

REQUEST FOR APPLICATIONS

New York State Department of Labor (NYSDOL) Office of Just Energy Transition (OJET) Growing the Clean Energy Workforce – Electric Vehicles (GCEW-EV)

Issued on
April 10, 2026

Amended June 5, 2026

New York State Department of Labor
Office of Workforce Development
Harriman Office Campus
Building 12, Room 440
Albany, NY 12226

Submission Deadline:
Ongoing until 4:00 PM NY Time on December 3, 2026

NYSDOL is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities.

Table of Contents

- I. Funding Opportunity Description..... 3
 - A. Purpose 3
 - B. Background..... 3
- II. Award Information 4
 - A. Funding..... 4
 - B. Use of Funds..... 5
 - C. Contracts 10
 - D. Contracting Process..... 10
 - E. NYSDOL’s Responsibilities 11
 - F. Applicant Requirements..... 11
 - G. Participation Requirements 12
 - H. Applicant Eligibility 17
 - I. Participant Eligibility..... 19
 - J. Program Services..... 19
- III. Process for Application Submission 22
 - A. Questions Concerning this RFA 22
 - B. Application Due Date 22
 - C. Application Submission Instructions and Format 22
 - D. SFS Registration and Prequalification Status 24
 - E. RFA Timetable 24
- IV. Application Review and Selection 24
 - A. Evaluation of Applications..... 24
 - B. Evaluation Criteria..... 25
 - C. Method of Selection..... 33
- V. Award Administration and Information 34
 - A. Award Notices 34
 - B. Payment 35
 - C. General Requirements 35
 - D. Buy American Requirements..... 36
 - E. NYS Executive Orders 36
 - F. Reservation Clauses 36
- VI. Definitions 38
- VII. Attachments and Appendices 41

I. Funding Opportunity Description

A. Purpose

The Growing the Clean Energy Workforce – Electric Vehicles (GCEW-EV) Request for Applications (RFA) will provide funding to eligible organizations to expand or create training or pre-apprenticeship programs in EV (light, medium, & heavy-duty) repair and maintenance, EV charging station repair and maintenance, and/or EV fleet maintenance, and provide wraparound services to participants in these programs.

Projects must expand or create training or pre-apprenticeship programs in:

- EV and fleet repair and maintenance; and/or
- EV charging station repair and maintenance.

Note: EV installation is not eligible. However, Applicants may utilize funding for the purchase of equipment related to the training. See [Section II.A.](#) of this RFA for additional information.

For this program, there is a minimum requirement that 35% of enrolled program participants must be individuals residing in Disadvantaged Communities ([DACs](#)), as defined by the Climate Justice Working Group (CJWG), to be eligible for funding. Applicants will be required to submit the DAC Attestation Form (Attachment DAC) stating that this requirement will be met.

Note: NYSDOL encourages Applicants to set a goal of enrolling 50% of participants residing in DACs to account for attrition rates. During contracting, if it is found that the Contractor has not met the 35% minimum requirement, NYSDOL reserves the right to rescind the grant award and reallocate the grant funds.

Additional points in scoring will be given to programs that train individuals in priority populations, which include but are not limited to: veterans, individuals with disabilities, low-income individuals, currently or formerly incarcerated individuals, homeless individuals, single parents, youth, and incumbent and/or displaced energy, vehicle maintenance, or fuel station workers. The complete list of priority populations under this program is presented in [Section VI](#) of this RFA.

The GCEW-EV RFA is funded with State funds by the New York Power Authority (NYPA) and is made available through the New York State Department of Labor's (NYSDOL) Office of Just Energy Transition (OJET).

B. Background

In 2019, the New York State (NYS) Climate Leadership and Community Protection Act (Climate Act) was signed into law. The Climate Act is among the most ambitious climate laws in the nation and requires NYS to reduce economy-wide greenhouse gas emissions 40% by 2030 and no less than 85% by 2050 from 1990 levels.¹

¹ <https://climate.ny.gov/>

Upon the Climate Act being signed into law, a Scoping Plan was developed. The Scoping Plan is the framework for how NYS will reduce greenhouse gas emissions and achieve net-zero emissions, increase renewable energy use, and ensure all communities equitably benefit in the clean energy transition.²

NYS's nation-leading climate agenda calls for an orderly and just transition that creates family-sustaining jobs, continues to foster a green economy across all sectors, and ensures that at least 35% (with a goal of 40%) of the benefits of clean energy investments are directed to DACs. The CJWG, convened by the Climate Action Council, developed criteria to identify DACs to ensure that frontline and otherwise underserved communities' benefit from NYS's historic transition to cleaner, greener sources of energy, reduced pollution and cleaner air, and economic opportunities.

As recommended by the Scoping Plan, OJET was established in 2023 within NYSDOL. OJET's mission includes connecting workers to opportunities for quality jobs, upskilling, and training with a focus on serving those who are traditionally underrepresented, especially within DACs, and/or incumbent or displaced energy, vehicle maintenance, or fuel station workers. In addition, OJET assists businesses by upskilling their workers, connecting them to a trained workforce, and helping them navigate eligible hiring incentives and available funding.

II. Award Information

A. Funding

Under the GCEW-EV RFA, up to \$7M in funding will be made available for:

- New and existing workforce training initiatives that will create or expand training or pre-apprenticeship programs in EV (light, medium, & heavy-duty) maintenance and repair, EV charging station repair and maintenance, and/or EV fleet maintenance; and
- Wraparound services for participants in these training/upskilling programs or pre-apprenticeships, which include, but are not limited to:
 - Transportation;
 - Housing;
 - Childcare/dependent care;
 - Food;
 - Mental health services; and
 - Life-skills training.

These wraparound services are further defined in the Allowable Costs Section ([II.B.1](#)).

Note: Wraparound services may only be funded through this grant award if they are provided to participants in the approved training or pre-apprenticeship program. Wraparound services for individuals not in these approved trainings or pre-apprenticeship programs are not eligible for reimbursement under this grant award. In addition, wraparound services provided to employed participants will require a justification of need.

² <https://climate.ny.gov/Resources/Scoping-Plan>

Any potential amendments to this RFA, including additional funding being made available, will be posted on NYSDOL's website and in the NYS Contract Reporter. Applications will be accepted on an ongoing basis at any time while this funding opportunity is available and will be reviewed in the order received. Unsuccessful Applicants have the option to modify their application and re-submit if funding and time remain.

GCEW-EV awards may not exceed \$275,000 for Applicants with 2-50 employees; \$375,000 for Applicants with 51-100 employees; or \$500,000 for Applicants with 101 or more employees. An additional award amount of up to \$100,000 can be requested for the purchase of equipment. Refer to the note below and the Allowable Costs Section ([II.B.1.](#)) of this RFA for further information.

Note: Applicants intending to request funding for the purchase of equipment associated with training in EV (light, medium, & heavy-duty) repair and maintenance, EV charging station repair and maintenance, and/or EV fleet maintenance (i.e., charging station, electric vehicle, thermal camera, battery lift table, and battery cell balancer and analyzer) can request an additional \$100,000. Please note EV charger installation is not eligible, and the equipment purchases must be for simulation and/or on-the-job (OJT) training purposes only.

Applications that request more than the maximum funding amount will be reviewed and scored by NYSDOL. If the application is awardable, NYSDOL will proportionately reduce the project funding at the time of award to fit within the maximum funding amount. Applications unable to remain viable with the reduced funding will not proceed to contract execution. Therefore, it is highly recommended that Applicants keep the cost and scope of applications within the maximum award amount.

If the Applicant reduces the number of individuals to be trained at any time prior to or after an award is issued, the requested level of funding will be proportionately reduced by NYSDOL.

If funding becomes limited prior to the closing date of this RFA, the program will be suspended with adequate notice in the NYS Contract Reporter and also posted on NYSDOL's Funding Opportunities webpage. Those applications that are received after the suspension date will not be given funding consideration. Upon review, if NYSDOL decides to continue this program with limited funds, a new Request for Proposals (RFP) would be issued outlining a competitive award process.

All awards are subject to funding availability.

B. Use of Funds

GCEW-EV is intended to fund eligible organizations to expand or create training or pre-apprenticeship programs in EV (light, medium, & heavy-duty) maintenance and repair, EV charging station repair and maintenance, and/or EV fleet maintenance, and provide wraparound services to participants in these programs.

Funds may be used to expand or create training or pre-apprenticeship programs in:

- EV and EV fleet repair and maintenance; and/or
- EV charging station repair and maintenance.

Note: EV charging station installation is not eligible.

Tuition and other fees may not be charged to the individuals served under this funding opportunity.

Note: Clean energy training/upskilling and pre-apprenticeship are Statewide priorities being advanced through several complementary initiatives. While collaborative partnerships are encouraged, any activities that would result in the duplication of services or funding of the same training program is prohibited. Training may take place outside of NYS; however, travel costs must be paid by the Applicant using non-GCEW-EV funds. The Applicant must also provide adequate justification for any training that takes place outside of NYS. Training can also be a distance learning course, but the trainee must be a NYS resident.

Note: While one-on-one training cannot be paid for through this RFA, there is no minimum number of participants required and the cost will be reimbursed based on individual participant attendance; tuition rate, if applicable; and other allowable itemized budget costs. For example, a single participant cannot be trained by an in-house trainer as the sole trainee, but GCEW-EV funding can pay for the tuition costs of a single participant attending a class at a community college with other individuals who are not subject to GCEW-EV funding. This includes training provided by outside vendors or subcontractors wherein the cost will be reimbursed based on a per trainee tuition cost. Additionally, asynchronous or self-paced training is not allowable under this grant award.

Applicants that do not have their own training programs are encouraged to enter into contracts with institutions of higher education, such as community colleges, or other eligible training providers to facilitate the training of multiple individuals in high-demand occupations. NYSDOL encourages Applicants to utilize training providers on the Eligible Training Provider List (ETPL), available at <https://applications.labor.ny.gov/ETPL/>, but this is not a requirement. In addition, NYSDOL will assist any Applicant seeking to register a proposed training program on the ETPL. For assistance, please email ETP@labor.ny.gov.

All proposed expenditures must be reasonable, necessary, and clearly related to the purposes and activities of the proposed training program as described in the Program Design Section ([IV.B.2.](#)) of this RFA. NYSDOL reserves the right to ask for justification of proposed expenditures and cost per participant, both prior to award and during contract development.

1. Allowable Costs

a. Training Costs

- The cost of providing training course(s) in EV (light, medium, & heavy-duty) maintenance and repair, EV charging station repair and maintenance, and/or EV fleet maintenance, including pre-apprenticeship course(s). This is calculated as the tuition rate of each course multiplied by the number of prospective participants in each course. If an Applicant does not have a published tuition rate, the Applicant must create a tuition rate. Additional information on what costs may be included in a tuition rate can be found in the Tuition Rate ([TR](#)) attachment;
- Program/Curriculum development, no more than 20% of available funding (to be used within the first year of the contract);
- The cost of equipment directly associated with training in EV (light, medium, & heavy-duty) maintenance and repair, EV charging station repair and maintenance, and/or EV fleet maintenance (i.e., charging station, electric vehicle, thermal camera, battery lift table, and battery cell balancer and analyzer) with an acquisition cost of up to \$100,000.

