



AUDIT & FINANCE COMMITTEE MEETING

Workforce Solutions Alamo
100 N. Santa Rosa St., Suite 120, Boardroom
San Antonio, TX 78207

February 9, 2024

10:30 AM

AGENDA

Agenda items may not be considered in the order they appear.

Citizens may appear before the Committee to speak for or against any item on the Agenda in accordance with procedural rules governing meetings. Speakers are limited to three (3) minutes on each topic (6 minutes if translation is needed) if they register at the beginning of meeting. Questions relating to these rules may be directed to Caroline Goddard at (210) 322-6296.

The Chair of the Committee will be at the Host Location. The Host location is specified above. Meetings will be visible and audible to the public at the Host location, and there will be a visual or audio recording of the meeting. There will be two-way audio and video of the meeting between each Board member sufficient that Board members and public can hear and see them. WSA will comply with all Videoconferencing Guidelines.

For those members of the public that would like to participate and cannot attend in person at the host location, please call toll-free 1-877-858-6860, which will provide two-way communications through a speaker phone. For additional information, please call Caroline Goddard, (210) 322-6296.

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During the Public Comments portion of the meeting (Agenda Item 4), the Public may type their name into the chat box or unmute themselves and state their name. The meeting host will call each member of the public for comments, in the order their names were submitted.

Workforce Solutions Alamo is an equal opportunity employer/program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Caroline Goddard at (210) 322-6296 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

- I. CALL TO ORDER
Presenter: Mary Batch, Committee Chair
- II. ROLL CALL AND QUORUM DETERMINATION
Presenter: Mary Batch, Committee Chair
- III. DECLARATIONS OF CONFLICT OF INTEREST
Presenter: Mary Batch, Committee Chair
- IV. PUBLIC COMMENT
Presenter: Mary Batch, Committee Chair
- V. DISCUSSION AND POSSIBLE ACTION REGARDING PREVIOUS MEETING MINUTES FOR NOVEMBER 13, 2023
Presenter: Mary Batch, Committee Chair
- VI. PROCUREMENT UPDATES (DISCUSSION AND POSSIBLE ACTION)
Presenter: Jeremy Taub, Director of Procurement and Contracts
 - a. Contract Summary and RFP Updates
 - b. Purchase of Teachers Externship Services
 - c. Purchase of Phone System Cloud Migration Services – Item Pulled, Will Be Presented at the Executive Committee
 - d. Purchase of Cyber-Security Solution Suite Software Licenses – Item Pulled, Will Be Presented at the Executive Committee
- VII. FISCAL UPDATES (DISCUSSION AND POSSIBLE ACTION)
Presenter: Gabriela Navarro Garcia, Controller
 - a. Financial Reports
 - b. Budget Amendment #1
 - c. Ready to Work Analysis and Update
 - d. TWC FY22 Audit Acceptance
 - e. FY23 Audit Engagement & Timeline
- VIII. CEO REPORT
Presenter: Adrian Lopez, CEO
 - a. Applications for Funding
- IX. CHAIR REPORT
Presenter: Mary Batch, Committee Chair
- X. EXECUTIVE SESSION:
Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee may move into Executive Session for discussion on any issue for which there is an exception to the Act as set out in section 551.071 et. seq. including, but not limited to, the following:
 - a. Government Code §551.072 – Discussions Regarding Purchase, Exchange, Lease,

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or Value of Real Property if Deliberation in an Open Meeting Would Have a Detrimental Effect on the Position of Workforce Solutions Alamo in Negotiations with a Third Party;

- b. Government Code §551.071 – All Matters Where Workforce Solutions Alamo Seeks the Advice of its Attorney as Privileged Communications Under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas;
- c. Pending or Contemplated Litigation;
- d. Government Code §551.074 – Personnel Matters Involving Senior Executive Staff and Employees of Workforce Solutions Alamo; and
- e. Government Code §551.089 – Discussions Regarding Security Devices or Audits.

XI. ADJOURNMENT

Presenter: Mary Batch, Committee Chair



AUDIT & FINANCE COMMITTEE MEETING – MINUTES

Workforce Solutions Alamo
100 N. Santa Rosa St., Suite 120, Boardroom
San Antonio, TX 78207

November 13, 2023

10:30 AM

BOARD OF DIRECTORS: Mary Batch (Chair), Leslie Cantu, Yousef Kassim, Mitchell Shane Denn

STAFF: Adrian Lopez, Adrian Perez, Gabriela Navarro Garcia, Penny Benavidez, Jeremy Taub, Chuck Agwuegbo, Caroline Goddard, Rebecca Espino Balencia, Kristen Rodriguez, Vanessa McHaney, Gabriela Horbach, Roberto Corral, Brenda Garcia, Sylvia Perez, Anglea Bush, Ramsey Olivarez, Daisey Vega, Belinda Gomez, Chakib Chehadi, Dr. Ricardo Ramirez, Jessica Villarreal, Manuel Ugues, Trema Cote

PARTNER STAFF: None.

LEGAL COUNSEL: None.

GUESTS: None.

AGENDA

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I. CALL TO ORDER

Presenter: Mary Batch, Committee Chair

At 10:30am, Chair Mary Batch called the meeting to order.

II. ROLL CALL AND QUORUM DETERMINATION

Presenter: Mary Batch, Committee Chair

The roll was called, and a quorum was declared present.

III. DECLARATIONS OF CONFLICT OF INTEREST

Presenter: Mary Batch, Committee Chair

None.

IV. PUBLIC COMMENT

Presenter: Mary Batch, Committee Chair

None.

V. DISCUSSION AND POSSIBLE ACTION REGARDING PREVIOUS MEETING MINUTES FOR OCTOBER 6, 2023

Presenter: Mary Batch, Committee Chair

Upon motion by Yousef Kassim and seconded by Mitchell Shane Denn, the Committee unanimously approved the previous meeting minutes for October 6, 2023.

VI. PROCUREMENT UPDATES (DISCUSSION AND POSSIBLE ACTION)

Presenter: Jeremy Taub, Director of Procurement and Contracts

a. Contract Summary and RFP Updates

- The RFP for Access Control Equipment has been awarded in October 2023.
- The RFI for Kerrville Lease Property Search is pending award with an anticipated award date of January/February 2024.
- The RFA for Teacher Externships is in progress with an anticipated award date of January 2024.

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- The RFI for Hondo Lease Property Search is in progress with an anticipated award date of May 2024.
- The RFP for Child Care Quality Services is in progress with an anticipated award date of June 2024.

