

# PROGRAM GUIDE



# SolSmart Program Guide: Let's Go Solar!



All across the United States, communities are turning to solar energy for clean, reliable, and affordable electricity to power their homes and businesses. Rapidly declining prices for solar technologies have brought vast amounts of solar energy into the mainstream within a few short years. Millions of Americans now rely on solar to power the necessities of modern life.

In addition to keeping the lights on, solar energy provides many environmental, social, and economic benefits. It is a carbon-free electricity source that is an essential part of any strategy to reduce greenhouse gas emissions. An increasing number of communities are now using solar to meet climate change goals or renewable energy targets. At the same time, solar energy is a primary driver for job creation and economic growth. The Solar Foundation's *National Solar Jobs Census* found that solar employs over 242,000 American workers as of 2018, and since 2010 the size of the solar workforce has grown by 168 percent.

Consumers with the opportunity to install solar panels are finding that solar them saves money. Homeowners, businesses, schools, and local governments are using solar energy to drastically reduce their utility costs. Meanwhile, in the face of costly natural disasters that threaten the reliability of the electricity grid, solar can be combined with battery storage to provide backup power and make communities more resilient.

Yet, solar “soft costs” have significant local impacts to the affordability of solar energy systems. “Soft costs” refer to business processes or administrative costs that can increase the time and money it takes to install a solar energy system – costs that are then passed on to customers. These costs arise due to permitting processes, planning and zoning considerations, financing, and a wide variety of other factors. Overall, these soft costs represent about 64% of the total cost of a solar energy system.

To address solar soft costs at the municipal and county levels, the U.S. Department of Energy Solar Energy Technologies Office (SETO) funds [SolSmart](#), a program that provides designation and no-cost technical assistance to accelerate the development of local solar energy markets and reduce soft costs.

SolSmart benefits three primary stakeholders at the local level. The first is solar customers that can enjoy a greater return on their investment if soft costs are reduced. Cumbersome local government processes can add up to \$2,500 to the cost of going solar. Second, local governments benefit from the time and money saved by cutting red tape and making processes more efficient. For example, providing more accessible information on permit applications can decrease the volume of questions from installers and the number of incomplete applications, thereby reducing demands on staff time. Finally, local solar companies benefit from streamlined processes that reduce barriers to entering the market. More than one-third of installers say there are at least three communities they avoid because of local permitting difficulties, representing lost opportunities for economic development and job growth.

SolSmart has a goal of designating at least 300 U.S. communities by October 2020, and over 200 communities were already designated as of January 2019. The program's broad national reach is helping communities in all parts of the country make it faster, easier, and more affordable to go solar. The designation program is led by the International City/County Management Association, while the technical assistance program is led by The Solar Foundation.

## SolSmart: Recognizing Local Solar Achievements

SolSmart uses objective criteria (detailed below starting on p. 4) to measure local government progress toward creating a solar-friendly community. These criteria span the following eight solar-specific categories:

- Permitting;
- Planning, Zoning, & Development Regulations;
- Inspection;
- Construction Codes;
- Solar Rights;
- Community Engagement;
- Utility Engagement; and
- Market Development & Finance.

Addressing soft costs in these areas and achieving SolSmart designation sends a signal to solar companies that a community is "open for solar business," attracting economic development and helping designees share in the benefits of solar expansion. Best practices that local governments can take in these areas are listed in the application section.

## SolSmart Application and Designation Process

Any municipality or county, regardless of previous solar experience, is eligible to apply for SolSmart designation. Communities can begin by filling out an application at [SolSmart.org](https://SolSmart.org). The program's review team then determines if the community already meets the criteria for a Bronze, Silver, or Gold designation. For communities that do not yet meet the criteria, SolSmart provides no-cost technical assistance to help communities achieve designation. At the time of publication, SolSmart offers this technical assistance to all participating communities, but it is not guaranteed to continue past 2020.

During the application process, communities are required to provide a formal letter of commitment acknowledging their solar energy goals and plans. In the application, communities should detail their actions and goals within two "Foundational Categories" - Permitting and Planning, Zoning, & Development Regulations. The remaining SolSmart Criteria are known as the "Special Focus Categories." Based on the eight categories, communities receive points to determine their level of designation as SolSmart Gold, Silver, or Bronze.



The SolSmart designation criteria are focused on aspects of solar that fall within a local government's jurisdiction, and the accompanying technical assistance provides communities with the tools necessary to pursue their solar goals. Each community committed to pursuing a SolSmart designation is eligible to receive no-cost technical assistance from The Solar Foundation and its partner organizations, which include experts on solar energy and local government processes. The technical assistance is directed toward attaining one or more SolSmart designation criteria and, ultimately, earning designation.

## How to Use This Application

The application is intended to help local governments and community stakeholders in cities, counties, and small towns design and implement plans to encourage solar energy development. Local governments can have a significant effect on the growth of solar in their communities. The application includes actionable steps and resources for local governments that want to reduce solar soft costs. It also provides a pathway to SolSmart designation.

# SOLSMART APPLICATION



There are three levels of SolSmart designation for communities – below are the requirements for each:

## BRONZE:

- Provide a Solar Statement outlining your community's solar goals, and commit to tracking key metrics such as number and capacity of installed Photovoltaic (PV) systems.
- Fulfill required actions in both Foundational Categories:
  - Permitting
  - Planning, Zoning, and Development Regulations
- Earn at least 20 points in each of the two Foundational Categories (above).
- Earn a total of 20 points from actions across the six Special Focus Categories: Inspection; Construction Codes; Solar Rights; Utility Engagement; Community Engagement; and Market Development and Finance.
- *Note: Actions in any of the Special Focus count toward the 20-point target.*

## SILVER:

- Fulfill the requirements to become a SolSmart Bronze Community.
- Complete the two Silver-required actions in the Planning, Zoning, and Development Regulations and Inspection categories.
- Earn 100 points overall from actions taken in any combination of categories.

## GOLD:

- Fulfill the requirements to become a SolSmart Silver Community.
- Complete the Gold-required action in Permitting.
- Earn 200 points overall from actions taken in any combination of categories.

## SPECIAL AWARDS:

- Communities that earn 60% of the points in a given category are eligible for special recognition.

## Community Data

Community applying:

State:

Community website:

Population:

Other solar awards/recognition earned by community:

kW of installed solar or number of installations:

## Contact Information

Local contact:

Contact title:

Organization:

Department:

Contact email:

Contact phone:

- ☐ I am authorized to apply for and seek recognition for my community.
- ☐ I understand that community data submitted through this application will be shared online.

# STEP 1: SOLAR STATEMENT

## PR-1: Solar Statement – Required for Designation

The Solar Statement should address the items listed in the bullets below. The Statement should be signed by an individual who can speak on behalf of the local government. The Statement may be provided on local government letterhead in pdf format or as a weblink. Please find a Solar Statement template that you can download at: [www.solsmart.org/resources/sample-solar-statement](http://www.solsmart.org/resources/sample-solar-statement)

### SOLAR STATEMENT



Tuesday, October 16, 2018

International City/County Management Association  
777 North Capitol St. NE, Ste. 500  
Washington, DC 20002

The Solar Foundation  
1717 Pennsylvania AVE NW, Ste. 750  
Washington, DC 20006

Dear Scott Annis and Zach Greene:

On behalf of community name, I am proud to announce our commitment to become a SolSmart-designated community. In partnership with the SolSmart team, community name's dedicated staff members will work to improve solar market conditions, making it faster, easier, and more affordable for our residents and businesses to install solar energy systems. These efforts will also increase the efficiency of local processes related to solar development, which may save our local government time and money.

[OPTIONAL: SolSmart builds upon our community's participation in relevant program(s) participation, which resulted in enter relevant outcomes.]

Community name will leverage SolSmart to achieve the following goals:

- Choose an item or enter a custom description.
- Choose an item or type a custom description.
- Choose an item or type a custom description.

These efforts demonstrate that our community is committed to driving continual improvement in our solar market, and in the process of doing so, all the related areas identified as community priorities in our relevant plans or initiatives.

In order to measure progress along the way, Community name will track key metrics related to solar energy deployment, such as installed solar capacity the and number of installations across sectors.

[OPTIONAL: In these efforts, we call on our residents, businesses, non-profits, and others to get involved, and we invite everyone to stay tuned by visiting solar landing page URL]

Inquiries related to community name's SolSmart participation can be directed to communications contact at E-mail address or phone number.

Sincerely,

*Signed name*

Printed name  
Title

Communities interested in pursuing SolSmart designation must indicate their commitment to supporting solar development in their community. These letters should include:

- A commitment to participate in the SolSmart designation process
- A statement of solar goals, areas of focus or community priorities (e.g. Encouraging solar PV development on vacant lots or supporting non-profit led initiatives)
- Past achievements or programs related to solar PV and/or renewable energy
- Commitment to tracking metrics related to solar PV and/or provide benchmark of available solar metrics (i.e. number of installed municipal systems or growth in residential installations)
- A commitment of staff time and resources to improve the local environment for solar PV

These letters do not need to be more than a page in length. The SolSmart team can assist communities in prioritizing and establishing goals.

