



Energy Workforce Equity Portal Instructions

1. Employer Registration

- a. This form is for employers that would like to post a job on energyequity.illinois.gov
- b. Employers must first register and be approved through this form to post a job.
- c. Once registered and approved, employers may submit jobs by completing the Clean Energy Job Submission Form.
- d. Completing the form:
 - i. Begin by selecting whether you have an Approved Vendor or Designee ID as a participant in the Adjustable Block Program or Illinois Solar for All. If you are not currently a participant in either of those programs, select No, and you will receive an ID number once your application is approved.
 - ii. All employers/registrants will also be asked to give information about their company, such as the name, website, and nature of its business etc. Companies that are not already Approved Vendors or Designees will be asked for about the product and/or services they provide.
 - iii. All registrants must list a contact name, telephone, and email address to complete the form.
- e. When the form is approved, a confirmation email will be sent to the contact email provided in the form, notifying you that you may submit a job listing on energyequity.illinois.gov.

2. Clean Energy Job Submission

- a. This form is for registered employers to post a job on energyequity.illinois.gov
- b. Completing the form:
 - i. Begin by entering your Approved Vendor or Designee ID from the Adjustable Block or Illinois Solar for All programs. If your company does not participate in those programs, use the registration ID number you received when your initial registration was approved.
 - ii. Job listings must include a title, email address or URL where applicants will apply, scope of work, full-time/part-time/contract designation, and pay information.
 - iii. Pay may be listed as per hour, by the contract value, salary, or negotiable.
 - iv. Job listings must include the location of the job by city, county, and region of Illinois. Please use the map linked in the form to find the appropriate region.
 - v. Jobs may be listed for 30, 60, or 90 days.
 - vi. Job listings may include additional benefit information, including childcare and transportation services.
 - vii. All job listings have the option to upload a file with the job description, including qualifications, required skills, and other relevant position information.
- c. Once the job listing has been reviewed and approved, the listing will appear on energyequity.illinois.gov for 30, 60 or 90 days. Registered employers may list multiple jobs at a time.



3. Equity Eligible Person² Submission

- a. This form is for persons who would like to be certified as an Equity Eligible Person². Employers in the clean energy economy that participate in IPA-solar incentive programs and utility-scale wind, or solar procurements are required to hire Equity Eligible Persons² for a minimum percentage of their workforce every year³, beginning in 2023.
- b. A worker can qualify as an Equity Eligible Person² in four different ways:
 - i. Primary residence is in an Equity Investment Eligible Community¹ (The Equity Investment Eligible Community¹ Map on the portal website highlights the valid areas in Illinois)
 - ii. Formerly incarcerated
 - iii. Graduate or enrolled in the foster care system
 - iv. Graduate, current, or former participant in eligible training or workforce development programs
- c. Completing the form:
 - i. All registrants must list a contact name, email address, home address, phone, region of Illinois, shift availability, and key skills.
 - ii. All registrants must then select the basis for their qualification as an Equity Eligible Person² by checking the appropriate box and reading and checking the attestation that appears.
 - iii. Registrants must also answer/note any certifications or union affiliations.
 - iv. Finally, registrants must also share their race/ethnicity and gender.
- d. When the form is approved, a confirmation email will be sent to the contact email provided in the form. Please save that confirmation email for your records.

For questions on the portal instructions, please email IPA.EnergyEquity@illinois.gov

¹Equity investment eligible communities are geographic areas throughout Illinois which would most benefit from equitable investments by the State designed to combat discrimination. The eligible communities are: (1) R3 Areas as established pursuant to Section 10-40 of the Cannabis Regulation Tax Act, where residents have historically been excluded from economic opportunities, including opportunities in the energy sector; and (2) Environmental justice communities, as defined by the Illinois Power Agency pursuant to the Illinois Power Agency Act, where residents have historically been subject to disproportionate burdens of pollution, including pollution from the energy sector. 20 ILCS 3855/1-10

²Equity Eligible Persons mean “persons who would most benefit from equitable investments by the State designed to combat discrimination, specifically: (1) persons who graduate from or are current or former participants in the Clean Jobs Workforce Network Program, the Clean Energy Contractor Incubator Program, the Illinois Climate Works Pre-apprenticeship Program, Returning Residents Clean Jobs Training Program, or the Clean Energy Primes Contractor Accelerator Program, and the solar training pipeline and multi-cultural jobs program created [by the Future Energy Jobs Act]; (2) persons who are graduates of or currently enrolled in the foster care system; (3) persons who were formerly incarcerated; (4) persons whose primary residence is in an equity investment eligible community.” 20 ILCS 3855/1-10

³The Minimum Equity Standard (“MES”) is the minimum portion of the workforce of an entity seeking to participate in Illinois Shines or a competitive procurement that must consist of EEPs. For the delivery year of 2023-2024, the MES is 10%.