

CALL FOR CITIES

SOLAR DECATHLON EUROPE_ SDE21

JULY 2018



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SECTION 1.0 INTRODUCTION - CALL FOR CITIES: SOLAR DECATHLON EUROPE_ SDE21

The Energy Endeavour Foundation is soliciting cities to host the next SDE21. The deadline for Full Applications is November 2nd, 2018.

1.1 BACKGROUND

Initiated in 2002 by the United States Department of Energy, the Solar Decathlon is a university-level student competition in responsible, energy-efficient architecture and engineering. The concept brings apx. twenty teams competing in the design, construction and management of solar-powered, energy and resource-efficient dwellings. The houses are brought to a competition site ('solar village') and assembled within apx. ten days. The site becomes an open forum and exhibition, where the houses are operated and demonstrated to the public and evaluated by a jury of renowned international adjudicators.

The competition is structured around ten contests which are either measured (i.e. electrical production or juried i.e. architecture). The results of the ten contests are calculated, thus determining the overall winner.

The Solar Decathlon has been held in the U.S. eight times, most recently in October 2017. The competition has been held beyond the U.S.; in Europe (SDE10, SDE12, SDE14), China (SDC13) and Latin America (SDLAC15). Further competitions are planned in the U.S. (SD20), Europe (SDE19), China (SDC18), Latin America (SDLAC19) and the Middle East (SDME18 & SDME20). Most recently, Morocco has agreed to host a Solar Decathlon for the first time in Africa in 2019 (SDA19).

Previous European editions of the Solar Decathlon Europe (SDE) were hosted by the Spanish government in Madrid in 2010 and 2012, and by the French government in Versailles in 2014. The next edition of the SDE is scheduled for July 2019 in Szentendre, Hungary, under the stewardship of the Energy Endeavour Foundation (EEF). The EEF has been endorsed by the DOE to steward future SDE host cities in upholding the Solar Decathlon mandate and values. The SDE is a shared European vision of sustainability, energy efficiency and resource responsibility.

1.2 TODAY, EXTRACTED FROM THE DOE MANDATE

International SD competitions start from the same U.S. SD premises of building the workforce through a unique 10 contest design / build competition. However, each competition is tailored to align with regional preferences and conditions. All invite universities from around the world to participate. Thousands of decathletes and hundreds of universities are involved in this unique workforce development project that cultivates other skills: teamwork, fundraising, management, while applying expertise for their future careers as architects, engineers, communications, finance / marketing, energy specialists etc... Working toward undergraduate or graduate degrees, students learn by building, from each other, while interacting with thousands of visitors at their SD events.



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1.3 ENERGY ENDEAVOUR FOUNDATION

Based in the Netherlands, the EEF is a non-profit entity, buttressed by a scientific advisory board, ensuring neutrality, trust and impartiality. It serves to bridge, channel and collect the efforts of diverse groups and parties across Europe and around the world, all engaged in resource responsibility, behavioural change, tomorrow's workforce & circular economies. The Energy Endeavour Foundation is the legal platform that designates and stewards SDE host cities in the organisation and promotion of the SDE competition event.

The United States Department of Energy has endorsed the Energy Endeavour Foundation as the authority and liaison in Europe to pursue the momentum and vitality of the Solar Decathlon competition event in Europe. The EEF designates SDE host cities and teams, and provides stewardship services to host cities. It acts as a lighthouse to SDE host cities, linking previous and future editions of the SDE competition. The EEF serves as the official organisation stewarding these objectives. The EEF is the custodian and final authority of the both the SDE brand and the SDE Rules, as these apply to further editions of the SDE.

The Energy Endeavour Foundation is committed to improving science, technology, communication, engineering, arts (and architecture!) and mathematics (STEAM) education efforts, and to building a more knowledge-intensive workforce. To support that goal, the EEF seeks to create and support education and workforce development programs that are specific to applied energy and resource-responsibility. The EEF sees these as essential factors in building a workforce able to carry out and advance energy technologies and energy-literacy for the future.

The Solar Decathlon Europe is an educational workforce development program for university-level students. It is also a vital public outreach demonstration that fosters greater adoption of clean energy technologies and promotes energy efficiency through behavioural change.

Ramping up the development of clean and renewable supplies of energy is one of our most pressing and technically difficult scientific, engineering and communication challenges. Despite increased energy demand and growth in the energy sector, we face a potential workforce shortage and need to train students to lead and support a low-carbon, resource-responsible economy. For this reason, the EEF develops student competitions such as the Solar Decathlon to develop and provide educational and technical training opportunities for students and today's multi-disciplinary workforce.

This Call for Cities is announced by the EEF with the support and endorsement of the United States Department of Energy (US DOE).



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(1.3.1) ENERGY ENDEAVOUR FOUNDATION STEWARDSHIP

The Solar Decathlon Europe competition, for organisers and teams alike, is an ambitious project, in which a spirit of collaboration is of the utmost importance. With an overlying goal to enhance the SDE competition event on every level, the EEF pledges to uphold the values of the Solar Decathlon, which depend on the most important factors of trust, integrity and professionalism. Endorsed by the DOE to uphold the SD values and to steward the SD in Europe, the EEF intends to support, guide, advise and assist the SDE21 Host City in this spirit of collaborative cooperation, aiming toward the highest calibre SDE21 event as possible. The Host City will commit to the SDE19 competition event as a partnership project involving the EEF as a key stakeholder.

Indeed, the SDE project is an ambitious endeavour, requiring an important set of proven tools, systems, and processes; the EEF will deliver these resources to the SDE21 Host City organisers, aligning them to the specificity of the SDE21 competition event. This transfer of knowledge is crucial to the continuity of the SDE. By providing these services to the SDE21 Host City, the EEF ensures that the SDE legacy is respectfully maintained, working with each SDE edition to facilitate the best possible evolution of the competition event. These services are delivered by the EEF's core team, providing the mandatory fundamental structure of qualified, experienced (SDE) officers, ensuring a thorough and corresponding impartiality. **The outline of these stewardship services is described in Section 2.6.4.**

1.4 SOLAR DECATHLON EUROPE COUNCIL OF EXPERTS

Beyond its compact core team, the EEF draws upon the voluntary input of the Solar Decathlon Europe Council of Experts. The SDE Council of Experts is a contributing group of SDE legacy experts supporting the EEF's Solar Decathlon Europe mandate, committed to the long-term impact & vitality of the SDE. Members provides initial, voluntary input to the EEF, bringing experienced counsel for SDE-related topics.

It is integral to the successful implementation and execution of the SDE competition event that qualified experts with previous and senior Solar Decathlon experience form part of the SDE21 Organisers' team. As such, the EEF also provides this roster and network of qualified SDE experts, and recommends that SDE host cities hire members of the SDE Council of Experts onto the SDE Organisers' team. **Contractual agreements between the SDE Host City and members of the SDE Council of Experts can be made directly or through separate contracts with the EEF. These potential contracts are independent of the underlying contractual agreement between the Host City and the EEF.**



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IMPARTIALITY Members of the SDE Council of Experts who are associated with a competing university SDE team are recused of any policy-related contribution in the Council. Members of the SDE Council integrated in a bidding city are also recused of policy-making procedures.

1.5 EEf COMPLEMENTARY ACTIVITIES _ POTENTIAL INTEGRATION

In addition to its stewardship of the Solar Decathlon in Europe, the Energy Endeavour Foundation drives other student-based competitions and awareness activities in the fields of social, economic and environmental sustainability, empowering our future leaders to be energy-efficient and resource responsible. These activities include master-level design & management challenges, integration with European projects to increase momentum toward sustainable scientific initiatives and entrepreneurship. The SDE21 Organisers are encouraged to integrate the activities of the EEf as well as other worldwide initiatives, communities and networks that can enrich the event and raise the quality of the competition (CIB, INIVE, OECD etc...) Specifically, the following EEf projects are of note:

EEf ACTIVITY I (1.5.1) EC TENDER

In a tender to the European Commission, with a consortium of three other partners, the EEf is working to identify SDE-inspired innovations, entrepreneurship initiatives, and opportunities for the market-place. The project aims to stimulate industry and professional match-making, through the replication and development of SDE-sourced innovation.

EEf ACTIVITY II (1.5.2) IEA ANNEX 74

The International Energy Agency has established an Annex entitled 'Building Competitions & Living Labs'. The mandate of Annex 74 is to gather innovative technologies and methodologies from previous IEA work that can support student energy-related competitions. The Annex can be a source of ideas for organisers and teams in raising the scientific relevance of contests in any event.

EEf ACTIVITY III (1.5.3) BUILDING COMPETITION KNOWLEDGE PLATFORM (BCKP)

In the tender to the European Commission, with the same consortium of partners, the EEf is working to transfer information from the first three SDE events onto the Building Competition Knowledge Platform (building-competition.org). Teams from the current SDE19 will also place information about their entries on the knowledge platform. SDE21 Organisers and eventual teams are encouraged to use the BCKP as a source of information to guide their projects and events.



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1.6 COMMITMENT TO VALUES

The designated SDE21 Host City and EEF agree to uphold the fundamental characteristics and values of the SDE competition event: The SDE21 Host City commits to a collaborative partnership with the EEF based on the following SDE values:

- i student driven, student-powered
- ii multi-disciplinary
- iii 10 contests based
- iv learning by building premised
- v public oriented
- vi innovation focused
- vii social awareness aligned
- viii resource responsible
- ix event positioned
- x high-tech driven
- xi science applied
- xii workforce & market directed
- xiii impactful for all stakeholders

1.7 CITY SELECTION & DESIGNATION PROCESS

The EEF commits to a collaborative partnership with the designated SDE21 Host City. This designated city and its SDE21 Organisers will implement and execute the next Solar Decathlon in Europe, creating an event to promote the mission and values of the US DOE Solar Decathlon. The successful applicant will promote the educational, economic, and energy-security benefits of renewable energy, energy efficiency and resource responsibility by demonstrating technologies that can effectively be deployed in our burgeoning and future communities. In addition to increasing public awareness, this event should stimulate the local economy by attracting visitors to the event.

