

Memorandum



CITY OF DALLAS

DATE November 17, 2023
Honorable Members of Government Performance & Financial Management
TO Committee: Chad West (Chair) Paula Blackmon (Vice Chair) Cara Mendelson, Jesse Mereno, and Jaime Resendez
SUBJECT **Dallas 365 BAR for Small Business Center**

The purpose of this memorandum is to provide clarification regarding the Dallas 365 BAR for workforce development participation. One of the metrics included for this area is **“percentage of increase of workforce development grant participants in underserved populations.”** Data provided indicates 50.2% of the projected 60% was achieved.

BACKGROUND

On November 10, 2021, the City Council authorized the execution of a two-year subrecipient agreement for certified IT skills training, workforce training, and education services for employment opportunities in regional high demand industries to re-skill or up-skill Dallas residents. On January 14, 2022, Contract ECO-2021-00016286 was executed between the United Way of Metropolitan Dallas, Inc. (“UWMD”) and the City of Dallas Small Business Center (“SBC”) to serve as the Administrator.

In March 2023, the SBC reviewed UWMD’s \$2,249,830.45 workforce training grant contract as well as UWMD’s to date and projected compliance with contractual spend and performance achievements. Due to some unexpected challenges related to the COVID-19 pandemic, the UWMD was underperforming in its required performance measures and was projected to underperform/underspend by November 15, 2023, which was the end of the contract term.

In a proactive effort to mitigate the potentially negative results of underutilizing vital post-COVID-19 workforce training needs, the SBC and UWMD engaged in an extensive and mutual interactive, remedial process to determine the best course of action.

On August 9, 2023, the Council approved a supplemental agreement with UWMD, which included the following reductions:

1. Reduction of the overall grant amount from \$2,249,830.45 to \$1,577,271.65. Total Reduction: \$672,558.80; and
2. Reduction of UWMD’s and its subrecipients’ participants served performance metrics. Total Reduction: 65% of total number of participants projected to be served under the grant

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While these changes to the initial contract are prudent to allow UWMD to be successful in its important work under this grant as well as permit the City to reallocate underutilized funds to other pertinent Cares Act eligible projects, the changes have impacted the Dallas 365 BAR “percentage of increase of workforce development grant participants in underserved populations” resulting in missing the target by 9.8%.

Should you have any questions or need additional information please feel free to contact me or Joyce Williams, Director, Small Business Center at joyce.williams@dallas.gov.

Putting Service First,



Kimberly Bizer Tolbert
Deputy City Manager

c: T.C. Broadnax, City Manager
Tammy Palomino, City Attorney
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Jon Fortune, Deputy City Manager

Majed A. Al-Ghafry, Assistant City Manager
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