

NOTICE OF AVAILABILITY OF FUNDS

by the Employment Training Panel

The Electric Vehicle Infrastructure Training Program (EVITP) Fund 1.5

SOLICITATION FOR PROPOSALS (SFP)



November 2025

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TABLE OF CONTENTS

Section I: Overview	3
A. Introduction	3
B. Goals and Approach	4
Section II: Eligibility and Grantee Requirements	5
A. Eligible Applicants	5
B. Eligible Trainees	5
C. Data Collection and Reporting Requirements	5
D. Community of Learning and Practice	6
Section III: Funding	6
A. Funding Availability	6
B. Grant Amount and Disbursement	7
C. Additional Information	8
D. Significant Dates	9
E. SFP Webinar	9
Section IV: Proposal Submission Instructions	10
A. Proposal Deadline	10
Section V: Proposal Requirements, Evaluation, and Award	10
A. Proposal Requirements	10
B. Required Forms	10
C. Proposal Evaluation and Scoring	11
D. Recommendation for Funding	13
E. Grantee Orientation Process	14
F. Appeal	14
G. Disposition of Proposal	15

Section I – Overview

A. Introduction

The Employment Training Panel (ETP) is a statewide business-labor training and economic development program. The program supports the California economy by funding training to ensure employers have skilled workers to compete globally. ETP funded training supports the creation and retention of high-wage, high-skilled secure jobs in industries that positively impact California's economy.

ETP is administering the Electric Vehicle Infrastructure Training Program (EVITP) Fund 1.5 in collaboration with the California Energy Commission (CEC) and is pleased to announce the availability of approximately \$934,702 in funding to increase the number of electricians certified through EVITP within California. The purpose of the EVITP Fund is to train and certify electricians to install electric vehicle charging equipment statewide.

Zero-emission vehicles play an important role in California's efforts to reach its ambitious climate and air quality goals. The state has goals of getting 5 million zero-emission vehicles onto California roads by 2030 and 100% of all in-state sales of passenger cars and trucks are to be zero-emission by 2035. The CEC is the lead state agency investing in infrastructure to charge electric vehicles, which are available in plug-in hybrid electric and battery electric configurations. Through the Clean Transportation Program, the CEC also invests in training initiatives that are helping to drive the transition to clean, zero-emission electric vehicles throughout the state.

Electric vehicle charging infrastructure and equipment funded by the CEC must be installed by a contractor with the appropriate license classification, and 25 percent of the total electricians, or at least one electrician, working on the crew for the project must hold EVITP certification. The EVITP Fund administered by the ETP will help train and certify electricians through EVITP to enable electricians to install charging infrastructure in California.

EVITP is a nonprofit organization that provides online proprietary training and certification for general electricians to install electric vehicle supply equipment in the United States and Canada. The \$275 online training program takes approximately 20 hours to complete. Curriculum modules include load requirements, electrical codes and regulations, electric installation of direct current chargers, inductive charging, vehicle-to-grid applications, and best practices for charger installation and maintenance. After successful completion of the online training course, electricians are certified through a proctored online examination. EVITP does not train or certify contractors or employers, only eligible electricians. EVITP certification is valid for three years. For more information about the training program visit EVITP's website at <https://evitp.org>.

B. Goals and Approach

The goals and approach of the EVITP Fund program are to:

- Address workforce development needs for installing electric vehicle charging infrastructure by training and certifying a minimum of 3,000 electricians through the EVITP.
- Establish ongoing partnerships that include but are not limited to the EVITP, the Contractors State License Board (CSLB), electrical apprenticeship programs, electrical employers, electric vehicle charger companies, community colleges, and other stakeholders needed to achieve the training goal.
- Market the training program to all areas of the state including rural and non-urban areas.
- Market the training program to disadvantaged communities (DACs), low-income communities (LICs), rural communities (rural areas), and to diverse electricians and employers.
- Collect data and analyze results during and after each contract.
- Increase the economic and geographic diversity of EVITP-certified electricians by ensuring that a minimum of 50 percent (50%) of funds are invested in employers or individuals located in disadvantaged communities, low-income communities, or rural areas defined as:
 - **Disadvantaged Communities:** The California Environmental Protection Agency (CalEPA) identifies four types of geographic areas as disadvantaged: (1) census tracts receiving the highest 25 percent of overall scores in CalEnviroScreen 4.0; (2) census tracts lacking overall scores in CalEnviroScreen 4.0 due to data gaps, but receiving the highest 5 percent of CalEnviroScreen 4.0 cumulative pollution burden scores; (3) census tracts identified in the 2017 DAC designation as disadvantaged, regardless of their scores in CalEnviroScreen 4.0; (4) and areas under the control of federally recognized Tribes. See: [California Climate Investments Priority Populations Mapping Tool 4.0](#).
 - **Low-Income Communities:** Census tracts with median household incomes at or below 80 percent of the statewide median income or with median household incomes at or below the threshold designated as low income by the California Department of Housing and Community Development's list of state income limits adopted under Health and Safety Code Section 50093. See: [California Climate Investments Priority Populations Mapping Tool 4.0](#).
 - **Rural Areas:** Rural communities are census tracts where less than 10 percent of the tract's land area is designated as urban by the Census Bureau using the 2020 urbanized area criteria. Rural centers are contiguous urban census tracts with a population of less than 50,000. Both rural communities and rural centers are considered rural areas. See: [Urban, Rural, Rural Center Tracts](#).

