

SunShot Prize



CHALLENGE TIMELINE

Release of official rules	Nov 18, 2016
Early application deadline	Jan 6, 2017
Application deadline	Mar 17, 2017
Seed funding and technical assistance vouchers awarded	Apr 2017
Technical Assistance Marketplace opens	Apr 2017
Performance period begins	May 1, 2017
Late-start application deadline	Aug 1, 2017
Performance period ends	Oct 31, 2018
Accepting applications for final prizes	Nov 2018
Announcements of final prize winners	Jan 2019

All submissions are due no later than 11:59 PM ET

DOE reserves the right to modify any submission period or due date at any time for any reason.

QUESTIONS

Official email: solar.community@ee.doe.gov

Official website: solarinyourcommunity.org

November 18, 2016

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EXECUTIVE SUMMARY

1. SunShot Prize: Solar in Your Community Challenge (The Challenge) is a \$5 million competition sponsored by the [U.S. Department of Energy's](#) (DOE) [SunShot Initiative](#) and administered by [State University of New York Polytechnic Institute](#).
2. The goal is to expand solar access to underserved segments, specifically low- and moderate-income (LMI) communities; non-federal governments (i.e. state, local, and tribal); and non-profit organizations.
3. The Challenge supports the creation, demonstration, and scaling of innovative, replicable, and sustainable business and financial models that can successfully unlock solar access to these underserved groups.
4. A \$500,000 Grand Prize will be awarded to the team that can most successfully demonstrate a scalable model to bring solar to low and moderate income markets. Teams will also compete for an additional \$500,000 in Final Prizes, based on their achievements and potential to scale up.
5. In addition to competing for Final Prizes, DOE will award selected teams a total of \$2 million in seed awards and \$2 million in technical assistance and services. Seed awards will be granted incrementally as teams complete critical milestones towards completion of their projects and programs during the 18-month performance period.
6. Two types of teams can participate in the Challenge: project-focused and program-focused teams. Both types of teams will pursue solar efforts that benefit LMI communities (e.g., residents of public housing), municipal governments (e.g., schools), or non-profits (e.g., foodbanks) that aggregate to 25kW- 5MW in size.
7. Project teams will pursue a portfolio of new solar projects, while program-teams will establish new initiatives that support and enable these types of projects.
8. Any entity can lead the project teams, but the teams should include a wide range of partners (e.g. solar developers, utilities, cities, financial institutions, and community groups). State, local, and/or tribal governments; financial institutions; or utilities should lead the program-focused teams.
9. Coaches and subject-matter experts with solar experience can join the Challenge to help participating teams in areas such as finance, law, community engagement, and mentoring. These technical assistance (TA) providers also known as consultants or coaches may provide their services to receive monetary compensation.
10. To participate, all interested teams and TA providers must apply and be accepted. The first round of applications are due according to the deadlines listed on page 1. Late-start applicants may be accepted, and will be eligible to compete for final prizes.

1. INTRODUCTION

Solar energy has been growing very rapidly over the past few years. Today, solar represents 1% of US energy needs, equaling roughly 30 GW of cumulative solar electric capacity and over one million solar installations. Despite this rapid growth, solar energy remains inaccessible to the more than [49% of American](#) households and 48% of American businesses that do not have access to a solar-ready roof.¹ In addition, low-income Americans have been left out of the solar market. A 2013 report by the Center for American progress shows that only 5% of distributed solar was deployed in the lowest-income zip codes.² Furthermore, while the 30% Federal Investment Tax Credit (ITC) has helped to transform the U.S. solar industry into one of the fastest growing sectors of the economy, with more than 200,000 jobs created, tens of millions of entities cannot capitalize on it. Most notably, organizations and individuals with low or no annual tax obligations such as small businesses, non-profit organizations, and government entities remain ineligible for the ITC.

Despite increasingly affordable solar prices, business-as-usual strategies alone cannot ensure that America will overcome these barriers to solar deployment. In addition to the realizing the billions of dollars in economic potential from expanding the solar market; equity, justice, and climate change mitigation goals require that we expand solar access to 100% of American families, businesses, and organizations.

CALL TO ACTION

Sponsored by the [U.S. Department of Energy's SunShot Initiative](#), the \$5 million Solar in Your Community Challenge (Challenge) aims to inspire the ingenuity of the American people to explore, pilot, and scale new business models, financial innovations and other creative market-based solutions to make solar accessible to low and moderate income (LMI) households, non-profits and governmental organizations. The Challenge is open to any solar business model, financial approach, or program design that are applicable under current regulatory conditions that unlock solar access to LMI households, governments, or non-profit organizations. The development, demonstration and scaling of these innovative business and financial models will help accelerate the growth of these underserved solar markets.

¹ "Shared Solar: Current Landscape, Market Potential, and the Impact of Federal Securities Regulation" National Renewable Energy Laboratory, U.S. Department of Energy. Online: <http://www.nrel.gov/docs/fy15osti/63892.pdf>

² "Solar Power to the People: The Rise of Rooftop Solar Among the Middle Class" by Mari Hernandez from the Center for American Progress. Online: <https://cdn.americanprogress.org/wp-content/uploads/2013/10/RooftopSolarv2.pdf>

UNLOCKING SOLAR ACCESS

The goal of this Challenge is to make solar significantly more accessible to low and moderate income (LMI) households, non-profits and governmental organizations, through replicable business and financial models. To overcome current market barriers that block access for these market segments, teams need to design, plan, and pilot new and scalable business and financial models through the demonstration of solar projects and programs in their communities. These projects and programs must directly benefit:

- A. LMI households, with a minimum of 20% of the energy and benefits assigned to LMI households; or
- B. Non-profit organizations; state, local, or tribal governments; or community service organizations, with a minimum of 60% of the energy and benefits assigned to one of these types of entities. (referred herein as “non-profits”)

The Challenge aims to support roughly 100 teams to pursue community-based solar programs and projects deployed in a wide variety of jurisdictions across the U.S.³

In addition to supporting the demonstration and scaling of innovative business and financial models to expand solar access, the Challenge also aims to:

1. Build local capacity to support mid-scale solar projects.
2. Establish a network of interested parties and develop a library of publicly available resources:
 - DOE will provide access to standardized documents and templates, and support coordinated technical assistance.
 - DOE will create an open marketplace for technical assistance providers to help competing teams throughout the Challenge and beyond.

PROJECTS AND PROGRAMS

Teams will form to develop a portfolio of local solar assets that demonstrate innovative and scalable business practices that expand solar access in communities across America. Teams may also pursue new solar programs that enable those business practices, while building local capacity around the legal, technical, financial, regulatory, and administrative aspects of local solar projects.

Examples of eligible **projects** include:

³ This Challenge defines community-based solar according to geographic proximity or well-defined affinity attributions. A community based solar, defined according to geographic proximity, is a solar PV installation centered with a radius not exceeding 100 miles from its electricity off-takers (subscribers) who use at least 85% of the system’s nameplate DC capacity and grid-interconnected in the same utility service territory of these off-takers.

