



# **GFO-25-901 Pre-Application Workshop**

California Training for Residential Energy Contractors (CA-TREC)

November 19, 2025



# Housekeeping

## Please Note...

- Today's workshop is being recorded
- Recording and CEC presentations will be posted to the solicitation webpage:  
<https://www.energy.ca.gov/solicitations/2025-11/gfo-25-901-california-training-residential-energy-contractors-ca-trec>

## How to Comment and Connect

### During Today's Workshop

- Q&A Zoom feature
- Q&A session
- Zoom issues? Contact (888) 799-9666 ext. 2

### After Today's Workshop

- Email: [cynthia.rodriguez@energy.ca.gov](mailto:cynthia.rodriguez@energy.ca.gov)  
Subject: GFO-25-901
- Comments and Questions Due: November 20, 2025



# Workshop Agenda

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- CA-TREC Program Background
- Grant Funding Opportunity (GFO) Application and Documents
- Evaluation Process and Criteria
- How to Apply
- Questions



# **CA-TREC Program Background**





# CA-TREC Project Groups

## Pre-Apprenticeship & Apprenticeship

- Reduce cost of training in under-resourced communities.
- Funds can cover scholarships, stipends, test costs, certs, exam courses, retraining, etc.

**\$5M**

## Workforce Enablement

- Increase accessibility and remove obstacles preventing individuals from entering existing training programs.
- Funds can cover transportation, child or dependent care, & required tools.

**\$3M**

## New and Expanding Contractor Training Groups

- Increase and enhance contractor training programs for under-resourced communities.
- Funds can cover mobile training centers, stipends for recruitment efforts, equipment costs, and energy counselor training.

**\$1.3M**



# Availability of Funds

**Total award to CEC \$10,321,930**

Project Group	Available Funds	Minimum Award	Maximum Award	Number of Awards
Group 1: Pre-Apprenticeship & Apprenticeship	\$5,000,000	\$2,500,000	\$5,000,000	1-2 awards
Group 2: Workforce Enablement	\$3,000,000	\$1,500,000	\$3,000,000	1-2 awards
Group 3: New and Expanding	\$1,289,757	\$500,000	\$1,289,757	1-2 awards
<b>Grant Total</b>	<b>\$9,289,757</b>			3-6 awards



# Key Activities and Dates



Activity	Date
GFO-25-901 Release	November 6, 2025
Pre-Application Workshop	November 19, 2025
Last Day for Written Questions	November 20, 2025
Anticipated Distribution of Questions/Answers	Week of December 8, 2025
<b>Last Day to Submit Applications (by 11:59 p.m.)</b>	<b>December 22, 2025</b>
Anticipated Notice of Proposed Award (NOPA) Posting Date	Week of February 23, 2026
Anticipated CEC Business Meeting Date	June 2026



# **GFO Application & Documents**





# Eligible Applicants

- Institutions of higher education
- For-profit and non-profit entities
- State and local governments
- California Native American Tribes
- California Tribal Organizations

Pre-existing established workforce training program

System for Award Management (SAM) number through [sam.gov](https://sam.gov)





# Funding Disbursement

## Project Start:

- Contract executed
- Project kick-off meeting

## Implementation Tranche I:

- Monthly invoices, calls & metrics
- Quarterly progress reports
- Preliminary Evaluation Report Due (Oct. 2, 2026)
- Up to 45% of funds disbursed – must stop work until DOE approval of report

## Implementation Tranche II:

- Update project schedule and budget – CEC approves contract amendment
- Monthly invoices, calls, & metrics
- Quarterly progress reports
- Up to 90% of funds disbursed

## Project Closeout:

- Final meeting and report
- Remaining 10% of funds disbursed



# Application Format

## Format

<u>Category</u>	<u>Requirement</u>
Font	11-point, Arial
Margins	≥ 1 inch on all sides
Spacing	Single spaced; blank line between paragraphs
Page Numbers	Bottom of each page
Signatures	Wet or certified electronic signatures
File type	Microsoft Word 2007 or later (.doc or .docx)

## Maximum Number of Pages

<u>Document</u>	<u>Requirement</u>
Att. 1: Project Narrative	30 pages
Att. 2: Project Team Form and Resumes	1 page per individual 2 pages per resume
Att. 3: Scope of Work	30 pages
Att. 7: References and Work Product	1 page per reference 2 pages per past project
Att. 8: Letters of Commitment/Support	2 pages per letter



# Attachment 1: Project Narrative

*Detailed description of the proposed project and tasks; explanation for how the program goals and objectives will be achieved, quantified, and measured through the tasks described; and a narrative of the overall management of the agreement.*

## Required Sections:

- a. Team Qualifications, Capabilities, and Resources
- b. Community Focus
- c. Program Implementation and Measurement
- d. Budget and Cost-Effectiveness Narrative
- e. Schedule Narrative





# Attachment 2: Project Team Form

## Project Team Form

- Use the table to identify all individuals critical to the project
- Include:
  - Contact information
  - Role and responsibilities in the proposed project
  - Experience, capabilities, and credentials
- One page maximum per person

