



Illinois Solar For All Project Waiver Evaluation Rubric

The evaluation rubric will determine the validity and sufficiency of an Approved Vendor’s “Good Faith Efforts” to find Qualified Job Trainees for its project and indicate whether a submitted waiver application for 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 Illinois Solar for All 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 Qualified 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 Qualified 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 Qualified Job Trainees or to utilize subcontractors that hire and employ Qualified Job Trainees has been demonstrated, although the Approved Vendor was not successful in utilizing Qualified 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:	
Approved Vendor Number:	
Project Number:	
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:	
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 Job Training Programs Outreach

	Possible Points
Initial outreach & thorough follow-up to FEJA 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 Qualified Job Trainee employment opportunities in outlets accessible to FEJA Qualified Job Trainees.	3
Advertised employment opportunities in outlets accessible to Qualified Job Trainees?	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 Qualified 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 Job Training Programs Outreach

	0	1	2	3
Outreach & thorough follow-up with programs was conducted	No documentation provided	Conducted for 1-3 FEJA Job Training Programs	Conducted for 4-6 FEJA Job Training Programs	Conducted to >7 FEJA 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
Advertised employment opportunities in outlets accessible to FEJA Qualified Job Trainees	No documentation Provided	Advertisements were not published in outlets accessible to FEJA Qualified Job Trainees	Advertisements were published in a few outlets accessible to FEJA Qualified Job Trainees, but in an untimely manner	Advertisements were published in many outlets accessible to FEJA Qualified Job Trainees, in a timely manner

Other Qualifying Job Training Programs Outreach

	0	1	2	3
Outreach & thorough follow-up with programs 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 Qualified 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	Qualified Job Trainee was offered minimal benefits and supports that other workers received.	Qualified Job Trainee was offered majority of benefits and supports that other workers received.	Qualified Job Trainee was offered and (if work started) received equivalent benefits and supports as other staff.

Communication/Cooperation with Administration Team

	0	1	2	3
Communicating Challenges to Vendor 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
FEJA Job Training Programs Outreach			
Other Qualifying Job Training Programs Outreach			
Hiring Process			
Communication/Cooperation with Administration Team			
Additional information to consider:			

Overall Recommendation:

Waiver Passed

Waiver Rejected

Reasoning (including recommendations to the Vendor):

Extenuating Circumstance Recommendation

Was Rubric used? Yes No

Recommendation Pass Reject