



# **Talent Development Grant Proposal Request**

## **Office of Workforce Development**

<b>REQUEST:</b>	To deliver targeted industry training and programs that prepare people for careers in transportation infrastructure occupations.
<b>ISSUANCE DATE:</b>	December 8, 2025
<b>SUBMITTAL DEADLINE:</b>	January 9, 2026 @ 12PM
<b>LETTER OF INTENT DEADLINE:</b>	December 19, 2025
<b>VIRTUAL INFORMATION SESSIONS:</b>	December 16, 2025 @ 3 PM December 17, 2025 @ 3:30 PM
<b>AWARD NOTIFICATION:</b>	March 2026 (Tentative)
<b>GRANT CONTACT:</b>	Staff Name: Kathy Willis, Workforce Development Liaison Staff Phone: 980.297.8812 Staff Email: Kathy.Willis@charlottenc.gov

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## **1. Introduction & Background**

The City of Charlotte's Office of Workforce Development is preparing for major investments in transit and transportation infrastructure, which are anticipated to create significant contracting and job opportunities over the next several years. To increase access to these employment opportunities, the Office of Workforce Development is launching an initiative to connect Charlotte residents with quality training programs that lead to high-demand, sustainable employment.

Through this grant proposal request, the city seeks qualified organizations to deliver education and training programs aimed at developing a skilled talent pipeline for occupations that support transportation infrastructure projects.

### **Initiative Objectives**

The initiative objectives of this request for grant proposal are to:

- Provide industry-aligned training and certifications for construction & skilled trades careers in transportation infrastructure. Some of these occupations may include Carpentry, Electrical, Heavy Equipment Operation, Concrete & Masonry, etc.
- Increase access to workforce opportunities for unemployed, underemployed, and under skilled talent.
- Align skilled talent with local and regional transportation infrastructure employment opportunities.

## 2. Scope of Work

Proposals must include the below components, not to exceed a total of 10 pages, excluding supporting and validation documents. Applicants may apply individually or in partnership with other organizations; if applicable, include a list of partners and their roles. Applicants may submit multiple grant applications per training concentration.

### **Organizational Overview:**

- Description of the organization, including mission, history, and relevant experience.
- Documentation of non-profit eligibility (e.g., 501(c)(3)/(6) letter
- Two 2 years of financial statements to include your organization's total annual operating budget for the most recently completed fiscal year.
- Organizational structure and key qualifications to include brief description of titles and roles of employees that will be assigned to this project
- Current list of your organization's board of directors
- Most recent impact or annual report

**Curriculum/Training Design:** An overview of a training curriculum focused on careers in transportation infrastructure, emphasizing both technical and soft skills development.

**Employer Partnerships** with commitments to interview or hire graduates.

**Recruitment & Outreach:** Strategies to engage program participants (e.g. unemployed, underemployed, youth and young adults).

### **Job Placement Strategy**

**Delivery Model:** In-person and hybrid training approaches with hands-on components.

**Support Services:** Supportive Services help cover basic cost that support continued engagement in education, training, and employment activities. The maximum funding allowed for Supportive Services is \$750 per participant. Examples of supportive services are:

- Education and training related fees not included in tuition.
- Transportation assistance.
- Work attire and work-related tools.
- Training-related applications, tests, and certifications.
- Other city approved costs.
  - Special approval for supportive services not listed above, **MUST BE** granted by and documented with the City of Charlotte.

### **Outcomes & Evaluation**

- Plan to measure effectiveness and track participant outcomes outlined in the "Performance Goals & Outcomes" section of "Performance & Reporting Requirements".

**Budget and Budget Narrative**

- Detailed project budget with explanation of costs.
- Requested funding should not exceed 30% of the organization's operating budget.
- Requested administrative funding should not exceed 10% of the total budget.

**References/Letters of Support:** Any collaborations with other resource partners or institutions to include three employer partners and three participant references.

**Timeline:** Anticipated implementation schedule

## 3. Financial and Performance Reporting Requirements

The selected partners will be required to submit monthly performance and financial reports including invoices for reimbursement for all eligible costs incurred by the 10<sup>th</sup> of every month.

