SOLSMART
NATIONALLY DISTINGUISHED. **LOCALLY POWERED.**

PART I: HOST COMMUNITY INFORMATION

A SolSmart Host Community serves as host to the SolSmart Advisor, works with the Advisor and provides project management support on a daily basis, and plays a strong role in ensuring the communities served by the Advisor achieve designation under the SolSmart program.

A Host Community can be a single community seeking designation, a partnership of neighboring communities, or a regional organization hosting an Advisor on behalf of multiple communities seeking designation in the region.

Lead Applicant Community/Organization Name ("Host Community")

Names of All Communities to be Served by SolSmart Advisor

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.

Each Host Community must assign a project Sponsor and Supervisor to support the Advisor. Sponsors provide Advisors with reliable access to decision makers in the community and help maintain community support for achieving designation. Examples of individuals best suited for this role include 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 project management requirements, including (but not limited to) check-in calls and project reporting with the Advisor and the SolSmart team.

Sponsor Name, Title, Department

Sponsor Email   Sponsor Telephone

Supervisor Name, Title, Department

Supervisor Email   Supervisor Telephone

PIO/Press Contact Name   PIO/Press Contact Email/Telephone

Have all communities named on this application submitted a SolSmart intake form at
www.solsmart.org/apply-now? (Intake forms for all communities listed on this application
must be received by January 31, 2017.)

    Yes   No

Have all communities named on this application completed program prerequisite PR-1: Solar
Statement? (Solar Statements for all communities listed on this application must be received by
January 31, 2017.)

    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: PROJECT NARRATIVE

**On the following page, please discuss how the Host Community intends to fully leverage the
opportunity presented by the SolSmart Advisor.** This Project Narrative will be evaluated based on:
(1) whether the Host Community understands the purpose, goals, and expectations of the SolSmart
Advisor program; (2) the strength of the project approach, with strong emphasis on demonstrating
how the Advisor will adequately serve all communities covered by this application; (3) the role/
activities envisioned for the Advisor (citing specific SolSmart criteria where applicable); and (4)
whether the Host Community understands the commitment inherent in receiving an Advisor.

Project Narrative (attach additional pages in PDF format if needed).

Proposed Engagement Start Date
(no earlier than July 2017)   Proposed Engagement Duration (in weeks)

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PART III: REVIEW AND WORK PLAN DEVELOPMENT TIMELINE

February 28, 2017: The SolSmart team will complete its review of all Host Community applications (according to the criteria listed in "Part V: Application Evaluation") and inform applicants of their <u>conditional</u> selection as a Host Community.

March 1 - **April 15, 2017:** The SolSmart team will work with each conditionally selected Host Community to develop a work plan for each individual community to be served by the Advisor. Host Communities will be required to participate in at least one introductory work plan development meeting and one progress meeting to ensure the Host Community is on track with work plan development. Additional meetings may be held as required to complete these work plans. <u>Each work plan must demonstrate a clear path to SolSmart designation</u>.

The SolSmart intake form submitted by each community will form the basis of the Advisor work plans. If during the work plan development process the SolSmart team and Host Community discover one or more communities to be served by the Advisor has already achieved more SolSmart criteria than reported in the SolSmart intake form, the SolSmart program reserves the right to place additional conditions on approving the Host Community for an Advisor (which may include, but are not limited to: requiring more communities to be included on the application or a higher level of designation to be achieved by certain communities.)

Work plans must be finalized and Host Community Memorandum of Understanding executed by April 15, 2017.

March 31, 2017: Position descriptions for each Advisor opportunity must be finalized.

April 1 - **May 31, 2017:** The SolSmart team and Host Community will jointly develop a strategy for disseminating the Advisor position descriptions and receiving and reviewing any applications received. The standard Advisor recruitment process is conducted in four phases: (1) application review and scoring: (2) phone screener interviews; (3) in-depth, second-round interviews; and (4) candidate evaluation via a short research and writing task.

Late June/Early July 2017: SolSmart Advisor training in Washington, DC.

July 2017: Start of Advisor engagement.

PART IV: 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 approximately 26 weeks. Once selected, Advisors will work with the Host Community to qualify the communities covered by this application for SolSmart 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 can also nominate existing staff to serve as the Advisor. The SolSmart program will vet and approve all community-nominated candidates. Applicants wishing to nominate an Advisor should submit a CV for the candidate (in PDF format) with this application.
2. Assist the Host Community in developing a work plan for the engagement that reflects community values and priorities while representing a clear path to SolSmart designation.
3. Provide bi-weekly stipends to SolSmart Advisors over the duration of the engagement.
4. Provide the SolSmart Advisor with the training and resources required for success.
5. Monitor engagement progress via project management plans, regular check-in calls, and interim and final project reports.
6. Provide additional technical assistance support on an as-needed basis.
7. 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. Work with the SolSmart team to develop a work plan for the engagement that reflects community values and priorities while representing a clear path to SolSmart designation.
3. 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 maintain community support for achieving designation. Examples of individuals best suited for this role include 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.
4. Provide the Advisor with adequate office space, equipment, access to staff across all relevant departments, and any relevant non-confidential internal information and resources.
5. 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.

PART V: APPLICATION EVALUATION

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

1. Commitment to achieving SolSmart designation (demonstrated through submission of completed SolSmart intake forms and Solar Statements for all communities);
2. Potential for impact (based on number of communities to be designated by Advisor);
3. Strength of Project Narrative (based on whether communities demonstrate an understanding of the purpose, goals, and expectations of the Advisors program; the project approach and likelihood that the Advisor will be able to adequately serve all communities covered by the Host Community application; the roles/activities envisioned for the Advisor; and whether the applicant understands the commitments inherent in receiving an Advisor.)
4. Level of need (based on SolSmart designation intake form benchmarking results); and
5. Geographic and socioeconomic diversity (among other applicants).

Secondary consideration will be given to the potential for long-term opportunities for Advisors and the ability and willingness of the Host Community to provide project cost share.

PART VI: SUBMITTAL

I, the undersigned Host Community Sponsor, acknowledge that I have read and understand the requirements and responsibilities of 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.

Sponsor Signature   Date

Submit this application to Philip Haddix (phaddix@solarfound.org) by Tuesday, January 31, 2017.