This application is for organizations seeking funding from the Maryland Department of Labor under the [*Road to Careers* program](https://labor.maryland.gov/employment/roadtocareers.shtml). Maryland’s Road to Careers Program is a skills training and supportive service initiative that seeks to address Maryland’s workforce needs in highway and capital transit construction and transportation construction generally. The initiative is funded by the Maryland Department of Transportation and administered by the Maryland Department of Labor.

Road to Careers Program grantees will provide local jobseekers with contextualized learning opportunities, training, and supportive services to gain access to employment as skilled tradespersons in the transportation construction industry.

**FY2026** applicants must submit their application by **11:59pm on January 23, 2026**. Applications received after this date and time will not be considered.

Please complete all fields of this application and submit it with the program budget. Prior to submission, review the required submission checklist below to ensure a complete application. Incomplete applications will not be considered.

Applicants should carefully review the *Road to Careers* Policy (which can be found [here](https://labor.maryland.gov/employment/roadtocareers.shtml)) prior to completing this application. The Policy provides details on allowable program components and key terminology associated with this project.

As stated on Page 4 of the Policy, the program will seek to train participants in an in-demand transportation-related construction occupation in Maryland. The in-demand occupations for the **2026** award period are included in Appendix A of this application.

**Road to Careers Application Submission Checklist**

| **REQUIRED DOCUMENTS** | **Optional Documents** |
| --- | --- |
| * **Road to Careers Application**
 | * **Project Labor Agreement or Memorandum of Understanding between a labor union and the managing entity of a transportation-related construction project**
 |
| * **Road to Careers Budget (.xlsx)**
 | * **Any memorandums of understanding (MOUs) that exist between the applicant and their partners**
 |
| * **Letter of commitment from Registered Apprenticeship (RA) sponsor, if RA is the chosen training method**
 | * **Letters of commitment from any subgrantees, if applicable**
 |
| * **Letter of commitment from Registered Apprenticeship (RA) sponsor, if pre-apprenticeship is the chosen training method**
 |  |
| * **Three (3) letters of commitment from employers and/or union. Additional letters of support can be included from industry partners detailing their commitment to the project**
 |  |
| * **Letters of understanding between the lead applicant and their supportive services partner, unless the main applicant is the supportive service provider**
 |  |

**Submission Instructions**

Completed applications should be submitted via email to**road2.careers@maryland.gov****.** Submissions must include all required documents listed above and should be submitted as attachments to a single email.

| **SECTION 1: APPLICANT INFORMATION** |
| --- |
| **1** | **Organization Name** |  |
| **2** | **Point of Contact Name** |  |
| **3** | **Point of Contact Title** |  |
| **4** | **Point of Contact Email Address** |  |
| **5** | **Point of Contact Phone Number** |  |
| **6** | **Organization Street Address** |  |
|  |
|  |
| **7** | **Federal Tax ID**  |  |
| **8** | **Is the applicant a 501(c)(3)?**  | ☐Yes ☐No |
| **9** | **Requested Funding Amount** |  |
| **10** | **Number of Participants to be Trained** |  |
| **11** | **Project Service Area (Geographic jurisdictions to be served)**  |  |
| **12** | **Indicate which of the following applies to the applicant** | Is the applicant a [Local Workforce Development Board](http://www.gwdb.maryland.gov/lwibs/localwias.shtml)? ☐Yes☐NoIf yes, please list the name of the Local Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **13** | **List the target occupation(s) from Appendix A for which training will be provided** |  |
| **14** | **Select which type of training model will be used to prepare participants. If multiple, please select all.** | ☐Registered Apprenticeship (RA) ☐Pre-apprenticeship☐Integrated Education and Training |

