there any particular questions or topics you'd like to discuss? Please list below.

Paste draft email content here?