VII. FISCAL UPDATES (DISCUSSION AND POSSIBLE ACTION)

Presenter: Gabriela Navarro Garcia, Controller

a. Financial Reports

- The September 2023 budget to actual variance analysis shows a straight-line target of 100%. The amount expensed is 84.15% with a year-to-date variance of 15.85%.
- Personnel: The board is currently underspent on salaries and benefits by approximately 10.5% due to attrition. Staff training and development was underspent by approximately \$84,000.
- Chair Mary Batch asked why the staff training and development is underspent by such a large amount. CEO Adrian Lopez responded that staff have been attending training and development and conferences. He stated that it could be that a very large amount was budgeted for this area. Gabriela Navarro Garcia added that fiscal staff is looking into this, and these are the preliminary numbers. Angela Bush added that purchasing training subscriptions in bulk has resulted in large savings.
- Equipment: These reflect a 12% over-budget cost for the board room upgrades.
- General Office: The primary budget surplus is the insurance contingency, which was not utilized. Non-federal is over budget by approximately \$26,000 due to an employee matter payout and expenses related to community outreach.
- Professional Services: The HR related legal services is utilized for employee matters expensed as incurred and are awaiting an update to the employee handbook. Pending invoices for monitoring are expected to be accrued in the finalized FY23 financials.
- Facilities: Expenditures represent 80.67% of the approved budget, reflecting a 19.33% straight-line budget surplus. Significant items contributing to this variance that will carry over to FY24 are the mobile workforce unit and the Port of San Antonio.
- Special Projects: Workforce Commission Initiatives – WSA has held 4 Career Pathway youth events.
- September 2023 Year-to-Date Service Delivery Rural-Urban: City of San Antonio Child Care – 17% rural and 83% urban, Ready to Work – 100% urban, C2GPS Adult Services Bexar County Only – 100% urban, C2GPS Adult Services – 15% rural and 85% urban, SERCO Youth – 60% rural and 40% urban.
- TANF: Expenditures are currently at 78.37% due to low participation and reduced HHSC referrals. The board's FY23 allocation is \$2M higher than average. We are expecting to return approximately \$1.1M.
- Middle Skills: Projections through November 30, 2023, are 50% of the contract awarded budget. Experiencing challenges due to some customers having been employed and received a couple of paychecks but still have barriers, FNA is not

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in the negative, and pending eligibility documentation.

- Child Care Contracted Slots: This grant was extended to December 31, 2023. Three providers have enrolled, providing 50 additional slots to children under three. 30 children are currently in care.
- Child Care Quality: Expect higher expenditures within the next month by issuing incentives and bonuses to childcare providers. Expect to return \$963,861.72 of funding due to vacancies and transition of Assessor to Mentor positions. Starting October 1, 2023, TWC's contractor will assume all the Assessor duties.
- Wagner Peysers: Funding increase of \$297,070 will be used for the resource room. Expecting to spend by the end of the contract period.
- Military Family: Projected to spend 91% by the end of the contract period.
- Teacher Externship: Continue to spend and expect to finalize payments in December.
- Trade Act: Expecting to be at 90% by the end of December. Outcomes of outreach efforts are being tracked.
- Ready to Work: As of November 6, 2023, 3,952 applicants have been interviewed, 2,322 have enrolled in approved training, 262 have successfully completed training, 116 have been placed in jobs, and WSA has paid \$3,886,239 in training.

VIII. CEO REPORT

Presenter: Adrian Lopez, CEO

a. Applications for Funding

- San Antonio Independent School District: Applied for \$3,425,000 to \$4,425,000 Parkins Innovation and Modernization (PIM) Grant Program for Career-Connected High Schools to improve access and attainment of dual credit, work-based learning, and industry-based certifications through CTW programs (56 different certifications over 28 programs of study, impacting approximately 10,000 students).
- City of Hondo: Applied for the Strategy Development Grant and Recompete Plans Pilot Program offered by the U.S. Economic Development Administration.
- UTSA: Proposal Responding to Notice of Funding Opportunity on OSD ManTech Program in Manufacturing Education and Workforce Development (M-EWD). Empowering Tomorrow's Makers: A Comprehensive Approach to Educating and Preparing the Next Generation in Advanced Manufacturing.
- Ecority: Applied for \$14M for two applications to the U.S. Environmental Protection Agency for grant funding under the Greenhouse Gas Reduction Fund for a Clean Community Investment Accelerator and a National Clean Investment Fund.
- Thrive Point Academy: Applying to TEA to become a high-quality, open enrollment charter school in San Marcos. They have a non-traditional approach to education coupled with a student success coach providing a safety net for students that are having trouble in traditional schools.
- Simulation Equipment for Education Development and Safety (SEEDS): Proposal responding to the Texas Higher Education Coordinating Board for the

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San Antonio College (SAC) Consortium with the Southwest Texas Junior College (SWTJC) and Wharton County Junior College (WCJC) to fund safe clinical simulation lab training experiences and upskill the learning environment of students who wish to join the field of healthcare and nursing to attain a BSN degree.

- Made a proposal with a team to CPS staff regarding \$100M for their major business unit looking to farming out business.
- Supporting CPS with a local engineering firm that is part of their weatherization program to establish career pathways for the purposes of weatherization.
- Working with American Indians of Texas to address issues with programs relating to second chance populations.

IX. CHAIR REPORT

Presenter: Mary Batch, Committee Chair

- Chair Mary Batch thanked the procurement and finance department for their continuous hard work.

X. EXECUTIVE SESSION:

Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee may move into Executive Session for discussion on any issue for which there is an exception to the Act as set out in section 551.071 et. seq. including, but not limited to, the following:

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- b. Government Code §551.071 – All Matters Where Workforce Solutions Alamo Seeks the Advice of its Attorney as Privileged Communications Under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas;
- c. Pending or Contemplated Litigation;
- d. Government Code §551.074 – Personnel Matters Involving Senior Executive Staff and Employees of Workforce Solutions Alamo; and
- e. Government Code §551.089 – Discussions Regarding Security Devices or Audits.

None.

XI. ADJOURNMENT

Presenter: Mary Batch, Committee Chair

Upon motion by Yousef Kassim and seconded by Mitchell Shane Denn, Chair Mary Batch adjourned the meeting at 11:01am.

