

Verification Documents for SolSmart Criteria

Each action includes recommended forms of documentation an applicant can submit for our team to verify an action has been achieved. While submitting the recommended documentation is preferable and will help expedite the review process, we recognize that not every community will have the exact documentation. In these cases, please provide what is available and best demonstrates achievement of each action.



Certain state policies require that municipalities implement actions that would achieve a wide variety of SolSmart credits (e.g. California’s AB2188 bill or New York State’s Unified Solar Permit). To receive points for these credits, the municipality must still provide documentation that shows that the municipality is in compliance with the relevant state regulation. If no publicly available resources can be provided, a statement from an authority in the community that assures SolSmart of compliance may be accepted on a case-by-case basis.


Pre-Requisite: SOLAR STATEMENT

Action	Recommended Verification Documentation
<p>PR-1: Communities interested in pursuing SolSmart designation must indicate their commitment to supporting solar development in their community. These letters should include:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Provide link to public commitment letter signed by an elected official. While we encourage you to post this letter online, we do not require you to do so. We will consider it public if it is on letterhead of the municipality or county and if it is signed by a public official, since this should make it a matter of public record.




FOUNDATIONAL CATEGORIES: PERMITTING AND PLANNING, ZONING AND DEVELOPMENT

Permitting

Action	Recommended Verification Documentation
<p>P-1: Post an online checklist detailing the required permit(s), submittals, and steps of your community's solar PV permitting process (Required).</p>	<ul style="list-style-type: none"> • Provide link to online permitting checklist. Documentation is acceptable if the checklist applies to at least the expedited permit process for solar.
<p>P-2: Post an online statement confirming a three-day turnaround time for small rooftop solar PV (Required for Gold).</p>	<ul style="list-style-type: none"> • Upload or provide link to document or webpage outlining a streamlined permitting pathway for small PV systems of less than three days.
<p>P-3: Distinguish between systems qualifying for streamlined or standard review.</p>	<ul style="list-style-type: none"> • Upload or provide link to policy. <p>OR</p> <ul style="list-style-type: none"> • 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.
<p>P-4: Require no more than one application form for a residential rooftop solar PV project.</p>	<ul style="list-style-type: none"> • Upload or provide link to residential solar PV permitting process and permit application form required by the municipality.
<p>P-5a: Conduct a review of solar permit fees for residential and commercial solar PV. Compile findings in a memo.</p>	<ul style="list-style-type: none"> • 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.
<p> Earn additional points: P-5b: Demonstrate that residential permit fees for solar PV are \$400 or less.</p>	<ul style="list-style-type: none"> • 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.
<p> Earn additional points: 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).</p>	<ul style="list-style-type: none"> • 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 narrative should show that the fee is not significantly higher than these costs.
<p>P-6: Process small rooftop solar PV permits in 10 business days or fewer.</p>	<ul style="list-style-type: none"> • Upload or provide link to either: <ol style="list-style-type: none"> 1) A document that tracks the date of permit application submissions and decision dates. <p>OR</p> <ol style="list-style-type: none"> 2) Written documentation from a local solar installation company indicating the average permit turnaround time. <p>OR</p> <ol style="list-style-type: none"> 3) A written memo stating that the typical permitting process is 10 days or less.

