

CALL FOR CITIES

SOLAR DECATHLON EUROPE_ SDE23

JULY 2020



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SECTION 1.0	CALL FOR CITIES: SOLAR DECATHLON EUROPE	PAGE
1.1	INTRODUCTION & BACKGROUND	2
1.2	SDE TODAY	2
1.3	ENERGY ENDEAVOUR FOUNDATION	3
1.4	SDE COUNCIL OF EXPERTS	4
1.5	EEF COMPLEMENTARY ACTIVITIES	5
1.6	COMMITMENT TO VALUES	6
1.7	CITY SELECTION & DESIGNATION PROCESS	6
1.8	FEES	7
1.9	HOSTING THE SOLAR DECATHLON EUROPE COMPETITION	7
1.10	EVALUATION CRITERIA	8
1.11	SDE21 ORGANISERS REQUIREMENTS	11
1.12	SITE REQUIREMENTS	16
1.13	APPLICATIONS SPECIFICALLY NOT OF INTEREST	18
1.14	ESTIMATED BUDGET	18
1.15	PERIOD OF PERFORMANCE	19
1.16	ACCOUNTING	19
1.17	ELIGIBILITY INFORMATION	19
1.18	COSTS	20
1.19	LEGAL RESPONSIBILITY	20
1.20	COST SHARE ALLOCATION	21
1.21	COMPLIANCE	22
1.22	APPLICATION TIMETABLE	23
1.23	APPLICATION FORMAT	23
SECTION 2.0	APPLICATION & SUBMISSION	23
2.1	APPLICATION FORMS	25
2.2	CONTENT & FORM OF THE LETTER OF INTENT	25
2.3	CONTENT & FORM OF THE FULL APPLICATION	26
2.4	INFORMATION REQUESTS	33
2.5	SUBMISSION DATES & TIMES	33
2.6	FEES	33
SECTION 3.0	EVALUATION	36
3.1	EVALUATION & SELECTION PROCESS	36
3.2	RIGHTS	39
3.3	AUDITS	41
SECTION 4.0	SOLICITATION FOR NEW TEAMS	41
4.1	SOLAR DECATHLON EUROPE TEAM SELECTION	41
SECTION 5.0	ADDITIONAL INFORMATION	42



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SECTION 1.0 INTRODUCTION - CALL FOR CITIES: SOLAR DECATHLON EUROPE_ SDE23

The Energy Endeavour Foundation is soliciting cities to host the upcoming SDE23 Competition in energy-efficient architecture and engineering. The deadline for Full Applications is November 30th, 2020.

1.1 BACKGROUND

Initiated in 2002 by the United States Department of Energy, (DoE) the Solar Decathlon is a university-level student competition in responsible, energy-efficient architecture and engineering. The concept involves apx. 20 Teams competing in the design, construction and management of solar-powered, energy and resource-efficient dwellings. These are built, ('assembled'), on a Competition site ('solar village'), within apx. 10 days. The site becomes an open forum and exhibition, where the dwellings (or 'demonstration units') are operated and demonstrated to the public, while being evaluated by a jury of renowned international adjudicators.

The Competition is structured around 10 contests which are either measured (i.e. electrical production) or juried (i.e. architecture). The results of the 10 contests are calculated, thus determining the overall winner.

The Solar Decathlon has been held in the U.S. 8 times. The Competition has been held beyond the U.S.; in Europe (SDE10_12_14,_19), China (SDC13_18), Latin America (SDLAC15_19), Dubai (SDME18), Morocco (SDA19). Further editions are planned in the U.S. (SDUS20, in 2021), Europe (SDE21, in 2022), China (SDCtbd), Latin America (SDLACTbd), the Middle East (SDME20, in 2021), and India (SDE21). Previous editions of the Solar Decathlon Europe (SDE) were backed by the Spanish government in Madrid (2010 and 2012); by the French government in Versailles (2014); and by Hungarian ministry of Technology & Innovation in Szentendre, (2019). The next SDE is scheduled for September 2021 in Wuppertal, Germany, backed by the Federal Ministry of Commerce and Energy. Endorsed by the DOE, the Energy Endeavour Foundation is the official stewarding body for the SDE, guiding future SDE host cities in upholding the objectives, mandate and values of the SDE competition. The SDE represents a collaborative, ever-growing European vision of sustainability, energy efficiency and resource optimisation.

