



FREQUENTLY ASKED QUESTIONS

1. What amount of award money will be granted?
A minimum of \$200,000 will be awarded to each grantee. For applicants planning to serve two adjacent corridors (as opposed to one), it is recommended that the funds requested reflect the amount needed to serve two corridors.
2. How are applications selected for review + consideration?
Applicants that meet the eligibility criteria will be considered for grant awards. Additionally, applicants must attend at least one Q&A session to be considered. Once applications are submitted, a group of panelists will carefully review your proposal. Final selections will be announced in September, 2023.
3. What are the eligibility requirements?
The applicant must be a non-profit organization/501(c)3, academic organization, or Chamber of Commerce/501(c)6 whose current programmatic work includes workforce development resources, programs and services.
4. Are financial documents required with the submission?
Yes, financial documents are required for submission. Your organizations must upload the most recently approved audited financials. (Ex: P&L showing two year comparative financials, Federal Tax Returns).
5. How long should my organization be in existence to apply?
To receive consideration, the organization should be in existence for at least two (2) years to apply and must have provided workforce support programming for at least two (2) years.



6. How many Corridors of Opportunity are there in Charlotte?
There are six Corridors Of Opportunity in Charlotte.

7. Where are the Corridors of Opportunity located?
 - *Graham Street/ North Tryon Street*
 - *185/Sugar Creek Road*
 - *Albemarle Road/ Central Avenue*
 - *Beatties Ford Road/ Rozzelles Ferry Road*
 - *West Boulevard*
 - *Freedom Drive/ Wilkinson Boulevard*

8. Does my organization need to have a physical space to apply?
The organization does not need to have a physical space to apply, however, it is strongly recommended. If an organization does not have a physical space or does not have plans to use funds to expand into a space, applicants must explain their methods for engaging Charlotte residents within a Corridor of Opportunity.

9. Can funds be used to acquire a physical space?
Funds can be used to acquire a physical space as long as the space is located in one of the Corridors of Opportunity and the organization provides a clear plan on how the space will be utilized to engage Corridor residents.



10. What does workforce support refer to in the context of this grant?
The organization needs to currently provide training that promotes upward mobility, skill development, and progression along a career pathway. Examples include resources for small businesses, upskilling, job preparation and connection to job placement.
11. What does small business support refer to in the context of this grant?
Organizations providing technical assistance to small businesses in the form of training, education and skill building in regard to starting and growing a business or scaling.
12. What does the physical space of the organization need to accommodate?
The space should provide one or more resources equivalent but not limited to: Programming, job fairs, job training, smaller community meeting space, space for interviews, access to computers, connection place for businesses in the corridors to access resources and network.
13. How many employees are required to work at the organization?
The organization needs to employ one or more full-time staff members.
14. Can two organizations apply together?
Yes. Applicants will need to specify if and how funds will be shared between organizations. Also, the organizations must be prepared to implement proposed programs and services at the time of receiving funds. Lastly, applicants will need to explain how the partnership will help maximize outcomes for corridor residents and demonstrate sustainability after funds are expended.
15. Can an organization serve more than one Corridor of Opportunity?
Yes. Organizations may impact one specific corridor or adjacent corridors in close proximity.



16. I am an organization looking to serve the West Boulevard Corridor of Opportunity, do I need to utilize the Wingate Learning Lab Center as part of my project proposal?

Organizations submitting a proposal to serve the West Boulevard Corridor are not required to incorporate the Wingate Center as part of their project. Organizations choosing to implement the Wingate Learning Lab project must explain how they would use the space, engage the community and use programming to incorporate a digital literacy component.

17. Is there an opportunity to ask questions about the grant opportunity and application process? An in-person Q&A will be held on Tuesday, July 11th at 9 am at the Government Center (Room 280). Also, a second Q&A will be held virtually on Friday, July 14th at 9am. **Applicants must attend at least one Q&A session in order to apply. Please complete the form below to RSVP for a Q&A session and leave your questions so our team can accurately prepare.** Q&A questions submitted by Thursday, July 6th will be given first priority.

