# Apply for the Clean Energy Internship, Climate Justice Fellowship, & On-the-Job Training Programs

The New York State Clean Energy Internship Program, the Climate Justice Fellowship Program, and the On-the-Job Training Program are workforce development initiatives offered through NYSERDA. The programs focus on enhancing the talent pipeline for New York State businesses engaged in the clean energy industry by facilitating the placement of students and recent graduates into paid internships and by supporting the hiring and training of new full-time workers and one-year fellows. NYSERDA reimburses eligible employers for a percentage of wages for the participating interns, fellows, and new hires.

Businesses submit an online application to apply for all three programs, and applicants may be approved for one or more programs depending on eligibility criteria.

Once approved, participating employers submit an application for each individual they wish to hire in order to apply for funding.

These instructions cover the steps of the application to become a participating employer.

Introduction

## Introduction

ⓘ The content below provides guidance when beginning, and navigating through, the online application. Please review before accessing any of the Application Instruction tabs to the left.

## Checking Your Application Progress:

The application is comprised of four pages, or steps. Your progress throughout the application can be viewed in the upper right-hand corner where progress is denoted with a black circle. Additionally, these can be used to navigate to completed pages. To navigate this way, click the circle representing the required page.

CONTRACTOR APPLICATION

### Workforce Development and Training
Company Information  (Step 1 of 4)

● ○ ○ ○

## Application Field Tips and Information:

As you progress throughout the application, fields marked with a **Question Mark** within a circle contain tool-tips to help you understand the information required for those fields. Tool-tips within the field (such as with the Legal Business Name in the screenshot below) are activated when hovering your cursor over the field, whereas tool-tips next to the field name, such as in the Current Business Size field in the screenshot below) are active when the question mark is clicked.

| Legal Business Name * | | Current Business Size ❓ * |
| --- | --- | --- |
| [                    ⌖ ] | | --None--                    ⌄ |

## Beginning the Application:

Once the application is accessed, ensure **Workforce Development** is selected for the **Program Family** drop-down and click the **Workforce Development and Training** radio button. Then click **Continue** to begin the application process.

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**CONTRACTOR APPLICATION**

# Select Program

Complete the following screens to submit an application. See the ❓ icon for more information.

**Program Family** ⓘ

[ Workforce Development                    ⌄ ]

**Please select a program**

🔘 Workforce Development and Training

[ **CONTINUE** ]

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## Navigating the Application:

Every page contains both a **Previous** and **Continue** button.

- The **Previous** button enables to applicant to return to previous pages should it be necessary to update information on pages that have already been completed.
- The **Continue** button allows applicants to navigate to next page, or step, of the application. Applicants cannot advance to the next page if any required fields on the page have not been completed.

## Special Notes:

Content on this page with an associated camera icon indicates a screenshot, or other content, has been placed within a Tool-Tip. To access the content in a Tool-Tip, simply hover your cursor over the camera icon. Try it with this camera icon:

Application: Page 1

# Application Page 1: Company Information

The first page of the application requires you to document your company information. All required fields on this page are denoted by a red asterisk *.

**1**

Begin by entering in your company's name and address information.

**2**

Next, select the kind of business for the company. Options in the field drop-down are:

- Corporation
- Disregarded Entity
- Federal, State, or Local Government
- Individual / Sole Proprietor
- Limited Liability Co.
- Not For Profit
- Partnership
- Public Authority
- Trust / Estates

**3**

Then, specify if the company is New York State registered or New York City certified **Minority**, **Women**, or **Service-Disabled Veteran** owned business, if applicable.

**4**

Input your company's **Exempt Payee Code**, if applicable.

**5**

Lastly, check the appropriate **Tax Identification Type** for the company.

**Employer Identification Number:** If selecting this option, an additional field will become visible. Input the company's Employer Identification Number.

**Social Security Number:** If selecting this option, a note will appear. Your Social Security Number cannot be input within the application. Instead, you should mail your W9 to NYSERDA at the address provided within the note associated with this field.

**6**

After completing all required and applicable fields on this page, click **Continue** to move onto the next page of the application. Click the next tab on this page to advance to the instructions for **Application Page 2: Contact Information**.