- A for-profit developer pursuing a 5MW portfolio of shared solar projects for LMI subscribers
- A community-based organization led *Solarize* (or group-purchasing of rooftop solar) campaign that brings solar to several non-profit or governmental organizations' rooftops

Examples of eligible **programs** include:

- A utility creating a new rate payer-funded program that brings solar to low-income customers
- A city program that incentivizes solar installers to develop low-income rooftop solar projects through a tax rebate or a direct payment
- A state-run *Solarize* campaign for public schools
- A financial institution's suite of new products that provides low-interest rate financing and credit enhancements for low-income customers going solar

The above list of examples is not exhaustive. DOE encourages teams to pursue new and innovative models that have not yet been demonstrated.

Teams should build their programs and projects with the goal of aggregation and scaling up. DOE will prefer teams with plans to create long-term impact and a clearly articulated pathway to replicate their success over one-time only projects. In addition, teams should consider how their plan will lead to capacity building and learning within the community, in order to make future solar installations faster and easier.

Photovoltaic (PV) systems must be completed during the 18-month performance period, and should aggregate between 25 kW to 5,000 kW (peak DC capacity). A single entity cannot not be assigned more than 1,000 kW from a single solar system.

While 20% LMI customers is the minimum, the Grand Prize will be given to the team that has the greatest potential to reach the most LMI customers. In addition, teams with over 50% LMI customers will receive a bonus seed award.

PARTICIPANT ROLES

Applicants can apply to participate in the Challenge and compete in one of two roles: program- or project-focused teams, or technical assistance providers.

Teams will form to develop a portfolio of local solar assets, to demonstrate innovative and scalable business practices that expand solar access in communities across America. Teams may also pursue new solar programs that enable those business practices, while building local capacity around the legal, technical, financial, regulatory, and administrative aspects of local solar projects.

Project-focused teams will accomplish key milestones towards completing their solar projects, including permitting, project finance, and customer acquisition.

Program-focused teams, led by utilities, governments, financial institutions, states, tribes or authorities having jurisdiction (i.e. state, city, county, county-equivalent

jurisdiction) will accomplish key milestones towards program implementation, including program design, funding approval, and public outreach.

When forming teams, participants are encouraged to include all entities required to make these projects and programs successful. Such players could include utility and local government representatives, a solar installer, community leaders or citizen associations that can spread the word across a community, site owners like public housing agencies, and senior advisors that can provide knowledge and experience.

Technical Assistance (TA) Providers are subject matter experts that can participate in the Challenge to mentor, guide, and support the teams throughout the Challenge by providing financial, legal, mentoring, and other expertise and services. TA Providers also known as consultants or coaches can offer general technical assistance to all teams, provide customized and on-demand support to specific teams, or mentor a number of teams. TA Providers will be eligible to win leadership recognition as described in.

2. PRIZES & AWARDS

DOE will grant up to \$5 million in awards and services, including final prizes, seed awards, and technical assistance. DOE retains the right, throughout the Challenge, to alter the total allocated funds and the maximum number of winners in each category. The following table shows the anticipated breakdown of awards and the number of winners under each award category:

Award Category	Total Funds Available	Estimated Number of Winners
Seed Awards	\$2 million	Up to 50 teams
Technical Assistance (vouchers and services)	\$2 million	Up to 100 teams
Final Prizes	\$1 million	5 teams

FINAL PRIZES

All teams will compete to win \$1 million in Final Prizes and formal recognition. Final Prizes will reward teams' achievements and potential to scale. DOE will also recognize the contribution of top technical assistance providers. The following table shows the anticipated prize amounts and categories:

Final Prizes	Award amounts	Applicable to
Grand Prize	\$500,000 \$200,000 (runner up)	LMI Project Teams
Best LMI Program	\$100,000	LMI Program Teams
Best Non-Profit Program	\$100,000	Non-profit Program Teams
Best Non-Profit Project	\$100,000	Non-profit Project Teams
Recognition Awards	Non-monetary	All teams and TA providers

In addition to the financial prizes, DOE will present non-monetary recognition awards to teams and TA providers in three categories of (i) innovation in design or implementation, (ii) community impact, and (iii) leadership.

Grand Prize

DOE will award the \$500,000 Grand Prize to the team that has best demonstrated a replicable business or financial model that expands solar access to LMI households, and has the biggest potential to scale to hundreds of megawatts in the next 2 years. Teams will be judged on their success within the Challenge, the viability of their business plan to quickly get to scale, and the innovation of their approach. The winner will be selected according to official evaluation criteria listed below.

The first runner-up will win \$200,000.

In order to support the most difficult goal of this Challenge—to support sustainable, replicable, and rapidly scalable models to bring solar to low income households—only teams that have pursued LMI projects will be eligible to receive the Grand Prize.

BEST IN CATEGORY PRIZES

In addition to the Grand Prize and the Second Place prize, DOE will award the following final prizes:

1. \$100,000 for the best non-profit-serving project team
2. \$100,000 for the best non-profit-serving program
3. \$100,000 for the best LMI-serving program.

SEED AWARDS

Teams will submit an initial application to participate in the Challenge, after which DOE will select approximately 50 teams for seed awards.

Teams selected for seed awards will be given awards based on the size of the teams' projected portfolio of solar projects (project-focused teams) or their program's projected reach measured in aggregate nameplate capacity (kW, peak DC), i.e., teams that pursue over 100 kW of solar will be eligible for larger seed prizes.

DOE will also issue a bonus cash prize to teams whose portfolio of projects or programs have at least 50% of the energy and benefits reaching LMI households. The following table shows the possible allocations of seed awards per team:

Total Size of Program or Project Portfolio	Base Seed Award Amount	>50% LMI Beneficiaries Bonus	Maximum Seed Award Amount
<100 kW	\$20,000	\$4,000	\$24,000
≥100 kW	\$50,000	\$10,000	\$60,000

DOE will distribute seed award funds as teams successfully complete and verify key milestones outlined in the table below. After a team submits verifiable supporting documentation showing milestone completion, and upon approval from DOE, the prize administrator will disburse allocated funds to the teams within 60 days.

Teams must complete all milestones within the 18-month period of performance in order to win the maximum seed award amount.

Distribution	Seed Award Amount		Verified Milestone	
	% of total \$	<100kW portfolios		≥100kW portfolios
Round 1: Selection	30%	\$6,000	\$15,000	Successfully entering the Challenge and being selected by DOE to receive seed award funding
Round 2: Permission	30%	\$6,000	\$15,000	<i>Program-Focused Team:</i> Official approval of program design and plan from governing board or authority (e.g. a utility's board) <i>Project-Focused Team:</i> Obtained permits for all projects
Round 3: Financing	40%	\$8,000	\$20,000	<i>Program-Focused Team:</i> Evidence of approved appropriations, governmental budget, or other legally binding agreements proving sufficient capital to finance program <i>Project-Focused Team:</i> Cash on-hand, approved loans, collected crowd-funding awards, donations, or other contractually binding agreements proving access to sufficient capital to finance all projects
LMI Bonus	+20% bonus	\$4,000	\$10,000	<i>Program-Focused Team:</i> Program has launched, and team can show evidence of program benefits reaching at least 50% LMI households. <i>Project-Focused Team:</i> Customer acquisition complete and ≥ 50% of energy (measured in kWh) is benefitting or delivered to LMI households
TOTAL		\$24,000	\$60,000	

TA VOUCHERS AMOUNTS & DISTRIBUTION

In addition to seed awards, DOE will provide all selected teams (up to 100 teams) with technical assistance (TA) vouchers. Selected teams will receive a \$10,000 voucher to receive customized technical assistance support from a qualified provider. DOE anticipates having experts in finance, law, regulation and policy, business development, solar energy technology, engineering, and other specialties available to support the teams.

