**Zero Emission Vehicle (ZEV) Workforce Development Grant**

**Calendar Year 2024 Round 1 Projects**

**Application Form**

**OVERVIEW**

The **ZEV Workforce Development Grant was released on January 5, 2024. Applications are due March 29, 2024.** Please submit your application to dot\_innovativemobility@state.co.us.

* Further details on project eligibility, evaluation criteria, and selection process are defined on the [program website](https://www.codot.gov/programs/innovativemobility/oim-grants-1/oim-grants).
* For technical questions please contact the Office of Innovative Mobility inbox (dot\_innovativemobility@state.co.us).

**APPLICATION OUTLINE**

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| **Part 1** | **Project Information** |

Applicants will enter basic information for their project, including a project description, service area information, the project’s goals and tasks, and the grant request details.

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| **Part 2** | **Evaluation Questions** |

Applicants will provide information reconciling their project with the grant evaluation criteria and a breakdown of the project budget. To learn more about scoring for the ZEV Workforce Development Funding applications, please see the Rules and Selection Criteria document.

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| **Part 3** | **Performance Measurement** |

Applicants will provide performance measures tailored to their proposals.

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| Part 1 | Project Information  |
| 1. **General Information**
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| 1. Project Title
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| 1. Applicant Organization Name, Type
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| 1. Applicant Address
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| 1. Application Contact Person, Title, Phone Number, and Email
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| 1. **Project Overview** (provide a **brief** overview of your project and what it intends to achieve.)

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| 1. **Project Goals and Services**
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| 1. **Project Goals & Objectives**
2. **Identify and explain the goals for the proposed project.** These are the broad and long-term achievable outcomes.
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| 1. **Identify the objectives for the grant period** - i.e. the specific, measurable actions associated with achieving the project goals
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| 1. **Project Tasks, Schedule, and Scope** List and briefly describe the specific key tasks you will complete in order to successfully launch and operate your project during the grant period, including any decision points for assessing if modifications are needed. You may insert additional rows as needed.
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| **Task #** | **Task** | **Expected Timeline**  | **Description** |
| Task 1: |  |  |       |
| Task 2: |  |  |       |
| Task 3: |  |  |       |
| Task 4: |  |  |  |
| Task 5: |  |  |  |
| Task 6: |  |  |  |
| Task 7: |  |  |  |
| Task 8: |  |  |  |
| 1. **Project Readiness** If awarded funding, when will you be ready to start the project? Describe any unique logistical aspects of getting the project started and implemented. Does the implementation of this project depend on grant funding?
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| 1. **Project Financial Information and Funding Request**
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| 1. **Total Project Cost**
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| **Total amount of** **grant funding requested (State Funds)**Minimum request: $20,000Maximum request: $100,000 | **$** | **% of total****project cost** |
| 1. **Applicant Funding & Outside Funding Partners**

List each funding partner/source and contribution amount. If in-kind funding, please provide the equivalent cash value. 20% match of total grant funding is highly encouraged but not required. | **$** **Contribution Amount** | **% of contribution** **to overall total project cost**  |
|        | $      |       |
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| **Total amount** **of funding provided by other funding partners** | **$0** |  |

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| Part 2 | Evaluation & Project Budget |
| 1. **Evaluation Questions**
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| **i. Equity, Inclusivity, and Local Impact (30%)***What we’re assessing:* To what extent does the project consider and address disproportionately impacted (DI) communities? Does the project benefit and encourage participation of DIgroups? What is the level of stakeholder engagement? Does the project benefit existing communities including involvement of local community and business partners?  |
| 1. Identify and explain the current equity issues and gaps and how this project plans to address those issues.
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| 1. How does the project address the challenges identified in the previous question?
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| 1. What strategies will be used to ensure this project is accessible to DI communities? Please identify specific metrics and targets that will be used to track participation by DI communities.

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| 1. How will this project accelerate ZEV deployment needed to achieve state and local environmental justice goals in Colorado?