The selection process is based on the following steps:

- i **ANNOUNCEMENT & CALL FOR CITIES (THIS DOCUMENT)**
- ii **LETTER OF INTENT SUBMISSION**
- iii **CLOSURE OF QUESTION & ANSWER PERIOD**
- iv **FULL APPLICATION SUBMISSION**
- v **EVALUATION**
- vi **INTERVIEW**
- vii **DESIGNATION OF HOST CITY BY THE EEF**



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1.8 FEES

The selection process requires applicants to submit fees as part of the application process. These are as follows & further described in Section 2.6.

- i **APPLICATION FEE** € 4 500 to be paid by each applicant prior to the evaluation process, upon submission of Full Application.
- ii **COOPERATION FEE** € 40 000 to be paid by the designated Host City upon announcement of the Provisional Designation.
- ii **STEWARDSHIP SERVICE FEES** € 15 000* to be paid monthly to the EEF for the duration of the designation as Host City. (* definitive fee TBD)

1.9 HOSTING THE SOLAR DECATHLON EUROPE _ VENUE / OVERVIEW

The SDE was first held in Europe in Madrid, Spain in June 2010 beneath the Jardins del Campo del Moro. It was held a second time in Madrid in September 2012 in the Casa de Campo park. In 2014, the event moved to Versailles, France, and was held on the grounds of the Palace of Versailles in June & July of that year. The competition has been a very successful public demonstration, showcasing energy-efficient housing and clean energy technologies. The Energy Endeavour Foundation seeks a Host City with an appropriate venue for the next SDE, one which will provide surrounding communities with the opportunity to conduct parallel activities and participate in and benefit from its economic and educational impact. The key objective is to expand the Solar Decathlon Europe's outreach, widening its economic impact and broadening its message concerning the benefits of renewable energy, resource responsibility and energy efficiency through behavioural change.

The Solar Decathlon Europe site requires a village for approximately 20 temporary modular homes of 75 to 100 square meters each. Each of the houses will be assembled on its own lot. The lot size is 20.0 m by 20.0 m. In order to unload / load trucks and place cranes, an Operations Area of 20,0 m by 10,0 m will be available next to each lot during assembly / disassembly phases. The site needs to be level and unobstructed by trees, structures, or other barriers to ensure that each home has total access to sunlight during all daylight hours. In addition to the Teams' lots, the Solar Village will include all the necessary temporary buildings and equipment to host the event, i.e. organization offices, auditorium for the ceremonies, sponsors area, cafeteria, etc

Past Solar Decathlons in Madrid, Spain and Versailles, France have attracted 90,000-200,000 visitors for house tours and in-situ encounters with the decathletes in action. Media outreach is significant, as is social media attention.



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(1.9.1) SDE21 FORMAT

Candidate cities bidding to host the SDE21 are welcome to propose variations on the competition format, while respecting the aforementioned values (1.6), and contributing to a positive evolution of the SDE. These variations can reflect and derive from the physical, geographical, socio-economic and cultural attributes and conditions of the prospective Host City and surrounding European region.

1.10 EVALUATION CRITERIA

Proposals will be scored and ranked by qualified reviewers who are experts in fields of Solar Decathlon designation applications. The following criteria will be used in the comprehensive evaluation of all applications:

CRITERION I (1.10.1) STRATEGIC, TECHNICAL & LOGISTICAL APPROACH - WEIGHT: 50%

- i Quality and rationale of the evolution in the competition format and focus, with respect to past competitions and commitment to SDE values. Proposals must demonstrate a conscientious alignment between any modified contests and corresponding implication in the SDE Rules.
- ii Quality of the applicant's logistical plan to host an event of the size and scope of the Solar Decathlon Europe including: technical infrastructure, sanitation, utilities, security, food, and proximity to lodging, information technology.
- iii Adequacy of the venue and quality of the site characteristics, including its size, layout and orientation to accommodate 20 houses with equal and unobstructed access to the sun. The site will need to accommodate of 130+ large transports and 15+ large cranes during assembly and disassembly phases.
- iv Effectiveness of the existing transportation infrastructure that will be used for the Solar Decathlon Europe and the quality of the plan to overcome any transportation challenges such as public transportation to the venue, parking, VIP access, infrastructure parking, etc.
- v Transparency in motivational factors inciting prospective Host City to host the SDE21. The application should indicate how the prospective city will benefit from hosting the competition event, including key performance indicators that will ensure a successful SDE21 and facilitate the Host City's impact assessment.
- vi The capability of the Prime Applicant and the proposed team to address all aspects of the proposed work with a good chance of success. This includes qualifications, relevant expertise, and time commitment of the individuals on the team.
- vii Degree to which the proposed consortia/team demonstrates the ability to address all aspects of the proposed work and competition venue.
- viii Level of participation by project participants as evidenced by letter(s) of commitment and how well they are integrated into the implementation plan.



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CRITERION II (1.10.2) IMPLEMENTATION APPROACH - WEIGHT: 20%

- i Clarity in the definition of objectives and appropriateness of a preliminary strategic management plan, with clear descriptions of how to control the proposed timeline, costs, qualities, risk management and procurement procedures.
- ii A viable communication strategy addressing local, regional, national and international audiences including steps to work with the EEF on matters of co-branding locally, across Europe and beyond.
- iii A credible budget (including funding sources) and fundraising strategy, to fulfil the objectives described in the proposal addressing issues of feasibility. This should include letters of support from local, regional and national governments or other organisations.
- iv Thoroughness of the proposed project implementation plan with appropriate timelines, milestones and deliverables.
- v Degree of economic and other impact on the host community, including its goals for community education and plans to provide outreach to the local clean energy industry.
- vi Viability of the Solar Decathlon Europe in the Host City's plans to improve energy efficiency and reduce its carbon footprint.
- vii Benefit of the plan to engage local university, research & educational communities, contributing to the scientific advancement in resource responsibility, including the curation of technical and monitoring data for scientific and academic purposes.

CRITERION III (1.10.3) ROLES, RESPONSIBILITIES, CAPABILITIES, KNOWLEDGE, EXPERIENCE AND PARTNERSHIPS - WEIGHT: 30%

- i Appropriateness of organizational structure and partnership agreements, if applicable, to accomplish the goals of this project. Applicants should specify which public and / or private institutions, organizations, or bodies would be represented in the proposed team, as well as their respective levels of authority.
- ii Specific kinds and number of partnerships for the Solar Decathlon Europe, including any cost-sharing on a city or state level.
- iii Level of support from state, regional, and local government and city authorities as demonstrated by letters of commitment.
- iv Comprehensiveness of plans and resources for providing volunteers for the Solar Decathlon Europe.
- v Appropriateness of the qualifications of the proposed Project Director and those of the proposed Competition Director.
- vi Indication of commitment to the significant implication of experts with senior SD(E) experience, to be hired / included on SDE21 Organiser's team.
- vii Demonstration of human resources, including the provision for full-time officers dedicated exclusively to the SDE21 project.



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(1.10.4) SELECTION FACTORS

The EEF intends to designate one recipient to organize, manage, conduct, execute and officiate the SDE21 competition event and the associated educational programs in 2021. This includes identifying and providing the competition location / venue for the Solar Decathlon Europe competition, soliciting sponsorships, hosting the competition, awarding funding to the competitors, and promoting the original mission and goals of US DOE through educational programs and outreach.

The successful SDE21 Host City will promote the educational, economic, and energy security benefits of energy efficiency and renewable energy by demonstrating that the technologies can effectively be deployed in the host community and elsewhere. By showcasing these technologies, this event should help launch additional workforce development and renewable energy activities in the city that hosts the Solar Decathlon Europe and across Europe. In addition to increasing public awareness, this event should stimulate the local economy by attracting visitors to the event.

The Host City will work collaboratively with the EEF to advance and improve the competition. It will combine scientific outreach and education at all levels.

The EEF_SDE21 selection committee may consider the following factors in the selection process:

- i The level of industry involvement and demonstrated ability to commercialize energy or related technologies.
- ii The link to European and national energy policies.
- iii Technical, market, organizational, and environmental risks associated with the project.
- iv Climate and aesthetic considerations.
- v Innovative ideas for marketing, communication and / or promotion of the event that will increase the effectiveness, outreach & social awareness of the event.
- vi The degree to which the proposed project will advance the goals of the United Nations sustainable development goals.



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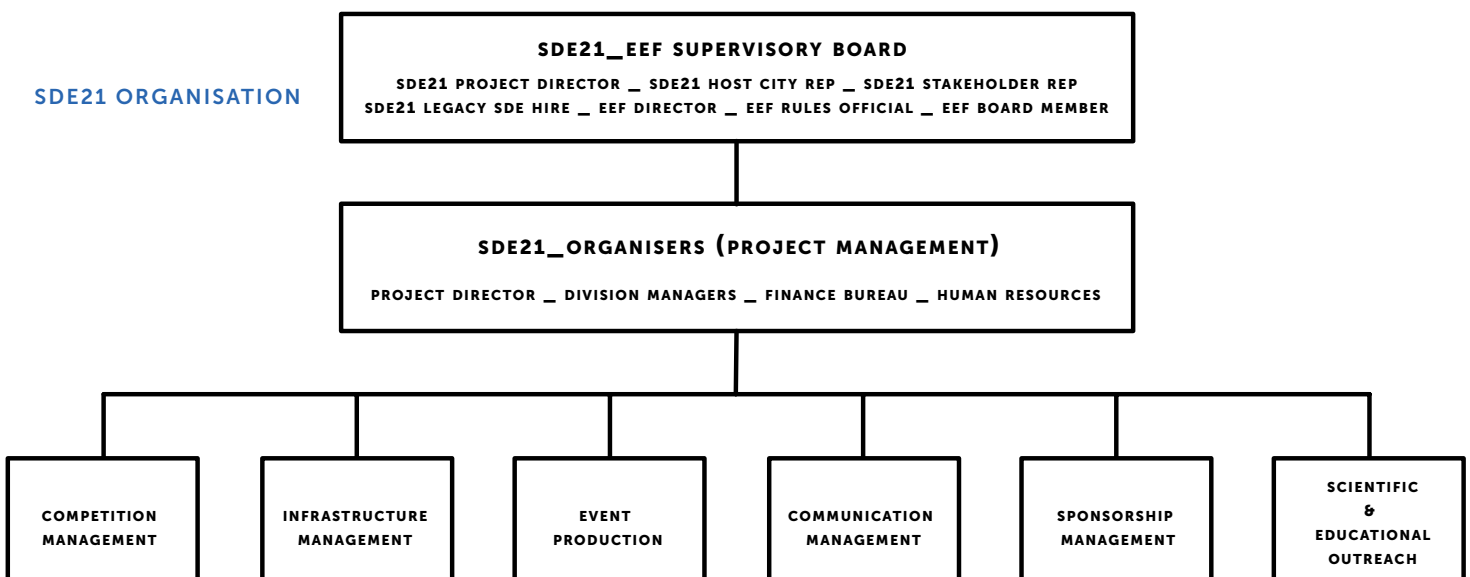
1.11 SDE21 ORGANISERS REQUIREMENTS

The Host City will provide the technical integration expertise to produce a fair competition, a safe event, and a compelling demonstration for consumers and the media. A key requirement of the successful recipient is to identify and provide a proper venue for the Solar Decathlon Europe competition. The successful cost city must leverage the collaboration of sponsors to expand the impact of the SDE. The success of the next SDE requires that an active, successful sponsorship program be implemented and maintained. The Host City SDE21 Organisers must also facilitate and coordinate communication with the EEF, the university Teams, sponsors, and all other stakeholders. Teams are designated via a separate Call for Teams, in a joint task driven and supervised by the EEF. Teams will be eligible for funding according to the structure submitted by the Host City. The SDE21 Host City Organisers will sign an MOU with each participating Team. The SDE21 Organisers will disburse the funding to the Teams according to the proposed award payment schedule. A minimum set of required activities of the Host City can be organized into six categories.

note

APPLICANTS ARE REQUESTED TO UNDERSTAND THE FOLLOWING RESPONSIBILITIES AND WORK-PACKAGES RELATED TO THE SUCCESSFUL IMPLEMENTATION OF THE SDE21 COMPETITION EVENT. COMPREHENSION OF THE FOLLOWING ORGANISATIONAL STRUCTURE ('SDE21 ORGANISATION') AND CORRESPONDING DIVISIONS IS ESSENTIAL AND MUST BE CONSIDERED WHILE DEVELOPING A FULL APPLICATION:

SDE21 ORGANISATION





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DIVISION I (1.11.1) PROJECT MANAGEMENT

- i Organisational chart with EEF on steering committee.
- ii Assignments & corresponding responsibilities for each team member.
- iii CVs & qualifications of all SDE21 Organisers & external experts.
- iv Financial plan & detailed budget for all departments.
- v Plan B & risk management plan, with in-house checks & balances.
- vi Corresponding time commitment for manpower per line item in budget.
- vii Calendar of milestones & internal actions, with objectives & timeline targets.
- viii Operational workflow, including 'jour fixe' regular meetings.
- ix Quarterly reporting policy to EEF.
- x Internal quality control (4 eyes principles).
- xi Internal copywriting, translation & language expertise.
- xii Information & communication technology (ICT) implementation plan.
- xiii Attention to digital processes (see below).
- xiv Attention to impact assessments (see below).
- xv Financial transparency.

DIVISION II (1.11.2) COMPETITION MANAGEMENT

- i Rules and Building Codes development process.
- ii Measured & juried contest management based on 10 multi-disciplinary contests.
- iii Digital Deliverables and Assessment Reports.
- iv Digital Workspace Area for Teams (WAT) management.
- v Workflow experts for WAT, Contents & Criteria, Deliverables, Assessment Reports.
- vi Observers of building codes and safety operations for Rule compliance.
- vii Jury management.
- viii Coordination of 'off-competition' contest management.
- ix Competition scheduling, contest scoring reporting and dissemination.
- x Instrumentation and monitoring for performance evaluation.
- xi Scoring, Rule, and Safety Compliance with appropriate inspectors.
- xii Conflict resolution.
- xiii Team workshops.
- xiv Speed Peer Reviews (minimum 1 mid-term live online & 1 live for jury, at event).
- xv Technical officers for internet technology & multi-media communication.
- xvi Attention to digital processes (see below).



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DIVISION III (1.11.3) INFRASTRUCTURE MANAGEMENT

- i Site plan and operations management plan with construction timeline.
- ii Event infrastructure.
- iii Site Internet technology & access points.
- iv Conditions & plan for extended exhibition (if applicable).
- v Health & safety management, including environmental impact.
- vi Event power, lot specifications & grid connectivity.
- vii Assembly & disassembly facilitation.
- viii Vehicle management.
- ix Onsite services (restauration, entertainment, children's corners, rest areas etc.).
- x Water delivery & removal.
- xi Event sanitation.
- xi Staff & Team registration procedures.
- xiii Day and night-time security & vigilance officers.
- xiv Uniforms, signage & wayfinding.
- xv Coordination & organisational communication with municipal, provincial & national authorities (tourism, police, sanitation, water, fire, waste, transit aviation etc.).
- xvi Attention to digital processes (see below).

DIVISION IV (1.11.4) EVENT PRODUCTION

- i Event scheduling.
- ii Event Internet.
- iii Event planning for extended exhibition (if applicable).
- iv Public admission procedures.
- v Volunteer recruitment & coordination.
- vi Special event coordination (ie. Speed Peer Reviews, ceremonies, trade events, scientific & academic outreach & networking, culture & conference days).
- vii Opening, closing & award ceremonies direction & orchestration.
- viii Coordination & organisational communication with municipal, provincial & national authorities (tourism, police, sanitation, water, fire, waste, transit aviation etc.).
- ix Attention to digital processes (see below).



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DIVISION V (1.11.5) COMMUNICATION MANAGEMENT

- i Communication & outreach strategy (who what where when why how).
- ii Budget for all communication actions with corresponding resources.
- iii Identification of all target audiences & corresponding messages for each.
- iv Media strategy, including public & press relations, with multi-channel platforms
- v Communication policies (internal & external), branding & co-branding supervised by EEF, with respect for SDE19 & EEF brand guidelines.
- vi Website and social media content management, social media jockey.
- vii Copywriting (internal & external communication), translation & language expertise.
- viii Management People's Choice Award.
- ix Product directory (if applicable).
- x Volunteer programme.
- xi Visual communication & graphic design, including information graphics, signage, web, print (event brochures & visitor guide, sponsorship manual etc.).
- xii Quarterly outreach to EEF with impact assessments & final impact assessment
- xiii Creative & technical officers for ceremonies (photography, film, animation).
- xiv Attention to impact assessments (see below).

DIVISION VI (1.11.6) SPONSORSHIP MANAGEMENT

- i Sponsorship strategy with regards to overall financial plan.
- ii Financing statement for Teams, contract & guarantee.
- iii Prospective & ongoing contact list for sponsors, partners, supporters.
- iv Sponsorship actions to date with regular status report.
- v Sponsor recruitment and relations.
- vi Sponsorship program development & sponsorship manual.
- vii Actual state of the project budget = financial transparency.
- viii Plan B & risk management plan, with focus on finance.
- ix Attestations of governmental commitment for finance & other support (police, transport, waste removal, etc.).
- x Prize purse sponsors, potential cash / in-kind provisions for off-contests.
- xi Sponsor recognition strategy.

DIVISION VII (1.11.7) SCIENTIFIC & EDUCATIONAL OUTREACH

- i Scientific analysis and publication of the results (incl. the BCKP)
- ii K-12 education outreach.
- iii Public education outreach.
- iv Education days coordination (field trip program).
- v Attention to digital processes (see below).



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DIGITAL PROCESSES

The Solar Decathlon Europe seeks to promote modern technologies for the creation of resource responsible buildings and construction. To this end, the SDE also promotes innovation in the design, assembly and management of buildings using digital applications that support efficient, long-lasting information about buildings and cities. As part of the SDE house design assessment and Solar Village management, the SDE21 Organisers are expected to implement digital submission and review processes that employ Building Information Modelling and associated technologies. The organisers are expected to manage BIM models of the individual Team's houses as well as the Solar Village through a common platform.

The SDE21 participating teams will submit seven separate sets of deliverables. The deliverables are intended to document the progress of their design development, their compliance with the SDE21 Rules and building codes, and to indicate the potential performance of their house designs. The SDE21 Organisers are expected to leverage Building Information Modelling to streamline the review process and to enable digital simulation technologies to verify or indicate compliance and performance. The organisers are also expected to manage this information to allow other technologies such as virtual reality (VR) to be employed for dissemination purposes.

IMPACT ASSESSMENT

The Host City will also be responsible for providing an evaluation and impact assessment of the competition and public showcase based on feedback from staff, sponsors, Host City administration and student / faculty participants. Applicants are encouraged to consult with other Solar Decathlon participants and organisers to gain insight and as thorough an understanding of the competition and overall event as possible. Impact assessments reveals items such as: media impressions; visitor statistics; social media, education and institutional outreach; industry involvement; sponsorship engagement, workforce involvement, local / regional / national economic stimulus etc.



