



Intervenor Support Grant Program Guide

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Note: Capitalized terms used throughout this Guide reflect terms defined in the Definitions section of [Final Regulations 220 CMR 34.00](#). The Glossary at the end of this document includes definitions of terms in relation to the Intervenor Support Grant Program. The definitions do not replace or supersede definitions that may be found in regulation or statute. This is a living document and will be updated as new information is available.

1. Introduction to the Intervenor Support Grant Program

The Intervenor Support Grant Program (“Program”) established by [An Act Promoting a Clean Energy Grid, Advancing Equity and Protecting Ratepayers](#) (“2024 Climate Act”) provides financial assistance to eligible organizations, entities, and governmental bodies that lack resources to intervene and meaningfully participate in Proceedings before the Department of Public Utilities (Department) and the Energy Facilities Siting Board (Siting Board) because of financial hardship or lack of procedural knowledge.

The Program allows grantees to cover costs for attorneys, expert witnesses, community experts, administrative costs, and other eligible expenses. The intent of the Program is to lower participation barriers, particularly for those who have been historically excluded, and make it easier for diverse voices to represent their interests and meaningfully participate in Department or Siting Board proceedings.

All aspects of the Program are administered by the Department’s Division of Public Participation (“DPP”) and governed by [Final Regulations, 220 CMR 34.00](#). The DPP is responsible for managing the Grant Application process, allocating funding among Grantees (i.e., recipients of funding from the Program), identifying opportunities for Grantees to collaborate during the Proceeding, and conducting Program reporting, education, and outreach. The Director of DPP makes all final decisions related to Grant Applications for funding.

For questions about the Program email dpu.isgp@mass.gov.

1.1 Entities Eligible to Receive Grant Funding

Entities eligible to receive grant funding through this Program include:

- Organizations and entities that advocate on behalf of residential customers within a defined geographic area (i.e., a specific city, town, or region) or residential customers that have a specific shared interest;
- Organizations and entities that advocate on behalf of certain populations, including low-or moderate-income residents or residents of historically marginalized or overburdened and underserved communities, or residents of a Burdened Area;
- Governmental bodies, which is defined as a city, town, district, regional school district, or county or an agency, board, commission, authority, department or instrumentality of a city, town, district, regional school district or county;
- Regional planning agencies (e.g., Central Massachusetts Regional Planning Commission or Franklin Regional Council of Governments);
- Federally recognized Tribes that include the Mashpee Wampanoag Tribe, the Wampanoag Tribe of Gay Head (Aquinnah), and the Stockbridge-Munsee Band of Mohicans;

- State-recognized Tribes that include the Hassanamisco Nipmuc Band and Herring Pond Wampanoag Tribe;
- State-acknowledged Tribes ;
- An unincorporated association that is made up of three or more individuals who may be specifically and substantially affected by a Department or Siting Board Proceeding and share similar interests.

Individuals and Limited Participants are not eligible to receive a Grant through the Program.

Please note that gaining Intervenor status in the relevant Department or Siting Board Proceeding is a prerequisite for eligible entities to receive a Grant. The process to intervene in a Department or Siting Board Proceeding and the distinction between Intervenor and a Limited Participant is explained in greater detail in Section 2.

1.2 Eligibility Criteria to Apply for a Grant

To be eligible for a Grant, Grant Applicants must at a minimum meet the following criteria and provide the required information as part of their Grant Application:

- Demonstrate that intervening and participating in the Proceeding presents a Significant Financial Hardship¹ without receiving a Grant Award.
 - Grant Applicants should provide a narrative which includes, if applicable, information on the number of staff, the current fiscal year total budget, the number of months of operating reserve available, unallocated funds or grants that may be available for interventions, and Form 990 for non-profit organizations with federal tax-exempt status.
 - An unincorporated association of three or more individuals applying for a Grant are required to provide a self-attestation including the name and address of all persons in the group requesting funding, the number of additional volunteers or supporters, if applicable, an explanation of the association's collective mission and activities, and a narrative to demonstrate the level of financial hardship;
- Provide information about the last three Department or Siting Board proceedings that the Grant Applicant has intervened in and a brief description of their participation in the proceedings, if applicable;
- Describe their position and nature of interest in the Proceeding and a sound, feasible, and clear plan for participating in the Proceeding. Active participation in a

¹ Significant Financial Hardship is the inability of a Grant Applicant to intervene and participate in a proceeding absent an Intervenor Support Grant Award due to the Grant Applicant's lack of financial resources to cover the reasonable costs associated with intervention and participation, or, in the case of an unincorporated association, the financial resources available to the individual members of the association are small in comparison to the costs of intervening and meaningfully participating in the Proceeding.