Note: These costs cannot be standalone and must be coupled with training costs.

- Textbooks or training materials directly associated with the training (i.e., high-voltage gloves, face shields, and leather protectors; electronic devices including laptops and tablets with an acquisition cost of up to \$999 per electronic device; etc.). For additional allowable training materials directly associated with the training, see [Section VI](#) of this RFA.

Regarding electronic devices:

- These types of electronic devices have a useful life longer than one (1) year. Applicant and awarded Contractors must document the long-term need for the item to demonstrate their benefit to the clean energy training program/pre-apprenticeship, including, but not limited to:
 - Training longer than six (6) months; and
 - The continued need for the device post-training for job search and work purposes, once hired.
- The number of devices charged to the contract cannot exceed the number of enrolled participants confirmed with completed Trainee Information Forms (TIFs) and attendance records;
- Electronic devices must be provided to participants at the start of training and services, to be used in conjunction with training, rather than at the end as a completion award;
- Documentation of participant receipt of the devices must be submitted prior to reimbursement. As part of this documentation, participants must attest that they do not already own devices such as the requested electronic devices, and/or that they only possess old inadequate electronic devices and do not have sufficient personal funds to purchase these items;
- The Applicant/Contractor must follow their own purchase policy for the electronic devices in compliance with [Uniform Guidance](#). The Applicant/Contractor must also perform a cost comparison analysis to ensure the cost is reasonable;
- The cost of a single electronic device cannot exceed \$999, even if part of the cost is covered under a funding source outside of this RFA;
- Temporary loaning of such items to participants is also recommended, when appropriate, so that multiple participants can benefit from one (1) purchase;
- The Applicant/Contractor can emulate and adapt other State agency and public-school loan policies as well as loan agreements that address things such as who periodically services the electronic device(s) and participant responsibilities for proper care. Examples include, but are not limited to:
 - [Guilderland Central School District Chromebook Handbook and User Guide](#);
 - https://ocfs.ny.gov/main/cb/equipment_loan.asp; and
 - <https://qhsls.org/wp-content/uploads/2020/03/QHSLs-Equipment-Loan-Agreement.pdf>.

- Due to potential drop-out rates, the Applicant/Contractor must have a policy to address recovery of electronic device(s) upon a participant's withdrawal from training or services. Reasonable efforts to recover such items must be documented.
 - Software required to deliver the program of training, with an acquisition cost of up to \$999;
 - Distance learning fees (i.e., the fee for the training slot and software required to deliver the training program); and
 - Indirect Costs.
- b. Wraparound Services Costs

Wraparound services assist in removing barriers to participation in the program and entering employment or upgrading to a higher level of employment. Such services are monetary or non-monetary and could include:

- Transportation;
- Childcare/dependent care;
- Food while attending training (not for entertainment purposes);
- Linkages to partner agencies;
- Assistance in securing stable housing;
- Peer/group/individual mentoring strategies;
- Case management;
- Mental health services;
- Substance use treatment;
- Life skills training;
- English as a Second Language (ESL) training (when delivered as a standalone course); and
- Essential supplies for training (i.e., uniform, union fees, work boots).

Under the GCEW-EV program, these services may also include miscellaneous participant expenses or robust incentives for meeting certain benchmarks during the training, or stipends to assist with remaining in the program. See [Section VI](#), for further definitions of these wraparound services items. Applicants must have a wraparound services policy in place that complies with the requirements of this solicitation, subject to NYSDOL review and approval. A template policy Applicants may choose to utilize if they wish is available as Appendix WSPT in [Section VII](#), of this RFA.

Note: Wraparound service costs must be coupled with training. Standalone wraparound services costs are not allowable. Additionally, wraparound services for individuals not in these approved trainings are not eligible for reimbursement under this grant award.

2. Restrictions on the Types of Trainings

GCEW-EV funding will only pay for the eligible costs identified in the Use of Funds Section ([II.B.](#)) of this RFA. The following types of trainings do not constitute EV maintenance/repair training/pre-apprenticeship for this RFA and are not allowed:

- Trainings which begin or occur prior to the contract start date. For additional details regarding the start date of trainings, please see Section [V.B.](#) (Payment);
- One-on-one training, or asynchronous or self-paced training;
- Human Resources training; Basic Safety training; Sexual Harassment training; Diversity training; or Orientation training (the provision of these types of training is a normal cost of doing business);
- Stand-alone training required as part of a federal, NYS or local government mandate (i.e., Occupational Safety and Health Administration (OSHA) will not be allowed as a standalone training);
- Standalone Microsoft Office applications (i.e., Word, Excel, PowerPoint, etc.) and other basic office software applications (i.e., QuickBooks, Adobe, etc.);

Note: This refers to standalone courses in individual applications; it does not refer to larger certifications such as Microsoft Office Specialist or computer applications deemed an essential component of the occupational skills training program.

- **Any other trainings deemed inappropriate by NYSDOL**, such as training that does not result in a transferable skill, activities determined to be business consulting rather than training (i.e., coaching, reinforcement, etc.) and any other training(s) that do not meet the intent of the RFA.

If an Applicant is unsure about restricted trainings, it should consider asking specific questions before the Questions Deadline identified in [Section III.A.](#) of this RFA and listed in the RFA Timetable ([Section III.E.](#)).

3. Restrictions on the Use of Funds

GCEW-EV funding will only pay for the costs directly related to providing training/pre-apprenticeships in EV (light, medium, & heavy-duty) maintenance and repair, EV charging station repair and maintenance, and/or EV fleet maintenance and supplemental wraparound services to individuals funded by the GCEW-EV training/pre-apprenticeship. It will not pay for any of the following items:

- Training of individuals ineligible to work in the United States;
- Standalone wraparound services payments. Wraparound services must be coupled with the training;
- Standalone equipment costs. Equipment costs up to \$100,000 are allowable only when coupled with training costs;
- Participant wages or payments made in place of wages for work or for wage subsidies, including OJT and work experiences;
- The purchase of operational software not directly associated with the training (the determination of being directly associated with the training is at NYSDOL's discretion);

- Start-up costs and assessment costs on the part of the Applicant; or
- Any other costs deemed inappropriate by NYSDOL and that do not meet the intent of the RFA.

C. Contracts

The contract start date for all contracts resulting from this solicitation may be no earlier than the date of the award letter issued by NYSDOL and no later than six (6) months after the date of the award letter. Any training that begins or is paid for prior to the contract start date will fall outside the contract period and will be ineligible for reimbursement. Additionally, any training provided after the contract end date will also fall outside the contract period and will be ineligible for reimbursement.

After NYSDOL issues an award letter, the award must go through a contract development and contract execution process, which ends with the final execution of the contract. Therefore, if an Applicant chooses a contract start date that begins prior to contract execution, the Applicant will be operating at risk for any activities performed prior to the date of final execution of the contract.

Initial contracts resulting from this solicitation will be awarded for a period of up to three (3) years, including two (2) years for program implementation and performance and at least one (1) year to track and monitor the career-related achievements of program graduates following training completion (“Outcome Monitoring Period”). Applicants must include only the training opportunities that can be reasonably accomplished within the first two (2) years of the contract. The final year, year three (3), should only include activities for outcome monitoring. All activities funded by the contract must end on or before the end date of the contract and any activities that occur after the contract end date are not eligible for reimbursement under the contract.

Once a contract is developed and formally executed, the successful Applicant will be considered a NYSDOL Contractor. Funds will be released to the Contractor on a cost reimbursable basis. This means that a Contractor must first pay the expenses and then submit a voucher to NYSDOL for reimbursement. Vouchers must be submitted to NYSDOL on the prescribed forms before payment is made. For cost reimbursements to be approved, certain records must be kept, and specific documents submitted at intervals specified by NYSDOL. Additional details on reimbursements and payments are outlined in [Section V. B.](#) (Payment) of this RFA.

Please note that NYSDOL must adhere to NYS Prompt Contracting Law timeframes for executing contracts awarded to not-for-profit (NFP) entities. One of the provisions of the law allows for interest payments when contract payments are late due to untimely processing of contracts. However, if there are delays in the contract process on the part of the Contractor, Suspension of Prompt Contracting timeframe letters may be issued to render the Contractor ineligible for interest for the number of days of delay.

In addition, NYSDOL may conduct an independent evaluation of the outcomes and benefits of GCEW-EV. By accepting a GCEW-EV award under this RFA, the Applicant agrees to participate in any such evaluation.

D. Contracting Process

Applicants are required to register in the Statewide Financial System (SFS) to enter into a contract with NYS. To register an organization, Applicants must send a complete [Grants Management](#)

[Registration Form for Statewide Financial System \(SFS\) Vendors](#) and accompanying documentation where required by email to grantsreform@its.ny.gov.

Note: Applicants must be enrolled in ePayments in order to receive reimbursement under this grant award.

Not-for-profit (NFP) organizations must take the additional step of prequalifying by completing a basic profile and storing organizational documents. **Both registration and prequalification must be completed by NFP organizations prior to submitting an application.** Failure to do so will mean that their applications will not be reviewed. NFP organizations will be able to submit their responses online and once reviewed and approved by a NYS agency prequalification specialist, the NFP organization will be able to submit an application. All information is stored in a virtual, secured vault. NFP organizations must keep their information current, including uploading annual documents (i.e., 990, etc.).

For additional information on registration and prequalification, please log on to the SFS Grants Management website at <https://grantsmanagement.ny.gov/register-your-organization-sfs> (registration) or <https://grantsmanagement.ny.gov/get-prequalified> (prequalification).

For additional technical assistance with the SFS Grants Management website, please note:

- Hours of Operation: Monday through Friday, 8:00 A.M. to 4:00 P.M. NYS Time;
- Phone Number:(518) 457-7717 or (855) 233-8363 (toll free);
- Email: helpdesk@sfs.ny.gov; and
- Grants Management Website: <https://grantsmanagement.ny.gov/>.

E. NYSDOL's Responsibilities

NYSDOL will oversee implementation of the contract(s) awarded through this RFA, including regular monitoring of implementation and performance of the contract(s).

F. Applicant Requirements

By submission of an application in response to this solicitation, Applicants agree with the Minimum Requirements section ([IV.B.1](#)) of this RFA and all of the terms and conditions set forth in the attachments to this RFA.

Applicants must comply with the Combined Terms and Conditions ([CTC](#)), which will be incorporated into the Master Contract ([MC](#)) of successful Applicants. These terms and conditions are included as an informational attachment in [Section VII](#) of this RFA. NYSDOL reserves the right to update these prior to award. The Applicant shall be responsible for any costs incurred by the Applicant in the application preparation, or in activities related to the review of this application.

If an Applicant secures the services of a grant writer, that Applicant shall only authorize the grant writer to have the SFS role of *Grantee* (see [Section III.C](#) for information on SFS). The grant writer should answer all questions with information about the Applicant, including name, address, etc. The Applicant, in the role of *Bid Response Initiator and Bid Response Submitter*, shall completely review the application and accept all responsibility for the application. Only the Applicant is permitted to submit the application using their *Bid Response Initiator and Bid Response Submitter* role.

