

Project Waiver Evaluation Rubric

2026-2027 PROGRAM YEAR

The evaluation rubric will determine the validity and sufficiency of an Approved Vendor's "Good Faith Efforts" to find Eligible Job Trainees for its project and indicate whether a submitted waiver application for Illinois Solar for All (ILSFA) Job Training Requirements on that specific project is approved or denied. Judgments will be made based on the evidentiary narrative and supportive documents submitted by the Approved Vendor, although the ILSFA Program Administrator may request more information in the case of incomplete submissions or to investigate narratives further.

The Approved Vendor must provide the documentation listed on page three of the Project Waiver for Job Training Requirements. In addition, the rubric below will consider both general practices utilized and specific actions taken by the Approved Vendor and/or their subcontractors to hire Eligible Job Trainees for this project.

The ILSFA Program Administrator will provide a written response to the Approved Vendor with the determination, as well as recommended measures to be considered in future efforts to hire Eligible Job Trainees. For a given Approved Vendor, all waiver application evaluations will be documented and referenced during future waiver application evaluations.

The waiver will be approved if the evidence submitted qualifies based on one of the following conditions:

1. A good faith effort to hire and employ Eligible Job Trainees or to utilize subcontractors that hire and employ Eligible Job Trainees has been demonstrated, although the Approved Vendor was not successful in utilizing Eligible Job Trainees for this project.
2. Extenuating circumstances occurred that made it too difficult to meet the job training requirements for this project.

Project Information

Approved Vendor Information	
Approved Vendor Name	
Project Number	
Project Type	<input type="checkbox"/> Residential Solar (Small) <input type="checkbox"/> Residential Solar (Large) <input type="checkbox"/> Community Solar <input type="checkbox"/> Non-Profit and Public Facilities
Project Address, City, and Zip Code	
Date work began on this project	
Date work was completed on this project	
Is this the first waiver submitted by the Approved Vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No List project number(s) of previous waiver requests: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____

If applicable: Recommendations made by the ILSFA Program Administrator following previous waiver submissions

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Evaluation

INSTRUCTIONS

Upon review of the Approved Vendor’s waiver submission, provide the final evaluation and an explanation for the determination that was reached. The Approved Vendor will need to be informed of this determination, be instructed on any requests for supplemental information, and/or be advised on where the efforts were insufficient and how to mitigate the need for future waiver submittals. The rubric below is meant to support the evaluator in considering and summarizing various details in line with the waiver questions outlined in the Approved Vendor Manual.

For all waiver determinations, a summary of the decision will be shared with the Approved Vendor.

Scoring

I. SCORING CATEGORIES

Qualified Job Training Programs Outreach	Possible Points
Initial outreach & thorough follow-up to Qualified Job Training Programs was conducted.	3

Outreach included a job description & location, pay scale, and benefits, and a method to apply.	3
Advertised ILSFA Eligible Job Trainee employment opportunities in outlets accessible to Eligible Job Trainees, such as job fairs and job postings.	3

Hiring Process	Possible Points
Screening opportunities were offered to Eligible Job Trainees.	3
Equity of benefits and supports (pay scale & benefits/travel/food/lodging) for participation.	3

Communication/Cooperation with the Program Administrator	Possible Points
Help was sought from the Program Administrator prior to project execution.	3

II. SCORING RUBRICS

FEJA/CEJA Job Training Programs Outreach				
Points	0	1	2	3
Outreach & thorough follow-up with the program were conducted	No documentation provided	Conducted for 1-3 Qualified Job Training Programs	Conducted for 4-6 Qualified Job Training Programs	Conducted for >7 Qualified Job Training Programs
Outreach included a job description, pay scale, and benefits, estimated dates, and a method to apply	No documentation provided	No job description was given during outreach	Job description lacking details was given during outreach, or groups had to request	A clear job description was given upfront during outreach
Advertised employment opportunities in outlets accessible	No documentation provided	Advertisements were not published in outlets accessible	Advertisements were published in a few outlets accessible to Eligible Job	Advertisements were published in many outlets accessible to Eligible Job



to Eligible Job Trainees		to Eligible Job Trainees	Trainees, but in an untimely manner	Trainees in a timely manner
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Hiring Process				
Points	0	1	2	3
Screening opportunities were offered to Eligible Job Trainees who applied	No documentation provided	No response was given to qualified applicants	Some qualified applicants were contacted, interviewed, and given responses	All qualified applicants were contacted, interviewed, and given responses
Equity of benefits and supports (pay scale/travel/food/lodging) for participation	No documentation provided	Eligible Job Trainee was offered minimal benefits and support that other workers received	Eligible Job Trainee was offered the majority of the benefits and support that other workers received	Eligible Job Trainee was offered and (if work started) received equivalent benefits and support as other staff

Communication/Cooperation with the Program Administrator				
Points	0	1	2	3
Communicating Challenges to the Approved Vendor Manager and Job Training Manager	No documentation provided	The Approved Vendor Manager and Program Administrator were not approached to provide insight/support	The Approved Vendor Manager and Program Administrator were approached, but in an untimely manner	The Approved Vendor Manager and Program Administrator were approached early in the process, in a timely manner



OVERALL EVALUATION (unless submitting for extenuating circumstances)

An average of 2.0 in each subsection is required to be granted the waiver. Approved Vendors who have submitted previous waivers and did not improve on areas for which they were given feedback will not have their waiver approved.

Subsection	Average Score	Score from the most recent Waiver, if applicable	Additional Comments
Qualified Job Training Programs Outreach			
Hiring Process			
Communication/Cooperation with the Program Administrator			
Additional information to consider			

Overall Recommendation:

- Waiver Passed
- Waiver Rejected

Reasoning (including recommendations to the Approved Vendor):

Extenuating Circumstance Recommendation

Was the Rubric used?

- Yes
- No

Recommendation:

- Pass
- Reject