Proceeding includes filing motions, submitting evidence, attending hearings, and examining witnesses;

- Describe their proposed participation in the Proceeding, including how they will contribute to the Evidentiary Record with materials relevant to the scope of the Proceeding;
- Detail their unique perspective that is not adequately represented by other parties to the Proceeding;
- State whether they have already or will retain attorneys, technical experts, expert witnesses or Community Experts as part of their participation in the Proceeding; and
- Provide a proposed budget with an itemized estimate of all costs related to preparation for or participation in the Proceeding including costs for attorneys, technical experts, expert witnesses, Community Experts, and administrative costs.

Note: Municipalities with a population fewer than 7,500 people applying for a Grant award for a Proceeding related to a Large Clean Energy Infrastructure Facility or Small Clean Energy Infrastructure Facility (e.g., a solar or wind or anaerobic digestion facility, an energy storage system, or transmission and distribution infrastructure of a certain size) within their boundaries do not need to demonstrate Significant Financial Hardship or provide information about their intervention and participation in the last three Siting Board or Department Proceedings.

1.3 Maximum Allowable Grant Funding

The statute allows up to \$150,000 to be awarded to each Grantee and up to \$500,000 per Proceeding across Grantees. The Director of DPP shall consider where funds may be shared among Grantees representing similar positions and may suggest collaborative funding efforts to avoid duplicative use of funding. Grant Applicants may decline to accept the Grant if they are unwilling to engage in collaborative efforts when the Director of DPP makes a shared funding decision.

If the initial total request for funding in a Proceeding is greater than the \$500,000 cap, DPP will review how Grant Applicants plan to substantially participate in the Proceeding, the potential for Grantees to collaborate where positions align, the availability of funds, and whether good cause exists to exceed \$500,000. The DPP may reduce funding available per Grantee and prioritize applicants from Governmental Bodies, historically marginalized or overburdened and underserved communities, or residents of Burdened Areas.

In making this determination of whether to increase the amount of funding above these thresholds or provide a Grant in addition to the amount initially awarded, the Director of DPP may consider the novelty and complexity of issues in the Proceeding, including whether the Grant Applicant is offering testimony and analysis on one or more issues, whether the Proceeding is conducted in multiple phases, the number of evidentiary

hearing days, and whether the scope of the Proceeding substantially expanded beyond what was reasonably anticipated at the time of the original Grant Award. The nature and extent of a Grantee's use of any initial Grants in the Proceeding and a complete accounting of the use will also be taken into consideration when making the determination.

1.4 Eligible Use of Grant Funding

Grant funding must be used to directly support a Grantee's participation in the specific Proceeding or joint proceedings as outlined in their Grant Application. Grant funding can be used to retain attorneys, technical experts, expert witnesses, and Community Experts.

Up to ten percent of the total Grant or a greater percentage determined at the discretion of the Director of DPP may be used towards administrative costs associated with participating in the Proceeding. These non-legal and non-expert administrative costs may include, but are not limited to, reasonable costs for communication and office expenses (e.g., photocopying, calls), travel, meals directly related to participating in the Proceeding, reasonable community engagement costs, and costs associated with drafting a Grant Application, where a third party was hired for the purpose of contributing to the Grant Application.

Grant Applicants may apply for Grant Funding in subsequent Proceedings involving similar issues.

1.5 Ineligible Use of Grant Funding

Grant funding may not be used to purchase or lease equipment, political lobbying, advertising or marketing costs to publicize the Grantee's view on a Proceeding, costs to seek judicial review of a final decision in a Department or Siting Board Proceeding, or any other unlawful, unethical, or improper use as determined by the Director of DPP.

Unless expressly permitted by the Director of DPP in writing, Grantees may not use Grants from one Proceeding to participate or intervene in any other Proceeding. A Grant Applicant seeking to participate in multiple Proceedings must submit a separate Grant Application for each Proceeding.

Any costs associated with ineligible use of funds must be refunded to the Department no later than 30 days after the Grantee is notified by the Director of DPP.

2. Intervening in a Department or Board Proceeding

2.1 Role of Intervenors and Limited Participants

An Intervenor is a person, organization, group, or municipality with rights to submit evidence,² issue information requests,³ present and cross-examine witnesses, file briefs,⁴ and appeal decisions in a Proceeding. An Intervenor is considered a formal Party in a Proceeding which means that they are legally recognized participants in a Proceeding. Intervenor has a higher level of involvement and can better represent their interest in a Proceeding than a member of the public who is generally limited to submitting written and/or oral comment during the public comment period of a Proceeding.

A Limited Participant is a person or entity whose participation is restricted to specific issues in a Proceeding. A Limited Participant may file comments, receive copies of information requests and testimony in a proceeding, receive copies of responses to information requests, and file a brief. A Limited Participant is not a Party to a Proceeding and is ineligible to receive a Grant through the Program.

The entity seeking to intervene in a Proceeding must file a petition to intervene demonstrating that they may be substantially or specifically affected by the Proceeding. The deadline to intervene in a Proceeding is listed in the Notice⁵ for that Proceeding and may vary from the timelines outlined in this document. The Hearing Officer or the Commission in the case of a Department Proceeding and the Presiding Officer in the case of a Siting Board Proceeding reviews and makes a ruling on the petition to intervene.