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1.12 SITE REQUIREMENTS

note

Applicants will be required to identify a location / venue(s) for a 2021 Solar Decathlon Europe competition. A description of the venue's attributes and benefits is required. **Please provide a map, photo, google Earth images, and any other graphics that will provide insight to the proposed site.**

More than one venue may be proposed by an applicant; however, each proposed venue must include a Letter of Commitment from the owner-operator of the proposed site.

As stated, the Solar Decathlon Europe site requires space for a village of 20 temporary modular homes of approximately 75-100 square meters each, on lot sizes of 400 square meters. The site needs to be level and unobstructed by trees, structures, or other barriers to ensure that each home has total access to sunlight during all daylight hours. The following are site requirements and preferences organized under either Location / Venue or Operations:

REQUIREMENT I (1.12.1) LOCATION / VENUE __ EACH PROPOSED SITE SHOULD BE:

- i Located in a European Union member or candidate member country.
- ii A minimum size of 3 hectares, preferably 4-5 hectares, with a rectangular configuration and east-west orientation.
- iii Available for at least 44 continuous days. In the past, the event has been held in mid - June / July or mid - September to mid - October.
- iv The exact dates for the SDE21 competition must be coordinated to avoid overlapping of other worldwide SD events.
- v Accessible 24 / 7, allowing student teams and staff to work around-the-clock 24 / 7, if necessary.
- vi Free of or having limited restrictions on construction noise.
- vii Clear of overhead power or communication lines of any kind.
- viii Conducive to securing structures (houses, tents, etc.) to the ground with stakes, weights or other means.
- ix Accessible to construction vehicles, including semi- and flat-bed trucks of up to 4,8 m. wide, 20 m. long, 4,8 m tall, and 60 Tons.
- x Equipped with waiting spaces for trucks and special transports close to the site to organize vehicles flow.
- xi Equipped with parking lots spaces for Organization, VIP, and public, complementary or alternative public transport lines.
- xii Accessible to a hardscape or paved surface. If a grassy area is proposed, applicants must provide a plan showing how heavy equipment could be moved onto and off of the site without difficulty or turf damage.



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- xiii Accessible to ten to fifteen cranes rated up to 160 tons, with sufficient working space for them.
- xiv Accessible to utility electric power (minimum 500 kW – 3-phase) or should allow for the use of generators (or some other means) that can supply that amount of power.
- xv Provide general site lighting at night to secure a safety usage both during the competition and during assembly and disassembly periods.
- xvi Serviced by sanitation facilities to support up to the projected number of daily attendees.
- xvii Secured 24/7, with a plan detailing how the grounds and structures will be monitored.
- xviii Provide access to venues for special events, such as receptions and award ceremonies.

note

APPLICANTS MUST IDENTIFY THE DATES FOR WHICH THE SITE WILL BE AVAILABLE AND PROPOSE CORRESPONDING EVENT DATES.

REQUIREMENT II (1.12.2) OPERATIONS __ EACH PROPOSED SITE MUST PROVIDE:

- i Internet access, with wireless capability and sufficient bandwidth to accommodate competition and public needs.
- ii Public transit and / or public parking to support the projected number of attendees for this type of event.
- iii Potable water & sanitation services to support the projected number of daily attendees.
- iv Media access to all major networks.
- v Location in an area with aesthetic surroundings.
- vi Food and amenities in close proximity to support the projected number of attendees per day.
- vii Emergency services support and on-site medical assistance.
- viii Lodging in close proximity to support the projected number of attendees per day.



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ELECTRICAL GRID NOTES

During previous SDE competitions, most of the competition's solar powered houses were electric homes and grid-connected. For 2021 and future competitions, battery storage will also be possible, most likely in a hybrid design with interconnection to the power grid. Further energy supply options as well as electric mobility might be considered within the individual evolution of the competition focus and rules. The local electric utility company must confirm that sufficient grid capacity is available to receive expected production from interconnected solar generation. Note that for past SDE events, an event micro-grid connection has been provided either through the use of one or more on-site generators or through interconnection to the local power grid. Any reliable and safe option will be considered for providing power to the event site and competition homes. Full monitoring of the SDE21 solar village grid in its entirety is required to demonstrate and analyse the building grid interaction.

note

THESE REQUIREMENTS FOR THE EVENT VENUE ARE BASED ON EXPERIENCE WITH SOLAR DECATHLON EUROPE COMPETITIONS WOLRDWIDE. THE EEF WELCOMES NEW IDEAS AND OR ALTERNATIVES THAT MAY PRODUCE A MORE IMPACTFUL EVENT. THESE SHOULD BE BASED ON A STRONG CONCEPT WITH ATTENTION TO IMPLICATIONS FOR THE COMPETITION EVENT, CONTESTS, STRUCTURE, FORMAT & IMPACT ON RULES & DELIVERABLES.

1.13 APPLICATIONS SPECIFICALLY NOT OF INTEREST

Applications proposing a site that is outside of the European Union or one of its candidate countries will be deemed non-responsive and will not be reviewed or considered.

1.14 ESTIMATED BUDGET

The EEF expects the Host City to have an available estimated budget of € 10M Euro (ten million, approximately €4M per year over 30-32 months) to host the Solar Decathlon Europe competition. Selection criteria will be based on the feasibility of the proposed budget, the way in which the budget meets the scheduled activities, the proposed project development and the fundraising contributions to the overall budget (ee Criterion II_iii & Criterion III_ii). Please refer to the Budget Template (Excel example) for reference, provided as an additional download.

note



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1.15 PERIOD OF PERFORMANCE

For the Host City selection, The EEF anticipates awarding the Host City designation for a period that will run for approximately 30-32 months. This will be contingent upon the planned timetable, satisfactory performance and go / no-go decision review. At the go / no-go decision points, the EEF will evaluate project performance, project schedule adherence, milestone objectives, compliance with reporting requirements, and overall contribution to the SDE goals and objectives. Based on this evaluation, the EEF will determine whether to continue the project, re-direct the project, or discontinue the project. In order for the designation to be continued, the Host City must demonstrate a high probability of success in meeting its targets. The Host City and the EEF will commit to a close collaboration, to take advantage of the expertise from both parties.

1.16 ACCOUNTING

The EEF will accept the use of generally accepted accounting principles where recipients do not have accounting systems that comply with local government recordkeeping and reporting requirements.

1.17 ELIGIBILITY INFORMATION

To be considered for full evaluation, the Host City submission must meet the eligibility criteria set forth below. If the application does not meet these initial requirements, it will be considered non-responsive, removed from further evaluation, and ineligible for any designation.

INDIVIDUALS (1.17.1) Citizens and lawful permanent residents of the European Union are eligible to apply as a Prime Applicant.

LEGAL ENTITIES (1.17.2) For-profit entities, educational institutions, and non-profits that are incorporated (or otherwise formed) under the laws of a particular country or territory of the European Union are eligible to apply as a Prime Applicant. National, state, and municipal government entities are eligible to apply as a Prime Applicant.



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CONSORTIA (1.17.3)

Incorporated consortia are eligible to apply as a Prime Applicant. Each incorporated consortium must have an internal governance structure and a written set of internal rules. Upon request, the consortium must provide a written description of its internal governance structure and its internal rules to the EEF.

Unincorporated consortia must designate one member of the consortium to serve as the Prime Applicant and consortium representative. Upon request, incorporated and unincorporated consortia must provide the EEF with a collaboration agreement, commonly referred to as the articles of collaboration, which sets out the rights and responsibilities of each consortium member.

This agreement binds the individual consortium members together and should discuss, among other things, the consortium's:

- i Management structure.
- ii Method of making payments to consortium members.
- iii Means of ensuring and overseeing members' efforts on the project.
- iv Provisions for members' cost sharing contributions.
- v Provisions for ownership and rights in intellectual property developed previously or under the agreement.

1.18 COSTS

The costs of hosting the Solar Decathlon Europe will be borne by the Prime Applicant. Cost sharing among consortia with support from sponsors, governments and other entities must be made transparent to the EEF.

In the case of a consortium application, a cost sharing agreement must be included by Prime Applicants on behalf of consortium partners.

1.19 LEGAL RESPONSIBILITY

Although cost sharing agreements applies to the partners in any application consortium, including work performed by members of the consortium other than the Prime Applicant, the Prime Applicant is legally responsible for paying the entire cost of hosting the Solar Decathlon Europe. The Prime Applicant's cost share obligation is expressed in the cost sharing agreement as a static amount in Euros (cost share amount) and as a percentage of the total project cost (cost share percentage). The Prime Applicant is solely responsible for managing cost share contributions by the consortium partners and enforcing cost share obligations assumed by consortium partners in the cost sharing agreement or related agreements.

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1.20 COST SHARE ALLOCATION

Each Prime Applicant is free to determine how best to allocate the cost share requirements among the consortium partners. The amount contributed by individual consortium partners may vary, as long as the cost share requirement for the project as a whole is met.

COST SHARING I

(1.20.1)

Project teams consisting of consortium partners may provide cost sharing in the form of cash or in-kind contributions. Cash contributions may be provided by the Prime Applicant or other parties. In-kind contributions include, but are not limited to: personnel costs, indirect costs, facilities and administrative costs, rental value of buildings or equipment, and the value of a service, other resource, or third party in-kind contribution. Project teams may use funding or property received from federal, state or local governments to meet the cost share requirements.

RESTRICTIONS

The Prime Applicant may not use the following sources to meet its cost share obligations including, but not limited to:

- i Revenues or royalties from the prospective operation of an activity beyond the project period.
- ii Proceeds from the prospective sale of an asset of an activity related to the SDE during the event and its preparation.

