

## Project Name [Enter your LEA’s name]

## Tagline: [Your mission or idea as a single catchy sentence]

# TECHNICAL NARRATIVE TEMPLATE Energy CLASS Prize

**Technical Narrative Template**

Write a detailed narrative describing your solution that addresses each of the following five evaluation criteria.

The suggestions below are meant to guide the content you provide but are not meant to be prescriptive or restrictive; you decide where to focus your answers. Responses to these criteria statements must not exceed 2,500 words, in addition to optional images, charts, graphs, or footnotes.

The Technical Narrative must be in English. Unless stated otherwise, all files must be submitted in the HeroX platform in an unlocked, searchable PDF form and use the following file name format: Team-Name\_EnergyCLASS\_Phase1.pdf. Content that exceeds any word, page, or time limit will not be reviewed. Please refer to the official [Energy CLASS Rules document](https://www.herox.com/energy-class/resource/1097) for each criteria question and its associated suggested content.

The reviewers will score the questions based on the content you have provided in your narrative and your other submission elements.

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| **Technical Narrative** |
| 1. Please include a needs statement describing the community your LEA serves and how that relates to need for this support. Content may include descriptions of the student population, area median income, and general community demographics. DOE will prioritize under-resourced and disadvantaged LEAs for the Energy CLASS Prize. 2. Please describe your LEA’s resources and capacity for energy and facility management. Some things to consider here are:   Does your LEA have in-house staff capable of assessing, planning, and implementing energy and facility upgrades? How many LEA employees have energy management skills? How many schools is an individual energy or facility manager covering? How recently have schools in your district—or the prioritized schools your LEA hopes to build energy management capacity for—had comprehensive energy assessments or undergone energy and facility planning?  What is your staff’s level of expertise in evaluating, planning, and/or implementing various energy and facility improvements, such as energy efficiency improvements, lighting upgrades, renewable energy improvements, weatherizing, building electrification, and improving indoor air quality?  What steps has your LEA has taken to issue bonds or secure funding or financing for energy improvements in schools in the past? Include information about how participation in the Energy CLASS Prize will help your LEA overcome funding or other challenges you have faced in the past.   1. Please describe the condition of the school facilities you hope to assess through the Energy CLASS Prize. How will building upgrades improve the condition of these schools, and what impacts will that have on the community? 2. How would better energy management and indoor air quality benefit students, teachers, and others in these schools? For example, are there schools in your LEA with weather-related damage that continue to pose operational, structural, and/or health impacts that inhibit the ability of students to effectively learn? Have students lost learning time due to inadequate heating or cooling capacity or other indoor environmental hazards? 3. Please identify the structure/composition of the Energy Champion team that will participate in the Energy CLASS Prize trainings and coaching program if selected for advancement to Phase 2. Indicate how you envision each team member participating (i.e., will all team members attend all trainings, or will your team divide the trainings up? Will one person be in charge of the coaching relationship, or will the whole team interface with the coach?) Please also indicate whether your proposed Energy Champion(s) are existing staff or planned new hires. If new hires will participate, please describe your plan for getting them in place in time to begin trainings within 3 months of being awarded. |

All items in the submission package, with the exception of the cover page and logistical questions, will be considered when scoring each submission. After reviewing all elements of the submission package, expert reviewers will assign a score between 1 and 6 for each of the three criteria below, taking into account the statements described under each. Each criterion will be weighted as described below:

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| Expert reviewers give a score of 1 to 6 for each statement below: |
| **Criterion 1: Need for Capacity Building (33.3% weighting)**   * The LEA’s need, based on Energy Justice Mapping Tool for Schools profiles, shows that the LEA and the school facilities it plans to address is in a disadvantaged community *that is located in a rural location (coded as 41, 42, 43), has free and reduced lunch eligibility over 50%, qualifies for Title 1 schoolwide programming, and/or includes a designated community shelter.* * The need statements in the technical narrative indicate that the LEA is under-resourced and lacks staff capacity and/or knowledge to address needed energy and facility upgrades. * Current conditions at schools within the LEA have hindered student performance, contributed to negative health outcomes, or contributed to other negative occupant impacts.   **Criterion 2: Demonstrated Support and Commitment (33.3% weighting)**   * The applicant demonstrates support from the appropriate department within the LEA to participate in and apply learnings from the Energy CLASS Prize by providing a letter of support. * The applicant demonstrates commitment to energy and health improvements in their facilities, greenhouse gas reductions, and/or other related goals. * The applicant demonstrates support from the school community and relevant stakeholders for participating in the Energy CLASS Prize, shown by providing letter(s) of support.   **Criterion 3: Likelihood of Success of the Energy Champion Team (33.3% weighting)**   * The applicant shows a strong commitment to using prize funds to fund staff who will participate in Energy CLASS Prize trainings and coaching over the 12-month program and begin implementing recommended steps. * The applicant has identified specific people to participate in the trainings or has a sound plan to get people in place to participate in the trainings within 3 months of award. * The applicant is likely to successfully implement energy and indoor air quality improvements if accepted into Phase 2. |

## Your Response:

[Enter your Technical Narrative Text here]