<p>P-7: Adopt a standard solar PV permit form aligned with best practices (e.g. Solar ABCs).</p>	<ul style="list-style-type: none"> • Upload or provide link to permit application form.
<p>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.</p>	<ul style="list-style-type: none"> • Upload or provide link to a memo from building official or staff describing training. <p>OR</p> <ul style="list-style-type: none"> • Upload or provide link to an agenda with materials from the training. <p>OR</p> <p>Upload or provide link to written verification from training provider. Documentation should include information on date, time, location, and content covered.</p>
<p>P-9: Train fire and safety staff on solar PV and/or solar and storage systems. Training must have occurred in the past five years.</p>	<ul style="list-style-type: none"> • Upload or provide link to a memo from fire (or other safety) official or staff describing training. <p>OR</p> <ul style="list-style-type: none"> • Upload or provide link to an agenda with materials from the training. <p>OR</p> <ul style="list-style-type: none"> • Upload or provide link to written verification from training provider. <p>Documentation should include information on date, time, location, and content covered.</p>
<p>P-10: Develop a regular communication schedule to solicit recommendations from the solar installer community regarding procedural changes.</p>	<ul style="list-style-type: none"> • Upload or provide link to the schedule.
<p>P-11: Offer an online process for permitting submission and approval.</p>	<ul style="list-style-type: none"> • Provide link to online portal for submission and approval. <p>OR</p> <ul style="list-style-type: none"> • If an email-based online process is used: <ol style="list-style-type: none"> 1) Upload or provide link to a memo from building official or staff describing the process. <p>OR</p> <ol style="list-style-type: none"> 2) Upload or provide link to a copy of a sample email with personal and confidential information removed.
<p>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).</p>	<ul style="list-style-type: none"> • Provide link to webpage which states the process for information sharing, including which departments receive or can access the data. <p>OR</p> <ul style="list-style-type: none"> • Upload or provide link to a letter from departments or third-parties with whom the data is shared verifying the process.
<p> Earn Additional Points: 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).</p>	<ul style="list-style-type: none"> • Provide link to webpage which states the process for information sharing, including which departments receive or can access the data. <p>OR</p> <ul style="list-style-type: none"> • Upload or provide link to a letter from departments or third-parties with whom the data is shared verifying the process.
<p>P-13: Local Innovation: Please describe your local innovation regarding Permitting. Be sure to explain how this helps reduce soft cost of solar PV in your community.</p>	<ul style="list-style-type: none"> • Upload or provide link to document supporting innovation action.

Planning, Zoning and Development

Action	Recommended Verification Documentation
<p>PZD-1a: Review zoning requirements and identify restrictions that intentionally or unintentionally prohibit solar PV development. Compile findings in a memo. (Required). Examples include: height restrictions, set-back requirements, use by-right in residential and commercial zones without a conditional use permit.</p>	<ul style="list-style-type: none"> • Upload or provide link to memo from planning official or staff.
<p> Earn additional points: PZD-1b: Formally present PZD-1a memo findings to planning commission, or relevant zoning body.</p>	<ul style="list-style-type: none"> • Upload or provide link to agenda or minutes from the meeting that discussed results of zoning review or provide presentation materials for the session.
<p> Earn additional points: PZD-1c: Draft proposed language for changes to zoning code based on PZD-1a memo. Involve planners and/or local zoning experts in the creation of draft language.</p>	<ul style="list-style-type: none"> • Upload or provide link to draft language from planning official or planning board.
<p>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., through a zoning determination letter). (Required for Silver if PZD-2b isn't achieved)</p>	<ul style="list-style-type: none"> • 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.
<p>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, PZD-2a is optional)</p>	<ul style="list-style-type: none"> • Upload or provide link to document containing all sections of zoning ordinance where solar is an accessory use, by right. Please indicate relevant sections.
<p>PZD-3a: Review existing planning documents and identify new opportunities (not already included) to integrate solar PV into planning goals.</p>	<ul style="list-style-type: none"> • Upload or provide link to memo authored by planning official or staff.
<p> Earn additional points: PZD-3b: Draft proposed language and a timeline for the inclusion of solar PV in existing and/or future plans. Involve planners in the creation of draft language.</p>	<ul style="list-style-type: none"> • Upload or provide link to proposed plan language and a link to the proposed timeline for integration with future plans.
<p>PZD-4: Provide clear guidance for solar PV on historic properties and in special overlay districts.</p>	<ul style="list-style-type: none"> • Upload or provide link to staff or board/council guidance.
<p>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).</p>	<ul style="list-style-type: none"> • Upload or provide link to relevant plans that incorporate solar PV goals or metrics. Please indicate relevant sections.
<p>PZD-5b: Develop a primary use solar PV assessment that identifies all feasible sites for large-scale solar PV development within a jurisdiction.</p>	<ul style="list-style-type: none"> • Upload or provide link to findings from site identification study or analysis.


