



Workforce Development Business Engagement Grant

12/16/2025 INFORMATION SESSION

BACKGROUND



The City of Charlotte's Office of Workforce Development and Office of Youth Opportunities are seeking proposals from qualified organizations to support a comprehensive workforce development initiative aimed at expanding high-quality internships, strengthening job placement pipelines, and providing business employee training grants.



The selected partner will serve as an “Employer Engagement Hub” and coordinate employer outreach and workforce alignment to support job placement in growth sectors and industries, with the transportation infrastructure sector being a key priority.

GRANT OBJECTIVES



1. Increase access to work-based learning opportunities for high school students.



2. Connect employers with job-ready candidates.



3. Deliver employee solutions that help businesses grow and remain competitive.

FOCUS AREAS



Administer On-the Job Training (OJT) and Incumbent Workforce Training (IWT) Grants.

Prioritize small businesses that contribute to workforce growth in transportation infrastructure.



Develop and Support Talent Placement Pipelines

Collaborate with employers, educational institutions, and community-based organizations to identify job opportunities and connect qualified candidates.



Expand Work-Based Learning Opportunities for High School Students.

Support the Mayor's Youth Employment Program by expanding business engagement and increasing the number of available internship opportunities.

SCOPE OF WORK

Proposals must include the following:

- **Organizational Overview**
- **Program Design and Approach**
- **Relevant Experience**
- **Partnerships and Collaborations**
- **Outcomes and Evaluation**
- **Budget & Budget Narrative**
- **References/Letters of Support**
- **Timeline**

GRANT ELIGIBILITY

- ▶ **Applicants may include the following entities that can show demonstrated experience and positive outcomes**



**Non-profit or
community-based
organization**



**Education
institutions or
technical schools**



**Non-profit
workforce
development
organizations**



**Registered
apprenticeships**



**Employer or
industry-
associations**

ELIGIBLE USE OF FUNDS

On-the-Job Training (OJT) Program

- Wages for trainees in OJT

Incumbent Worker Training (IWT) Program

- Tuition or registration costs for trainees
- Instructor/Trainer Costs and Certification exam fees
- Workbooks, manuals, or educational kits for training participants

Career Coaching and Internship & Job Placement Support

- Staff directly related to program implementation

Program Administrative Costs (up to 10% of budget)

- Program management support

FINANCIAL REPORTING

Selected partners will be required to submit monthly financial reports including invoices for reimbursement for all eligible costs incurred by the 10th of every month.

The reports should include:

- ☐ **Financial report of actual expenditures to the approved budget**
- ☐ **All expenses incurred during reporting period**
- ☐ **Invoices and receipts supporting all billed costs**
- ☐ **Comparison of actual expenses to the approved budget**

PERFORMANCE REPORTING

► **Monthly performance reports should include**



Summary of activities and deliverables completed during the reporting period.



Status updates on project milestones and timelines.



Quantitative and qualitative data outlined in the scope of work.

KEY PERFORMANCE INDICATORS

<u>Metric</u>	<u>Goal</u>
Number of people enrolled in OJT	55 – 70+ total enrollments between OJT and IWT (Based on proposed budget)
Number of people enrolled in IWT	
Percent OJT Completions	90%
Percent IWT Completions	95%
Number of non-OJT people placed in transportation infrastructure jobs	TBD (Based on # of training program graduates)
Employment retention - 3 months, 6 months, and 9 months, 1 year	85%
Increased wages upon training completion or job placement	90%
Employer paid youth internship placements	100

BUDGET NARRATIVE

- ❑ Detailed project budget with explanation of costs.
- ❑ Requested administrative funding should not exceed 10% of the total budget.



EVALUATION CRITERIA

The following criteria will be used for the technical evaluations of each competitive proposal:

- Program design and approach
- Partnerships and collaborations
- Fiscal management and accountability
- Budget and Cost Effectiveness
- Past program performance
- Projected Outcomes and Impact





QUESTIONS

CITY OF CHARLOTTE PROGRAM CONTACT



**KATHY WILLIS,
WORKFORCE DEVELOPMENT
LIAISON**



**E-MAIL:
WORKFORCEGRANTS@CHARLOTTENC.GOV**



PHONE: 980.297.8812