

Two Key Processes

Becoming an intervenor and applying for an Intervenor Support Grant are two separate processes that should be started **at the same time**.

Become an Intervenor

Step 1: Department or Siting Board issues formal Notice for the proceeding

The Notice is an official document that informs the public that a proceeding has been opened, explains the issue under review, provides information about the public hearing, and the deadline to seek intervenor status.

Step 2: Review the proceeding Notice for Deadline to Intervene

Review the proceeding Notice in which you want to intervene to identify the deadline and instructions for filing a petition to intervene.

Step 3: Draft Your Petition to Intervene

The petition to intervene is a written document that should include:

- The docket number of the proceeding;
- Your name, address, and contact information;
- How you are substantially and specifically affected by the proceeding;
- Explain the outcome or action you are seeking from the agency; and
- The evidence you would present if your petition to intervene is granted.

Department proceedings: An intervenor, with limited exceptions, must be represented by an attorney.

Siting Board proceedings: Note whether you are represented by an attorney. Only corporations require an attorney. A group without an attorney must name an authorized representative who must accept the appointment and certify they will follow procedural rules.

Apply for an Intervenor Support Grant

Step 1: Set up your account

Create a MyMassGov account at my.mass.gov. This account lets you access the Grant Management System (GMS) hosted by the Executive Office of Energy & Environmental Affairs (EEA).

Verification can take up to 48 hours.

Step 2: Apply

Complete and submit your application and supporting documents via the GMS. Apply no later than the deadline to file a petition to intervene, listed in the proceeding Notice.

Visit mass.gov/IntervenorProgram for more information.

Step 3: Completeness check

The Department's Division of Public Participation (DPP) reviews the application within 10 business days and messages you in GMS if anything is missing.

Step 4: Decision

DPP sends a written decision within 30 days of the application deadline. Still awaiting Intervenor status? You may get a conditional award that becomes a full award once your intervenor status is approved.

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Step 4: File Your Petition to Intervene

- Submit your petition as a PDF to the email address(es) in the proceeding Notice.
- File by the deadline specified in the proceeding Notice.

Step 5: Response by the Proponent

The proponent (e.g., utility or project developer) in the Department or Siting Board proceeding may file a response to your petition to intervene.

Step 6: Decision

The Department or Siting Board issues a ruling on your petition and may set conditions for your participation. You may be granted full or partial intervenor status, or your petition may be denied.

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Step 5: Grant payment

You must be registered with the Office of the Comptroller and have a Tax Identification number (TIN) to receive grant payments. Request grant payment as an advance or reimbursement in GMS. Approved payments arrive within 30 days.

Step 6: Report back

Within 30 days of the proceeding's end, submit a report to DPP on how you used the grant, and how your participation helped without causing an undue delay.

Remember to be considered for an Intervenor Support Grant you should:

- Receive intervenor status in the relevant Department or Siting Board proceeding.
- File a petition to intervene and submit your grant application at the same time.

**Applies only to the Intervenor Support Grant*

How payments work

All payments are by electronic funds transfer (EFT). You must select one option to receive grant payments throughout the proceeding. Advances of up to 20% are possible on demonstration of good cause and significant financial hardship throughout the proceeding; otherwise, costs are reimbursed upon submission of receipts throughout the proceeding.

No Tax ID number?

An unincorporated group can partner with a fiscal sponsor. The sponsor becomes the legal grantee and must meet all program requirements.

If you appeal the decision to court

You get an extra 30 days to file your report.

Note: grant funds cannot be used to appeal a Department or Siting Board Final Decision.



Access Intervenor Program resources

mass.gov/intervenorprogram →

Apply online: mass.gov/isgpapply

Email dpu.isgp@mass.gov with questions.

