

SolSmart Advisors Program

2016 Host Community Application



PART I: HOST COMMUNITY INFORMATION

Community Name/ Applicant Organization (Host Community)

Population Served
(total for all applicants)

Co-Applicant Communities/ Organizations (if any)

Host Community Street Address

City

State

ZIP Code

Advisor Work Location (if different from above; list multiple if necessary)

Is the Advisors Work Location accessible by public transportation?

Yes.

No, a private vehicle is required.

Sponsor Name, Title, Department

Sponsor Email

Sponsor Telephone

Supervisor Name, Title, Department

Supervisor Email

Supervisor Telephone

HR Contact Name

HR Contact Email/Telephone

Press Contact Name

Press Contact Email/Telephone

Have all communities named on this application submitted a SolSmart intake form at www.solsmart.org? (Only communities that have submitted a completed intake form are eligible to host an Advisor.)

Yes No

Have all communities named on this application completed the SolSmart "Overarching Pre-Requisite" (formal letter of commitment)?

Yes No

Have any of the communities named on this application achieved Early Adopter status under the SolSmart program?

Yes No

Will any of the communities named on this application be willing and able to provide cost share? (Cost sharing is strongly encouraged, but not required)

Yes Maybe No

Is there any potential for Advisors to be kept on as full-time employees after the SolSmart engagement ends?

Yes Maybe No

PART II: SCOPE OF WORK

Provide a brief summary of how the communities named on this application intend to use the SolSmart Advisor. Be as detailed as possible and cite specific SolSmart designation criteria. These summaries will form the basis of a Project Management Plan that will be developed at the beginning of each engagement. Attach additional pages if necessary.

Proposed Engagement Start Date
(no earlier than January 2017)

Proposed Engagement Duration (in
weeks)

PART III: GOALS, ROLES, AND RESPONSIBILITIES

The primary objective of the SolSmart Advisors program is to provide Host Communities with in-depth support for achieving SolSmart designation through engagements lasting up to 26 weeks. Once selected, Advisors will work with the Host Communities to evaluate existing local government policies and processes, then apply industry-leading best practices to help the communities achieve designation. Through these engagements, the SolSmart program sees a prime opportunity for Advisors to become part of the next generation of solar market leaders. The following roles and responsibilities for the SolSmart program, SolSmart Advisor, and Host Community are seen as critical to the attainment of these goals.

The SolSmart program will:

1. Recruit SolSmart Advisors through an open and competitive process and match candidates with Host Communities. Alternatively, Host Communities (once selected) can nominate a candidate to serve as Advisor. The SolSmart program will vet and approve all community-nominated candidates.
2. Provide weekly stipends to SolSmart Advisors over the duration of the engagement.
3. Provide the SolSmart Advisor with the training and resources required for success.
4. Monitor engagement progress via project management plans, regular check-in calls, and interim and final project reports.
5. Provide additional technical assistance support on an as-needed basis.
6. Connect Advisors with one or more local solar community contacts to help them understand solar company needs and priorities.

The Host Community will:

1. Maintain a clear, ongoing commitment to achieving SolSmart designation.
2. Assign a project Sponsor and Supervisor within the community to the Advisor. Sponsors provide Advisors with reliable access to decision makers in the community and help ensure adequate political will is available for enacting changes required for the community to achieve designation. Examples of individuals best suited for this role are local elected officials, certain department heads, and directors of organizations. Supervisors provide day-to-day assistance and guidance to the Advisor. Supervisors will help the Advisor manage project timelines and other conditions of the Project Management Plan and will participate in check-in calls with the SolSmart Technical Assistance Provider team and with interim and final project reporting.
3. Provide the Advisor with adequate office space, equipment, access to staff across all relevant departments, and any relevant non-confidential internal information and resources.
4. Allow the engagement, including its successes and lessons learned, to be promoted publicly by the SolSmart program.

The SolSmart Advisor will:

1. Retain a strong focus on helping the Host Community achieve designation and maximize the impact of the engagement.
 2. Evaluate existing community policies and processes and determine the best strategy for helping the Host Community achieve designation by leveraging industry-leading best practices.
 3. Participate in regular check-in calls, project management activities, and project reporting.
 4. Coordinate effectively and work professionally with the Supervisor, other staff, and the public.
 5. Identify and fully leverage opportunities to promote the work of the Advisors and Host Communities.
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PART IV: NEXT STEPS

Submit this application to Philip Haddix (phaddix@solarfound.org) by Friday, July 8, 2016.

Upon receipt of this application, the SolSmart team will conduct a review based on the following factors:

1. Commitment to achieving SolSmart designation;
2. Level of need (based on SolSmart designation intake form benchmarking results) balanced with achievability of work plan;
3. Potential for impact (based on population served; small communities are encouraged to apply together to share an Advisor or through regional organizations such as a Council of Governments or a Regional Planning Commission);
4. Efficiency (ability to achieve the goals of the work plan in a reasonable amount of time);
5. Geographic and socioeconomic diversity (among other applicants), and;
6. SolSmart Early Adopter status;
7. Potential for long-term opportunities for SolSmart Advisors, and;
8. Ability and willingness to cost share (cost share is supplemental financial support for Advisors that can include, but is not limited to: increased weekly stipend amounts, extended engagement periods, transportation stipends, etc.).

After the initial review, the SolSmart team will follow up with applicants to collect more information on commitments to achieving designation, the nature of any potential long-term opportunities for Advisors, details on cost share, and any other items.

PART V: SUBMITTAL

I, the undersigned Host Community Sponsor, acknowledge that I understand the SolSmart Advisors program as described in this application and that all responses are correct to the best of my knowledge. By signing this application, I represent that I have the authority to apply on behalf of the Host Community and commit to the roles and responsibilities listed herein. I also permit the SolSmart team to use information provided in this application for the recruitment of Advisors.

Signature

Date