Zoom link for virtual Q&A option on July 14th at 9am:

<https://us02web.zoom.us/j/5589756162>

18. I couldn't attend either of the Q&A sessions. Can I still apply?

Applicants must attend at least one Q&A session in order to apply. If an applicant was not able to make either session, they can watch the recorded Q&A video (video link:

<https://youtu.be/RABZFFqNPe8>). *They must also sign an Acknowledgement Form stating they watched the video and understand the terms of the grant. The form is available on the application webpage.*



See additional questions and answers discussed during the Q&As [here](#).

See meeting notes to both Q&As [here](#).

Questions	Answers
Is there a maximum square footage or occupancy for the business hub?	No, there is no maximum square footage or occupancy for the business hubs. There is also not a minimum square footage. The space should be appropriate for the programming that is being proposed. All projects should meet any required permitting and zoning requirements.
Are there any exceptions for the organization having a two-year history of serving the Charlotte community for startup nonprofits who do meet that requirement, but through a separate entity of ownership?	Applicants would need to demonstrate the same personnel, program and curriculum have been used successfully for at least two years.
What is the selection criteria for the Grant?	Funding priority will be given to applications that meet all eligibility requirements and demonstrate the capacity to increase access to training, support and resources for workforce development and/or small business services to the residents of their specified corridor.
Further context on partnering with existing Neighborhood Association and supporting community needs and wants while utilizing neighborhood space.	For the Wingate Center opportunity, applications will need to demonstrate a clear understanding of the Wingate Neighborhood Association's needs and wants and how their proposal supports it. For all other applications, it is encouraged that applicants reach out to or partner with the local neighborhood associations to ensure their proposal supports the community's needs.
How are capital improvements considered within a proposal?	It is expected that some hub spaces will require some capital improvements, construction and upfit. These can be eligible expenses for the grant dollars but should not be the only expenses in the project budget.
How can we come together to help end the homeless in Charlotte?	This program is aimed at increasing access to workforce development and small business support resources within the six Corridors of Opportunity. The City has other programs aimed at homelessness through the Housing and Neighborhood Services department.
Clarification on funding for space	The funding can be used for space improvements or to acquire space. It is expected that some hub spaces will require some capital improvements, construction and upfit. These can be eligible expenses for the grant dollars but should not be the only expenses in the project budget.
Is it recommended that the curriculum used for the workforce training program be submitted for approval in advance?	Yes, applicants should provide information about program curriculum as part of their application. Training curriculum should lead individuals to obtaining a credential. Ideally, the training will prepare participants to take the certification exam for a particular industry as a part of program, facilitate test preparation, and test taking when possible.
Is 4600 North Tryon Street a part of the Corridors of Opportunity?	Yes, 4600 North Tryon Street is part of the Sugar Creek Corridors of Opportunity Area of Influence.
What are the funding source requirements?	The Opportunity Hub grant funds are federal funds from the City's ARPA award. Organizations receiving federal funds must register with SAM.gov and provide a UEI number with expiration date. Organizations that expend \$750,000 or more in federal funds in one year (total from all sources) are required to obtain a Single Audit.
Is this a reimbursement-type grant?	No it will not be a reimbursement grant.
What can the grant be used for?	Eligible activities are listed in the FAQ and Eligibility documents.
What are the amounts of the grants given?	There is not a set amount to be awarded. Each applicant will include a requested amount. The minimum request amount is \$200,000.
Can we use a fiscal sponsor for financial audit?	If your financials are maintained by a fiscal sponsor, then you may submit documentation from that agency to satisfy the financial audit application requirements. The purpose of these requirements is to demonstrate the applicant has been serving small businesses and/or workforce development training for at least two years.
Is an external financial audit required OR will the P&L showing two year comparative financials and/or Federal Tax Return suffice?	Yes, submitting Profit & Loss statements for the previous two years will satisfy the audit document requirements as long as they show that the organization has been serving small businesses and/or workforce development training for at least two years.
Is the grant a reimbursement based or direct disbursement?	It will be an annual disbursement, up to three years.
What is the Grant term (how many months/years)?	The grant term will be 3 years. The hubs should be open and operational for at least three years. Funds must be expended by December 31st, 2026.
Is there a word count for the application questions?	No, there is not a word count. It is expected that applicants are concise and clear in their answers but there is an option to attach additional documents if needed.
Are financial reviews for 2021 and 2020 sufficient if an audit is scheduled for tax year 2022?	Yes this is okay as long as the 2020 and 2021 audit documents show that the organization has been serving small businesses and/or workforce development training for at least two years.

