

ILSFA Project # _____

Approved Vendor Name _____

Illinois Solar For All Project Waiver for Job Training Requirements

Instructions

This waiver application is to be completed by Illinois Solar for All (ILSFA) Approved Vendors for individual projects that have not met minimum requirements to use qualified job trainees to perform work on an ILSFA project. While ILSFA job training requirements are based on annual targets across an Approved Vendor’s portfolio of projects, waivers may be sought at the project level when good-faith efforts to meet those requirements can be demonstrated. If the waiver is approved, the hours associated with this project will not be counted towards cumulative annual targets.

If a Good Faith Effort to hire and employ eligible job trainees or to utilize subcontractors¹ that hire and employ eligible job trainees was made, but the Approved Vendor was unable to meet any or some of the requirements, this waiver can be submitted documenting that effort and providing detail of the outcome. Waivers will be considered where 1) qualified training programs are not available within a reasonable proximity of the area where the project was installed, or 2) eligible trainees were not available within a reasonable proximity of the area where the project was installed and trainees/subcontractors in other areas were unavailable to perform work on this project, and/or 3) other extenuating circumstances occurred that must be described in the narrative and supported with documentation.

Once completed, review the information carefully and submit the data and a signed PDF version of the document using the ILSFA Approved Vendor portal at www.IllinoisSFA.com. The Program Administrator will review the waiver request and may request additional information. Decisions on the acceptance of the waiver are at the sole discretion of the Program Administrator.²

Illinois Solar for All Project Information

Approved Vendor Information	
Approved Vendor Name:	
Approved Vendor Number:	
Project Number:	

¹ “Subcontractors” as used in this Waiver form includes Aggregator Designees.

² An Approved Vendor may appeal a rejection of a waiver request to the Illinois Power Agency.

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Project Type:	<input type="checkbox"/> Low-Income Distributed Generation <input type="checkbox"/> Low-Income Community Solar <input type="checkbox"/> Non-Profit/Public Facilities
Project System Size (kW AC nameplate capacity)	
Project Address:	
Project City:	
Date work began on this project:	
Date work was completed on this project:	

Please provide a narrative description of efforts taken to hire qualified job trainees or subcontractors that staff qualified trainees for this project. Your narrative response can include responses to those questions below you feel are relevant and any additional information demonstrating the time and effort given in good faith to hire one or more qualified trainees for this project. Provide full explanations and include all supporting documentation, including emails, contact numbers, timelines, dates, and any other relevant information as attachments. Missing or incomplete information will not be considered.

- Do you have ILSFA Qualified Job Trainees currently on staff? Were any hours completed by ILSFA Qualified Job Trainees, even if the full requirements were not met? Do subcontractors/installers you have worked with in this performance year who currently have Qualified Job Trainees on staff?
- Did you include the ILSFA goal in your subcontract agreements?
- Did you contact Qualified Training Programs directly to seek eligible ILSFA trainees for hire by email, mail, and phone? Did you follow up on your request if there was no response to the first inquiry?
- Did you provide a clear explanation of the work opportunity to attract Qualified Job Trainees?
- Did you contact employees to gain referrals of Other Qualified Training Programs?
- Did you invite subcontractors/installers with Qualified Job Trainees to bid for this project?
- Were efforts made to seek out Other Qualifying Training programs for Qualified Job Trainee availability?
- Were Qualified Job Trainees employees of your firm previously but not currently?
- Have you interviewed Qualified Job Trainees for positions at your firm?
- Which community organizations and other channels did you contact to solicit Qualified Job Trainees to fill training positions?
- Did you advertise ILSFA Qualified Job Trainee employment opportunities in outlets known to be accessible to Qualified Job Trainees?
- Did you contact the Program Administrator to share any challenges, discuss strategies, or seek help in finding Qualified Job Trainees?



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Narrative Description of Good Faith Efforts (up to two pages)

A large, empty rectangular box intended for the narrative description of good faith efforts.



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The Approved Vendor must provide documentation of the following and any additional documentation to back up information provided in the narrative:

1. Provide a copy of the trainee or job opportunity listing(s) you created for recruiting trainees for this project. This effort would need to be made well in advance of the expected project work dates for the Qualified Job Trainee(s).
2. Provide a list of FEJA training programs, Other Qualifying Programs, and potential (not yet proposed or approved) Other Qualifying Programs that were contacted. There should also be a statement regarding what type of contact was made with each training program and a summary of what resulted from that outreach.
3. Submit a copy of information that was forwarded to the list of training programs. This step is to illustrate that adequate information was provided to programs that were contacted at a reasonable time interval before Qualified Job Trainees where needed on the project.
4. If Qualified Job Trainee(s) expressed interest in work opportunities, provide evidence that they were not rejected without sound reason and, as applicable, were offered assistance with logistics support equivalent to that which is provided to Approved Vendor or their subcontractor's staff members. (Note: You are hiring Qualified Job Trainees from programs with various types of training. It should be expected that you will need to hire trainees who will need to be taught skills by your team members.)
5. If applicable, demonstrate that you utilized the services of the ILSFA Program Administrator team, particularly your assigned Vendor Manager, in trouble-shooting any Qualified Trainee hiring challenges faced.
6. Provide any other documentation that you feel demonstrates a good faith effort, including but not limited to email communication and phone call records.

If the Approved Vendor subcontracted (or engaged an Aggregator Designee for) parts of the project:

1. Provide the list of contractor companies who have completed FEJA Job Training programs that were invited to bid on subcontract work, but were not available to work, refused the offer, discontinued participation after being hired, or for some other reason did not complete the work they were offered. Provide the names and an explanation.
2. Provide the list of FEJA Job Training contractor firms that were invited to bid on subcontract work but did not respond to the Invitation for Bid.
3. Provide the list of FEJA Job Training contractor firms that submitted bids which were not accepted and a brief explanation of the rejection.
4. Provide documentation that FEJA Job Training contractors were invited, where appropriate, to meetings/conferences to inform them of subcontracting opportunities.
5. Provide documentation of written notice, to a reasonable number of specific FEJA Job Training contractors that a Contract that is being solicited, in sufficient time in order to allow these contracting firms to participate effectively.



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By signing this waiver, _____ certifies and declares that the information provided and each of the statements in the paragraphs below are complete, true and correct.

1) I have attempted in good faith to hire job trainee graduates from FEJA Workforce Development Programs and Other Qualifying Programs, or subcontractor organizations that staff such trainees for the purpose of performing work associated with the development of this project. If applicable.

2) After a good faith effort, I was unsuccessful in finding qualified trainees or subcontractor organizations to complete work on this project.

Approved Vendor Representative: _____

Title: _____

Signature (Vendor Representative): _____

Date: _____

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