

Memorandum



CITY OF DALLAS

DATE August 4, 2023

TO Honorable Mayor and Members of the City Council

SUBJECT **Upcoming Agenda Item #64 – August 9, 2023 – United Way of Metropolitan Dallas, Inc.**

The purpose of this memorandum is to provide information regarding the following upcoming agenda item #64 on the August 9, 2023, City Council Agenda:

“Authorize a decrease to the professional services contract with United Way of Metropolitan Dallas for certified skills training, workforce training, and education services for employment opportunities in regional high demand industries to re-skill or up-skill City residents for the Small Business Center for a term of two years - Not to exceed (\$672,558.80), decreasing the contract amount from \$2,249,830.45 to \$1,577,271.65 - Financing: 2020 CARES Act Relief CDBG #3 Fund”

On November 10, 2021, the City Council authorized a two-year professional services contract with United Way of Metropolitan Dallas (UWMD) in the amount of \$2,249,830.45, for certified skills training, workforce training, and education services for employment opportunities in regional high demand industries to re-skill or up-skill Dallas residents.

In March 2023, the Small Business Center (SBC) reviewed UWMD’s compliance with contractual spend and performance achievements regarding the workforce training grant contract. Below is a summary of the unexpected challenges experienced with the full implementation of the grant funding:

- UWMD and its subrecipients, experienced staffing challenges during the pandemic, which caused a delay in the actual start of the Program (training began in April 2022 despite contract being signed in November 2021) and impacted communication efficiency.
- There was difficulty recruiting participants due to the COVID-19 pandemic.

Due to the challenges outlined above, UWMD is projected to underperform and underspend by \$672,558.80 at the end of the contract term on November 15, 2023. In a proactive effort to mitigate the potentially negative results of underutilizing vital post-COVID-19 workforce training needs, the SBC proposes a reduction in the original contract. These changes are prudent to allow UWMD to be successful in its important work under this grant as well as will permit SBC, in coordination with Budget & Management Services, to reallocate the underutilized funds to other pertinent Cares Act eligible projects. Additional information regarding reallocation is forthcoming.

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Staff will be available during the City Council meeting on August 9, 2023, to respond to questions or provide additional information. In the meantime, 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.



Kimberly Bizer Tolbert
Deputy City Manager

c: T.C. Broadnax, City Manager
Tammy Palomino, Interim 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
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Dr. Robert Perez, Assistant City Manager
Carl Simpson, Assistant City Manager
Jack Ireland, Chief Financial Officer
Genesis D. Gavino, Chief of Staff to the City Manager
Directors and Assistant Directors