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- iii **Project teams may not use the same cash or in-kind contributions to meet cost share requirements for more than one project or program.** Cost share contributions must be specified in the project budget, verifiable from the Prime Applicant's records, and necessary and reasonable for proper and efficient accomplishment of the project. As all sources of cost sharing are considered part of total project cost, the cost share contributions will be evaluated accordingly.

COST SHARING II

(1.20.2)

VERIFICATION

Applicants are required to provide written assurance of their proposed cost sharing contributions in their Full Applications. Upon selection for designation negotiations, Applicants are required to provide additional information and documentation regarding their cost share contributions.



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COST SHARING III COST SHARING PROGRESS

(1.20.3) The EEF requires Prime Applicants to contribute the cost share amount incrementally over the life of the project. Specifically, the Prime Applicant's cost share for each quarterly period must always reflect the overall cost share ratio negotiated by the parties (i.e., the total amount of cost sharing on each invoice when considered cumulatively with previous invoices must reflect, at a minimum, the cost sharing percentage negotiated).

1.21 COMPLIANCE

Letters of Intent and Full Applications must meet all compliance criteria listed below or they will be considered noncompliant. The EEF will not review or consider noncompliant submissions, including Letters of Intent or Full Applications that were: submitted through means other than the indicated email address; submitted after the applicable deadline; and / or submitted incomplete. The EEF will not extend the submission deadline for applicants that fail to submit required information due to technical problems.

COMPLIANCE I (1.21.1) LETTERS OF INTENT

Letters of Intent are deemed compliant if the applicant entered all required information as stated in Section 2.2.

COMPLIANCE II (1.21.2) FULL APPLICATIONS

Full Applications are deemed compliant if:

- i The applicant submitted a compliant Letter of Intent
- ii The Full Application complies with the content and form requirements in Section 2.3
- iii The applicant successfully sent all required additional documents as determined in Section 2.3.1.

COMPLIANCE III (1.21.3) OTHER ELIGIBILITY REQUIREMENTS

Applicants may only submit one Letter of Intent and one Full Application for consideration. If an applicant submits more than one Letter of Intent or Full Application, the EEF will only consider the last timely submission for evaluation. Any other submissions received listing the same applicant will be considered noncompliant and not eligible for further consideration. This limitation does not prohibit an applicant from collaborating on other applications (e.g., as a potential partner) so long as the entity is only listed as the Prime Applicant on one Letter of Intent and Full Application submitted.



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COMPLIANCE IV (1.21.4) QUESTIONS REGARDING ELIGIBILITY

The EEF will not make eligibility determinations for potential applicants prior to the date on which applications to this Call must be submitted. The decision whether to submit an application in response to this Call lies solely with the applicant.

1.22 APPLICATION, ASSESSMENT & DESIGNATION TIMETABLE

• official announcement	02 / 07 / 2018
• webinar	September 2018 (tbd)
• letter of intent due	17 / 09 / 2018
• online Q&A close	28 / 09 / 2018 (answers within 1 week)
• full application due	02 / 11 / 2018
• jury review process	05 / 11 / 2018 - 21 / 12 / 2018
• notification Intent to Designate	21 / 12 / 2018
• interview	11 / 01 / 2019 (tbd)
• Provisional Designation	21 / 01 / 2019 (tbd)
• Official Designation Host City	22 / 02 / 2019 (tbd)

1.23 APPLICATION FORMAT

Applicants must submit a Letter of Intent by 17:00 CET on the due date listed above to be eligible to submit a Full Application.

Applicants must register with and submit application materials by email to: APPLICATION@ENERGYENDEAVOUR.ORG. Questions regarding the Call for Cities must be submitted to: QUESTIONS@ENERGYENDEAVOUR.ORG before the date listed above. A compilation of written questions and answers will be available on the SDE website. Applicants must designate primary and backup points-of-contact (Lead Person & Backup Lead Person) in the Letter of Intent to the EEF. This person (the Lead Person) is the person with whom the EEF will communicate in order to conduct correspondence with the Prime Applicant.

SECTION 2.0 APPLICATION PROCESS IN TWO PHASES

Only applicants who have submitted an eligible Letter of Intent will be eligible to submit a Full Application. The EEF will perform an initial review of the submissions to determine eligibility requirements. The EEF will not consider noncompliant and / or non-responsive or otherwise ineligible submissions. All submissions must conform to the following form and content requirements, including maximum page lengths described below and must be submitted via email, unless specifically stated otherwise. The EEF will not review or consider incomplete submissions or those sent after the deadline. The EEF will not extend deadlines to late applications due to technical problems in submitting application documents.



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APPLICATION PROCESS A Control Number will be issued when an applicant begins the application process through an email to: APPLICATION@ENERGYENDEAVOUR.ORG. This control number must be included with all application documents, as described below.

THE LETTER OF INTENT AND FULL APPLICATION MUST CONFORM TO THE FOLLOWING REQUIREMENTS:

- i Each must be submitted in Adobe PDF format unless stated otherwise.
- ii Each must be written in English.
- iii All pages must be formatted to fit on A4 paper with margins not less than 15 mm on every side. Include typefaces in the pdf, a black font colour, and a font size of 12pt or larger (except in figures or tables, which may be 10pt font). A symbol font may be used to insert other letters or special characters, but the font size requirement still applies. References must be included as footnotes or endnotes in a font size of 10pt or larger. Footnotes and endnotes are counted toward the maximum page requirement.
- iv The Control Number must be prominently displayed on the upper right corner of the header of every page. Page numbers must be included in the footer of every page.
- v Each must not exceed the specified maximum page limit, including cover page, charts, graphs, maps, and photographs when printed using the formatting requirements set forth above and single spaced. If applicants exceed the maximum page lengths indicated below, The EEF will review only the authorized number of pages and disregard any additional pages.

PLEASE NOTE Applicants are responsible for meeting each submission deadline. Applicants are strongly encouraged to submit Letters of Intent and Full Applications as earliest in advance of the submission deadline. Once the application is submitted to the EEF, applicants may revise or update their application until the expiration of the applicable deadline. The EEF urges applicants to carefully prepare their Letters of Intent and Full Applications and to allow sufficient time for the submission of required information and documents. All Full Applications that pass compliance review will undergo a comprehensive technical merit review according to the criteria identified in Section 1.10 of this Call.



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2.1 APPLICATION FORMS

There is no set application form. The EEF requests that applications be made with respect to legibility, transparency and the guidelines provided below.

PLEASE NOTE SUBMISSIONS BY EMAIL MAY CONTAIN EITHER THE DOCUMENTS AS ATTACHMENTS OR LINKS TO AVAILABLE DOWNLOAD SOURCES (I.E. WE-TRANSFER). IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT THE DOCUMENTS REACH THE EEF BEFORE THE DUE DATE AND TIME.

2.2 CONTENT & FORM OF THE LETTER OF INTENT

To be eligible to submit a Full Application, applicants must submit a letter of intent by the specified due date. Letters of intent will be used by the EEF to plan for the merit review process. The letters should not contain any proprietary or sensitive business information. The letters will not be used for application pre-selection purposes, and do not commit an applicant to submit an application. The following information must be included in the Letter of Intent:

- i Project Title.
- ii Prime Applicant Organization.
- iii Organization type (business; governmental agency; government-owned, government operated; non-profit; university).
- iv Percentage (%) of effort contributed by the Prime Applicant.
- v The project team (including consortium partners, if applicable), including the Lead Person for the Prime Applicant & the Backup Lead Person.
- vi List of team members.
- vii Other project participants (i.e., individuals who contribute in a substantive, measurable way to the execution of the proposed bid).
- viii Thematic focus for the next Solar Decathlon Europe.
- iv Proposed Dates for the SDE Event.
- x Abstract – The abstract provided should be maximum 400 words in length, and should provide a concise explanation of the proposed bid.
- xi Finally, the Letter of Intent should be signed by an authorized person (presumably the Lead Person) to act on behalf of the Prime Applicant.



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2.3 CONTENT & FORM OF THE FULL APPLICATION

Applicants must submit a Full Application by the specified due date to be considered for designation under this Call. Applicants must supply the following documents in accordance with the instructions. All Full Application documents must be marked with the Control Number issued to the applicant.

Applicants will receive a Control Number upon submission of an email to APPLICATION@ENERGYENDEAVOUR.ORG. This number should preface all file names in their Letter of Intent, and in the file names of their Full Application submission (i.e., NUMBER_City_Document_Name).

(2.3.1) FULL APPLICATION CONTENT REQUIREMENTS

Full Applications must conform to the following requirements. Full Applications will consist of four documents (PDF format, unless stated otherwise):

- | | |
|---------------------|---|
| DOCUMENT I | Project Description
(30-page limit, PDF format)
NUMBER_City_Project |
| DOCUMENT II | Project Finance: Budget & Fundraising (Microsoft Excel format)
NUMBER_City_Budget (see Appendix 1) |
| DOCUMENT III | Summary/Abstract for Public Release (1-page limit, PDF format)
NUMBER_City_Summary |
| DOCUMENT IV | Summary Slide (1-page limit, PDF format)
NUMBER_City_Slide |

Detailed guidance is provided on the content and form of each component below.

DOCUMENT I (2.3.2) PROJECT DESCRIPTION

The Project Description must be submitted in PDF format. The Project Description must conform to the following content and form requirements, including maximum page lengths. If applicants exceed the maximum page lengths indicated below, The EEF will review only the authorized number of pages and disregard any additional pages. This volume must address the Merit Review Criteria as discussed in Section 1.10 of this Call. Save the Project Description in a single PDF file using the following convention for the title: "Number_City_Project.pdf". Applicants must provide sufficient citations and references to the primary research literature to justify the claims and approaches made in the Project Description.



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However, The EEF and reviewers are under no obligation to review cited sources. The Project Description may not be more than 30 pages, including the cover page, table of contents, and all citations, charts, graphs, maps, photos, or other graphics, and must include all of the information in the table below. The applicant should consider the weighting of each of the evaluation criteria when preparing the Project Description.