Qualified TA providers will offer their services on the Challenge’s TA Marketplace, and teams will select their preferred TA providers to complete specific services.

Participating technical assistance providers will receive funding as teams use their services.

In addition to customized TA, all participating teams will have equal access to general information, standard documents, and common resources from DOE and its partners throughout the Challenge at no additional cost. This includes public webinars, toolkits, template documents, guidebooks, and other key resources. The total allocated funds for technical assistance including general support, on-demand team selected technical assistance, and team mentoring is \$2 million.

3. PROCESS & TIMELINE

Participants will follow three phases within this Challenge:

Application	
Multi-stakeholder project-focused or program-focused teams form, and develop initial plans to expand solar access in their communities.	
Teams apply to join the Challenge and compete to be selected to participate in the Challenge, receive seed awards, and obtain technical assistance (TA) vouchers.	
In addition, subject matter experts apply to be part of the TA Marketplace in order to support the teams.	
Period of Performance	18 months
Selected teams will demonstrate their innovative business and financial models through the development of solar projects and programs.	
TA providers will assist teams in designing their programs and implementing their projects.	

Teams will develop a scorecard and regularly report their progress to DOE. As they submit evidence of hitting milestone, they will collect rounds of seed funding; and connect and learn from each other.

Final Prizes

DOE will accept submissions from participating teams for \$1 million in Final Prizes.

Technical assistance providers can also submit the required information to be considered for non-monetary recognition.

4. SOLAR PROJECTS & PROGRAMS

The goal of this Challenge is to make solar significantly more accessible to low and moderate income (LMI) households, non-profits and governmental organizations at-scale. The following information provides important definitions, terms, and specifications for solar project types and programs that may be considered as part of teams' performance.

Projects:

Teams pursuing prizes for Projects must develop a portfolio of new solar PV projects with power capacity ranging from 25 kW to 5,000 kW (peak DC capacity) that are completed within the period of performance. Each individual installation must have either

- a minimum 20% of aggregate off-takers power assigned to low and moderate income households, or
- a minimum 60% of the power benefitting non-profit organizations, community service organizations, and/or governmental organizations, and with no single entity off-taking more than 1,000 kW (peak DC capacity), of a single solar system. (These are referred to herein as "Non-profit" projects.)

Programs:

Eligible programs are defined as programs that include a utility, state, tribe, local government, or financial institution that incentivizes and/or enables the creation of the types of projects listed above. Programs should achieve at least 25 kW to 5,000 kW (peak DC capacity) in solar installed within one year of the end of the period of performance.

For additional requirements and definitions, see Appendix C: Project and Program Requirements.

DOE may rely on subject-matter experts and third-party auditors to verify whether a team complied with these specifications for projects and programs. As a condition of competing, each team must agree to provide DOE in a timely fashion, upon request, some or all the documents/materials outlined in **Error! Reference source not found.** to verify eligible projects.

5. PARTICIPANT ELIGIBILITY

The Challenge is open only to: (a) citizens or permanent residents of the United States; and (b) private or non-federal public entities, such as townships, tribes, corporations, or other organizations that are incorporated in and maintain a primary place of business in the United States.

DOE employees, employees of sponsoring organizations, members of their immediate families (spouses, children, siblings, parents), and persons living in the same household as such persons, whether or not related, are not eligible to participate in this Challenge. Federal entities and federal employees, acting within the scope of their employment, are also not eligible to participate in any portion of this Challenge.

A participant can join the Challenge as a member of a competing team (project-focused or program-focused), or exclusively as a technical assistance provider to help the Challenge teams throughout the Challenge. An individual must choose to participate as a member of a team or a TA provider status but not both. After an individual applies to the Challenge as a member of a team or as a Technical Assistance provider, they permanently lose their eligibility to participate in the Challenge in any other fashion. DOE, at its sole discretion and with written approval, may allow exceptions to this rule in rare cases or due to unanticipated extenuating circumstances.

6. TEAM REQUIREMENTS

Applicants planning to participate as part of a team must meet the following qualifying requirements:

- A. A team must have a single legal entity representing the entire team. This entity shall be designated the Team Lead. The Team Lead is responsible for complying with all rules of this Challenge including coordinating with its team members, resolving any conflicts, working with DOE and its prize administrator, participating according to the governing guidelines of the Marketplace, responsibly allocating resources, submitting all required materials throughout the Challenge, and complying with all guidance and restrictions, including restrictions around intellectual property.
- B. For program-focused teams only, the Team Lead should be an electric utility, an electric co-operative, municipal power company, a financial institution, or a state, local or tribal government entity.
- C. The Team Lead must either meet the following requirements or designate a team member that can receive payments that are legally made from the U.S. in U.S. dollars.

7. ENTERING THE CHALLENGE

DOE will accept the first set of applications from teams based on dates and deadlines listed on page 1. Late-start applications will be due later in 2017; see page 1 for deadline. Teams applying late may not receive seed funds, depending on availability. For detailed information on how to apply see Appendix D: How to Apply and Submission Requirements.

How Your Submission Will Be Evaluated

DOE determines whether a submission is compliant with the eligibility requirements, responsive to the Challenge objectives, and compatible with the expected outcomes.

DOE-appointed judges evaluate and score submissions based on the following evaluation criteria:

1. Impact (40%)

- Value proposition of business case or financial model (money, MW, people)
- Market potential, based upon the size of the market and the number of possible customers (total, LMI, non-profit).

2. Innovation (30%)

- Extent to which evidence is provided that the project or program will implement new and creative ways to overcome existing market barriers; and the extent to which the team is attempting unique models and approaches

3. Team (30%)

- Ability of the team to execute the vision successfully given the team members' experience and partnerships

Judges will score applications according to the criteria, on the 1–5 scale provided in Appendix A: Standard Scoring Guidelines.

Each judge will score assigned applications independently and will recommend whether applicants should (1) be admitted into the Challenge or not, and if so, whether they should (2) receive seed awards, and (3) receive TA vouchers.

DOE will make final selection decisions based on the scores and recommendations from the judges. DOE may also apply any of the listed program policy factors shown in Appendix B.

8. COMPETING FOR ADDITIONAL SEED FUNDING

Once accepted into the Challenge, the real work begins—selected teams will create and implement plans to reach their goals during an 18-month performance period. Teams will develop a scorecard, regularly report their progress to DOE, submit evidence of hitting milestones and collect tranches of seed funding. Teams will also use the TA Marketplace services and resources, connect and learn from each other, and prepare to apply for Final Prizes.