1.2 EXTRACTED FROM THE DOE MANDATE

All SD Competitions promote workforce through a 10-contest design / build Competition. All invite thousands of worldwide Decathletes, and hundreds of universities, to engage in this unique project, cultivating other skills: teamwork, fundraising, management, thus bolstering careers as architects, engineers, specialists in communications, finance / marketing, energy-auditing etc... Working on undergraduate or graduate degrees, students learn by building, interacting with thousands of visitors at SD events.

PLEASE NOTE:
AS A RESULT OF THE
COVID19 PANDEMIC,
FINAL PHASES OF THE SD
COMPETITIONS HAVE BEEN
POSTPONED IN THE MIDDLE EAST,
EUROPE, & THE US.



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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 green-energy workforce and our circular economies. The EEF is the legal platform that designates and stewards SDE host cities in the organisation and promotion of the SDE Competition events.

DOE ENDORSEMENT

The EEF has been endorsed by the United States DoE to serve as the official 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, linking previous and future editions of the SDE Competition. The EEF is the custodian and of the both the SDE brand and the SDE Rules, providing continuity as these apply to further editions of the SDE.

COMMITMENT

The Energy Endeavour Foundation is committed to improving science, technology, communication, engineering, arts (and architecture!) and mathematics (STEAM) education efforts, and to a more knowledge-intensive workforce. To support that goal, the EEF seeks to create and support education and workforce development programs that put energy and resource-responsibility in action. 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 today's 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 fosters student competitions such as the Solar Decathlon Europe to stimulate 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's mandate is to transfer knowledge, support, guide, advise and assist the SDE23 Host City in this collaborative spirit of cooperation, aiming toward the highest calibre SDE23 event as possible. The Host City will commit to the SDE23 Competition event as a partnership project involving the EEF as a key stakeholder.

EXPERTISE

The SDE project is an ambitious endeavour, requiring an important set of proven tools, systems, and processes; the EEF delivers these resources as services to the SDE23 Host City Organisers, based on the fees described in this document, while aligning the specificity of the SDE mandate to the SDE23 Competition event. This transfer of knowledge is crucial to the continuity of the SDE. By providing these services to the SDE23 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 core team, the EEF draws upon the voluntary input of the Solar Decathlon Europe Council of Experts, a contributing group of SD(E) legacy experts supporting the EEF's mandate, committed to the long-term impact and 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 SDE experience form part of the SDE23 Organisers' team. As such, the EEF also provides this roster and network of qualified SDE experts, and urges SDE host cities to integrate members of the SDE Council of Experts into the local SDE Organisers' team.

IMPARTIALITY

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. Members who are associated with a competing university SDE Team, and those integrated in a bidding or designated city, are recused of policy-related contributions or procedures.



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1.5 **EEF COMPLEMENTARY ACTIVITIES _ POTENTIAL INTEGRATION**

In addition to its stewardship of the Solar Decathlon in Europe, the EEF drives other 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 and management challenges, participation in European projects for the momentum of sustainable scientific initiatives and entrepreneurship. The SDE23 Organisers are encouraged to stimulate EEF activities as well as other worldwide initiatives, communities, and networks that can enrich the SDE 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 partners, the EEF is identifying 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 (INTERNATIONAL ENERGY AGENCY ENERGY IN BUILDINGS & COMMUNITIES PROGRAMME_ [HTTPS://ANNEX74.IEA-EBC.ORG](https://annex74.iea-ebc.org))

The International Energy Agency has established an Annex 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) BCKP (BUILDING COMPETITION KNOWLEDGE PLATFORM_ ([HTTPS://BUILDING-COMPETITION.ORG/](https://building-competition.org/)))

In the tender to the EC, with the same consortium of partners, the EEF is transferring information from SDE events onto the BCKP.. Teams from SDE23 will also place information about their entries on this platform. SDE23 Organisers and Teams are encouraged to use the BCKP as a source of SDE project information.

EEF ACTIVITY IV (1.5.4) EUROSOLAR_ EUROPEAN SOLAR PRIZE

Eurosolar is the non-profit European Association for Renewable Energy. It develops and encourages political and economic action plans and concepts for the introduction of renewable energy. EEF Director and co-founder Louise Holloway successfully represented the EEF in its bid for the European Solar Prize, winning this prize in 2018. Louise Holloway now sits on the Eurosolar's Board of Trustees.



