

CAPABILITIES ASSESSMENT/PROPOSAL (submitted as PDF)

Heading – Please provide your organization name and lead contact information at the top of your proposal

Section 1. Organizational Expertise and Alignment (500 word suggested maximum):

1. Please briefly describe your organization's history of supporting equitable access to the benefits of solar and/or clean energy resources.
2. What particular expertise or knowledge will your organization bring as a lead organization for the specific Equitable Solar Communities of Practice you are applying to lead? *(If you are applying to lead more than one community of practice, please share your expertise and knowledge in each of the communities of practice you are applying to lead.)*
3. How will your participation as a lead organization for one or more of the Equitable Solar Communities of Practice align with your organization's mission and values? Is there an opportunity for your organization to continue this work beyond the Equitable Solar Communities of Practice?

Section 2. Industry Knowledge and Leadership (500 word suggested maximum)

1. From your organization's perspective and experience, what are the most critical challenges to address within the topic of the community of practice your organization is interested in leading? *(If you are applying to lead more than one community of practice, please provide details that respond to each of the communities of practice you are applying to lead.)*
2. Lead organizations will be expected to identify core team members for their community of practice. Has your organization recruited and led diverse coalitions of organizations before? How would you leverage your network to identify core team and convening participants?
3. Please share details on experience your organization has working closely with the types of organizations you shared above.
4. The lead organization is expected to be a trusted voice in the equitable solar industry. Please describe the network(s) your organization serves and how you typically distribute information to this network. If applicable, please share a time your organization successfully led a coalition of organizations or individuals and your dissemination strategy for that coalition effort.

Section 3. Organizational Core Capabilities and Capacity (500 word suggested maximum)

1. **Facilitation, project management, and collaboration**
 - Lead organizations will be responsible for managing the schedule and inputs of the core team members to ensure project deliverables are completed at a high level of quality and on time and for sharing regular reports on progress with the DOE. Please share 1-2 examples of collaborative projects your organization has managed, facilitated, or participated in. If applicable, please share at least one example of a collaborative project that your organization has led.

- Please share information about individual staff members and/or potential consultants and their relevant experience. Please include resumes of staff you expect to participate on this project as an appendix to your application, if applicable.

2. Organize, schedule, and host regular virtual meetings

- Lead organizations are expected to organize, schedule, and host regular virtual and/or in-person meetings with their core team members and at least one interactive public virtual community convening. Please describe your organization's capabilities (including access to technology/software) to host interactive, virtual events.

3. Research, analysis, and authorship

- While input will be gathered from core team members and community convenings, lead organizations are expected to serve as the lead author of all deliverables. Please describe your organizations research, analysis, and technical writing capabilities and share any experience in authoring similar deliverables (e.g., literature reviews/gap analysis/best practice guides).