



**Department of Economic and Workforce Development
GoSolarSF Workforce Development Incentive
Program Participation Requirements**

I acknowledge the requirements for participation in the GoSolarSF Workforce Development Incentive Program as outlined in Appendix A of this document. Further, I understand that my company's participation in the GoSolarSF Workforce Development Incentive Program is conditional upon my ability to meet the requirements set forth in this document.

Authorized Officer (print)

Signature

Name of Company: _____

CA Contractors License # _____

Contact Person for this Program: _____

Phone Number: _____

Email Address: _____

Fax Number: _____

Mailing Address: _____

Appendix A
GoSolarSF Workforce Development Incentive
Solar Installer Participation Requirements

Administration

The GoSolarSF Incentive Program provides a \$4,000 incentive for residential installations performed by contractors employing graduates of GoSolarSF-approved workforce development program.

The Department of Economic and Workforce Development (DEWD), which directs the City's overall workforce development efforts, is responsible for developing and ensuring compliance with workforce criteria for this incentive program. Contractors must establish and maintain Certification with DEWD in order to perform solar installations that qualify for the workforce development incentive.

Definitions

- a. Workforce Development Program Referred Worker (Referred Worker): a San Francisco resident that has completed job readiness training administered by a program that is included in the List of Approved GoSolarSF Workforce Referral Agencies published by DEWD.
- b. Customer: an individual that procures the services of the Contractor.
- c. Entry Level Position: A non-managerial position that does not require more than a high school diploma or certified equivalent, and does not require more than two (2) years training or specific preparation, and shall include temporary and permanent jobs, and construction jobs related to the development of a commercial activity.
- d. Skilled Work: types of work that require using judgment to determine the mechanical and manual operations to complete complex tasks. This type of work can include, but are not limited to reading of blue prints, precise measurements, determining use of materials and tools, making computations, and interacting with customers.
- e. Benefits: compensation provided to workers other than wages including, medical coverage, dental coverage, paid time off, and retirement/pension.
- f. On-the-Job-Training (OJT): training provided by the Contractor after the employee is hired, where the employee is compensated for his/her time through the duration of the training. Such training is done in a manner as to prepare the employee to perform skilled work.

- g. Qualifying Installation: A solar installation that qualifies for the \$4,000 workforce development incentive of the GoSolarSF program as identified in [0102-08](#).
- h. Project Hours: the total number of hours of paid labor performed to complete a qualifying installation on the physical site of the installation
- i. Provisional Certification: Status conferred on the Contractor once the attached Participation Form is completed and the Contractor has submitted a Workforce Projection. Contractors that have obtained Provisional Certification may advertise their eligibility to perform Qualifying Installations, but may not yet perform onsite installation work for a Qualifying Installation until Full Certification is achieved.
- j. Full Certification: Status conferred on the Contractor after completing the requirements set forth in the “Achieving Full Certification” Section of this document. Contractors may only start onsite installation work on Qualifying Installations after they have achieved Full Certification
- k. Job Classification: Categorization of employment opportunity or position by craft, occupational title, skills, and experience required, if any.
- l. Subcontractor: A person or entity who has a direct contract with Contractor to perform a portion of the work under the Contract.

Compliance Targets:

By participating in the GoSolarSF Workforce Development Incentive Program, the Contractor agrees to meet each of the following requirements:

- i) hire one (1) or more Referred Worker(s)
- ii) Referred Workers complete no less than thirty three percent (33%) of all of the total Project Hours of all the Qualifying Installations performed by the Contractor
- iii) The Contractor must ensure that some work at all Qualifying Installation worksites will be completed by a Referred Worker.
- iv) that all Referred Worker(s) perform Skilled Work and/or receive OJT to perform skilled work through the duration of their employment
- v) that all Referred Worker(s) are employed no less than 128 hours per month
- vi) that all Referred Worker(s) receive a wage of no less than \$15.00 per hour

Achieving Provisional Certification

The Contractor will receive Provisional Certification after the Contractor signs the attached Participation Form and submits a workforce projection. Upon receiving Provisional Certification, the Contractor may advertise their eligibility to perform Qualifying Installations, but may not yet begin any onsite installation work that qualifies for the workforce development incentive. The scope of work must include:

- i) Projected Entry Level Position employment needs under the Contract and a description of such needs by Job Classification, weekly hours required, and wages to be paid.
- ii) The job duties by Job Classification to be performed by the Referred Worker(s) that will be hired by the Contractor.

