

Road to Careers Pre-Proposal Conference

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Agenda

- Housekeeping Items
- Road to Careers Background
- Funding, Period of Performance, and Eligible Applicants
- Project Requirements, Successful Applicants & Target Occupations
- Allowable Training Programs
- Supportive Services
- Target Participants
- Outreach & Recruitment
- Application Process and Submission
- Awards and Timeline
- Reporting Requirements
- Performance Outcomes
- Questions and Next Steps

Housekeeping Items

- Please include your name and organization in the chat.
- Remain on mute.
- Questions may be typed into the chat box by clicking on the icon at the bottom right of your screen
- All questions and answers received today will be posted on the Road to Careers website by November 19, 2025.
- Questions may be submitted to road2.careers@maryland.gov through January 9, 2026.
- FAQs will be updated periodically.
- This presentation will be shared with attendees via email after the conference.

Road to Careers - Background

- Multi-year \$24M collaboration between the Maryland Departments of Transportation and Labor
- Skills training and supportive services initiative that seeks to address workforce needs in highway and capital transit construction and transportation careers
- Main goals:
 - Increase access and reduce barriers to construction and transportation-related careers for Maryland's disadvantaged jobseekers
 - Meet employer needs by promoting equity within and creating a more skilled workforce
- Second largest investment of transportation dollars into workforce development in the country

First Year Awards

- \$4M awarded to 8 grantees statewide
- Funding is expected to support 1200+ individuals
- Service Delivery Models:
 - Integrated Education and Training - 4
 - Pre-Apprenticeship - 6
 - Registered Apprenticeship - 2
- 3 non-profits, 2 community colleges, 2 local workforce boards, 1 Joint Apprenticeship and Training Committee (JATC)
- Strong emphasis on supportive services, including housing, stipends, and mental health support

Grant Summary

- Year 2 investment = \$4M
- Grantees may apply for grants of up to \$500,000
- Period of performance = 36 months
- Grant dates = April 1, 2026 through March 31, 2029

Who Can Apply for Grant Funding?

Eligible Entities

- Local Workforce Development Areas (LWDAs);
- Community-based organizations;
- Workforce training providers, including EARN grantees;
- Labor unions;
- Adult education providers;
- Community Colleges;
- Organizations serving immigrants, refugees, and New Americans;
- and
- Other entities as deemed allowable by MD Labor.

Note: Preference will be given to (1) applicants from LWDAs, (2) applicants that have an existing Project Labor Agreement or MOU between a labor union and the managing entity of a transportation construction project.

Core Project Requirements

Successful applicants will provide a clear plan which:

- Trains participants in a transportation construction careers;
- Remove barriers individual participants face in securing and retaining jobs for these careers; and
- Provide supportive services to participants and oversee delivery of them via a case manager.

Project Requirements (Supportive Services)

**Applicants must identify an individual to serve as case manager.
This individual will be responsible for:**

- Completing an assessment of each participant's challenges or barriers to certification, licensure, and employment opportunities;
- Assist the individual in addressing those barriers through supportive services; *and*
- Provide case management assistance that follows each participant throughout their training period.

Project Requirements (Application, Appendix A)

2025 In-Demand Highway and Capital Transit Construction Careers

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

Project Requirements *Cont.* (Application, Appendix A) Cont.

2025 In-Demand Highway and Capital Transit Construction Careers (continued)

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

Approved Service Delivery Models

- Pre-Apprenticeship
- Registered Apprenticeship
- Integrated Education and Training

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Pre-Apprenticeship

A Pre-Apprenticeship is a program designed to prepare individuals to enter and succeed in a Registered Apprenticeship. Pre-Apprenticeships include the following elements:

1. Training and curriculum that aligns with the skill needs of employers in the economy of the State or region involved;
2. Access to educational and career counseling and other supportive services, directly or indirectly;
3. Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career;
4. Opportunities to attain at least one industry-recognized credential; and
5. A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program.