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| 1. What communities and/or businesses are you partnering with in this project? Do you have support from the community? If so, please include one or more letter(s) of support from partner(s).
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| **ii. Demonstrated Project Need (25%)***What we’re assessing:* Why is the grant needed for the project? What is the need? How does the project consider and address the workforce gaps and needs? |
| 1. Describe the need for the ZEV Workforce Development Grant for this project.
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| 1. Describe any existing efforts or organizations performing similar work to your proposed project (in Colorado or elsewhere). How will this project support current efforts already in place?
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| 1. Describe how this project will address current workforce gaps and needs.
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| **iii. Applicant Qualifications (20%)***What we’re assessing:* What is the project’s likelihood of success given the applicant’s qualifications and experiences? What experiences does the applicant have in terms of workforce development and specifically in workforce development related to transportation electrification? To what extent does the applicant demonstrate a plan and capacity for financial self-sustainability beyond the initial grant period? |
| 1. Describe the applicant(s) qualifications and experiences related to workforce development and specifically in workforce development related to the transportation electrification sector.
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| 1. Briefly describe any previous collaboration between the partners on transportation, automotive, and/or energy issues.
 |
| **12.** Define your long-term approach to creating an operationally and financially sustainable program beyond the grant period. |
| **iv. Project Readiness (15%)***What we’re assessing:* What is the project’s likelihood of success given the applicant’s readiness, project plan, timeline, budget, and partnerships? |
| **13.** Describe how you intend to deliver this project on time and within budget. |
| **14.** Does your project leverage or expand an existing partnership or form a new partnership? Does this project rely on other grant awards or partnerships which will commit funds or other resources? Be specific. |
| **v. Replicability and Scalability (10%)***What we’re assessing:* Is the project replicable? Can the project scale to a wider geographic area? Are the lessons learned transferable? |
| **15.** Can the project be replicated in other regions and ZEV markets in the state? |
| **16.** Can the project be scaled to a wider audience or geographic area in the state? |
| **17.** Does the project leverage new and unique opportunities for ZEV employment in cross-sector industries/markets? |
| 1. **Budget Details**
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| Provide a general description and an amount of the expenses you expect to reimburse through this grant request. Additional rows may be inserted as needed.

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| 1. **Salaries**

List each position, hourly rate, and total anticipated hours. |
| **Position** | **Hourly Rate** | **# of Hrs.** | **Total Amt.** |
| *Sample: Administrator* | *$50* | *100* | *$5,000.00* |
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| 1. **Tasks**

Provide an expected breakdown of the grant funds allotted to each of the identified tasks from Section C. |
| Task 1 *(Sample: Promotion and Marketing)* | *$50,000.00* |
| Task 2 |  |
| Task 3 |  |
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| 1. **Equipment, Capital Costs, and Resources**
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| **TOTAL****(Calculate and enter amount manually - should equal total grant funding request identified in Section 1.C.)** |  |

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| **Part 3** | Performance Measurement |
| Using the table below, identify the performance measures that you will use for this project and how they will help to demonstrate the project’s successful implementation or efficacy. Each performance measure should help to demonstrate the project’s fulfillment of a program goal or project objective. When completing this section, consider the following:* The performance measures should be specific, measurable, achievable, relevant, and time-bound. For example, a performance measure could be "The number of people who use public transportation will increase by 10% within one year."
* The project should have a plan for monitoring and evaluating the performance measures, internally and in reports for CDOT (see below). This plan should include the specific data that will be collected, the frequency of data collection, and the methods that will be used to analyze the data.
* The project should also have a plan for adjusting the deployed strategies if the performance measures are not being met. This plan should include the specific criteria that will be used to determine if adjustments are needed, and the specific steps that will be taken to make adjustments.

Applicants will be required to provide quarterly and end-of-project reports to CDOT providing updates on project implementation and data collected for the performance measures identified below. |
| **Performance measure** | **What program goal or project objective (Part 1.B.1) does the identified measure assess?** | **Target** | **Data needs** | **Reporting frequency (quarterly or end-of-project)** |
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| **With reference to the performance measures identified above, describe your approach to monitoring, evaluating, and - if necessary - adjusting the deployed strategies throughout the project’s lifecycle.** |