<p>PZD-6: Include guidelines for active and passive solar in development regulations. (E.g., providing guidance for orientation of structures in subdivision regulations).</p>	<ul style="list-style-type: none"> • Upload or provide link to active and passive development regulations.
<p>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).</p>	<ul style="list-style-type: none"> • Upload or provide link to ordinance creating incentive. <p>OR</p> <ul style="list-style-type: none"> • Upload or provide link to internal documents creating the policy. <p>OR</p> <ul style="list-style-type: none"> • Upload or provide link to a memo from relevant department officials or staff outlining development incentives.
<p>PZD-8: Incentivize solar PV development on parking lots, vacant lots, buffer lands around uses with nuisances (e.g. refineries, wastewater plants), brownfields or formerly contaminated lands, airport safety zones (with FAA approval), and non-building structures.</p>	<ul style="list-style-type: none"> • Upload or provide link to ordinance creating incentive. <p>OR</p> <ul style="list-style-type: none"> • Upload or provide link to internal documents creating the policy. <p>OR</p> <ul style="list-style-type: none"> • Upload or provide link to a memo from relevant department officials or staff outlining development incentives.
<p>PZD-9: Train planning staff on best practices in planning and zoning for solar PV. Training must have occurred in the past five years.</p>	<ul style="list-style-type: none"> • 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.
<p>PZD-10: Ensure that the zoning ordinance does one or more of the following for accessory use solar.</p> <p>↳ PZD-10a: Permits small ground-mounted solar PV as an accessory use in at least one zoning district.</p> <p>↳ PZD-10b: Exempts rooftop solar PV from certain restrictions on accessory use (e.g., height limits, rooftop equipment screening requirements, or other restrictions).</p> <p>↳ 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).</p>	<ul style="list-style-type: none"> • Upload or provide a document containing all sections of zoning ordinance that demonstrate the achievement of PZD-10a, b, or c.
<p>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).</p>	<ul style="list-style-type: none"> • Upload or provide link to the handout or zoning determination letter or other public document that clarifies and summarizes regulations.
<p>PZD-12: Ensure that the zoning ordinance does one or more of the following for primary use solar:</p> <p>↳ PZD-12a: Establish a clear regulatory pathway for primary use solar PV (e.g., through a special use permit or through inclusion among allowed conditional uses).</p> <p>↳ PZD-12b: Establish solar energy zones and/or solar overlays for primary use solar PV.</p>	<ul style="list-style-type: none"> • Upload or provide a document containing all sections of zoning ordinance that demonstrate the achievement of PZD-12a or PZD-12b.
<p>PZD-13: Local Innovation: Please describe your local innovation regarding Planning, Zoning, and Development Regulations. Be sure to explain how this helps reduce soft cost of solar PV in your community. Innovation Actions may receive up to 20 points toward designation.</p>	<ul style="list-style-type: none"> • Upload or provide link to document supporting innovation action.

SPECIAL FOCUS CATEGORIES



Special Focus: Inspection

Action	Recommended Verification Documentation
<p>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).</p>	<ul style="list-style-type: none"> • Upload or provide link to a memo from building official or staff describing training. <p>OR</p> <ul style="list-style-type: none"> • 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. <p>OR</p> <ul style="list-style-type: none"> • Upload or provide link to written verification from training provider. <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 <i>all components of the PV system at once</i> 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>I-2: Require no more than two inspections for accessory-use solar PV.</p>	<ul style="list-style-type: none"> • 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.
<p>I-3: Offer inspection appointment times in lieu of appointment windows for solar PV.</p>	<ul style="list-style-type: none"> • Upload or provide link to solar PV inspection process that includes information on inspection appointment times.
<p>I-4: Post solar PV inspection requirements online, including the inspection process and what details inspectors will review.</p>	<ul style="list-style-type: none"> • Provide link to document outlining the inspection process and requirements.
<p>I-5: Complete solar PV inspections within five business days of an inspection request.</p>	<ul style="list-style-type: none"> • Upload or provide link to webpage or public document detailing timeline from inspection request to scheduling of inspection.
<p>I-6: Provide an online process solar PV inspection scheduling.</p>	<ul style="list-style-type: none"> • Provide link to resource. <p>OR</p> <ul style="list-style-type: none"> • If an email-based online process is used: <ol style="list-style-type: none"> 1) Upload or provide link to a memo from building official or staff describing the process. <p>OR</p> <ol style="list-style-type: none"> 2) Upload or provide link to a copy of a sample email with personal and confidential information removed.
<p>I-7: Local Innovation: Please describe your local innovation regarding Inspection. Be sure to explain how this helps reduce soft cost of solar PV in your community. Innovation Actions may receive up to 20 points toward designation.</p>	<ul style="list-style-type: none"> • Upload or provide link to document supporting innovation action.



