

**PROCESS FOR MANAGING PROPOSALS
BY STAKEHOLDERS AND INTERESTED PARTIES FOR THE RESIDENTIAL
AND COMMERCIAL/INDUSTRIAL MANAGEMENT COMMITTEES**

Application of Process:

Process applies to proposals/inquiries/ideas from stakeholders, private companies or individuals, non-profits, community groups, associations, local government, state government, etc. that require “significant” PA commitment of funds or personnel.

Proposals to the EMC from the EEAC or its consultants will continue to be treated on a case by case basis (based on the current evaluation priorities and strategy). Therefore, since a process currently exists, the EMC will be exempt from this process.

Proposals to MTAC will continue to be treated under its process. Therefore, since a process currently exists, MTAC will be exempt from this process.

Process:

1. A party contacts any PA or DOER (who forwards the request to the PAs) with a “program idea” and the intent to request commitment of a significant time or money from that PA or all PAs.
2. Request is forwarded to the Project Coordinator for the Residential Management Committee (“RMC”), Commercial & Industrial Management Committee (“C&IMC”), as applicable.
3. Project Coordinator responds to the third party within five working days with a package outlining this process, including:
 - a. Cover letter explaining the process and why it is needed, as well as the basic requirements for Proposals, including process flow chart and timelines
 - b. Outline of requirements for the initial written “letter proposal” to the committee
4. The third party submits letter proposal synopsis by deadline, which is two weeks prior to the quarterly review.
5. Proposals will be reviewed quarterly by the appropriate committee, RMC or C&IMC. In the case where the proposal overlaps responsibilities, the Chairs of the committees will prepare a single, common response. Responses will be as follows:
 - a. Committees will offer conditional approval or rejection within the Timeline below
 - b. Parties with conditionally approved proposals will be required to submit a more detailed proposal including a work plan (including timelines, budgets, deliverables, etc.), elements of which may be prescribed for them by the PAs involved.

6. The process from this point will be case-specific and will be negotiated by the proposing party and the PAs.

This process is not intended to address general inquiries or suggestions or general notices of funding opportunities. Proposals through this process are expected to have the appropriate level of proponent research conducted and expertise articulated in order to be considered by the Committees.

Timeline:

Submissions must be received by Wednesday [January 13, 2016]
Responses provided by Friday [February 12, 2016]

Submissions must be received by Wednesday [April 13, 2016]
Responses provided by Friday [May 13, 2016]

Submissions must be received by Wednesday [July 13, 2016]
Responses provided by Friday [August 12, 2016]

Submissions must be received by Wednesday [October 12, 2016]
Responses provided by Thursday [November 10, 2016]

Please direct submissions to:
Erin Engstrom
Project Coordinator
Eversource Energy
1 NSTAR Way, SW360
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Sincerely,
The Massachusetts Program Administrators