



# Project Waiver for Job Training Requirements

2026-2027 PROGRAM YEAR

## Instructions

Illinois Solar for All (ILSFA) Approved Vendors may complete this waiver application for individual projects that have not met the minimum requirements to use Eligible Job Trainees<sup>1</sup> to work on an ILSFA project. While ILSFA job training requirements are based on annual targets across an Approved Vendor's portfolio of projects and the percentage of annual project requirements, waivers may be sought at the project level when good-faith efforts to meet those job training requirements can be demonstrated. If the waiver is approved, the hours associated with this project will not be counted towards cumulative annual targets. See Section 15 of the [Approved Vendor Manual](#) for the ILSFA job training requirements.

If the Approved Vendor made a good-faith effort to hire and employ Eligible Job Trainees or to utilize subcontractors that hire and employ Eligible Job Trainees, but the Approved Vendor was unable to meet any or some of the requirements, the Approved Vendor may submit this waiver application documenting that effort and providing details of the outcome. Waivers will be considered where 1) Qualified Job Training Programs are not available within a reasonable proximity of the project location, or 2) Eligible Job Trainees were not available within a reasonable proximity of the project location, 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, Approved Vendors should review the information carefully and submit the data and a signed PDF version of the document using the ILSFA Approved Vendor portal. 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.

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<sup>1</sup> See Section 15.2 of the Approved Vendor Manual for definition of eligible job trainees.

## Illinois Solar for All Project Information

Approved Vendor Information	
<b>Approved Vendor Name</b>	
<b>Project Number</b>	
<b>Project Type:</b>	<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
<b>Project System Size (kW AC nameplate capacity)</b>	
<b>Project Address</b>	
<b>Project City</b>	
<b>Date work began on this project</b>	
<b>Date work was completed on this project</b>	

Please provide a narrative description of efforts to hire Eligible Job Trainees or subcontractors that staff Eligible Job Trainees for this project. Your narrative response can include responses to any relevant questions below and any additional information demonstrating the time and effort given in good faith to hire one or more Eligible Job 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 Eligible Job Trainees currently on staff? Were any hours completed by Eligible Job Trainees, even if the full requirements were not met?
- Do subcontractors/installers you have worked with in this performance year currently have Eligible Job Trainees on staff?
- Did you include the ILSFA job training requirements in your subcontract agreements?
- Did you contact Qualified Training Programs directly to seek eligible ILSFA Eligible Job 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 Eligible Job Trainees?
- Did you invite subcontractors/installers with Eligible Job Trainees to bid for this project?

- Were Eligible Job Trainee employees of your firm previously but not currently?
- Have you interviewed Eligible Job Trainees for positions at your firm?
- Did you attend any job fairs to solicit Eligible Job Trainees to fill training positions?
- Did you advertise Eligible Job Trainee employment opportunities on job sites?
- Did you contact the Program Administrator to share any challenges, discuss strategies, or seek help in finding Eligible Job Trainees?

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

1. Provide a copy of the 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 Eligible Job Trainee(s).
2. Provide a list of Qualified Job Training Programs that were contacted, the type of contact made with each training program (email, phone, etc.), and a summary of what resulted from that outreach.
3. Submit a copy of the information that was forwarded to the list of Qualified Training Programs. This step is to illustrate that the Approved Vendor provided adequate information to programs at a reasonable time interval before Eligible Job Trainees were needed on the project.
4. If Eligible Job Trainee(s) expressed interest in work opportunities, provide evidence that they were not rejected without a sound reason and, as applicable, were offered assistance with logistics support, such as transportation assistance or temporary housing, equivalent to that which is provided to Approved Vendor or their subcontractor's staff members. (Note: You are hiring Eligible 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 troubleshooting any Eligible Job 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 a Designee for) parts of the project:

1. Provide the list of contractor companies that have completed Qualified Job Training Programs and 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 Qualified Job Training Programs that were invited to bid on subcontract work but did not respond to the Invitation for Bid.
3. Provide the list of Qualified Job Training Programs that submitted bids which were not accepted and a brief explanation of the rejection.
4. Provide documentation that Qualified Job Training Programs 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 Qualified Job Training Programs that a Contract is being solicited, in sufficient time to allow these contracting firms to participate effectively.

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

I have attempted in good faith to hire job trainee graduates from Qualified Job Training Programs, or subcontractor organizations that staff such trainees for the purpose of performing work associated with the development of this project, if applicable.

After a good faith effort, I was unsuccessful in finding Eligible Job Trainees or subcontractor organizations to complete work on this project.

Approved Vendor Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature (Approved Vendor Representative): \_\_\_\_\_

Date: \_\_\_\_\_