Intervening can be expensive and time intensive depending on how involved an Intervenor wants to be in a Proceeding. An Intervenor is required to adhere to all procedural deadlines established in a Proceeding, including but not limited to responding to information requests from the Department, Siting Board, and other Intervenor.

2.2 Process to Intervene in a Department Proceeding

The petitioner (e.g., organization, community group, Governmental Body, unincorporated association) interested in intervening in a Department Proceeding must file a written petition to intervene in the Proceeding and include: (1) the docket number of the Proceeding; (2) their name, address, and contact information; (3) a description of how they will be substantially and specifically affected⁶ by the Proceeding; (4) the areas of

² Evidence is materials such as testimony, data, and exhibits submitted into the official record and used to support a party's position and inform the decision in a proceeding.

³ Information requests or IRs are formal questions issued to other parties (like utilities or other intervenors) in a proceeding to obtain additional details, data, or clarification to fully evaluate issues relevant to the proceeding.

⁴ Briefs are written legal arguments that interpret the evidence in the record and recommend specific outcomes based on laws, regulations, and precedent.

⁵ Notice is referred to as Notice of Filing and Public Hearing in a Department Proceeding or a Notice of Adjudication and Public Hearing in a Siting Board Proceeding.

⁶ Specifically and substantially affected is legal standard that must be met in a petition to intervene. A specific effect is an impact from the Proceeding that is directed at an individual, entity, or group and is

contention and the relief sought; and (5) the nature of evidence they will present if the petition is granted.

The petition to intervene should be submitted in pdf format to the email address listed in the Notice for that Proceeding. The deadline to file a petition to intervene in a Department Proceeding is specified in the Notice for that Proceeding and is at least seven days prior to the public comment hearing. Other parties to the Proceeding may respond to a petition to intervene (e.g., express support for the petition to be granted or denied) within five days of the petition being filed or by the date specified in the Notice. If there is good cause, the Commission or the Hearing Officer has discretion to grant a waiver for additional time if the request for an extension is made before the original deadline to file a petition or the end of a previous extension period.

The Hearing Officer or Commission rules on all petitions to intervene and may grant the petitioner the right to intervene as a Party in the whole or a portion of the Proceeding or allow participation in another way. The granting of a petition to intervene may be conditional on terms decided by the Hearing Officer or Commission.

The Notice, petitions to intervene, and all documents related to a Department Proceeding are publicly available in the [File Room](#).

Refer to [220 CMR 1.03](#) for regulations governing intervention and participation in Department Proceedings.

2.3 Process to Intervene in a Siting Board Proceeding

A petitioner (e.g., organization, community group, or Governmental Body) interested in intervening in a Siting Board Proceeding must submit a written petition to intervene that includes: (1) the docket number of the Proceeding; (2) their name, address, and contact information; (3) a description of how they are significantly and substantially affected by the Proceeding; (4) details of whether they are being represented by an attorney or if they are representing themselves (*pro se*); (5) the areas of contention; and (6) the purpose for which intervention is requested.

For Siting Board Proceedings, eligible Intervenors can also include an unincorporated association of ten or more people intervening to eliminate or reduce existing or potential damage to the environment. Damage to the environment can include; (1) destruction; (2) damage or impairment to natural resources including air pollution; (3) water pollution; (4) improper sewage disposal; (5) pesticide pollution; (6) excessive noise; (7) improper operation of dumping grounds; (8) impairment and eutrophication of rivers; (9) streams; (10) flood plains; (11) lakes, ponds or other water resources; or (12) destruction of seashores,

distinct from the Proceeding's effect on the public. A substantial effect means significant and non-minor with some kind of material impact

dunes, wetlands, open spaces, natural areas, parks or historic districts or sites. In this case, the petition to intervene must also include: (1) the name and address of each person in the association; (2) an affidavit from each person in the association stating their intent to be a part of the group and to be represented by its authorized representative; (3) the existing or potential damage to the environment that is at issue. An unincorporated association of ten or more people intervening in a Proceeding have reduced rights in the Proceeding compared to other Intervenors and may only introduce evidence, present witnesses and make a written or oral argument.

Except for corporations, an individual or entity filing a petition to intervene is not required to be represented by an attorney. An entity appearing without an attorney should include an affidavit naming an authorized representative in their petition to intervene. The authorized representative should also include an affidavit accepting the appointment and certifying that they will follow procedural rules and the Presiding Officer's directives.

The petition to intervene should be submitted as a pdf attachment to the email addresses listed in the Notice for the Proceeding. The deadline to intervene in a Siting Board Proceeding is specified in the Notice and is usually 14 days after the public comment hearing. The Presiding Officer rules on petitions to intervene and may set reasonable terms while granting a petition to intervene.