**Documentation:** (Please share a link to a public webpage where your Solar Statement is displayed or attach it as a document.)

# FOUNDATIONAL CATEGORIES: PERMITTING AND PLANNING, ZONING AND DEVELOPMENT

## Permitting

<b>P-1: (Bronze Requirement): Post an online checklist detailing the required permit(s), submittals, and steps of your community's solar PV permitting process</b>		Req'd	<input type="checkbox"/>
Recommended Verification:			
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Provide link to online permitting checklist. Documentation is acceptable if the checklist applies to at least the expedited permit process for solar.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>Solar Ready KC, <a href="#">Streamline Permitting: Best Management Practices for Solar Installation Policy</a></li> <li>City of Portland (Oregon) Bureau of Development, <a href="#">Oregon Residential Solar Permitting Checklist</a></li> </ul>	
<b>P-2: (Gold Requirement): Post an online statement confirming a three-day turnaround time for small rooftop solar PV</b>		20	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to document or webpage outlining a streamlined permitting pathway for small PV systems of less than three days.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>Interstate Renewable Energy Council, <a href="#">Sharing Success: Emerging Approaches to Efficient Rooftop Solar Permitting</a></li> <li>Interstate Renewable Energy Council, <a href="#">Simplifying the Solar Permitting Process: Residential Solar Permitting Best Practices Explained</a></li> </ul>	
<b>P-3: Distinguish between systems qualifying for streamlined or standard review.</b>		5	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to policy. OR</li> <li>Upload or provide link to an e-mail or other written documentation from a permitting official or staff member describing the policy is also acceptable.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>California Governor's Office of Planning and Research, <a href="#">California Solar Permitting Guidebook: Improving Permit Review and Approval for Small Solar Systems</a></li> <li>Bill Brooks, P.E., Solar America Board for Codes and Standards, <a href="#">Expedited Permit Process for PV Systems: A Standardized Process for the Review of Small-Scale PV Systems</a></li> </ul>	
<b>P-4: Require no more than one application form for a residential rooftop solar PV project.</b>		5	<input type="checkbox"/>
Verification Link(s):			

Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to residential solar PV permitting process and permit application form required by the municipality.</li> </ul>	<b>Resources:</b> <ul style="list-style-type: none"> <li>City of Seattle Department of Construction and Inspections, <a href="#">Seattle Department of Construction and Inspection Tip #420: Solar Energy Systems</a></li> <li>City and County of San Francisco Department of Building Inspection, <a href="#">Electrical Permit Application for Roof-Mounted Solar PV Systems Only</a></li> </ul>	
<b>P-5a: Conduct a review of solar permit fees for residential and commercial solar PV. Compile findings in a memo.</b>		5
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to the results of the review or a memo indicating that the current fee structure for commercial and residential solar is the result of a review.</li> </ul>	<b>Resources:</b> <ul style="list-style-type: none"> <li>City of Sacramento Department of Community Development, <a href="#">Sacramento Streamline: Guide to Solar Energy Permits</a></li> <li>Solar Ready KC, <a href="#">Residential Permit Fee Calculator</a></li> </ul>	
<b>P-5b: Demonstrate that residential permit fees for solar PV are \$400 or less.</b>		5
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to document or webpage outlining permit fee structure. If a statewide law promotes a fee structure that is a local best practice, you may submit evidence that you meet the local standard, on a case by case basis. For instance, California SB 1222 provides fee guidance that would be acceptable even though it does not cap fees at \$400.</li> </ul>	<b>Resources:</b> <ul style="list-style-type: none"> <li>City of Sacramento Department of Community Development, <a href="#">Sacramento Streamline: Guide to Solar Energy Permits</a></li> <li>Solar Ready KC, <a href="#">Residential Permit Fee Calculator</a></li> </ul>	
<b>P-5c: Demonstrate that commercial permit fees for solar PV are based on cost-recovery and capped at a reasonable level so fees do not become a net revenue source. (e.g. fees cover the cost of the staff time required to review and process the permit application).</b>		5
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide a link to a document or webpage that includes the permit fee structure for commercial systems. Provide a narrative that explains the costs incurred in processing the permits (this should include estimates of the amount of staff hours for each stage of the process and the hourly cost of staff time). This</li> </ul>	<b>Resources:</b> <ul style="list-style-type: none"> <li>City of Sacramento Department of Community Development, <a href="#">Sacramento Streamline: Guide to Solar Energy Permits</a></li> <li>Solar Ready KC, <a href="#">Residential Permit Fee Calculator</a></li> </ul>	

narrative should show that the fee is not significantly higher than these costs.		
<b>P-6: Process small rooftop solar PV permits in 10 business days or fewer.</b>		10 <input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
<p>Recommended Verification Documentation:</p> <ul style="list-style-type: none"> <li>• Upload or provide link to either:             <ol style="list-style-type: none"> <li>1) A document that tracks the date of permit application submissions and decision dates. OR</li> <li>2) Written documentation from a local solar installation company indicating the average permit turnaround time. OR</li> <li>3) A written memo stating that the typical permitting process is 10 days or less.</li> </ol> </li> </ul>	<p>Resources:</p> <ul style="list-style-type: none"> <li>• Interstate Renewable Energy Council, <a href="#">Sharing Success: Emerging Approaches to Efficient Rooftop Solar Permitting</a></li> <li>• Interstate Renewable Energy Council, <a href="#">Simplifying the Solar Permitting Process: Residential Solar Permitting Best Practices Explained</a></li> </ul>	
<b>P-7: Adopt a standard solar PV permit form aligned with best practices (e.g. Solar ABCs).</b>		10 <input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
<p>Recommended Verification Documentation:</p> <ul style="list-style-type: none"> <li>• Upload or provide link to permit application form.</li> </ul>	<p>Resources:</p> <ul style="list-style-type: none"> <li>• Bill Brooks, P.E., Solar America Board for Codes and Standards, <a href="#">Expedited Permit Process for PV Systems: A Standardized Process for the Review of Small-Scale PV Systems</a></li> <li>• New York State Energy Research and Development Authority, <a href="#">New York State Unified Solar Permit</a></li> </ul>	
<b>P-8: Train permitting staff on best practices for permitting solar PV and/or solar and storage systems. Training must have occurred in the past five years.</b>		10 <input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
<p>Recommended Verification Documentation:</p> <ul style="list-style-type: none"> <li>• Upload or provide link to a memo from fire (or other safety) official or staff describing training. OR</li> <li>• Upload or provide link to an agenda with materials from the training. OR</li> <li>• Upload or provide link to written verification from training provider.</li> </ul> <p>Documentation should include information on date, time, location, and content covered.</p>	<p>Resources:</p> <ul style="list-style-type: none"> <li>• Bill Brooks, P.E., <a href="#">SolSmart Workshop: Best Practices for Solar PV Permitting and Inspection (session 1, permitting I)</a></li> <li>• Bill Brooks, P.E., <a href="#">SolSmart Workshop: Best Practices for Solar PV Permitting and Inspection (session 2, permitting II)</a></li> <li>• Bill Brooks, P.E., <a href="#">SolSmart Workshop: Best Practices for Solar PV Permitting and Inspection (session 3, inspection)</a></li> </ul>	
<b>P-9: Train fire and safety staff on solar PV and/or solar and storage systems. Training must have occurred</b>		10 <input type="checkbox"/>

<b>in the past five years.</b>			
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>• Upload or provide link to a memo from fire (or other safety) official or staff describing training. OR</li> <li>• Upload or provide link to an agenda with materials from the training. OR</li> <li>• Upload or provide link to written verification from training provider.</li> </ul> <p>Documentation should include information on date, time, location, and content covered.</p>		<b>Resources:</b> <ul style="list-style-type: none"> <li>• Casey C. Grant, P.E., Fire Protection Research Foundation, <a href="#">Firefighter Safety and Emergency Response for Solar Power Systems</a></li> <li>• Solar Energy Industries Association, <a href="#">Fire Safety and Solar</a></li> <li>• Underwriters Laboratory, <a href="#">Firefighter Safety and PV Course</a></li> </ul>	
<b>P-10: Develop a regular communication schedule to solicit recommendations from the solar installer community regarding procedural changes.</b>		10	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>• Upload or provide link to the schedule.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>• Sustainable City University of New York, <a href="#">Solar Installer Workshops and Installer Roundtable</a></li> <li>• County of Sonoma, <a href="#">Permit and Resource Management Department Director's Advisory Group</a></li> </ul>	
<b>P-11: Offer an online process for permitting submission and approval.</b>		20	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>• Provide link to online portal for submission and approval. OR</li> <li>• If an email-based online process is used:               <ol style="list-style-type: none"> <li>1) Upload or provide link to a memo from building official or staff describing the process. OR</li> <li>2) Upload or provide link to a copy of a sample email with personal and confidential information removed.</li> </ol> </li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>• City and County of San Francisco Department of Building Inspection, <a href="#">Instant Online Permit</a></li> </ul>	
<b>P-12a: Share site specific solar PV and/or solar and storage permit data, including addresses, with first responders and their departments. (e.g. through software that allows users to view searchable, filterable data about a specific site and system).</b>		10	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			

