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)** |  |
| **Scope(s) Proposing in this Application** (check all that apply) | **Associated Cost** |
| [ ]  Scope 1: Training Providers for SIPS |  |
| [ ]  Scope 2: Regional Employer Engagement Strategy |  |
| [ ]  Scope 3: Training Provider for Trades-Based Students |  |
| [ ]  Scope 4: Student Awareness in Community Colleges |  |
| [ ]  Scope 5: Clean Energy Symposium |  |
| [ ]  Scope 6: Climate Service Corps Planning & Design |  |
| [ ]  Scope 7: Massachusetts Clean Energy and Climate Resilience Workforce Development Plan |  |

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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 applicants will also be asked for a separate program design, see number 5).* ***FOR SCOPES 1-4, LIST THE GEOGRAPHIC REGIONS 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. 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 2023) 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 2024 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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| Click or tap here to enter text. |

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| **6. Examples (Only for Scopes 5, 6, and 7)***For each scope that you are applying to, please provide at least three relevant work samples.*  |
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| Starting Page in PDF (if attached)  | Example Description  |  Hyperlink  | Notes  |
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Supporting Documents Guidelines and cover sheet

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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| **7. 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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