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1.6 COMMITMENT TO VALUES

The designated SDE23 Host City and the EEF agree to uphold the characteristics and values of the SDE Competition event; the SDE23 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 based on 10 contests
- iv premised on learning by building
- v international and public-oriented
- vi active in the implementation of diversity, equity, and inclusion
- vii focused on replicable innovation
- viii aligned to social awareness and outreach
- ix resource-responsible
- x positioned as a public event
- xi driven by (high) tech
- xii science-applied
- xiii directed toward workforce and marketplace matchmaking
- xiv impactful for all stakeholders

1.7 CITY SELECTION & DESIGNATION PROCESS

The EEF commits to a collaborative partnership with the designated SDE23 Host City. This designated city and its SDE23 Organisers will implement and execute the next Solar Decathlon in Europe, creating an event to promote the aforementioned mission and values. The successful applicant work collaboratively with the EEF to advance and improve the Competition, combining scientific outreach and education at all levels. The SDE23 Organisers will promote the educational and economic benefits of renewable energy, energy efficiency and resource responsibility by demonstrating technologies that can be effectively 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 Host City applicants to submit fees as part of the application. These are as follows and further described in Section 2.6.

- i **APPLICATION FEE** € 5 000 to be paid by each applicant prior to the evaluation process, upon submission of Full Application.
- ii **COOPERATION FEE** € 50 000 to be paid by the designated Host City upon announcement of the Provisional Designation.
- ii **STEWARDSHIP SERVICE FEES** € 16 000* 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 at the Madrid Rio Park, beneath the Jardins del Campo del Moro, in September 2012. In June 2014, the event was held on the grounds of the Palace of Versailles, France. The SDE19 was held on the grounds of EMI's innovation park, on the banks of the river Danube, in Szentendre, Hungary. The SDE events are very successful public demonstrations, showcasing energy-efficient living and clean energy technologies installed in competing demonstration units. **The EEF 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 on the benefits of renewable energy, resource responsibility and energy efficiency through behavioural change.**

The design of the SDE site ('Solar Village') will follow the principles of Universal Design, or Design for All, providing an accessible, understandable, and suitable environment for all regardless of age, size or ability. The SDE site requires a village for approximately 20 modular dwellings of 75m² to 100m². Each of the units will be assembled on its own lot. The lot size is 20m x 20m. In order to unload / load trucks and place cranes, an Operations Area of 20m by 10m must be available next to each lot during assembly phases (or disassembly, in the case of temporary dwellings). The site needs to be level and unobstructed by trees, structures, or other barriers to ensure that each unit 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. organisation offices, auditorium, sponsors / VIP and cafeteria areas etc...

Past Solar Decathlons in Madrid, Spain and Versailles, France have attracted 90,000-200,000 visitors for 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) SDE23 FORMAT

Bidding cities may propose specific goals for the SDE23 edition, as a complement to general SDE objectives. These are subject to development in the SDE Rules, and must respect aforementioned values (1.6), while 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 by reviewers who are experts in fields of SDE designation applications. The following criteria will be used in the 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 / catering, proximity to lodging, and information technology.
- iii Adequacy of the venue and quality of the site characteristics, including its intentions for Universal Design, size, layout, and orientation to accommodate 20 houses with equal and unobstructed access to the sun. The site will need to coordinate the arrival and departure 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 SDE23. The application should indicate how the prospective city will benefit from hosting the Competition event, including key performance indicators that will ensure a successful SDE23 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 project with a good chance of success. This includes qualifications, relevant expertise, and time commitment of SDE23 Organisers' team members.
- 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 of objectives and appropriateness of a strategic management plan, with clear descriptions for proposed timelines, costs, qualities, risk management and procurement procedures.
- ii A viable communication strategy addressing local, regional, national, international audiences (specifically: schools, academics, professionals, industry, policy makers and general public) including steps to work with the EEF on matters of co-branding locally, across Europe and beyond.
- iii A feasible, credible budget (including funding sources) and fundraising strategy, fulfilling the objectives described in the proposal. 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 in the Host City's plans to improve energy efficiency and reduce its carbon footprint through the SDE Competition event.
- vii Benefit of the plan to engage local university, research and educational communities, contributing to the scientific advancement in resource optimisation, 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 an organisational structure and partnership agreements, if applicable, to accomplish the goals of this project. Applicants should specify which public and / or private institutions, organisations, 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 SDE23 Organiser's team.
- vii Demonstration of human resources, including the provision for full-time officers dedicated exclusively to the SDE23 project.



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(1.10.4) SELECTION FACTORS

The EEf intends to designate one recipient to organise, manage, conduct, implement and officiate the SDE23 Competition event and associated educational programs. This includes identifying and providing the Competition location / venue / site for the Solar Decathlon Europe Competition, soliciting sponsorships, hosting the Competition, funding for competitors, and promoting the stated mission and goals through educational programs and outreach.

The successful SDE23 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 both in the host community, and beyond. By showcasing these technologies, the SDE23 event should help launch additional workforce development and renewable energy activities in the Host City, and in cities across Europe. **The event should also stimulate new sustainable real estate developments focused in innovation and energy efficient technologies. As such, the SDE could be the seed for a new model or standard in future real estate development for the Host city. In addition to increasing public awareness, this event should stimulate the local economy by attracting visitors to the event. In doing so, the SDE event should also foster entrepreneurship in green-energy sectors, specifically in real-estate startups hubs, tracing the path for the next decade of developments in the Host City and its surrounding region.**

- other factors** The EEf_SDE23 selection committee may consider the following factors in the selection process:
- i The level of industry involvement and the support from energy, ConTech, FinTech, PropTech and real-estate companies which could implement SDE advances in futures housing developments, retrofitting projects, or innovative real-estate business models.
 - ii The link to European and national energy policies;
 - iii Technical, market-related, organisational, and environmental risks associated with the project;
 - iv Climate and aesthetic considerations;
 - v Innovative ideas for marketing, communication and / or promotion that will increase the effectiveness, outreach, and social awareness of the event;
 - vi The degree to which the proposed project will advance the goals of the United Nations sustainable development goals;
 - vii Innovative ideas for post-Competition 'second life' of participating houses, ie.w living labs, public awareness demonstrations units, civic centers, research centers, hostels, sustainable neighbourhood hubs etc...



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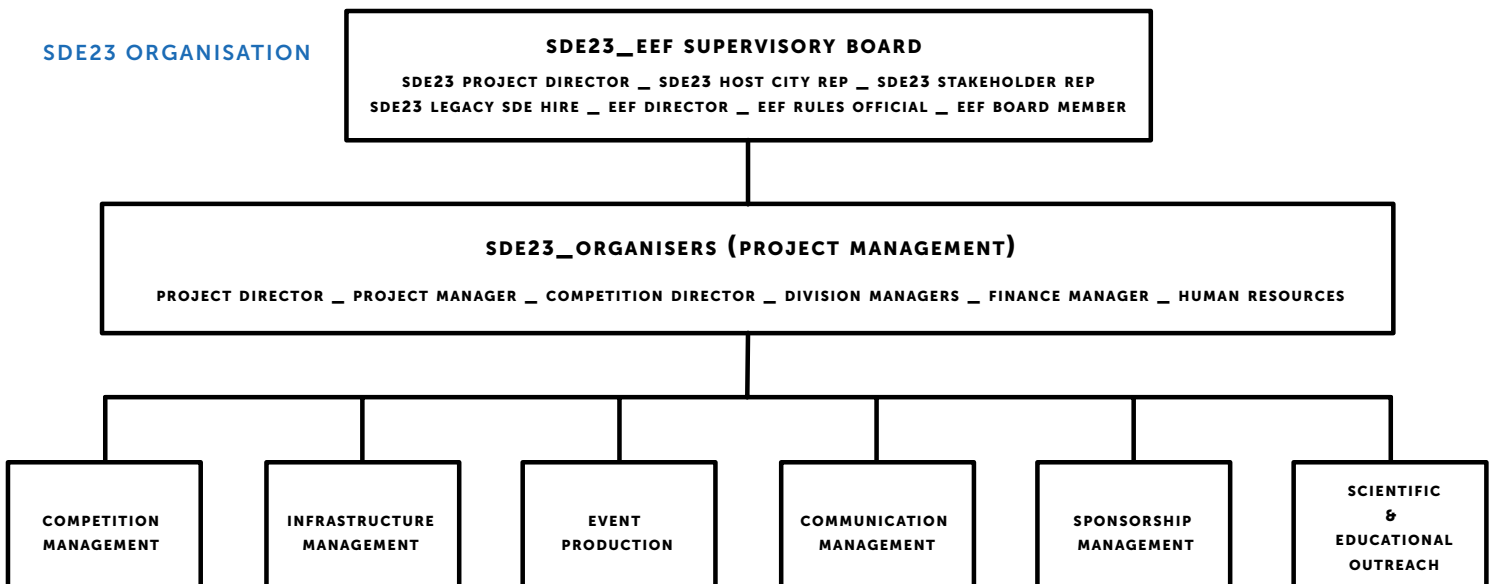
1.11 SDE21 ORGANISERS REQUIREMENTS