At the beginning of the performance period, teams will develop plans to achieve their projects/programs. Plans should include a scorecard with at least five specific, measurable, assignable, realistic, time-related (“SMART”) key performance indicators that measure progress towards the key milestones:

1. Securing permission;
2. Securing financing; and
3. Acquiring customers.

DOE and the prize administrator will use the scorecard to track each teams’ performance throughout the Challenge. Teams will be assessed on the quality and ambition of their key performance indicators, and on their performance towards their goals. Teams will submit progress reports to DOE on a quarterly basis, or as requested.

Participating teams decide which specialized services and technical assistance they need from qualified technical assistant providers listed in the Marketplace, and apply their vouchers to receive these services in accordance with the Marketplace guidelines.

Because listed qualified providers compete in the Marketplace to support participating teams, it is important for teams to rate these providers after they render requested services and report any violations of the Marketplace guidelines to DOE and the prize administrator.

As teams make progress during the 18-month performance period, recipients of seed prizes may receive two additional rounds of seed prizes and an LMI bonus based on completed milestones and overall performance.

For detailed information on how to apply see Appendix D: How to Apply and Submission Requirements.

Additional information can be found on www.solarinyourcommunity.org.

How Your Submission Will Be Evaluated

- DOE determines whether a submission contains all required content for evaluation and selection
- DOE judges evaluate and score the submission based on the following evaluation criteria:
 1. **(50%): Milestones completion & progress**
 - The team has successfully completed the required milestone
 2. **(30%): Scorecard progress**
 - The extent to which the team has continued to make significant progress toward key performance targets, measured against their initial proposed schedule.
 3. **(20%): Overall progress**

- The extent to which the team’s interim results confirms that their project or program continues to be both operationally and economically feasible within the prescribed performance period.
- Judges will score submissions, per criteria, according to the scale in Appendix A: Standard Scoring Guidelines.
- Each reviewer scores the assigned submission independently and assigns selection recommendation.
- DOE tabulates judges scores and selection recommendations and makes a final selection decision using the same evaluation criteria.
- DOE makes the final selection decision based on the final scores and may also apply any of the listed program policy factors shown in Appendix B.

9. COMPETING FOR THE FINAL PRIZES

All Final Prizes will be judged according to the teams’ successful performance within the Challenge, and their potential to scale up in the near future. DOE measures success in achieving replicable, innovative, and sustainable models according to the following factors. These criteria apply to the Best in Category Prizes and the Grand Prize.

For detailed information on how to apply see Appendix D: How to Apply and Submission Requirements.

Additional information can be found on www.solarinyourcommunity.org.

1. Performance during the 18 months (weighted 40%)

A. Impact: Total aggregate capacity of solar energy systems installed (in MWs), within the performance period (for projects); or Total aggregate capacity of solar energy systems to be installed (in MWs) as a direct result of the program within one year of the completion of the performance period (for programs)

B. Reach:

- LMI: Total number of LMI households that directly benefitted from projects; or total number of LMI households that will directly benefit from the program within one year of the end of the performance period
- Non-profit: Total number of organizations served (projects); or total number of organizations to be served by the program within one year of the end of the performance period (programs)

C. Value: Average % of customer utility bill saved

D. Cost Effectiveness: Average installed system costs per Watt (projects); or anticipated installed system costs per Watt (programs)

E. Performance: Progress towards program implementation (programs)

F. Likelihood of Success: Viability of the program design to open new solar markets in the near-term (1 year after end of performance period). (programs)

- 2. Replicability: Potential to scale up to hundreds of MWs** (weighted 40%)
- A. Impact: MWs of solar in the pipeline for the next 2 years (programs), and the total market potential of the model (projects and programs).
 - B. Reach: Number of customers to be reached in the next 2 years and geographic diversity of proposed sites.
 - C. Financial Viability: Scalability of the financing model used for the project/program; amount of financing available for future projects; and long-term (5 years) sustainability of the funding source(s)
 - D. Likelihood of Success: Viability of the near-term scaling effort and the long-term business case.
- 3. Demonstrated Innovation** (weighted 20%)
- Level to which the effort is unprecedented, and ground-breaking
 - Extent to which the model opens new markets and/or new financing, and reaches new audiences
 - Extent to which the model improves upon current industry standards

Non-Monetary Recognition Prize Criteria

1. Creativity and Innovation (50%)

- Extent to which the team or individual pursued an effort that is unprecedented, ground-breaking, and new
- Proven ability to think outside of the box and solve problems in an exemplary manner

2. Exceptional Performance & Collaboration (50%)

- Extent to which the team or individual performed above and beyond expectations, and set a model for others to follow
- Extent to which the team or individual effectively engaged a wide variety of stakeholders, including community members and non-traditional partners

10. TECHNICAL ASSISTANCE PROVIDERS

Select Technical Assistance (TA) providers will help teams succeed. Interested subject matter experts should apply to DOE in order to participate. Applicants will be assessed based on the evaluation criteria listed below.

Teams can independently select and work with their preferred TA provider(s). Teams decide which services they need and use their vouchers to pay for these services without

an actual exchange of funds. DOE and its prize administrator will manage the transfer of credits and reimburse TA Providers for credits collected in the Marketplace.

CORE AREAS OF INTEREST FOR TECHNICAL ASSISTANCE (IN PRIORITY ORDER)

- Legal
- Finance
 - Private sector: tax equity, private capital markets, community banks
 - Public sector: Expertise using HUD, LIHEAP, USDA, WAP funding for solar
- Regulatory, policy expertise
- Solar program design and business models
- Low income outreach and education; marketing, customer acquisition
- Solar project development, procurement, engineering, grid integration
- Other: software/IT, subscriber management, and data analytics

Applicants will indicate whether they would like to provide one-on-one customized technical assistance, mentoring for several teams, or general services to be made available to all teams.

Technical Assistance Provider Qualifying Requirements

Technical assistance provider applicants must meet the following qualifying requirements:

- A. A provider must possess subject matter expertise in solar development, project finance, regulatory compliance, project engineering, solar software capabilities, project development, community engagement, or other relevant specialties that will support teams to develop project that expand accessibility to solar.
- B. A provider responsible for complying with all terms and conditions of this Challenge including all Marketplace governing rules, resolving any conflicts with teams, working with DOE and its prize administrator, and submitting all required materials throughout the Challenge. A provider must agree to sign a Certificate of Eligibility to confirm unconditional agreement with all terms and conditions of this Challenge including all the items included in this section.

To be allowed to participate in the Market Place and provide services to Teams, TA providers must apply in accordance with the requirements on the website at www.solarinyourcommunity.org Teams will be accepted to participate based on the following criteria:

TA Provider Evaluation Criteria

1. Quality of Offered Services (40%)

- Degree to which the proposed services are essential for the success of the teams, and align with the stated core areas of interest (legal, financial, regulatory, program design, business models, low-income outreach and

education, solar project development, subscriber management, and data analytics)

- Degree to which the offered services are specialized, unique, and of high quality
- Breadth of services offered, including by topic and by geographic availability

2. Ability to Execute (30%)

- Evidence of experience, high quality of past work

3. Value of Offering (30%)

- Value the teams will receive, as measured by affordable pricing, in-kind support⁴, duration of service, availability

During the Period of Performance, technical assistance providers participate through the Marketplace online and report progress to DOE and its prize administrator. For more details, visit the Challenge platform online.

