

# Job Training Project Summary Affidavit

## 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 project start date to project energization date, within the allowable NABCEP Job Task Categories both for employees who are Qualified 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.

The Project Affidavit must be signed by a representative of the Approved Vendor. Approved Vendors must also submit a Qualified Job Trainee Affidavit (Trainee Affidavit) for each Qualified 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/](https://ElevateEnergy.force.com/ApprovedVendor/s/login/).

Incomplete forms will not be accepted. Information provided will be used only by the Program Administrator for verification of job trainee information. The Program Administrator may request additional information or documentation as part of its review and verification of the Project Affidavit.

## DEFINITIONS :

- **Qualified Job Training Program:** Eligible trainees come from one of two types of Qualified Job Training Programs: FEJA Workforce Development Programs, including the FEJA-funded Contractor Accelerator program, or Other Qualifying Programs (OQPs).
- **Other Qualifying Program:** A job training program requiring lab or field work which would satisfy the requirements of Illinois Commerce Commission



regulations certifying installers of distributed generation systems.<sup>1</sup> 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 Qualified Job Trainees from Qualified Job Training Programs across their portfolio of projects annually. To meet this requirement, Qualified 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 Low-Income Distributed Generation projects.

Thus, there are two categories of job training requirements for Approved Vendors: 1) Portfolio requirements and 2) Low-Income Distributed Generation 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 a Qualified Job Trainee or a non-trainee.

Hours associated with siting, marketing, site acquisition, and other pre-development tasks not associated with specific projects will not be included in these calculations. In order to determine the percentage of hours worked by Trainees, it is important that the

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<sup>1</sup> See [83 Ill. Adm. Code 468.20](#).



Trainee hours associated with 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:	
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
Date of start of construction for Approved Vendor’s first project contracted under the program:  (Participation Year is based on this date)	
Project System Size (kW AC nameplate capacity)	
Project Address:	
Project City:	
Project Start Date:	
Project Installation Completion Date:	







**AFFIDAVIT**

As the 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 under the penalty of perjury that the information in this Affidavit is true and correct to the best of my knowledge.

Name of Approved Vendor Representative: \_\_\_\_\_

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

Email: \_\_\_\_\_

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

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