| **SECTION 2: Program Information** |
| --- |
| **15** | **Provide a brief overview of the applicant’s proposed training program, including the specific occupation(s) applicants will be trained in.** |
|  |
| **16** | **Will participants be prepared to earn an industry-recognized credential during their program or at the end of their program? If so, which credential(s)?** |
|  |
| **17a** | **If the applicant selected “Registered Apprenticeship” as the training strategy, is the Registered Apprenticeship program AND occupation already registered with the Maryland Apprenticeship and Training Council (MATC)? If not, describe the planned action items and timeline for getting this approval.** **Note: When selecting this strategy, the applicant must provide a letter of support from the RA sponsor.****Note N/A if not applicable.** |
|  |
| **17b** | **If the applicant selected “pre-apprenticeship” as the training strategy:*** **Provide details on the pre-apprenticeship that will be offered;**
* **List the RA program sponsor(s) that your pre-apprenticeship will connect to;**
* **Describe how your organization will help to transition participants into a Registered Apprenticeship Program.**

**Note: When selecting this strategy, the applicant must provide a letter of support from the RA sponsor.****Note N/A if not applicable.** |
|  |
| **17c** | **If the applicant selected “Integrated Education and Training” as the training strategy:** * **Describe how the learners’ adult literacy skills will be assessed prior to the start of the program (e.g. using National Reporting System (NRS)-approved reading/math/listening assessments, etc.).**
* **Describe how the three components of the IET model will be delivered concurrently and contextually and what agency is responsible for delivering each: 1) Adult Education and Literacy Activities, 2) Workforce Preparation Activities, and 3) Workforce Training**
	+ **Describe how your organization will transition participants into the workforce after completion of the IET program and/or obtaining an industry-recognized credential.**
 |
|  |
| **18** | **The Road to Careers program has a three (3) year performance period. Outline the proposed timeline for the applicant’s training program.**  |
|  |
| **19** | **List each training provider the applicant will work with, along with the training they will provide.** |
|  |
| **20** | **List all employers who will participate in the project and detail their commitment. (e.g. Registered Apprenticeship Sponsor committed to hiring, host site visits, etc.) Letters of commitment from three (3) employer partners must be submitted along with the application.**  |

| **Name of Employer** | **Target Occupations** | **Number of Current Openings for Occupation** | **Number of Openings for Occupation Expected Over Life of Grant** | **Average Hourly Wage for Target Occupation at Entry** | **Commitment to Grant (curriculum development, hiring, tours, mock interviews, etc.)** | **Has a Letter of Commitment been included with application?****(Yes/No)** |
| --- | --- | --- | --- | --- | --- | --- |
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| **21** | **Which entity is responsible for job placement? Describe the process for job search, job development, and placement/advancement.** |
| --- | --- |
|  |

| **SECTION 3: Participant Information and Supportive Services** |
| --- |
| **22** | **The Road to Careers Program is designed to uplift Marylanders with barriers to employment, as defined on page 3 of the Policy. List the target population(s) the applicant’s program will serve.**  |
|  |
| **23** | **Describe how the program will advance equity in the implementation of the project.**  |
|  |
| **24** | **List the outreach strategies your organization will use to recruit participants.** |
|  |
| **25** | **Describe how the applicant plans to connect to individuals with barriers to employment.** |
|  |
| **26** | **Does the applicant plan to partner with a different entity or entities to provide supportive services or will they be delivered directly by the applicant? If partnering with different entities, list them here.** |
|  |
| **27** | **List each of the supportive services the applicant plans to offer to participants.  Explain in detail how you plan to address barriers to employment that will not be addressed by the services listed here.**  |
|  |
| **28** | **Identify or include job description for the staff member who will serve as the case manager ensuring that each participant is receiving adequate levels of supportive services to address their specific barriers to employment. Indicate if they work for a supportive service provider or the applicant.** |
|  |
| **29** |  **Describe the case management strategy in detail.** |
|  |
| **30** | **What services will be available to participants after they have been hired to promote retention and advancement?**  |
|  |
| **31** | **List the program’s expected outcomes for the following metrics. For metrics that include training methods that are not part of the applicant’s proposed training program, please enter “0.”**  |
| * Number of trainees enrolled in Pre-Apprenticeship programs \_\_\_\_
* Number of trainees enrolled in Registered Apprenticeship programs \_\_\_\_
* Number of trainees who transition from Pre-Apprenticeship programs to Registered Apprenticeship programs \_\_\_\_
* Number of trainees enrolled in Integrated Education and Training \_\_\_\_
* Number of trainees who receive supportive services \_\_\_\_
* Number of trainees who receive an industry-recognized credential or certification \_\_\_\_
	+ Number of these who are women \_\_\_\_
	+ Number of these who are from minority backgrounds \_\_\_\_
* Number of trainees who obtain employment within 60 days of completing the program \_\_\_\_
	+ Number of these who are women \_\_\_\_
	+ Number of these who are from minority backgrounds \_\_\_\_
* Number of trainees who obtain employment on an MDOT contract or permanent role \_\_\_\_
	+ Number of these who are women \_\_\_\_
	+ Number of these who are from minority backgrounds \_\_\_\_
* Number of trainees who complete the program \_\_\_\_
	+ Number of these who are women \_\_\_\_
	+ Number of these who are from minority backgrounds \_\_\_\_
* Number of trainees who complete pre-apprenticeships and entered an apprenticeship program\_\_\_\_
* Number of participants with documented removal of 3 or more barriers \_\_\_\_
 |
| **32** | **To better understand past performance, describe your organization’s experience with offering supportive services and or job training or integrated education programs. Applicants are encouraged to provide data that demonstrate the past success of similar programming.**  |
|  |

