



## GoSolarSF Workforce Development Incentive Program Contractor Certification Process

### Implementing Legislation

Ordinance 0102-08 (iv): The limit of assistance shall be a workforce development incentive for systems installed by an individual trained under the City workforce development program. If in implementing the incentive program the Program Administrator determines that the terms of this clause do not provide the intended stimulus for the successful placement of workers trained under the City's workforce development program, then the Program Administrator may establish new criteria that it deems more effective in achieving such objectives of the program.

### Workforce Development Incentive Administration and Criteria

The Department of Economic and Workforce Development (DEWD), which directs the City's overall workforce development efforts, will be responsible for developing and ensuring compliance with workforce criteria for this incentive program. These criteria may include, but are not limited to: a minimum requirement for hours worked on the solar installation by an individual hired through the City workforce development system; a requirement that individuals hired through the City workforce development system perform skilled work on the installation; workforce training program or system prioritization of San Francisco residents who are low income and/or have barriers to employment; and other standards for workforce system programs.

Solar Installation Contractors (Contractors) must maintain certification for the Workforce Development Incentive program with DEWD and hire workers from a DEWD-approved workforce development program. DEWD will provide a list of Workforce Development Incentive-certified Contractors to the SFPUC who will make this information available to the public.

### Participation in the Workforce Development Incentive Program

**Step 1: Complete Participation Form and Submit a Workforce Projection to DEWD.** By agreeing to participate in this program, you agree to meet the compliance targets outlined by DEWD. After you have submitted the participation form to DEWD, you will be given *Provisional Certification* as a GoSolarSF Installer. This means you may advertise your eligibility to perform installations that qualify for the workforce development incentive of the GoSolarSF program.

**Step 2: Recruit candidates from Approved Workforce Referral Agencies.** Send job descriptions to Approved Workforce Referral Agencies to find potential candidates for jobs. These candidates will have been provided with job-readiness training by the agency.

**Step 3. Interview and Hire Workers.** After you have hired at least one (1) worker you will be given Full Certification and you may start work onsite for installations that qualify for the workforce development incentive. Fill out an employment verification form and submit to DEWD.

**Step 4: Perform Workforce Development Incentive Installations.** As a requirement for participation in the program, you must provide Referred Workers with skilled work, pay them at least \$15.00 per hour, and have them work at least 25% of the work for all of the installations that qualify for this incentive.

Further, you must ensure that all workforce development incentive installations that you perform will have at least one Referred Worker working onsite.

Step 5: **Submit a monthly performance report.** To maintain certification for this incentive, you must complete a monthly performance report that demonstrates that you meet all of the requirements of the program.

**Compliance Targets:**

By participating in the GoSolarSF Workforce Development Incentive Program, the Contractor must meet each of the following compliance targets:

- hire one (1) or more Referred Worker(s)
- referred Workers complete no less than thirty (30%) of all of the total Project Hours of all the Qualifying Installations performed by the Contractor
- the Contractor must ensure that some work at all Qualifying Installation worksites will be completed by a Referred Worker.
- that all Referred Worker(s) perform Skilled Work and/or receive OJT to perform skilled work through the duration of their employment
- that all Referred Worker(s) are employed no less than 80% of full time as calculated by a 40 hour week and that all Referred Worker(s) receive a wage of no less than \$15.00 per hour

**Where to find the appropriate documentation:**

You may find the following forms here:

- Participation Form and Program Requirements
- Employment Verification Form
- Monthly Reporting Template
- List of Approved GoSolarSF Workforce Referral Agencies

**Schematic**

