

GoSolarSF Participation Requirements

I acknowledge the requirements for participation in the GoSolarSF Workforce Development Incentive Program as outlined in 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 for GoSolarSF: _____

Phone Number: _____

Email Address: _____

Fax Number: _____

Mailing Address: _____



GoSolarSF Workforce Development Incentive
Solar Installer Participation Requirements

Administration

The GoSolarSF provides incentives to customers to install solar systems on residential and commercial buildings. To receive a GoSolarSF incentive, customers must use a Solar Installation Contractor that is certified for the GoSolarSF program. To receive GoSolarSF Certification, Contractors must comply with the workforce development requirements set forth by the Department of Economic & Workforce Development. This document articulates the workforce development requirements for Solar Installation Contractors that are seeking to obtain GoSolarSF Certification.

Definitions

- a. Contractor: Any company performing residential solar installations in San Francisco and possessing a California Contractors License.
- b. Customer: An individual or organization that procures the services of the Contractor.
- c. Workforce Development Program Referred Worker (GoSolarSF Worker): A San Francisco resident that has been referred for hire to the Contractor by the TrainGreenSF Academy.
- d. Entry Level Position: A non-managerial position that 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.
- e. Skilled Work: Types of work that require using mechanical and manual operations to complete complex tasks. For Installers, this type of work can include but is not limited to reading of blue prints, precise measurements, determining use of materials and tools, making computations, and interacting with customers. For Non-Installation workers, these positions may include, but are not limited to, clerical and administrative, reception, marketing and sales, warehouse and logistics, delivery and transportation, accounting, finance, and related professional positions.
- f. Benefits: Compensation provided to workers other than wages including, medical coverage, dental coverage, paid time off, and retirement/pension.
- g. On-the-Job Training (OJT): Training provided by the Contractor after the employee is hired, where the employee 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.

- h. WIA Subsidized On-the-Job Training (OJT): Training provided by the Contractor after an eligible employee is hired through TrainGreenSF, where the Contractor is reimbursed for the extraordinary costs of providing training on-the-job. Reimbursement typically equals 50% of the eligible new hire's wages for a fix contract term and cannot exceed \$3,000.
- i. Qualifying Installation: A solar installation project that is approved by the San Francisco Public Utilities Commission to receive the GoSolarSF incentive.
- j. GoSolarSF Project Hours: The total number of hours of paid labor performed to complete a qualifying installation on the physical site of a qualifying installation.
- k. Provisional Certification: Status granted to the Contractor once a Participation Form is completed and the Contractor has submitted a Workforce Projection. A Contractor that has achieved Provisional Certification may market the GoSolarSF incentive and establish contracts with Customers to perform Qualifying Installations. However, Contractors may not begin on-site installation work until Full Certification is achieved.
- l. Full Certification: Status to 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.
- m. Job Classification: Categorization of employment opportunity or position by craft, occupational title, skills, and experience required, if any.
- n. Subcontractor: A person or entity who has a direct contract with Contractor to perform a portion of the work under Contract.

Overview of Certifications

Contractors must obtain and maintain Certification from the Department of Economic & Workforce Development to offer their customers the GoSolarSF incentives.

Provisional Certification

Provisional Certification enables Contractors to market the GoSolarSF Incentive and enter into contracts with customers to complete a solar installation that qualifies for the GoSolarSF Incentive. However, Contractors are not allowed to begin any on-site installation work until Full Certification has been achieved. Provisional Certification is achieved when a Contractor submit's a signed Participation Agreement and a Workforce Projection.

DEWD will publish a list of Contractors that have achieved Provisional Certification on the 2nd and 4th Friday's of every month at http://www.oewd.org/Workforce_Development-GoSolarSF.aspx

Full Certification

Full Certification enables a Contractor to commence work onsite on a GoSolarSF installation project site. Full Certification is achieved when a Contractor meets the Minimum Hiring Requirements (see below) and submits an employment verification forms for each hire made.

DEWD will publish a list of Contractors that have achieved Full Certification on the 2nd and 4th Friday's of every month at http://www.oewd.org/Workforce_Development-GoSolarSF.aspx

Maintaining Full Certification.

To maintain full certification, Contractors must submit a monthly and quarterly compliance report that demonstrates that the compliance requirements are met.