A petitioner granted Intervenor status as a Party in a Siting Board Proceeding has the right to present witnesses, issue discovery, cross-examine witnesses, file a brief, and present oral or written comments regarding a tentative decision under conditions specified by the Siting Board.

Petitioners granted Intervenor status must comply with all requirements of [980 CMR 1.05](#) and with the directives of the Presiding Officer.

The Notice, petitions to intervene, and all documents related to a Siting Board Proceeding will be available in a new online portal for siting and permitting of energy infrastructure.

Refer to [980 CMR 1.05](#) for regulations governing intervention in a Siting Board Proceeding and [980 CMR 1.00](#) for additional information on Siting Board Rules of Conduct for Adjudicatory Proceedings.

2.4 Intervening and Eligibility to Receive Grant Funding

Grant Applicants must receive Intervenor status in a Department or Siting Board Proceeding to be eligible for a Grant. A Grant Applicant whose petition to intervene in the Department or Siting Board Proceeding is denied is ineligible for Grant funding. Please note, DPP only decides the status of the Grant Application and does not participate in decisions regarding petitions to intervene in a Department or Siting Board Proceeding.

A Grant Applicant may simultaneously file a petition to intervene and a Grant Application to participate in a Department or Siting Board Proceeding. If the Grant Application is approved by DPP and a decision on the Grant Applicant's petition to intervene is still pending, DPP will issue a Conditional Grant Award dependent on the outcome of the Grant Applicant's petition to intervene. DPP will communicate Conditional Grant Award decisions to Grant Applicants.

The Grant will be disbursed only after the Grant Applicant's petition to intervene is approved by a Hearing Officer in a Department Proceeding or by a Presiding Officer in a Siting Board Proceeding. A Grant Applicant who has received a Conditional Grant Award is ineligible to receive the Grant if their petition to intervene is denied.

3. Grant Application Process

Grant Applicants should use the online [Grants Management System](#) (GMS) hosted by the Executive Office of Energy & Environmental Affairs to apply for a grant through the Program, upload necessary documentation, track the status of the Grant Application, submit payment requests and invoices, and upload the post-proceeding report. For general inquiries or questions about the Intervenor Support Grant Program, email dpu.isgp@mass.gov.

In limited circumstances where a Grant Applicant does not have internet access, paper copies of the Grant Application and supporting documentation may be mailed to:

Attn: Division of Public Participation
Department of Public Utilities
1 South Station, 3rd Floor
Boston, MA 02110.

3.1 Step 1: Create a MyMassGov Account and Profile

To access GMS for the first time, Grant Applicants will need to create a [MyMassGov account and profile](#) that will be verified and approved by the grant administrator. This is an essential step to be able to log into GMS and apply for a grant through the Program. Please note that verifying account profile information can take up to 48 hours. The [GMS webpage](#) has more information and an [instructional video on how to create a MyMassGov username and password](#).

3.2 Step 2: Submit Grant Application and Supporting Information

The Grant Application should be accessed, completed, and submitted through GMS. The Grant Application captures basic details about the Grant Applicant, eligibility information, and the funds sought, and provides an overview of Grantee reporting requirements. A pdf version of the Grant Application is posted on the [Intervenor Support Grant Program webpage](#) for reference.

Grant Applications should be submitted in a timely manner. In Department Proceedings, a Grant Application may be submitted once a petition is filed for review or the Department issues an order opening a Proceeding. In Siting Board Proceedings, a Grant Application may be submitted once a project developer files a Notification of Intent to File an Application (Pre-filing Notice) or a petition to construct. The deadline to submit a Grant Application in both Department and Siting Board Proceedings is the deadline to file a petition to intervene as specified in the Proceeding Notice.

3.3 Step 3: Completeness Review

Once a Grant Application is submitted, DPP will review the Grant Application for completeness within ten business days. A Grant Application is considered complete when all information requested in the Grant Application is provided by the Grant Applicant. If additional information or clarification is required, DPP will inform the Grant Applicant through GMS. The Grant Applicant should address errors and provide any additional information requested by the end of the Grant Application window or by the date indicated by the Director of DPP.

3.4 Step 4: Application Review and Disbursement Decision

DPP will issue a written determination of Grant approval status and disbursement decisions to all Grant Applicants within 30 calendar days after the Grant Application deadline (i.e., the deadline to file a petition to intervene). Grant Applicants who are awaiting a decision on their petition to intervene will receive a conditional grant award if they have been approved for a Grant. A conditional grant award becomes a full grant award if the Grant Applicant's petition to intervene is approved.

