**Maine Department of Transportation Workforce Transportation Pilot: Application Instructions**

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Information**

The Maine Department of Transportation (MaineDOT) is soliciting project applications for the Workforce Transportation Pilot competitive grant program. Please see the Workforce Transportation Pilot Competitive Grant Program Application Package Information document for full details. All requests for financial assistance from the Workforce Transportation Pilot program should be made on this application. All applications should be submitted electronically to [ryan.k.neale@maine.gov](mailto:ryan.k.neale@maine.gov). If assistance is required to complete the application, please contact the Bureau of Planning at 207-624-3300.

The application provides specific types of information needed by the MaineDOT Bureau of Planning to make decisions on project awards. Applicants who have additional information not specifically called for in the application that strengthens or clarifies the application are encouraged to submit that material. The Bureau of Planning reserves the right to request additional information or clarification from the applicant. The Bureau of Planning will review and score applications and select projects for funding as soon after application submission as possible.

Federal guidance provides that funds may be used to respond to COVID-19’s negative economic impacts on the tourism, travel, and hospitality industries. Other identified industries suffering comparable economic impacts in Maine include Healthcare & Social Assistance; Construction, Trade, Logistics; Manufacturing; Education; Agriculture, Fishing, & Forestry; Information; and Clean Energy. MaineDOT staff will work with potential applicants to ensure that any proposals meet these requirements.

**Project Description**

1. Please provide a brief description of the proposed project for which you are requesting funds and how the project will enhance workforce transportation within the project service area.
2. Please describe the implementation plan for the project, including the potential tasks, benchmarks, key milestones, key personnel, and deliverables. Please describe your ability to deliver the project and describe the plan for this project. This should include project scope, estimated cost, target market, assets to be used, staffing, technical resources to be used, and an implementation schedule.
3. Please describe the number of current and potential workers expected to benefit from the project, including their general locations, and briefly describe the rationale behind these numbers. This should address: how you will ensure your proposal meets worker needs, how you will identify targeted priority communities, how you will conduct outreach to ensure these individuals connect to transportation, and how you will ensure accessibility for individuals with disabilities.
4. Please briefly describe how the project will connect current and potential workers to high quality job opportunities. These may be defined by factors such as wages and benefits, training opportunities, and opportunities to upskill within the job or with the employer. Applicants should consider initiatives that connect workers to employers providing high-wage, in demand jobs (please see <https://www.maine.gov/labor/cwri/data/oes/hwid.html> for more information).
5. Please briefly describe how the project will address the workforce recruiting and retention needs of employers in the project area.
6. Please briefly describe how the project focuses on employers in the impacted industries noted above deemed to have experienced negative economic impacts comparable to the tourism, travel and hospitality sectors.
7. Please briefly describe any environmental benefits associated with the project, such as reduced vehicle miles traveled, single occupancy vehicle trips, traffic congestion, and/or other impacts.
8. Please identify financial or other contributions from partners and sources of long-term financial support. Applicants requesting start-up operational assistance will be expected to develop a plan for sustainable operating funding.
9. Please identify how the service will complement or supplement any existing transportation services in the project area.
10. Please describe how the project’s effectiveness and impact will be monitored and evaluated. This should include the benchmarks, performance metrics, and evaluation plan for the project.
11. Please describe how your organization would be able to sustain this project after the conclusion of the MaineDOT funding period, if MaineDOT funding is awarded and the project proves successful.
12. Please describe any partnerships or working relationships with other organizations in your region to ensure the success of the project, as well as any attempts to leverage additional public or private funding.
13. Please identify and describe how the project will address additional barriers to workforce participation, such as housing, childcare, and workforce development. This can be via partnership with and building on existing, ongoing efforts.