

**SUNY Offshore Wind Training Institute  
Workforce Development Solicitation - Round 2**

**Date of Issue:** September 15, 2023

**Proposals Due:** November 15, 2023 5 PM EST

**Earliest start date for new awards:** January 1, 2024

**End date for all awards:** June 30, 2025

**Total Funding Available:** Up to \$3,740,000 for this round of funding. All proposals must be submitted to:

[OWTI\\_Apply@stonybrook.edu](mailto:OWTI_Apply@stonybrook.edu)

**I. SUMMARY**

The Offshore Wind Training Institute (OWTI) seeks to provide grants to entities within or affiliated with the State University of New York (SUNY) system that will accelerate the development of an offshore wind workforce for the New York offshore wind industry. Doing so will directly support the State of New York in developing a diverse and highly qualified local workforce capable of constructing, manufacturing, installing, operating, and maintaining offshore wind farms, in addition to performing electrical grid integration, storage, and other onshore projects. \$3,740,000 in grant funding is available, with individual awards up to \$500,000. Applicants are invited to apply under one or more “Priority Focus Areas,” that include expanding existing SUNY curriculums relevant to offshore wind, responding to rapid, targeted, training needs, addressing barriers to entry (as listed in NYSERDA’s [Barriers Report](#)), long-term outreach to young students, community-driven awareness-raising efforts, and partnerships with connected or adjacent sectors. Proposals will receive additional consideration by focusing on equity needs, the transition of workers from other sectors, credentialing, and direct partnerships with the offshore wind industry. All proposals will be reviewed and scored based on the scoring rubric contained within these guidelines. **Proposals are due by Wednesday, November 15, 2023.**

**II. ABOUT THE OFFSHORE WIND TRAINING INSTITUTE**

The Offshore Wind Training Institute (OWTI) intends to create, expand or improve SUNY-based programs that can demonstrably prepare students to pursue careers in the offshore wind industry, as well as create programs that assist working professionals seeking to transition into the offshore wind sector. The OWTI will ensure investments in programs for offshore wind workforce development leverage and mutually support work led by the SUNY academic institutions. The OWTI will develop partnerships directly with key state entities, including NYSERDA, and the New York State Governor’s Office and throughout the SUNY system. Specific responsibilities and areas to be addressed by the OWTI include:

- Identifying gaps and needs in the creation of an offshore wind workforce
- Engaging in outreach to SUNY institutions for offshore wind
- Promoting opportunities available within SUNY in the offshore wind energy field
- Developing criteria for awarding Smart Energy (SUNY) money
- Convening stakeholders and experts to expeditiously draft and distribute FPs/Calls for Proposals to SUNY institutions, recommending awards and amounts, and monitoring compliance within the terms of these awards.

**III. BACKGROUND**

Offshore Wind Employment Growth in New York

The *2022 New York Offshore Wind Workforce Gap Analysis*<sup>1</sup>, authored by BW Research, provides a

quantitative analysis on projected occupational growth and workforce gaps for the offshore wind industry in New York. This report found that:

1. Between 2019 and 2040, the state is projected to see offshore wind jobs grow by 18,000 to 23,000 jobs, depending on various investment and policy scenarios.
2. Employment growth will largely be concentrated in the construction and manufacturing industries; together, these two industries will account for roughly six in ten offshore wind jobs in 2040.
3. Management and professional positions, installation and repair, and production jobs represent the largest occupational categories for offshore wind job growth.
4. Occupations with projected “severe” or “moderate” gaps are mostly production jobs—such as machine operators, metal workers, fabricators, and assemblers—as well as some installation, construction, and material moving positions.<sup>2</sup>
5. New York has a wide swath of vocational trade programs to support offshore wind workforce development, however, there are fewer programs that train for occupations with projected severe to moderate workforce gaps, such as wind energy technicians or CNC machinists.

The OWTI seeks to respond to these identified needs and opportunities by supporting the development of an offshore wind workforce for New York State through the use of the assets and resources within the SUNY system.

#### **IV. FUNDING GOALS AND DESCRIPTION**

The Offshore Wind Training Institute has received \$8 million in funding from the New York State Governor’s Office to provide grants to SUNY institutions for the creation, expansion, or enhancement of New York’s offshore wind workforce. The OWTI intends to disburse awards of up to \$500,000 to SUNY institutions to create, expand and improve programs that will measurably prepare appropriately skilled and educated workers to address the need for thousands of qualified personnel in the emerging offshore wind industry. Through this solicitation, the OWTI will expand support for offshore wind workforce training and development initiatives throughout New York State.

Purchasing of equipment is an eligible expense. This mechanism will fund up to 70% of equipment purchases. If equipment is included in the budget a quote for the equipment must be included in the application package to verify the maximum OWTI contribution.