**Instructions for Section 4: Program Financial Information**

Complete this section and provide financial information for the *Road to Careers* program. Information in this section **must** be consistent with an itemized *Road to Careers* Budget Application. The Budget Application should be completed and submitted as an Excel document (.xlsx) along with this application. Reconcile Section 4 of this application with the associated Program Budget prior to submission.

| **SECTION 4: PROGRAM FINANCIAL INFORMATION** |
| --- |
| **33** | **Provide the following financial information about the funding requested.** |
| **A** | Total grant amount requested  | $ |
| **B** | Salary and Wage Expenses | $ |
| **C** | Training and Activities (Supportive Services) Expenses | $ |
| **D** | Administrative and Operations Expenses | $ |
| **E** | Other Costs | $ |
| **F** | Cost per participant | $ |

| **35** | **Please provide a brief budget narrative describing how the requested grant funds will be allocated, including training activities, services, personnel, equipment, and other expenses. Please describe any braided funding sources or leveraged funds that will support this project.**  |
| --- | --- |
|  |

Prior to signing below, review all sections of this application for completion and accuracy. Review the *Road to Careers* Policy for any additional requirements associated with this program. Ensure that all required attachments are included in the final submission.

| **Applicant Representative’s  Full Name** |  |
| --- | --- |
| **Applicant Representative’s Title** |  |
| **Applicant Representative’s Email** |  |
| **Applicant Representative’s Phone Number** |  |

| **Applicant Representative’s Signature** | **Date** |
| --- | --- |
|  |  |

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**Appendix A - 2026 In-Demand Highway & Capital Transit Construction Careers**

Occupations are listed by most projected job openings to fewest projected job openings.

1. Landscaping and Groundskeeping Workers
2. Carpenters
3. Cement Masons and Concrete Finishers
4. Construction Laborers
5. Paving, Surfacing, and Tamping Equipment Operators
6. Pile Driver Operators
7. Operating Engineers and Other Construction Equipment Operators
8. Electricians
9. Painters, Construction and Maintenance
10. Pipelayers
11. Plumbers, Pipefitters, and Steamfitters
12. Structural Iron and Steel Workers
13. Rail-Track Laying and Maintenance Equipment Operators
14. Excavating and Loading Machine and Dragline Operators, Surface Mining
15. Mobile Heavy Equipment Mechanics, Except Engines
16. Electrical Power-Line Installers and Repairers
17. Maintenance and Repair Workers, General
18. Commercial Divers
19. Welders, Cutters, Solderers, and Brazers
20. Heavy and Tractor-Trailer Truck Drivers
21. Crane and Tower Operators
22. Laborers and Freight, Stock, and Material Movers, Hand