



**Welcome!**

Program Opportunity Notice (PON) 6121

**Clean Energy Career Pathways Program**

Informational Webinar

April 7, 2026



**NYSERDA**  
New York State Energy Research  
and Development Authority

# Meeting Procedures

- A PDF version of this PowerPoint will be accessible on the program webpage.
- Questions must be submitted via Slido.
- Questions and Answers from today's webinar will be incorporated Frequently Asked Questions (FAQ) document to be published on the **program webpage**.





## AGENDA

1. Program Overview
2. Proposal Requirements
3. Proposal Application Process
4. Evaluation & Notification
5. Designated Contacts and Get in Touch with us

## PROGRAM OVERVIEW

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**, and
- **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.**

**This webinar is a high-level overview of PON 6121. All prospective applicants must read PON 6121 in its entirety prior to applying to NYSERDA.**

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

# 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 requirements:**
- 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; and
- Electric vehicle charging stations (installation, operation and maintenance).

## Proposal Requirements

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

## 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;

## ELIGIBLE TRAINING INITIATIVES AND ACTIVITIES CONTINUED

- 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.

## PROJECT REQUIREMENTS CONTINUED

- Reporting Requirements
- Quarterly - Key performance metrics in alignment with project goals
- Outcome Monitoring
- A plan to track and monitor the career-related achievements of program graduates for at least 6 months after training completion.

## Proposal Requirements

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

### Associated Documents

- [Summary](#) [PDF]
- [Attachment A - Application](#) [PDF]
- [Attachment B - Budget Form](#) [XLSX]
- [Attachment C - Sample Agreement](#) [PDF]
- [Attachment D - Sample Quarterly Report](#) [PDF]
- [Attachment E - Sample Trainee Tracker](#) [PDF]
- [Executive Order 16 and Explanation](#) [PDF]
- [Disclosure Statement](#) [PDF]

## NYSERDA 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.

## Proposal Requirements

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

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**

## 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\***
  - Must include 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

# Budget

Use both the PON Summary and the “Instructions” Tab in the Excel Workbook

INSTRUCTIONS FOR PREPARATION OF BUDGET	
Your budget may be the basis of contract negotiation; it should be specific and complete in every detail. Supporting schedules (as described in Section B) providing the basis for your estimates <b>must be provided</b> . Each offer should submit using the most favorable cost. NYSERDA reserves the right to accept or reject proposals based on the degree to which pricing and hourly rates are in line with the rest of the market.	
<b>A. GENERAL</b>	
The schedule must be submitted on NYSERDA's Budget Form.	
<b>B. INSTRUCTIONS AND DESCRIPTION OF REQUIRED SUPPORT DETAIL</b>	
(Title each supporting schedule and cross-reference it to the item number on the Budget)	
<b>1 LABOR (DIRECT )</b>	
a. Attach supporting schedules showing:	
o Each category or type (Title) of labor being estimated	
o Applicable labor rates per hour, <b>fully burdened</b>	
o Estimated hours required to perform the proposed statement of work	
<b>b. EDUCATIONAL INSTITUTIONS</b>	
Provide the following for each calendar year of the contract:	
1	For individuals not on an "actual hours worked" basis:
o individual's name	
o annual salary and the period for which the salary is applicable (preferably in weeks)	
o the proportionate time to be charged to this effort	
2	For individuals who maintain time records as the basis for charging costs, supply the detail as requested in Instructions 1(a.)
<b>2 DIRECT MATERIALS (PURCHASED PARTS), SUPPLIES, EQUIPMENT, AND OTHER COSTS</b>	
a. Provide the following information for each proposed item with an estimated unit cost in excess of \$15,000.	
o Description of the item	
o Proposed vendor	
o Quantity needed	
o Unit cost	
o Basis for cost (i.e., catalog, prior purchase, quote, etc.)	
o Total cost	
o Evidence of a competitive selection process in accordance with the requirements of the contract	
o	

Budget Tab Instructions

Budget (Required)

Cost Breakdown Tab Instructions

Cost Breakdown (Required)



**ATTACHMENT A (APPLICATION), ATTACHMENT B (BUDGET), AND ATTACHMENT C (SAMPLE STATEMENT OF WORK)**

**Cost Breakdown by Task**

Applicant: [Input Applicant Organization Here]

Cost Element	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Task 8	Task 9	Total Cost per Element
	<i>Project Management</i>	<i>Task 2 Name</i>	<i>Task 3 Name</i>	<i>Task 4 Name</i>	<i>Task 5 Name</i>	<i>Task 6 Name</i>	<i>Task 7 Name</i>	<i>Task 8 Name</i>	<i>Task 9 Name</i>	
NYSERDA Funding										
Applicant Cost Share										
Task Total (\$)										
Task Total (%)	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Total Budget	
NYSERDA Share	#VALUE!
Applicant Cost Share	#VALUE!

**SECTION 7. APPLICABLE TASKS**

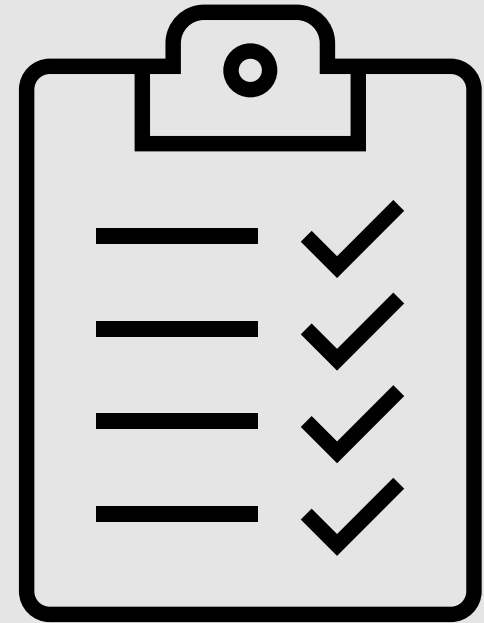
*Career Pathway Training Programs must align with the template Statement of Work. Required tasks as part of any training project include: Project Management, Training Delivery, Outreach and Recruitment, Wraparound Services, Job Readiness/Career Preparation Services, Job Placement, and Reporting. Please select additional tasks as applicable.*

- Curriculum Development and/or Modification
- Equipment Purchase
- Paid internships
- Other, please explain:

**Ensure alignment across proposal documentation.**

**“EXHIBIT A” MUST BE USED TO INFORM COSTS IN A COST BREAKDOWN BY TASK AS PART OF THE PROPOSAL**

**EXHIBIT A STATEMENT OF WORK**



## 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**.



## PROPOSAL SUBMISSION

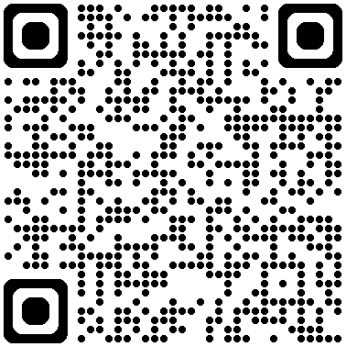
- Online Proposal Submission.
- The application and detailed instructions on how to submit an application can be found on the PON 6121 solicitation page.
- Proposals are accepted by the deadlines as listed in the PON (**3 p.m. EST Deadline**)
- May 20, 2026, is the first deadline
- Proposals will be 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**.



THANK YOU!

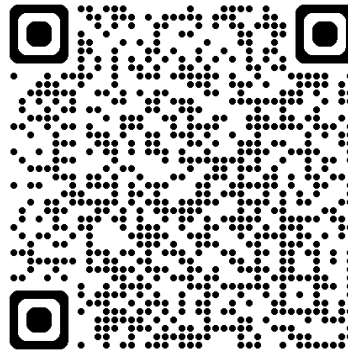
Reach out to Designated Contacts at [eecetraining@nyserda.ny.gov](mailto:eecetraining@nyserda.ny.gov)

- Jillian Palmer
- Beth Offenbacher
- Kerry Hogan



Program Page

<https://www.nyserda.ny.gov/All-Programs/Clean-Energy-Career-Pathways-Training>



Solicitation Page

[Clean Energy Career Pathways Training \(PON 6121\)](#)

**If you submitted questions during this webinar, thank you!**

**Program Office Hours commence May 5, 2026.**

RSVP on the Program Webpage