Comments:			
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>• Provide link to webpage which states the process for information sharing, including which departments receive or can access the data. OR</li> <li>• Upload or provide link to a letter from departments or third-parties with whom the data is shared verifying the process.</li> </ul>		Resources: <ul style="list-style-type: none"> <li>• Adams County Colorado, <a href="#">Building Permits Interactive Map</a></li> <li>• Salt Lake City Citizen Access Portal, <a href="#">Building Permit Search</a></li> </ul>	
<b>P-12b: Share site specific solar PV and/or solar and storage system permit data, including addresses, with other local government departments (Not including first responders and their departments). (e.g. Through software that allows users to view searchable, filterable data about a specific site and system).</b>			10 <input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>• Provide link to webpage which states the process for information sharing, including which departments receive or can access the data. OR</li> <li>• Upload or provide link to a letter from departments or third-parties with whom the data is shared verifying the process.</li> </ul>		Resources: <ul style="list-style-type: none"> <li>• Natick, Massachusetts, <a href="#">Solar Metrics &amp; Map of Area Installs</a></li> <li>• Adams County, Colorado, <a href="#">Building Permits Interactive Map</a></li> <li>• Salt Lake City Citizen Access Portal, <a href="#">Building Permit Search</a></li> </ul>	

## Planning, Zoning, and Development Regulations

<b>PZD-1a: Review zoning requirements and identify restrictions that intentionally or unintentionally prohibit solar PV development. Compile findings in a memo. (Required).</b>		Req'd	<input type="checkbox"/>
Examples include: height restrictions, set-back requirements, screening, etc.			
Recommended Verification:			
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Upload or provide link to memo from planning official or staff.</li> </ul>		Resources: <ul style="list-style-type: none"> <li>Solar Outreach Partnership, <a href="#">Solar Powering Your Community: Model Ordinances</a></li> <li>Sunshine Team, <a href="#">Zoning and Permitting Solar in Your Municipality: A Municipal Guidebook for Solar Zoning and Permitting</a></li> <li>SolSmart, <a href="#">SolSmart Zoning Review Template</a></li> <li>American Planning Association, <a href="#">Planning for Solar Energy</a></li> </ul>	
<b>PZD-1b: Formally present PZD-1a memo findings to planning commission or relevant zoning body.</b>		5	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Upload or provide link to agenda or minutes from the meeting that discussed results of zoning review or provide presentation materials for the session.</li> </ul>		Resources: <ul style="list-style-type: none"> <li>Solar Outreach Partnership, <a href="#">Solar Powering Your Community: Model Ordinances</a></li> <li>Sunshine Team, <a href="#">Zoning and Permitting Solar in Your Municipality: A Municipal Guidebook for Solar Zoning and Permitting</a></li> <li>American Planning Association, <a href="#">Planning for Solar Energy</a></li> </ul>	
<b>PZD-1c: Draft proposed language for changes to zoning code based on PZD-1a memo and PZD-1b dialogue. Involve planners and/or local zoning experts in the creation of the draft language.</b>		5	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Upload or provide a link to the draft of the proposed zoning language based on the PZD-1a review.</li> </ul>		Resources: <ul style="list-style-type: none"> <li>Delaware Valley Regional Planning Commission, <a href="#">Renewable Energy Ordinance Framework: Solar PV</a></li> <li>Solar Outreach Partnership, <a href="#">Solar Powering Your Community: Model Ordinances</a></li> <li>Sunshine Team, <a href="#">Zoning and Permitting Solar in Your Municipality: A Municipal Guidebook for Solar Zoning and Permitting</a></li> <li>American Planning Association, <a href="#">Planning for Solar Energy</a></li> </ul>	

<b>PZD-2a: Post an online document from the Planning/Zoning Department that states accessory use solar PV is allowed by-right in all major zones. (e.g. via a zoning determination letter). Required for Silver, unless PZD-2b is achieved. If PZD-2b is achieved, PZD-2a is not necessary.)</b>		0	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Provide link to document that clarifies accessory solar PV by-right in all major zones. Provide a link to the parent page on the municipal website to demonstrate that this document is public record. This document should 1) show that the process does not involve staff discretion, special permits, conditional permits, use permits, or variances, 2) have language that demonstrates its applicability in all major zones, and 3) be made public.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>City of Richmond (Virginia), <a href="#">Example Accessory Use Solar Determination Letter</a></li> <li>American Planning Association, <a href="#">Planning for Solar Energy</a></li> <li>Sunshine Team, <a href="#">Zoning and Permitting Solar in Your Municipality: A Municipal Guidebook for Solar Zoning and Permitting</a></li> </ul>	
<b>PZD-2b: Codify in the zoning ordinance that accessory use solar PV is explicitly allowed by-right in all major zones. Zoning ordinance language should not include intentional or unintentional barriers to accessory use solar, such as limits to visibility from public rights-of-way, excessive restrictions to system size, glare studies, subjective design reviews, and neighbor consent requirements. (Required for Gold; optional for Silver.)</b>		20	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to document containing all sections of zoning ordinance where solar is an accessory use, by right. Please indicate relevant sections.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>Massachusetts Executive Office of Energy and Environmental Affairs, Department of Energy Resources, <a href="#">Model Zoning for the Regulation of Solar Energy Systems</a></li> <li>Solar Outreach Partnership, <a href="#">Solar Powering Your Community: Model Ordinances</a></li> <li>Sunshine Team, <a href="#">Zoning and Permitting Solar in Your Municipality: A Municipal Guidebook for Solar Zoning and Permitting</a></li> <li>American Planning Association, <a href="#">Planning for Solar Energy</a></li> </ul>	
<b>PZD-3a: Review existing planning documents and identify new opportunities (not already included) to integrate solar PV into planning goals. Compile findings in a memo.</b>		5	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to memo authored by planning official or staff.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>American Planning Association, <a href="#">Solar Briefing Papers: Integrating Solar Energy into Local Plans</a></li> </ul>	
<b>PZD-3b: Draft proposed language and a timeline for the inclusion of solar PV in existing and/or future plans. Involved planners in the creation of draft language.</b>		5	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			

Comments:		
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Upload or provide link to proposed plan language and a link to the proposed timeline for integration with future plans.</li> </ul>	Resources: <ul style="list-style-type: none"> <li>American Planning Association, <a href="#">Solar Briefing Papers: Integrating Solar Energy into Local Plans</a></li> </ul>	
<b>PZD-4: Provide clear guidance for the installation of solar PV on historic properties and in special overlay districts.</b>	10	<input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Upload or provide link to staff or board/council guidance.</li> </ul>	Resources: <ul style="list-style-type: none"> <li>North Carolina Clean Energy Technology Center, <a href="#">Installing Solar Panels on Historic Buildings</a></li> <li>National Renewable Energy Laboratory and National Trust for Historic Preservation, <a href="#">Implementing Solar PV Projects on Historic Buildings and in Historic Districts</a></li> </ul>	
<b>PZD-5a: Include quantifiable metrics and/or specific actions for solar PV development in the most current version of relevant local plans (e.g. energy plan, climate plan, comprehensive plan).</b>	10	<input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Upload or provide link to relevant plans that incorporate solar PV goals or metrics. Please indicate relevant sections.</li> </ul>	Resources: <ul style="list-style-type: none"> <li>American Planning Association, <a href="#">Solar Briefing Papers: Integrating Solar Energy into Local Plans</a></li> <li>Solar Outreach Partnership, <a href="#">Solar Powering Your Community: Model Ordinances</a></li> <li>Sunshine Team, <a href="#">Zoning and Permitting Solar in Your Municipality: A Municipal Guidebook for Solar Zoning and Permitting</a></li> </ul>	
<b>PZD-5b: Develop a primary use solar PV assessment that identifies all feasible sites for large-scale solar PV development within a jurisdiction.</b>	10	<input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Upload or provide link to findings from site identification study or analysis.</li> </ul>	Resources: <ul style="list-style-type: none"> <li>American Planning Association, <a href="#">Solar Briefing Papers: Integrating Solar Energy into Local Plans</a></li> <li>Solar Outreach Partnership, <a href="#">Solar Powering Your Community: Model Ordinances</a></li> <li>Sunshine Team, <a href="#">Zoning and Permitting Solar in Your Municipality: A Municipal Guidebook for Solar Zoning and Permitting</a></li> </ul>	
<b>PZD-6: Include guidelines for active and passive solar in development regulations (e.g. providing guidance for orientation of structures in subdivision regulations).</b>	10	<input type="checkbox"/>
Verification Link(s):		

Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to active and passive development regulations.</li> </ul>	<b>Resources:</b> <ul style="list-style-type: none"> <li>American Planning Association, <a href="#">Planning and Zoning for Solar Energy</a></li> <li>American Planning Association, <a href="#">Planning for Solar Energy</a></li> <li>Minneapolis Saint Paul Solar Cities Program, <a href="#">Solar Ready Building Design Guidelines</a></li> <li>City of Gothenburg, <a href="#">Code of Ordinances, Chapter 151, Subdivisions: Section 151.054, Minimum Design Standards – Solar Access for Energy Conservation</a></li> <li>City of Laramie, <a href="#">Unified Development Code, Chapter 15.14, Development Standards: Section 15.14.030.A, Solar Energy: Part 3, Solar Oriented Lots</a></li> </ul>	
<b>PZD-7: Provide development incentives for solar PV within the subdivision or zoning process, or as part of other development incentives (e.g., density or height bonuses for buildings that plan to install solar or tax-increment financing).</b>	20	<input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to ordinance creating incentive. OR</li> <li>Upload or provide link to internal documents creating the policy. OR</li> <li>Upload or provide link to a memo from relevant department officials or staff outlining development incentives.</li> </ul>	<b>Resources:</b> <ul style="list-style-type: none"> <li>American Planning Association, <a href="#">Solar Briefing Papers: Integrating Solar Energy into Local Government Regulations (“Creating Incentives”)</a></li> </ul>	
<b>PZD-8: Incentivize solar PV development on parking lots, vacant lots, buffer lands around uses with nuisances (e.g. refineries, wastewater plants), brownfields, airport safety zones (with FAA approval), and non-building structures.</b>	20	<input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to ordinance creating incentive. OR</li> <li>Upload or provide link to internal documents creating the policy. OR</li> <li>Upload or provide link to a memo from relevant department officials or staff outlining development incentives.</li> </ul>	<b>Resources:</b> <ul style="list-style-type: none"> <li>U.S. Environmental Protection Agency, <a href="#">Handbook on Siting Renewable Energy Projects While Addressing Environmental Issues</a></li> <li>American Planning Association, <a href="#">Solar Briefing Papers: Recycling Land for Solar Energy Development</a></li> </ul>	
<b>PZD-9: Train planning staff on best practices in planning and zoning for solar PV. Training must have occurred in the past five years.</b>	10	<input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Comments:		
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Upload or provide link to a memo providing an agenda from the training, when it was held and who attended. Please submit training materials for review so it can be determined if they are of sufficient technical quality. Please list any continuing education requirements attendees received.</li> </ul>	Resources: <ul style="list-style-type: none"> <li>American Planning Association, <a href="#">Promoting Solar Energy Use Through Local Plans</a></li> <li>American Planning Association, <a href="#">Putting Solar Energy Use on the Local Policy Agenda</a></li> </ul>	
<b>PZD-10: Ensure that the zoning ordinance does one or more of the following for accessory use solar:</b>		
<b>PZD-10a: Permits small ground-mounted solar PV as an accessory use in at least one zoning district.</b>		5
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Upload or provide a document containing all sections of zoning ordinance that demonstrate the achievement of PZD-10a.</li> </ul>	Resources: <ul style="list-style-type: none"> <li>Department of Energy Resources, Massachusetts Executive Office of Energy and Environmental Affairs, <a href="#">Model Zoning for the Regulation of Solar Energy Systems</a></li> <li>Delaware Valley Regional Planning Commission, <a href="#">Renewable Energy Ordinance Framework: Solar PV</a></li> <li>Solar Outreach Partnership, <a href="#">Solar Powering Your Community: Model Ordinances</a></li> <li>Sunshine Team, <a href="#">Zoning and Permitting Solar in Your Municipality: A Municipal Guidebook for Solar Zoning and Permitting</a></li> <li>American Planning Association, <a href="#">Planning for Solar Energy</a></li> </ul>	
<b>PZD-10b: Exempts rooftop solar PV from certain restrictions on accessory uses (e.g. height limits, rooftop equipment screening requirements, or other restrictions).</b>		5
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Upload or provide a document containing all sections of zoning ordinance that demonstrate the achievement of PZD-10b.</li> </ul>	Resources: <ul style="list-style-type: none"> <li>Department of Energy Resources, Massachusetts Executive Office of Energy and Environmental Affairs, <a href="#">Model Zoning for the Regulation of Solar Energy Systems</a></li> <li>Delaware Valley Regional Planning Commission, <a href="#">Renewable Energy Ordinance Framework: Solar PV</a></li> <li>Solar Outreach Partnership, <a href="#">Solar Powering Your Community: Model Ordinances</a></li> <li>Sunshine Team, <a href="#">Zoning and Permitting Solar in Your Municipality: A Municipal Guidebook for Solar Zoning and Permitting</a></li> <li>American Planning Association, <a href="#">Planning for Solar Energy</a></li> </ul>	
<b>PZD-10c: Exempts small ground-mounted solar PV from certain restrictions on accessory uses (e.g. setbacks, coverage or impervious surface calculations, or other restrictions).</b>		5
Verification Link(s):		

Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
<p>Recommended Verification Documentation:</p> <ul style="list-style-type: none"> <li>Upload or provide a document containing all sections of zoning ordinance that demonstrate the achievement of PZD-10c.</li> </ul>	<p>Resources:</p> <ul style="list-style-type: none"> <li>Department of Energy Resources, Massachusetts Executive Office of Energy and Environmental Affairs, <a href="#">Model Zoning for the Regulation of Solar Energy Systems</a></li> <li>Delaware Valley Regional Planning Commission, <a href="#">Renewable Energy Ordinance Framework: Solar PV</a></li> <li>Solar Outreach Partnership, <a href="#">Solar Powering Your Community: Model Ordinances</a></li> <li>Sunshine Team, <a href="#">Zoning and Permitting Solar in Your Municipality: A Municipal Guidebook for Solar Zoning and Permitting</a></li> <li>American Planning Association, <a href="#">Planning for Solar Energy</a></li> </ul>	
<b>PZD-11: Post an online factsheet that provides an overview of what zoning allows for solar PV under what conditions (e.g. types and sizes of solar arrays permitted, the processes required, and other relevant information).</b>	5	<input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
<p>Recommended Verification Documentation:</p> <ul style="list-style-type: none"> <li>Upload or provide link to the handout or zoning determination letter or other public document that clarifies and summarizes regulations.</li> </ul>	<p>Resources:</p> <ul style="list-style-type: none"> <li>San Diego County, <a href="#">Applicant's Guide for a Solar Energy System</a></li> </ul>	
<b>PZD-12: Ensure that the zoning ordinance does one or more of the following for primary use solar:</b>		
<b>PZD-12a: Establishes a clear regulatory pathway for primary use solar PV (e.g. through a special use permit or through inclusion among allowed conditional uses).</b>	5	<input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
<p>Recommended Verification Documentation:</p> <ul style="list-style-type: none"> <li>Upload or provide a document containing all sections of zoning ordinance that demonstrate the achievement of PZD-12a.</li> </ul>	<p>Resources:</p> <ul style="list-style-type: none"> <li>Massachusetts Executive Office of Energy and Environmental Affairs, Department of Energy Resources, <a href="#">Model Zoning for the Regulation of Solar Energy Systems</a></li> <li>Delaware Valley Regional Planning Commission, <a href="#">Renewable Energy Ordinance Framework: Solar PV</a></li> <li>Solar Outreach Partnership, <a href="#">Solar Powering Your Community: Model Ordinances</a></li> <li>Sunshine Team, <a href="#">Zoning and Permitting Solar in Your Municipality: A Municipal Guidebook for Solar Zoning and Permitting</a></li> <li>American Planning Association, <a href="#">Planning for Solar Energy</a></li> </ul>	
<b>PZD-12b: Establishes solar energy zones and/or solar overlays for primary use solar PV.</b>	5	<input type="checkbox"/>
Verification Link(s):		

Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments:	
<p>Recommended Verification Documentation:</p> <ul style="list-style-type: none"> <li>• Upload or provide a document containing all sections of zoning ordinance that demonstrate the achievement of PZD-12b.</li> </ul>	<p>Resources:</p> <ul style="list-style-type: none"> <li>• Massachusetts Executive Office of Energy and Environmental Affairs, Department of Energy Resources, <a href="#">Model Zoning for the Regulation of Solar Energy Systems</a></li> <li>• Delaware Valley Regional Planning Commission, <a href="#">Renewable Energy Ordinance Framework: Solar PV</a></li> <li>• Solar Outreach Partnership, <a href="#">Solar Powering Your Community: Model Ordinances</a></li> <li>• Sunshine Team, <a href="#">Zoning and Permitting Solar in Your Municipality: A Municipal Guidebook for Solar Zoning and Permitting</a></li> <li>• American Planning Association, <a href="#">Planning for Solar Energy</a></li> </ul>