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MEMORANDUM

To: Audit & Finance Committee

From: Adrian Lopez, CEO

Presented By: Jeremy Taub, CPPO, Director of Procurement and Contracts

Date: February 9, 2024

Subject: Contract Summary and RFP Updates

Summary: This report is intended to summarize current solicitations and contracts in progress or that the board renewed or intends to renew/execute over a one-hundred eighty-day period. Workforce Solutions Alamo board staff processes contracts, renewals, and amendments, enabling the procurement of goods and services that are reasonable and necessary to administer funds to the greater 13-county Alamo Region. ***Supporting Texas Talent and Economic Growth – Goal 2, Service Optimizers.***

The Workforce Solutions Alamo (WSA) Procurement and Contracts Department is responsible for managing the procurement of goods and services operations. We are committed to conducting procurement acquisitions to the maximum extent practical in a manner providing full and open competition consistent with the standards of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), and the Texas Workforce Commission Financial Management for Grants & Contract's (FMGC) Property, Procurement & Contract Standards.

Update:

- Contract Listing has been updated to include year-to-date expenditures of term contracts for better spend management and budgetary purposes.
- RFP list below is a summary of procurement projects in process as of January 31, 2024.

workforcesolutionsalamo.org
communications@wsalamo.org

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San Antonio, Texas 78207
(210) 272-3260

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<i>Solicitation</i>	<i>Purchase of</i>	<i>Opening (estimated)</i>	<i>Status</i>	<i>Anticipated Award Date</i>
RFP 2023-029	Access Control Equipment	October 2023	Under Contract	February 2024
RFI 2023-015	Lease Property Search (Kerrville)	April 2023	Pending Award	February 2024
RFA 2024-001	Teacher Externships	November 2023	Pending Award	February 2024
RFI 2023-026	Leased Property Search (Hondo)	March 2024	In Progress	July/Sept 2024
RFP 2024-003	Child Care Quality Services	February 2024	In Progress	June 2024
RFP 2024-002	Professional Employer Services (PEO)	January 2024	Open	March 2024
TBD	Evaluator Services for CCQ RFP	February 2024	In Progress	April 2024
RFP 2024-005	Temporary Staffing Services	February 2024	In Progress	April 2024

Alternatives: None.

Fiscal Impact: All budgeted costs were previously approved or were included in recent budget amendments.

Recommendation: There is no action currently recommended. Future updates are to be provided, any necessary approval of the selected contractors will be requested upon completion of the RFP evaluation process for each solicitation, and a recommendation will be provided.

Next Steps: Procurement and Contracts Management proactively monitors contracts for an effort in identifying new opportunities for purchasing goods and services to leverage cost savings to WSA in support of the local plan and the mission of Workforce Solutions Alamo.

Attachments: Active contract listing with year-to-date spend and lease schedule.

SERVICES	Vendor	Estimated Yearly	Spend to Date	Remaining of Budget	Percentage
1YR VMWARE LICENSE-Virtualization Server	COMPUTER SOLUTIONS	\$31,546.00	\$ 31,524.68	\$21.32	100%
3YR VMWARE LICENSE-Virtualization Server	COMPUTER SOLUTIONS	\$10,572.72	\$ 10,572.72	\$0.00	100%
3YR WEBEX LICENSES - Web conferencing	Barcom Enterprises LLC.	\$10,440.00	\$ 10,440.00	\$0.00	100%
Adobe Pro and Creative Licenses	Consistent Computer Bargain	\$1,452.00	\$ 1,452.00	\$0.00	100%
Adult Services	C2 Global Professional Services, LLC	\$19,505,317.00	\$ 811,055.96	\$18,694,261.04	4%
Applicant Tracking System	Breezy	\$8,644.00	\$ -	\$8,644.00	0%
APPSPACE 24MOS DIGITAL SIGNS	PRESIDIO	\$29,700.00	\$ -	\$29,700.00	0%
ArcGIS-Mapping Software	ESRI	\$200.00	\$ 200.00	\$0.00	100%
Architect and Space Planning Services	LK Design Group Inc.	\$150,000.00	\$ 93,367.79	\$56,632.21	62%
Biomed Membership	Biomed SA	\$1,000.00	\$ 1,000.00	\$0.00	100%
Board Book Subscription	Board Book	\$4,000.00	\$ 4,000.00	\$0.00	100%
Boardroom Digital Display	DTS	\$6,840.00	\$ -	\$6,840.00	0%
Boerne Chamber of Commerce Membership	Boerne Chamber of Commerce	\$200.00	\$ 200.00	\$0.00	100%
Cabinet SafeManagement	Gallion	\$47,545.35	\$ 47,545.35	\$0.00	100%
CFO Augmentation Services	Collective Strategies	\$270,000.00	\$ 60,000.00	\$210,000.00	22%
Child Care Management Services	City of San Antonio, Department of Human	\$121,653,545.00	\$ -	\$121,653,545.00	0%
Child Care Quality Improvement Activity	The City of San Antonio (COSA)	\$3,935,196.00	\$ -	\$3,935,196.00	0%
Cisco Wireless Access Point Support- Pearsall	Barcom Enterprises LLC.	\$71.77	\$ 71.77	\$0.00	100%
Cognito Forms Enterprise License	Cognito	\$1,257.60	\$ 1,257.60	\$0.00	100%
Cognito Forms Enterprise License	Cognito	\$2,451.00	\$ 1,181.00	\$1,270.00	48%

SERVICES	Vendor	Estimated Yearly	Spend to Date	Remaining of Budget	Percentage
Commercial Insurance Broker	SWBC Insurance	\$0.00	\$ -	\$0.00	#DIV/0!
Commercial Janitorial Services	M & Rs Elite Janitorial Solutions	\$213,520.00	\$ 54,375.28	\$159,144.72	 25%
Commerical Real Estate Broker	PCR Brokerage San Antonio LLC	\$0.00	\$ -	\$0.00	#DIV/0!
Compliance Hotline Provider	Lighthouse Services	\$286.00	\$ 286.00	\$0.00	 100%
Data Analytic Software	LightCast	\$19,500.00	\$ -	\$19,500.00	0%
Digital Marketing Services	WebHead Technologies	\$46,786.00	\$ 39,937.04	\$6,848.96	 85%
Document Destruction	Shred-It (Stericycle)	\$15,000.00	\$ 7,619.24	\$7,380.76	 51%
Domain-WSAlamo.org	Go Daddy	\$64.32	\$ 64.32	\$0.00	 100%
E FAX for SAFB Location	Nextivia	\$278.00	\$ 211.75	\$66.25	 76%
Electrical Services	All Star Electric	\$24,400.00	\$ 2,118.90	\$22,281.10	 9%
Email outreach software	Constant Contact	\$9,252.60	\$ 9,252.60	\$0.00	 100%
E-Signature Software	DocuSign	\$45,208.80	\$ -	\$45,208.80	0%
Event Management Software	EventBrite	\$954.00	\$ -	\$954.00	0%
Executive and Professional Recruitment Service	Tranquil Multi Dynamic Advisory LLC	\$40,264.00	\$ -	\$40,264.00	0%
Financial Audit Services	ABIP, PC	\$67,050.00	\$ -	\$67,050.00	0%
Fire and Burglar Monitoring DP	ADT	\$683.40	\$ -	\$683.40	0%
Fire and Burglar Monitoring SF	ADT	\$1,452.00	\$ -	\$1,452.00	0%
Fiscal Monitoring	Christine H Nguyen, CPA	\$149,265.00	\$ 129,705.00	\$19,560.00	 87%
Gazelle Software	Abila	\$12,075.00	\$ 12,075.00	\$0.00	 100%