G. Participation Requirements

Please refer to [Section VII](#) (Attachments and Appendices) for further information on these participation requirements.

1. Business Participation Opportunities for MWBEs

Pursuant to NYS Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations (NYCRR), NYSDOL is required to promote opportunities for maximum feasible participation of NYS certified Minority and Women-owned Business Enterprises (“MWBEs”) and the employment of minority group members and women in the performance of the NYSDOL contracts.

For purposes of this solicitation, NYSDOL hereby establishes an overall goal of **30%** for MWBE participation, **15%** for NYS certified minority-owned business enterprises (“MBE”) participation and **15%** for NYS certified women-owned business enterprises (“WBE”) participation (based on the current availability of MBEs and WBEs). A Contractor resulting from this RFA must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the contract. To that end, by submitting a response to this RFA, the Applicant agrees that NYSDOL may withhold payment pursuant to any contract awarded as a result of this RFA pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. For guidance on how NYSDOL will evaluate a Contractor’s “good faith efforts,” refer to 5 NYCRR §142.8.

The Applicant understands that only sums paid to MWBEs for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied towards the achievement of the applicable MWBE participation goal. The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25% of the total value of the contract.

In accordance with 5 NYCRR §142.13, the Contractor further acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in a contract resulting from this RFA, such finding constitutes a breach of contract and NYSDOL may withhold payment as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the contract.

By submitting an application, the Applicant agrees to demonstrate its good faith efforts to achieve the applicable MWBE participation goals by submitting evidence thereof through the NYS Contract System (“NYSCS”), which can be viewed at <https://ny.newnycontracts.com>, provided, however, that the Applicant may arrange to provide such evidence via a non-electronic method by contacting:

NYS Department of Labor
Purchase and Contracts, MWBE Administrator
State Campus
Building 12, Room 465
Albany, NY 12226

518-474-2678
Fax: 518-457-0620

MWBE Utilization Plan (MWBE 100, [MWBE-4](#))

An Applicant will be required to submit the MWBE 100 – MWBE Utilization Plan with their application as evidence of compliance with the foregoing. Any modifications or changes to an accepted MWBE Utilization Plan after the contract award and during the term of the contract must be reported on a revised MWBE Utilization Plan and submitted to NYSDOL for review and approval.

NYSDOL will review the submitted MWBE Utilization Plan and advise the Applicant of acceptance or issue a notice of deficiency within 30 days of receipt.

If a notice of deficiency is issued, the Applicant will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to NYSDOL, a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by NYSDOL to be inadequate, NYSDOL shall notify the Applicant and direct the Applicant to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the application.

NYSDOL may disqualify an Applicant as being non-responsive under the following circumstances:

- If an Applicant fails to submit a MWBE Utilization Plan (MWBE 100, [MWBE-4](#));
- If an Applicant fails to submit a written remedy to a notice of deficiency;
- If an Applicant fails to submit a MWBE 101, Request for Waiver (MWBE 101, [MWBE-5](#)); and/or
- If NYSDOL determines that the Applicant has failed to document good faith efforts.

The Contractor is required to make good faith attempts to utilize any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the contract. Requests for a partial or total waiver of established goal requirements subsequent to contract award may be made at any time during the term of the contract to NYSDOL but must be made prior to the submission of a request for final payment on the contract.

The Contractor will be required to submit a MWBE Quarterly Compliance Report ([MWBE-6](#)) to NYSDOL by the 10th day following each end of quarter over the term of the contract, documenting the progress made toward achievement of the MWBE goals of the contract.

2. Equal Employment Opportunity Requirements (EEO 100)

An Applicant will be required to submit EEO 100 – Equal Employment Opportunity Staffing Plan (Attachment MWBE-2) with their bid or application as evidence of compliance with the foregoing.

By submission of a bid or application in response to this solicitation, the Applicant agrees with all of the terms and conditions of the Master Contract for Grants – Standard Terms and Conditions, specifically Section VI.J. Contractors are required to ensure that it and any subcontractors awarded a subcontract for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the contractor, undertake or continue programs to ensure that minority group

members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to (i) work, goods, or services unrelated to the contract; or (ii) employment outside NYS.

The Applicant will be required to submit a Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement (Attachment MWBE-1) to NYSDOL with its application.

If awarded a contract, Applicants shall submit a Workforce Utilization Report and shall require each of its subcontractors to submit a Workforce Utilization Report, in such format as shall be required by NYSDOL on a quarterly basis during the term of the contract.

Pursuant to Executive Order #6 issued on October 8, 2021, which continues former Governor Andrew M. Cuomo's Executive Order #162 issued on January 9, 2017, Contractors and subcontractors will also be required to report the gross wages paid to each of their employees for the work performed by such employees on the contract utilizing the EEO 101 form on a quarterly basis.

Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other NYS and Federal statutory and constitutional non-discrimination provisions, the Contractor and subcontractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the NYS Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the contract, leading to the withholding of funds, suspension or termination of the contract or such other actions or enforcement proceedings as allowed by the contract.

3. Participation Opportunities for Service-Disabled Veteran-Owned Businesses (SDVOBs)

Veterans' Services Law Article 3 provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses (SDVOBs), thereby further integrating such businesses into NYS' economy. NYSDOL recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of NYSDOL contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in NYS, Applicants are expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

a. Contract Goals

NYSDOL hereby establishes an overall goal of **6%** for SDVOB participation, based on the current availability of qualified SDVOBs. For purposes of providing meaningful participation by SDVOBs, the Applicant/Contractor should reference the directory of NYS Certified SDVOBs found at: <https://online.ogs.ny.gov/SDVOB/search>. Questions regarding compliance with SDVOB participation goals should be directed to:

New York State Department of Labor
Purchase and Contracts, Service-Disabled Veteran-Owned Business Administrator
State Campus
Building 12
Room 465
Albany, NY 12226
Labor.sm.SDVOBAdmin@labor.ny.gov
518-474-2678

Additionally, following contract execution, Contractor is encouraged to contact the Office of General Services' Division of Service-Disabled Veterans' Business Development at 518-474-2015 or VeteransDevelopment@ogs.ny.gov to discuss additional methods of maximizing participation by SDVOBs on the contract.

Contractor must document "good faith efforts" to provide meaningful participation by SDVOBs as subcontractors or suppliers in the performance of the contract (see [Section II.G.3.d](#) below).

b. SDVOB Utilization Plan (SDVOB 100)

In accordance with 9 NYCRR §252.2(i), Applicants are required to submit a completed SDVOB Utilization Plan (SDVOB 100) with their bid.

The Utilization Plan shall list the SDVOBs that the Applicant intends to use to perform the contract, a description of the work that the Applicant intends the SDVOB to perform to meet the goals on the contract, the estimated dollar amounts to be paid to an SDVOB, or, if not known, an estimate of the percentage of contract work the SDVOB will perform. By signing the Utilization Plan, the Applicant acknowledges that making false representations or providing information that shows a lack of good faith as part of, or in conjunction with, the submission of a Utilization Plan is prohibited by law and may result in penalties including, but not limited to, termination of a contract for cause, loss of eligibility to submit future bids, and/or withholding of payments. Any modifications or changes to the agreed participation by SDVOBs after the contract award and during the term of the contract must be reported on a revised SDVOB Utilization Plan and submitted to NYSDOL.

NYSDOL will review the submitted SDVOB Utilization Plan and advise the Applicant of NYSDOL's acceptance or issue a notice of deficiency within 20 days of receipt.

If a notice of deficiency is issued, the contractor agrees that it shall respond to the notice of deficiency, within seven (7) business days of receipt, by submitting to NYSDOL a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by NYSDOL to be inadequate, NYSDOL shall notify the contractor and direct the contractor to submit, within five (5) business days of notification by NYSDOL, a request for a partial or total waiver of SDVOB participation goals (SDVOB 200). Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

NYS DOL may disqualify an Applicant's bid or proposal as being non-responsive under the following circumstances:

- If an Applicant fails to submit an SDVOB Utilization Plan (SDVOB 100, Attachment 11);
- If an Applicant fails to submit a written remedy to a notice of deficiency;
- If an Applicant fails to submit a request for waiver (SDVOB 200, Attachment 12); and/or
- If NYSDOL determines that the Applicant has failed to document good faith efforts.

If awarded a contract, contractor certifies that it will follow the submitted SDVOB Utilization Plan for the performance of SDVOBs on the contract pursuant to the prescribed SDVOB contract goals set forth above.

Contractor further agrees that a failure to use SDVOBs as agreed in the Utilization Plan shall constitute a material breach of the terms of the contract. Upon the occurrence of such a material breach, NYSDOL shall be entitled to any remedy provided herein, including but not limited to, a finding of Contractor non-responsibility.

c. Request for Waiver (SDVOB 200)

Prior to submission of a request for a partial or total waiver, Applicants may speak to the SDVOB Administrator at NYSDOL for guidance.

In accordance with 9 NYCRR § 252.2(m), an Applicant that is able to document good faith efforts to meet the goal requirements, as set forth in [Section II.H.3.d.](#) below, may submit a request for a partial or total waiver on Form SDVOB 200, accompanied by supporting documentation. An Applicant may submit the request for waiver at the same time it submits its SDVOB Utilization Plan. If a request for waiver is submitted with the SDVOB Utilization Plan and is not accepted by NYSDOL at that time, the provisions of [Sections II.H.3.c-e](#) of this RFA will apply. If the documentation included with the Applicant's waiver request is complete, NYSDOL shall evaluate the request and issue a written notice of acceptance or denial within 20 days of receipt. The contractor is required to make good faith attempts to utilize the SDVOBs identified within its SDVOB Utilization Plan, during the performance of the contract. Requests for a partial or total waiver of established goal requirements subsequent to contract award may be made at any time during the term of the contract to NYSDOL but must be made prior to the submission of a request for final payment on the contract.

If NYSDOL, upon review of the SDVOB Utilization Plan and Monthly SDVOB Compliance Report (SDVOB 101) determines that the contractor is failing or refusing to comply with the contract goals and no waiver has been issued in regard to such non-compliance, NYSDOL may issue a notice of deficiency to the contractor. The contractor must respond to the notice of deficiency within seven (7) business days of receipt. Such response may include a request for partial or total waiver of SDVOB contract goals.