# SPECIAL FOCUS CATEGORIES

## INSPECTIONS

<b>I-1: Train inspection staff on best practices for permitting and inspecting solar PV and/or solar and storage systems. Training must have occurred within the past five years. (Required for Silver and Gold).</b>		20	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<p>Recommended Verification Documentation:</p> <ul style="list-style-type: none"> <li>Upload or provide link to a memo from building official or staff describing training.</li> <li>OR</li> <li>Upload or provide link to an agenda with materials from the training. Please submit training materials for review so it can be determined if they are of sufficient technical quality. Please list any continuing education requirements attendees received.</li> <li>OR</li> <li>Upload or provide link to written verification from training provider.</li> </ul> <p>Documentation should include information on date, time, location, and content covered.</p> <p>Documentation is acceptable if it shows that training enables individual staff members to review all components of the PV system at once and if it shows that the training covered both permitting and inspection. This credit does not require multiple staff members to be trained.</p>		<p>Resources:</p> <ul style="list-style-type: none"> <li>Interstate Renewable Energy Council, <a href="#">Photovoltaic Online Training Course for Code Officials</a></li> </ul>	
<b>I-2: Require no more than two inspections for accessory use solar PV.</b>		10	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<p>Recommended Verification Documentation:</p> <ul style="list-style-type: none"> <li>Upload or provide link to solar PV inspection process that includes information on the type of inspections (and which departments are involved) and total number inspection trips required. Documentation is acceptable if it shows that there are no more than 2 inspections required.</li> </ul>		<p>Resources:</p> <ul style="list-style-type: none"> <li>Interstate Renewable Energy Council, <a href="#">Sharing Success: Emerging Approaches to Efficient Rooftop Solar Permitting</a></li> </ul>	
<b>I-3: Offer inspection appointment times in lieu of appointment windows for solar PV.</b>		10	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<p>Recommended Verification Documentation:</p> <ul style="list-style-type: none"> <li>Upload or provide link to solar PV inspection process</li> </ul>		<p>Resources:</p> <ul style="list-style-type: none"> <li>City of Burlington (Vermont), <a href="#">Online Permit Inspection</a></li> </ul>	

that includes information on inspection appointment times.	<a href="#">Scheduling</a> <ul style="list-style-type: none"> <li>Town of Coventry, <a href="#">Solar Panel Inspection Process</a></li> </ul>		
<b>I-4: Post solar PV inspection requirements online, including the inspection process and what details inspectors will review.</b>		10	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Provide link to document outlining the inspection process and requirements.</li> </ul>	Resources: <ul style="list-style-type: none"> <li>Interstate Renewable Energy Council, <a href="#">Model Inspection Checklist for Residential Rooftop PV</a></li> </ul>		
<b>I-5: Complete solar PV inspections within 5 business days after inspection request.</b>		10	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Upload or provide link to webpage or public document detailing timeline from inspection request to scheduling of inspection.</li> </ul>	Resources: <ul style="list-style-type: none"> <li>Town of Nottingham Department of Building/Code/Health Inspector, <a href="#">Inspection Appointments</a></li> </ul>		
<b>I-6: Provide an online process for solar PV inspection scheduling.</b>		20	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Provide link to resource.</li> <li>OR</li> <li>If an email-based online process is used: <ol style="list-style-type: none"> <li>Upload or provide link to a memo from building official or staff describing the process.</li> </ol> </li> <li>OR</li> <li>2) Upload or provide link to a copy of a sample email with personal and confidential information removed.</li> </ul>	Resources: <ul style="list-style-type: none"> <li>Prince George's County, Maryland, <a href="#">Schedule Inspection</a></li> </ul>		

## CONSTRUCTION CODES

<b>CC-1a: Provide Solar Ready Construction Guidelines for property/real estate developers to enable lower cost installation of future solar PV installations on buildings. Provide these resources at the permitting office and online.</b>	5	<input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		

<p>Recommended Verification Documentation:</p> <ul style="list-style-type: none"> <li>Provide link to document or webpage outlining solar ready construction guidelines. With your submittal, explain how the document is shared with constituents, to confirm that it is available at the permitting office and online.</li> </ul>	<p>Resources:</p> <ul style="list-style-type: none"> <li>Lunning Wende Associates, Inc.; City of Minneapolis, Minnesota; and City of St. Paul, Minnesota, <a href="#">Solar Ready Construction Specifications</a></li> <li>Lunning Wende Associates, Inc.; City of Minneapolis, Minnesota; and City of St. Paul, Minnesota, <a href="#">Solar Ready Building Design Guidelines</a></li> </ul>		
<b>CC-1b: Include guidance for solar PV on parking lots and other types of non-traditional structures.</b>		5	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<p>Recommended Verification Documentation:</p> <ul style="list-style-type: none"> <li>Provide link to document or webpage outlining solar ready construction guidelines. With your submittal, explain how the document is shared with constituents, to confirm that it is available at the permitting office and online.</li> </ul>	<p>Resources:</p> <ul style="list-style-type: none"> <li>Lunning Wende Associates, Inc.; City of Minneapolis, Minnesota; and City of St. Paul, Minnesota, <a href="#">Solar Ready Construction Specifications</a></li> <li>Lunning Wende Associates, Inc.; City of Minneapolis, Minnesota; and City of St. Paul, Minnesota, <a href="#">Solar Ready Building Design Guidelines</a></li> </ul>		
<b>CC-2: Incentivize new construction to be solar ready in at least one zoning district.</b>		10	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<p>Recommended Verification Documentation:</p> <ul style="list-style-type: none"> <li>Upload or provide link to city ordinance that requires or incentivizes new construction to be solar ready. OR</li> <li>Upload or provide link to a memo from the building department or other relevant agency that describes an existing program that incentivizes solar ready construction.</li> </ul>	<p>Resources:</p> <ul style="list-style-type: none"> <li>City of Boulder Building Services Center, <a href="#">Solar Access Guide</a></li> <li>National Renewable Energy Laboratory, <a href="#">Solar Ready: An Overview of Implementation Practices</a></li> </ul>		
<b>CC-3: Post online design guidelines for solar PV aligned with National Electrical Code and fire code.</b>		10	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<p>Recommended Verification Documentation:</p> <ul style="list-style-type: none"> <li>Upload or provide link to document or webpage that describes solar PV design guidelines. <b>AND</b></li> <li>Upload or provide link to a memo from a code official or staff that community codes meet the required standards.</li> </ul>	<p>Resources:</p> <ul style="list-style-type: none"> <li>Bill Brooks, P.E., Solar America Board for Codes and Standards, <a href="#">Expedited Permit Process for PV Systems: A Standardized Process for the Review of Small-Scale PV Systems</a></li> <li>Bill Brooks, P.E., Solar America Board for Codes and Standards, <a href="#">Understanding the Cal Fire: Solar Photovoltaic Installing Guide</a></li> </ul>		
<b>CC-4: Require new construction to be solar ready in at least one zoning district by adopting Appendix U (International Code Council), Appendix RB (International Energy Conservation Code), or another mechanism.</b>		10	<input type="checkbox"/>

Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>• Upload link to demonstrate adoption of codes that require solar readiness of new construction.</li> </ul>	Resources: <ul style="list-style-type: none"> <li>• Solar America Board for Codes and Standards, <a href="#">International Code Council</a></li> <li>• International Code Council, <a href="#">2015 International Solar Energy Provisions</a></li> </ul>	
<b>CC-5: Codify a solar requirement for new construction and/or retrofits meeting a specific threshold, in at least one zoning district.</b>	20	<input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>• Provide a link or upload a document providing the excerpt from zoning code specifying a solar requirement for new construction or retrofits.</li> </ul>	Resources: <ul style="list-style-type: none"> <li>• California Energy Commission, <a href="#">2019 Revised Energy Code with Solar Roof Mandate for All New Homes</a></li> <li>• Energy and Environmental Economics, Inc., <a href="#">2019 Building Energy Efficiency Standards PreRulemaking Cost Analysis</a></li> <li>• City of South Miami, <a href="#">Solar Requirements for New Homes</a></li> </ul>	

## SOLAR RIGHTS

<b>SR-1: Post an online summary of state policies related to a property owner's solar access and solar rights, including links to state-level policy.</b>	5	<input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>• Provide link to webpage with resource(s). OR</li> <li>• Upload copies of documents that have been distributed to residents.</li> </ul>	Resources: <ul style="list-style-type: none"> <li>• North Carolina Clean Energy Technology Center, <a href="#">Database of State Incentives for Renewables and Efficiency (DSIRE)</a></li> <li>• Solar America Board for Codes and Standards, <a href="#">A Comprehensive Review of Solar Access Law in the United States</a></li> </ul>	
<b>SR-2: Post consumer protection resources on solar PV online.</b>	5	<input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>• Upload or provide link to webpage containing consumer protection resources or copies of locally-developed document(s).</li> </ul>	Resources:	