Section II - Eligibility and Grantee Requirements

A. Eligible Applicants

- Multiple Employer Contractors (MEC) (e.g., groups of employers, training agencies, workforce development boards, or professional/trade association/apprenticeship trainee committee) may apply.
- Single Employer Contractors are not eligible for the EVITP Fund 1.5 program.
- A MEC may hold a standard ETP Core Funds contract and EVITP Fund 1.5 contract simultaneously.
- EVITP Fund 1.5 is not available to current EVITP Fund awardees.

B. Eligible Trainees

Only electricians holding a current General Electrician Certification issued by the California Department of Industrial Relations may be trainees.

C. Data Collection and Reporting Requirements

As part of their proposals, applicants are required to include program activities, deliverables, and performance metrics of successful grant implementation in order to capture progress toward meeting outcomes. Grantees will have the responsibility of providing to the ETP timely and adequate documentation and reports on their progress in implementing the EVITP Fund 1.5. The information that Grantees will be required to provide will include, but not be limited to, the following:

Performance Requirements

- The methods of outreach utilized
- The number of individuals reached
- Address of the employers or individuals (and whether the employer or individual is in a DAC, LIC or rural area)
- Number of employers or individuals based in DACs, LICs, or rural areas
- Demographic information of trainees including race, ethnicity, gender, age group, and income level
- Number of electricians enrolled in EVITP training
- Number of electricians who completed EVITP training
- EVITP Certification numbers

Reporting Requirements

Grantees are required to provide quarterly progress reports, and a final report will be due near the end of the contract term. Submission dates and the form and content of the

reports (including the reporting elements above, as applicable) will be determined by the ETP. Grantees will be required to maintain project and fiscal records sufficient to satisfy their reporting requirements and to enable evaluation of project effectiveness and proper use of funds. This includes thorough, complete, and accurate accounting ledgers to support all program expenses and expenditures of grant funds. Grantees must retain all records pertinent to their grant for a period of at least four years after the date of final payment of the grant award.

D. Community of Learning and Practice

In the implementation of the EVITP Fund 1.5, a Community of Learning and Practice (CLP) will be established and coordinated by the ETP.

Grantees will be expected to participate in the CLP where they will share program models and strategies, engage in peer learning and support, and facilitate access to technical assistance and best practices. CLPs will be virtual and involve webinars, conference calls, and other learning and technical assistance activities, as determined by the ETP.

Section III – Funding

Funding under this SFP will be provided through ETP. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. The ETP reserves the right to adjust the total number, duration, and amount of each grant award based upon the availability of funds. Funding is available for proposals that implement the grant program outlined in this SFP.

Please note: *If for any reason, the funds either do not become available or are reduced due to budgeting/fiscal/administrative reasons, the State shall have no liability to pay any funds or to furnish any other considerations under this SFP, and no awardee will be obligated to perform any provisions of this SFP.*

A. Funding Availability

Of the funds available for EVITP Fund 1.5 implementation, the distribution is as follows (in approximate figures):

\$934,702 is Available for the EVITP Fund 1.5

- \$467,351 is allocated to employers or individuals located in a DAC, LIC, or rural area. See [California Climate Investments Priority Populations Mapping Tool 4.0, Urban, Rural, Rural Center Tracts](#).
- \$467,351 is allocated to employers or individuals throughout the state.

The ETP reserves the right to adjust or modify the grant distribution amounts for the grant program outlined above.

B. Grant Amount and Disbursement

Cap on Grant Amount

There is a \$300,000 cap on the grant amount. Any proposals requesting over \$300,000 will not be considered.