# Workforce Development and Training

Company Information  (Step 1 of 4)

**Legal Business Name** *

⊙

**Business Name / Disregarded Entity Name**

⊙

**Business Website**

⊙

**Street Address 1** *

⊙

**Street Address 2**

⊙

**City** *

**State/Province** *

New York ▼

**Zip/Postal Code** *

**What kind of business do you have? (select all that apply)** *

▼ ⊙

**Please Select if Applicable (check all that apply)**

☐ New York State registered or New York City certified Minority Owned Business Enterprise (MBE)

☐ New York State registered or New York City certified Women Owned Business Enterprise (WBE)

☐ New York State Service-Disabled Veteran-Owned Business Enterprise (SDVOBE)

**Exempt Payee Code**

⊙

**Tax identification type:** *

○ Employer Identification Number (EIN)

○ Social Security Number (SSN)

CONTINUE

Application: Page 2

# Application Page 2: Contact Information

ⓘ The second page establishes the Primary, Accounts Receivable, and Authorize Signatory contacts associated with the application. Should NYSERDA require additional information for the application, the Primary Contact will be contacted. All required fields on this page are denoted by a red asterisk *.

①  Enter in contact information for the **Primary Contact** for the company. The **Primary Contact** will be the recipient of any future NYSERDA communications.

**2**

Next, enter in the contact information for the company's **Accounts Receivable Contact**. This individual may be contacted with questions related to the payment of invoices.

> ✓ The Primary Contact can also act as the Accounts Receivable Contact. If this is the case, check the **Accounts Receivable Contact is same as Primary Contact** checkbox.

**3**

Lastly, enter in the contact information for the company's **Authorized Signatory Contact**. This individual will be the company's approved signatory should approval or decisions requiring an authorized signatory be necessary.

> ✓ The Primary Contact can also act as the Authorized Signatory Contact. If this is the case, be sure to check the **Authorized Signatory Contact is same as Primary Contact** checkbox.

**4**

After completing all required and applicable fields on this page, click **Continue** to move onto the next page of the application. Click the next tab on this page to advance to the instructions for **Application Page 3: Business Details**.

## Workforce Development and Training ✓ ● ○ ○

Contact Information  (Step 2 of 4)

Provide your company contact information. Note that the primary contact will be the person who receives the portal login once your application is approved by NYSERDA.

### Primary Contact Information ❓

First Name *

Last Name *

Title *

Email *

Phone *

Extension

### Accounts Receivable Contact ❓

☐ Accounts Receivable Contact is same as Primary Contact

First Name *

Last Name *

Title *

Email *

Phone *

Extension

### Authorized Signatory Contact ❓

☐ Authorized Signatory Contact is same as Primary Contact

First Name *

Last Name *

Title *

Email *

Phone *

Extension

PREVIOUS

CONTINUE

Application: Page 3

# Application Page 3: Business Details

ⓘ The third page establishes some basic demographics of the company that are required to review, process, and approve applications. All fields on this page are required.

**1** Complete all fields on this page, leveraging the tool-tips, as described in the Introduction tab, to review additional field requirements or information if needed.

**2**

Be as specific as possible for the first and last fields on this page as they relate specifically to eligibility requirements and will be reviewed by the NYSERDA Program Team prior to approving any applications. For the last field, NYSERDA will perform an internal review to cross-check programs your company is currently participating in at NYSERDA.

**3**

After completing all fields on this page, click **Continue** to move onto the next page of the application. Click the next tab on this page to advance to the instructions for **Application Page 4: Application Review**.

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CONTRACTOR APPLICATION

## Workforce Development and Training
**Business Details  (Step 3 of 4)**

Business Details page for the Contractor Application.

Briefly describe the general nature of the job(s) you plan to offer through the PON 3982: On-the-Job Training and/or PON 4000: Clean Energy Internship Programs.
The description must include how the position(s) will relate to the eligible energy efficiency and/or clean energy technology categories. ❓ *

[ text area ]

Current Business Size ❓ *
[ --None-- ▾ ]

Electric utility for primary business location in New York State *
[ --None-- ▾ ]

Regions Served (Select all that apply) *
[ ▾ ]

Primary Clean Energy Sector(s) (Select all that apply) ❓ *
[ ▾ ]

How did you hear about the Workforce Development Hiring Support Programs? *
[ --None-- ▾ ]

Please list all NYSERDA programs you are participating in: *
[ text area ]

PREVIOUS                    CONTINUE

Application: Page 4

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# Application Page 4: Application Review

ⓘ  The last page provides an opportunity for applicants to review all submitted information before signing and submitting the application. All fields on this page are required.

**1**

Begin by viewing or downloading the two documents in the blue message box. Once reviewed, check the box attesting that you have read and understand the program requirements. You cannot submit your application until this has been completed.

**2** Then, answer the four required questions.

**3** Click the **Print** button at the bottom of the page to open a PDF version of your completed, but unsigned, application. Review all application information for accuracy. Return to the online application, read the disclosure and check the box to attest that you agree to the terms and conditions.