3.5 Step 5: Request for Grant Payment

To receive Grant payments, the Grantee must be registered as a vendor or customer with the Office of the Comptroller. Grant Applicants must submit a completed W-9 form that includes their legal name, legal address, and Tax Identification Number (TIN) that matches what the Grantee has already filed with the U.S. Internal Revenue Service (IRS) and the Massachusetts Department of Revenue. A TIN is either a Social Security Number (SSN), issued by the Social Security Administration (SSA) for individuals or an Employer Identification Number (EIN), issued by the IRS for non-individuals such as non-profits,

trusts, estates, partnerships, and corporations. Grantees must also submit a Contractor Authorized Signatory Listing Form (CASL) naming all individuals authorized to make changes to information (e.g., legal name, legal address, TIN, EFT, or remittance addresses) and sign off on obligations on behalf of the Grantee.

All Grant payments from the Department are through Electronic Funds Transfer (EFT) and Grant Applicants are required to submit an EFT Form as part of their Grant Application. For governmental bodies, each city and town is assigned a single remittance address for all payments.

Grant Applicants who lack the necessary TIN (e.g., an unincorporated association of three or more individuals) may partner with a fiscal sponsor to receive their Grant. In this case the fiscal sponsor must submit their W-9 Form, EFT Form, and other required documentation to receive Grant payments. If an entity receives the Grant through a fiscal sponsor, the fiscal sponsor is legally the Grantee and is responsible for meeting all the requirements of the Program.

Grant payments can be received throughout the proceeding by submitting a Grant Payment Request. In their grant application, grant applicants must select one option to receive grant payments: either advance payments (before costs are incurred) or as reimbursements (after costs are incurred).

To receive advance payments, grantees should demonstrate good cause and significant financial hardship and may submit a Grant Payment Request, supporting invoices, and quotes through GMS to receive up to 20% of the grant in advance of incurred costs. Advance payments of up to 20% of the grant amount can be requested multiple times through the proceeding.

For reimbursements, grantees may submit a Grant Payment Request and receipts through GMS to receive payment after costs are incurred.

Approved advance payments or approved reimbursement expenses shall be paid within 30 days of the submittal of a Grant Payment Request Form.

3.6 Step 6: Reporting Requirements

Within 30 days of the completion of any Proceeding in which a Grantee has received a payment, the Grantee must submit a written report that identifies:

- (1) The specific and itemized use of the Grant during the Proceeding;
 - (2) The significant contribution the Grantee's participation provided to the Proceeding.
- Activities that demonstrate significant participation in the Proceeding should offer material development of the record or contribute to the final decision in a meaningful way. Examples of activities that demonstrate substantial participation include presenting

testimony, filing briefs, and providing evidence of lived experience and expertise of community members involved in the Proceeding; and
(3) A demonstration that the Grantee's participation in the Proceeding and use of funding did not cause an undue delay in the Proceeding.

A Department proceeding is deemed complete when an Order is issued by the Commission and the appeals period has passed pursuant to [M.G.L.c.25, §5](#). A Siting Board proceeding is deemed complete when a Final Decision or constructive approval is issued by the Siting Board.

If a Grantee appeals a Department Order or Siting Board Final Decision, the Grantee will have an additional 30 calendar days from the deadline for appeal to submit the report. Note that Grant funds cannot be used to appeal a Department or Siting Board final decision.

4. Instructions for Completing the Grant Application

All Grant Applications and supporting documentation should be submitted via the online [GMS portal](#). Please read Section 3 for instructions on how to create a [MyMassGov account and profile](#) to access the GMS platform and apply for a grant.

A copy of the [Grant Application](#), itemized budget and payment request templates are posted on the [Intervenor Support Grant Program webpage](#) for reference. Each section of the Grant Application has relevant Program details and a brief description, where needed, of the kind of information that the Grant Applicant should provide. Grant Applicants should complete all sections of the Grant Application and attach required supporting materials.

Grant Applicants are required to upload the following documents to the GMS portal when filling in their Grant Application:

- Request for Taxpayer Identification Number and Certification (W-9 Form);
- Employer Identification Number (EIN); and
- Itemized Budget (Template); and
- Form 990 (for non-profit organizations with federal tax-exempt status)
- Information on attorneys, experts, and services related to the Grantee's participation Form which includes specific information about relevant qualification for attorneys, technical experts, expert witnesses or community experts anticipated to be retained and the services each will provide
- Electronic Funds Transfer Authorization

Grant Applications and supporting documentation submitted via GMS will not be posted to the Department website. However, the Grant Application and supporting documentation provided are subject to the Massachusetts Public Records Law. The Massachusetts Public

Records Law broadly defines “public records” to include “all books, papers, maps, photographs, recorded tapes, financial statements, statistical tabulations or other documentary materials or data, regardless of physical form or characteristics, made or received by any officer or employee” of any Massachusetts governmental entity with a few exceptions. Therefore, Grant Applications and supporting documentation submitted will be considered part of the Massachusetts public records and subject to [public records requests filed with the Department](#).

Grant Applicants may request a motion for protective treatment of public records which would deny public access to these documents. The regulations in [220 CMR 1.04\(5\)\(e\)](#) explain what information must be included in a motion for protective treatment. There is also [A Guide to the Massachusetts Public Records Law](#) from the Massachusetts Division of Public Records that details how to request a motion for protective treatment.

5. Denial of Grant Application

The 2024 Climate Act provides the Director of DPP with complete discretion to determine whether to approve or deny a Grant Application. Grant Applicants have no legal right or privilege to funding and are not entitled to further review if the Director of DPP denies their Grant Application.

Activities that may result in the denial of funds include a history of misusing Program resources or funds, inadequate accounting, or exhibiting a pattern of repeatedly delaying or obstructing or attempting to delay or obstruct Proceedings.

6. Additional Resources

Other educational resources are available on the [Intervenor Support Grant Program webpage](#) (<https://www.mass.gov/info-details/intervenor-support-grant-program>).

For additional information related to the Grants Management System, please visit the [GMS help page](#) (<https://greenhub.appianportals.com/applicants-portal/page/help>).

For support from DPP staff, please contact us by email: dpu.isgp@mass.gov.

7. Glossary

Burdened Area: A Census Block Group, which is subject to an existing unfair or inequitable environmental burden or related health consequence. 980 CMR 15.00 identifies Burdened Areas as those areas that have a [MassEnviroScreen](#) Score (MES Score) of 75 or greater (i.e., at or above the 75th percentile, statewide), or an annual median household income of 65% or less of the statewide annual median household income.

2024 Climate Act: The shortened phrase for [An Act Promoting A Clean Energy Grid, Advancing Equity and Protecting Ratepayers](#) which was enacted in November 2024 and established both the Division of Public Participation and the Intervenor Support Grant Program.

Community Experts: Members of an affected community, including residential ratepayers and residents or community groups, with knowledge or lived experience relevant to the Proceeding who will serve as subject matter experts on issues specific to their community.

Conditional Grant Award: An approval of a Grant Application and Grant disbursement amount conditioned on the outcome of the Grant Applicant’s petition to intervene.

Department of Public Utilities (Department): The Massachusetts Department of Public Utilities, established by M. G.L. c. 25. The Department oversees investor-owned electric power, natural gas, and water utilities in the Commonwealth. In addition, the Department is charged with developing alternatives to traditional regulation, monitoring service quality, regulating gas pipeline safety, and the safety of the transportation sector. The Department seeks to promote safety, security, reliability of service, affordability, equity, and greenhouse gas emission reductions. For more information about the Department, visit our [website](#).

Division of Public Participation (DPP): The Division of Public Participation was established by M.G.L. c. 25, § 12T. The DPP is responsible for embedding environmental justice (“EJ”) principles across the Department’s work and empowering and supporting public voices in the decision-making process. The DPP assists the public with engaging in Department and Siting Board proceedings, ensures that petitioners comply with outreach and community engagement requirements, and facilitates dialogue among stakeholders. The DPP also administers all aspects of the Intervenor Support Grant Program.

Energy Facilities Siting Board (Siting Board): The Energy Facilities Siting Board, established by M.G.L. c. 164, § 69H. The Siting Board is an independent state board administratively supported by the Department that reviews proposed clean energy infrastructure facilities including renewable generating facilities, energy storage, electric transmission lines; intra-state natural gas pipelines; fossil-fuel generating facilities; and natural gas storage tanks. [Visit their webpage](#) for more information.

Evidentiary Hearing: Usually involves witness testimony and questioning of witnesses by Parties to the Proceeding, including Intervenor. These hearings help build the evidentiary record.

Evidentiary Record: The testimony, exhibits, data, and other materials formally entered into the record of a Proceeding. This record is relied upon by the Department or Siting Board in its decision-making process.

Expert Witness: A person with specialized knowledge, skills, education, or experience in a particular field who is called upon during the Proceeding to assist with understanding complex technical or specialized issues. Expert witnesses are selected by a Party and paid a fee for their participation in the Proceeding.

Expert Witness Fees: Reasonable, itemized, recorded or billed costs incurred by an Intervenor for the services of an expert witness or a Community Expert, or both an expert witness and Community Expert, participating in a Proceeding.

Governmental Body: A city, town, district, regional school district, or county or an agency, board, commission, authority, department or instrumentality of a city, town, district, regional school district or county.

Grant: A sum of money disbursed by the DPP to a Grantee after its Grant Application is approved and its petition for Intervenor status is granted.

Grant Applicant: An organization, entity, Governmental Body, regional planning agency, federally-recognized Tribe, state-acknowledged Tribe, state-recognized Tribe, unincorporated association of three or more individuals, or other entity that has filed a timely Petition to Intervene (pursuant to [220 CMR 1.03](#) or [980 CMR 1.05](#)) and has completed a Grant Application through the Program pursuant to [220 CMR 34.00](#).