SERVICES	Vendor	Estimated Yearly	Spend to Date	Remaining of Budget	Percentage
Grant Writer Services	TJD Consulting	\$19,600.00	\$ 1,050.00	\$18,550.00	5%
GRAPHIC DESIGN SOFTWARE	Canva	\$119.40	\$ 119.40	\$0.00	100%
Guard Services	Vets Securing America	\$369,576.00	\$ 275,677.15	\$93,898.85	75%
Hondo Wireless Internet	AT&T	\$903.24	\$ -	\$903.24	0%
HVAC PM Services	Fixya Air, LLC	\$45,000.00	\$ 15,043.00	\$29,957.00	33%
IT Cloud Services	Freit Data Solutions, Inc.	\$98,266.00	\$ 98,266.00	\$0.00	100%
IX-3 Postage Meter	Quadient	\$4,017.00	\$ 2,471.76	\$1,545.24	62%
Job Placement and Worksite Monitoring Services	Professional Contract Services Inc.	\$180,000.00	\$ -	\$180,000.00	0%
Karnes City Chamber of Commerce	Karnes City Chamber of Commerce	\$50.00	\$ 50.00	\$0.00	100%
Language Interpreter Services	Universal Technical Translation	\$4,050.00	\$ -	\$4,050.00	0%
Leased Copier and Supplies-S Flores	Xerox Financial Services	\$23,582.00	\$ 20,045.04	\$3,536.96	85%
Leased Copier and Supplies-various locations	Xerox Financial Services	\$186,035.00	\$ 145,727.00	\$40,308.00	78%
Leased Copier and Supplies-various locations	Xerox Financial Services	\$62,220.00	\$ 40,518.00	\$21,702.00	65%
Leased Copier and Supplies-Xerox C9070	Xerox Financial Services	\$30,420.00	\$ 19,773.00	\$10,647.00	65%
Legal Services	Martin & Drought, P.C.	\$90,000.00	\$ -	\$90,000.00	0%
Locksmith	Crites Downtown Lock and Key	\$2,500.00	\$ -	\$2,500.00	0%
Maintenance Handyman Services	360TXC LLC.	\$13,860.00	\$ 9,392.00	\$4,468.00	68%
Marketing & Outreach Services	Texas Creative	\$100,000.00	\$ 83,570.68	\$16,429.32	84%
Mat Rentals	Service Uniform	\$19,000.00	\$ 11,153.00	\$7,847.00	59%

SERVICES	Vendor	Estimated Yearly	Spend to Date	Remaining of Budget	Percentage
Membership to Bandera Chamber of Commerce	Bandera Chamber of Commerce	\$250.00	\$ -	\$250.00	0%
Membership to Hondo Chamber of Commerce	Hondo Chamber of Commerce	\$150.00	\$ -	\$150.00	0%
Membership to SA Women Chamber of Commerce	SA Womens Chamber of Commerce	\$200.00	\$ -	\$200.00	0%
Microix Support & Maintence	MICROIX	\$3,673.75	\$ 3,673.75	\$0.00	100%
Microsoft Office 365 Software License	CONSISTENT COMPUTER BARGAIN	\$36,957.60	\$ 36,957.60	\$0.00	100%
MIP Maintenance & Support	Abila	\$16,185.69	\$ 16,185.69	\$0.00	100%
Monitoring, Targeting and Reporting	Agility PR Solutions	\$24,778.00	\$ 24,778.00	\$0.00	100%
Moving Services	Scobey Moving & Storage, LTD.	\$25,000.00	\$ 1,704.45	\$23,295.55	7%
National Association Workforce Board	NAWB	\$3,000.00	\$ 3,000.00	\$0.00	100%
Network and Voice Management Services	Barcom Enterprises LLC.	\$122,376.00	\$ -	\$122,376.00	0%
Netwrix Auditor for Active Directory/File Servers	FreeIT Data Solutions, Inc	\$6,103.50	\$ 6,103.50	\$0.00	100%
NEWSLETTER SUBSCRIPTION	THE BOERNE STAR	\$65.00	\$ 65.00	\$0.00	100%
Nimble Support Services	FreeIT Data Solutions, Inc	\$7,172.00	\$ 7,172.00	\$0.00	100%
North San Antonio Chamber of Commerce	NORTH SA COC	\$1,500.00	\$ 1,500.00	\$0.00	100%
Pearsall Lawn Services	Arriazola Lawn Care	\$600.00	\$ -	\$600.00	0%
Pest Control Services	Orkin LLC	\$7,982.00	\$ 483.00	\$7,499.00	6%
Pleasanton Express Newspaper	Pleasanton Express	\$40.00	\$ 40.00	\$0.00	100%
Plumbing Services	1st Aid Plumbing	\$30,000.00	\$ 410.00	\$29,590.00	1%
Postage Machine Lease: NB, MB, EG, SF, SG, KV, WZ, DP	Pitney Bowes	\$7,017.00	\$ -	\$7,017.00	0%
Printer Leases	DOCUmatation	\$32,697.00	\$ -	\$32,697.00	0%

