*Place on municipal letterhead. Adapt as desired.*

Date\_\_\_\_\_\_

Scott Annis

International City/County Management Association

777 North Capitol St., NE, Ste. 600

Washington, DC 20002

Theresa Perry

The Solar Foundation

c/o Marcum

1899 L Street, NW, Ste. 850

Washington, DC 20036

Dear Scott Annis and Theresa Perry:

The Village/City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_commits to work to earn the SolSmart designation as part of a cohort of communities to be led by the Metropolitan Mayors Caucus. If the Caucus is awarded a contract to serve as a SolSmart Advisor, we will dedicate staff to work as a member of a cohort to meet the requirements to earn SolSmart designation.

Once we determine how best to direct our efforts with the help of the SolSmart team and the Mayors Caucus, we will seek to earn Bronze, Silver or Gold SolSmart designation. We expect to complete all program requirements in 2021.

As a signatory to the Caucus’ Greenest Region Compact (GRC)*,* we passed a resolution (enter year if known) formally supporting the following solar goals and agreed to work to achieve them in our own communities and in collaboration throughout the region. Joining the Caucus’ SolSmart cohort would allow us to address these high-level GRC goals:

Energy Goals

* Advance renewable energy
* Enact policies that support clean energy
* Engage the community in clean energy practices

The GRC Framework, a companion tool to the Greenest Region Compact pledge, further aligns with SolSmart program guidelines. We will focus on the following objectives and strategies common to both the GRC Framework with SolSmart objectives. These strategies are designated with “E” and the strategy number from the GRC Framework, below:

* With the help of SolSmart and the Caucus, we will review zoning requirements and act to remove barriers to solar development. We will also create and distribute a checklist detailing the steps of our permitting process for solar development (consistent with GRC Framework objectives E13, E13a, and E25).
* In collaboration with the Mayors Caucus, we also will participate in staff training for inspectors, planners and first responders.
* We will also educate the community about solar energy (E33) through our website, and community events.
* We will earn additional points by completing other tasks that make it faster, easier, and more affordable for our residents and businesses to install solar energy systems.
* In order to measure progress along the way, we will track key metrics related to solar energy deployment, such as the number and location of solar installations and their capacity.

The Metropolitan Mayors Caucus led two successful cohorts totaling 35 municipalities and counties to earn SolSmart designation. This collaborative approach has proven to accelerate solar development and investment our communities. We are eager to begin on the path towards SolSmart designation and look forward to working with the SolSmart team and the Metropolitan Mayors Caucus.

Please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for inquiries about this application.

Sincerely,

*Authorized municipal representative (does not need to be the mayor)*