

[OFFICIAL LETTERHEAD]

[Date]

Joanne Bissetta, Director
Green Communities Division
Massachusetts Department of Energy Resources (DOER)
100 Cambridge Street, 9TH Floor
Boston, MA 02114

Re: User Authorization - MassEnergyInsight (MEI)

Dear Ms. Bissetta:

I, **[Signatory of the Municipality]** as the **[chief elected/appointed]** official for **[Municipality Name]** hereby confirm the following as it relates to the users' access to **[Municipality Name]**'s data and features in the Massachusetts Department of Energy Resources MassEnergyInsight (MEI) energy reporting system.

MEI users, authorized herein by the municipality, will have access to the following municipal information and data, which may be available in the current version or future updates to MEI: municipal energy data (including utility bills and delivered fuels), Green Communities grants, energy conservation measures, municipal energy and decarbonization plans, vehicle fleet inventory and usage, permit status for as-of-right zoning, and building energy code information (including new construction HERS scores).

Authorized users will also be able to access historical Green Communities annual reports and submit future Annual Reports.

The following users are authorized to receive **full** access:

Name	Email	Organization	Title

The following users are authorized to receive **read-only** access:

Name	Email	Organization	Title

Access for the following users should be **revoked**:

Name	Email	Organization	Title

Sincerely,

[Signatory of the Municipality]

[Title]

EMAIL THE SIGNED LETTER TO YOUR GREEN COMMUNITIES REGIONAL COORDINATOR