Grant Application: A formal written request submitted by a Grant Applicant that complies with the specific eligibility requirements, terms, and conditions set forth by the DPP.

Grantee: An organization, entity, Governmental Body, regional planning agency, federally recognized Tribe, state-acknowledged Tribe, state-recognized Tribe, or unincorporated association of three or more individuals that has received a Grant pursuant to M.G.L. c. 164, § 149.

Hearing Officer: The person designated to conduct hearings, administer oaths and affirmations, issue subpoenas, and make all decisions regarding the admission or exclusion of evidence or any other procedural matters that may arise during a Department hearing pursuant to the provisions of 220 CMR 1.06(5)(a) or 220 CMR 250.01.

Historically marginalized: Communities or populations that have been systematically excluded, oppressed, or disadvantaged due to factors such as race, ethnicity, gender, socioeconomic status, religion, disability, or sexual orientation. Often these groups face structural barriers to equal opportunities in areas such as education, employment, and healthcare.

Intervenor: A formal Party to a Proceeding with the right to present evidence, cross-examine witnesses, and appeal decisions of the Department or the Siting Board.

Intervenor Support Grant Program (Program): The Program established in the 2024 Climate Act to provide financial assistance to eligible entities facing Significant Financial Hardship to intervene and participate in Department or Siting Board Proceedings.

Large Clean Energy Infrastructure Facility (LCEIF): Means a Large Clean Energy Generation Facility, Large Clean Energy Storage Facility, or Large Clean Transmission and Distribution Infrastructure Facility. A Large Clean Energy Generation Facility (LCEGF) means energy generation infrastructure with a nameplate capacity of not less than 25 megawatts that is an Anaerobic Digestion Facility, Solar Facility or Wind Facility, including any Ancillary Structure that is an integral part of the operation of the LCEGF. A Large Clean Energy Storage Facility (LCESF) means an energy storage system as defined under M.G.L. c. 164, § 1, with a rated capacity of not less than 100 megawatt hours, including any Ancillary Structure that is an integral part of the operation of the LCESF. A Large Clean Transmission and Distribution Infrastructure Facility (LCTDIF) means electric transmission and distribution infrastructure and related ancillary infrastructure that is: (a) a new electric transmission line having a design rating of not less than 69 kilovolts and that is not less than 1 mile in length on a new transmission corridor, including any Ancillary Structure that is an integral part of the operation of the transmission line; (b) a new electric transmission line having a design rating of not less than 115 kilovolts that is not less than 10 miles in length on an existing transmission corridor except reconducted or rebuilt transmission lines at the same voltage, including any Ancillary Structure that is an integral part of the operation of the transmission line; (c) any other new electric transmission infrastructure requiring zoning exemptions, including standalone transmission substations and upgrades and any Ancillary Structure that is an integral part of the operation of the transmission line; and (d) facilities needed to interconnect offshore wind to the grid. A LCTDIF shall be (e) designed, fully or in part, to directly interconnect or otherwise facilitate the interconnection of a CEIF to the electric grid; (f) approved by the regional transmission operator in relation to interconnecting a CEIF; (g) proposed to ensure electric grid reliability or stability; or (h) designed to help facilitate the electrification of the building and transportation sectors. A LCTDIF shall not include new transmission and distribution infrastructure that solely interconnects new and existing energy generation powered by fossil fuels on or after January 1, 2026.

Limited Participant: Persons in a Proceeding who are afforded some additional participation opportunities compared to general members of the public, but less opportunities than an Intervenor. Limited participant status is granted by the Hearing Officer in a Department proceeding or a Presiding Officer in a Siting Board proceeding. A Limited Participant is not a Party.

Low-income residents: Households whose income is less than or equal to 100 percent of the federal poverty limit or whose income is greater than 100 percent of the federal poverty level and less than or equal to 60 percent of state median income. This definition of low-

income household is consistent with the definition established in the Department's ongoing Energy Burden Inquiry, [D.P.U. 24-15](#).

Notice: An official document from the Department or Siting Board 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. The Notice is distributed to all Parties, persons that must be notified according to statute, those who have submitted a written request to receive a hearing notice, and other persons deemed appropriate/necessary by the Department or Siting Board. A Notice must include the time, date, place, and nature of hearings. Notice is referred to as Notice of Filing and Public Hearing in a Department Proceeding or a Notice of Adjudication and Public Hearing in a Siting Board Proceeding.

Overburdened communities: Communities that potentially experience disproportionate environmental harms and risks due to exposures or cumulative impacts or greater vulnerability to environmental hazards. This increased vulnerability to environmental hazards may be attributable to an accumulation of negative and lack of positive environmental, health, economic, or social conditions within these populations or communities.

Party: As defined in [220 CMR 1.03](#) and [980 CMR 1.01](#), a Party means: (a) the specifically named persons whose legal rights, duties, or privileges are being determined in an adjudicatory Proceeding before the Department or Siting Board; (b) any other person who as a matter of constitutional right or by any provision of the Massachusetts General Laws is entitled to participate fully in such Proceeding and enters an appearance; or (c) any other person allowed by the Department or the Siting Board to intervene as a Party.