## Resumes

- Provide a resume for each person listed on the Project Team Form
- Resumes must be  $\leq 2$  pages each



# Attachment 3: Scope of Work

- Included Components:
  - Acronym/Term list
  - Purpose of agreement, problem/solution statement, and goals and objectives
  - Required Tasks
    - Task 1: Agreement Administration
    - Task 2: Project Tracking, Data Collection, and Reporting
    - Task 3: Implement Training Program
    - Task 4: Project Activities (Optional, added by Applicant)
- Applicants may add additional tasks
- Maximum 30 pages





# Attachment 7: Reference and Work Product Form

- Information about applicant and major subrecipients' past agreements with the CEC.
- Include all CEC Agreements within past 10 years
- Section 1
  - 3 references per applicant
  - 2 references per subcontractor
- Section 2
  - List past projects relevant to proposal





# Attachment 8: Commitment and Support Letters

- Letters of Commitment from proposed entities or individuals providing a service or funding
- Letters of Support from key partners or others who support the project
- Up to 2 pages per letter





# Other Attachments: 4-9

## Attachment 4: Project Schedule

- Lists all products, meetings, launch dates, and due dates
- Tranche 1 included with application
- Tranche 2 updated with amendment

## Attachment 5: Budget

- Include all costs
- Tranche 1 included with application
- Tranche 2 updated with amendment

## Attachment 6: California Environmental Quality Act (CEQA)

- Required form to help determine if CEQA applies
- If activities are exempt, this worksheet is the documentation

## Attachment 9: Project Performance Metrics and Measurement & Verification Requirements

- Performance targets for each project group
- Draft Metrics and Verification Plan included with application in Project Narrative
- Submit metrics monthly



# Other Attachments: 10-13

**Attachment 10:  
Applicant Declaration  
AND  
Attachment 11:  
Data Security Attestation**

- Must be signed by an authorized representative of the Applicant's organization

**Attachment 12:  
CA-TREC Terms and Conditions  
AND  
Attachment 13:  
Federal Award Terms and Conditions**

- State and federal requirements
- Must be signed by an authorized representative of the Applicant's organization when contract is signed
- ***No response is needed with your submitted application***



# **Evaluation Process and Criteria**



# Stage 1: Application Screening

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## Pass/Fail

- Administrative Screening
- Past Performance Screening

Applications must pass all criteria to move to stage 2.





# Stage 2: Evaluation Criteria

Category	Possible Points	<i>Minimum Passing Score (70%)</i>
Team Qualifications, Capabilities, and Resources	20	14
Community Focus	30	21
Program Implementation and Measurement	35	24.5
Budget and Cost Effectiveness	15	10.5
<b>Total Possible Points</b>	<b>100</b>	<b>70</b>



# Grounds to Reject an Application

- Does not pass ALL listed screening criteria
- Contains false or intentionally misleading statements
- Intends to mislead the State
- Does not comply with or contains caveats that conflict with the solicitation, or is otherwise non-responsive





# How to Apply



# Method of Delivery

All applications must be submitted through CEC's [Agreement Management System \(ECAMS\)](https://ecams.energy.ca.gov): <https://ecams.energy.ca.gov>

## Start the process early!

- The deadline to submit applications through the ECAMS system is before 11:59 p.m. on **December 22, 2025**. NO EXCEPTIONS
- The CEC strongly encourages Applicants to upload and submit all applications by 5:00 p.m.
- Upload times may be much longer than expected. Please plan accordingly.

See [ECAMS Applying for a Solicitation](https://www.energy.ca.gov/sites/default/files/2023-02/ECAMS_Registration_Instructions_ada.pdf) at [https://www.energy.ca.gov/sites/default/files/2023-02/ECAMS\\_Registration\\_Instructions\\_ada.pdf](https://www.energy.ca.gov/sites/default/files/2023-02/ECAMS_Registration_Instructions_ada.pdf)



# Questions and Answers



# Questions

## 1. Use the raise hand function in Zoom

Zoom Phone Controls:

\*9 – Raise hand

\*6 – Toggle mute/unmute

## 2. Type questions in the Zoom Q&A Box

## 3. Submit written questions:

Cynthia Rodriguez

Email [cynthia.rodriguez@energy.ca.gov](mailto:cynthia.rodriguez@energy.ca.gov)

Subject: GFO-25-901

**Last day to submit questions: November 20, 2025**





# Contact and Information

**Program Information:** <https://www.energy.ca.gov/programs-and-topics/programs/inflation-reduction-act-residential-energy-rebate-programs>

**Program Opportunity Page:**  
<https://www.energy.ca.gov/solicitations/2025-11/gfo-25-901-california-training-residential-energy-contractors-ca-trec>

**Questions:** CEC will post questions received today through November 20, along with answers, the week of December 8, 2025 .

**Application Due Date:** December 22, 2025, by 11:59 p.m.

**Contact:**

Cynthia Rodriguez

Email [cynthia.rodriquez@energy.ca.gov](mailto:cynthia.rodriquez@energy.ca.gov)

Subject: GFO-25-901



# Thank You!

REMINDER: Applications are due December 22, 2025, by 11:59 p.m.