The value of TA vouchers may only be used in the Marketplace and are not redeemable for cash reimbursement. If any remaining value has not been redeemed for services through a qualified provider in the Marketplace before the end of the 18-month performance period, the voucher will expire.

⁴ DOE encourages TA providers to offer additional services on a pro bono basis. For relevant statutory authorities, see 15 USC 3719(m) for additional details.

TA providers may submit their accomplishments to be considered for a Recognition Prize.

MARKETPLACE GUIDELINES

The Marketplace is a closed a virtual marketplace that does not allow any direct monetary transactions between participants (i.e. buyers and sellers) only the transfer of credit from buyers to sellers. Participating teams are buyers of services rendered by qualified Technical Assistance providers (sellers). Teams participating in the Marketplace will have accounts with credits to purchase services from qualified technical assistance provider they select after a proof of service exchange has been confirmed. All transactions will be subject to fixed cost terms and condition with a 25%, 50%, 25% credit transfer schedule (i.e. contract commencement, mid-point of service completion, end of service). The transfer of credit is subject to verified exchange of services by a Marketplace regulator. Once a seller has rendered services and Marketplace regulator has verified the delivery of services, a seller with a positive credit in the Marketplace can request a cash conversion from the Market regulator. The regulator of this virtual marketplace is the DOE's prize administrator. For more details, go online to the Challenge platform at www.solarinyourcommunity.org.

11. JUDGES

DOE will appoint a qualified panel of experts at its sole discretion to judge the Challenge and provide recommendations to DOE. The judging panel will be composed of Federal and non-Federal subject matter experts with expertise in relevant areas, such as investing in new ventures, solar deployment in low-income communities; solar finance; solar market development; and community development. Preliminary DOE-led merit review may down-select from all submissions received from participating teams to identify the top finalists.

Judges will review submissions according to the described evaluation criteria. Finalists may be invited to pitch to judges' panel in person & answer questions. Judges may not (A) have personal or financial interests in, or be an employee, officer, director, or agent of any entity that is a registered participant in a Challenge; or (B) have a familial or financial relationship with an individual who is a registered participant.

12. GENERAL SUBMISSION REQUIREMENTS

The content of all submissions have to meet the following requirements:

1. No DOE logo - submission(s) must not use DOE's logo or official seal and must not claim DOE endorsement.
2. It is an express condition of submission and eligibility that each participant warrants and represents that the participant's submission is solely owned by the participant, that the submission is wholly original with the participant, and that no other party has any ownership rights or ownership interest in the submission.
3. Each participant further represents and warrants to DOE and the other sponsors that the submission, and any use thereof by DOE or the other sponsors (or any of their respective partners, subsidiaries and affiliates), shall not: (i) be defamatory or libelous in any manner toward any person, (ii) constitute or result in any misappropriation or other violation of any person's publicity rights or right of privacy, or (iii) infringe, misappropriate or otherwise violate any intellectual property rights, proprietary rights, privacy rights, moral rights or any other rights of any person or entity.
4. A participant may contract with a third party for technical assistance to create the submission, provided the submission is solely the participant's work product and the result of the participant's work and the participant owns all rights to it.
5. Electronic files in Microsoft Word (MS) should be saved in a .docx, .doc or .pdf extension; MS Excel Spreadsheet files should be saved in an .xls or .xlsx file extension; Adobe files should be saved in a .pdf file extension; and compressed files should be saved in a .zip file extension.
6. Submissions will not be accepted if they contain any matter that, in the sole discretion of DOE, is indecent, obscene, defamatory, libelous, in bad taste, or demonstrates a lack of respect for public morals or conduct.
7. If DOE, or the Judges, in their discretion, find any submission to be unacceptable, then such submission shall be deemed disqualified.
8. Deadline(s) – A submission must be available by the end date noted in the Challenge Timeline this Challenge.
9. As a condition of participation, all participants agree to provide DOE, upon request, documentation to credibly support any performance claims associated with the performance metrics in this Challenge. If participants fail to provide enough information to allow DOE to adequately evaluate submissions against the review criteria for the Challenge, adequate documentation, DOE may exclude such insufficient submissions from consideration for any benefit associated with this Challenge. Further, if participants provide inadequate information, DOE may disqualify the participant from any portion of the Challenge. Anyone who makes any materially false, fictitious, or fraudulent statement or representation to DOE; may be fined and imprisoned for up to 5 years under 18 USC 1001.

10. The Team Lead and all team members must agree to assume any and all risks related to this Challenge and waive all claims against the Federal Government and related entities, except in cases of willful misconduct, for any injury, death, damage, or loss of personal property, revenue or profits, whether direct, indirect, or consequential, arising from their participation in the Challenge, whether the injury, death, damage, or loss arises through negligence or otherwise.
11. The Team Lead shall submit all required documentation and evidence in English and all accounting figures shall be in U.S. dollars. Submissions may be reviewed, evaluated, and audited by independent third parties.
12. A team should have a Teaming Agreement (Agreement) signed by an authorized official or representative of each team member that adequately describes the relationship between the team members, the roles and responsibilities of the team members, and the duration of the Agreement. Additionally, the Agreement shall describe dispute and conflict resolution amongst the team members (including disputes related to participation), allocation of prize award amount(s) to team members, confidential or proprietary information between team members, and how and when the Agreement is subject to termination. DOE or its prize administrator will not intervene, mediate, or offer remedies in any disputes between team members.
13. The Team Lead acting on behalf of all team members agrees to sign Certificate of Team Eligibility to confirm unconditional agreement with all terms and conditions of this Challenge including all the items included in this section.
14. In accordance with 15 U.S.C. § 3719(i), any team member engaging directly in construction activities shall provide proof of general liability insurance or demonstrate financial responsibility of \$1 million per incident and up to \$5 million total for claims by a third party for death, bodily injury, or property damage or loss resulting from an activity carried out in connection with the Challenge, with the Federal Government named as an additional insured under the Team Lead's insurance policy. Additionally, registered participants that are engaged directly in construction activities must agree to indemnify the Federal Government against third party claims for damages arising from or related to Challenge activities and for damage or loss to Government property resulting from such an activity. By engaging in this Challenge you agree to take full responsibility for your actions in furtherance of any Challenge goals. Any team members will hold DOE harmless for any activities associated with this Challenge.
15. Any ideas, information or videos submitted as part of this Challenge must be submitted and released to the public under a Creative Commons Attribution 4.0 International License (see <http://creativecommons.org/licenses/by/4.0/>).
16. In addition to the rights under the Creative Commons Attribution 4.0 International License, by making a submission and consenting to the rules of the Challenge, a

participant is granting the following license to DOE, administrator, and any other third parties supporting DOE in the Challenge: a royalty-free, non-exclusive, worldwide perpetual license to copy, display publicly and use the submission for Government purpose. This license includes posting or linking to the Public submission on DOE's and administrator's websites and applications, including the Challenge Website, DOE websites, and partner websites, and inclusion of the submission in any other media, worldwide. The submission may be viewed by the DOE and its prize administrator, and judges for purposes of the Challenge, including but not limited to screening and evaluation purposes. The DOE and its prize administrator, and any third parties acting on their behalf will also have the right to publicize participants name and, as applicable, the names of participant team members, organization, or large organization which participated in the submission on the Challenge website for a period of three years following the conclusion of the Challenge.

