**Research and Development Template**

**Community Benefits Plan Template for Research and Development Applications**

Applicant should insert here:

FOA Number and FOA Title

Organization Name

Project Title

**Instructions for Use of this Template:**

The purpose of this document is to summarize the **specific** objectives the Applicant is committing to in its Community Benefits Plan (CBP).

**Important information about using this template:**

* **The instructional textboxes within each section can be removed when submitting the application. The information below the instructional textboxes is intended to provide examples of commitments that may be relevant to each section, proposed project, or program. Not all examples provided may apply.**
* **All information included in this CBP Template must be consistent with other parts of the application.** The CBP should accurately define the work that is planned and the progress that will be expected throughout the project to be achieved.
* **Wherever possible, the objectives laid out in the CBP should be in quantifiable terms with SMART milestones**: **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**imely – and include timelines. The CBP may include multiple milestones but should have at least one SMART milestone per budget period as well as one SMART end of project goal.
* The information provided in the Community Benefits Objectives and Outcomes (CBOO) summary table in the final section should be consistent with the commitments made throughout the CBP Template and broader application.
* By submitting this form, Applicant acknowledges and agrees that the information provided may be distributed or made publicly available, without any restrictions or obligations to maintain confidentiality, as required by applicable laws, rules and regulations. If Applicant wishes to protect proprietary or trade secret information submitted with this CBP Template, every line and paragraph containing such information must be clearly marked as “CONFIDENTIAL” and designated with double brackets or highlighting to indicate the confidential information.

**Definitions:**

Throughout this document, certain terms are used regularly. Please refer to the definitions below for these commonly used terms and apply them throughout.

**Underrepresented**

”Underrepresented” refers to populations sharing a particular characteristic, as well as geographic communities, that are shown to have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by communities that have been denied fair, just, and impartial treatment, which may include Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; persons otherwise adversely affected by persistent poverty or inequality; women; and veterans.

**Justice40 Initiative and disadvantaged communities**

Established by [Executive Order 14008](https://www.federalregister.gov/documents/2021/02/01/2021-02177/tackling-the-climate-crisis-at-home-and-abroad) on *Tackling the Climate Crisis at Home and Abroad*, the [Justice40 Initiative](https://www.whitehouse.gov/environmentaljustice/justice40/) sets a goal that 40% of the overall benefits of certain federal investments in climate, clean energy, and other areas flow to “disadvantaged communities” that are marginalized by underinvestment and overburdened by pollution. Pursuant to [M-21-28](https://www.whitehouse.gov/wp-content/uploads/2021/07/M-21-28.pdf) and [M-23-09](https://www.whitehouse.gov/wp-content/uploads/2023/01/M-23-09_Signed_CEQ_CPO.pdf), issued by the White House Office of Management and Budget, White House Council on Environmental Quality, and White House Office of Domestic Climate Policy, DOE recognizes disadvantaged communities as the census tracts that are identified as disadvantaged by the White House Council on Environmental Quality’s [Climate and Economic Justice Screening Tool](https://screeningtool.geoplatform.gov/en/) (CEJST), as well as all Federally Recognized Tribes. For information about whether a particular DOE program is covered under the Justice40 Initiative, please see [DOE’s Justice40 Initiative webpage](https://www.energy.gov/justice/justice40-initiative).

**Community Benefits Agreement**

Community Benefits Agreements are legally binding, enforceable agreements between a developer and affected community groups detailing the benefits provided to the community in return for support or non-opposition to a development project. They are an emerging tool for communities to win protections, investments and benefits related to energy and infrastructure projects.

**Captive Audience Meetings**

Captive audience meetings refer to the practice among employers of meeting with employees during union organizing campaigns to express the employer’s view of the possible negative effects that unionizing may have on the general workforce. Some employers have structured such meetings as mandatory and held them on company property during working hours.

**Minority-Serving Institution**

Minority-Serving Institution is defined in [7 CFR § 3430.302.](https://www.ecfr.gov/current/title-7/subtitle-B/chapter-XXXIV/part-3430/subpart-G/section-3430.302)

**Project Labor Agreement**

A project labor agreement is a pre-hire collective bargaining agreement consistent with section 8(f) of the National Labor Relations Act (29 U.S.C. 158(f)).