Disbursement of EVITP Fund 1.5 Payments

- Grantees will receive up to 15 percent (15%) of the total grant award toward administrative and support costs (indirect costs).
 - Up to 70 percent (70%) of indirect costs may be requested after contract execution.
 - The remaining 30 percent (30%) of indirect costs may be requested once 50 percent (50%) of EVITP Fund 1.5 training participants obtain EVITP Certification and an invoice has been submitted.
- Grantees will receive \$738 per trainee upon verification of EVITP Certification

Any disbursement payment otherwise due shall be withheld by the ETP if a quarterly or other required report from the Grantee (*see Section II.C., Data Collection and Reporting Requirements*) is past due or was submitted with incomplete information. Payment shall only be made after any and all such outstanding reports have been submitted in full by the Grantee and deemed complete by the ETP.

This disbursement schedule may be adjusted or modified, if determined to be appropriate by the ETP after consultation with the Grantee.

Invoicing Requirements

In order to invoice for a trainee that trainee must complete the following requirements:

- Complete EVITP Training
- Receive EVITP Certification

The Grantee will submit an invoice request through ETP's Cal-E-Grants online system. The Grantee will be required to submit documentation (in a form to be determined by the ETP) indicating EVITP Certification numbers and participating employer and/or individual information.

Allowable Uses of Grant Funds

Grantees may take a maximum of 15 percent (15%) of their award amount for administrative/support costs to cover the costs involved in administering the grant. Examples of allowable administrative/support costs include staffing, materials, advertising, marketing, and outreach.

All other grant funds must be disbursed for the purpose of EVITP certification/training.

Recuperation of Funds

At six (6) months into the contract term, the ETP will assess if the Grantee is meeting its projected number of EVITP certification requirements to determine whether the grant amount should be adjusted or “right-sized”.

- The balance remaining between the original grant award and the “right-sized” amount shall be returned to the ETP and may be reallocated to other EVITP Fund 1.5 Grantees if appropriate, as determined by the ETP.

At the end of the contract term, any grant funds not expended by the Grantee during the grant agreement period shall be returned to the State. Grantees must demonstrate through sufficient documentation (to be determined by the ETP in consultation with the Grantee) that all reporting requirements and contract terms and conditions have been met. Any grant funds for which there is insufficient documentation must be returned.

Please note: Administrative and support costs (that are part of the Grantee’s grant funds) may also be recaptured, as appropriate, based upon expenditure rates.

C. Additional Information

Funding requests should align with the applicant’s proposed scope of work, activities, and goals. Funding amount requests should be clearly justified and outlined in the Evaluation Criteria, and Budget Summary Spreadsheet (see *Section V, Proposal Requirements, Evaluation, and Award*). If the Budget Summary Spreadsheet is not uploaded into the Cal-E-Grants system the proposal may be disqualified.

If additional information is needed from a Grantee to justify funding requests, the ETP reserves the right to request additional information. The ETP also reserves the right to adjust the grant award amount, based on a final determination of the appropriate scope of work, activities, outcomes, and deliverables of the Grantee. In determining final grant award amounts, factors will be considered such as but not limited to, the geographical locations of proposed populations to be served.

D. Significant Dates

Event	Date
Release of Solicitation for Proposals (SFP)	November 7, 2025
SFP Webinar • RSVP for Webinar • Webinar	Available on ETP website November 10, 2025 11 AM Pacific Standard Time
All Proposals Due	November 25, 2025 (by 5 PM Pacific Standard Time)
Award Announcement*	January 2026
Program Start Date*	July 1, 2026

** All dates after the final proposal submission deadline are approximate and may be adjusted as conditions dictate, without an addendum to this SFP.*

The anticipated contract term is one (1) year (July 1, 2026 through June 30, 2027). EVITP Fund 1.5 is subject to any additional conditions that may be established by the Legislature which may affect whether the contract term may be extended.

E. SFP Webinar

A webinar will be held by the ETP on November 10, 2025 (11 AM Pacific Standard Time) for prospective applicants. The purpose of the webinar is to present an overview of the EVITP Fund 1.5 program, answer questions from prospective applicants, and provide clarity regarding the SFP instructions. Although participation is not required, prospective applicants are strongly encouraged to attend.

Any verbal communication with the ETP concerning this SFP is not binding on the State and shall in no way alter a specification, term, or condition of the SFP. Webinar details and RSVP are available on the ETP website.

To adhere to the legality and transparency requirements of the solicitation process, individual staff at the ETP will not respond directly to inquiries or engage with potential applicants outside of the webinar.