SERVICES	Vendor	Estimated Yearly	Spend to Date	Remaining of Budget	Percentage
Procurement Platform	Bonfire	\$74,849.97	\$ 49,899.98	\$24,949.99	67%
Professional Employer Organization	SWBC	\$20,000.00	\$ -	\$20,000.00	0%
Program Monitoring Services	Christine H Nguyen, CPA	\$7,482.00	\$ -	\$7,482.00	0%
QR Code Software	Open Team	\$223.30	\$ 223.30	\$0.00	100%
RTW- Intake, Assesment and Case Management	Avance PCEP School based	\$1,993,839.00	\$ 100,907.52	\$1,892,931.48	5%
RTW- Intake, Assesment and Case Management	Chrysalis Ministries	\$5,376,545.00	\$ 830,081.74	\$4,546,463.26	15%
RTW- Intake, Assesment and Case Management	ECE at Texas A&M University	\$674,090.00	\$ 86,522.92	\$587,567.08	13%
RTW- Intake, Assesment and Case Management	Family Services Assocation of SA	\$9,432,421.00	\$ 95,379.73	\$9,337,041.27	1%
RTW- Intake, Assesment and Case Management	San Antonio Food Bank	\$6,740,910.00	\$ 602,578.53	\$6,138,331.47	9%
RTW- Intake, Assesment and Case Management	The City of San Antonio (COSA)	\$102,390,463.00		\$102,390,463.00	0%
RTW- Intake, Assesment and Case Management	YWCA Olga Madri Center	\$5,280,206.00	\$ 391,708.49	\$4,888,497.51	7%
SA Chamber of Commerce Membership	SA Chamber of Commerce	\$602.00	\$ 602.00	\$0.00	100%
SAGE ASSEST LICENSE & SUPPORT	SAGE	\$7,543.00	\$ 7,543.00	\$0.00	100%
Sales and Service Cloud Enterprise	Salesforce Inc	\$614.00	\$ 576.00	\$38.00	94%
Security Operations Center (SOC) Services	FreeIT Data Solutions, Inc	\$103,626.00	\$ 103,625.58	\$0.42	100%
Social Media Scheduling Tool Subscription	HOOTSUITE	\$455.00	\$ 229.95	\$225.05	51%
Storage Facility	SafeSite	\$16,510.00	\$ 17,428.50	(\$918.50)	106%
SWBCU Online Training Services for Staff	Southwest Business Corporation (SWBC)	\$3,000.00	\$ 1,225.00	\$1,775.00	41%
Teacher Externships	Alliance for Technology Education In Applied	\$162,500.00	\$ -	\$162,500.00	0%
Temporary Staff Services	LK Jordan	\$75,000.00	\$ 61,484.04	\$13,515.96	82%

SERVICES	Vendor	Estimated Yearly	Spend to Date	Remaining of Budget	Percentage
Temporary Staffing Services	Human Capital International, LLC dba	\$75,000.00	\$ 20,297.80	\$54,702.20	 27%
Vistana Front Doorbell Service Agreement	ADT LLC	\$1,019.00	\$ 108.00	\$911.00	 11%
Walzem Burglar Alarm System Services	True Protection LLC	\$1,848.00	\$ 559.84	\$1,288.16	 30%
Web Based IT staff Training	Solid Border	\$9,815.00	\$ 9,814.59	\$0.41	 100%
Website Operation and Maintenance Support	WebHead Technologies	\$40,614.00	\$ 40,614.00	\$0.00	 100%
Work Number Services Employment and SSN Verification Services	Carahsoft Technology	\$70,000.00	\$ -	\$70,000.00	0%
Youth Services	Serco of Texas Inc.	\$2,785,000.00	\$ 724,499.60	\$2,060,500.40	 26%



MEMORANDUM

To: Audit & Finance Committee

From: Adrian Lopez, CEO

Presented By: Jeremy Taub, Director of Procurement and Contracts

Date: February 9, 2024

Subject: RFA 2024-001: Purchase of Teacher Externship Services

Summary: *For Discussion and Possible Action:* Workforce Solutions Alamo – Board of Directors awards a contract for the purchase of Teacher Externship Program Services to Alliance for Technology Education in Applied Math and Science, ATEAMS, in the estimated annual amount of \$162,251, as requested by the Office for Workforce Programs. This purchase and any renewals are contingent upon the annual award of TWC Grant funds. ***Supporting Texas Talent and Economic Growth – Goal 2, Service Optimizers.***

Analysis: The Alamo STEM Workforce Coalition Teacher Externship (TE) Project goals are for the participating educators to:

- 1) Have an increased knowledge of skill sets needed for the top industries and occupations in high demand in the WSA 13-county region.
- 2) Enhance their teaching practices by providing professional development to create and implement externship-focused lessons.
- 3) Bring real-world problem-solving, workforce needs, and education to workforce alignment to their classroom and connect their students with businesses and industries that connect to their content area or student program of study.

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San Antonio, Texas 78207
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The scope of service includes for the contractor to provide the plan for the Teacher Externships (TE) 2024 as follows:

- Recruit externship companies/organizations from multiple sectors
- Teachers to complete hybrid externship
- Process participant applications
- Provide orientation
- Review and revise instructional materials
- Process and distribute stipends to teachers

In December 2023, a notice for a Request for Applications (RFA) was issued to solicit proposals for the purchase of Teacher Externship Program Services from qualified offerors. The two proposals received by the RFA deadline were reviewed for responsiveness and evaluated internally by the board staff. As a result of this effort, the Alliance for Technology Education in Applied Math and Science, ATEAMS, is recommended for the award on a best-value basis. The initial contract term will be effective upon awarding a twelve-month period to be stipulated in the contract and may be renewed for up to four (4) one-year contract periods contingent upon funding availability.

Alternatives: None.

Fiscal Impact: \$162,251; contingent upon grant of the annual award from The Texas Workforce Commission, TWC.

Recommendation: Upon award, WSA will negotiate with the overall ranked recommended Offeror Alliance for Technology Education in Applied Math and Science, ATEAMS. Workforce Solutions Alamo reserves the right to award the next highest-ranked offeror should contract negotiations and execution be unsuccessful.

Next Steps: Board staff will negotiate with the awarded offeror to finalize a contract and coordinate with the awarded provider for service delivery by the specifications and timelines of the RFA and TWC grant award.

Attachments: None.



Procurement & Contracts Management

Audit and Finance Committee



Procurement & Contracts Update

February 9, 2024

Jeremy Taub, CPPO

Director of Procurement and Contracts



Contract Summary and RFP Updates



<i>Solicitation</i>	<i>Purchase of</i>	<i>Opening (estimated)</i>	<i>Status</i>	<i>Anticipated Award Date</i>
RFP 2023-029	Access Control Equipment	October 2023	Under Contract	February 2024
RFI 2023-015	Lease Property Search (Kerrville)	April 2023	Pending Award	February 2024
RFA 2024-001	Teacher Externships	November 2023	Pending Award	February 2024
RFI 2023-026	Leased Property Search (Hondo)	March 2024	In Progress	July/Sept 2024
RFP 2024-003	Child Care Quality Services	February 2024	In Progress	June 2024
RFP 2024-002	Professional Employer Services (PEO)	January 2024	Open	March 2024
TBD	Evaluator Services for CCQ RFP	February 2024	In Progress	April 2024
RFP 2024-005	Temporary Staffing Services	February 2024	In Progress	April 2024



Teacher Externship Services

- Purpose – Externship for participating educators of high demand skill sets needed for the top industries and occupations.
- Scope – Contractor will work with educators to enhance their teaching practices through professional development to create and implement externship-focused lessons.
- Contractor – Alliance for Technology Education in Applied Math and Science, ATEAMS
- Term/amount – Twelve-month contract with four (4) one-year renewals, in the estimated annual amount of \$162,251, contingent upon award of TWC grant funds.





