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.

FY2025 applicants must submit their application by **11:59pm on February 28, 2025**. 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 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/mpi/mpi9-24.pdf)) 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 seeks to train participants for in-demand occupations within the transportation and construction sectors of Maryland’s economy. Appendix A includes a list of target occupations for the 2025 award period.

**Road to Careers Application Submission Checklist**

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| **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 union, employer, or 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](mailto:road2careers@maryland.gov). Submissions must include all required documents listed above and should be submitted as attachments to a single email.

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| **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 Area](https://gwib.maryland.gov/lwdbs/)?  ☐Yes  ☐No  If yes, please list the name of the Local Area: |

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| **SECTION 2: Program Information** | |
| **13** | **The Road to Careers program has a three (3) year performance period. Outline the proposed timeline for the applicant’s training program.** |
|  | |
| **14** | **Provide a brief overview of the applicant’s proposed training program, including the specific occupation(s) applicants will be trained in.** |
|  | |
| **15** | **Will participants be prepared to earn one or more industry-recognized credentials during their program or upon completion? If so, which credential(s)?** |
|  | |
| **16a** | **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 | |
| **16b** | **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 projected timeline for securing 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.** |
|  | |
| **16c** | **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.** |
|  | |
| **16d** | **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 (i.e. using reading/math/listening assessments that are approved by the National Reporting System).** * **Describe how the three components of the IET model will be delivered concurrently and contextually and identify the organization to be 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 or obtaining an industry-recognized credential.** |
|  | |
| **17** | **List each training provider the applicant will work with, along with the training they will provide.** |
|  | |
| **18** | **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) industry partners must be submitted along with the application.** |

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| **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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| **19** | **Identify the entity that will be responsible for job placement in your project proposal. Describe the process that will be used to support participants with job search, job development, and placement or advancement.** |
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| **SECTION 3: Participant Information and Supportive Services** | |
| **20** | **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.** |
|  | |
| **21** | **Describe how the program will advance equity in the implementation of the project.** |
|  | |
| **22** | **List the outreach strategies your organization will use to recruit participants.** |
|  | |
| **23** | **Describe how the applicant plans to connect to individuals with barriers to employment.** |
|  | |
| **24** | **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.** |
|  | |
| **25** | **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.** |
|  | |
| **26** | **Describe the job duties of the staff member designated to serve as the case manager. This role is critical to 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.** |
|  | |
| **27** | **Describe the case management strategy in detail.** |
|  | |
| **28** | **What services will be available to participants after they have been hired to promote retention and advancement?** |
|  | |
| **29** | **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 \_\_\_\_ | |
| **30** | **To better understand past performance, describe your organization’s experience with offering supportive services and or the training method you are proposing within this application. Applicants are encouraged to provide data to demonstrate 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.

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| **SECTION 4: PROGRAM FINANCIAL INFORMATION** | | |
| **31** | **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 | $ |

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** |
|  |  |
|  |

Completed Applications should be submitted via email to:

road2.careers@maryland.gov

**Appendix A - 2025 In-Demand Highway & Capital Transit Construction Careers**

Below is a list of in-demand Highway & Capital Transit Construction Careers.

1. Operating Engineers and Other Construction Equipment Operators
2. Carpenters
3. Heavy and Tractor-Trailer Truck Drivers
4. Cement Masons and Concrete Finishers
5. Industrial Machinery Mechanics
6. Mobile Heavy Equipment Mechanics, Except Engines
7. Paving, Surfacing, and Tamping Equipment Operators
8. Welders, Cutters, Solderers, and Brazers
9. Electricians
10. Plumbers, Pipefitters, and Steamfitters
11. Highway Maintenance Workers
12. Construction Laborers
13. Laborers and Freight, Stock, and Material Movers, Hand
14. Structural Iron and Steel Workers
15. Painters, Construction and Maintenance
16. Maintenance and Repair Workers, General
17. Pipelayer
18. Heating, Air Conditioning, and Refrigeration Mechanics and Installers
19. Bus and Truck Mechanics and Diesel Engine Specialist
20. Electrical Power-Line Installers and Repairers