Special Focus: Construction Codes

Action	Recommended Verification Documentation
<p>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.</p>	<ul style="list-style-type: none"> • 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.
<p> Earn additional points: CC-1b: Include guidance for solar PV on parking lots and other types of non-traditional structures.</p>	<ul style="list-style-type: none"> • Same as above.
<p>CC-2: Incentivize new construction to be solar ready in at least one zoning district.</p>	<ul style="list-style-type: none"> • Upload or provide link to city ordinance or program incentivizes new construction to be solar ready. <p>OR</p> <ul style="list-style-type: none"> • 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.
<p>CC-3: Post online design guidelines for solar PV aligned with National Electrical Code and fire code.</p>	<ul style="list-style-type: none"> • Upload or provide link to document or webpage that describes solar PV design guidelines. <p>AND</p> <ul style="list-style-type: none"> • Upload or provide link to a memo from a code official or staff that community codes meet the required standards.
<p>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.</p>	<ul style="list-style-type: none"> • Upload link to demonstrate adoption of codes that require solar readiness of new construction.
<p>CC-5: Codify a solar requirement for new construction and/or retrofits meeting a specific threshold, in at least one zoning district.</p>	<ul style="list-style-type: none"> • Provide a link or upload a document providing the excerpt from zoning code specifying a solar requirement for new construction or retrofits.
<p>CC-6: Local Innovation: Please describe your local innovation regarding Construction Codes. Be sure to explain how this helps reduce soft cost of solar PV in your community. Innovation Actions may receive up to 20 points toward designation.</p>	<ul style="list-style-type: none"> • Upload or provide link to document supporting innovation action.


Special Focus: Solar Rights


Action	Recommended Verification Documentation
<p>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.</p>	<ul style="list-style-type: none"> • Provide link to webpage with resource(s). <p>OR</p> <ul style="list-style-type: none"> • Upload copies of documents that have been distributed to residents.
<p>SR-2: Post consumer protection resources on solar PV online.</p>	<ul style="list-style-type: none"> • Upload or provide link to webpage containing consumer protection resources or copies of locally-developed document(s).
<p>SR-3: Enable solar rights through a local solar access ordinance.</p>	<ul style="list-style-type: none"> • Upload or provide link to relevant portions of local zoning code.
<p>SR-4: Post an online checklist for recording solar energy easements for property owners.</p>	<ul style="list-style-type: none"> • Provide a link to an online checklist that details how solar easements are recorded for property owners.
<p>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.</p>	<ul style="list-style-type: none"> • 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. <p>OR</p> <ul style="list-style-type: none"> • Provide link or upload a memo summarizing the meeting, attendees, and next steps for reducing or eliminating restrictive requirements for solar PV.
<p> Earn additional points: SR-5b: Encourage subdivisions to consider shared solar allowances.</p>	<ul style="list-style-type: none"> • Upload or provide link to meeting minutes, email correspondence, meeting materials, agenda, or relevant handouts.
<p> Earn additional points: SR-5c: Develop design guidelines for solar PV in partnership with homeowner associations.</p>	<ul style="list-style-type: none"> • Upload or provide link to design guidelines developed in partnership with HOA or similar organization.
<p>SR-6: Local Innovation: Please describe your local innovation regarding Solar Rights. Be sure to explain how this helps reduce soft cost of solar PV in your community. Innovation Actions may receive up to 20 points toward designation.</p>	<ul style="list-style-type: none"> • Upload or provide link to document supporting innovation action.

Special Focus: Utility Engagement


Action	Recommended Verification Documentation
<p>U-1: Inform staff of best practices for integrating interconnection with electrical inspections.</p>	<ul style="list-style-type: none"> • Upload or provide link to memo, e-mail, presentation and/or other document(s) used to share best practices with inspection and permitting staff.
<p>U-2: Discuss community solar programs with the local utility.</p>	<ul style="list-style-type: none"> • Upload or provide link to meeting minutes. OR • Upload a memo summarizing the agenda of the meeting, attendees, date, and next steps.
<p>U-3a: Discuss community goals for solar PV, net metering, and/or interconnection processes with the local utility and explore areas for future collaboration</p>	<ul style="list-style-type: none"> • 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.
<p> Earn additional points: U-3b: Coordinate with regional organizations or other local governments to engage utilities.</p>	<ul style="list-style-type: none"> • 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.
<p>U-4: Demonstrate coordination between local government inspectors and utility staff to reduce Permission to Operate timeline.</p>	<ul style="list-style-type: none"> • Upload or provide link to an overview of the local government's inspection process, including touchpoints with the utility interconnection process. OR • 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.
<p>U-5a: Launch and support a utility-provided community solar program.</p>	<ul style="list-style-type: none"> • 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 e-mail or letter from the local utility highlighting coordination on the solar program. AND • Upload or provide link to press release or other public announcement of the launch of a utility-provided community solar program.
<p> Earn additional points: U-5b: Encourage low-to-moderate income (LMI) participation in utility-provided community solar program through program design and/or financing support options.</p>	<ul style="list-style-type: none"> • Upload or provide link to webpage, or resource detailing options for LMI customers in utility-led community solar project.
<p>U-6: Local Innovation: Please describe your local innovation regarding Utility Engagement. Be sure to explain how this helps reduce soft cost of solar PV in your community. Innovation Actions may receive up to 20 points toward designation.</p>	<ul style="list-style-type: none"> • Upload or provide link to document supporting innovation action.

