

# Project Waiver Evaluation Rubric

**UPDATED MAY 2024**

The evaluation rubric will determine the validity and sufficiency of an Approved Vendor’s “Good Faith Efforts” to find Eligible Job Trainees<sup>1</sup> 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 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 5 of the ILSFA Project Waiver for Job Training Requirements document. 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.

## Illinois Solar for All 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
	_____

If applicable: Recommendations made by Administrator following previous waiver submissions

## 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.

The evaluator will make the determination of waiver approval in coordination with the ILSFA Program Manager and assigned Approved Vendor Manager. For all waiver determinations, a summary of the decision will be shared with the Approved Vendor.

## Scoring

### I. SCORING CATEGORIES

#### FEJA/CEJA Job Training Programs Outreach

	Possible Points
Initial outreach & thorough follow-up to FEJA/CEJA Job Training Programs was conducted.	3
Outreach included a job description & location, pay scale and benefits, estimated dates, and 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

#### Other Qualifying Job Training Programs Outreach

	Possible Points
Initial outreach & thorough follow-up to Other Job Training Qualifying Programs was conducted.	3
Outreach included a job description & location, pay scale and benefits, estimated dates, and method to apply.	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 Administration Team

	Possible Points
Help was sought from Program Administrator prior to project execution.	3

## II. SCORING RUBRIC

### FEJA/CEJA Job Training Programs Outreach

	0	1	2	3
Outreach & thorough follow-up with the program was conducted	No documentation provided	Conducted for 1-3 FEJA/CEJA Job Training Programs	Conducted for 4-6 FEJA/CEJA Job Training Programs	Conducted to >7 FEJA/CEJA Job Training Programs
Outreach included a job description, pay scale and benefits, estimated dates, and 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 to FEJA/CEJA Job Trainees	No documentation Provided	Advertisements were not published in outlets accessible to FEJA/CEJA Job Trainees	Advertisements were published in a few outlets accessible to FEJA/CEJA Job Trainees but in an untimely manner	Advertisements were published in many outlets accessible to FEJA/CEJA Job Trainees, in a timely manner

### Other Qualifying Job Training Programs Outreach

	0	1	2	3
Outreach & thorough follow-up with the program was conducted	No documentation provided	Conducted for 1-3 Other Qualifying Job Training Programs	Conducted for 4-6 Other Qualifying Job Training Programs	Conducted to >7 Other Qualifying Job Training Programs
Outreach included a job description, pay scale and benefits, estimated dates, and 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	Clear job description was given upfront during outreach

### Hiring Process

	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 majority of 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 Administration Team

	0	1	2	3
Communicating Challenges to the Vendor Manager and Job Training Manager	No Documentation Provided	The Vendor Manager and other Administration Team members were not approached to provide insight/support	The Vendor Manager and other Administration Team members were approached but in an untimely manner	The Vendor Manager and other Administration Team members 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. 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 most recent Waiver if applicable	Additional Comments
<b>FEJA/CEJA Job Training Programs Outreach</b>			
<b>Other Qualifying Job Training Programs Outreach</b>			
<b>Hiring Process</b>			
<b>Communication/Cooperation with the Administration Team</b>			
<b>Additional information to consider:</b>			

**Overall Recommendation:**

- Waiver Passed
- Waiver Rejected

Reasoning (including recommendations to the Vendor):

**Extenuating Circumstance Recommendation**

Was Rubric used?  Yes  No

Recommendation  Pass  Reject