Questions



Thank you!





MEMORANDUM

To: Audit & Finance Committee
 From: Adrian Lopez, CEO
 Presented by: Gabriela Navarro Garcia, Controller
 Date: February 9, 2024
 Regarding: Financial Reports – December 31, 2023

SUMMARY: Financial reports through December 31, 2023, have been prepared for the fiscal year October 1, 2023, through September 30, 2024; the straight-line expenditure benchmark is 25% of the budget. The board regularly analyzes Corporate and Facility Budgets in addition to the Grant Summary Report to monitor budgets against actual expenditures.

CORPORATE BUDGET:

Department	% Expensed	Comments
Personnel	21.26%	This is an acceptable variance. Staff training and development will be happening within the following months.
Board Facility	20.49%	Board Facility budget is acceptable within the budget.
Equipment	13.05%	Most significant budget surplus is the cloud-based infrastructure and replacement of computers exceeding useful life.
General Office Expense	10.82%	The primary budget surplus is due timing differences, marketing, and the insurance contingency.
Professional Services	12.22%	This variance is primarily a timing difference in legal, audit, and monitoring. Legal and professional services related to temporary staffing services are utilized as needed to support the agency.
Board Training & Development	5%	This is an acceptable variance within this budget category. Board Retreat has been scheduled in March.
Total Expense	18.26%	

Corporate expenditures represent 18.26% of the annual budget, demonstrating a budget surplus of approximately 6.74% of the approved budget.

FACILITIES AND INFRASTRUCTURE BUDGET:

Department	% Expensed	Comments
Overall	19.09%	The facility expenditures represent 19.09% of the approved budget, reflecting a 5.91% straight-line budget surplus. Significant items contributing to this variance are the Mobile Workforce Center Unit and Port of San Antonio.

ACTIVE GRANTS ONLY (TWC):

Grant	End date	Budget	% Expense	Comments
24TANF	10/31/2024	6,851,831	20.84%	Grant is currently on track. We are expecting to fully expend by the end of the contract.
23TRA Trade Act	12/31/2023	\$50,400	72.09%	Expect to return \$14,066.61.
22CSL Contracted Slots	12/31/2023	\$746,230	39.54%	This was a program that providers had to apply for.
23WPA Employment Services	12/31/2023	\$1,020,888	96.03%	Expect to return \$40,486.58.
23WOS Military Family Support	12/31/2023	\$221,896	88.26%	Expect to return \$26,059.44. Contractor hired additional staff at the end of the contract period that will improve spending on next year's grant.
22WPB Training & Employment Navigator	01/31/2024	\$192,946	82.72%	We expect to expend close to 100% by the end of January.
23WS2 Middle Skills	03/31/2024	\$116,439	17.19%	The Alamo board expanded the statement of work to allow eligibility. We are projected to expend by the end of the contract period.
24WOZ Upskills & Training	07/31/2024	\$170,471	0%	This is a new program that targets training in high demand occupations.

ACTIVE GRANTS ONLY (NON-TWC):

Grant	End date	Budget	% Expense	Comments
SAF22 Workforce Academy	12/31/2024	\$100,000	35.29%	Grant was extended from 11/30/23 to 12/31/24. We are expecting to expend by mid-year.
CAP22 Capacity Building	12/31/2024	\$37,500	6.45%	This grant is used for Capacity Building, focusing on staff performance, managing technology, and strategic planning.
ASP23	03/31/2024	\$100,000	78.17%	We are expecting to expend 100%.
TOY24 Toyotetsu	04/30/2024	\$46,525	0%	Will begin to expend by February on RTW participants who meet all requirements of an approved job placement.
22RTW	3/31/2025	\$27,776,304	60.59%	This variance is primarily a timing difference. Expenditures will continue to be realized in the following months as enrollment and activities increase.

ATTACHMENTS:

Financial Statement – December 31, 2023

**Workforce Solutions Alamo
Corporate Expenditure Report
Board Fiscal Year October 01, 2023-September 30, 2024**

Report Period: 10/01/23 - 12/31/2023

25.00%

	Annual Budget	YTD Expenses	% Expended	Balance
PERSONNEL				
Salaries/Wages	\$ 4,359,985	\$ 982,421	22.53%	\$ 3,377,564
Fringe Benefits	1,153,947	234,021	20.28%	919,926
Staff Travel	160,045	28,852	18.03%	131,193
Staff Training & Development	193,250	2,356	1.22%	190,894
<i>PERSONNEL SUBTOTAL:</i>	\$ 5,867,227	\$ 1,247,649	21.26%	\$ 4,619,578
BOARD FACILITY				
Rent	\$ 461,665	\$ 103,807	22.49%	\$ 357,858
Storage	\$ 30,000	\$ 2,955	9.85%	\$ 27,045
Maintenance and Repair	35,000	1,149	3.28%	33,851
<i>FACILITY SUBTOTAL:</i>	\$ 526,665	\$ 107,911	20.49%	\$ 418,754
EQUIPMENT/RELATED COSTS				
Equipment Purchases	\$ 87,800	\$ 5,540	6.31%	\$ 82,260
Equipment Rental	15,000	3,810	25.40%	11,190
Repair & Maintenance	-	-	0.00%	-
Software Licenses & Maintenance	175,194	26,932	15.37%	148,262
<i>EQUIPMENT/RELATED COSTS SUBTOTAL:</i>	\$ 277,994	\$ 36,282	13.05%	\$ 241,712
GENERAL OFFICE EXPENSES				
Communications	\$ 47,300	\$ 11,215	23.71%	\$ 36,085
Advertising	10,000	28	0.28%	9,972
Insurances	300,000	20,477	6.83%	279,523
Office Supplies	23,700	4,243	17.90%	19,457
Postage/Shipping/Other	7,500	235	3.14%	7,265
Printing, Binding & Reproduction	20,000	1,313	6.56%	18,687
Publications & Subscriptions	13,200	1,844	13.97%	11,356
Dues	25,000	3,188	12.75%	21,812
Marketing (External)	120,000	12,002	10.00%	107,998
Miscellaneous Costs	25,000	493	1.97%	24,507
Non Federal	50,000	14,407	28.81%	35,593
<i>GENERAL OFFICE EXP SUBTOTAL:</i>	\$ 641,700	\$ 69,445	10.82%	\$ 572,255
PROFESSIONAL SERVICES				
Legal Services-Corporate	\$ 125,000	\$ 17,500	14.00%	\$ 107,500
Legal Services-Other	75,000	16,189	21.59%	58,811
Audit	75,000	-	0.00%	75,000
Monitoring (Contractor)	500,000	-	0.00%	500,000
Professional Services	1,172,110	200,183	17.08%	971,927
Payroll Fees	40,000	8,966	22.42%	31,034
<i>PROFESSIONAL SERVICES SUBTOTAL:</i>	\$ 1,987,110	\$ 242,839	12.22%	\$ 1,744,271
BOARD EXPENSES				
Board Member Travel	\$ 5,000	\$ -	0.00%	\$ 5,000
Board Member Training/Development	25,000	-	0.00%	25,000
Board Meetings & Misc. Costs	15,000	2,250	15.00%	12,750
<i>BOARD EXPENSES SUBTOTAL:</i>	\$ 45,000	\$ 2,250	5.00%	\$ 42,750
TOTAL EXPENSES				
	\$ 9,345,696	\$ 1,706,377	18.26%	\$ 7,639,319
SUMMARY:				
Personnel	\$ 5,867,227	\$ 1,247,649	21.26%	\$ 4,619,578
Board Facility	526,665	107,911	20.49%	418,754
Equipment/Related Costs	277,994	36,282	13.05%	241,712
General Office Expenses	641,700	69,445	10.82%	572,255
Professional Services	1,987,110	242,839	12.22%	1,744,271
Board Expenses	45,000	2,250	5.00%	42,750
TOTAL CORPORATE EXPENSES				
	\$ 9,345,696	\$ 1,706,377	18.26%	\$ 7,639,319