Waiver requests should be sent to:

New York State Department of Labor
Purchase and Contracts, Service-Disabled Veteran-Owned Business Administrator
State Campus
Building 12, Room 465

Albany, NY 12226

d. Required Good Faith Efforts

In accordance with 9 NYCRR § 252.2(n), contractors must document their good faith efforts toward utilizing SDVOBs on the contract. Evidence of required good faith efforts shall include, but not be limited to, the following:

- Copies of solicitations to SDVOBs and any responses thereto;
- Explanation of the specific reasons each SDVOB that responded to contractors' solicitation was not selected;
- Dates of any pre-bid, pre-award or other meetings attended by contractor, if any, scheduled by NYSDOL with certified SDVOBs whom NYSDOL determined were capable of fulfilling the SDVOB goals set in the contract;
- Information describing the specific steps undertaken to reasonably structure the contract scope of work for the purpose of subcontracting with, or obtaining supplies from, certified SDVOBs; and
- Other information deemed relevant to the waiver request.

e. Monthly SDVOB Contractor Compliance Report (SDVOB 101)

In accordance with 9 NYCRR §252.2(q), the contractor is required to submit a Monthly SDVOB Contractor Compliance Report (SDVOB 101) to NYSDOL during the term of the contract for the preceding month's activity, documenting progress made towards achieving the contract SDVOB goals. This information must be submitted using form SDVOB 101 available on NYSDOL's website and should be completed by the contractor and submitted to NYSDOL, by the 10th day of each month during the term of the contract, for the preceding month's activity to:

New York State Department of Labor
Purchase and Contracts, Service-Disabled Veteran-Owned Business Administrator
State Campus
Building 12
Room 465
Albany, NY 12226
Labor.sm.SDVOBAdmin@labor.ny.gov
518-474-2678

f. Breach of Contract and Damages

In accordance with 9 NYCRR §252.2(s), any contractor found to have willfully and intentionally failed to comply with the SDVOB participation goals set forth in the contract, shall be found to have breached the contract and contractor shall pay damages as set forth therein.

H. Applicant Eligibility

Eligible applicants for this RFA include for-profit entities, including corporations, LLCs, LLPs, etc.; NFP entities; municipalities; trade associations and unions; educational institutions, including technical high schools, colleges, and universities; or any combination of these entities as a consortium.

If applying as a consortium, one (1) entity must serve as the lead fiscal agent/Applicant and apply for this opportunity on behalf of the consortia. Applicants may apply for both the training funds and the wraparound service funds (as described in [Section II](#)) if they are able to demonstrate a successful track record of being able to provide both training and job placement and wraparound services to workers, with a priority on those from DACs and/or priority populations.

If an Applicant applying for the training funds is unable to provide the wraparound services themselves, they may subcontract with other entities that are able to provide wraparound services. However, wraparound services cannot be reimbursed for individuals not in the approved GCEW-EV programs.

In addition, eligible Applicants must:

- Have two (2) or more full-time employees or the equivalent of two (2) full-time employees at the time of application submission and throughout the duration of the contract. Principals of corporations and owners of businesses such as sole proprietors or partners, are not considered to be employees for this eligibility requirement. Cooperative owner employees who do not serve on the board of directors are considered to be employees for this eligibility requirement. An Applicant is not eligible to apply if it has no employees or if the workers are independent contractors, subcontractors or contract employees. However, if an Applicant leases its employees for payroll and tax reporting purposes, and has authority over the hiring, firing and scheduling of workers, it is eligible for funding consideration;
Note: If the Applicant uses a Professional Employer Organization (PEO), documentation from the PEO that verifies the Applicant's relationship with the PEO (i.e., a lease agreement) and proof that the Applicant's organization employs two (2) or more full-time or the equivalent of two (2) full-time employees (i.e., payroll records or official documentation issued by the PEO confirming the number of employees and their designation) must be uploaded in the SFS system with the application;
- Must be headquartered in NYS or have at least one (1) site located in NYS at the time of application;
- Are in good standing with regard to the laws, rules, and regulations for: Unemployment Insurance (UI), Worker Adjustment and Retraining Notification Act (WARN), Public Work, Labor Standards, Safety and Health, NYS Department of State Division of Corporations, Workers Compensation Insurance, and Disability Insurance;
- Have a proven track record in energy-related training, job preparedness, pre-apprenticeship, the provision of wraparound services, and/or placement. This could include, but is not limited to, documentation showing a past training curriculum; outcomes from previously awarded funding opportunities for similar programs; and reports on past participant completions or job placements; and
- If the Applicant is an NFP organization, it must be pre-qualified in SFS as described in [Section II.D](#).

Applicants with existing or pending contracts with NYSDOL remain eligible to apply for funding under this RFA if the application does not propose services to the same individuals as the existing or pending NYSDOL contract(s). In addition, the payments requested from awarded contracts under this RFA cannot duplicate reimbursement from other sources of funding.

Consultants and other third-party entities are not eligible to apply for funds on behalf of other organizations.

The use of a grant writer is acceptable, only if the Applicant, and not the grant writer, commits to implementing the training or services listed in the application if a grant is awarded.

Eligible applicants must attest to the Minimum Requirements as outlined in the Evaluation Criteria Section ([IV.B.1.](#)) of this RFA.

Separate operations or locations of an eligible Applicant may apply separately if they have different Federal Employer Identification Numbers (FEINs). However, NYSDOL will also have to confirm that all such branches, locations, and companies are not part of a greater whole. The Research Foundations of the State University of New York (SUNY) and the City University of New York (CUNY), if they are submitting applications on behalf of more than one (1) college, are exempt from this requirement.

NYS Agencies and Public Authorities (i.e., the NYS Office of General Services, the Metropolitan Transportation Authority) are not eligible to apply for funding.

I. Participant Eligibility

Eligible participants for the GCEW-EV program include individuals ages 18 or older; particularly individuals from DACs as defined by the CJWG, and individuals from priority populations, as fully detailed in [Section VI.](#) of this RFA.

Note: At least 35% of enrolled program participants must be from DACs. NYSDOL encourages Applicants to set a goal of enrolling 50% of participants residing in DACs to account for attrition rates. As stated in [Section I.A.](#), during contracting, if it is found that the Contractor has not met the 35% minimum requirement, NYSDOL reserves the right to rescind the grant award and reallocate the grant funds.

NYS Agency and Public Authority employees who live in DACs are eligible participants.

This GCEW-EV RFA will provide priority in scoring to:

- Training/upskilling or pre-apprenticeship programs currently operating within [DACs](#);
- Training/upskilling or pre-apprenticeship programs intending to train individuals from DACs, as defined by the CJWG; and
- Training/upskilling or pre-apprenticeship programs serving priority populations.

J. Program Services

1. Strategies for the provision of Wraparound Services

Strategies for providing wraparound services may include, but are not limited to:

- Implementing individual or group mentoring strategies, which may include utilizing program graduates and business representatives in training delivery and support groups;

- Providing robust monetary and non-monetary incentives for retention, and strategies related to concrete benchmarks as trainees move through the course(s) (if providing these incentives, include detail on the benchmarks and amount to be paid per benchmark);
- Providing services such as stipends that address the needs of prospective trainees for services such as childcare, transportation, and housing (if providing these services, include detail on the services provided). Applicants may consider using the Employability Profile at JobZone (<https://dol.ny.gov/jobzone>);
- Establishing a strong and meaningful referral system with partner agencies to ensure wraparound services are available to trainees and follow up takes place regularly;
- Providing case management of trainees with regular contact (weekly) at the onset of training and employment (in-person, phone, social media) and gradually reducing this contact as workers are acclimated to the job (case management services can be one-on-one);
- Maintaining regular contact with business(es) after hires are made to assist with any difficulties that may arise during the trainee's transition to the position;
- Seeking trainee input through various means such as surveys, focus groups, or individual interviews;
- Recognizing and respecting the diversity of learners' and workers' cultural backgrounds and ensuring services are culturally responsive; and
- Evaluating the effectiveness of interventions, identifying areas for improvement, and making necessary adjustments.

Note: The above are **strategies** for providing wraparound services and are not an inclusive list. For further information on allowable wraparound service costs, please refer to the Allowable Costs Section ([II.B.1](#)) of the GCEW-EV RFA.

2. Credentials

GCEW-EV training/upskilling or pre-apprenticeship programs may assist in the development of a career ladder which improves a trainee's skills, often providing a credential to the trainee, while also leading to a long-term career in higher skills occupations.

Credential is defined as an attestation of qualifications or competence issued to an individual by a third party (such as an educational institution or an industry or occupational certifying organization) with the relevant authority or assumed competence to issue such a credential. A credential is not a certificate of completion for a course. Examples of credentials include:

- A secondary school diploma or its recognized equivalent; and
- Recognized postsecondary credentials, which include associate and bachelor's degrees; occupational licensures; occupational certificates, including Registered Apprenticeship and Career and Technical Education educational certificates; non-degree certificates; badges; micro-credentials; and other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment.

Recognized postsecondary credentials must be awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills and not the attainment of work readiness or general skills only (i.e., safety, hygiene, and basic data security).

Credentials are generally achieved for skills improvements that are crucial to talent development for businesses and are often portable and transferable across multiple industries. Stackable credentials, which are part of a sequence of credentials that can be accumulated over time, build up an individual's qualifications and help the individual to move along a career ladder to potentially higher-paying jobs.

If Applicants determine that industry-specific non-degree credentials, badges, micro-credentials or similar tools will improve a trainee's skills and propel them forward in their EV maintenance and repair career, these are also acceptable.

3. Alignment with Disadvantaged Communities Investment and Benefit Goals

The Climate Act aims to address the rising impacts and inequities of climate change in NYS by setting tangible requirements and goals for reaching economy-wide carbon neutrality and significant renewable energy expansion while increasing benefits and community ownership to DACs. DACs are defined by the CJWG as communities that bear burdens of negative public health effects, environmental pollution, impacts of climate change, and possess certain socio-economic criteria, or comprise high-concentrations of low- and moderate-income households.

The CJWG developed criteria to identify DACs to ensure frontline and otherwise underserved communities benefit from NYS's historic transition to cleaner, greener sources of energy, reduced pollution and cleaner air, and economic opportunities. The CJWG used a variety of indicators that measure environmental burdens and climate change risk, as well as population and health vulnerability, to identify census tracts in NYS as DACs. In addition to the geographic DAC criteria, DACs include NYS households with annual total income at or below 60% of State Median Income or are otherwise categorically eligible for low-income programs (i.e., Home Energy Assistance Program) solely for the purpose of counting investments toward the Investments and Benefits Requirement³, a Statewide directive for at least 35% of investments to go toward DACs. To the extent practicable, agencies will aim to reach 40% for this requirement. Applicants must demonstrate alignment to this criteria by attesting to the enrollment of at least 35% of program participants from DACs within the DAC Attachment.

The Climate Act requires an annual review of the DAC criteria, which may result in future modifications. Details on the DAC criteria, including a list of census tracts covered, documentation of indicators and methodology for developing the criteria, and shapefiles for the criteria can be found at <https://climate.ny.gov/Resources/Disadvantaged-Communities-Criteria>.

4. Reporting Requirements

The Contractor must submit individual participant level data to NYSDOL. NYSDOL staff will record this data in the One-Stop Operating System (OSOS), NYSDOL's case management system used to

³ <https://climate.ny.gov/Resources/Disadvantaged-Communities-Criteria/Investments-and-Benefits-Reporting-Guidance#:~:text=The%20Climate%20Leadership%20and%20Community,of%20housing%2C%20workforce%20development%2C%20pollution>

record basic participant information, as well as track the provision of required services. OSOS is a web-based job matching, case management, and reporting system that allows workforce professionals to effectively manage workforce development programs.