Registered Apprenticeship

Combine on-the-job learning with Related Instruction to progressively increase workers' skill levels and wages.

All Registered Apprenticeship programs consist of five core components

1. Business Involvement;
2. On-the-Job Learning;
3. Related Instruction (classroom style training);
4. Reward for Skills Gains; and
5. National Occupational Credential.

In Maryland, Registered Apprenticeship programs are approved through the Maryland Apprenticeship and Training Council (MATC).

More information on Registered Apprenticeship can be found in the Road to Careers policy.

Registered Apprenticeship *Cont.*

Applicants that intend to **expand** or **create new** Registered Apprenticeship programs *must*:

1. Develop Standards of Apprenticeship for a new Apprenticeship program, consistent with the requirements of COMAR 09.12.43.05;
2. Work in partnership with any and all relevant unions in the development of the program, consistent with the requirements of COMAR 09.12.43.03; and
3. Secure program approval from the Maryland Apprenticeship and Training Council.

Integrated Education and Training

IET is a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation and career training for a specific occupation.

Components of Integrated Education and Training

An IET must include:

1. Adult education and literacy services
2. Workforce preparation activities - designed to help an individual acquire competencies in:
 - a. Utilizing resources;
 - b. Using information;
 - c. Working with others;
 - d. Understanding systems;
 - e. Skills necessary for successful transition into and completion of postsecondary education, training, or employment;
 - f. Other employability skills that increase an individual's preparation for the workforce; *and*
3. Workforce training.

Supportive Services

Successful applicants must provide supportive services to participants to ensure successful completion of training and transition to employment.

Applicants must detail their supportive services plan, including any community organizations with whom they will partner to effectively provide these services.***

Examples of Supportive Services

- Assistance in Obtaining a Driver's License
- Transportation Allowance
- Uniforms, Tools, or Related Equipment
- Child or Dependent Care
- Union or Initiation Fees or Application Fees
- Stipends
- Tutoring/Basic Education Support
- Mental Health Services
- Healthcare Required by a Job Site
- Other Supportive Services
- Clothing for Interviews and Job Fairs
- Criminal Record Expungement

Target Participants

- Individuals with disabilities;
- Low-income individuals;
- Individuals living in poverty;
- Individuals living in communities that are:
 - Racially or ethnically segregated,
 - Overburdened by pollution, or
 - Lacking significant infrastructure investments;
- Indigenous peoples;
- Youth, including, with disabilities; who have aged out of foster care; Justice-involved youth;
- Justice-involved individuals;
- Individuals with a high housing cost burden or who live in substandard housing;
- Individuals experiencing homelessness;
- Individuals with English language barriers;
- Individuals with low literacy skills;
- Single parent households;
- Individuals who are long-term unemployed;
- Older individuals (55+); *and*
- Veterans

How can applicants reach those individuals?

MD Labor strongly encourages applicants to partner with the following:

- The Maryland Department of Human Services (DHS) and affiliate Local Departments of Social Services;
- MD Labor's Office of Adult Education and Literacy Services;
- American Job Center (AJC) staff, including Reentry Navigators;
- The Maryland State Department of Education's Division of Rehabilitation Services (DORS);
- The Department of Public Safety and Correctional Services and local county jails or detention centers;
- Community-based organizations;
- Nonprofit service providers; *and*
- Homeless and domestic violence shelters.

Application

Required:

- Application (Attachment A);
- Budget (Attachment B);
- Letter of support from Registered Apprenticeship (RA) sponsor, *if RA is the chosen training method*
- Letter of commitment from Registered Apprenticeship (RA) sponsor, *if pre-apprenticeship is the chosen training method*
- Three (3) letters from unions, employers, and/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*

Application *Optional*

Optional:

- Project Labor Agreement or Memorandum of Understanding between a labor union and the managing entity of a transportation-related construction project;
- Any memorandums of understanding (MOUs) that exist between the applicant and their partners; and
- Letters of commitment from any subgrantees, if applicable.