		<ul style="list-style-type: none"> <li>North Carolina Clean Energy Technology Center, <a href="#">Going Solar in America: A guide for Homeowners Considering Solar PV in America's 50 Largest Cities</a></li> </ul>	
<b>SR-3: Enable solar rights through a local solar access ordinance.</b>		10	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Upload or provide link to relevant portions of local zoning code.</li> </ul>		Resources: <ul style="list-style-type: none"> <li>Solar Outreach Partnership, <a href="#">Solar Zoning &amp; Access Toolkit</a></li> <li>City of Ashland (Oregon), <a href="#">Ashland Municipal Code, Chapter 18.70: Solar Access</a></li> </ul>	
<b>SR-4: Post an online checklist detailing the steps for recording solar easements for property owners.</b>		10	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Provide a link to an online checklist that details how solar easements are recorded for property owners.</li> </ul>		Resources: <ul style="list-style-type: none"> <li>America Planning Association, <a href="#">Solar Easement and Access Permit Examples</a></li> </ul>	
<b>SR-5a: Engage homeowners and neighborhood associations to discuss restrictive requirements for solar PV with the goal of reducing or eliminating them. Compile summary and next steps in a memo.</b>		10	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Upload or provide link to meeting minutes (including a list of follow-up action items), e-mail correspondence, meeting agenda, materials prepared for the meeting (e.g., handouts and slides), and/or other evidence meeting took place. OR</li> <li>Provide link or upload a memo summarizing the meeting, attendees, and next steps for reducing or eliminating restrictive requirements for solar PV.</li> </ul>		Resources: <ul style="list-style-type: none"> <li>The Solar Foundation, <a href="#">A Beautiful Day in the Neighborhood: Encouraging Solar Development Through Community Association Policies and Processes</a></li> <li>Solar Outreach Partnership, <a href="#">Model Solar Guidelines: A Resource for North Carolina Homeowners' Associations to Facilitate Solar Projects</a></li> </ul>	
<b>SR-5b: Encourage subdivisions to consider shared solar allowances.</b>		5	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Upload or provide link to meeting minutes, email correspondence, meeting materials, agenda, or relevant handouts.</li> </ul>		Resources: <ul style="list-style-type: none"> <li>The Solar Foundation, <a href="#">A Beautiful Day in the Neighborhood: Encouraging Solar Development Through Community Association Policies and Processes</a></li> </ul>	

	<ul style="list-style-type: none"> <li>Solar Outreach Partnership, <a href="#">Model Solar Guidelines: A Resource for North Carolina Homeowners' Associations to Facilitate Solar Projects</a></li> </ul>		
<b>SR-5c: Develop design guidelines for solar PV in partnership with homeowner associations.</b>		5	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to design guidelines developed in partnership with HOA or similar organization.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>The Solar Foundation, <a href="#">A Beautiful Day in the Neighborhood: Encouraging Solar Development Through Community Association Policies and Processes</a></li> <li>Solar Outreach Partnership, <a href="#">Model Solar Guidelines: A Resource for North Carolina Homeowners' Associations to Facilitate Solar Projects</a></li> </ul>	

## UTILITY ENGAGEMENT

<b>U-1: Inform staff of best practices for integrating interconnection with electrical inspections.</b>		5	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to memo, e-mail, presentation and/or other document(s) used to share best practices with inspection and permitting staff.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>City of San Diego, <a href="#">Solar PV Incentives, Financing Mechanisms, Permitting Process, and Interconnection Information</a></li> </ul>	
<b>U-2: Discuss community solar programs with the local utility. Compile summary and next steps in a memo.</b>		10	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to meeting minutes (including a list of follow-up action items), e-mail correspondence, meeting agenda, or other evidence meeting took place.</li> <li>If any informational materials were developed for the meeting, please upload a copy of the documents.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>National Renewable Energy Laboratory, <a href="#">Community Shared Solar: Policy and Regulatory Considerations</a></li> <li>Smart Electric Power Alliance, <a href="#">Community Solar Design Models</a></li> </ul>	
<b>U-3a: Discuss community goals for solar PV, net metering, and/or interconnection processes with the local utility and explore areas for future collaboration. Compile summary and next steps in a memo.</b>		10	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			

Comments:		
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to meeting minutes (including a list of follow-up action items), e-mail correspondence, meeting agenda, materials prepared for the meeting (e.g., handouts and slides), or other evidence at least one meeting occurred with your local utility regarding these topics.</li> </ul>	<b>Resources:</b> <ul style="list-style-type: none"> <li>Electric Power Research Institute, <a href="#">Utility Engagement Presentation</a></li> <li>The Solar Foundation, <a href="#">The Role of Municipal Utilities in Driving Solar Development</a></li> </ul>	
<b>U-3b: Coordinate with regional organizations or other local governments to engage utilities.</b>	5	<input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>If working with a regional organization or group of local governments, submit an indication of your community's active participation in regional efforts, such as meeting attendance or contribution to coalition's work.</li> </ul>	<b>Resources:</b> <ul style="list-style-type: none"> <li>Electric Power Research Institute, <a href="#">Utility Engagement Presentation</a></li> <li>The Solar Foundation, <a href="#">The Role of Municipal Utilities in Driving Solar Development</a></li> </ul>	
<b>U-4: Demonstrate coordination between local government inspectors and utility staff to reduce Permission to Operate timeline.</b>	20	<input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to an overview of the local government's inspection process, including touchpoints with the utility interconnection process. OR</li> <li>Provide a memo from a staff member of the utility or inspections department detailing the coordination process and explaining how this process reduces the time between inspection and Permission to Operate.</li> </ul>	<b>Resources:</b> <ul style="list-style-type: none"> <li>County of Santa Clara Department of Planning and Development, <a href="#">Photovoltaic/Solar Permits and Guidelines</a></li> </ul>	
<b>U-5: Launch or support a utility-provided community solar program.</b>	20	<input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to include outreach materials developed by the community to support the program, evidence of local events hosted at municipal facilities, an agenda from meetings with utility partners and/or an email or letter from the local utility highlighting coordination on the solar program. <b>AND</b></li> <li>Upload or provide link to press release or other public announcement of the launch of a utility-provided community solar program.</li> </ul>	<b>Resources:</b> <ul style="list-style-type: none"> <li>National Renewable Energy Laboratory, <a href="#">A Guide to Community Shared Solar: Utility, Private, and Nonprofit Project Development</a></li> </ul>	
<b>U-5b: Encourage low-to-moderate income (LMI) participation in utility-provided community solar program through program design and/or financing support options.</b>	10	<input type="checkbox"/>

Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Upload or provide link to webpage, or resource detailing options for LMI customers in utility-led community solar project.</li> </ul>	Resources: <ul style="list-style-type: none"> <li>National Renewable Energy Laboratory, <a href="#">A Guide to Community Shared Solar: Utility, Private, and Nonprofit Project Development</a></li> </ul>	
<b>U-6: Provide residents with Community Choice Aggregation/Energy that includes solar PV as a power generation source.</b>	20	<input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Upload or provide link to document supporting innovation action.</li> </ul>	Resources: <ul style="list-style-type: none"> <li>New York State Energy Research and Development Authority, <a href="#">Community Choice Aggregation Toolkit</a></li> <li>California Community Choice Association, <a href="#">Resources for Starting or Joining a Community Choice Aggregation</a></li> <li>MCE (California's first Community Choice Aggregation program), <a href="#">Establishing Documents</a></li> <li>Ameren Illinois, <a href="#">Government Aggregation: A Handbook For Municipalities, Townships And Counties</a></li> <li>State of Rhode Island, <a href="#">Community Choice Aggregation-Enabling Legislation HB 7786</a></li> </ul>	

## COMMUNITY ENGAGEMENT

<b>CE-1: Convene an active energy task force or solar working group that meets at least three times per year.</b>		10	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Upload or provide link to meeting minutes (including a list of follow-up action items), meeting agenda, or materials prepared for the meeting (e.g., handouts and slides) of the community's energy task force/working group from within the past year and provide documentation of the regularly scheduled frequency of these meetings.</li> </ul>	Resources: <ul style="list-style-type: none"> <li>Town of Fairfield (Connecticut), <a href="#">Sustainable Fairfield Task Force</a></li> </ul>		
<b>CE-2: Post a solar landing page on local government's website with information on the community's solar goals and local resources for solar development.</b>		10	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			