<sup>1</sup> NYSERDA:

<https://www.nysERDA.ny.gov/All-Programs/Offshore-Wind/Focus-Areas/Supply-Chain-Economic-Development/Workforce-Development>

<sup>2</sup> “Severe” gaps: Plant and System Operators, Hoist and Winch Operators, Continuous Mining Machine Operators, and Wind Turbine Service Technicians. “Moderate” gaps: Metal-Refining Furnace Operators and Tenders, Metal Workers and Plastic Workers, Computer Numerically Controlled (CNC) Tool Programmers, Structural Metal Fabricators and Fitters, Plating Machine Setters, Operators, and Tenders, and Engine and Other Machine Assemblers.

Relevant curriculum development (including micro-credentials and certificates and internship opportunities) and associated personnel costs will be considered. Smaller awards will also be available. The duration of the overall project must not exceed 18 months. The development, implementation and

evaluation of the outcomes of funded programs must be completed within this maximum timeframe.

The OWTI is releasing this RFP to help address the need for focused OSW workforce development efforts in New York that maximize the value created by the offshore wind industry for New York businesses, communities, and workers.

**V. APPLICANT ELIGIBILITY**

1. New and renewal applications will be accepted:
  - a. If a round 1 awardee is submitting a new application, the proposed project must show a significant difference from the current award.
  - b. A renewal application must contain a one-page summary describing the progress of the current project (see VIII.3.a).
  - c. Projects selected for renewal will have a start date no earlier than the end date of the current award.
2. The lead applicant must fall into one of the following categories:
  - a. Institutions of the State University of New York system include University Centers, Comprehensive Colleges, Colleges of Technology, or Community Colleges.
  - b. Entities affiliated with the SUNY systems of one of its campuses including, but not limited to Educational Opportunity Centers, the Center for Academic and Workforce Development or other SUNY Workforce entities.
3. Applicants may be an individual or organization within the SUNY system or may be a team of such entities. Applicants are also strongly encouraged to collaborate or coordinate with other educational and training entities and other institutions within the SUNY system. Additional consideration will be given to collaborative efforts with trade unions, workforce organizations, industry, and vocational education partners. New degree and/or certificate programs will require institutional (and in some cases, SUNY) support.

**VI. ESTIMATED TIMELINE** - This Timeline is subject to change at OWTI’s discretion.

Release of Solicitation	September 15, 2023
Questions due to OWTI via email to OWTI_Apply@stonybrook.edu	October 6, 2023, by 4:00 pm EST
Online Session Answering Questions via Microsoft Teams	October 13, 2023, 2:00 pm EST
Proposals Due	November 15, 2023, by 11:59 pm EST
Notification of Award	No later than December 31, 2023, by 4:00 pm EST

**VII. APPLICATION SCOPE AND FOCUS AREAS**

The OWTI invites applications from entities and individuals within the SUNY system that leverage SUNY strengths while supporting capacity building for the creation, support, and expansion of offshore wind workforce development opportunities in New York. This solicitation seeks to advance projects and initiatives specifically related to one or more “Priority Focus Areas.” Proposals must demonstrate the financial sustainability of any funded program subsequent to the duration of the grant. Special attention will be given to proposals that:



- Demonstrate success in the recruitment, enrollment, and completion of disadvantaged populations per the Climate Leadership and Community Protection Act (Climate Act). The OWTI has set an aspirational goal of recruiting and enrolling 40% of program participants from minority and residents living within Disadvantaged Communities.
- Support workers seeking to transition from other industries into offshore wind fields of employment.
- Lead to the development of credentials for those seeking careers in the offshore wind field. These may include, but are not limited to licenses, credit and non-credit-based certifications, degrees, or micro-credentials.
- Offer direct entry into the offshore wind workforce through partnerships with offshore wind OEMs (Original Equipment Manufacturers), distributors, vendors, suppliers, developers, and trade associations directly involved in the offshore wind industry and supply chain.

The Priority Focus Areas build on the findings of the BW Research report described above, and in-depth consultation with experts and practitioners in workforce development and/or offshore wind energy. Multiple focus areas can be addressed within a single proposal.