WORKFORCE SOLUTIONS ALAMO
Board Fiscal Year October 01, 2023 - September 30, 2024

Report Period: 10/01/2023-12/31/2024

Facilities & Infrastructure Report

Facilities & Infrastructure	Budgeted Amt.	YTD Expenses	% Expensed	% Straightline Benchmark	Balance
Workforce Facilities	\$ 6,567,328.00	\$ 1,480,025.43	22.54%	25.00%	\$ 5,087,303
Port SA	700,000.00	4,770.00	0.68%	25.00%	695,230
Mobile RV Unit	510,000.00	-	0.00%	25.00%	510,000
	\$ 7,777,328	\$ 1,484,795.43	19.09%	25.00%	\$ 6,292,532.57

<u>Facilities:</u>	<u>End of Lease</u>
Walzem	6/30/2024
Datapoint	3/31/2030
Datapoint - Child Care	3/31/2030
Marbach	Month to Month
S. Flores	7/31/2028
E. Houston	8/16/2030
New Braunfels	1/31/2032
Hondo	12/31/2024
Seguin	1/15/2027
Kenedy	1/30/2025
Floresville	7/31/2026
Kerrville	4/30/2024
Boerne	11/30/2026
Pleasanton	1/31/2025
Pearsall	10/31/2024
SA Foodbank	12/31/2024
Fredericksburg	No Expiration
Bandera	No Expiration

Workforce Solutions Alamo
October 1, 2023 to September 30, 2024
Grant Summary Report