Can two organizations come together on a joint application?	Yes, multiple organizations can submit a joint application. If funds are to be shared with one or more support partner organization(s) as part of this
Is there a revenue limit for the applicant?	No, there is not a revenue limit for applicants.
Is this a three year funding commitment?	The program requires hubs to be open for at least three years and all grant funding will need to be spent by December 31, 2026.
What are the full list of eligible and ineligible expenses?	Eligible activities include expenses related to acquisition of the hub space, construction/upfit costs, programming, curriculum, equipment, and operating expenses related to the hub space. The grant funds should not be used 100% for construction/upfit costs.
What are the City's data reporting requirements?	Semi-annual data reporting is required by all awardees. Awardees will need to submit financial reports on how grant funds were used. Awardees will need to submit reports on program recruitment, engagement, certification and/or graduation rates. Applicants should describe their data collection and reporting methods as part of their application.



Q&A Notes

Below is a summary of questions and answers from both in-person (July 11th) and virtual (July 14th) Q&A sessions for the City of Charlotte Corridors of Opportunity Business Opportunity Hub Grant.

Timeline:

ITEM	DATE
Application goes live	Monday, June 26th, 2023
Q&A	Tuesday, July 11th at 9am (Government Center) Friday, July 14th at 9am (Virtual)
Application closes	Friday, August 4th, 2023
Grantees selected	September 1st, 2023
Applicants should allocate/spend funds by or before	Thursday, December 31st, 2026



Notes:

- Can you speak more about the eligibility requirements?
 - Applicants would need to demonstrate the same personnel, program, and curriculum have been used successfully for at least two years
- Can you expand on the Wingate Center opportunity as part of this grant?
 - The center is a city-owned property whose purpose is to build a digital learning lab
 - It's a single-family residence but not a typical house and it has been used for programming in the past
 - If applicants for the West Blvd Corridor see this building in line with current project priorities, the city welcomes the use of the building but the organization would need to demonstrate a specific understanding of the needs and wants of the West Blvd Corridor
- Are capital improvements included in the proposal?
 - Capital improvements are eligible: construction, light upfit, expanding current space, acquiring a new space for programming within a corridor
 - Capital expenses should not be the only expense in the project budget, for example, the proposal should also focus on expenses related to program implementation
 - If using funding for a lease, show a long-term plan for financially supporting/ sustaining the space
- What does workforce development refer to regarding the purpose of this grant?
 - This grant opportunity is aimed at increasing access to workforce development and small business support resources within the six Corridors of Opportunity
 - Is it recommended that the curriculum used for the workforce development training program be submitted for approval in advance?
 - Yes, applicants should provide information about the program curriculum as part of the application



- Training should lead individuals to obtain a credential or prepare participants to take a certification exam for a particular industry
- What is the grant's maximum amount of funding?
 - There is no set maximum dollar amount, however, the city is looking to grant six organizations funding from the 2.6M allocated to this grant
 - A minimum of \$200,000 should be requested, to prepare an organization to run successfully for at least 3 years
- What are the funding source requirements?
 - Organizations must be registered with [SAM.gov](https://sam.gov) and have a UEI number
 - Grant awards through the Business Opportunity Hub Grant program are federal funds
 - Organizations receiving federal funds must register with [SAM.gov](https://sam.gov) and provide a UEI number with an expiration date
 - Organizations that expend \$750,000 or more in federal funds in one year (total from all sources) are required to obtain a Single Audit
- Can you apply if you already have an organization within a corridor?
 - Yes, you would need to show how your organization is currently serving this corridor and the funding can be used to continue supporting your current organization
- Can an organization serve two corridors that aren't next to each other?
 - If you were to apply to two that aren't adjacent, the city would want to see two separate sites within each corridor and this would also require two separate applications
 - The goal is to provide services near residents within each corridor that reflect the needs of that specific corridor
 - Programming is not required to only provide services to solely one corridor
- What timeline should the proposal encompass?



- The city would like applicants to demonstrate a three-year commitment to programming and a sustainability plan to show how the organization will thrive after funds are exhausted
- What metrics will need to be tracked by the organization?
 - Quarterly reporting, including how many residents served, demographics, outcomes
 - The reports need to show progress and that outcomes match those the organization proposed in the proposal