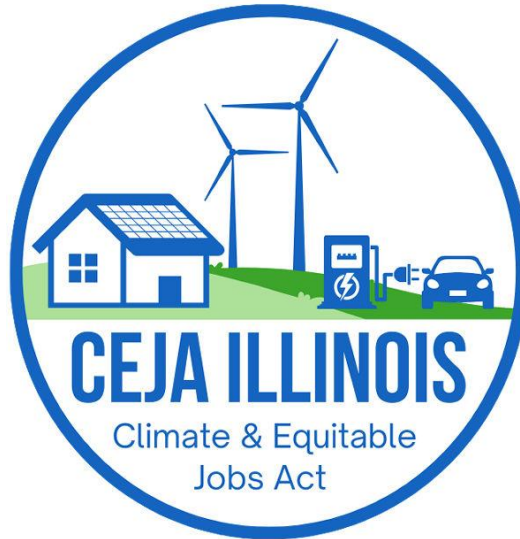




METRICS TRACKING WHEN COLLABORATING ON TRAININGS

CLEAN ENERGY CONTRACTOR INCUBATOR PROGRAM

The purpose of this policy is to ensure consistent and equitable attribution of participant metrics when multiple Incubator grantees jointly deliver a training.

When two or more Incubator grantees partner in a training program, grantees shall track participating contractors within an enrollment form, registration page, or similar. Grantees must retain the underlying registration or enrollment documentation for verification.

In the document, among other relevant questions, the contractor registration form must include the following questions:

- 1) Are you currently working with, or have you worked with, an Incubator hub? If so, which Incubator hub?
- 2) Contractor home address.
- 3) Through which program did you hear about this training? (including “Not sure” as a response).

Participant metrics would then be attributed to the appropriate Incubator hub for reporting and performance measurement, based on this hierarchy:

- 1) Contractors with existing or past relationships with a partnering hub shall be attributed to that hub.
- 2) If no prior relationship exists, contractors shall be attributed to the hub that serves their residential address region.

3) If neither of the above applies, contractors shall be attributed based on the hub they identify as the source through which they heard about the training.

4) Any contractors answering “Not sure” should be split evenly among the partnering hubs. Splitting should be based on the contractor’s home location. If an odd number remains, the final contractor shall be attributed to the hub with fewer overall program metrics to date.

If further guidance is needed or questions arise, please contact your Network Coordinator.