**Collective Bargaining Agreement**

A collective bargaining agreement is an agreement that is consistent with the National Labor Relations Act (29 U.S.C. 151 et seq.).

1. **General Project Information**

**Instructions:** This section asks for the Applicant to provide general information on the CBP and how it integrates with the project, including critical information on the construction component, if any, and the locations and communities affected. Applicant should also provide a description of the community representatives and project personnel overseeing the Community Benefits Plan, their qualifications, and time allocated for the activities proposed.

1. **High-level description of the CBP and project**

Please provide a 2-3 sentence description here. Applicants should also describe community support and/or opposition for the project, if applicable.

American Indian and Alaska Native Tribal Nations have rights as sovereign governments recognized under the Constitution of the United States, treaties, statutes, Executive Orders, and court decisions. Applicants should identify specific Tribes potentially affected by future development early and engage with affected Tribes to share information on the project and understand concerns, including those related their reserved rights, sacred sites, resources, as well as exploring opportunities to provide benefits to Tribes through community benefit or other wealth-building agreements or opportunities.  This engagement is not a substitute for government-to-government consultation.

**Instructions for Sections B through E:**

Sections B through E below should summarize the specific objectives the Applicant is committing to, broken into specific commitments and tasks.

Wherever possible and relevant, each commitment or task should be stated in quantifiable or measurable terms and SMART (**S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**imely) milestones with timelines should be identified. The CBP may include multiple milestones but should have at least one SMART milestone per budget period as well as one SMART end of project goal.

As permitted by prevailing law, milestones will be incorporated into the CBOO. If awarded, the progress towards meeting the objectives and milestones set forth in the CBOO will be included as part of the Go/No-go evaluation.

1. **Community and Labor Engagement**

**[Section omitted for R&D Template]**

1. **Investing in Quality Jobs**

**Instructions:** The Workforce section of the R&D Community Benefits Plan should articulate the future workforce implications of the innovation or a milestone-driven plan for understanding those implications. This includes documenting the skills, knowledge, and abilities that would be required of workers installing, maintaining, and operating the technology that may be derivative of the Applicant’s research, as well as the training pathways and its accessibility for workers to acquire the necessary skills.

There may be field-specific or relevant existing research that could be cited in this section. In addition, Applicants could detail the process they will use to evaluate long-term impacts on jobs, including job growth or job loss, a change in job quality, disruptions to existing industry and resulting changes to relationships between employers and employees, improvements or reductions in the ability of workers to organize for collective representation, and anything else that could result in changes to regional or national labor markets.

The Applicant should add or delete commitments to reflect their specific plan.

**Job Quality and Workforce Continuity**

For large R&D Projects that include demonstration activity, please describe the Applicant’s plan to ensure that jobs created by this project are good quality and will attract and retain a skilled workforce, including the following commitments to wages and benefits, education and training investments, and worker involvement in health and safety:

**[Examples]**

**[Commitments C1-2 omitted for R&D Template]**

**Commitment C3a.1:** Applicant will provide above-average wages and benefits, benchmarked to occupation and industry reported by BLS:

* The minimum starting wage for production workers is $\_\_\_\_\_ per hour compared to the [75th or 90th] percentile of $\_\_\_\_per hour for the [\_\_\_\_\_\_\_] industry.
* The minimum value of the following benefits offered to hourly workers is
  + Health insurance: $\_\_\_\_\_ per \_\_\_
  + Retirement contributions: $\_\_\_\_\_ per \_\_\_
  + PTO: \_\_\_\_hours per \_\_\_\_\_
* Paid sick or family leave: \_\_\_\_\_ days per \_\_\_\_\_
  + Childcare or other caregiving financial assistance: $\_\_\_\_\_\_\_\_\_per worker or provision of on/near-site care
  + Transportation assistance: $ \_\_\_\_\_\_\_\_\_per worker\_
  + Education/tuition reimbursement or financial contribution: $\_\_\_\_\_\_\_\_\_\_
  + Other: $\_\_\_\_\_\_\_\_\_per worker\_\_\_

**Commitment C3a.2:** Applicant will provide workforce education and training through:

* Establishment of Labor-Management Training Partnership(s)[[1]](#footnote-1)
* [Insert number of hours per worker]hours of paid on-the-job training
* Sponsoring registered apprenticeships: [insert goal number of apprentices]
* Covering costs and paid time for professional development and continuing education: [Enter certifications]
* Other:

**Commitment C3a.3:** Applicant will ensure hourly production workers’ concerns are engaged in the design and implementation of workplace safety and health plans. Specifics include:

* [insert number of hours] that will be dedicated to a health and safety committee by production workers and will be paid [insert time and rate paid] for their time participating.
* Indicate which of the following, if any, the training provided will include:
  + worksite safety analysis
  + worksite violence recognition and prevention plan
  + hazard prevention and control
  + safety and health training
  + anti-harassment and by-stander intervention training
  + Other: [describe]
* Indicate the frequency of these health and safety committee planning meetings will be held.
* Indicate plans for how these safety and health plans will be considered by the organization’s management (e.g., when they will be reviewed and by when a decision to incorporate the recommendations will be made).

**Commitment C3b: [Omitted; if project includes construction activity, D&D CBP Template should be used]**

**C4. Documenting Knowledge, Skills, and Abilities.**

Outline the Applicant’s plan fordocumenting the knowledge, skills, and abilities of workers required for widespread deployment of the technology, under full commercialization scenario.

**[Examples]**

**Commitment C4.1:** Outlining the challenges and opportunities for commercializing the technology in the United States. [insert description here]

**Commitment C4.2:** Creating a literature review of the workforce implications of the outcomes of the specific research if the innovation is successful, or a plan with dedicated budget and expertise (staffing or subawardee) to evaluate the potential equity implications of successful innovation outcomes. [insert description here]

**Commitment C4.3:** Creating a plan and milestones for assessing how a successful innovation will have implications for job savings or loss, either at the macroeconomic level or within specific industries. [insert description here]

**Commitment C4.4:** Describing how the project will support workforce training to address needs for successful innovation (see below for more examples). [insert description here]

**Commitment C4.5:** Creating a plan to evaluate how a successful innovation will result in potential workforce shifts between industries or geographies. [insert description here]

**Commitment C4.6:** Creating a plan for how economic support, training, and job placement will be provided to workers who lose their jobs as a result of the innovation. [insert description here]

**Commitment C4.7:** Other commitments or pledges.[insert description here]

1. **Diversity, Equity, Inclusion, and Accessibility**

**Instructions:** The goal of the R&D Community Benefits Plan is to allow the application to illustrate engagement in critical thought about implications of how the proposed work will benefit the American people and lead to broadly shared prosperity, including for workers, underrepresented persons, and residents of disadvantaged communities. This section should summarize the Applicant’s plan to incorporate diversity, equity, inclusion, and accessibility (DEIA) objectives into the project.

Successful plans will not only describe how the project team seeks to increase DEIA but also will describe the overall approaches to retention, engagement, professional development, and career advancement. Specifically, they will demonstrate clear approaches to ensure all team members’ strengths are meaningfully leveraged, and all members are provided opportunities and paths for career development, especially including paths for interns and trainees to secure permanent positions.

The Applicant should add or delete commitments to reflect their specific plan. A non-exhaustive list of possible commitments is provided below.

For funded projects, funding recipients will be required to report on partnerships described.

**Commitment D1.**

The Applicant commits to partnering or contracting with Minority-Serving Institutions, businesses majority owned or controlled by residents of disadvantaged communities, and/or underrepresented persons or groups of underrepresented persons.

**Commitment D1.** Applicant will partner or contract with Minority-Serving Institutions, businesses majority owned or controlled by residents of disadvantaged communities, and/or underrepresented persons or groups of underrepresented persons.

**[Examples]**

**Commitment D1.1:** [Name of partnership]

**Summary of scope of work:** [insert here]

**Contract amount:** $\_\_\_\_\_

**Overall value of partnership:** $\_\_\_\_\_

**Commitment D2.** Applicant commits to implementing a plan to reduce barriers and improve access to jobs for local workers, underrepresented workers, and/or residents of disadvantaged communities.

**[Examples]**

**Commitment D2.1:** Applicant will partner with quality pre-apprenticeship or apprenticeship readiness programs[[2]](#footnote-2) to foster improved access for underrepresented workers and residents of disadvantaged communities to career-track training and employment.

Please indicate how, if applicable, partnering programs specifically work to improve access for underrepresented workers.

**Name and description of readiness program(s):** [insert here]

**Commitment D2.2:** Applicant will partner with training and placement programs (other than pre-apprenticeship programs) for underrepresented workers and residents of disadvantaged communities.