A_ COVER PAGE SECTIONS / PAGE LIMITS OF PROJECT DESCRIPTION

The cover page should include the project title, both the technical and business points of contact, names of all consortium member organizations, and any statements regarding confidentiality.

B_ PROJECT OVERVIEW **This section should constitute approximately 10% of the Project Description.**

The Project Overview should contain the following information:

Background > The applicant should discuss the background of their organization, including the history, successes, and relevant experience in the following:

- 1 Competition management
- 2 Monitoring & analysis
- 3 Site operations
- 4 Event production
- 5 Communications (English language competency)
- 6 Sponsorship recruitment
- 7 Volunteer recruitment
- 8 Science, education & outreach
- 9 Other critical assets & resources in reaching the goals of the project

C_ TECHNICAL DESCRIPTION **The Technical Description should constitute apx. 30% of the Project Description.**

The Technical Description should contain the following information:

i RELEVANCE & OUTCOMES

The applicant will provide a detailed description of the project, including motivations and objectives that will be pursued during the SDE. This section should describe the relevance of the Solar Decathlon Europe to the Host City. The applicant should clearly specify the expected outcomes of hosting the SDE.

ii FEASIBILITY

The applicant should demonstrate the feasibility of the proposed project and capability of achieving the anticipated performance targets, including a description of previous work done and prior results.



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D_ WORKPLAN The Workplan should constitute approximately 40% of the Project Description. The Workplan include a summary of the project objectives, work breakdown structure, milestones, and project schedule. The Workplan should contain the following information:

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i **PROJECT OBJECTIVES**

The applicant should provide a clear and concise statement of the goals and objectives of the project as well as the expected outcomes.

While applicants are welcome to introduce new features and / or innovative aspects into the SDE21 competition format, they must indicate how these will relate to the existing format, objectives and values of the SDE competition.

This includes a description of any proposed evolution in the ten SDE contests, with any implications that could affect the competition process.

These must be indicated by proposing aligned responses to the SDE(21) Rules.

The SDE21 Rules are governed by the EEF, which holds the authority of the Rules. (Criterion I (1.10.1) Strategic, Technical & Logistical Approach_ i)

ii **TECHNICAL SCOPE SUMMARY**

The applicant should provide a summary description of the overall work scope and approach to achieve the objective(s). The overall work scope is to be divided by performance periods that are separated by quarterly report points (see below for more information on go/no-go decision point). The applicant should describe the specific expected end result of each performance period.

iii **WORK BREAKDOWN STRUCTURE (WBS) & TASK DESCRIPTION SUMMARY**

The Workplan should describe the work to be accomplished and how the applicant will achieve the milestones, accomplish the final project goal(s), and produce all deliverables. The Workplan is to be structured with a hierarchy of performance period (apx. quarterly), task and subtasks, which is typical of a standard work breakdown structure (WBS) for any project. The workplan shall contain a concise description of the specific activities to be conducted over the life of the project. The description shall be a full explanation and disclosure of the project being proposed (i.e., a statement such as "we will then complete a proprietary process" is unacceptable). It is the applicant's responsibility to prepare an adequately detailed task plan to describe the proposed project and the plan for addressing the objectives of this Call.



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iv **STRATEGIC MANAGEMENT PLAN (SMP)**

The applicant must propose their initial approach to the SDE21 Organiser's SMP:

- 1 Implementation plan (the approach to organisation for managing the work, with organisational chart);
- 2 Financial plan;
- 3 Risk management outlooks and forecasts
- 4 The roles of each SDE21 project team member, from any / all consortium partners.
- 5 Any critical handoffs / interdependencies among Project Team members.
- 6 The technical and aspects of the management plan, including systems and practices, such as financial and project management practices.
- 7 A description of how project changes will be handled.
- 8 The approach to quality assurance / control and methods for impact assessments.
- 9 How communications will be maintained among SDE21 project team members.

Upon designation by the EEF, and within a deadline of three months from the signed collaborative agreement contract between the SDE21 Host City representatives and the EEF, the SDE21 Organisers are committed to deliver the in-depth Strategic Management Plan (SMP). This is crucial in guaranteeing the successful scope and fulfilment of committed objectives. This SMP must define the project development in detail, thus providing the baseline reference for monitoring to ensure quality control of the SDE21 project. This is an opportunity for the SDE21 Organisers and the EEF to consolidate best practices and ensure the success of both the competition and the associated event.

NOTES
ON RISK MANAGEMENT

The applicants should identify main risks (threats & opportunities) that could threaten or enhance the proposed scope and objectives fulfillment, assess the risks (probability & impact), and provide contingency strategies to minimise or maximise expected impacts. The following considerations are recommended:

- Time line and strategies for scheduling.
- Budget and fundraising plan, identifying possible alternative scenarios in case of partial funding failures.
- Identification of main stakeholders and how each could impact the project, either positively or negatively.
- Identification of risks (threats and opportunities) that may compromise the scope and objectives of the project, with corresponding contingency measures.
- Strategy for team acquisition and training, with lists of experts for hire.
- Internal and external communication strategy.
- Other aspects that are considered relevant in the preliminary stage of the project.



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v **PROJECT SCHEDULE (GANTT CHART OR SIMILAR)**

The applicant should provide a schedule for the entire project, including task and subtask durations, milestones, and go/no-go decision points.

vi **MILESTONE SUMMARY**

The applicant should provide a summary of appropriate milestones throughout the SDE21 project to demonstrate success, where success is defined as technical achievement rather than simply completing a task. To ensure that milestones are relevant, applicants should follow the SMART rule of thumb, which is that all milestones should be Specific, Measurable, Achievable, Relevant, and Timely. The minimum requirement is that the SDE21 project must have at least one milestone per quarter for the duration of the project. The applicant should also provide the means by which the milestone will be verified.

vii **GO / NO-GO DECISION POINTS**

The applicant should provide a summary of project-wide objectives in meeting a Go / No-Go decision points, determined by the EEF, at appropriate points in the workplan. A Go / No-Go decision point is a risk management tool and a project management best-practice to ensure that, for the current phase or period of performance, technical success is definitively achieved, and potential for success in future phases or periods of performance is evaluated, prior to actually beginning the execution of future phases. The minimum requirement is that the SDE21 project must have at least one project-wide Go / No-Go decision point in each year of the project. The objectives in meeting the G / NG points are based on the milestone summary.

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**E_ TECHNICAL
QUALIFICATIONS
& RESOURCES**

Approximately 20% of the Project Description, the Technical Qualifications and Resources should contain the following information:

- 1 Description of Project Team's unique qualifications and expertise, including those of key partners.
- 2 Outline of Project Team's existing equipment and facilities that will facilitate the successful completion of the proposed project; include a justification of any new equipment or facilities requested as part of the project. This section should also include relevant & previous work efforts, demonstrated innovations, and how these enable the applicant to achieve the project objectives.
- 3 Description of time commitment of the key team members to support the project. One-page resumes for key participating team members as an appendix. Resumes do not count towards the page limit. Multi-page resumes are not allowed.



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- 4 Summary of technical consultation & advisory provided by external experts (ie. Solar Decathlon Alumni, SDE Council of Experts, industrial partners etc...)
- 5 Letters of commitment from all partners / third party cost-share providers as an appendix. Letters of commitment do not count towards the page limit.
- 6 Letters of support from partners / end users as an appendix (1-page max. per letter). Letters of support do not count towards the page limit.
- 7 For multi-organizational projects, succinct descriptions of:
 - The roles and the work to be performed by each consortium partner.
 - Business agreements between the applicant and each consortium partner.
 - Outline of the various efforts to be integrated and managed.
 - Processes for making decisions on scientific / technical direction.
 - Publication arrangements and intellectual property issues.
 - Internal, consortium-driven communication protocols.

DOCUMENT II (2.3.3) PROJECT FINANCE: BUDGET & FUNDRAISING WORKBOOK

Applicants are required to submit a Project Finance: Budget & Fundraising Workbook, to document three key items: budget required; funding sources & fundraising, and the finance timeline for both. Please refer to the Budget Template (Excel example) for reference, provided as an additional download. Prime Applicants must complete the budget for the project as a whole, including all work to be performed by the Prime Applicant and its partners and contractors, and provide all requested documentation. Applicants should include costs associated with required annual audits and incurred cost proposals in their proposed budget documents. Save the budget as a single Microsoft Excel file using the following convention for the title "NUMBER_City_Budget.xlsx".



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DOCUMENT III (2.3.4) SUMMARY / ABSTRACT FOR PUBLIC RELEASE

Applicants are required to submit a one-page summary / abstract of their project. This must be a self-contained document identifying:

- 1 Project title.
- 2 Summary of the proposed activity suitable for dissemination to the public.
- 3 Name of the applicant, the project director / Lead Person.
- 4 Objectives of the project.
- 5 Description of the project, including methods to be employed.
- 6 Potential impact of the project (e.g., social, economic, environmental, industry, educational, with expected benefits and outcomes for each / all).
- 7 Major participants (for collaborative projects).
- 8 One page with three (3) images / visuals.

This document must not include any proprietary or sensitive business information, as the EEF may make it available to the public after selections are made.

The project summary must not exceed 2 pages when printed using standard A4 paper with 15mm margins (top, bottom, left, and right) with font not smaller than 10 point. Save the Summary for Public Release in a single PDF file using the following convention for the title "NUMBER_City_Summary.pdf".

DOCUMENT IV (2.3.5) SUMMARY SLIDE

Applicants are required to provide a single slide summarising the proposed project. The slide must be submitted in PDF format. This slide is used during the evaluation process. Save the Summary Slide in a single file using the following convention for the title "NUMBER_City_Slide.pdf".