- **Priority Focus Area 1: Pursuing curriculum expansion and modules (through partnership or additional coursework) that focus on existing programs in engineering, renewable energy, applied technology or other topics that may be relevant to the development and growth of an offshore wind workforce.** SUNY institutions operate a variety of relevant programs in several regions that could support education, training and skill-building for an offshore wind workforce. These include strong engineering and applied engineering and mathematics programs, as well as opportunities to expand on existing introductory courses, or leverage existing SUNY infrastructure, centers, and resources in ways that minimize redundancy. SUNY students are well-positioned to take advantage of investments by SUNY institutions in offshore wind workforce development. Additionally, many existing workers have valuable skills, experience, and expertise that could be easily translated to the offshore wind industry through micro-credential and other credit and non-credit certificate programs that offer upskilling/reskilling opportunities. The OWTI seeks proposals that will develop specific courses or curricula to assist future workers, and current workers from related industries, in attaining the training required to participate in the offshore wind workforce.
- **Priority Focus Area 2: Building the capacity to promptly and effectively address any near-term training needs, career/technical education, and vocational training, especially for the immediate needs of the OSW industry and supply chain.** Workers in New York need to be positioned for success as the State moves forward in the first half of 2023 with specific offshore wind projects. It will be important to move quickly to address anticipated shortages in workers. The OWTI seeks proposals that will provide faster pathways to skill development and jobs, through near-term planning to understand the most severe workforce gaps and training needs, and specific programs that address immediate training needs, especially through shorter and stackable accreditation programs.
- **Priority Focus Area 3: Developing a long-term outreach strategy to build a pipeline of future workers who will join the workforce over the next 30 years, through expanded K-12 education, curriculum on offshore wind and other targeted programs.** New York may experience future recruiting challenges brought on by a general lack of awareness and understanding about the offshore wind sector. Addressing this can take a number of forms among

students in elementary, middle and high school, including better outreach to schools, updating curriculums, linking the offshore wind industry with faculty and K-12 students, and developing short-term educational opportunities (e.g. STEM summer camps). Proposals are sought that leverage the SUNY system to address this critical gap in knowledge about offshore wind among young populations in K-12 education.

- **Priority Focus Area 4: Expanding awareness of the career opportunities in offshore wind through outreach to underrepresented and non-traditional populations by supporting community-led and community-by-community specific initiatives.**

Trust-building and culturally-sensitive outreach can increase the likelihood of successfully engaging members of disadvantaged communities to educate them about offshore wind workforce opportunities and aid. This can include actively and directly engaging with members of these communities and developing relationships with trusted community partners. The OWTI seeks proposals that work directly and collaboratively within local communities to promote offshore wind workforce development.

- **Priority Focus Area 5: Partnering directly with organized labor, maritime institutions, community colleges, non-SUNY higher education institutions, workforce boards and employers to create complementary workforce and education programs in the offshore wind field.**

Understanding the challenges and expanding opportunities in a range of connected and adjacent sectors will be critical for the successful development of an offshore wind workforce strategy in the state. Engaging unions, and other entities, in offshore wind workforce development will help enable future careers in the offshore wind industry that offer high-quality, family-sustaining jobs. New York Workforce Investment Boards are important sources of innovation and learning, especially through available capacities that prioritize underserved populations and communities of color, and work closely with community benefit organizations. Proposals that contribute to understanding the value of and support these types of partnerships for offshore wind workforce development are encouraged.

## VIII. HOW TO APPLY & APPLICATION REQUIREMENTS

Interested parties must submit an application to OWTI by the date specified in Section VI. The submission must be in electronic form, submitted via email to **OWTI\_Apply@stonybrook.edu**. The words “Offshore Wind Training Institute Workforce Development” must appear in the email subject line. The application must have an endorsed approval by an academic department head in the form of a signed letter. Responses must be no longer than 10 double-spaced pages in length (5 single-spaced pages), excluding team resumes and letters of support. A complete application consists of items 1 - 6 listed below. The following information must be included with each application:

1. **Applicant Information:** Complete the required cover page (2 pages) included in this solicitation.
2. **Public Abstract (included on the cover page):** Provide a high-level summary of their project that is **approved for publication purposes** should the project be awarded. Not to exceed 250 words.
3. **Project Scope, Work Plan and Timeline:** This section of the application should address the applicant’s specific workforce project proposal for which OWTI funding is sought.
  - a. **RENEWALS ONLY:** Include a 1-page summary (not counted in the page count) of the progress achieved on the current project and the impact additional support will have in furthering

- current or new goals.
- b. Describe the proposed initiative for which funding is sought and its connection to one or more Priority Focus Area(s). List and briefly describe all tasks required to complete the project and include sub-tasks where appropriate. Identify and describe key milestones, decision points, anticipated outcomes, and deliverables.
  - c. Describe the proposed staffing and management structure for the project. Clearly delineate and include descriptions of roles and responsibilities for all key staff and all partners, vendors or contractors involved in the project.
  - d. Provide supporting detail and information on the project work plan, for example (as applicable):
    - i. Elements of any broader program or initiative that this project seeking funding would be a part of;
    - ii. Any intended outreach, recruitment or stakeholder engagement plans;
    - iii. Integration of minority and disadvantaged populations into project activities and outcomes;
    - iv. Specific opportunities for participation by workers transitioning from other industries;
    - v. Contemplated or planned activities that extend beyond the scope of the proposed project;
    - vi. Any credentials (licenses, certifications, micro-credentials, apprenticeships, degrees) that will be awarded through the activities of this proposed project;
    - vii. A description of any site, facility, equipment, and/or materials requirements and the planned process for acquisition;
    - viii. A description of how expected outcomes will be tracked or assessed during and beyond the scope of the grant;
    - ix. Present a timeline for completion of all tasks and subtasks within a maximum of 18 months in the format of an attachment to the application.