Section IV - Proposal Submission Instructions

This SFP contains the requirements that applicants must meet in order to submit a responsive proposal. The SFP provides information regarding the format in which proposals must be submitted, the documents to be included, the requirements that must be met to be eligible for consideration, and the applicant's responsibilities.

The following are incorporated by reference as part of this SFP:

- GTC - 04/2017 – General Terms and Conditions for all contracts except Interagency Agreements. This document can be found on the [California Department of General Services](#) website.

A. Proposal Deadline

The deadline for receipt of proposals is **5:00pm November 25, 2025**. Documents required in the proposal submission are listed in *Section V.B., Required Forms*.

All proposals must be submitted through the Cal-E-Grants system on or before this deadline. **Late proposals will not be accepted. Exceptions will not be allowed and there is no appeal for not meeting the proposal deadline.**

Section V - Proposal Requirements, Evaluation, and Award

A. Proposal Requirements

In addition to full compliance with the proposal submission instructions (*see Section IV, Proposal Submission Instructions*), all proposals must meet the proposal requirements indicated in this Section in order to be competitive and must include all of the requested information and completed required forms and documents (*see following subsection, Required Forms*). **Proposals that do not adhere to these requirements will not pass technical review and will not be scored or considered for funding.**

B. Required Forms

The following tables list the required forms that must be completed and uploaded into the Cal-E-Grants system:

EVITP Fund 1.5	Form / Document Provided on ETP website?	Applicant Must Provide Own Form / Document?
REQUIRED FORM / DOCUMENT AND DESCRIPTION		
STD 204 Form <i>** Department of Finance standardized form**</i>	YES	NO
STD 205 form <i>** Department of Finance standardized form**</i>	YES	NO
Budget Summary Spreadsheet	YES	NO
Resumes <i>For key team members and personnel who play a major role with respect to the EVITP Fund 1.5 Grant.</i>	NO	YES

To apply for the EVITP Fund 1.5 grant, all applicants are required to upload the forms indicated in the tables above when completing an application in the Cal-E-Grants system, and to adhere to the specific instructions for each form. Forms that are provided as part of this SFP can be downloaded from the ETP website.

C. Proposal Evaluation and Scoring

Proposals will go through a two-part review process: (1) technical review; and (2) scoring. The initial technical review ensures that applications adhere to the proposal submission requirements. To pass the initial technical review, proposals must:

- Be submitted by 5:00pm November 25, 2025. *(see Section IV.A., Proposal Deadline)*
- Include all required forms/documents indicated in the tables above and be complete. *(see Section V.B., Required Forms)*

The ETP reserves the right to waive any immaterial defect in an applicant's proposal; however, any such waiver shall in no way modify the document or excuse the successful applicant from full compliance with the proposal requirements after the grant is awarded.

Only those proposals that pass the initial technical review will continue to the next step to be scored.

There are a total of six (6) Sections that must be addressed by the applicant to submit a complete application for this grant.

Character Limitations in Cal-E-Grants

- Sections one (1) through five (5) have a character limitation of 3,000 per narrative question. Each question must be answered within the appropriate text box per narrative question. Uploads with additional narrative information will not be accepted or scored.
- Section six (6) is completed by uploading a completed Budget Summary Spreadsheet.

Proposals will be scored and ranked by teams of independent reviewers based on the criteria and total point values set forth in the tables below.

Evaluation Criteria	Maximum Points
Section 1: Statement of Need Describe the need your organization has for the intended population of employers and general electricians and how these SFP funds will aid in serving this population. Include how you will serve at least 50 percent (50%) of employers and/or individuals located in DACs/LICs/rural areas.	10
Section 2: Outreach and Marketing Describe your outreach and marketing plan for the EVITP Fund 1.5. Include information on how you plan to reach: • Geographic areas including rural and nonurban areas. • Disadvantaged, low-income, or rural communities (DACs/LICs/rural areas). • Diverse electricians and employers.	25
Section 3: Organizational Background and Project Team Describe all of the following: • Your organization's history, vision, mission, and examples of some of the typical work your organization is involved in. • Your organization's demonstrated track record of building trust and credibility with the trainee population(s). • Your organization's experience, knowledge, and capacity in developing, operating, and/or effectively implementing grants. • Your organization's commitment to fulfill and manage the administrative and fiscal responsibilities under this grant, including appropriately tracking and documenting budgeted expenditures. • Staff at your organization who will be the key team members to implement this grant, including project lead(s), and their roles and responsibilities with respect to this grant. A resume must be uploaded for each team member involved in implementing this grant.	20
Section 4: Partnerships Describe existing partnerships your organization has that will help you achieve your training goal. These include but are not limited to the	10