17. Participants agree to leave any videos they reference for this Challenge on the internet and available to the public until the end of the Performance Period.
18. Each participant represents and warrants that the participant is the sole author and copyright owner of the submission; that the submission is an original work of the participant and that the participant has acquired sufficient rights to use and to authorize others, including DOE, to use the submission, as specified throughout the Official Rules, that the submission does not infringe upon any copyright or upon any other third party rights of which the participant is aware; and that the submission is free of malware.

13. ADDITIONAL TERMS & CONDITIONS

Challenge Subject to Applicable Law

This Challenge is subject to all applicable federal laws and regulations. Participation constitutes each participant's full and unconditional agreement to these Official Rules and administrative decisions, which are final and binding in all matters related to the Challenge. Eligibility for a prize award is contingent upon fulfilling all requirements set forth herein. This notice is not an obligation of funds; the final award of prizes is contingent upon the availability of appropriations.

Team Members Restrictions

Participants that identify themselves as team leads in an entrance application cannot become members of other teams during this Challenge. Other team members can join multiple teams provided there are no conflicts of interest. New team members can be added throughout the period of performance.

Resolution of Disputes

The Department of Energy is solely responsible for administrative decisions, which are final and binding in all matters related to this prize Challenge.

In the event of a dispute as to any registration, the authorized account holder of the email address used to register on the Challenge website and platform will be deemed to be the participant's Team Lead. The "authorized account holder" is the natural person or legal entity assigned an email address by an Internet access provider, online service provider or other organization responsible for assigning email addresses for the domain associated with the submitted address. The decisions of DOE is final and may not be challenged by participating teams.

Prize Tie

In the event of two or more teams receiving top equal scores for any of the final prizes, the allocated total prize award may be split equally and distributed evenly among the winners with tying scores.

Publicity

The winners of these prizes (collectively, "Winners") will be featured on DOE's website. Except where prohibited, participation in the Challenge constitutes each winner's consent to DOE's and its agents' use of each winner's name, likeness, photograph, voice, opinions, and/or hometown and state information for promotional purposes through any form of media, worldwide, without further permission, payment or consideration.

Liability and Insurance

Any and all information provided by or obtained from the Federal Government is without any warranty or representation whatsoever, including but not limited to its suitability for any particular purpose. Upon registration, all participants agree to assume and, thereby, have assumed any and all risks of injury or loss in connection with or in any way arising from participation in this Challenge, development of any application or the use of any application by the participants or any third-party. Upon registration, except in the case of willful misconduct, all participants agree to and, thereby, do waive and release any and all claims or causes of action against the Federal Government and its officers, employees and agents for any and all injury and damage of any nature whatsoever (whether existing or thereafter arising, whether direct, indirect, or consequential and whether foreseeable or not), arising from their participation in this Challenge, whether the claim or cause of action arises under contract or tort. Upon registration, all participants agree to and, thereby, shall indemnify and hold harmless the Federal Government and its officers, employees and agents for any and all injury and damage of any nature whatsoever (whether existing or thereafter arising, whether direct, indirect, or consequential and whether foreseeable or not), including but not limited to any damage that may result from a virus, malware, etc., to Government computer systems or data, or to the systems or data of end-users of the software and/or application(s) which results, in whole or in part, from the fault, negligence, or wrongful act or omission of the participants or participants' officers, employees or agents.

Standard Disclaimer

The following disclaimer is mandatory for applications deployed on non-DOE information systems. This standard disclaimer shall be incorporated into the software in such a way that individuals must read and accept its conditions before initial use (NOTE: The standard disclaimer must appear in all capital letters):

THE MATERIAL EMBODIED IN THIS SOFTWARE IS PROVIDED TO YOU "AS-IS" AND WITHOUT WARRANTY OF ANY KIND, EXPRESS, IMPLIED, OR OTHERWISE, INCLUDING WITHOUT LIMITATION, ANY WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL THE UNITED STATES DEPARTMENT OF ENERGY OR THE UNITED STATES GOVERNMENT BE LIABLE TO YOU OR ANYONE ELSE FOR ANY DIRECT, SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES OF ANY KIND, OR ANY DAMAGES WHATSOEVER, INCLUDING WITHOUT LIMITATION, LOSS OF PROFIT, LOSS OF USE, SAVINGS OR REVENUE, OR THE CLAIMS OF THIRD PARTIES, WHETHER OR NOT DOE OR THE U.S. GOVERNMENT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS, HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, ARISING OUT OF OR IN

CONNECTION WITH THE POSSESSION, USE, OR PERFORMANCE OF THIS SOFTWARE.

Record Retention and FOIA

All materials submitted to DOE as part of a submission become DOE records and cannot be returned. Any confidential commercial information contained in a submission should be designated at the time of submission. Submitters will be notified of any Freedom of Information Act requests for their submissions in accordance with 29 C.F.R. § 70.26.

Privacy

DOE will use information provided by individuals who participate in this Challenge contact those individuals regarding the Challenge. To comply with the Privacy Act, as a condition of participation in the Challenge, DOE will require all individuals to consent, in writing, to DOE or DOE's prize administrator sharing the certain information about participating individuals with public, other teams in the Challenge, and TA Providers. DOE intends to share the following information:

- Names and contact info of all Challenge participants including teams and TA Providers
- Information detailing how TA providers or teams intend to participate in the Challenge.

General Conditions

DOE reserves the right to cancel, suspend, and/or modify this prize Challenge, or any part of it, if any fraud, technical failures, or any other factor beyond DOE's reasonable control impairs the integrity or proper functioning of this prize Challenge, as determined by DOE in its sole discretion. DOE is not responsible for, nor is it required to count, incomplete, late, misdirected, damaged, unlawful, or illicit votes, including those secured through payment or achieved through automated means.

ALL DECISIONS BY DOE ARE FINAL AND BINDING IN ALL MATTERS RELATED TO THIS CHALLENGE

APPENDIX A: STANDARD SCORING GUIDELINES

Score per Criteria	Rating	Score Definition
5	Exceptional	The submission comprehensively addresses all aspects of the criteria. The submission has one or more significant strengths, no notable weaknesses , and leaves no or little doubt regarding the applicant's capability to perform.
4	Excellent	The submission comprehensively addresses all aspects of the criteria. The submission has one or more significant strengths and no more than a few weaknesses that are easily correctable, where the number and/or level of significance of the strengths far outweigh those aspects of the weaknesses . The submission leaves little doubt regarding the applicant's capability to perform.
3	Good	The submission addresses all aspects of the criteria. The submission has one or more strengths and may have one or more weaknesses. The number and/or level of significance of the strengths outweigh those aspects of the weaknesses.
2	Adequate	The submission adequately addresses all aspects of the criteria. The submission has one or more strengths and may have one or more weaknesses. The number and/or level of significance of the strengths slightly outweigh those aspects of the weaknesses.
1	Inadequate	The submission does not address most aspects of the criteria. The submission may have some strength but also has several weaknesses. The submission fails to demonstrate the applicant's ability to perform.