The Host City will provide the technical integration expertise to produce a fair, safe competition event, and a compelling demonstration for consumers and media. A key requirement of the successful recipient is to identify and provide a proper venue for the Solar Decathlon Europe Competition. The successful host 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 SDE23 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 SDE23 Host City Organisers will sign an MOU with each participating Team. The SDE23 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 organised into six categories.

note

APPLICANTS ARE REQUESTED TO UNDERSTAND THE FOLLOWING RESPONSIBILITIES AND WORK-PACKAGES RELATED TO THE SUCCESSFUL IMPLEMENTATION OF THE SDE23 COMPETITION EVENT. COMPREHENSION OF THE FOLLOWING ORGANISATIONAL STRUCTURE ('SDE23 ORGANISATION') AND CORRESPONDING DIVISIONS IS ESSENTIAL AND MUST BE CONSIDERED WHILE DEVELOPING A FULL APPLICATION:

SDE23 ORGANISATION





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DIVISION I (1.11.1) PROJECT MANAGEMENT

- i Organisational chart with EEF on steering committee.
- ii Assignments and corresponding responsibilities for each team member.
- iii CVs and qualifications of all SDE23 Organisers and external experts.
- iv Financial plan and detailed budget for all departments.
- v Plan B and risk management plan, with in-house checks and balances.
- vi Corresponding time commitment for manpower per line item in budget.
- vii Calendar of milestones and internal actions, with objectives and 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 and language expertise.
- xii Information and 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 and juried contest management based on 10 multi-disciplinary contests.
- iii Digital Contents & Criteria for Deliverables and corresponding expert 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, Rules, and safety compliance with appropriate inspectors.
- xii Protest Resolution Committee.
- xiii Team workshops.
- xiv Speed Peer Reviews (minimum 1 mid-term live or online, and 1 live for jury, at event).
- xv Technical officers for internet technology and 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 and access points.
- iv Conditions and plan for extended exhibition (if applicable).
- v Health and safety management, including environmental impact.
- vi Event power, lot specifications and grid connectivity.
- vii Assembly and disassembly facilitation.
- viii Vehicle management.
- ix Onsite services (restauration, entertainment, children's corners, rest areas etc.).
- x Water delivery and removal.
- xi Event sanitation.
- xi Staff and Team registration procedures.
- xiii Day and night-time security and vigilance officers.
- xiv Uniforms, signage and wayfinding.
- xv Coordination and organisational communication with municipal, provincial, and 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 and wireless access.
- iii Event planning for extended exhibition (if applicable).
- iv Public admission procedures.
- v Volunteer recruitment and coordination.
- vi Special event coordination (ie. Speed Peer Reviews, ceremonies, trade events, scientific and academic outreach and networking, culture and conference days).
- vii Opening, closing, and award ceremonies direction and orchestration.
- viii Coordination and organisational communication with municipal, provincial, and 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 and outreach strategy (who what where when why how).
- ii Budget for all communication actions with corresponding resources.
- iii Identification of all target audiences and corresponding messages for each.
- iv Media strategy, including public and press relations, with multi-channel platforms
- v Communication policies (internal & external), branding & co-branding supervised by the EEF, with respect for SDE23 and EEF brand guidelines.
- vi Website and social media content management, social media jockey.
- vii Copywriting (internal & external communication), translation / language expertise.
- viii Management Speed Peer Review and People's Choice Award.
- ix Product directory (if applicable).
- x Volunteer programme.
- xi Visual communication and graphic design, including information graphics, signage, web, print (event brochures and visitor guide, sponsorship manual etc.).
- xii Quarterly outreach to EEF with final impact assessment, including economic impact.
- xiii Creative and 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 programme for Teams, including contract and guarantee.
- iii Prospective and 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 and sponsorship manual.
- vii Actual state of the project budget = financial transparency.
- viii Plan B and risk management plan, with focus on finance.
- ix Attestations of governmental commitment for finance and 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.
- 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 management of the Solar Village, the SDE23 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 Teams' houses, as well as the Solar Village, through a common platform.

