

NYSERDA Clean Energy Career Pathways Program Program Opportunity Notice (PON) 6121

Reference Guide



This reference guide is a high-level overview of PON 6121. All prospective applicants must read PON 6121 in its entirety prior to applying to NYSERDA. To access PON 6121, use this QR code or visit: nyserdera.ny.gov/wfd-pathways



NYSERDA
New York State Energy Research
and Development Authority

Overview: Clean Energy Career Pathways Program (PON 6121)

Energy efficiency and building electrification (EE/BE) are the primary focus of this solicitation with approximately 80 percent of the funding reserved for EE/BE technology areas.

Projects funded through this solicitation must build or expand New York State's training infrastructure and capacity to develop and deliver clean energy technical training and job placement assistance to new workers by ensuring they have the skills and qualifications required to meet industry demand.

All projects funded under this program must include **technical training** and:

- **career preparation** (e.g., employment-related supports such as mentoring, job coaching, interview preparation, job placement assistance and retention services)
- **soft skills training**
- **wraparound supports** (e.g., case management, childcare, and transportation) to ensure successful training completion and subsequent job retention, particularly for individuals of Disadvantaged Communities and Priority Populations

Applicants are required to leverage existing resources, where possible for all project activities.

All training funded by NYSERDA must take place in New York State and serve New York State residents.

Applicant Eligibility

- Be registered to do business in New York State.
- Have a business address for a formal business location within New York State.
- Demonstrate satisfactory integrity and capacity to perform the requirements of an Agreement with NYSERDA through completion of the Solicitation Proposal and Vendor Responsibility Questions.
- Have the legal authority to hire employees and conduct business in New York State.

The Applicant/Project Team must meet the following requirement:

- Must have a New York State training location suitable to delivering the proposed training program.

Proposal Requirements

- Applicant Eligibility
- Technology Area Eligibility
- Eligible Training Initiatives and Activities
- Funding and Cost Share Requirements

Applicants are **encouraged to partner** with other entities as helpful to ensure a comprehensive proposal. One (1) entity must be identified as the lead Applicant, that entity must complete the proposal and enter and hold the contract with NYSERDA.

The project team must demonstrate previous success in preparing trainees for jobs, administering support for job preparedness and placements, and conducting technical training. Additionally, the project team must possess relevant qualifications to deliver energy-related training.

Eligible Technology Areas

- Energy efficiency and building electrification (EE/BE) (e.g., energy auditing, insulation, heat pumps, building controls, building operations and maintenance)
- Renewable energy
- Energy storage (deployed wholesale bulk storage; “retail” commercial, non-residential, and community storage; and residential building storage)
- Smart grid
- Electric vehicle charging stations (installation, operation and maintenance)



Eligible Training Initiatives and Activities

- Take place in New York State and exclusively serve residents of New York State;
- Be carried out by an experienced applicant or project team;
- Include rigorous and high-quality technical skills training along with career preparation designed to prepare individuals for clean energy jobs. The training program must have adequate hours of clean energy technical training content. Determinations will be made on a case-by-case basis considering factors such as overall training program hours relative to clean energy technical training content, industry standards, employer support, and more.
- Ensure that at least 50% of individuals who participate in training meet the criteria of Disadvantaged Communities and/or Priority Populations;
- Include wraparound services and/or stipends as needed to support individuals with barriers to training and/or employment. NYSERDA will fund wraparound services only after other sources of funding have been exhausted;
- Detail a thorough recruitment and screening plan to attract candidates to the program;
- Clearly describe the proposed training, including training format, dates, and locations, as well as targeted audience, industry, occupations, wages, and skills;
- Include partnerships, demonstrated in letters of commitment, with employers to interview program graduates and provide pathways to full-time jobs;
- Propose clear job placement goals for trainees, with a minimum of 70% of program graduates to be placed into full-time jobs (including Registered Apprenticeships) within six months of training completion;
- Demonstrate a sustainability plan to ensure continuation of training after NYSERDA funding is exhausted; and
- Be completed within thirty (30) months.

Reporting Requirements

- Quarterly
 - Key performance metrics in alignment with project goals
 - Trainee Tracker
 - Quarterly Narrative

Associated Documents for Reporting

- Attachment D - Sample Quarterly Report
- Attachment E - Sample Trainee Tracker

Funding and Cost Share Requirements

- Applications accepted from \$250,000 to \$1.5 million
- Cost Share Requirement: Applicants must contribute a minimum cost share of 25 percent toward the total project budget, which may include “cash” or “in-kind” services.