Achieving Full Certification

After the Contractor hires one (1) or more Referred Workers from a workforce program listed on the GoSolarSF List of Approved Workforce Referral Agencies, DEWD will confer Full Certification at which time the Contractor may begin onsite installation work for Qualifying Installations. The Contractor must submit an Employment Verification Form to DEWD that includes the following information for each Referred Worker hired:

- i) the name(s) of the Referred Worker(s) that is(are) hired
- ii) the address(es) of each Referred Worker
- iii) the Job Classification(s) in which the Referred Worker(s) is(are) hired
- iv) the start date(s) of each Referred Worker
- v) the phone number of each Referred Worker
- vi) the email address of each Referred Worker
- vii) the name of the Providers(s) from which the Referred Worker(s) received job readiness training

Maintaining Full Certification and Reporting Requirements

To maintain Certification, the Contractor must submit a monthly performance report that demonstrates that the Contractor meets the Compliance Targets. The monthly report must include the following information:

Referred Worker Information

- ii) the name(s) of the Referred Worker(s) employed during the reporting period
- iii) the Job Classification(s) in which the Referred Worker(s) were hired
- iv) a summary of the work that each Referred Worker has performed during the reporting period and/or a description of the OJT that was provided
- v) the number of hours worked per month during the reporting period
- vi) the hourly wage that each Referred Worker received during the reporting period
- vii) a description of employment Benefits

Per-Installation Information

- i) the address of the physical location of each of the Qualifying Installations that were completed or in progress during the reporting period
- ii) the total Project Hours completed on-site at each Qualifying Installation, completed by all workers on-site
- iii) the Project Hours completed by Referred Workers on-site on each Qualifying Installation, and the percent of the total that this comprises

Combined-Installation Information

- i) the combined total of all Project Hours completed on all Qualifying Installations by the Contractor during the reporting period
- ii) the number of Project Hours completed by Referred Workers on all Qualifying Installations, and the percentage of the combined total that this comprises

***Please see attached sample reporting form.

Non-Compliance and Probation

If the Contractor cannot demonstrate compliance, or does not submit a report, the Contractor will be placed on Probationary Status. While on Probationary Status the Contractor. The Contractor may regain Full Certification by submitting a performance demonstrating that the Contractor has met. While on probationary status, Contractors may not begin onsite work on any new Qualifying Installations, but may complete existing installations. The Contractor will have 30 calendar days to submit a letter outlining how the Contractor will demonstrate compliance in the next reporting period. Once a Contractor is able to demonstrate that it has met the Compliance Targets for one complete reporting period, the Contractor will be re-granted Full Certification.

Role of the Department of Economic and Workforce Development

DEWD will be responsible for the following:

- a) Certify Contractors to perform Qualifying Installations
- b) Identify appropriate workforce development programs that provide job-readiness training and publish a List of Approved GoSolarSF Workforce Referral Agency Providers
- c) To review and monitor the Contractor's compliance with these participation requirements

Changes to the GoSolarSF Workforce Development Incentive Program

As stated in Ordinance [0102-08](#), the Department of Economic and Workforce Development may make changes to the participation requirements in the GoSolarSF Workforce Development Incentive Program. DEWD intends to evaluate the effectiveness and efficiency of these program requirements on a regular basis and will make adjustments accordingly. Any changes to the program participation requirements will be provided by DEWD to the Contractor in writing.

Written Communication and Contact Information

You may submit written communications, reporting forms or direct questions to

GoSolarSF Workforce Manager
Department of Economic and Workforce Development
City Hall, Room 448
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

(415) 581-2317
workforce.development@sfgov.org