



**SUNY CLEAN ENERGY WORKFORCE OPPORTUNITY PROGRAM  
REQUEST FOR PROPOSALS (#19-01CEW)**

**Issued: September 4, 2018**

**Submission Deadline:  
December 21, 2018 at 5:00 p.m. EST**

**I. INTRODUCTION**

Recognizing SUNY's demonstrated capacity in the areas of clean energy and workforce development, Governor Andrew M. Cuomo proposed the Clean Energy Workforce Opportunity Program ("Program") in his 2016 *Built to Lead* Agenda, described as follows:

"To train 10,000 more workers for jobs in the clean energy sector, the Governor proposes a new \$15 million Clean Energy Workforce Opportunity Program at the State University of New York (SUNY) that will work with clean energy companies to develop a new job training and certification program that will make New York a leader in clean tech workforce development.

In partnership with clean energy businesses located on or near SUNY campuses, the fund will allow schools to offer additional courses and hire new faculty and purchase or upgrade the advanced machinery and lab equipment necessary to teach students the skills to succeed in the green energy workforce."

**II. PROGRAM GOALS AND BUDGET**

This Request for Proposal ("RFP") seeks proposals in two Tracks that aim to support New York's mission to be a leader in clean energy workforce development.

**Track I: Clean Energy Workforce Development**

Eight million dollars is designated for Track 1 (approximately \$4.5M to SUNY state-operated institutions and approximately \$3.5M to community colleges). The awarded SUNY Institutions must use Track I Program funding for the following purposes:

- Creating and/or expanding apprenticeships, certifications, internships, and mentoring for clean energy workforce (including existing partnerships with applicable trades and unions);
- Hiring faculty with expertise in clean energy;
- Creating new or enhancements of existing course offerings in clean energy-related academic programs;
- Providing experiential learning opportunities for students in clean energy-related programs;
- Providing training, work-based learning and supportive services to workers impacted by New York State's commitment to a full phase-out of coal-burning power plants by 2020. Through collaboration with SUNY state-operated institutions and community colleges, these grants will ensure that displaced workers from coal-burning electric generation facilities have the tools to take on jobs in the emerging clean and green economy; and/or
- Purchasing or upgrading necessary machinery and/or laboratory equipment to support clean energy workforce development.

### **Track II: Community College Regional Council Awards**

Up to \$1.0M is allocated for Community College Regional Council awards. The awarded Community College Regional Councils may use Track II program funding for the following purposes:

- Coordinating regional activities, such as events and workshops, to facilitate partnerships between regional clean energy industry players and SUNY community colleges in the region;
- Enabling the sharing of curricula materials, tools, and best practices among community colleges to accelerate the pace of clean energy workforce development; and/or
- Planning regional strategies to promote a culture of environmental sustainability.

### **III. PROGRAM GUIDELINES**

The Program Guidelines immediately below are applicable for Track I and Track II:

- Award duration will be two years, i.e. funding will be provided in Year 1 and Year 2.
- Reporting requirements will be for three years. PIs are required to report meaningful progress towards the desired results at the end of Year 1, Year 2, and Year 3 after the award is made.
- Awarded Institutions must begin to implement the proposal and begin to use its funding within three months of receiving its award.
- An intent of the Program is to foster collaboration, including regional collaborations. Awarded Institutions will be expected to engage and collaborate with other Awarded Institutions. An example may be participation in a Community of Practice.

- To ensure the funds have a significant multiplier effect and as broad an impact as possible, as a condition of the receipt of this grant, the Awarded Institutions will be required to license to the public all instructional content created with the support of the grant under the Creative Commons Attribution license, version 4.0 or later (CC BY).
- A webinar with NYS Energy Research and Development Authority's ("NYSERDA") may be offered to present on several emerging and priority areas of clean energy and workforce needs. More details to follow.