Attachment A (*Narrative*)

- Timeline for program activities
- Overview of proposed training programs, occupations and expected credential achievements
- Detailed information on types of training programs selected: Registered Apprenticeship, Pre- Apprenticeship and/or IET.
- Employer and industry commitments
- Plan for transition to gainful employment of enrolled participants, including responsible entities
- Plan to address target population, equitable access and removal of barriers

Attachment A (*Narrative*) *Cont.*

- Details of outreach and recruitment activities
- Layout of support system for employment retention
- Outline of administering supportive services, e.g. staff assigned as case manager, partner providing supportive services, referral process etc.
- Proposed performance data and metrics
- Reference and explanation to applicant's historical performance data
- Clear justification of the spending plan

Attachment B (*Budget*)

- Template can be found on Road to Careers website.
- Do not remove the formulas that are built in.
- Budget should be submitted in .xls format

Submission Instructions

- Application must be submitted no later than 11:59 PM on **January 23, 2026** to be considered.
- Proposals should be submitted to road2.careers@maryland.gov in a single email.
- The email should contain 3 attachments:
 - Completed application (Attachment A) as pdf.
 - Completed budget (Attachment B) as excel in .xls format.
 - All other supporting documents and letters (required and optional) as one pdf.
- All prompts in the application should be answered in detail. When submitting the Attachment A as pdf, make sure the entire text is visible in the textbox.
- Applications that do not include **ALL** required documents will not be reviewed.

Awards and Timeline

Event	Date(s)
Application Released	October 15, 2025
Applications due to Labor	January 23, 2026
Application Review	January 26 - February 27, 2026
Grant Awards Announced	Week of April 1, 2026
Period of Performance	April 1, 2026 - March 31, 2029

Reporting Requirements

- Grantees will be required to track the ongoing progress of the training program on a **monthly** basis.
 - Narrative Report (program activity and data)
 - Fiscal Report (Financial, invoice and supportive services)
 - Grantees will be provided with templates upon receiving the award.
- Grantees may be requested to provide additional data and program information periodically.

Performance Outcomes

- 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 are employed 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 _____

Helpful Tips & Insights

- Be as thorough and detailed as possible.
- Do not leave questions blank. If not applicable, please input N/A.
- The training plan must be directly aligned with the occupations listed in Appendix A.
- Be precise when describing performance outcomes. Avoid using estimates or ranges (e.g., “enrolled 60–70 participants”).
- Clearly explain and list all supportive services funded under the grant.
- The funding amount listed in the application form must match the amount in the budget form.
- Budget line items must comply with applicable federal regulations.
- Leveraged resources are not required, but when included in the narrative, they help present a more comprehensive plan for participant training and support.

Tips for Letters of Commitment

- All employer, community and industry partners listed in proposal MUST provide a Letter of Commitment and Support at the time of application
 - Come from at least the minimum required number of employer partners (3).
 - Be signed and printed on official company letterhead.
 - Be specific and detailed, clearly outlining the partner's commitment to the project.
 - A strong letter of commitment outlines specific, measurable resources and activities a partner organization will contribute to the project. Such as curriculum development, hiring, tours of facility, mock interviews, etc.
 - Include concrete figures, including how many workers the company anticipates hiring for the target occupation over grant period and average hourly wage for target occupation.
 - Include any Project Labor Agreements (PLAs) and Memoranda of Understanding (MOUs) to demonstrate strong, formal commitments to participant placement.

Next Steps

- If your organization decides to move forward with developing a proposal, please submit an Intent to Apply notification to road2.careers@maryland.gov.
- If you choose not to submit an application and want to provide feedback for the purposes of improvement toward future grant opportunities developed by Labor, please email road2.careers@maryland.gov.
- All questions and answers received during this conference will be posted on the Road to Careers website by **November 19, 2025**.
- Questions will be accepted via email through **January 9, 2026**.
- FAQs will be updated periodically.

Links:

- Road to Careers - Application (*Attachment A & B*)
- Road to Careers - Policy



Questions?