These reports must provide a minimum of:

- **Detailed Financial Statement**
  - Itemized listing of all expenses incurred during the reporting period
  - Comparison of actual expenditures to the approved budget.
  - Invoices and receipts supporting all billed costs.
- **Progress Report**
  - Summary of activities and deliverables completed during the reporting period.
  - Status updates on project milestones and timelines.
  - Identification of any issues, delays, or risks, along with proposed mitigation strategies.
- **Performance Goals & Outcomes**
  - Quantitative and qualitative data as outlined in the scope of work
  - Progress against the following Key Performance Indicators (KPIs):

<u>Metric</u>	<u>Goal</u>
Number of people enrolled in training	Based on Contract Award
Percent of people completed training	85%
Number of industry-recognized credentials attained	Counting Metric
Percent of people placed in training related employment	85%
Percent of people with increased wages upon training completion and job placement	90%
Percent of people retaining employment - 3 months, 6 months, and 1 year	85%

## 4. Grant Eligibility

Eligible applicants may include the following entities that can show demonstrated experience and positive outcomes:

- Education institutions or technical schools
- Non-profit workforce development organizations
- Registered apprenticeship programs
- Employer or industry associations providing applicable training

## Eligible Use of Funds

### Training Costs

- Instructor wages and fees (including external trainers or consultants)
- Classroom supplies and materials
- Certification exam fees
- Tuition or registration costs for trainees (e.g., at community colleges or training providers)
- Workbooks, manuals, or educational kits for training participants

### Participant Support Costs

- Stipends for trainees
- Supportive services related to training or employment activities, such as transportation, uniforms, tools/equipment, etc.

### Program Administrative Costs

- Program management and coordination
- Staff salaries directly related to program implementation and support

**Maximum Grant Award:** \$250,000

***\*The City of Charlotte reserves the right to amend the maximum grant award amount based on the number of proposals, quality of proposals, and availability of program funds.***

**Grant Duration:** Up to 18 months

## 5. Evaluation Criteria

The following criteria will be used for the technical evaluations of each competitive proposal to determine overall quality and cost-effectiveness:

- Program design and approach
- Employer Partnerships and Job Placement Strategy
- Fiscal management and accountability
- Budget and Cost Effectiveness
- Past program performance
- Projected outcomes and impact

## 6. Attachments:

A: BUDGET TEMPLATE

B: COST ALLOCATION SHEETS



## ATTACHMENT A: BUDGET TEMPLATE

Non-Participant Expenses	Amount Cap
Administrative Salaries & Fringe Benefits	10% of Total Budget
Operating/Indirect Expenses	
Participant Expenses	
Program Staff Salaries & Fringe Benefits	
Education & Training (Instructional related fees)	
Tuition, registration and all curriculum related costs for trainees	
Training Stipends for Students (if applicable)	
Supportive Services (if applicable)	10% of Budget
Program Related Operating/Indirect Expenses	5% of Total Budget

## ATTACHMENT B: Non-Participant Cost Calculation Sheet

1. Administrative Staff Salaries	Salary Per Mo.	% of Time	# of Months	Total Amount
Administrative Position Title				
Total Admin Staff Salaries				
2. Administrative Staff Fringe Benefits	Salary Per Mo.	% of Time	# of Months	Total Amount
FICA				
Worker's Comp				
Health Insurance				
Ret/Pension				
Unemployment Ins.				
Other (Specify)				
Total Admin Fringe Benefits				
3. Operating/Indirect Costs (An indirect cost plan must be submitted and approved prior to reimbursement.)	Monthly Cost		# of Months	Total Amount
Total Indirect				
<b>Total Admin Salaries, Fringe, Indirect Costs</b>				

## ATTACHMENT B: Participant Cost Calculation Sheet

1. Program Staff Salaries	Salary Per Mo.	% of Time	# of Months	Total Amount
Program Position Title				
Total Program Staff Salaries				
2. Participant Services	Cost/Participant	No. of Participants	Total Cost	
Education & Training (Instructional related fees)				
Tuition, registration and all curriculum related costs for trainees				
Training Stipends for Students (if applicable)				
Supportive Services				
Transportation				
Work Uniforms				
Tools/Equipment				
Other Misc. Fees (Need City Approval)				
Program Related Operating/ Indirect Expenses				
<b>Total Participant Costs</b>				