Contractors will be required to document trainee information specifically on TIFs. The personal information collected on the TIF is required for reporting purposes for federally funded grants, as well as by the State, and will be data entered into OSOS to report obtained employment. Personally Identifiable Information (PII) is securely stored on NYS servers, where only authorized individuals can access the necessary information and where data is protected by high-level security settings administered by the NYS Office of Information Technology Systems (ITS). PII collected will only be reviewed internally by NYSDOL and will not be shared publicly.

NYSDOL may also require quarterly reports on program updates, progress, and success. This may include information beyond the available data in OSOS.

III. Process for Application Submission

A. Questions Concerning this RFA

Applicants may submit questions via electronic mail to WDTD.Onestop@labor.ny.gov. Questions regarding the RFA will be accepted on an ongoing basis, but no later than **November 20, 2026**. No telephone inquiries will be accepted. All inquiries should include the following reference in the Subject line: "GCEW-EV Question." Answers to all questions will be posted on the [NYSDOL Funding Opportunities webpage](#) on an ongoing basis, but no later than **November 27, 2026**.

The NYSDOL EV RFA Team can only answer program related questions. Applicants should direct any technical questions about the SFS system to helpdesk@sfs.ny.gov.

~~An Applicant Workshop was held virtually on May 4, 2026, from 10:30 AM-12:00 PM to answer prospective questions. To attend this meeting, please click the Zoom link on the NYSDOL Funding Opportunities webpage or within the Question and Answer (Q&A) document on the same webpage. Attendees are asked to submit questions to WDTD.Onestop@labor.ny.gov prior to the workshop, but no later than April 24, 2026. This will allow time for the NYSDOL Team to form responses to share at the workshop. A recording of the workshop can be found on NYSDOL's [Funding Opportunity webpage](#).~~

B. Application Due Date

The completed application with all required attachments will be accepted immediately and on an ongoing basis through the SFS until **4:00 PM NYS time on December 3, 2026**. SFS will not accept any applications or unsolicited amendments to applications after the due date and time. No mailed, faxed or emailed documents will be accepted. NYSDOL takes no responsibility for any third-party error in the delivery of applications (i.e., computer failure, power outages, etc.).

C. Application Submission Instructions and Format

Interested parties must apply online via the SFS website at:
https://esupplier.sfs.ny.gov/psc/fscm/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?&

Completed applications must be submitted through SFS by the designated date and time. To apply, Applicants must be registered and logged in to the SFS as detailed in [Section II.D](#).

For an application to be considered, the Applicant must meet the eligibility criteria outlined in [Section II.H.](#), complete all required parts, and upload all the documents or information requested in the forthcoming sections in the SFS system prior to the submission due date.

Required application attachments are listed below:

1. Vendor Responsibility – Applicant Questionnaire (VRAQ);
2. DAC Attestation Form (DAC);
3. MWBE – EEO Policy Statement (MWBE-1);
4. EEO 100 – Equal Employment Opportunity Staffing Plan (MWBE-2);
5. MWBE 100 – MWBE Utilization Plan (MWBE-4);
6. MWBE 101 – Application for Waiver of MWBE Participation Goal (MWBE-5);
7. SDVOB 100 – SDVOB Utilization Plan (SDVOB-1);
8. SDVOB 200 – Application for Waiver of SDVOB Participation Goal (SDVOB-3);
9. Executive Order (EO) 177 Certification (EO 177);
10. Executive Order (EO) 16 Certification (EO 16);
11. Key Contacts (KC);
12. Work Plan Attachment (WPA);
13. Cost Comparison Worksheet – Training (CCW-T)
14. Cost Comparison Worksheet – Equipment (CCW-E); and
15. Gender-Based Violence and the Workplace Certification (GBVWC).

The required attachments can be found in SFS in the GCEW-EV Program under Event Comments and Attachments and must be attached to the corresponding question in the event.

In addition, the following attachments can be found in the GCEW-EV event in SFS under Events Comments and Attachments:

1. Appendix – SFS Prequalification Requirement (SFSPR);
2. Appendix A – Standard Clauses for New York State Contracts (SCNYS);
3. Appendix – Combined Terms and Conditions – A-1, A-2, A-3 (CTC);
4. Appendix – Minority and Women-Owned Business Enterprises (MWBE) and Equal Employment Opportunity (EEO) Requirements and Procedures (MWBE);
5. Appendix – EEO 101 – Workforce Utilization Report (MWBE-3);
6. Appendix – MWBE 105 – MWBE Quarterly Compliance Report (MWBE-6);
7. Appendix – Service-Disabled Veteran-Owned Business (SDVOB) Requirements and Procedures (SDVOB);
8. Appendix – SDVOB 101 – SDVOB Monthly Compliance Report (SDVOB-2);
9. Appendix – General Information for Successful Bidders/Applicants (GISBA);
10. Appendix – Trainee Information Form (TIF);

11. Appendix – Wraparound Services Policy Template (WSPT);
12. Appendix – Tuition Rate Attachment (TR); and
13. Appendix – Master Contract (MC).

Note: Applicants will find a checklist on the [NYS DOL Funding Opportunities webpage](#) to use as a guide when preparing the application package to ensure the application has met all required criteria. This checklist is only an aid for Applicants and should not be included in the application package. NYSDOL urges Applicants to use this checklist to ensure the application contains all required items. If the application does not meet all required criteria, it will cause delays in the application moving through the review process.

D. SFS Registration and Prequalification Status

As indicated in [Section II.F.](#) of this RFA, all interested parties must be registered in SFS prior to application submission and all non-governmental NFP Applicants must be designated as prequalified prior to application submission. NFP applicants whose status is not prequalified prior to application submission will receive an error message when trying to submit grant applications.

If awarded, a prequalified NFP Contractor must maintain prequalification status during the contract period. The organization will be given an opportunity to submit documents and information to Grants Management in order to maintain or regain prequalification status.

For more information about SFS and Prequalification, please visit the Grants Management website <http://grantsmanagement.ny.gov> or contact the Grants Management Team at: grantsmanagement@its.ny.gov. The Grants Management help desk/hotline can be reached at (518) 457-7717 or (855) 233-8363 (toll free).

NYSDOL will consider any application not meeting the registration or non-governmental NFP Applicant prequalification requirements prior to application submission to be non-responsive.

E. RFA Timetable

- RFA Release Date – April 10, 2026
- Deadline Date for Questions – Ongoing as received, but no later than **November 20, 2026**
- Final Date for Responses to Questions – Ongoing as received, but no later than **November 27, 2026**
- Application Due Date – 4:00 PM NYS Time on **December 3, 2026**
- Projected Notification of Awards – Ongoing

IV. Application Review and Selection

A. Evaluation of Applications

A complete application, including all required attachments, must be submitted via SFS so NYSDOL can conduct a full and proper evaluation. Failure to answer all questions in the application will jeopardize the Applicant's potential for funding. NYSDOL will first make an initial eligibility determination on each application received. Applications deemed eligible will be scored based on further review and evaluation. Application scores will consist of 60% for Program Design, 20% for

Work Plan, and 20% Program Cost. Scoring of technical merit will award points based on a “criteria met” or “criteria not met” scale. NYSDOL reserves the right to make no awards.

Applications must first meet all minimum eligibility requirements outlined in the Minimum Requirements ([Section IV.B.1.](#)) of this RFA. Upon receipt of all required documents and confirmation of Minimum Requirements attainment, applications will be evaluated by NYSDOL staff. NYSDOL staff score applications based on the Program Design, Program Cost, and Work Plan described in the Evaluation Criteria section ([IV.B.](#)) of this RFA.

Each application consists of four (4) parts: Minimum Requirements, Program Design, Work Plan, and Program Cost. The SFS system will not allow the submission of an application unless all parts are completed. The evaluation of a complete application will consist of a review of each part independently.

All proposed expenditures in the Budget section must be reasonable, necessary, and clearly related to the purposes and activities of the program as proposed.

B. Evaluation Criteria

The Evaluation Criteria has four (4) parts: Minimum Requirements, Program Design, Work Plan, and Program Cost. The evaluation of the application will consist of a review of each part independently. Each is described below.

Applications deemed eligible will be scored based on further review and evaluation. Application scores will consist of 80% Technical Merit (60% for Program Design and 20% for Work Plan) and 20% on Program Cost.

1. Minimum Requirements

No points will be awarded for the Minimum Requirements part of the application. Failure to attest to and document that you meet minimum requirements will result in an automatic rejection of the application, and scoring will not proceed. Applicants must attest to each of the following:

1. The Applicant is a for-profit entity, including corporations, LLCs, LLPs, etc.; NFP entity; municipality; trade association and union; educational institution, including technical high schools, colleges, and universities; or any combination of these entities as a consortium, that is eligible to do business in NYS;
2. The Applicant is headquartered in NYS or has at least one (1) site located in NYS at the time of application;
3. The Applicant is in good standing with regard to the laws, rules, and regulations for UI, WARN, Public Work, Labor Standards, Safety and Health, NYS Department of State Division of Corporations, Workers Compensation Insurance, and Disability Insurance;
4. The Applicant employs two (2) or more full-time employees or the equivalent of two (2) full-time employees at the time of application submission and throughout the duration of the contract period (principals of corporations and owners of businesses such as sole proprietors or partners are not considered to be employees for this criterion);

Note: If the Applicant uses a PEO, documentation from the PEO that verifies the Applicant’s relationship with the PEO (i.e., a lease agreement) and proof that the Applicant’s organization employs two (2) or more full-time employees (i.e., payroll records or official

documentation issued by the PEO confirming the number of employees and their designation) must be uploaded in the SFS system with the application;

5. Applicant agrees to submit reports to NYSDOL on an as needed basis for the purposes of meeting NYS reporting requirements and understands such reporting may include Personally Identifiable Information (PII) related to both the Applicant and the participant which will be kept confidential by NYSDOL;
6. Applicant is responsible for recruiting eligible trainees as defined in the RFA. At least 35% of program participants must be residing in DACs;
7. Applicant will not charge or expect any trainee served under this proposed training program to pay any tuition charges or other fees;
8. Applicant understands that all Applicants must register in the SFS system (<https://grantsmanagement.ny.gov>) before application submission;
9. Applicant understands that all non-governmental NFP organizations must prequalify before application submission and must be in an acceptable pre-qualification status in the SFS system (<https://grantsmanagement.ny.gov>);
10. The Applicant currently has an executed or pending contract(s) with NYSDOL, the NYS Energy Research and Development Authority (NYSERDA), NYPA or another State entity doing similar training/upskilling programs and is proposing services to different individuals or entities than those targeted by these executed or pending contract(s). (**Note:** If no executed or pending contract(s) providing similar training/upskilling programs with other State entities exist, the Applicant will check Not Applicable to this attestation); and
11. The Applicant agrees wraparound services will only be charged to the grant for individuals involved in the applicable training program.