The SDE23 participating Teams will submit seven separate sets of deliverables. The deliverables are intended to document the progress of the Teams' design development, compliance with the SDE23 Rules and building codes, and to indicate the potential performance of the house designs. The SDE23 Organisers are expected to leverage Building Information Modelling in order to streamline the review process; this will also enable digital simulation technologies to verify or indicate compliance and performance. The Organisers are also expected to manage this information, allowing 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. This assessment will include a section on the economic impact of the SDE23 Competition event. Applicants are encouraged to consult with previous and 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 activity, education and institutional outreach; industry involvement; sponsorship engagement; workforce development; 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 2023 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 units 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 unit has total access to sunlight during all daylight hours. The following are site requirements and preferences

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

- i Located in a European Union, or European Economic Area member or candidate member country (including Switzerland, the United Kingdom, and Schengen area).
- 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 SDE23 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, public, and 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); in the event that utility power is unavailable, carbon-neutral solutions should be proposed to supply that amount of power, thus contributing to a sustainable event.
- 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 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 and 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.
- ix On-site 'Universal design' and / or 'Design for All', enabling visitors' access to the venue, to the demonstration units, and to surrounding activities.



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ELECTRICAL GRID NOTES

During previous SDE Competitions, all of the Competition's solar powered dwellings are electric and grid-connected. For 2023 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 can 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 units. Full monitoring of the SDE23 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 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 AND THE ULTIMATE IMPACT ON RULES AND DELIVERABLES.

1.13 APPLICATIONS SPECIFICALLY NOT OF INTEREST

Applications proposing a site that is outside of the Schengen area, the European Union, or the European Economic Area (which includes Switzerland and the United Kingdom), 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 (ten million, approximately €4M per year over 30-36 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 (see Criterion II_iii and Criterion III_ii).

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 30-34 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 record-keeping 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, or European Economic Area member or candidate member countries (including Switzerland and the United Kingdom), 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, or European Economic Area member or candidate member countries (including Switzerland and the United Kingdom) 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.

note

- 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	14 / 07 / 2020
• webinar	October 2020 (tbd)
• letter of intent due	16 / 10 / 2020
• online Q&A close	23 / 10 / 2020 (answers within 1 week)
• full application due	27 / 11 / 2020
• jury review process	27 / 11 / 2020 - 18 / 12 / 2020
• notification Intent to Designate	08 / 01/ 2021
• interview	21-22 / 01 / 2021 (tbd)
• Provisional Designation	29 / 01 / 2021 (tbd)
• Official Designation Host City	22 / 02 / 2021 (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 and Backup Lead Person) in the Letter of Intent to the EEF. This person (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 non-compliant 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.



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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). 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, clarity, 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 and 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 and 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. Please 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 areas:

- 1 Competition management
- 2 Monitoring and analysis
- 3 Site operations
- 4 Event production
- 5 Communications (English language competency)
- 6 Sponsorship recruitment
- 7 Volunteer recruitment
- 8 Science, education and outreach
- 9 Other critical assets and 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 related (recent or previous) projects and / or experience, with corresponding 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:

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 SDE23 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. 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 SDE23 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 SDE23 project team member, from any / all consortium partners.
- 5 Any critical handoffs / interdependencies among project team members.
- 6 The technical 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 SDE23 project team members.

Upon designation by the EEF, and within a deadline of three months from the signed collaborative agreement contract between the SDE23 Host City representatives and the EEF, the SDE23 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 SDE23 project. This is an opportunity for the SDE23 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 and opportunities) that could threaten or enhance the proposed scope and objectives fulfillment, assess the risks (probability and 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.
- Identification of threats and opportunities with corresponding analysis and contingency plans from every stakeholder.
- 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 SDE23 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 SDE23 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 SDE23 project must have at least one project-wide Go / No-Go decision point in each year of the project. The objectives in meeting the Go / No-Go 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 and 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 and 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-organisational 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 and fundraising, and the finance timeline for both. 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. Please save the budget as a single Microsoft Excel file using the following convention for the title "NUMBER_City_Budget.xlsx".