EVITP, the CSLB, electrical apprenticeship programs, electrical employers, electric vehicle charger companies, community colleges, and/or other stakeholders.	
Section 5: Data Collection and Reporting Describe your proposed data collection methods and reporting procedures. Include information on: - Your organization's plan for evaluating and reporting training outcomes. - Systems and procedures that will be utilized to ensure timely and adequate documentation and tracking of performance metrics and outcomes. - Systems and procedures that will be utilized to ensure timely, complete, and accurate reporting of information as required under this grant.	10
Section 6: Budget Summary Upload a completed Budget Summary Spreadsheet for your grant request which describes how all program components to be implemented under this grant are adequately resourced and successful outcomes can be achieved.	25
Total Maximum	100

D. Recommendation for Funding

Award recommendations will be announced in **January 2025**. (As noted above, this date is approximate and may be adjusted as conditions dictate, without an addendum to this SFP.)

The final scores will be ranked highest to lowest and will serve as a key basis for making recommendations for funding, in conjunction with other factors in order to ensure that the EVITP Fund 1.5 awards are distributed in an inclusive and equitable manner. Final award recommendations will be based on which combination of proposals will achieve the most balance in terms of equity and/or geographic considerations and have the potential to have the most impact consistent with the statutory purpose of the EVITP Fund 1.5. All final award recommendations will be reviewed and approved by the CEC.

Only those proposals deemed to be meritorious and in the best interests of the CEC and the ETP will be recommended for funding. Proposed awardees will be required to attend an ETP Panel Meeting, on a date to be determined, for final consideration. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

The ETP reserves the right to adjust the total number of grants, as well as the duration and amount of each grant award. In some cases, the ETP may request that the grant award contract incorporate changes to the original grant proposals.

The ETP reserves the right to make additional awards to proposals not initially funded through this SFP, should additional funding become available.

E. Grantee Orientation Process

Following the start of the contract period, the ETP will conduct a Grantee Orientation webinar. The purpose of this mandatory orientation is to review the program requirements, invoicing and budget processes, data collection and reporting requirements and forms, as well as other grant management and monitoring activities.

F. Appeal

An appeal by an unsuccessful applicant must be **received** by the ETP no later than five (5) business days after the posting date of the notice of intent to award. The date or time on a postmark or other mail courier's documentation is irrelevant to satisfying the deadline for the ETP's receipt of any appeal. **Late appeals shall not be considered.**

The ETP will accept appeals by email or regular U.S. mail at the following address:

ATTN: EVITP FUND 1.5 SFP APPEALS

Heather Miguel

Employment Training Panel

1100 J St, 4th Floor

Sacramento, CA 95814

heather.miguel@etp.ca.gov

To be considered for review, a timely appeal must consist of a written statement containing the following information:

- Appealing organization's full name, address, contact name and title, contact's email address, and telephone number.
- A brief statement of the reason(s) for appeal. Only those documents originally submitted by the applicant as part of the SFP may form the basis of an appeal.
- A statement of the relief sought.
- Original signature of the authorized signatory of the organization.

If the applicant has filed a timely appeal, the applicant may submit a supplemental written statement as to the basis of the appeal, which must be **received** by the ETP (via email or regular U.S. mail at the address above) within five (5) calendar days of filing the appeal. The date or time on a postmark or other mail courier's documentation is irrelevant to satisfying this deadline for the ETP's receipt of a supplemental written statement. **Any late submission shall not be considered.**

The ETP will limit its review to the written statement and any supplemental written statement provided by the appealing applicant. The ETP will provide a written decision on the appeal, except in cases where the applicant withdraws or abandons the appeal.

As noted above in *Section IV.A., Proposal Deadline*, there is no appeal for the failure to meet the proposal deadline.

G. Disposition of Proposal

All materials submitted in response to this SFP will become the property of the ETP, and as such, are subject to the Public Records Act (Gov. Code, § 6250, et seq.). The ETP will disregard any language purporting to render all or portions of any application confidential.

After applications are evaluated and the notice of intent to award has been announced, all applications shall be available for public inspection. However, the contents of all proposals, draft SFPs, correspondence, agenda, memoranda, working papers, or any other medium which discloses any aspect of an organization's application shall be held in the strictest confidence until the award is made. The ETP shall hold the content of all working papers and discussions relating to a proposal confidential indefinitely unless the public's interest is best served by disclosure because of pertinence to a decision, agreement, or the evaluation of a proposal.