**MTERA Member Tribe**

**Energy Assistance Request Form**

**Executive Summary:**

*Please provide a brief overview of the energy assistance request such that all MTERA Board Members can quickly understand the background, objectives, outcomes, scope, schedule, team, and budget.*

**Background:**

*Please provide a one-page narrative that provides context for the assistance request and justifies why the Tribe needs the assistance. How does this request fit into the Tribe’s energy planning efforts?*

**Objective(s):**

*Please provide a numbered list of the objectives of your Tribe’s energy assistance request.*

**Outcome(s):**

*Please provide a numbered list of project outcomes and/or deliverables. These outcomes should satisfy the objectives defined above and be measurable milestones that demonstrate the assistance project is completed.*

**Scope of Work:**

*Please provide a brief narrative of the envisioned approach achieve the objectives and outcomes. How will data be collected? How will results be communicated to Tribal decision-makers?*

***Note:*** *if your Tribe needs MTERA support to define the scope of work, reach out to* *executive.director@mtera.org* *and MTERA will help your Tribe define the following sections.*

**Narrative:**

**Task List:**

**Schedule:**

*MTERA prefers assistance projects that are less than 6 months. Please define the overall schedule for the requested assistance. How long will each task in the above section take?*

**Tribal Energy Team:**

*Please provide a list of the key Tribal personnel that will be involved in the assistance project.*

**Technical Assistance Provider:**

Tribes have two options for the selection of the service provider:

* **Option 1: use one of MTERA’s pre-qualified technical service providers.**
	+ Option 1.a: let MTERA decide which technical service provider is best-suited for the specified assistance
	+ Option 1.b: the Member Tribe requesting assistance desires to select the technical service provider
* **Option 2: request MTERA approve a new technical service provider.**

If this Option 1 is selected, MTERA will assign a pre-qualified vendor that is best-suited for the project assistance. If Option 2 is selected, the Member Tribe must provide supporting documentation that demonstrates the technical service providers experience and qualifications for the specified assistance project. MTERA’s Board will review and approve the vendor as a qualified technical service provider, if the provider meets MTERA’s standards.

*Please select one of the options below:*

[ ]  **Option 1.a:** my Tribe wishes to use a pre-qualified technical service provider and we will let MTERA determine which provider is best qualified for the specific assistance.

[ ]  **Option 1.b:** my Tribe has selected a pre-qualified technical service provider from MTERA’s list of qualified vendors. Our choice is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **Option 2:** my Tribe desires to use a vendor that is not pre-qualified and has submitted supporting documentation that justifies the experience and qualifications of the service provider.

**Budget:**

*Please provide a breakdown of the budget by tasks and/or deliverable.*