Special Focus: Community Engagement

Action	Recommended Verification Documentation
CE-1: Convene an active energy task force or solar working group that meets at least three times per year.	<ul style="list-style-type: none"> • 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.
CE-2: Create a solar landing page on local government's website with information on the community's solar goals and local resources for solar development.	<ul style="list-style-type: none"> • Provide a link to the solar landing page.
CE-3: Provide technical assistance and/or programs or processes to support solar PV development on non-profit and/or community-service oriented facilities.	<ul style="list-style-type: none"> • Upload or provide link to website that publicly explains the forms of support available to non-profits and community facilities. <p>OR</p> <ul style="list-style-type: none"> • 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. <p>OR</p> <ul style="list-style-type: none"> • Upload or provide link to a letter or email from a non-profit or community facility that states that it has received such support from the municipality.
CE-4a: Support or host a community-group purchase program (e.g., Solarize). Program must have occurred within the last 5 years.	<ul style="list-style-type: none"> • Upload or provide link to a website where the Solarize campaign has been publicly announced. <p>OR</p> <ul style="list-style-type: none"> • Upload or provide link to a brief memo about the status of an ongoing Solarize campaign. <p>OR</p> <ul style="list-style-type: none"> • Upload or provide link to documentation of the completion of a Solarize campaign.
 Earn additional points: CE-4b: Encourage low-to-moderate income (LMI) participation in community-wide group purchase program through program design and/or financing support options.	<ul style="list-style-type: none"> • 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.
CE-5a: Host a solar workshop open to the public and/or local government staff explaining solar PV opportunities and policies. Workshop must have occurred in the last 5 years.	<ul style="list-style-type: none"> • Upload or provide links to documentation of agenda of workshop, date and the population that was invited.
CE-5b: Distribute educational materials at relevant community events and through local government channels.	<ul style="list-style-type: none"> • 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).
CE-5c: Establish partnerships with local non-profits or organizations on solar with multi-year goal or planned initiatives.	<ul style="list-style-type: none"> • Upload or provide link to documentation of partnership with nonprofit or organization solar initiative or goals.
CE-5d: Demonstrate local government support for local solar projects through speeches, press releases, blog posts, opinion articles, etc.	<ul style="list-style-type: none"> • Upload or provide link to document demonstrating encouragement of solar PV projects.

<p>CE-5e: Engage the community through recurring public meetings, focus groups, or other similar events around climate, energy, or sustainability plans and/or goals.</p>	<ul style="list-style-type: none"> • Upload or provide links to agenda with dates of community meetings or workshops
<p>CE-6: Distribute solar job training and career opportunities in coordination with local community colleges and/or workforce development organizations.</p>	<ul style="list-style-type: none"> • 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.
<p>CE-7: Conduct feasibility analysis for solar PV on brownfields, landfills, formerly contaminated lands and/or other under-utilized properties.</p>	<ul style="list-style-type: none"> • Upload or provide link to a copy of the feasibility analysis or study performed by an independent consultant or professional engineer.
<p>CE-8: Install or lease land for solar PV development on brownfields, landfills, formerly contaminated lands and/or other under-utilized properties.</p>	<ul style="list-style-type: none"> • 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. • 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 news source announcing the solar development will happen.
<p>CE-9: Engage with regional organizations on advancing solar policies in the region such as unified permitting processes and group procurement opportunities.</p>	<ul style="list-style-type: none"> • Upload or provide link to e-mails, 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.
<p>CE-10: Demonstrate activity in state-level conversations regarding solar PV.</p>	<ul style="list-style-type: none"> • 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.
<p>CE-11: Post an online solar map for your community.</p>	<ul style="list-style-type: none"> • Provide link to the solar map for your community.
<p>CE-12a: Support a third party-provided community solar program. Note: this cannot be the same community solar for which credit was received under Utility Engagement.</p>	<ul style="list-style-type: none"> • 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.
<p> Earn additional points: CE-12b: Encourage low-to-moderate income (LMI) participation in third party-provided community solar program through program design and/or financing support options.</p>	<ul style="list-style-type: none"> • 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.
<p>CE-13: Local Innovation: Please describe your local innovation regarding Community Engagement. Be sure to explain how this helps reduce soft cost of solar PV in your community. Innovation Actions may receive up to 20 points toward designation.</p>	<ul style="list-style-type: none"> • Upload or provide link to document supporting innovation action.