**Name of training and placement programs:** [insert here]

* Establishing and executing an inclusive recruitment strategy (e.g., a strategy to support broad recruitment for the apprenticeship programs, outreach to community-based organizations that work with prospective workers/apprentices): [Describe]

**Commitment D2.3**: Applicant will provide $\_\_\_\_\_ in supports/subsidies for workers to access affordable, reliable, and high-quality childcare, or other types of care.

**Description of services:** [insert here]

**Commitment D2.4:** Applicant will provide flexible work schedules.

**Description of flexible work schedule program:** [insert here]

**[Commitments D2.5-D2.8 are not applicable to R&D projects and have been removed.]**

**Commitment D2.9**: Applicant is offering training, mentorship, education, and other support to students and early/mid-career professionals from disadvantaged communities and/or underrepresented groups.

**Commitment D2.10**: Applicant is developing technology and technology integration innovations to meet the needs of disadvantaged communities.

**Commitment D2.11**: Applicant is creating partnerships with local and disadvantaged communities. [insert description here]

**Commitment D2.12**: Voluntary recognition of a union and informing employees of their rights, regardless of their classification. [insert description here]

**Commitment D2.13**: Applicant will make research products and engagement materials accessible in a greater variety of formats to increase accessibility of research outputs: [insert description here]

**Commitment D2.14**: Applicant will implement training or distribute materials to reduce stigma towards individuals with disabilities. [insert description here]

**Commitment D2.15**: Applicant will design technologies that strategically fit within the existing workforce for installation and maintenance of the potential innovation. [insert description here]

1. **Justice40 Initiative**

**Instructions:** This section should articulate how project proposals will drive equitable access to, participation in, and distribution of, the overall benefits produced from successful technology innovations to disadvantaged communities. As outlined on [DOE’s Justice40 Initiative webpage](https://www.energy.gov/justice/justice40-initiative), the overall benefits are grouped by policy priorities below, with space to add additional benefits that do not fit in categories provided. Applicants may also describe the influencing factors and equity implications of the proposed research. Applicants should describe any long-term constraints the proposed technology may pose to communities’ access to natural resources and Tribal cultural resources. There may be existing equity research available to use and cite in this description, or the Applicant could describe milestone-based efforts toward developing that understanding through this innovation.

These near- and long-term outcomes may include but are not limited to: a decrease in the percent of income a household spends on energy costs (energy burden); an increase in access to low-cost capital; a decrease in environmental exposure and burdens; increases in clean energy enterprise creation and contracting (e.g., local businesses); increased parity in clean energy technology access and adoption; increases in energy democracy, including Tribal Nation and community ownership of project assets; and an increase in energy and climate resilience.

Applicants must provide an overview of benefits to disadvantaged communities that the project can deliver, supported by measurable milestones. Applicants should use the White House Council on Environmental Quality’s [Climate and Economic Justice Screening Tool](https://screeningtool.geoplatform.gov/en/) (CEJST), a geospatial mapping tool used by federal agencies, as the primary tool to identify disadvantaged communities.

For each benefit, the Applicant should indicate:

-which disadvantaged community is to benefit;

-how and when planned or anticipated benefits are expected to flow to communities;

-SMART milestones to indicate progress toward benefit delivery;

-metrics to be used to track and report on benefits;

-community-based organizations involved in identifying, negotiating, or delivering benefits;

and,

-a discussion of anticipated negative and cumulative environmental impacts on disadvantaged communities.

The Applicant should add or delete commitments (and re-number accordingly) to reflect their specific plan.

**[Examples]**

**[Commitments E1-E4 are not applicable to R&D projects and have been removed.]**

**Commitment E5.1:** Benefits of research to disadvantaged communities

**Benefit E5.1.1:** [insert description here]

* The disadvantaged communities that will benefit:
* How benefit will be delivered (e.g., direct or indirect, who will deliver):
* When benefit will be delivered:
* Milestones toward benefit delivery:
* Metrics to track and report on benefits:

**[Commitments E6-E10 are not applicable to R&D projects and have been removed.]**

**Commitment E11.** Applicant commits to the following R&D related activities:

**[Examples]**

**Commitment E11.1:** Describing how a successful innovation will support economic development in disadvantaged communities. [insert description here]

