

Buildings UP Phase 1 Winner Notification – San Francisco Department of the Environment

Buildings Upgrade Prize <buildingsUP@nrel.gov>

Wed 10/11/2023 3:29 PM

To: Ramos, Ryan (ENV) <ryan.ramos@sfgov.org>; Chu, Lowell (ENV) <lowell.chu@sfgov.org>

 4 attachments (2 MB)

Form W-9 (Rev. October 2018).pdf; 1. ACH form F1392-E .pdf; San Francisco Department_Equity Centered_Prize Acceptance Form_Buildings UP_Phase 1.pdf; Buildings UP Phase 1 Winnner_Engagement Toolkit_Final.pdf;

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Congratulations, SF HIPE (Hip),

We're excited to inform you that your submission in Buildings UP Phase 1 Concept has been selected as an Equity-Centered Innovation Pathway winner! Your team will soon be the recipient of a \$400,000 cash award and 140 hours of Technical Assistance to use anytime over the full prize period. Please read this email in its entirety. Additional information regarding Technical Assistance will be sent out separately in the coming weeks.

Award Payment Information – Due October 20

To ensure you receive your award, please complete and return the attached Prize Acceptance Form, the W9, and ACH banking form no later than **October 20, 2023, at 5pm ET to buildingsup@nrel.gov.** All your team information must match across these documents, so review all pertinent information and ***please ensure all forms are signed and dated*** before submitting. A few things to note:

- **NREL ACH Banking Form** - "Name on the Account" under "Banking Information" must match the name on the W9. Routing number must be 9 digits long.
- **W9 Form** - Ensure that Line 1 is not blank. The name on Line 1 should match the "Entity Name" on the Prize Acceptance Form and ACH "Name on the Account". In Section 3, you must check only 1 box.
- **Prize Acceptance Form** - The "Entity Name" is the payment recipient your Lead Organization Team Captain named in your HeroX submission. If this name is incorrect and does not match Line 1 of your W-9 or the "Name on the Account" of your ACH Form, please email buildingsup@nrel.gov to request a corrected Prize Acceptance Form.

It typically takes 2-3 weeks for payments to process after all forms have been received, verified, and approved by auditing and accounting teams. Payment will appear in your account as from Alliance for Sustainable Energy, LLC. You will not receive an email notification when payment is deposited.

Next Steps:

- **Phase 1 Winner Welcome Webinar – October 19, 1 p.m. ET**

We will be holding a Phase 1 Winner Welcome webinar on October 19th at 1 p.m. ET. We invite you and your team to attend. At the webinar we will be discussing next steps for Phase 2 and what you need to know to get started. Attendance at this event is highly encouraged but if you are unable to attend, there will be a recording that will be sent out afterwards. Register for the event [HERE](#).

Agenda (ET):

1:00-1:10 p.m. – Welcome and Introductions

1:10-1:20 p.m. – Award Overview - Cash & Technical Assistance

1:20-1:40 p.m. – Buildings UP Community Site

1:40-1:50 p.m. – Next Steps & Upcoming Events

1:50-2:00 p.m. – Q&A

- **Competitor Promotion Engagement Toolkit**

Reference the attached Engagement Toolkit – your Engagement Toolkit provides content, images, best practices, and more to consider when spreading the word about your team’s successful participation in the prize! Please use this toolkit as guidance when promoting your involvement in the prize. If you would like a second eye on your press release, please send it to buildingsup@nrel.gov for review (optional).

- **Phase 1 Submission Comments**

You can expect to receive a copy of the comments that your submission received in the next 2-3 weeks. This information will be sent in a separate email to you when available.

You can expect future communications to come via email from this email address, and public information to be shared on the [HeroX](#) platform. **To make sure you do not miss any critical updates, please make sure that buildingsup@nrel.gov is included on your safe senders list.**

Best,

The Buildings UP Administration Team