



Pre-Weatherization Training Providers

Renewable Energy Training Initiative (RETI) RFP Q & A

December 5, 2025

1. *Cornerstone Training Institute, the applicant, is a for-profit entity: Is CTI an eligible standalone applicant?*

Yes. For-profit training providers are eligible to apply as standalone applicants under this RFP provided that they:

- Are a business in good standing and authorized to operate in New York State;
- Are compliant with all NYS laws and regulatory requirements applicable to proprietary training providers, including (as relevant) any requirements related to private occupational schools, asbestos and lead-safe work practices, mold assessment and remediation, or other licensure/credentialing standards associated with the specific pre-weatherization training being proposed; and
- Can demonstrate a track record of successful performance delivering the proposed training or comparable occupational skills training programs.

2. *What data will CTI need to collect for submission to the RochesterWorks OJET RETI One Stop Operating System?*

Training providers must collect and submit participant enrollment, completion, credential attainment, job placement, and retention data to RochesterWorks program staff. RochesterWorks staff will then enter the required information into the One-Stop Operating System (OSOS).

3. *What date will the grant award be announced?*

Grant award notifications will be issued on or around Tuesday, December 16, 2025.

4. *What date will operational funds be available to CTI to initiate the RETI Skills Training/Certification/Employment Initiative that is expected to be completed by March 31, 2026.*

Funds will be available immediately upon contract execution, which will occur shortly after award announcements. RochesterWorks will issue a voucher as a commitment of funds prior to the start of each scheduled class. After the provider's refund period has ended (i.e., the point at which 100% of tuition and fees are due even if a student withdraws or is dropped), or after the first day of class—whichever occurs later—the provider may submit an invoice with attendance documentation. If the invoice and required documentation are complete, payment is typically issued within 30 days, contingent upon RochesterWorks having received the corresponding disbursement from New York State.

5. *What is the definition of "retention" as required in VI "Deliverables and Performance Outcomes"*

For purposes of this RFP, "retention" is defined as the participant being employed during the second calendar quarter after training has ended.

6. *Is proof of US citizenship a required condition of enrollment for program participants?*

Participants must provide documentation demonstrating their legal authorization to work in the United States, consistent with documents acceptable for completion of the USCIS Form I-9. This documentation may be collected either by the training provider or by RochesterWorks staff.