### **Track I: Clean Energy Workforce Development**

- Eligibility: All 64 SUNY Institutions are eligible to apply for Track I awards.
- Each award may range from \$500K to \$1.5M for a duration of two years.
- Each SUNY Institution may participate in only one Track I proposal. The proposal must comprise of two SUNY Institutions or more. Only joint proposals among SUNY Institutions (not external organizations) will be considered.
- Two-year and four-year campus collaborations among SUNY Institutions, such as regional or state-wide collaborations or career pathway projects, are strongly encouraged.
- Industry partnerships between SUNY Institutions and regional clean energy employers are highly desired.
- All proposals must be submitted through the Office of the Provost or Vice President for Research on campuses.
- The Principal Investigator ("PI") must be the main contact person for the proposal under this RFP.

### **Track II: Community College Regional Council Awards**

- Eligibility: The nine Community College Regional Councils in the regions of Capital Region, Central NY, Finger Lakes, Long Island, Mid-Hudson, Mohawk Valley, North Country, Southern Tier, and Western NY are eligible to apply for Track II awards. The list of community colleges by Regional Council is found in Appendix A.
- Only one proposal may be submitted for each Community College Regional Council.
- Proposals must include a SUNY community college from the region to be the Proposal Lead, as well as letters of support from all the SUNY community colleges in that region.
- The proposal must be submitted by the President's office of the lead community college in the region and indicate a PI who must be the main contact person for the proposal.
- A steering committee comprised of the community colleges and stakeholders in the region must be submitted with the proposal.
- Each award may be up to \$200K for a duration of two years.

#### IV. PROPOSAL SUBMISSION GUIDELINES

Each complete application must be submitted in a single e-mail to [pif@suny.edu](mailto:pif@suny.edu). A complete application contains:

- the Cover Sheet, Executive Summary, Narrative, Investment Impact, and Letters of Support in a single PDF file, and
- the Budget in a single Excel file.

Enter the email subject line “Clean Energy RFP #19-01CEW Submission Track [I or II].” Applications must contain the following elements:

A. *Cover Sheet (Please use the provided Cover Sheet template.)*

B. *Executive Summary*

The Executive Summary must be no longer than half of one page, in font type Times New Roman, font size 12.

C. *Narrative*

The Proposal Narrative must be completed in a maximum of three pages, in font type Times New Roman, font size 12. The Track I Proposal Narrative should include all the following components. The Track II Proposal Narrative should include applicable components.

##### 1. Needs Statement

- Describe the specific clean energy workforce needs in your region.
- Include a market analysis that identifies the industry partnership opportunity(ies) specific to the region. This should illustrate the local demand for the skills and resources that the Program will support. NYSERDA, NYS Department of Labor (“DOL”), and/or SUNY System Administration will be available to assist applicants in this analysis.
- The PIs are strongly encouraged to refer to the NYS Energy Research and Development Authority’s (“NYSERDA”) 2017 New York Clean Energy Industry Report (<https://www.nyserda.ny.gov/About/Publications/2017-New-York-Clean-Energy-Industry-Report>).
- Indicate the alignment of the proposed project with SUNY Institutions’ priorities.

##### 2. Capacity

- Describe existing capacity and academic program offerings (including continuing education) in clean energy degrees, workforce training or professional development opportunities, certifications, applied learning and other activities in concert with these programs, faculty expertise, as well as equipment and laboratories.

- Indicate the need for new and/or additional capacity in order to meet the abovementioned market demands and how the proposed approach may address such capacity needs.

### 3. Partnerships

- Within the context of this Program, a “partnership” is a formal arrangement in which the parties agree to cooperate to advance their mutual interests, resulting in an exchange of resources (financial, in-kind, personnel, etc.) and/or an executed contract/agreement/MOU.
- Describe any existing partnership with clean energy companies and/or manufacturers located on or near your Institutions, including enhanced academic offerings; experiential learning and mentoring opportunities; and supporting workforce development including partnerships with unions.
- Describe in-kind and other commitments from industry partner(s) in support of this proposal. This should also include some level of commitment to hiring graduates.
- Explore potential partnership opportunities with state and local agencies including the DOL, NYSEERDA, Empire State Development (“ESD”), and Industrial Development Agencies (“IDAs”) to ensure programs are meeting market demands.
- Preferential considerations will be given to collaborative proposals from multiple SUNY Institutions that demonstrate viable plans to promote transfer pathways to meet regional economic development and clean energy workforce needs.