Comments:		
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Provide a link to the solar landing page.</li> </ul>	Resources: <ul style="list-style-type: none"> <li>City of Minneapolis, <a href="#">Solar</a></li> <li>Department of Community Development, City of Gladstone, Missouri, <a href="#">Solar Energy</a></li> </ul>	
<b>CE-3: Provide technical assistance and/or programs or processes to support solar PV development on non-profit and/or community-service orientated facilities.</b>	10	<input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Upload or provide link to website that publicly explains the forms of support available to non-profits and community facilities.</li> <li>OR</li> <li>Upload or provide link to evidence of a mailing or email that was sent to such groups to inform them of these forms of support.</li> <li>OR</li> <li>Upload or provide link to a letter or email from a nonprofit or community facility that states that it has received such support from the municipality.</li> </ul>	Resources: <ul style="list-style-type: none"> <li>City of Boston and City of Cambridge, <a href="#">Massachusetts Home Energy Efficiency Team: Race to Solar</a></li> <li>U.S. Department of Energy, <a href="#">Georgia Interfaith Power and Light Energy Improvement Grants</a></li> </ul>	
<b>CE-4a: Support or host a community-wide group purchase program (e.g., Solarize). Program must have occurred within the last 5 years.</b>	20	<input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Upload or provide link to a website where the Solarize campaign has been publicly announced.</li> <li>OR</li> <li>Upload or provide link to a brief memo about the status of an ongoing Solarize campaign.</li> <li>OR</li> <li>Upload or provide link to documentation of the completion of a Solarize campaign.</li> </ul>	Resources: <ul style="list-style-type: none"> <li>National Renewable Energy Laboratory, <a href="#">The Solarize Guidebook: A community guide to collective purchasing of residential PV systems</a></li> <li>MassCEC Solarize Mass <a href="#">Resource Toolkit</a> (see program background tab)</li> </ul>	
<b>CE-4b: Encourage low-to-moderate income (LMI) participation in community-wide group purchase program through program design and/or financing support options.</b>	10	<input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Provide a link to or upload a document that explains the forms of financing support or program design elements that support LMI residents in solar PV group purchase program.</li> </ul>	Resources: <ul style="list-style-type: none"> <li>National Renewable Energy Laboratory, <a href="#">The Solarize Guidebook: A community guide to collective purchasing of residential PV systems</a></li> <li>MassCEC Solarize Mass <a href="#">Resource Toolkit</a> (see program background tab)</li> </ul>	

<b>CE-5a: Host a solar workshop open to the general public and/or local government staff explaining solar PV opportunities and policies. Workshop must have occurred within the last 5 years.</b>		5	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Upload or provide links to documentation of agenda of workshop, date and the population that was invited.</li> </ul>		Resources: <ul style="list-style-type: none"> <li>City of Ann Arbor, <a href="#">Solar Ann Arbor: A Plan for Action</a></li> <li>National Renewable Energy Laboratory, <a href="#">A Guide to Community Shared Solar: Utility, Private, and Nonprofit Project Development</a></li> </ul>	
<b>CE-5b: Distribute educational materials at relevant community events and/or through local government channels.</b>		5	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Upload or provide link to educational materials and include documentation of where they are distributed. (E.g. educational materials attached to a solar workshop event page).</li> </ul>		Resources: <ul style="list-style-type: none"> <li>New York State Energy Research and Development Authority, <a href="#">Rooftop Solarize Campaign Templates and Tips</a></li> <li>Sonoma County, <a href="#">Solar Informational Brochures</a></li> </ul>	
<b>CE-5c: Establish partnerships with local organizations within your community on solar PV multi-year goals and/or planned initiatives.</b>		5	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Upload or provide link to documentation of partnership with nonprofit or organization solar initiative or goals.</li> </ul>		Resources: <ul style="list-style-type: none"> <li>Solar Plus Northwest, <a href="#">Partners</a></li> <li>Green Capital Alliance, <a href="#">Partners</a></li> <li>Saint Paul Solar in the Cities initiative, <a href="#">Partners</a></li> </ul>	
<b>CE-5d: Demonstrate local government support for local solar projects through speeches, press releases, blog posts, opinion articles, etc.</b>		5	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
Recommended Verification Documentation: <ul style="list-style-type: none"> <li>Upload or provide link to document demonstrating encouragement of solar PV projects.</li> </ul>		Resources: <ul style="list-style-type: none"> <li>City of Albuquerque, <a href="#">"City Announces \$25M Solar Project to Increase Solar and Grow Local Jobs"</a></li> <li>City of Chicago, <a href="#">"Mayor Emanuel Announces City Buildings to be Powered by 100 Percent Renewable Energy by 2025"</a></li> <li>Salt Lake City, <a href="#">Climate Positive 2040</a></li> </ul>	
<b>CE-5e: Engage the community through recurring public meetings, focus groups, or other similar events around climate, energy, or sustainability plans and/or goals.</b>		5	<input type="checkbox"/>
Verification Link(s):			

Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to agenda with date of community meeting or workshop.</li> </ul>	<b>Resources:</b> <ul style="list-style-type: none"> <li>U.S. Department of Energy, <a href="#">Solar Powering Your Community, Create a Solar Advisory Committee or Task Force</a></li> <li>City of Asheville, <a href="#">Energy Innovation Task Force</a></li> <li>City of Fort Collins, <a href="#">Community Advisory Committee</a></li> </ul>	
<b>CE-6: Distribute solar job training and career opportunities in coordination with local colleges and/or workforce development organizations.</b>	20	<input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide links to job descriptions that were posted, screenshots from employment websites, scans or photos of classified ads, or evidence of advertisement of job trainings.</li> </ul>	<b>Resources:</b> <ul style="list-style-type: none"> <li>The Solar Foundation, <a href="#">Strategies for Solar Workforce Development: A Toolkit for the Industry</a></li> <li>City of Madison, <a href="#">Green Power Solar Installer Training Program</a></li> <li>Washington, D.C., <a href="#">Solar Works DC</a></li> <li>Solar Training Network, <a href="#">Local Partnerships for a Brighter Future: The Role of Local Government in Solar Workforce Development &amp; A Case Study from Philadelphia</a></li> </ul>	
<b>CE-7: Conduct feasibility analysis for solar PV on brownfields and/or other under-utilized properties.</b>	10	<input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to a copy of the feasibility analysis or study performed by an independent consultant or professional engineer.</li> </ul>	<b>Resources:</b> <ul style="list-style-type: none"> <li>U.S. Environmental Protection Agency, <a href="#">RE-Powering America's Land</a></li> <li>Massachusetts Department of Energy Resources, <a href="#">Guide to Developing Solar Photovoltaics on Massachusetts Landfills</a></li> </ul>	
<b>CE-8: Install or lease land for solar PV development on brownfields and/or other under-utilized properties.</b>	20	<input type="checkbox"/>
Verification Link(s):		
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments:		
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide a link to documentation describing the location of solar installation(s), the number of systems, and size from facilities manager or staff.</li> <li>If the project has not yet been completed, please provide evidence that a contract (power purchase agreement, lease, or EPC) has been signed or a contractor has been selected. This documentation could include a notice to proceed for the solar developer, a press release, public announcement or</li> </ul>	<b>Resources:</b> <ul style="list-style-type: none"> <li>U.S. Environmental Protection Agency, <a href="#">RE-Powering America's Land</a></li> <li>Massachusetts Department of Energy Resources, <a href="#">Guide to Developing Solar Photovoltaics on Massachusetts Landfills</a></li> </ul>	

news source announcing the solar development will happen.			
<b>CE-9: Engage with regional organizations on advancing solar policies in the region such as unified permitting processes and group procurement opportunities.</b>		20	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to emails, memos, or other correspondence showing that a representative of the municipality has met with their regional planning commission or another regional organization on solar policy or that a representative of the municipality has attended meetings hosted by the regional organization on solar energy.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>Southwest Florida and Tampa Bay Regional Planning Councils, <a href="#">Solar Ready Florida</a></li> </ul>	
<b>CE-10: Demonstrate activity in state-level conversations regarding solar PV.</b>		20	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to copies of public comments on solar energy or related energy proceedings, op-eds in local newspapers, or records of meetings attended by representatives of the municipality.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>North Carolina Clean Energy Technology Center, <a href="#">Database of State Incentives for Renewables and Efficiency (DSIRE)</a></li> </ul>	
<b>CE-11: Post an online solar map for your community.</b>		20	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Provide link to the solar map for your community.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>Ohio-Kentucky-Indiana Regional Council of Governments, <a href="#">Go Solar Ready Solar Map</a></li> <li>City of New York, <a href="#">New York City Solar Map</a></li> </ul>	
<b>CE-12a: Support a third party-provided community solar program. Note: this cannot be the same community solar program for which credit was received under Utility Engagement.</b>		20	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to include outreach materials developed by the community to support the program, evidence of local events hosted at municipal facilities, an agenda from meetings with third party owners.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>National Renewable Energy Laboratory, <a href="#">A Guide to Community Shared Solar: Utility, Private, and Nonprofit Project Development</a></li> </ul>	
<b>CE-12b: Encourage low-to-moderate income (LMI) participation in third party-provided community solar program through program design and/or financing support options.</b>		10	<input type="checkbox"/>