The minimum cost share required for projects **exclusively serving Disadvantaged Communities and/or Priority Populations is 10 percent.**

Projects that are **led by or include New York State Minority and/or Women-owned Business Enterprise (MWBE) and/or Service-Disabled Veteran-Owned Businesses (SDVOB)** are also eligible for a 10 percent cost share.*

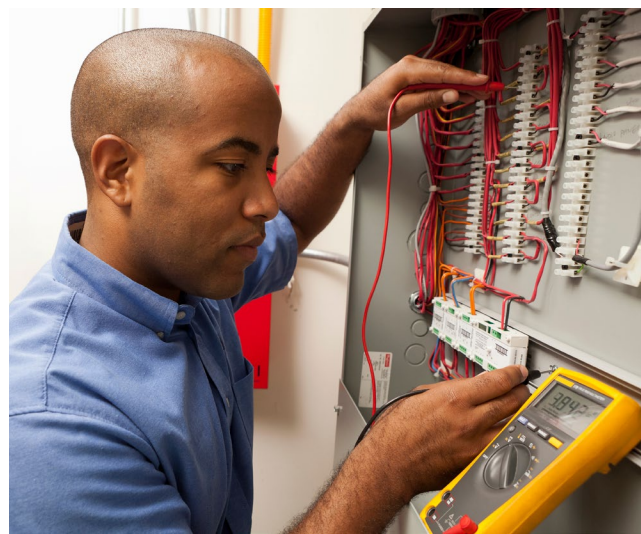
**See the PON for full minimum cost share eligibility details.*

Application Process

Required Documentation

- **Attachment A – Application***
Must be submitted as a PDF (may not be scanned)
- **Attachment B - Budget Workbook***
Must be submitted as an Excel File
- **Employer Letters of Commitment***
Letters from employers attesting to the need for the training specifically addressing the suitability of the training program.
- **Project Team Letters of Support**
Letters from project partners outlining their role, proposed tasks, and qualifications for designated role.
- **Resumes of Key Personnel***
Resumes of key personnel expected to be involved in the project.

**Denotes a required document*



Application Components

Section 1	Eligibility Checklist
Section 2	Training Program Requirements
Section 3	Project Team Qualification
Section 4	Clean Energy Technical Training Details
Section 5	Comprehensive Job Preparedness Services
Section 6	Alignment with Industry Demand
Section 7	Applicable Tasks
Section 8	Budget Alignment
Section 9	Associated Documentation Alignment



Employer Letters of Commitment

Applicants must include letters from employer partners attesting to the need for the training specifically addressing the suitability of the training program (e.g., program length, verification of curriculum).

Employers must also confirm their projected labor demand for the corresponding period for individuals completing the training and commit to interviewing program graduates. Job placements must provide a career path into the clean energy industry.

While a minimum number of letters of commitment is not required, the letters should provide sufficient evidence of the applicant's ability to meet the solicitation's 70% placement requirement.

Letters must be custom-tailored and unique to each employer partner. Form letters that include the same language signed by multiple partners may not be sufficient.



Resumes of Key Personnel

Applicants must submit the resumes of key personnel expected to be involved in the project. These resumes should align with the staffing plan included in the budget and note any relevant credentials or certifications for instructors and be up to date.



Online Proposal Submission

- The application and detailed instructions on how to submit an application can be found on the PON 6121 solicitation page.
- Proposals are accepted by the deadlines as listed in the PON (3 p.m. EST Deadline).
- Proposals will be evaluated within approximately six (6) to eight (8) weeks of the relevant proposal deadline.
- Upon favorable review, selected applicants will be issued a notice of fund award and invited to participate in contract negotiations.



Frequently Asked Questions

1. **What does it mean for NYSERDA to only fund wraparound services when other sources are exhausted?** NYSERDA requires that entities use existing funding streams whether from the applicant or third-party sources to fund wraparound and supportive services prior to requesting NYSERDA funding.
2. **Can you provide further details on what types of entities are eligible to apply?** Are nonprofits (501c3) eligible entities? All Entities that meet the eligibility requirements in the PON are eligible to apply. These may include entity types such as but not limited to Career and Technical Education (CTE) high schools; community colleges; universities; trade associations; unions; clean energy businesses; community-based organizations; non-for-profit organizations; for-profit organizations. See PON for full details.
3. **Can organizations apply for multiple rounds of this PON?** Applicants may submit multiple proposals to one (1) round, so long as proposals are not for duplicative work. An applicant may resubmit new proposals and/or revised unsuccessful proposals to later rounds.
4. **Can applicants include more than one clean energy occupation that trainees who may complete training are expected to fulfill?** Yes. The proposal should indicate all types of clean energy job placements that trainees are anticipated to fulfill. Occupational titles should be clearly aligned with the training program and demonstrated needs of employer partners.

Connect with us!

Email eecetraining@nyserda.ny.gov.

Check out other NYSERDA Workforce Development Programs at nyserda.ny.gov/wfd-training-and-community.



SCAN to learn more about the Clean Energy Career Pathways Program (PON 6121) or visit: nyserda.ny.gov/wfd-pathways



SCAN to read the solicitation page or visit: nyserda.ny.gov/pon6121