The Summary Slide requires the following information:

- i Project title.
- ii Prime Applicant, Lead Person, and key consortium partners (where applicable).
- iii Contact email.
- iv The project's key idea / one-sentence mission statement.
- v The fundamental technology point & its impact.
- vi Proposed project goals.
- ii One key graphic (illustration, image).



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2.4 INFORMATION REQUESTS

If selected for the Host City designation, the EEF reserves the right to request additional or clarifying information for any reason deemed necessary, including but not limited to:

- i Indirect cost information.
- ii Other budget information.
- iii Commitment Letters from third parties contributing to cost share, if applicable.
- iv Name and phone number of designated responsible employee for compliance.
- v Representation of limited rights data and restricted software, if applicable.

2.5 SUBMISSION DATES & TIMES

Letters of Intent and Full Applications must be submitted no later than the dates mentioned in Section 1.22.

2.6 FEES

(2.6.1) PROCESSING FEE

All Full Applications must be accompanied by a processing fee of 4 500 Euro transferred to the accounts of the Energy Endeavour Foundation by 17:00 CET on the date of the submission. The fees are non-refundable. **Funds are to be transferred to the EEF account listed on the EEF Website.** Please include as a reference: "SDE Call for Cities 2021"

(2.6.2) COOPERATION FEE

The evaluation process will identify a designated Host City. The designated Host City is expected to transfer 40 000 euro to the EEF as a signal of its commitment to ensuring a successful Solar Decathlon Europe. These funds are expected within 10 (ten) working days of the Provisional Designation as Host City. The cooperation fee is used to prepare & oversee legal documents, initial Rules alignment, expert advisory, general administration, communication & dissemination.

(2.6.3) STEWARDSHIP & MANAGEMENT FEES

The EEF provides stewardship services and up-front management expertise to the SDE Host City. The stewardship & management fee begins upon Official Designation at 15 000 Euros / month, during the designation period of 30 to 32 months (duration to be confirmed). The designated Host City will enter into a contractual relationship with the EEF, which will monitor and steward the organisation, communications, brand values & positioning of the SDE21. This fee is used for on-going quality assurance, Rules supervision, brand usage & alignment, and liaison to U.S DOE . The stewardship and management services are listed below.



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(2.6.4) STEWARDSHIP SERVICES

The Energy Endeavour Foundation consists of a core team of highly qualified professionals with senior SD(E) organisational and management experience, including the EEF Director, Senior SDE Rules Official, Chief Analytics Officer, Chief Editorial Officer and the Chief Communications Officer. The EEF is buttressed by a scientific advisory board and supported by the Valorisation Centre of the TU Delft, which are integrated into the EEF's supervisory Board of Directors. Stewardship services provided for the stated fees include SDE branding, and the proven, tools, systems and processes for the following work-packages:

- i Call for Cities admin., webinar, jury evaluation, designation & contract processes...
- ii Rules alignment, continuity, & authority.
- iii Brand management, brand alignment & corresponding brand licensing.
- iv Brand manual development.
- v Call for Teams documentation & coordination.
- vi Call for Teams publication.
- vii Call for Teams communication, based on joint outreach with SDE Host City
- viii Call for Teams Webinar.
- ix Registration & administration of applicant Teams & submissions.
- x Jury process Call for Teams, including evaluation, scoring & coordination.
- xi Joint EEF_SDE21 provision of jury members for Team selection.
- xii SDE21 Team designation.
- xiii Models & development of Contents & Criteria documents.
- xiv Contents & Criteria briefing, transfer of knowledge, & advisory on implementation.
- xv Briefing of Deliverables & Assessment Reports for SDE21 Organisers & experts.
- xvi Models & development for Assessment Reports.
- xvii Advisory & recommendations for Assessment Reports.
- xviii Advisory on Workspace Area for Teams (WAT).
- xix Briefing Speed Peer Reviews.
- xx Transfer of knowledge, recommendations & keynote for Team Workshops.
- xxi Guidelines & recommendations for Go / No Go decision points.
- xxii Liaison & visibility for SDE21 with SD community worldwide.
- xxiii General editorial content & communication on SDE 'mothership' website.
- xxiv Creative direction & advisory for SDE21 website.
- xxv Coordination of SDE & SDE21 web partnership.
- xxvi Development, matchmaking & facilitation of SDE Council of Experts.
- xxvii Recommendations for international members of competition juries.
- xxviii Inclusion in EEF_ SDE social media pushes & actions.
- xxix Go / No Go evaluation reporting.
- xxx Administration, internal accounting & quarterly reporting on activities.



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(2.6.5) EEF AS LIGHTHOUSE

The Energy Endeavour Foundation is dedicated to the legacy and respectful continuity of the Solar Decathlon Europe, and is committed to a fruitful and inspiring collaboration with the upcoming SDE21 Host City and its Organisers. It serves to maintain consistency, transparency and quality assurance in its supporting role to the SDE21 Host City. The EEF seeks to serve as a trusted guide to the SDE21 Host City, bringing a source of operational and sustainable assets and resources for the upcoming edition of the Solar Decathlon Europe competition event. In its role within the SDE21 Organisation, the EEF provides an impartial voice, drawing on the continued support of worldwide SD legacy representatives.

(2.6.6) APPLICATION RISKS

Expenditures are made at the applicant's risk; the EEF is not obliged to reimburse fees in the absence of other applications or if a designation as Host City is not made. The EEF does not guarantee or assume any obligation to reimburse costs where the Prime Applicant incurred the costs as part of the application.

(2.6.7) RISK ASSESSMENT

Prior to designating the SDE21 Host City, the EEF will review information available. In addition, The EEF evaluates the risk(s) posed by applicants. This evaluation may consider: results of the evaluation of the applicant's eligibility; the quality of the application; financial stability; quality of management systems and ability to meet the management standards needed; history of performance; reports and findings from audits; and the applicant's ability to effectively implement statutory, regulatory, or other requirements.



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SECTION 3.0 EVALUATION

Applications will be evaluated against the merit review criteria described in Section 1.10. All sub-criteria are of equal weight.

3.1 EVALUATION & SELECTION PROCESS **(3.1.1) OVERVIEW**

The evaluation process consists of multiple phases; each includes an initial eligibility review and a thorough technical review. Rigorous technical reviews of eligible submissions are conducted by advisors that are experts in Solar Decathlon Europe project management, international competitions, and linked communication activities. Ultimately, the EEF considers the recommendations of the advisors, along with other considerations such as program policy factors, in determining which applications to select.

(3.1.2) EVALUATION COMMITTEE

The EEF-appointed SDE21 Evaluation Committee is comprised of 7 senior expert advisors from related & complementary institutions & industries.

(3.1.3) OBSERVER STATUS

Each Prime Applicant is invited to send a person to act as an observer of the evaluation process. The dates, time and place of the evaluation will be made known at the deadline date for Full Applications. Each Prime Applicant observer accepts this mission at their own cost.

(3.1.4) REJECTED SUBMISSIONS

The EEF will notify Prime Applicants of ineligible letters of intent and Full Applications that have been rejected by the evaluation committee and will not reviewed or considered. The EEF will send a notification letter by email to the Lead Person and Backup Lead Person designated by the applicant in their Letter of Intent. The notification letter will state the basis upon which the Letter of Intent was discouraged, or the Full Application was rejected.

(3.1.5) FULL APPLICATION NOTIFICATION

The EEF will notify applicants of its determination via a notification by email to the Lead Person and Backup Lead Person designated by the applicant in their Letter of Intent. The notification will inform the applicant whether or not its Full Application was selected for evaluation.



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(3.1.6) SUCCESSFUL APPLICANT

Receipt of notification selecting a Full Application for Host City designation does not authorise the applicant to commence performance of the project. If an application is selected for designation, it is not a commitment by the EEF to issue the Host City designation; successful applicants will receive a Provisional Designation to host the SDE21. The Cooperation Fee is due within 10 (ten) days of the Provisional Designation. Official Designation is announced upon the signed contractual cooperation agreement between the SDE21 Host City and the EEF, within 30 (thirty) days after the Provisional Designation.

The Official Designation process will take approximately 30 (thirty) days from the date of the Provisional Designation. Applicants must designate a Lead Person and a Backup Lead Person with whom the EEF will communicate to conduct the Host City designation negotiations. The applicant must be responsive during the negotiations (i.e., provide requested documentation) and meet the negotiation deadlines. If the applicant fails to do so or if the negotiations are otherwise unsuccessful, the EEF will discontinue the negotiations and rescind the Host City designation. The EEF reserves the right to terminate negotiations at any time for any reason.

(3.1.7) ALTERNATE SELECTION

In some instances, an applicant may receive a notification that its application was not selected and the EEF designated the applicant to be an alternate. As an alternate, the EEF may consider the Full Application in the future. A notification stating the Full Application is designated as an alternate does not authorize the applicant to commence performance of the project. The EEF may ultimately determine to select or not select the Full Application for negotiations.

(3.1.8) UNSUCCESSFUL APPLICANTS

The EEF will promptly notify in writing each applicant whose application has not been selected. If the application was not selected, the written notice will include conclusions from evaluation process.