SUMMARY / ABSTRACT FOR PUBLIC RELEASE



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DOCUMENT III (2.3.4) Applicants are required to submit a one-page summary / abstract of their project. This must be a self-contained document identifying:
Project title.

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

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. Please save the Summary for Public Release in a single PDF file using the following convention for the title "NUMBER_City_Summary.pdf".

SUMMARY SLIDE

DOCUMENT IV (2.3.5) 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. Please 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 and 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 5 000 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: "SDE23 Call for Cities"

(2.6.2) COOPERATION FEE

The evaluation process will identify a designated Host City. The designated Host City is expected to transfer 50 000 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 and oversee legal documents for a Collaboration Agreement, initial Rules alignment, expert advisory, general administration, branding, communication, and dissemination.

(2.6.3) STEWARDSHIP & MANAGEMENT FEES

The EEF provides stewardship services and up-front management expertise to the SDE Host City. The stewardship and management fee begins upon Official Designation at 16 000 Euros / month, during the designation period of 30 to 34 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 and positioning of the SDE23. This fee is used for on-going quality assurance, Rules supervision, brand usage, and liaison to the US 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 a supervisory Board of Directors. Stewardship services provided for the stated fees include the SDE branding, and the proven, tools, systems and processes for the following work-packages:

- i Call for Cities admin., webinar, jury processes, designation, and contract processes.
- ii Rules alignment, continuity, authority.
- iii Brand management, brand alignment, and corresponding brand licensing.
- iv Brand manual development.
- v Call for Teams documentation and coordination.
- vi Call for Teams publication.
- vii Call for Teams communication, responding to joint outreach with SDE Host City.
- viii Call for Teams Webinar.
- ix Registration and administration of applicant Teams and submissions.
- x Jury process Call for Teams, including evaluation, scoring and coordination.
- xi Joint EEF_SDE23 provision of jury members for Team selection.
- xii SDE23 Team designation.
- xiii Models and development of Contents and Criteria documents.
- xiv Contents & Criteria briefing, transfer of knowledge, advisory on implementation.
- xv Briefing of Deliverables and Assessment Reports for SDE23 Organisers and experts.
- xvi Models and development for Assessment Reports.
- xvii Advisory and recommendations for Assessment Reports.
- xviii Advisory on Workspace Area for Teams (WAT).
- xix Briefing Speed Peer Reviews.
- xx Transfer of knowledge, recommendations and keynote for Team Workshops.
- xxi Guidelines and recommendations for Go / No Go decision points.
- xxii Liaison and visibility for SDE23 with SD community worldwide.
- xxiii General editorial content and communication on SDE 'mothership' website.
- xxiv Creative direction and advisory for SDE23 website.
- xxv Coordination of SDE and SDE23 web partnership.
- xxvi Development, matchmaking and facilitation of SDE Council of Experts.
- xxvii Recommendations for international members of Competition juries.
- xxviii Inclusion in EEF_ SDE social media pushes and actions.
- xxix Go / No Go evaluation reporting.
- xxx Administration, internal accounting and 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 SDE23 Host City and its Organisers. It serves to maintain consistency, transparency and quality assurance in its supporting role to the SDE23 Host City. The EEF serves as a trusted guide to the SDE23 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 SDE23 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 SDE23 Host City, the EEF will review available information. 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 SDE23 Evaluation Committee is comprised of 5 senior expert advisors from related and complementary institutions and industries.

(3.1.3) OBSERVER STATUS

Each Prime Applicant is invited to send a person to act as an observer for the introductory phase of the evaluation process. The dates, time and place of the evaluation will be made known after 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. These will not be re-examined or reconsidered. 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 SDE23. 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 SDE23 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.



