

AMERICAN
MADE
U.S. DEPARTMENT OF ENERGY

Community Energy Innovation Prize



IMPACT Phase Submission Checklist

Teams must produce and submit all of the following items for the Community Energy Innovation Prize IMPACT Phase.

Use this document to help guide your submission and make sure you don't miss anything!

Submission checklist:

- Poster
- Impact Report
- Resources for Public Dissemination
- Final Presentation Slide Deck
- Final Live Presentation and Q&A

The **Impact Report and Resources for Public Dissemination** must be submitted via the [HeroX](#) platform.

The **Poster** information must be emailed directly to CommunityEnergy@nrel.gov.

The **Final Presentation Slide Deck** must be emailed directly to CommunityEnergy@nrel.gov.

The **Final Live Presentation and Q&A** is not a submission item, but will be carried out at the Summit event.

Competitors should address the Prize Objectives and review specific scoring criteria in the [Official Rules Document](#).

1 Poster

This item will be made public and will not be scored. The information can be emailed directly to CommunityEnergy@nrel.gov, any time prior to November 1st 2024. The CEI Prize Communications Team will take care of design, and will be printed for your use to be displayed at the final prize event.

Teams should provide the following information for the poster:

- Project title
- Team member names and organization affiliations
- Description of project (200-word max): summary of the project, notable achievements, and any plans for work after the prize has concluded
- Team bio (200-word max): the makeup of the team members and how the team was formed
- Community description (200 word maximum): description of the community where work was done, the need that was filled by the project, and how that need was determined
- At least one photo of the team working or of their work during the prize
- Logos of the organization(s) involved on the team.

2 Impact Report

This item will not be made public and will be scored. Please read the [official rules](#) for the exact scoring criteria. The submission deadline for this item is November 15th. The final Impact Report should be submitted to [HeroX](#) as its own pdf, to be attached in the appropriate section on the HeroX submission form.

Teams must submit an Impact Report that details the project implementation, outcomes and accomplishments, and future plans. This submission requirement, along with a final presentation, are intended to act as the culmination of all the work teams have accomplished throughout the prize.

The total length of the report should not exceed 5,000 words. Titles, headings, subheadings, footnotes, a short description and the list of team members/partners do not count towards the 5,000-word limit. Teams may include up to five supporting visualizations, tables, or graphics. The report must be submitted as a PDF via the HeroX platform along with the other submission documents. Information contained in hyperlinks to external sources will not be reviewed or considered by the reviewers or the Judge.

Suggested content for the Impact Report is noted in the [official rules](#). The right-hand side of the table includes the scored statements that the reviewers will use to evaluate submissions. Individual reviewers will assign a score between 0 and 5 for each scored statement after reviewing the project submission.

3 Resources for Public Dissemination

This item will be made public and will be scored. The submission deadline for this item is November 15th. The Resources for Public Dissemination should be submitted to [HeroX](#) as its own pdf, to be attached in the appropriate section on the HeroX submission form.

Resources for Public Dissemination can include but are not limited to lessons learned, best practices, planning guides, toolkits, or other resources that serve to share knowledge with non-participating communities. **Teams that do not submit at least one resource for public dissemination will not be considered for the GRAND PRIZE.**

Scoring Criteria: Resources for Public Dissemination	
<p>Suggested Content Team Provides</p> <ul style="list-style-type: none"> Submit at least one resource for public dissemination that would be helpful to other communities looking to develop or advance their just and equitable community-based clean energy transition. 	<p>Each Statement Scored on a 0-5 Scale</p> <ul style="list-style-type: none"> The team has prepared at least one resource for public dissemination that would be helpful to other communities looking to develop or advance their just and equitable community-based clean energy transition (0 or 5).

4 Final Presentation: Slide Deck, Live Presentation, and Q&A

This item will be made public and will be scored. The submission deadline for the final presentation slide deck is two **business days** before the Summit event, and must be emailed directly to CommunityEnergy@nrel.gov. Competing teams will give their final presentations and respond to questions **at the Summit event**.

Suggested content for the final presentation and slide deck is noted in the left-hand side of the following table. The right-hand side of the table includes the scored statements that the reviewers will use to evaluate submissions. Individual reviewers will assign a score between 0 and 5 for each scored statement after reviewing the submission.

Scoring Criteria: Final Presentation

Suggested Content Competitor Provides

- A summary of the connections made between the identified stakeholders, resources, and activities that contribute to the development or advancement of a community-based clean energy transition.
- A summary of the engagements with relevant disadvantaged communities and an identification of the most pressing climate or clean energy related needs of that community and/or region informed by the engagements.
- Accounts or testimonials directly from community members receiving the benefits from the work undertaken in during the prize.
- A summary of the impact achieved in the disadvantaged community or communities engaged during the prize.
- A description of how the positive outcomes from the efforts undertaken during the prize connect back to one or more of the goals of the prize.
- A summary of how the team's outreach activities have built trust and strengthened relationships with the relevant disadvantaged communities.

Each Statement Scored on a 0–5 Scale

- The team has made relevant and impactful connections between the identified stakeholders, resources, and activities that contribute to the development or advancement of a community-based clean energy transition.
- The team has successfully engaged with the relevant disadvantaged communities to be able identify and describe the most pressing climate or clean energy related needs of that community and/or region.
- The presentation included accounts or testimonials directly from community members receiving the benefits from the work undertaken during the prize.
- The presentation clearly demonstrates the impact achieved in the disadvantaged community or communities engaged during the prize.
- The team clearly describes how the positive outcomes from the efforts undertaken during the prize connect back to one or more of the goals of the prize.
- The team has clearly demonstrated that their outreach activities have built trust and strengthened relationships with the relevant disadvantaged communities.