**Commitment E11.2:** Creating a plan to engage equity and environmental justice stakeholders, including workers and local communities, in evaluating the broader impacts of the innovation or in the development of the research methodology. [insert description here]

**Commitment E11.3:** Describing how the proposed research strategy and methodology was informed by input from a wide variety of stakeholders. [insert description here]

**Commitment E11.4:** Creating a literature review of the equity and environmental justice implications of the outcomes of the specific research if the innovation is successful, or a plan with dedicated budget and expertise (staffing or sub awardee) to evaluate the potential equity implications of successful innovation outcomes. [insert description here]

1. **Summary Table: Community Benefits Outcomes and Objectives**

**Instructions:** This section should be filled in to reflect the commitments and relevant time-based milestones covered through this document.

The Applicant should add or delete rows and columns so the table summarizes commitments and timelines from sections above. Red text indicates examples and should be deleted or modified to reflect Applicant’s plan.

· Specific dates (only include general time frames (i.e. Demonstrate XYZ result by Month 3, not Demonstrate XYZ by June 8th, 2013).

· Subcontractors, vendors or individuals by name. · Subcontractors, vendors, or individuals by name. The award is provided to the Prime Recipient and, as such, the CBOO should not generally reference subcontractors.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category and Commitment** | **Existing or Planned** | **Budget Period 1 milestone** | **Budget period 2 milestone** | **Budget period 3 milestone** | **Budget period 3 milestone** |
| **Community and Labor Engagement [Omitted]** |  |  |  |  |  |
| **Investing in Quality Jobs** |  |  |  |  |  |
| *Minimum starting wage for permanent hourly jobs:* | $\_\_/hr |  |  |  |  |
| *Pay upper quartile wages for industry and occupation* | Yes  No |  |  |  |  |
| *Fringe Benefits* | Employer-sponsored health insurance  Contributions to retirement  Transportation assistance  Childcare assistance |  |  |  |  |
| *Training* | Contributions to labor-management training partnership  Paid training  Tuition support or reimbursement |  |  |  |  |
| *Other Community and Labor Engagement R&D* |  |  |  |  |  |
| **Diversity, Equity, Inclusion, and Accessibility** |  |  |  |  |  |
| *Local recruitment efforts* | Yes  No |  |  |  |  |
| *Targeted recruitment efforts* | Yes  No |  |  |  |  |
| *Partnering or contracting with Minority -Serving Institutions or businesses majority owned or controlled by underrepresented persons or groups of underrepresented persons.* | Yes  No |  |  |  |  |
| *Partner with quality pre-apprenticeship or apprenticeship readiness program.*[[3]](#footnote-3) | Yes  No | *Partnerships with community-based organizations and ed/training providers for workforce needs planned.* |  |  |  |
| *Other DEIA* |  |  |  |  |  |
| **Justice40 Initiative (disadvantaged communities)** |  |  |  |  |  |
| *Identifies benefits/impacts* | Yes (if yes, please list communities here)  No |  |  |  |  |
| *Reduction in energy burden (energy costs for low-income communities)* | Yes  No |  |  |  |  |
| *A decrease in environmental exposure and burdens* | Yes  No |  |  |  |  |
| *An increase in access to low-cost capital* | Yes  No |  |  |  |  |
| *An increase in quality job creation, the clean energy job pipeline, and job training for individuals* | Yes  No |  |  |  |  |
| *Increases in clean energy enterprise creation and contracting* | Yes  No |  |  |  |  |
| *Increases in energy democracy, including Tribal nation ownership or community ownership of project assets* | Yes  No |  |  |  |  |
| *Increased parity in clean energy technology access and adoption* | Yes  No |  |  |  |  |
| *An increase in energy and climate resilience* | Yes  No |  |  |  |  |
| *Other Justice40* |  |  |  |  |  |

1. For more information on labor-management partnership, see [the Department of Labor’s Know Your Rights Toolkit](https://www.workcenter.gov/). [↑](#footnote-ref-1)
2. Explore Apprenticeship.gov at <https://www.apprenticeship.gov/employers/explore-pre-apprenticeship> [↑](#footnote-ref-2)
3. Explore Apprenticeship.gov at <https://www.apprenticeship.gov/employers/explore-pre-apprenticeship> [↑](#footnote-ref-3)