



## **2024 LEED for Cities Local Government Leadership Program**

*A program of the U.S. Green Building Council with support from Bank of America*

### **PROGRAM DESCRIPTION**

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The U.S. Green Building Council (USGBC) and partner Bank of America are pleased to announce a call for applications for the **2024 LEED for Cities Local Government Leadership Program**. This program supports U.S. local governments committed to certifying in the LEED for Cities rating system who also see value in the peer-to-peer networking and collaboration that comes with participation in a national cohort.

The goal of the one-year program is to help local governments get organized, set goals, collect data, and apply for LEED for Cities certification. Certification has many benefits, including serving as a springboard for data-driven decision making, cross-agency coordination, integrated budgeting and performance management, partnerships with philanthropy, civic engagement, economic development and more.

Learn more about the leadership program [here](#) and review our LEED for Cities informational packet for local governments [here](#).

This is a competitive program, with applications accepted annually. For 2024, applications will be evaluated on various criteria, including leadership support, commitment to sustainability, readiness and overall capacity, demonstrated need, and coordination with other local, regional, national or global initiatives. Local governments that best meet the stated criteria will be selected.

### **PROGRAM DETAILS**

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Once local governments are selected to participate in the national cohort, we will commence the program with a multi-day, virtual orientation and training open to staff, elected/appointed officials, community stakeholders and other partners. USGBC will walk your team through the rating system and certification process, leading exercises such as goal setting and roadmap development consistent with the requirements in [IP Credit: Integrative Planning and Leadership](#).

After the training, project leaders will connect across departments to begin identifying and collecting data for certification. Resources like the [LEED for Cities Crosswalk Tool](#) will support efficient and organized project management.

The national cohort will meet regularly throughout the year via phone calls and web conferencing to share progress and best practices. Each local government will receive a dedicated USGBC liaison who will check-in regularly, help to resolve issues, and provide feedback and support.

Each local government will be responsible for gathering the data necessary for certification. When the local government has completed the application to their specification, they will submit for review, around month six in the program year. GBCI will provide a robust, third-party review with two phases: preliminary and final. A results report is generated along with a case study at time of certification. USGBC will provide PR and marketing support, including a certificate and resources to help announce and celebrate the local government's certification.

Local governments engaged in the national cohort may have additional opportunities to be featured in webinars, articles, conference sessions and workshops. Toward the end of 2024 and beyond the program year, staff will support local governments as their focus shifts to evaluating results, prioritizing investments and next steps, and communicating impact.

## **PROGRAM BENEFITS**

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Each local government selected to participate in the 2024 Program will receive:

- A one-year USGBC Silver level membership valued at \$1,500;
- Registration of the local government project in the LEED for Cities & Communities: Existing Cities v4.1 certification program at \$2,500;
- A dedicated USGBC staff liaison providing project management and coaching support, technical assistance, and QA/QC on certification materials;
- Access to a multi-day virtual orientation program for staff, elected/appointed officials and partners;
- Invitation to local/regional USGBC Community forums throughout the program year;
- Regular networking and convening opportunities with the national cohort;
- Access to a LEED for Cities Fellow for additional guidance and support;
- Public relations and marketing assistance and a case study on your USGBC Project Directory page tied to certification announcement;
- How to guides, education resources, and other project management tools;
- Access to green building policy and advocacy support, connection to local chapters and our network of thought leaders and practitioners!

## **PROGRAM FEES**

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There are no direct program fees for local governments selected to participate in the 2024 LEED for Cities Local Government Leadership Program. Each selected jurisdiction will receive the program benefits listed above.

Local governments may be responsible for paying their certification review fee (\$8,000), which is invoiced at the time of their certification application submittal. In 2024, stipends will be made available on a case-by-case basis to local governments with expressed need who commit to completing certification within the timeline and parameters outlined in the program agreement. Additional details can be found in the 2024 program application.

Beyond the program year, local governments can expect to pay for re-certification on a 5-year cycle; the current recertification fee is \$5,000. Local governments are encouraged to maintain their USGBC memberships and to remain active in their local chapter or community after program concludes.

