

New York State Clean Energy Internship Program

Informational Webinar

February 15, 2024



Agenda

Today we will cover:

- > NYSERDA's PON 4000: Clean Energy Internship Program
 - Overview and Benefits to Employers
 - Funding Details
 - Steps to Participate
 - Connections to the On-the-Job Training Program
 - Q&A

NYSERDA Workforce Development and Training Programs

NYSERDA has dedicated more than **\$180 million** in funding to support clean energy workforce development and training.

NYSERDA funds initiatives that:

1. Prepare **new workers** for clean energy jobs;
2. Provide new/advanced skills for **existing workers** in the industry;
3. Support **businesses** in hiring and training workers.

Clean
Energy
Businesses

Job
Seekers &
Students

Training
Providers &
Community
Partners

Building
Owners &
Property
Managers

Workforce Development & Training

Hiring Support Programs:

- **PON 4000: Clean Energy Internship Program (\$4.7M)**
 - Funding for eligible clean energy businesses, organizations, and local municipalities to hire interns to work for a limited period of time in the clean energy sector to gain industry and professional experience.
- **PON 3982: On-the-Job Training Program (\$5.4M)**
 - Incentives for eligible energy efficiency and clean technology businesses to hire and provide on-the-job training for full-time, permanent new workers.

Program Goals and Benefits

- The Clean Energy Internship Program is designed to help prepare the next generation of clean energy workers
- Provides an introduction to the clean energy industry and relevant career experiences to people entering the workforce.
- Provides clean energy businesses in New York State with a pool of skilled professionals.
- Allows businesses to evaluate and train new talent with reduced financial commitment.
- Supports job creation in New York's clean energy economy.

Over 1,900 interns hired to date

Who can participate?



Eligible Employers:

- NYS businesses, non-profits, and municipalities that provide services in:
 - energy efficiency
 - renewable energy
 - alternative transportation
 - energy storage and grid modernization
 - renewable fuels
- Organizations must have 2 or more W-2 employees (minimum size waved for registered MWBEs/SDVOBs)

Eligible Interns:

- NYS residents who are current college students or recent graduates
- Students and recent graduates of NYS colleges
- Members of priority populations/disadvantaged communities

Funding

- NYSERDA provides reimbursement to employers to cover a portion of intern wages
- Reimbursement is available on a sliding scale for hourly wages of up to \$17.00
 - 90% of intern wages covered for employers with 2 - 100 employees.
 - 75% of intern wages covered for employers with 101+ employees.
- Examples:
 - An employer with 20 employees hires an intern for \$17/hr. NYSERDA will fund \$15.30 (90%) of the intern's hourly wage.
 - An employer with 20 employees hires an intern for \$20/hr. NYSERDA will fund \$15.30 (90% of \$17) of the intern's hourly wage.
 - An employer with 300 employees hires an intern for \$20/hr. NYSERDA will fund \$12.75 (75% of \$17) of the intern's hourly wage.

Funding

Additional Funding Details

- Interns must be paid hourly.
- Internships must last a minimum of 8 weeks and 80 hours
- Maximum 480 hours within a 12-month period (Max funding = \$7,344 per intern)
- NYSERDA will only reimburse up to 18 hours per week for interns enrolled in classes, 40 hours for interns while they're not taking classes