Special Focus: Market Development and Finance


Action	Recommended Verification Documentation
MDF-1: Provide online resources on active solar installers and/or local incentives for solar PV.	<ul style="list-style-type: none"> • Upload or provide link to document or webpage that contains a brief description of local installers and links to their website. <p>OR</p> <ul style="list-style-type: none"> • Upload or provide link to document or webpage that contains a brief description of local solar incentives and financing mechanisms with links to relevant forms.
MDF-2: Make solar PV metrics publicly available.	<ul style="list-style-type: none"> • Provide link to webpage displaying solar PV metrics. <p>OR</p> <ul style="list-style-type: none"> • Upload public-facing document containing regularly updated solar PV metrics.
MDF-3: Provide information to consumers about different residential and commercial solar PV financing options.	<ul style="list-style-type: none"> • Provide link to webpage containing a brief description of financing mechanisms with links to relevant forms and/or external websites providing education and resources on these topics. <p>OR</p> <ul style="list-style-type: none"> • Upload public-facing document describing financing mechanisms.
MDF-4: Conduct feasibility analysis for solar PV installations on/at public facilities.	<ul style="list-style-type: none"> • Upload or provide link to a copy of the feasibility analysis or study performed by an independent consultant or professional engineer.
MDF-5: Install solar PV on/at local government facilities.	<ul style="list-style-type: none"> • 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. <p>OR</p> <ul style="list-style-type: none"> • 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.
MDF-6a: Provide PACE financing in your community.	<ul style="list-style-type: none"> • Upload or provide link to a local ordinance creating a PACE district.
 Earn additional points: MDF-6b: Demonstrate that PACE financing has been used to finance solar PV in your community.	<ul style="list-style-type: none"> • Upload or provide a link to an article, report, press release or memo, on a solar PV project that has utilized PACE financing.
MDF-7a: Provide local incentives (i.e. permit fee waivers or rebates) or locally-enabled finance (e.g. a revolving loan fund) for solar PV.	<ul style="list-style-type: none"> • Upload or provide link to a local ordinance creating local incentives or financing mechanisms. <p>OR</p> <ul style="list-style-type: none"> • Upload or provide link to applications or forms that are required for a system to be eligible for incentives or financing.
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.	<ul style="list-style-type: none"> • Upload or provide link to a local policy creating local incentives or financing mechanisms. <p>OR</p> <ul style="list-style-type: none"> • Upload or provide link to applications or forms that are required for a system to be eligible for incentives or financing.
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.	<ul style="list-style-type: none"> • Upload or provide link to a memo with 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).

MDF-9: Demonstrate that the community's installed per capita capacity is above top 20% of states (>99 watts/person).

- Upload or provide link to written documentation from building department or local solar installers confirming your community's installed solar capacity.

MDF-10a: Conduct feasibility analysis for solar PV integrated with other technologies such as combined heat and power systems or electric vehicle charging on/at a local government facility.

- Upload or provide link to feasibility study on proposed solar PV project integrated with another technology.

 **Earn additional points:** 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.

- Upload or provide link to a copy of as-built construction documents or official commissioning report of solar installed with another technology.

OR


- 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.

MDF-11a: Conduct feasibility analysis solar PV plus storage on/at a critical local government facility.

- Upload or provide link to a copy of the feasibility analysis or study performed by an independent consultant or professional engineer.

OR

- 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.

 **Earn additional points:** MDF-11b: Install solar PV plus storage on/at a critical local government facility.

- Upload or provide link to a copy of as-built construction documents, official commissioning report, or press release on solar plus storage installation.

OR

- Upload or provide link to a summary of the installation(s), including total number of systems, size, location.

MDF-12: Local Innovation: Please describe your local innovation regarding Market Development and Finance. Be sure to explain how this helps reduce soft cost of solar PV in your community. Innovation Actions may receive up to 20 points toward designation.

- Upload or provide link to document supporting innovation action.

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