

Job Training Project Summary Affidavit

Updated 11/10/22

Instructions

This Project Summary Affidavit (Project Affidavit) is to be completed for each Illinois Solar for All (ILSFA) Project (Project) and submitted by the Approved Vendor as part of the Part II project submission process. Section One summarizes basic Project information. Section Two captures all work hours completed for ILSFA projects, from the project start date to the project energization date, within the allowable NABCEP Job Task Categories for employees who are Eligible Job Trainees and those who are not (non-trainees). Work hours for the Project are the hours worked by everyone working on the Project, including employees of Approved Vendors, their subcontractors, installers, agents, or Designees.

A representative of the Approved Vendor must sign the Project Affidavit. Approved Vendors must also submit an Eligible Job Trainee Affidavit (Trainee Affidavit) for each Eligible Job Trainee (Trainee) referenced in this Project Affidavit. Once completed, review the information carefully and submit the data and a signed PDF version of the documents using the ILSFA Approved Vendor Portal at ElevateEnergy.force.com/ApprovedVendor/s/login/.

Incomplete forms will not be accepted. The information provided will be used by the Program Administrator only to verify job trainee information. The Program Administrator may request additional information or documentation to review and verify the Project Affidavit.

DEFINITIONS:

- **Qualified Job Training Program:** Eligible trainees come from one of two types of Qualified Job Training Programs: 1) a Future Energy Jobs Act (FEJA)-funded job training program (these include the Solar Training Pipeline Program, the Craft Apprenticeship Program, or the Multi-Cultural Jobs Program) or 2) Climate and Equitable Jobs Act (CEJA) training program
- **Other Qualifying Program:** A job training program requiring classroom or field work which would satisfy the requirements of Illinois Commerce Commission regulations certifying installers of distributed generation systems.¹ These programs include:
 - Apprenticeship as a journeyman electrician from a U.S. Department of Labor-registered or an applicable state agency-registered electrical apprenticeship;
 - North American Board of Certified Energy Practitioners (NABCEP) distributed generation technology certification program;

- Underwriters Laboratories distributed generation technology certification program;
- Electronics Technicians Association distributed generation technology certification program; and
- Associate in Applied Science degree from an Illinois Community College Board-approved community college program in the appropriate distributed generation technology.

ILSFA Job Training Requirements Overview

The ILSFA program requires that Approved Vendors utilize Eligible Job Trainees from Qualified Job Training Programs across their portfolio of projects annually. To meet this requirement, Eligible Job Trainees will perform work on ILSFA projects at a prescribed minimum percentage of total hours worked within the allowable NABCEP Job Task Categories (System Design, System Installation, System Commissioning, Operations& Maintenance, Technical Sales/Other) across all Approved Vendor projects AND at a prescribed minimum number of projects across each subprogram.

Thus, there are two categories of job training requirements for Approved Vendors: 1) Portfolio requirements and 2) Percentage of annual projects requirements. See Section 15 of the [ILSFA Approved Vendor Manual](#) for details on these requirements.

Hours must be documented for all employees that work on an ILSFA project in each of the five work performance categories detailed above, including employees of the Approved Vendor and any Agent of the Approved Vendor. All hours documented for each ILSFA project will be assigned to individual employees, with each employee designated as an Eligible Job Trainee or a non-trainee.

These calculations will not include hours associated with siting, marketing, site acquisition, and other pre-development tasks not related to specific projects. In order to determine the percentage of hours worked by Trainees, it is important that the Trainee hours related to work performance categories that are counted in the numerator are also summed with the non-trainee hours to calculate the denominator.

Section One: Project Summary

Approved Vendor Name:	
Project Number:	
Project Type:	<ul style="list-style-type: none"> • Residential Solar (Small) • Residential Solar (Large) • Community Solar • Non-Profit and Public Facilities
Date of start of construction for Approved Vendor's first project contracted under the program: (Yearly portfolio requirements are based on this date)	
Project System Size (kW AC nameplate capacity)	
Project Address, City, and Zip code	
Project Start Date:	
Project Installation Completion Date:	

Section Two: All Employees Participation Detail

Please identify the Trainees by their first and last names. All other employees may be identified using either a name or a unique identifier. See Table 15.2 of the Approved Vendor Manual for more details on the allowable NABCEP Job Task Categories. If more spaces are required, you can include a spreadsheet.

Eligible Job Trainees	Project Participation Start Date-End Date	System Design	Installation	Hours			Total
				System Commissioning	Operations/Maintenance	Technical Sales/Other	
Qualified Job Trainee Total Hours							
Non-Trainees	Project Participation Start Date – End Date	System Design	Installation	Hours System Commissioning	Operations/Maintenance	Technical Sales/Other	Total

Non-Trainee Total Hours							
Total Project Work Hours Completed by Eligible Job Trainees and Non-Trainees							

AFFIDAVIT

As the authorized representative of an Illinois Solar for All Program Approved Vendor, I understand and agree to the Illinois Solar for All program rules and guidelines referenced and described herein regarding the job training requirement. I declare that the information in this Affidavit is true and correct to the best of my knowledge after diligent inquiry.

Name of Approved Vendor Representative: _____

Title: _____

Email: _____

Signature (Approved Vendor Representative): _____

Date: _____