

## **Attachment D: Proposal Structure Checklist**

- 1) *Cover Page* (not included in page limit: see Attachment B)
- 2) *Project Overview* (included in 5 page limit)
  - a. Provide background, goals, relevance, and potential impact (include description of economic and policy drivers)
- 3) *Project Workplan* (included in 5 page limit)
  - a. Project objectives, scope of work, milestones, and project schedule (include description of proposed approach and process, types of assistance sought, and approach to sharing pilot best practices and results)
- 4) *Qualifications and Resources* (not included in page limit)
  - a. Qualifications of key personnel and partners
- 5) *Appendices* (not included in page limit)
  - a. Governor's commitment letter OR inclusions of a statement within the body of the proposal that the process and proposed goals of the roadmapping are supported by the governor of the state
  - b. Proposed budget that illustrates how the requested financial assistance will be used (*see attachment C*)
  - c. Resume for the project's lead State Energy Office staff member
  - d. Letters of support from public and private sector partners
  - e. List of citations for relevant state policies, regulations, programs, etc. that are germane to the project proposal