Verification Link(s):	
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments:	
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Provide a link to or upload a document that explains the forms of financing support or program design elements that support LMI residents in third-party owned community-solar project.</li> </ul>	<b>Resources:</b> <ul style="list-style-type: none"> <li>National Renewable Energy Laboratory, <a href="#">A Guide to Community Shared Solar: Utility, Private, and Nonprofit Project Development</a></li> </ul>

## MARKET DEVELOPMENT & FINANCE

<b>MDF-1: Provide online resources on active solar installers and/or local incentives for solar PV.</b>		5	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to document or webpage that contains a brief description of local installers and links to their website.</li> <li>OR</li> <li>Upload or provide link to document or website that contains a brief description of local solar incentives and financing mechanisms with links to relevant forms.</li> </ul>	<b>Resources:</b> <ul style="list-style-type: none"> <li>EnergySage, <a href="#">EnergySage</a></li> <li>North Carolina Clean Energy Technology Center, <a href="#">Database of State Incentives for Renewables and Efficiency (DSIRE)</a></li> </ul>		
<b>MDF-2: Make solar PV metrics publicly available.</b>		5	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Provide link to webpage displaying solar PV metrics.</li> <li>OR</li> <li>Upload public-facing document containing regularly updated solar PV metrics.</li> </ul>	<b>Resources:</b> <ul style="list-style-type: none"> <li>City of Tucson, <a href="#">Tucson City Solar Installations</a></li> </ul>		
<b>MDF-3: Provide information to consumers about residential and commercial solar PV financing options.</b>		5	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Provide link to webpage containing a brief description of local financing mechanisms with links to relevant forms and/or external websites providing education and resources on these topics.</li> <li>OR</li> </ul>	<b>Resources:</b> <ul style="list-style-type: none"> <li>PACE Nation, <a href="#">PACE Programs</a></li> <li>Solar Outreach Partnership, <a href="#">Introduction to Solar Project Finance</a></li> </ul>		

<ul style="list-style-type: none"> <li>Upload public-facing document describing local financing mechanisms.</li> </ul>			
<b>MDF-4: Conduct feasibility analysis for solar PV installations on/at local government facilities.</b>		10	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to a copy of the feasibility analysis or study performed by an independent consultant or professional engineer.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>International City/County Management Association, <a href="#">Guide to Implementing Solar PV for Local Governments</a></li> <li>Solar Outreach Partnership, <a href="#">Toolkit: Installing Solar on K-12 Schools</a></li> </ul>	
<b>MDF-5: Install solar PV on/at local government facilities.</b>		20	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to a copy of as-built construction documents, official commissioning report, interconnection agreement associated with the solar energy system, or press release announcing the commissioned system. OR</li> <li>Upload or provide link to a summary of the installation(s), including total number of systems, size, location, and photos from facilities manager or staff.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>Johnson County, Iowa, <a href="#">Solar Arrays and Project Story</a></li> <li>City of Ypsilanti, <a href="#">SolarYpsi Installations</a></li> <li>City of Boulder, <a href="#">Solar Power Systems at City Facilities</a></li> <li>Interstate Renewable Energy Council, <a href="#">Solar Power Purchase Agreements: A Toolkit for Local Governments</a></li> <li>National Renewable Energy Laboratory, <a href="#">Solar Photovoltaic Financing: Deployment on Public Property by State and Local Governments</a></li> <li>City of San Francisco, <a href="#">Solar and Energy Storage for Resiliency Roadmap, Best Practices Guide, and Solar + Storage Sizing Tool</a></li> <li>New York City, <a href="#">Solar 100: New York City's Municipal Solar Strategy Report</a></li> <li>New York State Energy Research and Development Authority, <a href="#">New York Solar Guidebook for Local Governments</a></li> <li>National Renewable Energy Laboratory, <a href="#">System Advisor Model (SAM)</a></li> <li>National Renewable Energy Laboratory, <a href="#">PVWatts Calculator</a></li> </ul>	
<b>MDF-6a: Provide PACE financing in your community.</b>		10	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to a local ordinance creating a</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>City of Ann Arbor, <a href="#">PACE Financing</a></li> </ul>	

PACE district		<ul style="list-style-type: none"> <li>The Solar Foundation, <a href="#">Commercial PACE Financing</a></li> </ul>	
<b>MDF-6b: Demonstrate that PACE financing has been used to finance solar PV in your community.</b>		10	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide a link to an article, report, press release or memo, on a solar PV project that has utilized PACE financing.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>City of Ann Arbor, <a href="#">PACE Financing</a></li> <li>The Solar Foundation, <a href="#">Commercial PACE Financing</a></li> </ul>	
<b>MDF-7a: Provide local incentives (e.g. permit fee waivers or rebates) or locally-enabled finance (e.g., a revolving loan fund) for solar PV.</b>		20	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to a local ordinance creating local incentives or financing mechanisms. OR</li> <li>Upload or provide link to applications or forms that are required for a system to be eligible for incentives or financing.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>City of New York Mayor's Office of Sustainability, <a href="#">Solar Panel Tax Abatement</a></li> <li>Town of Superior (Colorado) Building Department, <a href="#">Solar Permit Fee Waiver</a></li> </ul>	
<b>MDF-7b: Provide local incentives for solar PV to low-to-moderate income (LMI) households, Disadvantaged Business Enterprises (DBEs), and/or non-profit organizations that provide community services.</b>		5	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to a local ordinance creating local incentives or financing mechanisms. OR</li> <li>Upload or provide link to applications or forms that are required for a system to be eligible for incentives or financing.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>City of New York Mayor's Office of Sustainability, <a href="#">Solar Panel Tax Abatement</a></li> <li>Town of Superior (Colorado) Building Department, <a href="#">Solar Permit Fee Waiver</a></li> </ul>	
<b>MDF-8: Engage local banks, credit unions, foundations and/or community funds about lending for solar PV projects through in-person meetings, discussions, and/or workshops. Compile summary and next steps in a memo.</b>		20	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to an agenda (including time, date, and attendees), meeting minutes (including a list of follow-up action items), and any materials prepared for the meeting (including handouts or slide presentations).</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>Solar Outreach Partnership, <a href="#">Local Lending for Solar PV: A Guide for Local Governments Seeking to Engage Financial Institutions</a></li> <li>Self-Help Credit Union, <a href="#">Solarize Loans</a></li> </ul>	

<b>MDF-9: Demonstrate that the community's installed per capita capacity is above top 20% of states (&gt;99 watts/person).</b>		20	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to written documentation from building department or local solar installers confirming your community's installed solar capacity.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>Solar Energy Industries Association, <a href="#">Solar State By State</a></li> </ul>	
<b>MDF-10a: Conduct feasibility analysis for solar PV integrated with other technologies such as combined heat and power or electric vehicle charging on/at a local government facility.</b>		10	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to feasibility study on proposed solar PV project integrated with another technology.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>Solar Outreach Partnership, <a href="#">Solar Storage Applications for Local Governments</a></li> </ul>	
<b>MDF-10b: Install solar PV integrated with other technologies such as combined heat and power or electric vehicle charging on/at a local government facility.</b>		20	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to a copy of as-built construction documents or official commissioning report of solar installed with another technology. OR</li> <li>Upload or provide link to a summary of the installation(s), including total number of systems, size, location, and photos from facilities manager or staff.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>Solar Outreach Partnership, <a href="#">Solar Storage Applications for Local Governments</a></li> </ul>	
<b>MDF-11a: Conduct feasibility analysis for solar PV plus storage on/at a critical local government facility.</b>		10	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>Upload or provide link to a copy of the feasibility analysis or study performed by an independent consultant or professional engineer. OR</li> <li>Upload or provide link to a summary (provided by facilities manager or staff) of the proposed project, highlighting storage integration and placement near critical facilities.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>Solar Outreach Partnership, <a href="#">Solar PV Emergency and Resilience Planning</a></li> <li>Florida Solar Energy Center, <a href="#">SunSmart E-Shelters Program</a></li> </ul>	

<b>MDF-11b: Install solar PV plus storage on/at a critical local government facility.</b>		20	<input type="checkbox"/>
Verification Link(s):			
Verification Documents(s) to Upload: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Comments:			
<b>Recommended Verification Documentation:</b> <ul style="list-style-type: none"> <li>• Upload or provide link to a copy of as-built construction documents, official commissioning report, or press release on solar plus storage installation.</li> <li>OR</li> <li>• Upload or provide link to a summary of the installation(s), including total number of systems, size, location.</li> </ul>		<b>Resources:</b> <ul style="list-style-type: none"> <li>• Solar Outreach Partnership, <a href="#">Solar PV Emergency and Resilience Planning</a></li> <li>• Florida Solar Energy Center, <a href="#">SunSmart E-Shelters Program</a></li> </ul>	