Compliance Targets

Minimum Hiring Requirements

- The Contractors must hire and employ at least one (1) ***non-installation worker*** for the duration of the Contractor's participation in the GoSolarSF program. All ***non-installation workers*** hired must be referred through TrainGreenSF.
- The Contractor must hire and employ at least one (1) ***solar installer*** for the duration of the Contractor's participation in the GoSolarSF program. Beginning August 31, 2010 all solar installers hired must be referred through TrainGreenSF. GoSolarSF solar installers hired before would "count" toward this requirement.

*Once a Contractor fulfills the Minimum Hiring Requirements, it achieves Full Certification

Job Quality Targets for All GoSolarSF Workers (for both Installation and Non-Installation positions)

- Each GoSolarSF non-installation worker must be employed at least 80%-time based on a 40 hour work week.
- Minimum pay must be \$15.00/hour.
- Must receive same benefits as other employees in similar classification and/or that perform similar work.
- Must receive similar pay as other employees in similar classifications and/or that perform similar work.

Labor Hour Compliance Target

- The Project Hour Compliance target is 50% of the total number of onsite hours performed by all workers on all GoSolarSF installation sites within a month.
- To meet the Labor Hour Compliance target
 - 100% of labor hours performed by a GoSolarSF installer on GoSolarSF Installation Sites may be credited toward this target.

- 7 hours of labor hours performed by GoSolarSF non-installation workers may be credited for each GoSolarSF installation that is performed each month.

For Employers Participating in the On-the-Job Training Program

- Employers must pay GoSolarSF workers the prevailing wage for each worker
- Employers must provide GoSolarSF workers with On-the-Job training
- Employers must employ GoSolarSF workers for 3 months after the negotiated training period.

Monthly Report

GoSolarSF Monthly Report

Contractors must submit a monthly compliance report by the 10th day of every month. A contractor must submit a report each month to maintain their Full Certification. The monthly report will consist of the following:

Referred Worker Information

- Name(s) of all GoSolarSF Installers and Back Office Workers on the contractor's active payroll during the reporting period
- List all GoSolarSF worker's job classification, hourly wage and employee benefits
- A summary of work that each GoSolarSF worker has performed during the reporting period
- Number of work hours performed by each GoSolarSF workers during the reporting period
- Number of work hours performed by each GoSolarSF Installer on a qualifying installation during the reporting period
- Name(s) of all newly hired or terminated GoSolarSF workers during the reporting period

Qualifying Installation Information

- Number of GoSolarSF approved projects during the reporting period
- The address, installation start/end date, and project hours of each qualifying installation during the reporting period
- The total project hours completed on-site for each qualifying installation during the reporting period

A contractor with a GoSolarSF worker on the active payroll must submit a monthly report even if the contractor has no qualifying installations during the reporting period. A contractor must submit all qualifying installations data per month. For example, if a project lasts for 2 months, the contractor will include the project in 2 monthly reports.

The monthly compliance reporting template will be available at the DEWD website:
http://www.owd.org/Workforce_Development-GoSolarSF.aspx

GoSolarSF Semi-Annual Report

Contractors must submit a compliance report on a semi-annual basis. The report will consist of Certified Payroll Reports for all GoSolarSF workers employed by the contractor during the semi-annual reporting period.

The semi-annual compliance reporting template will be provided to participating contractors at least 30 days prior to the due date.

If the contractor has terminated a GoSolarSF worker(s) prior to the due date of the semi-annual report, the contractor must include Certified Payroll Reports for the terminated GoSolarSF worker(s) in the GoSolarSF Monthly Report.

On The Job Training

Contractors participating in the Paid On-the-Job-Training Pilot will also submit the following forms in addition to their monthly report to comply with the Workforce Investment Act Subsidized On-the-Job-Training program requirements.

- On the Job Training Contract Invoice
- Trainee Timesheet
- Payroll Register

Submission Information

Monthly reports must be submitted by the 10th of every month. If the 10th falls on a Saturday, Sunday, or Holiday, the report is due on the next business day. Monthly reports will be submitted to Sheri Mascorro, TrainGreenSF Business Relations Manager at smascorro@sfgoodwill.org or faxed at (415) 575-2170.

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 may regain Full Certification by submitting a performance report demonstrating that the Contractor has met their monthly Compliance Targets.

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 they have met the Compliance Targets for one complete reporting period, the Contractor will be restored to Full Certification Status.

Role of Department of Economic and Workforce Development

DEWD will be responsible for the following:

- i) Certify Contractors to perform Qualifying Installations
- ii) Administer the WIA Subsidized On-the-Job Training program
- iii) To review and monitor the Contractor's compliance with these participation requirements.

Changes to the GoSolarSF Workforce Development Incentive Program

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.