Applicants must complete and upload each of the following required application [attachments](#) as listed below:

1. Vendor Responsibility – Applicant Questionnaire (VRAQ);
2. DAC Attestation Form (DAC);
3. MWBE – EEO Policy Statement (MWBE-1);
4. EEO 100 – Equal Employment Opportunity Staffing Plan (MWBE-2);
5. MWBE 100 – MWBE Utilization Plan (MWBE-4);
6. MWBE 101 – Application for Waiver of MWBE Participation Goal (MWBE-5);
7. SDVOB 100 – SDVOB Utilization Plan (SDVOB-1);
8. SDVOB 200 – Application for Waiver of SDVOB Participation Goal (SDVOB-3);
9. Executive Order (EO) 177 Certification (EO 177);
10. Executive Order (EO) 16 Certification (EO 16);
11. Key Contacts (Attachment KC);
12. Work Plan Attachment (WPA);
13. Cost Comparison Worksheet – Equipment (CCW-E);
14. Cost Comparison Worksheet – Training (CCW-T); and

15. Gender-Based Violence and the Workplace Certification (GBVWC).

These required attachments are listed as questions in the Eligibility Review section. To respond to each attachment question, Applicants will go to the Events Comments and Attachments section in the event to find the corresponding attachment needed to be completed. Once completed, the Applicant will upload the attachment in response to the actual question.

2. Program Design – (60 Points)

A total of 60 points are available in scoring the Program Design part of the application. Applicants must fully answer each part of the elements provided in SFS and submit applicable attachments.

General Information (7 points)

1. Enter your Federal Employer Identification Number (FEIN). (0 points)
2. Are you currently receiving similar funding for electric vehicle (EV) or charger repair and maintenance training or pre-apprenticeship funding from other sources? If yes, please provide details on what entity is providing the funds and what services those funds are being used for, and differentiate how this funding will be used. (0 points)
3. Have you previously provided EV/automotive training, job preparedness, pre-apprenticeship, the provision of wraparound services, and/or job placement? Describe below or attach documentation, such as records showing a past training curriculum; outcomes from previously awarded funding opportunities for similar programs; and reports on past participant completions or job placements. (No history of providing programs = 0 points; Has provided one (1) of the program components mentioned = 1 point; Has provided two (2) of the program components mentioned = 2 points; Has provided three (3) of the program components mentioned = 3 points; Has provided four (4) of the program components mentioned = 4 points).
4. Indicate the anticipated number of participants who will be trained and the number of participants who will also be provided wraparound services under this application. (3 points)

Population (13 points)

5. Is the training program or pre-apprenticeship training located in a DAC? (3 points)
6. Does the training program or pre-apprenticeship serve individuals from DACs? (5 points)
7. Does the training program or pre-apprenticeship program serve individuals in priority populations? If any, please indicate the priority population(s) to be served under the proposed training program. For more information regarding priority populations, refer to the Definitions in [Section VI](#) of this RFA. (2 points)
8. Describe your plan to recruit, engage, and retain participants, especially those from DACs and those with historical barriers to employment. This could be a formal stakeholder engagement plan or a description of your strategies. (3 points)

EV Training/Pre-apprenticeship Programs (13 points)

9. Is this EV/EV charger repair and maintenance training a new program or are you adding this as a new technology track to an existing program? (i.e. traditional automotive training expanding into EV) (0 points)

10. Describe your EV training program. This should be a paragraph describing your program broadly. (5 points)
11. Provide a detailed summary of each EV training course/pre-apprenticeship, including (5 points total):
 - a. The name of each course (1 point);
 - b. The educational strategy/strategies for each course (i.e., classroom training, distance learning, etc.) (1 point);
 - c. The materials to be used for each course (i.e., textbooks, presentations, guest speakers, etc.) (1 point);
 - d. The duration for each course (i.e., the number of weeks and total number of hours for each course) (1 point); and
 - e. A detailed description of the skills the participants will acquire to meaningfully participate in and contribute to the EV industry. (1 point).
12. If applicable, provide the name and description of the industry-specific credential, badge, or microcredential the trainees will receive at the conclusion of the training. For the definition of credential see the Program Services Section ([II.J.2](#)) of this RFA. (0 points)
13. Provide a detailed description of how the Applicant will assess the attainment of the participants' skills named in 11.e. during the training course (i.e., quizzes, tests, presentations; etc.). (3 points)
14. Please confirm that your organization is aware that self-paced and/or asynchronous training courses are not permitted under this RFA. Please describe the training format (i.e. instructor-led, virtual, OJT, and simulation training) that will be used for each specific course. (0 points)

Wraparound Services (12 points)

15. Describe how you will assess the need for wraparound services you plan to offer participants in the EV training course(s)/pre-apprenticeship. (3 points)
16. What wraparound services do you intend to provide to ensure participants remain in the EV training or pre-apprenticeship program? Please describe the wraparound services you will provide. (No wraparound services offered = 0 points; one (1) wraparound service offered = 1 point; two (2) wraparound services offered = 2 points; three (3) or more wraparound services offered = 4 points)
17. Identify the strategies/partner organization(s) the Applicant will use to offer wraparound services to ensure participants remain in the EV training or pre-apprenticeship program. Strategies should include, but are not limited to, strategies as identified in Section [II.J.1.](#) of this RFA. (2 points)
18. What additional follow-up and placement services will you provide to participants leaving your program? (No services offered = 0 points; one (1) service offered = 1 point; two (2) services offered = 3 points)

Outcomes (8 points)

19. If the Applicant has provided a similar workforce development training or pre-apprenticeship program in the past, provide the percentage of participants that became

employed after participating in the program. If you have provided other EV/automotive/EV charger programs in the past, please include those outcomes. (No previous program = 0 points; 0 to 25% = 1 point; 25.01 to 50% = 2 points; 50.01% to 75% = 3 points; 75.01% or more = 4 points)

20. Describe how the organization will track and report to NYSDOL participant skills attainment during the course/program and training and employment outcomes. (Not provided = 0 points; some information provided = 2 points; complete information provided = 4 points)

Organizational Capacity/Experience (7 points)

21. How many years has the Applicant offered similar workforce development training or pre-apprenticeship programs? (Never or less than 1 year = 0 points; 1 to 2 years = 1 point; 3 or more years = 2 points)
22. Have you previously offered EV/EV charger repair and maintenance training? (No = 0 points; yes = 1 point)
23. Describe the key knowledge, skills, and abilities possessed by your staff for your program to be successful. (2 points)
24. Please provide the number of employees in your organization. (0 points)
25. Describe the current partnership(s) with energy-related industry partners or companies, and how that partnership will support the proposed training program. If applicable, attach letters of support. (2 points)

3. Work Plan/Outcomes Timetable (20 points)

A total of 20 points will be available in scoring the proposed Work Plan.

Within the SFS system, Applicants will fill out the Project Summary section of the Work Plan ONLY.

The system will not require any objectives, tasks, or performance measures to be added. Utilizing the Work Plan ([WPA](#)) attachment, Applicants will define the objectives, tasks, and performance measures that will detail the proposed plan to ensure training activities as identified in the Program Design. Applicants can include a total of 30 objectives, tasks, and performance measures.

The Work Plan summary, objectives, tasks, and performance measures should provide detail to show how Applicants are going to demonstrate the work they are doing throughout the duration of the contract. To differentiate between the outcomes and Program Design elements above, the Work Plan pieces are more focused on the measurement and metrics of your program. What indicators show the program is succeeding? How do you know the rollout of the program is going well (or not)?

Objectives are the intended/desired benefits of program services and may relate to knowledge, skills, attitudes, behaviors, or conditions. Objectives are broad, often long-term, and are more general than tasks. Program objectives must be consistent with the desired RFA outcomes and address identified problems, conditions, needs, and behaviors of the service population. Tasks reflect the associated activities or action steps to be completed for each objective. Each task is associated to one (1) or more performance measures (how you will measure the success of each objectives' tasks).

In defining the Work Plan, Applicants should:

- Describe, with clarity and specificity, the observable objectives. Objectives should be specific, measurable, attainable, realistic, and time-bound (what the trainees will achieve) after receiving training;
 - The following are examples of objectives: Prepare a diverse and skilled workforce for careers in clean energy and green building sectors; Address barriers to participation and retention through wraparound support services; Strengthen partnerships to support participant training and mentorship opportunities; and/or Monitor and evaluate program success to ensure continuous improvement.
- Describe the proposed tasks or learning activities that will result in the proposed observable objectives; and
 - The following are examples of tasks or learning activities: Conduct targeted recruitment and outreach to Disadvantaged Communities (DACs) and Priority Populations; Deliver/develop a comprehensive training program covering foundational trade knowledge, green building principles, and industry-recognized certifications; Offer transportation assistance to ensure participant accessibility to training and program activities; Collaborate with labor unions and industry stakeholders to enhance training content and provide mentorship opportunities; Engage with community based organizations (CBOs) and educational institutions to support recruitment and outreach efforts; Conduct regular feedback sessions with participants, instructors, and stakeholders to assess program outcomes; and/or Implement tracking systems to monitor participant enrollment, retention, and certification progress.
- Identify the performance monitoring techniques that will be utilized in documenting the success of the tasks and result in the proposed observable objective.
 - The following are examples of performance monitoring techniques: Number of participants trained annually from DACs (i.e., 30 participants annually from DACs and priority populations); Percentage of participants from underrepresented groups (i.e. 60% representation from underrepresented groups enrolled among participants); Percentage of participants that received industry-recognized certifications (i.e. 100% participants receive OSHA 10 and 30 hour training and certification); Percentage of completion rate; Percentage of participants provided transportation assistance (i.e. 100% of participants received stipends or prepaid One Metro New York (OMNY)); Number of roundtable/meetings held with union representatives and industry professionals (i.e. hold two (2) roundtable/meetings annually); Number of recruitment events held annually in collaboration with CBOs and educational institutions (i.e. hold two (2) recruitment events annually); Number of feedback sessions held per cohort (i.e. hold at least two (2) feedback sessions per cohort); Develop a participant database; and/or Submit quarterly and annual required performance reports detailing program metrics.

The Work Plan criteria to be reviewed include the following:

- The objectives are realistic and align with training activities as proposed in the Program Design section (5 points);
- The tasks as described align with the associated objectives for providing electric vehicle training (5 points);
- The performance measures as proposed will measure the associated objective attainment (5 points); and

- The performance measures will evaluate project effectiveness with clean energy training (5 points).

Please note, in the WP attachment, Applicants will find an example of a Work Plan that meets all evaluation criteria presented in the RFA.

4. Program Cost (20 Points)

An Applicant may receive up to 20 points for the Program Cost.

Requested funding must be directly related to the program. All proposed expenditures must be reasonable, necessary, and clearly related to the purposes and activities of the services in this program. For a list of restricted use of funds, please see Restrictions on Types of Training ([II.B.2.](#)) and the Restrictions on the Use of Funds Sections ([II.B.3.](#)) of this RFA.

Budget

In the various expenditure budget forms located in the SFS system (Personal Services which includes Salary and Fringe, and Non-Personal Services which includes Contractual, Travel, Operating Expenses, and Other), Applicants will account for how the funding will be allocated. See [Section II.B.1.](#) of this RFA for allowable costs.