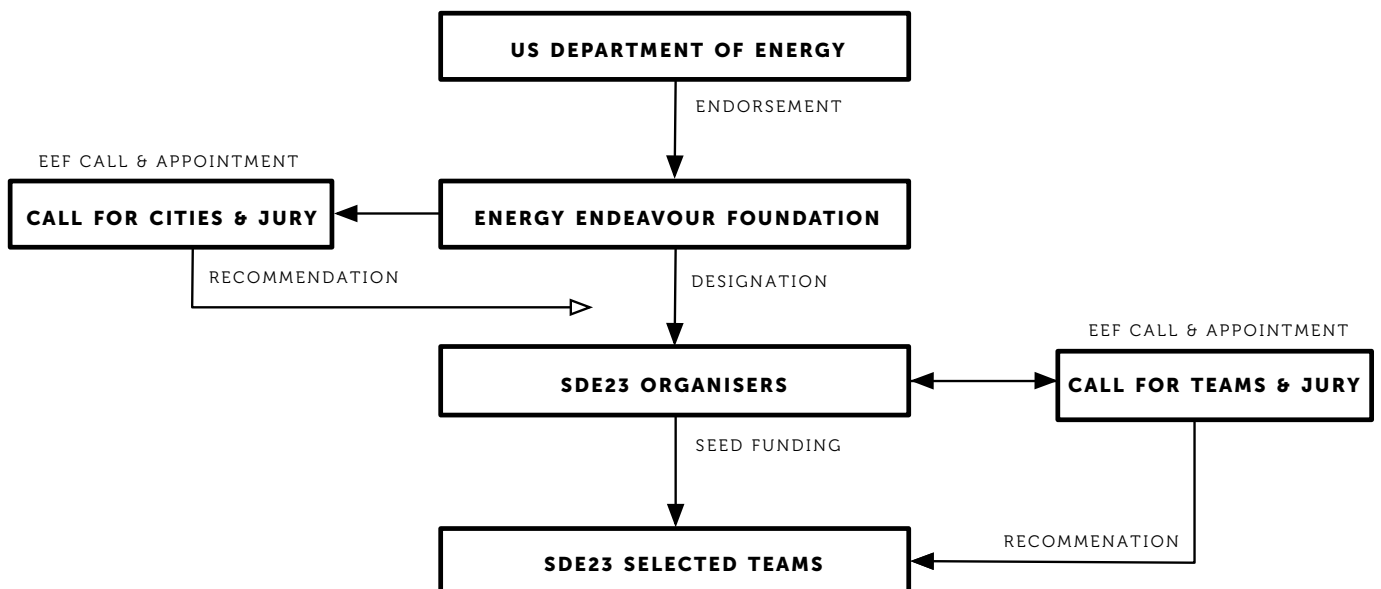
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(3.1.9) SUBSTANTIAL INVOLVEMENT

As stated in the Stewardship Services (Section 2.6.4), the EEF has substantial involvement in the work performed by the SDE23 Host City. The EEF does not limit its involvement to the administrative requirements of hosting the SDE, it has substantial involvement in the direction of Competition-related, managerial, and communication aspects of the Competition as a whole. Emphasis is on the following points, which will be confirmed in the Collaboration Agreement between the SDE23 Host City and the EEF:

- i The EEF oversees the SDE23 Host City in its management, control, direction, and performance of the SDE23 Competition event.
- ii The EEF participates in major project decision-making processes.
- iii The EEF is the custodian and final authority on the SDE(23) 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, authorise 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 one week of the Q & A closing (23/ 10 / 2020) by email and will be published (respecting anonymity) 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 organisation).

(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 outreach actions provided by 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, energy efficient dwellings powered by solar energy. The EEF, with the designated Host City, will solicit proposals from post-secondary educational institutions that address these topics for the SDE Competition, including a research and development (R&D) component to achieve this critical outcome.

Through the Call for Teams, the EEF, in consultation with the Host City, will designate up to 20 Teams to participate in the SDE23. 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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(4.1 CONT) The SDE23 Reference Edition Rules document will be the basis for the SDE23 Competition, though this will be revised prior to the SDE23 Call for Teams; the modifications of the Rules will be based on lessons learned, technology advancements, and the corresponding SDE23 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 and circular system integration.

Please note these changes may or may not be adopted for the SDE23. 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 dwellings that are cost-effective, energy-efficient and attractive, in accordance with the SDE23 Rules.

SECTION 5.0 **ADDITIONAL INFORMATION**

Questions regarding Control Numbers, Letters of Intent, and / or Full Applications should be sent to APPLICATION@ENERGYENDEAVOUR.ORG. Questions regarding this document and processes should be sent to QUESTIONS@ENERGYENDEAVOUR.ORG. A budget template is available upon request through QUESTIONS@ENERGYENDEAVOUR.ORG.

The Energy Endeavour Foundation looks forward to exciting applications for upcoming bids to host the Solar Decathlon Europe in 2023.

Wishing all applicants a fruitful and productive summer, the EEF is looking forward to an inspiring collaboration with the SDE23 Host City, and sends the best of luck to you all!