**4** Next, sign the application. There are two ways to accomplish this:

1. Click the **Electronic Signature** button. You will be directed to **DocuSign** to provide your electronic signature.
2. On the first **DocuSign** page, check the agreement box, then click **Continue.**
3. The application will appear. Click **Start.**
4. You'll be directed to the signature portion of the application. Click **Sign**.
5. A modal window will appear requesting your signature preference. Your Name and initials will pre-populate. Choose your signature option and click **Adopt and Sign** when ready.
6. You'll return to the application in **DocuSign** where your signature will display in the signature field. Click **Finish**.
7. You'll be returned to the **Application Review** page. A message stating **Application is signed** will be visible.

1. Use the pdf version of the completed, but unsigned, application from step 3 above. Print the pdf.
2. Physically sign the printed pdf application.
3. Scan all pages of the completed and signed application to your computer. You can use photos of the application.
4. At the bottom of page 4 of the application, click the **Choose File** button in the **Signed Application** section to locate the file of the signed application on your computer.
5. Upload the file.
6. Click the **Save** button to save the uploaded file to the online application tool.

**5** Finally, to complete the application process, click the **Submit** button at the bottom of the page.

**6** Once submitted, the **Primary Contact** for the application will receive an email confirming the application has been submitted.

## Workforce Development and Training
**Disclosures and Signature  (Step 4 of 4)**

○ ○ ○ ●

Review all application information carefully to ensure that all information is complete and accurate before continuing.
Application current status: Unsubmitted

**View or download:** PON 3982, PON 4000, and PON 4772

☐

I have read and understand the program requirements for the On-the-Job Training Program, the Clean Energy Internship Program, and the Climate Justice Fellowship Program.

Has your company filed or are you filing a petition under any chapter of the U.S. bankruptcy code within the past 3 years? *
○ Yes   ○ No

Have any principal or officer of your company been convicted of a felony within the past 5 years? *
○ Yes   ○ No

Have any principal or officer of your company been under disciplinary action (probation, suspension, and termination) within a NYSERDA program? *
○ Yes   ○ No

Have any principal or officer of your company been debarred by any government agency? *
○ Yes   ○ No

The undersigned certifies that:

1. The number listed in this application is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined at the IRS webpage provided below).

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

For the full instructions, please see the IRS Instructions for the Requestor of Form W-9.

I, the Applicant, certify that the information submitted in this application is true, accurate, and complete to the best of my knowledge, and that I have the authority to apply for NYSERDA's On-the-Job Training Program for Energy Efficiency and Clean Technology,  NYSERDA's Clean Energy Internship Program, and/or NYSERDA's Climate Justice Fellowship Program on behalf of the organization on whose behalf I appear here. I understand that the submission of these materials does not guarantee receipt of funding through any of the programs. I certify that the entity on whose behalf I submit this application has not intentionally reduced its existing workforce (i.e., terminated an existing employee or given an existing employee a partial work reduction) to hire a new employee under NYSERDA's On-the-Job Training Program for Energy Efficiency and Clean Technology, NYSERDA's Clean Energy Internship Program, and/or NYSERDA's Climate Justice Fellowship Program. I certify that this organization will not discriminate against the unemployed, formerly incarcerated or any other protected class in the selection of an employee for NYSERDA's On-the-Job Training Program for Energy Efficiency and Clean Technology, NYSERDA's Clean Energy Internship Program, and/or NYSERDA's Climate Justice Fellowship Program. By submitting this application, I authorize NYSERDA to add the contact information above to the program mailing lists and to share this information with New York State government and other entities doing business on NYSERDA's behalf. I reserve the right to unsubscribe at any time.

If desired, in lieu of signing electronically, applicants may print, sign and email the application to wfinfo@nyserda.ny.gov using the PRINT button at the bottom of the page.

☐ **I agree to the terms and conditions stated above.**

**ELECTRONIC SIGNATURE**

Date:

| Signed Application | | | |
| --- | --- | --- | --- |
| **Document Name** | **Add / Update Document** | **Recent Uploaded Document** | **Uploaded History** |
| Signed Application ❓ | Choose File  No file chosen | | SAVE |

PREVIOUS          PRINT          SUBMIT

Next Steps

# Next Steps

## Now that you have submitted your application:

- It will be reviewed first by NYSERDA Program Staff and then by the New York State Department of Labor.
- The **Primary Contact** associated with the application will continue to receive communications throughout the review and approval process regarding updates to the application process.
- Check the email address associated with the application regularly for communication updates. If either NYSERDA or the Department of Labor need additional information or clarity on any of your responses to the application, it will be requested through email, with instructions on what actions you need to take.
- If your application is approved, you will receive an email communication with additional steps or instructions, if any. If your application is rejected, the email communication received will outline the specific reasons for rejection.

Clean Energy Internship & OJT Training Business User Guides Home