#### D. Budget

Please use the provided budget template to complete the budget in Landscape view.

#### E. Investment Impact (*maximum 1/2 page*)

To the extent possible, project the impact of the requested support on the clean energy workforce development in your region.

#### F. Letters of Support

**Track I:** A letter of support may be issued by Deans, Vice Presidents for Research, Provosts, and/or Presidents. The letter must indicate the alignment of the proposal with campus priorities, as well as any institutional match. To reduce time for the preparation of such letters, concise letters that indicate clear, firm support and commitment in one paragraph are highly recommended.

**Track II:** Letters of Support from all the SUNY Institutions of the Community College Regional Council in the proposal’s region are required. Letters may be issued by Deans, Vice Presidents for Workforce and Continuing Education, Provosts, and/or Presidents. To reduce time for the preparation of such letters, concise letters that indicate clear, firm support in one paragraph are highly recommended.

## **V. PROPOSAL REVIEW**

Proposals will be reviewed by a committee of representatives from SUNY, NYSERDA, and DOL, who will make recommendations to SUNY System Administration. Review criteria include:

- The strength of the clean energy workforce need in the region;
- The capacity of the SUNY Institution to meet the market demands;
- The viability of the partnerships with industry partners and their degree of support;
- The sustainability of the Program investments after Program support is exhausted; and
- The impact of the requested support on the clean energy workforce development in the region.

## **VI. REPORTING REQUIREMENTS**

This RFP requires the reporting of meaningful progress towards the desired results at the end of Year 1, Year 2, and Year 3 of the award period. A report (format to be provided by SUNY System Administration) that includes the following shall be submitted annually:

- Partnerships formed with industry partners;
- A detailed description of Program grant expenditures; and
- The extent to which original proposal goals and objectives have been achieved.

The funding may be terminated if it is determined by SUNY System Administration that the Awarded Institution has not made significant progress towards its stated goals.

## **VII. SUBMISSION DEADLINE AND CONTACT INFORMATION**

To allow adequate time for campuses to formulate thorough proposals, the submission deadline is **December 21, 2018 at 5:00 p.m. EST**.

Please feel free to submit any questions you have regarding this RFP to [pif@suny.edu](mailto:pif@suny.edu) by October 5, 2018 at 5:00 p.m. EST. A subsequent document will be issued that provides responses to the questions. Reference "Clean Energy RFP #19-01CEW Questions" in the subject line.

## **APPENDIX A: LIST OF COMMUNITY COLLEGES BY REGIONAL COUNCIL**

### **Capital Region**

Adirondack Community College  
Columbia-Greene Community College  
Hudson Valley Community College  
Schenectady County Community College

### **Central New York**

Cayuga County Community College  
Onondaga Community College  
Tompkins Cortland Community College\*

### **Finger Lakes**

Finger Lakes Community College  
Genesee Community College  
Monroe Community College

### **Long Island**

Nassau Community College  
Suffolk County Community College

### **Mid-Hudson**

Dutchess Community College  
Orange Community College  
Rockland Community College  
Sullivan County Community College  
Ulster County Community College  
Westchester Community College

### **Mohawk Valley**

Fulton-Montgomery Community College  
Herkimer County Community College  
Mohawk Valley Community College

### **North County**

Clinton Community College  
Jefferson Community College  
North Country Community College

### **Southern Tier**

Broome Community College

Corning Community College  
Tompkins Cortland Community College\*

**Western NY**

Erie Community College  
Jamestown Community College  
Niagara Community College

*\*Tompkins Cortland Community College requested to be included in both Central and Southern Tier regions.*