APPENDIX B: PROGRAM POLICY FACTORS

- The availability of adequate appropriated federal funds and resources to support the proposed activities
- The degree to which the proposed project represents a unique approach when compared to other participants in the Challenge
- Geographic diversity and potential economic impact of projects in a variety of solar markets.
- Whether the use of additional DOE funds and provided resources continue to be, non-duplicative, and compatible with the stated goals of this Challenge and the DOE mission generally.
- The level of private industry, local or state government involvement to advancing the proposed activities including cost sharing and leveraging of non-federal funds or resources
- The degree to which the proposed work directly addresses DOE's statutory mission
- The technical, market, organizational, and environmental risks associated with the proposed work or activity

APPENDIX C: PROJECT & PROGRAM REQUIREMENTS

Term(s)	Description
Qualified Solar Project Portfolio	<p>PV community-based projects are qualified to compete: A solar system or portfolio of systems with power capacity ranging from 25 kW to 5,000 kW (peak DC capacity) with either</p> <ul style="list-style-type: none"> • a minimum 20% of aggregate off-takers power assigned to low and moderate income households, or • a minimum 60% of the power benefitting non-profit organizations, community service organizations, and/or governmental organizations, and with no single entity off-taking more than 1,000kW (peak DC capacity), of a single solar system.
Qualified Program	<p>A program led by a utility, state, tribe, local government, financial institution, or other entity that incentivizes and/or enables the creation of the types of projects listed above. Programs should achieve at least 25kW-5,000kW (peak DC capacity) in solar installed within one year of the end of the period of performance.</p>
Community-Based Solar System	<p>A community-based solar system, for the purposes of this Challenge, is defined according to either geographic proximity or well-defined affinity attributions. Affinity attributions may include organization membership, or other types of affiliations. For geographic proximity, the solar PV installation must be centered within a radius not exceeding 100 miles from its electricity off-takers (subscribers) that consume/use at least 85% of the system peak DC capacity and is grid-interconnected within the same utility service territory of off-takers. Systems meeting the geographic or affinity requirements will be considered “community-based solar systems.”</p>

Low and Moderate Income	DOE adopts HUD's definitions and guidance ⁵ for low and moderate income households set for 2016. Low and moderate income households earn approximately 80% of the local median household income depending on residence and household size. See published schedules online or consult the HUD's 2016 Median Income Family Documentation System .
Community Service Organizations	A community service organization is a public or private entity whose sole purpose is to offer non-political services or run community service projects, including, but not limited to: state and local governmental entities, 501(c) non-profit organizations, libraries, courthouses, schools and educational institutions, hospitals, health clinics, community centers, municipal assets, museums, churches, houses of worship, social and recreational centers, parks, homeless shelters, food banks, and state-chartered credit unions. If an organization is not organized as a 501(c) organization but still provides a non-political, non-commercial, benefit to a local community, DOE will make a decision on a case-by-case basis.
PV Solar Project	A PV solar project, when completed must be interconnected to the distribution grid, with a valid interconnection agreement, and permission to operate granted by a local electric utility, or other relevant authority. The systems must be permitted, installed, and grid-interconnected during the 18-month performance period.
Performance Period	The 18-month performance period is the period in which all activities must occur. See page 1 for specific dates.
Eligible Location(s)	Any city, tribe, county, or county-equivalents (e.g., parishes, boroughs) within the United States of America or its territories.
Installation Type	No restriction on mounting type (e.g. rooftop mount, ground mount).
Preferred PV Projects Systems	The use of brownfields, rooftops, or already disturbed lands is strongly encouraged for siting of the PV systems, as are other innovative practices for minimizing the environmental footprint of these projects, e.g. co-locating with native vegetation, apiaries, etc. Creative

⁵ This statement is for purposes of this Challenge only.

	partnerships are also encouraged, in order to maximize the reach, benefit and impact of these projects.
System Customers /Off-takers	Any U.S. legally acceptable contracting or ownership structure for PV systems (e.g. on-site host owned, third-party owned systems, shared/community solar, virtually net metered systems, utility-owned or operated systems). System off-takers and subscribers have to be co-located in the same geographical service area of their utility company. A shared or community solar system requires at least two off-takers or subscribers that have two separate utility bills or accounts.
Permitting and Inspection	Each installation must meet all applicable local, state, and federal statutes, laws, regulations and ordinances regarding proper installation and inspection procedures (including, but not limited to, building codes, electrical codes, and fire codes).
Interconnection	Each installation must follow utility-specific rules and regulations for connecting to the electric utility distribution system
Product Safety & Certification	All installed system components shall be certified according to UL1703 or IEC61730 standards or other comparable standards. This includes, but is not limited to, PV modules, panels, mounting systems, AC modules, and charge controllers.
Warranties	All installations must have an output manufacturer(s) warranty of at least 10 years for PV panels and inverters. All installations must have a total system workmanship warranty that covers the installation of solar panels, inverters, racking, patented roof protection systems, roof penetrations, electrical and mechanical parts, and wiring for the duration of at least 5 years.
Insurance	Installations should be covered under construction insurance packages required by local authorities such as general liability insurance, construction liability insurance, auto insurance, marine cargo insurance, and workers' compensation.

APPENDIX D: HOW TO APPLY AND SUBMISISON REQUIEIMENTS

Prepare to apply to compete, receive Round 1 Seed funding and receive Technical Assistance Voucher

- Form a team, organize team members, define goals, agree on roles and responsibilities, and make a plan
- Draft and sign a teaming agreement among the team members and have it handy. DOE will not request a copy of your teaming agreement, but DOE expects that your team have a signed teaming agreement to avoid conflicts among members, during participation in the Challenge
- Designate a team point of contact (POC), and provide a name, and contact information (e.g. email, phone number, address)
- Come up with a name for your team and a tagline for your solar project or program
- Prepare a short video, 3 minutes or less, (e.g. using your smart phone or web camera) to post online for public view on any of the video sharing platforms (e.g. YouTube, Vimeo). Explain in your videos the following:
 - Why (impact): What are they key goals/expected outcomes of the project team? How will your model create value, help people and deploy solar?
 - How (innovation): What are the largest barriers to deployment and what is the team's plan for addressing them? What type of technical assistance does your team need to meet its goals?
 - Who (team & expertise): Who you are? What entities will be included in the project team and why are they well suited to accelerate solar deployment in their community?
- Prepare a short, publicly-facing description of your solar project or program not exceeding 700 characters and explain the following:
 - Solar project or program descriptive characteristics such as size/capacity, location(s), when it would be completed, off-takers, utility service territory, and key partners
 - The proposed innovation or business model and how it will overcome current barriers, if any
 - The expected socioeconomic benefits to your community expected from your solar project/program (e.g. solar jobs)
- Prepare a list of technical assistance providers or team coaches to that you would like to participate in your project
- Prepare links to online profiles of no more than five key team members or organizations (e.g. LinkedIn)
- Draft a three-page written application describing your plan, team members, and the impact your project or program will have on your community and on advancing the solar market

Submit an Application for Acceptance into the Challenge, Round 1 Seed Funding and Technical Assistance Vouchers

- Sign up for an account on the Challenge platform
- Sign-in and complete the team's application form online
- Accept terms and conditions that include a statement of compliance and eligibility certification
- Submit before the deadline.