## **ELIGIBILITY REQUIREMENTS**

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*The following requirements must be met and demonstrated in the application form:*

- Applicant is a United States based local government (e.g. city, town, county).
- If accepted, applicant commits to register their local government by March 31, 2024.
- Applicant has leadership support to actively participate.

*USGBC reserves the right to select local governments for the program based on these additional criteria:*

- Diverse representation including factors such as geography, economic conditions, land area and population size;
- Sufficient staff resources to complete the data collection necessary for certification;
- Commitment to accelerating action on sustainability, resilience, and equity;
- A vision for using certification results to advance solutions and prioritize investments in community-wide sustainability;
- Willingness to be open, transparent, data-driven and address sustainability challenges head-on; and/or
- Location in an area represented by Bank of America.

The selection committee may be comprised of USGBC staff, partners and representatives from our formal stakeholder groups.

## **SCHEDULE**

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- Call for Applications opens: Friday December 1, 2023
- Deadline to Apply: Thursday February 15, 2024
- Decisions Announced: On or around Friday March 1, 2024
- Official Program Year: April 1 to March 31

## **APPLICATION INSTRUCTIONS**

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Please submit the following application package in electronic format only:

- A completed and signed application (required).

- Letters of support from relevant agencies, boards/commissions, community-based organizations and/or partners (optional).

The deadline to submit materials is February 15, 2024.

**Application packages should be emailed to [cities@usgbc.org](mailto:cities@usgbc.org) with the subject:**  
Community Name - Application 2024 LFC Leadership Program



# LEADERSHIP PROGRAM APPLICATION

## PART I: BACKGROUND INFORMATION

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Please provide the following background information on the applicant city or county:

- Name of jurisdiction:
- Population (year):
- Median household income (year):
- Land area (acres):
- Highest ranking elected official (name and title):
- Primary contact for application:
  - Name and title:
  - Email address:
  - Phone number:
  - Mailing address:
- Jurisdiction's website and any relevant social media pages:
- Date of last Community-wide GHG Inventory:

## PART II: APPLICATION INFORMATION

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Please answer the following questions (in 1 to 2 paragraphs per question):

1. Why does your city or county want to pursue certification in LEED for Cities?
2. What are your jurisdiction's top three sustainability related priorities?
3. How do you envision utilizing LEED for Cities to demonstrate leadership and progress on those priorities?
4. Do you expect to connect your certification efforts with other planning processes or initiatives over the next year? If so, please share.

5. What challenges, if any, do you anticipate tied to certification and your overall participation in the Leadership Program?
6. Who will be the core members of your project team and what roles and responsibilities will they have?
7. Describe buy-in for certification from: elected and appointed officials, senior management, community-based organizations, and/or civic leaders.
8. In order to certify, local governments must meet certain prerequisites. Please review this [data collection worksheet](#) and confirm that your jurisdiction has access to data to submit on each of the 14 indicators included in the LEED for Cities and Communities: Existing Cities v4.1 performance prerequisites. Refer to the rating system [guide](#) and [scorecard](#) for additional information.

### **PART III. CERTIFICATION REVIEW FEE SUBSIDY**

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USGBC will make need-based certification review fee stipends available for jurisdictions demonstrating compelling resource constraints and need. These stipends are to help places that have the vision and capacity to achieve certification yet lack financial resources to cover the review fee. Stipends are limited and will be awarded on a competitive basis. To be eligible for the stipend, jurisdictions must agree to comply with the timeline and parameters outlined in the forthcoming program agreement.

If applicable, please respond to the following questions:

- Explain the jurisdiction's need for a certification review fee stipend.
- How will you proceed if your jurisdiction does not receive a certification review fee stipend?

### **PART IV. COMMITMENT**

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By submitting this application to USGBC, each local government applicant is expressing an intention to participate in the 2024 LEED for Cities Local Government Leadership Program and pursue certification in the LEED for Cities & Communities: Existing Cities v4.1 rating system.

Upon selection, a Program Agreement will be supplied to each invited jurisdiction that will contain certain terms and conditions, including a requirement that the City/County acknowledge USGBC in any statements or publications about the program, and permit the City/County name and images to be used for case studies and other materials.

## **PART V. SIGNATURE**

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*I verify that the information in this application is true to the best of my knowledge.*

Name:

Signature:

Date: