



## **Procedures for Becoming an Approved GoSolarSF Workforce Referral Agency**

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 the GoSolarSF incentive program. Participating solar installation contractors must maintain certification for the Workforce Development Incentive Program with DEWD and must hire workers from a DEWD-approved Workforce Referral Agency. For this incentive program, DEWD is prioritizing employment referrals for San Francisco residents who are low income and/or have barriers to employment.

Each DEWD-approved Workforce Referral Agency must receive public funding through a San Francisco City Agency to qualify for this program. Agencies will be responsible for providing GoSolarSF installation contractors with a list of any and all pre-screened, trained, and job-ready residents at the employer's request. Outlined below are the qualification criteria that a workforce agency's program(s) must meet to be DEWD-approved as a GoSolarSF Workforce Referral Agency.

### **REQUIRED PROGRAM REPORTS:**

Each DEWD-approved Workforce Referral Agency shall provide quarterly performance reports to DEWD specifying:

1. the names of qualified residents referred to GoSolarSF solar installation contractors,
2. the names of the referred residents who were hired as GoSolarSF workers,
3. the names of the DEWD-certified solar installation contractors that hired each of the referred residents,
4. the hourly wage and/or salary at time of hire for each hired resident,
5. a copy of the job description for each referral made to a solar installation contractor (regardless of hire).

### **REQUIRED PROGRAM COMPONENTS:**

**1) One-on-One Intake Interview.** Each program must include some kind of one-on-one interview process, used to gather individual job readiness information, such as:

- Work, training, and education background
- Reliable and stable contact phone number & email address
- Transportation and housing situation & needs
- Family situation & needs
- Evaluation of individual's support system
- Legal issues and job readiness
- Health issues and work tolerances
- Alcohol and drug use evaluation

- Trauma and depression screens
- Mental status observations/ evaluation

**2) Assessment and Testing.** Each program must demonstrate evidence of a well-developed and documented process for assessing and testing their participants' employment interests, skills, and job readiness: This assessment and testing process should include group or individually administered tests including: basic math and reading skills, ESL (when appropriate), and other assessment tools to help identify barriers to employment, soft skills, and aptitudes and vocational interests.

**3) Individualized Career and Case Management Planning.** Each program must be able to demonstrate that each participant has his or her own individualized career and case management plan specific to his or her own individual assessment results and goals.

**4) Construction Job Readiness Training.** Each program should have a well-defined job readiness training component. The curriculum for this training should include:

1. Development of a Client Portfolio (resume, master application, any relevant certificates, a career plan, an assessment summary form)
2. Construction Interview Skills
3. Introduction to the construction trades (including solar installation) and apprenticeship.
4. Expectations of Construction Employers
5. SCANS Competencies-- <http://wdr.doleta.gov/SCANS/>
  - Five Competencies:
    - a. Using resources,
    - b. Interpersonal skills,
    - c. Acquiring and using information,
    - d. Understanding systems and interrelationships,
    - e. Working with technology
  - Three-part Foundation:
    - a. Basic Skills,
    - b. Thinking Skills, and
    - c. Personal Qualities
6. Appropriate Construction Work Attire
7. Managing Construction Work Life
8. Some physical exercise and manual dexterity assessment

**5) Life Skills Training.** Each program should have a well-defined life skills training component. The curriculum for this training should include:

1. Setting and achieving goals
2. Developing Positive Support Systems
3. Balancing Work and Home

**6) Student Assessment documentation.** Each program should provide evidence of documentation of information on individual participants' performance during the program. Important participant performance information includes:

1. Attendance & punctuality
2. Professionalism, interpersonal skills, & communication skills

3. Work tolerance/ tolerance for physical activities

### **GoSolarSF WORKFORCE REFERRAL AGENCY APPROVAL PROCESS**

- 1) Submit formal letter on your agency's letterhead requesting OEWD approval for your program as a GoSolarSF Approved Workforce Program.
- 2) Check the box and sign in the space provided at the bottom of this page and return the entire document to OEWD.
- 3) Submit your program's formal written procedures, highlighting each of the program components listed above, including:
  - a. Intake
  - b. Assessments and Testing
  - c. Individual Career and Case management plan development
  - d. Construction Job Readiness Training
  - e. Life Skills Training
  - f. Student Assessment
  - g. Student Placement
  - h. Student Retention
  - i. Employer Engagement
- 4) Submit supporting documentation, program forms, and instruments; including:
  - a. intake form,
  - b. assessment forms and testing materials,
  - c. your agency's standard career and case management template/ form,
  - d. a copy of your Construction JRT curriculum,
  - e. a copy of your life-skills curriculum,
  - f. a copy of your Student Assessment report, and
  - g. a proposed format for your GoSolarSF monthly program report.
- 5) Submit quarterly GoSolarSF Workforce Program reports
- 6) Send program representative to attend Quarterly GoSolarSF Workforce Providers meetings
- 7) DEWD will review and approve programs meeting the criteria outlined in this document, which will then become eligible as GoSolarSF Workforce Referral Agencies.

For more information contact:

GoSolarSF Workforce Manager  
(415) 581-2317 or [workforce.development@sfgov.org](mailto:workforce.development@sfgov.org)

*I have read the criteria noted within this document regarding qualifying as a GoSolarSF Workforce Referral Agency and believe my agency meets all of these requirements. I understand that failure to maintain the standards set forth within this document will jeopardize the ability of my agency to qualify for or maintain status as a GoSolarSF Workforce Referral Agency.*

Your agency's contact for this program: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

**Signed:**

\_\_\_\_\_  
**Executive Director or other authorized personnel**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name and Title**

**Please fax to (415) 581-2317 by 5:00 PM on Monday, July 28**