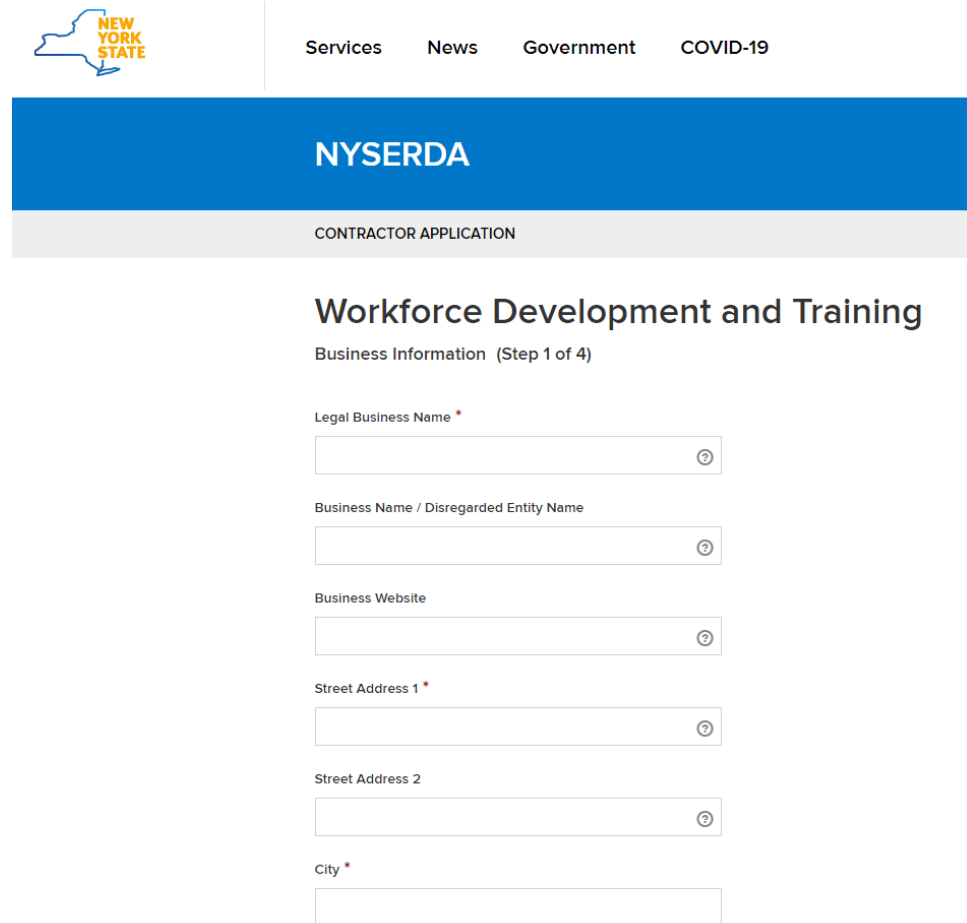
Reimbursement

- Employers submit invoices for reimbursement, with payroll records showing hours worked and amounts paid.
- Can invoice at the end of the internship or after 12 weeks of work for longer internships.

Candidate Directory

- Employers can recruit interns on their own or use the program's Intern Candidate Directory
- Students and others looking for clean energy internships submit resumes to the Clean Energy Internship Program
- Resumes and basic candidate information is presented in an online directory for employers looking for interns
- At any given time, there are several hundreds of intern candidates in the directory

How to Participate



The screenshot shows the NYSERDA website interface. At the top left is the New York State logo. To its right are navigation links for Services, News, Government, and COVID-19. Below this is a blue header with 'NYSERDA' in white text, and a grey sub-header with 'CONTRACTOR APPLICATION'. The main content area is titled 'Workforce Development and Training' and 'Business Information (Step 1 of 4)'. It contains several input fields: 'Legal Business Name *', 'Business Name / Disregarded Entity Name', 'Business Website', 'Street Address 1 *', 'Street Address 2', and 'City *'. Each field has a small circular icon with a question mark to its right, likely for help or validation.

Employer Application

- One online form to apply to **both** the Internship and On-the-Job Training Programs
- NYSERDA review completed in 2-3 business days
- NYS Dept. of Labor Due Diligence Review (typically within 10 business days)
- Approval granted for participation in one or both programs based on eligibility
- Approved employers are set up with access to the NYSERDA Portal

Tip – Apply Today!

How to Participate



Intern Candidates Application

- Individuals looking for internships apply to the program directly (online form)
- If employers have an intern they'd like to hire, the intern still needs to submit an application

How to Participate

Employers Submit Internship Application

- Employers must submit an application for an individual internship to reserve funding for the hiring of that individual intern.
- Internship Applications are submitted through the NYSERDA Portal.
- Internship Application includes:
 - Job Description
 - Countersigned offer letter
 - Remote Work Plan (if applicable)
 - Details of Internship
- Approval for internship funding issued via email.

Deadline:

Applications must be submitted to NYSERDA no later than 30 days after intern's start date

How to Participate

Internship Details

- Internships must provide a meaningful experience related to clean energy work.
- While the program can support remote/virtual internships, interns must work in New York State.
- Interns must be hired as W-2 employees (not 1099 contractors) and paid hourly.
- Interns may work in a variety of roles, exploring different facets of the clean energy industry.

How to Participate

Internship Details

- Employer determines salary for intern.
 - Must meet or exceed minimum wage and not be more than \$25/hr.
- Employer determines internship schedule (start and end dates, weekly schedule).
 - Internships must last a minimum of 8 weeks and 80 hours
 - Maximum 480 hours within a 12-month period
 - NYSERDA will only reimburse up to 18 hours per week for interns enrolled in classes
 - NYSERDA will only reimburse up to 40 hours per week for interns while they're not taking classes

How to Participate

Reimbursement

- Employers submit invoices to NYSERDA for reimbursement.
- Invoices must include payroll records showing hours worked and amount paid to the intern, demonstrating withholdings associated with W-2 employee status.
- Can invoice at the end of the internship or after 12 weeks of work for longer internships.

How to Participate

Other Details

- Employers can have up to 7 interns participating in the program at one time (cap is lower for businesses that have fewer than 2 employees).
- Employers can hire up to 30 interns through the program in total over the life of the program (cap waived for registered M/WBE, SDVOBs)
- Interns cannot have been employed at that organization previously.
- Applications will be accepted on a rolling basis through December 30, 2025, should funding remain.
- \$4.7M in funding is currently available.

PON 3982: On-the-Job Training Program



Eligible Employers:

- NYS businesses that provide services in HVAC, building performance, building automation, solar, lighting, smart grid, energy storage, electric vehicle charging stations, offshore wind, and other clean energy technologies

Eligible New Hires:

- Must be New York State residents and new employees for the employer (unless transitioning from the Clean Energy Internship Program)

Funding:

- 50%-75% wage reimbursement for training period (up to \$24)
 - 6 months for hires from a priority population/disadvantaged community
 - 4 months for all other hires

Over 1,700 individuals hired to date

Program Process – On-the-Job Training Program



Employer Finds Candidate

- Businesses can identify their own candidates or use NYS Dept. of Labor resources through their dedicated Business Service Rep (BSR)
- Workers must live and work in New York State

Business Develops Training Plan and Finalizes Offer to Employee

- NYS Dept. of Labor BSR conducts skills assessment
- Business, with support from BSR, develops a customized training plan
- Business must get the training plan form signed by both the Dept. of Labor BSR and the new hire

Business submits application to NYSERDA

- Online application must include:
 - Job Description
 - Signed Training Plan
 - Details of employment (start date, work location, wages, etc.)

Program Process – OJT Program

New Hire Begins Employment

- OJT program only supports full-time hires
- Employer implements training plan

Reimbursement

- Businesses submit invoices for reimbursement, with payroll records showing hours worked and amounts paid
- Businesses can invoice after 4 weeks of work
- ****Application must be submitted to NYSERDA no later than seven days after the new hire's first day of work for the On-the-Job Training Program**

OJT Office Hours

Looking for more Information about the OJT Program?

Monthly Office Hours with Program Team

Third Thursday of each month, 2:00-3:00 PM ET

Register on Program Webpage:

www.nyserda.ny.gov/All-Programs/On-the-Job-Training-Program

Transitioning from Internship Program to OJT

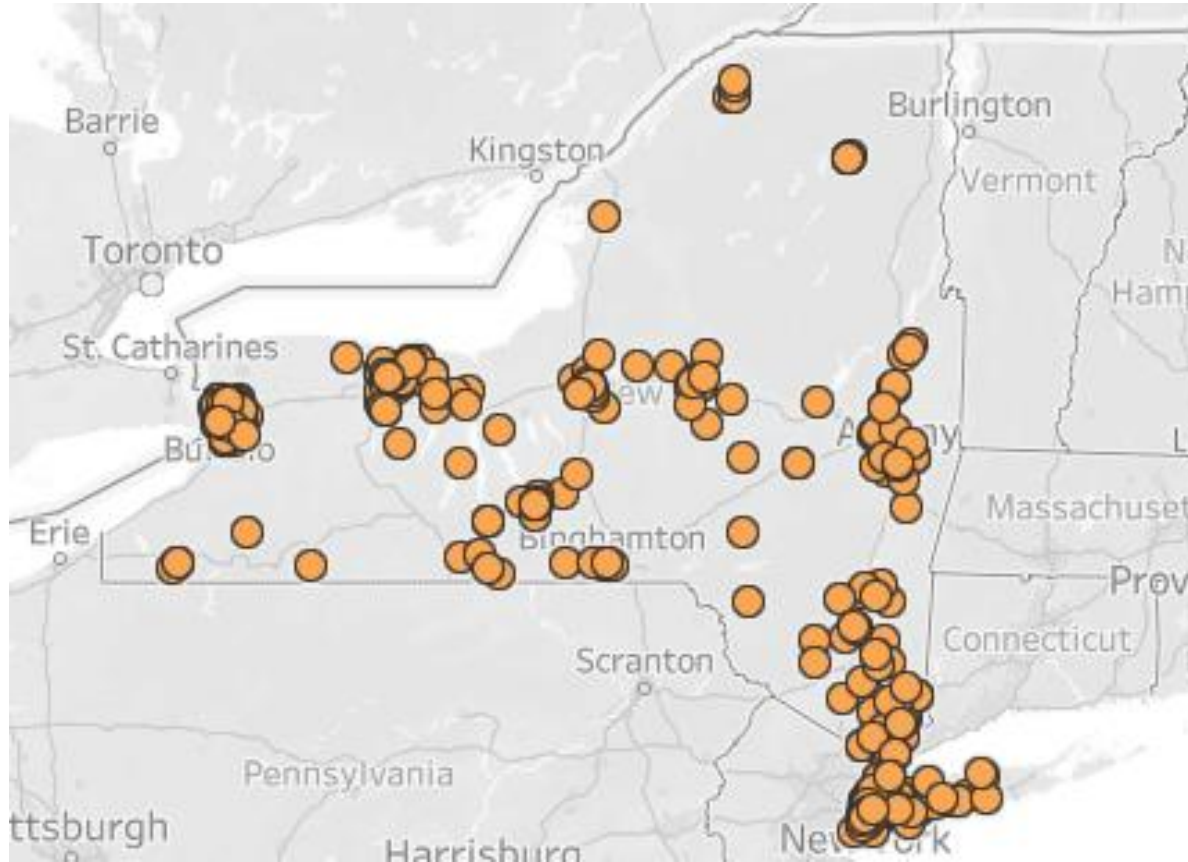
Funding to hire interns full time

- Employers who are eligible for the OJT Program can hire interns supported through the PON 4000 Internship Program* and receive additional funding through the PON 3982: On-the-Job Training Program

**Not all types of work supported by the Internship Program are eligible for OJT. Contact the Program Team to discuss eligibility if you are unsure.*

- All OJT Program procedures must be followed to receive funding:
 - Training plan developed and signed by DOL Business Service Rep
 - OJT Application submitted to NYSERDA no later than 7 day after start date
- Email NYSERDA identifying last date of internship and start date of full-time employment.

Participating Employers across New York State



**Join the network of
clean energy
businesses across the
state receiving these
hiring support benefits**

Questions?

Read the full funding opportunity:

[NYSERDA's Clean Energy Internship Program PON 4000](#)

[NYSERDA's On-the-Job Training PON 3982](#)

Contact the program team:

cleanenergyinternship@nyserda.ny.gov

PONOJT@nyserda.ny.gov