#### **4. Project Team and Partner Descriptions:**

- a. List and describe the lead applicant and other team members and/or contractors/vendors including relevant qualifications, experience and accreditation status. Attach letters of commitment from all project partners.
- b. Resumes for key individuals.

**5. Budget:** The budget template must be used for all applications. Applications that will be including a partner SUNY institution must submit a completed budget template for the lead SUNY and additional one for the partnering SUNY institution. The budget template includes instructions for collaborative proposals.

**6. Facilities, Equipment and Other Resources:** Include a maximum 1-page description (not included in the page count) of the institutional facilities, equipment and other resources that will be utilized to support the project. For projects requesting equipment from OWTI on the budget, include a statement regarding the voluntary institutional contribution towards the equipment purchase.

**7. Symposium:** Funded projects will have the opportunity to present to industry in a symposium format at the conclusion of the project period. Each awardee is expected to have the impacts from their projects represented at the symposium. The audience will be stakeholders and industry leaders.

## **IX. EVALUATION PROCESS AND CRITERIA**

### Initial Eligibility Screening

All applications will be reviewed together after the application due date. An initial review will be conducted to confirm eligibility based on criteria in Section V - Applicant Eligibility. Ineligible applicants will be notified of their ineligible status and can look to resolve issues of ineligibility before the November 15, 2023 deadline. Due to availability of funds, it is anticipated that this will be the last round of funding.

The OWTI reserves the right to accept, not select a project for funding, or place applications on hold based on a threshold review of clarity, completeness and credibility of the application. OWTI staff may contact applicants to request supplemental information prior to formal review. OWTI may also request an interview with applicants. Unfunded applicants will be debriefed orally by members of the OWTI. All proposals submitted in response to this Solicitation that satisfy the threshold review will be reviewed based on the following criteria:

### Rubric Scoring

All eligible applications will undergo a review and scoring process based on the rubric below. The proposal will be given a rating of 0-5 for each criterion [see Category Score Guide below]. These four criteria will be averaged for an overall score.

#### 1. Strategic Value to OSW Industry and New York State

- Directly connects to New York's vision of building a leading offshore wind industry.
- Addresses high priority New York offshore wind workforce gaps and opportunities.
- Supports workers seeking to transition from other industries into offshore wind energy fields of employment.
- Proactively and directly supports equitable involvement in and participation by minorities, disadvantaged communities, women, and veterans.

#### 2. Well-structured Project Proposal

- Clear vision and strategy that demonstrates understanding of the goals underlying this Solicitation and a clear project work plan for undertaking activities necessary to complete the project.
- Responds directly to the Priority Focus Areas detailed in Section VII of this Solicitation.
- Demonstrates a sound approach to project and program management with a systematic plan to meet all goals and objectives.
- Builds upon lessons learned from similar programs and/or the knowledge base that already exists.
- Proposed work plan, milestones and deliverables are realistic and achievable within the proposed time frame.

#### 3. Partnership Opportunities and Team Qualifications

- Creates and enhances partnerships with the offshore wind industry, supply chain and relevant stakeholders.
- Clear alignment and connected expertise between project team and partners and their roles and responsibilities for the project.
- Demonstrated experience and ability to deliver high quality work for relevant projects of similar complexity in the area(s) of the proposed project.

#### 4. Budget

- Provides budget information in sufficient detail.
- Demonstrates a cost-efficient approach to each of the proposed tasks, and completion of the overall project at a reasonable cost.
- May not include any indirect costs.
- Appropriate fringe rate for SUNY, State, and RF personnel involved in project(s) must be included in budgeting.

#### *Category Score Guide*

- 5 - Meets or exceeds all benchmarks within a criterion
- 4 - Meets most benchmarks within a criterion
- 3 - Meets Some benchmarks within a criterion
- 2 - Meets few benchmarks within a criterion
- 1 - Does not meet any benchmarks within a criterion

#### Review Process

The OWTI will recruit a panel of experts, practitioners, and New York State-based economic development and higher education representatives as a Coordinating Council to review the applications. The Council will evaluate and score applications based on the Scoring Rubric above. A conflict-of-interest screening will be conducted prior to review. Members of the Coordinating Council are obligated to disclose conflicts of interest and recuse themselves from evaluating proposals when they themselves have also put forward a submission on a specific RFP. The Council will convene to discuss and review scores. Based on available funding, it is anticipated that this will be the last round of funding.