How Your Submission Will Be Evaluated

DOE determines whether a submission is compliant with the eligibility requirements, responsive to the Challenge objectives, and compatible with the expected outcomes.

DOE-appointed judges evaluate and score submissions based on the evaluation criteria contained in the main document under 7. Entering the Challenge.

Prepare to Redeem Additional Seed Prize Funds

- Update your scorecard with actual values for your team's key performance indicators to benchmark against targeted values. Make sure you have sufficient documentation to verify these reported values. Include in your scorecard a self-assigned grade (A, B, C, D) and short self-assessment narrative not exceeding one page.
- Prepare a three-page summary report to highlight your team's progress, success, challenges, significant team members changes, new team members, partners, risks, next steps, and plan updates
- Organize supporting documents to verify successful completion of the applicable milestone (e.g. copies of the obtained permits)
- (Optional) Supporting letters from relevant organizations and entities
- Coordinate with your coach and solicit feedback and comments regarding the content of your planned submission
- Prepare your application for submission

Apply for Round 2 and Round 3 Seed Funding

- Go online to the Challenge platform and sign-in
- Follow steps to verify milestone completion
- Complete the application online and confirm that your submission contains
 - Three-page summary report
 - Updated scorecard with a self-assigned grade
 - Verification of milestone completion
- Submit as soon as your team has completed the milestone, no later than 30 days prior to the end of a calendar quarter for timely evaluation and selection. DOE will not consider any applications submitted after the performance period.

How We Will Evaluate Your Submission

- DOE determines whether a submission contains all required content for evaluation and selection
- DOE judges evaluate and score the submission based on the following evaluation criteria in number 8 above.
- Judges will score submissions, per criteria, according to the scale in Appendix A: Standard Scoring Guidelines.
- Each reviewer scores the assigned submission independently and assigns selection recommendation.
- DOE tabulates judges scores and selection recommendations and makes a final selection decision using the same evaluation criteria.

DOE makes the final selection decision based on the final scores and may also apply any of the listed program policy factors shown in Appendix C.

How to apply to receive Final Prizes

- Go online to the Challenge platform and sign-in
- Follow steps to apply for Final Prizes
- Select the prize category you are applying to (i.e. Grand prize, Community Impact Awards, Innovation Awards, or Leadership Team Awards)
- Complete the relevant application online and confirm that your submission contains
 - 5-page narrative report summarizing success, impact, community benefits (e.g. lessons learned, new jobs) and future plans
 - 3-minute publically facing video highlighting your solar projects/programs, expertise gained, future plans, and community impact
 - Updated scorecard with a self-assigned grade
 - Verification of key milestone completion

How Your Submission Will Be Evaluated

- DOE determines whether a submission contains all required content for evaluation and selection
- DOE judges evaluate and score the submission based on the evaluation criteria in 10. Competing for the Final Prizes in the main document.
- Judges will score submissions, per criteria, according to the scale in Appendix A: Standard Scoring Guidelines.
- Each reviewer scores the assigned submission independently and assigns selection recommendation.
- DOE tabulates judges scores and selection recommendations and makes a final selection decision using the same evaluation criteria.

DOE makes the final selection decision based on the final scores and may also apply any of the listed program policy factors shown in Appendix C.

APPENDIX E: DOCUMENTS REQUIRED TO RESPOND TO A TEAM PERFORMANCE AUDIT

Audits of performance: As part of this Challenge auditing procedure, every team must make available to DOE-selected auditors and examiners the following documents and materials. The audit may require supplementary materials to evaluate. Refusal to produce these documents or any supplemental documents may result in disqualification.

Installations Profile	<p><i>Proof for every installation, including documents that prove:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> System rated capacity <input type="checkbox"/> System components <input type="checkbox"/> Footing details <input type="checkbox"/> Roof framing plan <input type="checkbox"/> Elevations <input type="checkbox"/> Electrical plans <input type="checkbox"/> Street address of installation location <input type="checkbox"/> System owner(s)/host customer(s) /subscribers and their status (e.g. LMI or non-profit) <input type="checkbox"/> Installation/lease contract or purchase order <input type="checkbox"/> Photographs of installation <input type="checkbox"/> Solar installation permit (e.g. building, electrical) <input type="checkbox"/> Installation task order with dates and personnel <input type="checkbox"/> Install date <input type="checkbox"/> Interconnection/permission to operate date <input type="checkbox"/> Solar contractor/installer (if different) <input type="checkbox"/> Building inspection date and report and copy of all signed permits <input type="checkbox"/> Utility inspection date and report and copy of interconnection letter or permission to operate <input type="checkbox"/> System total output in kWh since completed installation
Hardware & Equipment	<ul style="list-style-type: none"> <input type="checkbox"/> List of specialized installation equipment/tools (if any) <input type="checkbox"/> Nameplate power (kW, peak DC) <input type="checkbox"/> Module manufacture(s) <input type="checkbox"/> Module model number(s) <input type="checkbox"/> Model description: power rating, technology <input type="checkbox"/> Module quantity <input type="checkbox"/> Inverter manufacturer(s) <input type="checkbox"/> Inverter model(s) <input type="checkbox"/> Inverter quantity <input type="checkbox"/> Racking hardware

	<ul style="list-style-type: none"> <input type="checkbox"/> Other hardware (e.g., mounts, flashing, conduits, and wiring)
Permits & Certifications	<ul style="list-style-type: none"> <input type="checkbox"/> <i>For every installation include:</i> <input type="checkbox"/> Permits (electrical, building, mechanical, fire, other) <input type="checkbox"/> Permitting or grid interconnection application forms <input type="checkbox"/> Module warranty <input type="checkbox"/> Inverter warranty <input type="checkbox"/> Performance guarantee <input type="checkbox"/> System (installation) certification with local authority <input type="checkbox"/> System (installation) registration with local authority <input type="checkbox"/> Permission to operate from applicable utility
Design & Deployment Plans (planned versus actual)	<ul style="list-style-type: none"> <input type="checkbox"/> Project baseline plans to deploy all installations including dates, deadlines, milestones, resources breakdown, and cost breakdown <input type="checkbox"/> Actual project plans to deploy all installations including dates, deadlines, milestones, resources breakdown, and cost breakdown
Partnerships, Agreements, and Ownership Structures	<ul style="list-style-type: none"> <input type="checkbox"/> Operation and maintenance contracts (if any) <input type="checkbox"/> Industry partnerships or agreements (foreign or domestic) <input type="checkbox"/> Supplier(s) agreements or joint ventures (foreign or domestic)
Financial & Accounting Records⁶	<ul style="list-style-type: none"> <input type="checkbox"/> Accounting books to include all financial transactions⁷ <input type="checkbox"/> Financial statements⁸ <input type="checkbox"/> Evidence of all financial transactions in general ledgers (i.e. invoices, purchase orders, payment receipts, checks, direct deposits)

⁶ For applicable years

⁷ Teams may use Sage Peachtree or Intuit QuickBooks or any other equivalent software.

⁸ All financial statements should be prepared using GAAP (Generally Accepted Accounting Principles).

