

Attachment B
2015 Fall Solarize Rhode Island
Community Proposal Checklist

Note: It is the responsibility of the Community to submit a complete application before the RFP deadline of 4:00 pm ET on September 22, 2015. Only complete applications will pass the threshold review and be considered for selection under the Solarize Rhode Island Program.

Community Name:	Date:
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Community Proposal Checklist (Include the following items in the proposal submittal)

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- Attach a Letter from Municipal Chief Executive Officer, containing the following:**
 - Statement of Commitment
 - Municipal Primary Point of Contact identified
 - External Review Team identified
 - Demonstration of experience with a solar PV project or solar-related activities (if applicable)
 - (Optional) Provide insight into whether the Community Energy or Sustainability Committee will be involved in administering a Solarize Mass campaign.
 - For group proposals only – Statement from Community that they plan on working collaboratively to achieve success under the program.
- Terms and Conditions:** Review the Terms and Conditions in the draft *OER-Community Letter Agreement* (Attachment C). Attach any comments to the application.
- Reference Materials:** Review the *North Smithfield Round 1 Pilot Overview* available at www.solarizeri.com.
- Attachment A:** Attach a completed, executed *Signature and Acceptance Form* (Attachment A)
- (Optional)** Attach a Letter from the Community Energy or Sustainability Committee (if in existence) demonstrating support for a Solarize RI program in the Community.
- Community Outreach Plan** (maximum of 15 pages):
 - Team:** Description of the designated team, roles, and prior successes
 - Community:** Describe basic attributes including population, number of owner occupied residences, etc.
 - Marketing and Outreach:** Outline a plan that describes various methods to create community awareness around a Solarize RI program, encourage participants to sign up for a solar site assessment, and encourage adoption of solar PV systems.

Optional: Include an outreach activity timeline, expected volunteer activity hours, preliminary goals for community participation and solar PV adoption during program.

- Optional:** If the community plans to provide additional municipal employee work hours or financial assistance to the program, please outline how those contributions might be used.

Local Interest: Demonstrate that there is significant interest in the community to participate and drive a successful program. It is highly recommended that communities conduct a survey or poll to gauge interest, and to develop an initial list of interested residents.

Permitting: Identify the local permitting process for solar PV projects within the community and any requirements surrounding use of Solarize RI program marketing materials (for example lawn signs or banners). See Form below for additional guidance.

Community Permitting and Requirements

Identify the local permitting process for solar PV projects within the community, and requirements surrounding Solarize RI program marketing materials. This should include, but is not limited to, information on the building and electrical permitting process and fee structures, as well as any local Historic or Conservation Commission requirements that may require engagement on projects. Please use Exhibit 1 below.

Optional: Identify potential streamlining efforts in anticipation of large a number of solar PV permit applications.

Exhibit 1. Community Permitting and Requirements Chart

Permitting Component	Solar PV Requirements	Review Timeline	Cost	Associated Web Links
Building Permit (Roof Mounted)				
Building Permit (Ground Mounted)				
Electrical Permit				
Conservation Commission				
Historical Commission				
Community Bi-laws for yard signs				
Community Bi-laws for banners, signs, etc. in public spaces				

Group Proposal: If applicable, demonstrate the benefit of responding to the RFA as a group, a history of partnering, and outline how communication, marketing, and outreach efforts will be deployed.

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