



## Department of Energy

August 18, 2023

### MEMORANDUM FOR THE UNDER SECRETARY FOR INFRASTRUCTURE

FROM: MARIA D. ROBINSON  
DIRECTOR  
GRID DEPLOYMENT OFFICE

SUBJECT: ACTION: Request to Approve Release of the Federal Register Notice for Comments on the *Solar Ambassador Household Intake Form*

**ISSUE:** Whether to approve the release of a 30-day Federal Register Notice (FRN) to invite public comment on the use of the *Solar Ambassador Intake Form* as the means to collect information necessary to qualify households as eligible to participate in the deployment phase of the Puerto Rico Energy Resiliency Fund (PR-ERF).

**BACKGROUND:** Pursuant to the Office of Management and Budget (OMB) procedures established in 5 C.F.R. 1320, *Controlling Paperwork Burdens on the Public*, Federal entities must request approval from OMB to identical information from ten or more members of the public. The approval process requires an FRN to be published to allow for public comment on whether the information collection is necessary and if time burden estimates for respondents appear reasonable.

Authorized by the Consolidated Appropriations Act of 2023, Public Law 117-328, the first round of the PR-ERF will support the installation of rooftop solar and storage solutions for vulnerable Puerto Rican households. Eligibility is limited to very low-income single-family households residing in Puerto Rico that (1) include an individual with an energy-dependent disability or (2) are located in a Last Mile Community. This narrow scope in purpose necessitates the need for a diligent verification process to ensure households are eligible to participate in the deployment phase of the PR-ERF. GDO developed the *Solar Ambassador Intake Form* as a means for verification sensitive to the demographic we are working to serve while also being robust so GDO may demonstrate to Congress, Senior Leadership, and the public that these specific communities have been served.

GDO envisions that information collection will be performed by a network of CBOs selected through a competitive 'Solar Ambassador Prize.' The Solar Ambassador Prize will incentivize up to twenty Puerto Rican Community Based Organizations (CBOs) to perform program outreach, education, and assist Puerto Rican homeowners interested in receiving rooftop solar PV and battery storage installation complete the *Solar Ambassador Household Intake Form*. Solar Ambassadors, working on behalf of the

selected CBOs, will be the individuals performing outreach and assisting homeowners with the intake process.

As the goal for the program is to qualify up to 40,000 households as eligible to participate in the deployment phase of the PR-ERF, OMB must approve the use of the 'Solar Ambassador Household Intake Form' as a means for collection. Approval is contingent upon receiving and responding to public comment using the FRN as a vehicle.

RECOMMENDATION: That you approve the release of the FRN for Comments on the *Solar Ambassador Household Intake Form*.

APPROVE: \_\_\_\_\_ DISAPPROVE: \_\_\_\_\_ NEEDS DISCUSSION: \_\_\_\_\_ DATE: \_\_\_\_\_