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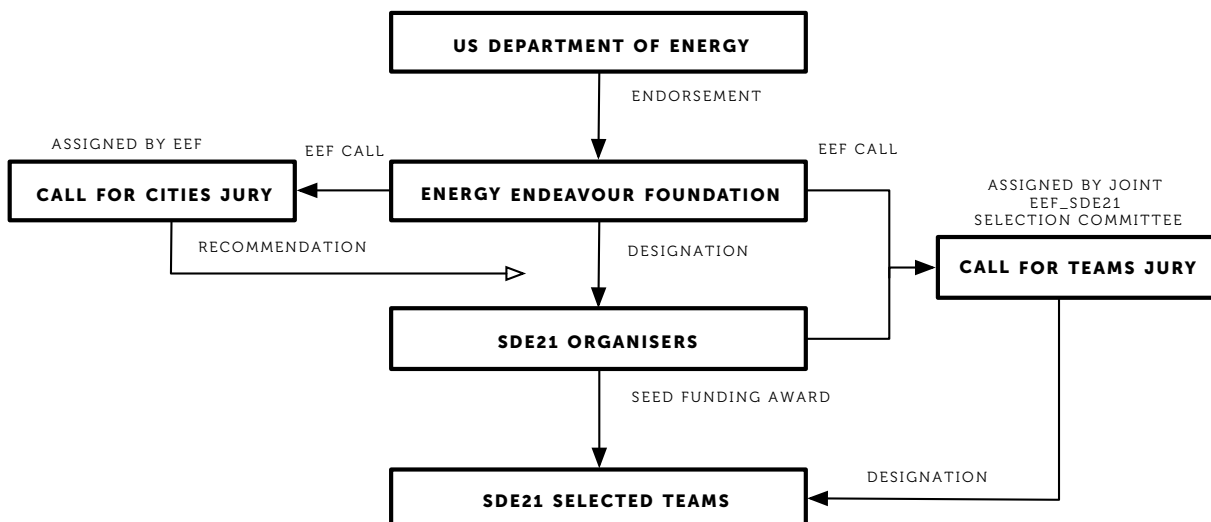
(3.1.9) SUBSTANTIAL INVOLVEMENT

As stated in the Stewardship Services (Section 2.6.4), the EEF has substantial involvement in the work performed in hosting the Solar Decathlon Europe. The EEF does not limit its involvement to the administrative requirements of hosting the SDE, and has substantial involvement in the direction of the competition-related managerial and communication aspects of the competition as a whole.

Emphasis is on the following substantial involvement, which is to be confirmed in the Collaboration Agreement Contract between the SDE21 Host City & the EEF:

- i The EEF oversees the SDE21 Host City in its management, control, direction, and performance of the SDE21 competition event.
- ii The EEF participates in major project decision-making processes.
- iii The EEF is the custodian and final authority on the SDE(21) Rules.
- iv The EEF may intervene in the conduct or performance of work under this designation for programmatic reasons. Intervention includes the interruption or modification of the conduct or performance of project activities.
- v The EEF may redirect or discontinue the Host City designation based on the outcome of the EEF evaluation of the project at that the Go / No-Go decision points.
- vi The EEF promotes, transfers and facilitates knowledge, skills, and technology transfer activities, including support for project development, and dissemination of results through communications, presentations and publications (ie. EIP-SCC marketplace / EC Smart Cities Consortium).

(3.1.10) ORGANISATIONAL AUTHORITY





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(3.1.11) GO/NO-GO REVIEW

The designation as Host City will be subject to a project evaluation point referred to as a Go / No-Go Review. The designation as Host City beyond the Go / No Go decision point is contingent on the outcome of the Go / No Go review. As a result of the Go / No Go reviews, the EEF may, at its discretion, authorize the following actions:

- i Continue the competition, contingent upon the availability of funds.
- ii Recommend redirection of work under the project.
- iii Pause the Host City designation, pending further supporting data or funding.
- iv Discontinue the Host City designation because of insufficient progress, change in strategic direction, or lack of funding.

PLEASE NOTE **GO/NO-GO DECISION POINTS: GO/NO-GO DECISION POINTS ARE SIMILAR TO PROJECT MILESTONES, IN THAT THE EEF WILL REVIEW THE PROJECT BASED ON PRE-ESTABLISHED METRICS DEFINED IN THE NEGOTIATIONS FOLLOWING DESIGNATION.**

(3.1.12) QUESTIONS & CONTACTS

Upon the issuance of this call, the EEF will respond to questions made to the official email address QUESTIONS@ENERGYENDEAVOUR.ORG. Questions will be answered within 1 week of the Q & A closing (28 / 09 / 2018) by email and will be published on the SDE website.

(3.1.13) INFORMATIONAL WEBINAR

The EEF will conduct one informational webinar during the Call for Cities process. This will be held after the initial Call and before the due date for Letters of Intent. Attendance is not mandatory and will not positively or negatively impact the overall review of any applicant submissions. The webinar will be open to all applicants who wish to participate. Applicants should refrain from asking questions or communicating information that would reveal confidential and / or proprietary information specific to their project. Specific date and registration information for the webinar will be communicated through the SDE website solardecathlon.eu and through social media channels.

3.2 RIGHTS

(3.2.1) THE EEF RIGHT TO REJECT OR NEGOTIATE

The EEF reserves the right, without qualification, to reject any or all applications received in response to this Call and to select any application, in whole or in part, as a basis for designation as Host City for the Solar Decathlon Europe.



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(3.2.2) APPLICATION INFORMATION

In general, The EEF will only use data and other information contained in applications for evaluation purposes, unless such information is generally available to the public. Applicants should not include trade secrets or commercial or financial information that is privileged or confidential in their application unless such information is necessary to convey an understanding of the proposed project or to comply with a requirement in the Call for Cities.

(3.2.3) EVALUATION & ADMINISTRATION

In conducting an evaluation (ie. Call for Cities, Go / No-Go Review), the EEF may seek the advice of qualified personnel as reviewers. The EEF may also use personnel to conduct routine, nondiscretionary administrative activities. The applicant, by submitting its application, consents to the use of these expert advisors. The advisors will sign conflict of interest and non-disclosure agreements prior to reviewing applications. The persons conducting administrative activities will sign a non-disclosure agreement.

(3.2.4) NOTICE OF RIGHT TO CONDUCT A REVIEW OF FINANCIAL CAPABILITY

The EEF reserves the right to conduct an independent third party review of financial capability for applicants that are selected for the designation as Host City (including personal credit information of principal(s) of a small business if there is insufficient information to determine financial capability of the organization).

(3.2.5) REQUIREMENT FOR FULL & COMPLETE DISCLOSURE

Applicants are required to make a full and complete disclosure of all information requested. Any failure to make a full and complete disclosure of the requested information may result in:

- i The termination of designation negotiations.
- ii The modification, suspension, and / or termination of a designation agreement.
- iii The initiation of debarment proceedings, debarment, and / or a declaration of ineligibility for receipt of designation as Host City.
- iv Civil and / or criminal penalties.

(3.2.6) RETENTION OF SUBMISSIONS

The EEF expects to retain copies of all Letters of Intent, Full Applications, and other submissions. No submissions will be returned. By applying to the EEF for the Call for Cities, applicants consent to the EEF's retention of their submissions.



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(3.2.7) COPYRIGHT

The Prime Applicant and its partners may assert copyright in copyrightable works, such as software, first produced under / without EEF approval. When copyright is asserted, the EEF retains a paid-up nonexclusive, irrevocable worldwide license to reproduce, prepare derivative works, distribute copies to the public, and to perform publicly and display publicly the copyrighted work. This license extends to contractors and others doing work on behalf of the EEF.

3.3 AUDITS

If deemed necessary by the EEF, an annual audit performed by an independent auditor shall be required. Prime Applicants and Partners (if applicable) should propose sufficient costs in the project budget to cover the costs associated with an audit

SECTION 4.0 SOLICITATION FOR NEW TEAMS

Once a host-city has been designated, the EEF, with the outreach actions of the Host City, will direct the Call for Teams, soliciting up to 20 university teams to compete in the next SDE competition. This process will need to be carried out quickly once the designation of Host City has been awarded. As such, it is crucial and integral to the competition process that the Host City enter into an immediate phase of Rules consolidation, in consultation with the EEF.

4.1 SOLAR DECATHLON EUROPE TEAMS SELECTION

A critical long-range goal of the Solar Decathlon Europe project is the development and demonstration of cost-effective, highly energy efficient solar-powered homes. The EEF, with the designated Host City, will solicit proposals from post-secondary educational institutions that address participation in the competition, including a research and development (R&D) component to achieve this critical outcome.

Through the Call for Teams, The EEF, with the Host City, intends to identify up to 20 college and university teams that will participate in the 2021 Solar Decathlon Europe. Any funding available to teams is not expected to cover the entire expense of this project. The ability and plan to obtain sponsorships and team support are a part of the evaluation and selection criteria and program policy factors for the Call for Teams.



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The SDE21 Reference Edition Rules document will be the basis for the SDE21 competition, though this will be revised prior to the Call for Teams, based on lessons learned, technology advancements, and the corresponding SDE21 Host City concept, objectives and goals. Further changes under consideration include:

- i Digital technologies (BIM), simulation technologies, virtual reality experiences etc.
- ii Batteries / electric vehicle energy-storage (load management).
- iii Circular economy & circular system integration.

Please note these changes may not be adopted for the SDE21. The EEF and the Host City will select up to 20 teams through a competitive solicitation process, directed by the EEF. The challenge to the Teams competing in the Solar Decathlon Europe is to safely and effectively design, build and operate solar-powered houses that are cost-effective, energy-efficient and attractive, in accordance with the SDE21 Rules.

SECTION 5.0 **ADDITIONAL INFORMATION**

This document file includes Appendix 1 _ Budget Template, available as a download on the SDE website under the '**DOWNLOADS**' submenu.

Requests for a Control Number, Letters of Intent & Full Applications should be sent to APPLICATION@ENERGYENDEAVOUR.ORG.

Questions regarding this document & processes should be sent to QUESTIONS@ENERGYENDEAVOUR.ORG.

All other queries can be sent to INFO@ENERGYENDEAVOUR.ORG.

Postal inquiries can be sent to the address on this letterhead.

The Energy Endeavour Foundation looks forward to exciting applications for the upcoming bid to host the SDE21, and wishes all applicants a fruitful and productive summer. The EEF is eager for an inspiring collaboration with the SDE21 Host City, and wishes the best of luck to you all!