Petition: A formal written request to the Department or Siting Board to initiate a proceeding, request an investigation, or seek a regulatory action.

Petition to Intervene: A formal written request made to a Hearing or Presiding Officer requesting that Intervenor status be granted in a Proceeding. The requirements of the petition's contents, format, timing, etc. are detailed Section 2 of this Guide and in [220 CMR 1.00](#) and [980 CMR 1.05](#).

Presiding Officer: The person designated to conduct hearings, administer oaths and affirmations, issue subpoenas, and make all decisions regarding the admission or exclusion of evidence or any other procedural matters that may arise during a Siting Board hearing.

Proceeding: A standardized legal regulatory process that the Department or Siting Board uses to review, investigate, and make decisions on utility rates, siting of energy infrastructure, energy policies or safety rules. Proceedings can be initiated by a utility, project developer, or by the Department or Siting Board and often involve set procedural

steps such as public comment hearings, Evidentiary Hearings, and witness testimony. Proceedings culminate in a binding Order by the Department or Decision by the Siting Board. For the purposes of the Program a proceeding is any adjudicatory matter before the Department or Siting Board as defined in [M.G.L. c. 30A, Section 1\(1\)](#).

Pro se: Describes a Party's lack of legal representation. *Pro se* means "for oneself" or "on one's own behalf". Parties in a Department or Siting Board Proceeding may appear *pro se*.

Significant Financial Hardship: The Grant Applicant's lack of financial resources to cover the reasonable costs associated with intervention and participation absent the Grant award. For an unincorporated association, significant financial hardship means the financial resources available to the individual members of the association are small in comparison to the costs of intervening and meaningfully participating in the proceeding.

Small Clean Energy Infrastructure Facility (SCEIF): Means a Small Clean Energy Generation Facility, Small Clean Energy Storage Facility, or Small Clean Transmission and Distribution Infrastructure Facility. A Small Clean Energy Generation Facility (SCEGF) means energy generation infrastructure with a nameplate capacity of less than 25 megawatts that is an Anaerobic Digestion Facility, Solar Facility or Wind Facility, including any Ancillary Structure that is an integral part of the operation of the SCEGF. A Small Clean Energy Storage Facility (SCESF) means an energy storage system as defined in M.G.L. c. 164, § 1, with a rated capacity of less than 100 megawatt hours, including any Ancillary Structure that is an integral part of the operation of the SCESF. A Small Clean Transmission and Distribution Infrastructure Facility (SCTDIF) means electric transmission and distribution infrastructure and related ancillary infrastructure, including: (a) electric transmission line reconductoring or rebuilding projects; (b) new or substantially altered electric transmission lines located in an existing transmission corridor that are not more than 10 miles long, including any Ancillary Structure that is an integral part of the operation of the transmission line; (c) new or substantially altered electric transmission lines located in a new transmission corridor that are not more than 1 mile long, including any Ancillary Structure that is an integral part of the operation of the transmission line; (d) any other electric transmission infrastructure, including standalone transmission substations and upgrades and any Ancillary Structure that is an integral part of the operation of the transmission line and that does not require zoning exemptions; and (e) electric distribution-level projects that meet a certain threshold, as determined by the Department of Energy Resources. A SCTDIF shall be (a) designed, fully or in part, to directly interconnect or otherwise facilitate the interconnection of a CEIF to the electric grid; (b) designed to ensure electric grid reliability or stability; or (c) designed to help facilitate the electrification of the building and transportation sectors. A SCTDIF shall not include new transmission and distribution infrastructure facilities that solely interconnect new and existing generation powered by fossil fuels to the electric grid on or after January 1, 2026.

Specifically and substantially affected: A legal standard that must be met in a Petition to Intervene. A specific effect is an impact from the Proceeding that is directed at an

individual, entity, or group and is distinct from the Proceeding's effect on the public. A substantial effect means significant and non-minor with some kind of material impact.

Technical Experts: Someone with the relevant specialized knowledge, skill, education, or training to offer technical analysis and strategy while helping build a case. Technical Experts are selected by a Party and paid a fee for their involvement in the Proceeding.

Underserved communities: Communities that lack adequate access to essential services, resources, and opportunities such as healthcare, education, public transportation, housing, or broadband, compared to the general population.

Unincorporated association: A voluntary, temporary association of three or more people who are not legally registered as an organization and are working together for a common purpose.

Unique perspective: An underrepresented viewpoint (e.g., community advocates, local governments, non-profits, tribal entities) that goes beyond the technical and legal arguments traditionally presented in Department or Siting Board Proceedings, and can include, but is not limited to, a Grant Applicant's lived experience, local knowledge, or direct experience as stated in formal expert testimony.