Only categories in which the proposed program will be allocating funding need to be filled in. To avoid errors, do not enter any information in categories where grant funding will not be used. Use the following as a guide in completing the budget:

Personal Services

- Salaries: List the annual salaries of the staff that will work on the project and the corresponding percentages of their time spent. Describe briefly, in the Budget Narrative, the roles of the staff titles listed. Provide an explanation of any anticipated changes or exceptions in staffing patterns and/or annual salary costs during the contract period; and
- Fringe: Briefly explain the calculation of fringe benefits, including a breakdown of the fringe benefit structure. Fringe benefits include social security, workers' compensation, UI, disability insurance and any insurance programs the Applicant organization provides. If budgeted fringe benefits represent an exception to standard policy, please explain the basis.

Non-Personal Services

- Contractual: This category includes institutions, individuals, or organizations external to the Applicant which have entered into an agreement with the Contractor to provide any services outlined in or associated with the contract, and whose services are to be funded under the contract. All such agreements are to be by bona fide written contract and a copy of each must be attached. If details are not known, include a brief narrative of each contracted service to be provided, indicating the organization/individual selected, anticipated outcomes and projected budget;
- Travel: Staff travel costs should be budgeted in line with standard agency travel policy or OSC guidelines. Travel costs are reimbursed at NYS rates. Only travel costs for personnel listed under Staff Salaries are acceptable. Consultant or subcontractors' travel expenses

should be included in Contracted Services. Use the Budget Narrative to indicate how Staff Travel costs were calculated (i.e., number of miles, mileage rate). Any exceptional staff travel costs must be justified in the Budget Narrative. No out-of-state travel costs are allowed unless specifically detailed and approved. All non-local destinations for travel must have prior NYSDOL approval;

- **Equipment:** This section is used to itemize both purchased and rental equipment costs. Use the Budget Narrative to justify how the purchase/rental of equipment is related to the training purposes funded by this grant. Provide information regarding bids received for equipment purchases;
- **Space/Property Rent, Space/Property Own, and Utilities:** These sections are used to itemize costs associated with Property-related costs for space that is rented or owned. Use the applicable Budget Narratives to indicate how the expense is related to the training purposes funded by this grant and how the proportion of costs were determined;
- **Operating Expenses:** List operating expenses, such as supplies, postage, printing, photocopying, and telephones. Use the Budget Narrative to indicate how operating expenses were calculated. Any type of expense outside of the categories listed above and any exceptional dollar amounts must be explained in the Budget Narrative; and
- **Other:** List other items not included under any other category. Any type of expense outside of the categories listed above and any exceptional dollar amounts must be explained in the Budget Narrative.
 - Indirect Costs, if applicable, should be listed in this category and are described as:
 - Costs that are not directly accountable to a particular grant award, contract, program function, or activity, but are necessary for the general operation of the organization. Indirect costs may be either fixed or variable and may include administration, personnel, and security costs. Some indirect costs may be overhead. Indirect costs for this funding opportunity will be the approved federally recognized indirect cost rate negotiated between the Applicant and the Federal government; if no such rate exists, then the 15% de minimis rate, which is 15% of the modified total direct cost of the proposed budget, would be permitted.

Cost Comparison Worksheets

Applicants must also complete and submit the Cost Comparison Worksheet – Training (CCW-T) attachment with their application for the tuition costs. The CCW-T requires that the Applicant provide cost comparison information on the proposed tuition rate from two (2) training providers other than the selected training provider, which shows that a training provider with a comparable tuition rate was selected. This information will document that the costs of the selected training program are reasonable and will be the basis for awarding points for program cost.

The requirements of this section are applicable to all Applicants, regardless of whether the proposed training program is to be delivered in-house by the Applicant or by an outside training provider. If the Applicant does not provide the required cost comparison information, or if a competitive tuition rate was not selected, a narrative justification must be provided in order to receive points for cost. This justification will be reviewed by NYSDOL and may result in program cost points being awarded.

Examples of acceptable reasons for not providing the required cost comparison information include, but are not limited to:

- If the Applicant developed its selected training program to respond to a lack of training capacity to serve the intended population in its area;
- If the proposed training is specialized or unique and there are no other training providers that deliver the proposed training;
- If there are mitigating factors for choosing a higher cost training program, such as additional benefit being provided to the trainee by the selected training program; or
- If in-house training capability is addressing the extensive needs for a timely, more frequent, and/or more comprehensive approach to meet the needs of the industry.

Note: This is not an exhaustive list of reasons that may be considered by NYSDOL during Program Cost review. The Applicant should describe any reason(s) for not providing the required cost comparison information in as much detail as possible to allow NYSDOL reviewers to conduct an accurate Program Cost review.

Comparisons should be from training programs for like or similar job titles. Applicants are encouraged to use the ETPL as a resource for obtaining comparison costs to their selected training program. A link to the ETPL can be found here: <https://applications.labor.ny.gov/ETPL/>.

In addition to completing the CCW-T for tuition costs, those Applicants requesting funding for the cost of equipment directly associated with training must complete a second CCW, the CCW-Equipment (CCW-E). The CCW-E requires that the Applicant provide cost comparison information on the proposed equipment costs from two (2) companies other than the selected company, which shows that a company with a comparable cost was selected. This information will document that the costs of the selected company are reasonable and will be the basis for awarding points for Program Cost.

Applications that demonstrate the reasonableness of their selected training provider's tuition rate, and any applicable equipment costs, will receive 20 points for cost. Applications that do not demonstrate that their selected training program's tuition cost and any applicable equipment costs are reasonable will receive no points for cost. If the Applicant fails to demonstrate that costs are reasonable, and NYSDOL cannot independently document that the costs are reasonable, the Applicant may not be eligible for award, even if the Application's technical score achieves the minimum score for award.

If any information on one (1) or both CCWs is unclear to the reviewer, NYSDOL reserves the right to contact the Applicant for additional clarification.

If it is determined unallowable costs were included in the budget during the Program Cost review, those costs may be removed during the award process or contract development and will not be included in the contract of the successful Applicant.

C. Method of Selection

Applications must first meet all minimum eligibility requirements outlined in the Minimum Requirements Section ([IV.B.1.](#)) of this RFA.

Applications that meet all minimum eligibility requirements will proceed to the review phase, where the application will be scored for Technical Merit (worth up to 80% of the total) by NYSDOL's Program Staff and Program Cost (worth up to 20% of the total) by NYSDOL's Finance Bureau. Scores for each portion of the evaluation will be combined and result in the Application Final Score.

A complete response to each question is crucial to ensure full points are awarded.

Applications will be reviewed in the order they are received. Each application will be scored on its individual merit and will not be compared to other applications. Eligible applications that attain an Application Final Score of 70 points or more will be awarded funding. Successful applicants will be awarded on a continuous basis until the funds allocated are exhausted. Eligible applicants that fail to attain a score of 70 points will be notified via letter and are eligible to revise their applications and re-apply if sufficient time and funding remain.

If an application achieves a score that would be awarded, but the costs are not reasonable to NYSDOL or the skills are not transferable, NYSDOL reserves the right to reject the application.

NYSDOL may award a contract for any or all parts of an application and may negotiate contract terms and conditions to meet agency program requirements consistent with the GCEW-EV RFA.

As stated in [Section II.A.](#) of this RFA, NYSDOL has set aside sufficient funding to support the estimated demand for this program in the current year; however, if funding becomes limited, if interest is limited as evidenced by lack of response to this RFA, or if there is no longer a valid need for these services, the program will be suspended with adequate notice in the NYS Contract Reporter and also posted on [NYSDOL's Funding Opportunities webpage](#). Those applications that are received after the suspension date will not be given funding consideration. Upon review, if NYSDOL decides to continue this program with limited funds, a new RFP would be issued outlining a competitive award process.

It is important to note that:

- Ineligible Applicants will be disqualified before completing a review;
- Incomplete applications will be disqualified;
- All Applicants that are determined not to be responsive or responsible will be disqualified after completing a review;
- Applications that fail to meet minimum requirements will be disqualified; and
- NYSDOL reviews will result in a final score.

V. Award Administration and Information

A. Award Notices

All Applicants will receive a letter informing them of the decision on their application and successful Applicants will be contacted by NYSDOL contract development staff.

Applicants who receive an award must be prepared to enter into contract negotiations immediately and begin project activities upon execution of the contract. NYSDOL reserves the right to rescind the award of any contractor that is unable or unwilling to promptly engage in the contracting process or to begin conducting their project activities immediately following contract execution.

Applicants not awarded are entitled to request a debriefing from NYSDOL, which may include the reason(s) for the non-award and general guidance on the part(s) of the evaluation criteria that were not met. Such debriefing shall be requested within 15 calendar days of the notice of non-award. NYSDOL will respond to the debriefing request within a reasonable amount of time.

B. Payment

Once a contract has been developed and formally executed, funds will be released on a cost reimbursement basis. A Contractor must first pay for incurred expenses and then submit a voucher to NYSDOL for reimbursement. Vouchers must be submitted to NYSDOL on the prescribed forms before payment is made. For cost reimbursements to be approved, certain records must be kept, and specific documents submitted. Contractors must provide documentation that the service was provided. This will include attendance records for each training session to document attendance and certificates of completion showing the participant completed all required elements of the training. Attendance sheets must include the Course Name, Training Provider, Name of the Participant, Signature of the Participant, Signature of the Trainer, and Date and Hours of Training. Please note that attendance records should include each participant's start time, end time, and initials at time of leaving for each day. If breaks are taken during training, please indicate break times on attendance sheets. Attendance verification is still required for remote courses, and will also need to include Course Name, Training Provider, Name of Participants, Date and Hours of Training, and attestation of accuracy by the trainer.

Please be advised that trainings may not begin until after an award is made. This includes the completion of application reviews, due diligence being confirmed, awardees determined, and award letters being issued. The start date for all contracts resulting from this solicitation may be no earlier than the date of the award letter issued by NYSDOL. Any training that begins or is paid for prior to the contract start date will fall outside the contract period and be ineligible for reimbursement. Further, all activities funded by the contract must end on or before the end date of the contract and any activities that occur after the end date of the contract will not be eligible for reimbursement.

NFP organizations and municipalities funded under GCEW-EV RFA are eligible for an advance of their award, up to 25% of total contract value, at the sole discretion of NYSDOL and subject to the availability of funds appropriated and available for contracts entered into pursuant to this solicitation. Any award must be expended on program activities in NYS.

Electronic Payments – Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary NYS procedures and practices. The Contractor shall comply with the NYS Comptroller's procedures to authorize electronic payments. Authorization forms are available at the NYS Comptroller's website at www.osc.state.ny.us/epay/index.htm, by email at helpdesk@sfs.ny.gov, or by telephone at 855-233-8363. The Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the NYS Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

C. General Requirements

All applications and accompanying documentation will become the property of NYS and will not be returned. The content of each Applicant's application will be held in strict confidence during the

evaluation process, and no details of the application will be discussed outside of the evaluation process. The successful application and portions of the RFA deemed applicable by NYSDOL will be made part of the contract. Therefore, an official authorized to commit the Applicant to a contract with NYSDOL must sign the application documents.

D. Buy American Requirements

Pursuant to P.L. 115-141, Division E, Title VI, Section 606 and 607, by drawing down funds, the recipient agrees to comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the “Buy American Act”). Additionally, no funds may be made available to any person or entity that has been convicted of violating the Buy American Act.

E. NYS Executive Orders

Funds supporting this initiative are subject to the following NYS Executive Orders:

- NYS Executive Order 177 (issued on February 3, 2018) – See [Section VII](#), for further information.
- NYS Executive Order 16 (issued on March 17, 2022) – See [Section VII](#), for further information.

F. Reservation Clauses

NYSDOL, in order to serve the best interests of the State, reserves the right to:

1. Make no award;
2. Postpone or cancel this RFA upon notification to all Applicants;
3. Amend the specifications after their release with appropriate notice to all Applicants;
4. Remove applications with unreasonable costs from award consideration;
5. Request Applicants to present supplemental information clarifying their application, either in writing or in formal presentation. Applicants failing to respond to these requests during the time allotted may be eliminated from funding consideration;
6. Waive or modify minor irregularities in applications received after prior notification to the Applicant. This will in no way modify the RFA documents or excuse the Applicant from full compliance with its requirements;
7. Correct any arithmetic errors in any application;
8. Reject any and all applications received in response to this RFA;
9. Contact Applicant references as a check on qualifications;
10. Award contracts to more than one (1) Applicant;
11. Negotiate with a selected Applicant prior to contract award;
12. Make any payment contingent upon the submission of specific deliverables;
13. Rescind the award of any Applicant that is unable or unwilling to promptly engage in the contracting process or to begin conducting their training activities immediately following contract execution. No Applicant will have any rights against NYSDOL arising from such action; and

14. Require that all offers are held open for a period of 120 days unless otherwise expressly provided for in writing.

VI. Definitions

- 1. Asynchronous and Self-Paced Training:** Instruction conducted online where the instructor, the learner, and other participants are not engaged in the learning process at the same time. Learners can access course materials on their own time and work at their own pace to complete the assignments with no real-time interaction with instructors.
- 2. Climate Action Council:** The Climate Action Council was formed in 2020, as directed by the Climate Act. It is a 22-member appointed body that prepared a Scoping Plan to serve as the roadmap to achieve NYS's clean energy and climate goals. The Climate Action Council held more than 32 public meetings to develop and finalize the Scoping Plan.
<https://climate.ny.gov/Resources/Climate-Action-Council>
- 3. Climate Justice Working Group (CJWG):** The CJWG was convened by the Climate Action Council and tasked with:
 - Developing [criteria to identify Disadvantaged Communities](#) to ensure frontline and underserved communities benefit from NYS's clean energy transition; and
 - Compiling the [Disadvantaged Communities Barriers and Opportunities Report](#), which analyzes why some communities are disproportionately impacted by climate change and air pollution and have unequal access to clean energy (<https://climate.ny.gov/Resources/Climate-Justice-Working-Group>).
- 4. Disadvantaged Communities (DACs):** The CJWG used 45 indicators to identify DACs. The DAC criteria identifies 1,736 census tracts across NYS, representing 35% of all census tracts. A minimum requirement of 35%, with a goal of 40%, of the benefits from NYS's investments must be directed to DACs. Additional information about DAC criteria, maps, fact sheets, public hearings and more can be found here: <https://climate.ny.gov/resources/disadvantaged-communities-criteria/>.
- 5. New York Power Authority (NYPA):** NYPA is America's largest state power organization. NYPA's mission is to lead the transition to a carbon-free, economically vibrant NYS through customer partnerships; innovative energy solutions; and the responsible supply of affordable, clean, and reliable electricity. NYPA serves the public without the use of tax revenue or State credit. Projects are funded through bond sales to private investors, and bondholders are repaid with proceeds from operations (<https://www.nypa.gov/>).
- 6. New York State Climate Leadership and Community Protection Act (Climate Act):** The Climate Act is among the most ambitious climate laws in the nation and requires NYS to reduce economy-wide greenhouse gas emissions 40% by 2030 and no less than 85% by 2050 from 1990 levels. It was signed into law in 2019 (<https://climate.ny.gov/>).
- 7. Office of Just Energy Transition (OJET):** Established in 2023 within NYSDOL, and as directed by the Scoping Plan, OJET's mission includes connecting workers to opportunities for quality jobs, upskilling, and training with a focus on serving those who are traditionally underrepresented, especially within DACs. In addition, OJET assists businesses by upskilling their workers and connecting them to a trained workforce and helping them navigate eligible hiring incentives and available funding (<https://dol.ny.gov/office-just-energy-transition-ojet>).

8. One-on-One Training: A training provided in-house that consists of only one (1) trainee and one (1) trainer.

9. Priority Populations: A member of one (1) or more of the following populations:

- Displaced homemakers;
- Low-income individuals;
- Indians, Alaska Native, and Native Hawaiians as such terms are defined in 29 USCS § 3221;
- Individuals with disabilities (including youth with disabilities and recovering addicts);
- Older individuals;
- Formerly incarcerated individuals;
- Homeless individuals or homeless children and youth;
- Youth who are in or have aged out of the foster care system;
- Individuals who are English Language Learners, have low levels of literacy, or those facing substantial cultural barriers;
- Eligible migrant and seasonal farmworkers;
- Single parents (including single pregnant women);
- Long-term unemployed individuals;
- Individuals within two (2) years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act; or
- Other groups as the Governor determines to have barriers to employment.

For purposes of the program, Veterans, Temporary Assistance for Needy Families (TANF), and Supplemental Nutrition Assistance Program (SNAP) recipients are also considered priority populations.

10. Scoping Plan: The Scoping Plan is the framework for how NYS will reduce greenhouse gas emissions and achieve net-zero emissions, increase renewable energy use, and ensure all communities equitably benefit in the clean energy transition (<https://climate.ny.gov/resources/scoping-plan>).

11. Stipend: Monetary assistance for continued participation in the training program.

12. Training Materials: Resources designed to effectively teach, train, and develop employee skills. These can include, but are not limited to, insulated gloves, overgloves, face shields, electrical insulation suits, insulated footwear, insulated repair tools, multimeters, meggers, insulating mats, rescue hooks, Class C fire extinguishers, and vehicle fire blankets.

13. Wraparound Services

- Transportation: Assists participants in commuting to and from employment and training programs through shuttle services, public transit passes, gas cards, access to vehicles, and driver's license assistance;⁴
- Housing: Facilitates access to organizations that can provide temporary and permanent housing solutions or establishes partnerships with local housing authorities for housing vouchers;⁵
- Childcare: Offers subsidized and affordable childcare options, including before and after school programs, daycare, in-home care, and on-site childcare;⁶
- Food: Provides meals during training and facilitates access to organizations that can be a temporary supplement, such as local food pantries or the Supplemental Nutrition Assistance Program (SNAP). A justification as to why those participants who are employed and seeking upskilling cannot pay for food will be required;
- Mental health services: Facilitates access to organizations that provide mental health counseling; provides flexibility, as necessary and appropriate, for participants to attend appointments during training; establishes partnerships with local behavioral health organizations for support; and makes a commitment and takes steps to be a trauma-informed organization where people can bring their whole selves and be valued for who they are and their lived experiences;
- Life skills training: Facilitates access to programs that hone life skills such as self-confidence, self-regulation, financial planning, goal setting, teamwork, conflict resolution, and critical thinking to assist with overcoming economic and social barriers;
- Incentives: Encourages participants to meet training benchmarks while participating in the program. Documentation of trainee receipt of the incentive must be submitted before reimbursement, and an incentive policy must be provided by the applicant during contract development; and
- Individual or group mentoring: May include paid or volunteer program graduates and business representatives in training delivery and support groups.

⁴ Defined by NYS Office of Strategic Workforce Development Best Practices <https://esd.ny.gov/workforce-development-best-practices>

⁵ Ibid

⁶ Ibid

VII. Attachments and Appendices

Acronym	Document Title	Required to be completed and submitted via SFS?
VRAQ	Attachment – Vendor Responsibility Applicant Questionnaire	Yes, with original signatures
DAC	Attachment – DAC Attestation Form	Yes
MWBE-1	Attachment – MWBE - EEO Policy Statement (fillable)	Yes, with original signatures
MWBE-2	Attachment – EEO 100 – Equal Employment Opportunity Staffing Plan	Yes, with original signatures
MWBE-4	Attachment-MWBE 100 – MWBE Utilization Plan	Yes, for Applicants requesting \$25,000 or more in grant funds, with original signatures
MWBE-5	Attachment-MWBE 101 – Application for Waiver of MWBE Participation Goal	Yes, for Applicants requesting \$25,000 or more in grant funds and if MWBE participation is anticipated to be less than 30%, with original signatures
SDVOB-1	Attachment-SDVOB 100 – SDVOB Utilization Plan	Yes, for Applicants requesting \$25,000 or more in grant funds, with original signatures
SDVOB-3	Attachment-SDVOB 200 – Application for Waiver of SDVOB Participation Goal	Yes, for Applicants requesting \$25,000 or more in grant funds and if SDVOB participation is anticipated to be less than 6%, with original signatures
EO 177	Attachment – Executive Order (EO) 177 Certification	Yes, with original signatures
EO 16	Attachment – Executive Order (EO) 16 Certification	Yes, with original signatures
KC	Attachment – Key Contacts	Yes, Excel format
WPA	Attachment – Work Plan Attachment	Yes
CCW-T	Attachment – Cost Comparison Worksheet – Training	Yes, Word format
CCW-E	Attachment – Cost Comparison Worksheet – Equipment	Yes, Word format
GBVWC	Attachment – Gender-Based Violence and the Workplace Certification	Yes
SFSPR	Appendix – SFS Prequalification Requirement	No

SCNYS	Appendix A – Standard Clauses for New York State Contracts	No
CTC	Appendix – Combined Terms and Conditions, A-1, A-2, A-3	No
MWBE	Appendix – Minority and Women-Owned Business Enterprises (MWBE) and Equal Employment Opportunity (EEO) Requirements and Procedures	No
MWBE-3	Appendix – EEO 101 – Workforce Utilization Report	No
MWBE-6	Appendix – MWBE 105 – MWBE Quarterly Compliance Report	No
SDVOB	Appendix – Service-Disabled Veteran-Owned Business Requirements and Procedures	No
SDVOB-2	Appendix – SDVOB 101 – SDVOB Monthly Compliance Report	No
GISBA	Appendix – General Information for Successful Bidders/Applicants	No
TIF	Appendix – Trainee Information Form	No
WSPT	Appendix – Wraparound Services Policy Template	No
TR	Appendix – Tuition Rate Attachment	No
MC	Appendix – Master Contract	No

Note: This workforce product is fully funded by a grant awarded by NYPA. The product was created by NYSDOL and does not necessarily reflect the official position of NYPA. Neither NYPA nor NYSDOL make any guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.