GRANT	FUND	GRANT NO.	Grant Budget	Estimate YTD as 9/30/23	Balance as 9/30/23	FY24 Budget (WSA)	Exp from 10/1/23 to 12/31/23	YTD Exp 12/31/23	Balance
WIOA ADULT SERVICES	22WA1	2022WOA001	\$ 947,323.00	\$ 944,517.12	\$ 2,805.88	\$ 2,805.88	\$ 153.09	\$ 944,670.21	\$ 2,652.79
WIOA ADULT SERVICES	22WA2	2022WOA001	\$ 3,456,318.00	\$ 3,469,235.78	\$ (12,917.78)	\$ (12,917.78)	\$ (15,889.74)	\$ 3,453,346.04	\$ 2,971.96
WIOA ADULT SERVICES	23WA1	2023WOA001	\$ 1,277,859.00	\$ 690,783.38	\$ 587,075.62	\$ 587,075.62	\$ 277,019.58	\$ 967,802.96	\$ 310,056.04
WIOA ADULT SERVICES	23WA2	2023WOA001	\$ 4,244,872.00	0	\$ -	\$ 4,244,872.00	\$ 776,696.43	\$ 776,696.43	\$ 3,468,175.57
WIOA ADULT Total			\$ 9,926,372.00	\$ 5,104,536.28	\$ 576,963.72	\$ 4,821,835.72	\$ 1,037,979.36	\$ 6,142,515.64	\$ 3,783,856.36
WIOA DISLOCATED WORKER	22WD1	2022WOD001	\$ 1,184,451.00	\$ 613,031.03	\$ 571,419.97	\$ 571,419.97	\$ 227,931.17	\$ 840,962.20	\$ 343,488.80
WIOA DISLOCATED WORKER	22WD2	2022WOD001	\$ 3,996,897.00	\$ 3,896,973.22	\$ 99,923.78	\$ 99,923.78	\$ (20,917.23)	\$ 3,876,055.99	\$ 120,841.01
WIOA DISLOCATED WORKER	23WD1	2023WOD001	\$ 1,175,801.00	\$ 26,995.58	\$ 1,148,805.42	\$ 1,148,805.42	\$ 64,735.82	\$ 91,731.40	\$ 1,084,069.60
WIOA DISLOCATED WORKER	23WD2	2023WOD001	\$ 3,599,032.00	0	\$ -	\$ 3,599,032.00	\$ 1,167,214.80	\$ 1,167,214.80	\$ 2,431,817.20
WIOA DISLOCATED Total			\$ 9,956,181.00	\$ 4,536,999.83	\$ 1,820,149.17	\$ 5,419,181.17	\$ 1,438,964.56	\$ 5,975,964.39	\$ 3,980,216.61
WIOA YOUTH SERVICES	22WOY	2022WOY001	\$ 4,732,035.00	\$ 4,195,445.76	\$ 536,589.24	\$ 536,589.24	\$ (188,228.44)	\$ 4,007,217.32	\$ 724,817.68
WIOA YOUTH SERVICES	23WOY	2023WOY001	\$ 5,861,245.00	\$ 251,171.44	\$ 5,610,073.56	\$ 5,610,073.56	\$ 1,171,199.09	\$ 1,422,370.53	\$ 4,438,874.47
WIOA YOUTH Total			\$ 10,593,280.00	\$ 4,446,617.20	\$ 6,146,662.80	\$ 6,146,662.80	\$ 982,970.65	\$ 5,429,587.85	\$ 5,163,692.15
WIOA RAPID RESPONSE	23WOR	2023WOR001	\$ 59,607.00	\$ 18,701.69	\$ 40,905.31	\$ 40,905.31	\$ 8,969.11	\$ 27,670.80	\$ 31,936.20
WIOA RAPID RESPONSE Total			\$ 59,607.00	\$ 18,701.69	\$ 40,905.31	\$ 40,905.31	\$ 8,969.11	\$ 27,670.80	\$ 31,936.20
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	23TAF	2023TAF001	\$ 8,011,037.00	\$ 6,331,324.16	\$ 1,679,712.84	\$ 1,679,712.84	\$ 335,952.15	\$ 6,667,276.31	\$ 1,343,760.69
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	24TAF	2024TAF001	\$ 6,851,831.00	\$ -	\$ -	\$ 6,851,831.00	\$ 1,427,910.16	\$ 1,427,910.16	\$ 5,423,920.84
TANF Total			\$ 14,862,868.00	\$ 6,331,324.16	\$ 1,679,712.84	\$ 8,531,543.84	\$ 1,763,862.31	\$ 8,095,186.47	\$ 6,767,681.53
SUPPLEMENTAL NUTRITION ASST PRGRM - SNAP	24SNE	2024SNE001	\$ 1,283,189.00	0	\$ -	\$ 1,283,189.00	\$ 300,164.79	\$ 300,164.79	\$ 983,024.21
SNAP E&T Total			\$ 1,283,189.00	\$ -	\$ -	\$ 1,283,189.00	\$ 300,164.79	\$ 300,164.79	\$ 983,024.21
NON CUSTODIAL PARENT	24NCP	2024NCP001	\$ 437,578.00	\$ 12,207.02	\$ 425,370.98	\$ 425,370.98	\$ 123,848.29	\$ 136,055.31	\$ 301,522.69
NON CUSTODIAL PARENT Total			\$ 437,578.00	\$ 12,207.02	\$ 425,370.98	\$ 425,370.98	\$ 123,848.29	\$ 136,055.31	\$ 301,522.69
CC SRVCS FORMULA ALLOCATION-CCF	23CCF	2023CCF001	\$ 87,130,697.00	\$ 83,720,138.71	\$ 3,410,558.29	\$ 3,410,558.29	\$ 3,411,062.92	\$ 87,131,201.63	\$ (504.63)
CC SRVCS FORMULA ALLOCATION-CCF	24CCF	2024CCF001	\$ 101,978,236.00	\$ -	\$ -	\$ 101,978,236.00	\$ 12,641,693.99	\$ 12,641,693.99	\$ 89,336,542.01
CHILD CARE CCF Total			\$ 189,108,933.00	\$ 83,720,138.71	\$ 3,410,558.29	\$ 105,388,794.29	\$ 16,052,756.91	\$ 99,772,895.62	\$ 89,336,037.38
CC DVLPMNT FUND LOCAL MATCH - CCM	23CCM	2023CCM001	\$ 7,539,884.00	\$ (2,997.39)	\$ 7,542,881.39	\$ 7,542,881.39	\$ 7,542,881.39	\$ 7,539,884.00	\$ -
CHILD CARE CCM Total			\$ 7,539,884.00	\$ (2,997.39)	\$ 7,542,881.39	\$ 7,542,881.39	\$ 7,542,881.39	\$ 7,539,884.00	\$ -
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	23CCP	2023CCP001	\$ 8,115,000.00	\$ 6,119,360.86	\$ 1,995,639.14	\$ 1,995,639.14	\$ 978.34	\$ 6,120,339.20	\$ 1,994,660.80
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	24CCP	2024CCP001	\$ 4,898,565.00	\$ 546,933.25	\$ 4,351,631.75	\$ 4,351,631.75	\$ 1,783,957.26	\$ 2,330,890.51	\$ 2,567,674.49
CHILD CARE CCP Total			\$ 13,013,565.00	\$ 6,666,294.11	\$ 6,347,270.89	\$ 6,347,270.89	\$ 1,784,935.60	\$ 8,451,229.71	\$ 4,562,335.29
TRADE ACT SERVICES	23TRA	2023TRA001	\$ 50,400.00	\$ 19,170.17	\$ 31,229.83	\$ 31,229.83	\$ 17,163.22	\$ 36,333.39	\$ 14,066.61
TRADE ACT SERVICES	24TRA	2024TRA001	\$ 27,000.00	0	\$ -	\$ 27,000.00	\$ -	\$ -	\$ 27,000.00
TRADE ACT SERVICES Total			\$ 77,400.00	\$ 19,170.17	\$ 31,229.83	\$ 58,229.83	\$ 17,163.22	\$ 36,333.39	\$ 41,066.61
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	23WPA	2023WPA001	\$ 1,020,888.00	\$ 554,761.71	\$ 466,126.29	\$ 466,126.29	\$ 425,639.71	\$ 980,401.42	\$ 40,486.58
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	24WPA	2024WPA001	\$ 667,896.00	0	\$ -	\$ 667,896.00	\$ -	\$ -	\$ 667,896.00
EMPLOYMENT SERVICES Total			\$ 1,688,784.00	\$ 554,761.71	\$ 466,126.29	\$ 1,134,022.29	\$ 425,639.71	\$ 980,401.42	\$ 708,382.58
RESOURCE ADMIN GRANT	24RAG	2024RAG001	\$ 11,857.00	0	\$ -	\$ 11,857.00	\$ 2,681.45	\$ 2,681.45	\$ 9,175.55
RESOURCE ADMIN GRANT Total			\$ 11,857.00	\$ -	\$ -	\$ 11,857.00	\$ 2,681.45	\$ 2,681.45	\$ 9,175.55
TEXAS VETERANS COMMISSION	24TVC	2024TVC001	\$ 284,084.00	0	\$ -	\$ 284,084.00	\$ 73,691.57	\$ 73,691.57	\$ 210,392.43
VETERANS EMPLOYMENT SERVICE Total			\$ 284,084.00	\$ -	\$ -	\$ 284,084.00	\$ 73,691.57	\$ 73,691.57	\$ 210,392.43

**Workforce Solutions Alamo
October 1, 2023 to September 30, 2024
Grant Summary Report**

GRANT	FUND GRANT NO.	Grant Budget	Estimate YTD as 9/30/23	Balance as 9/30/23	FY24 Budget (WSA)	Exp from 10/1/23 to 12/31/23	YTD Exp 12/31/23	Balance
CC QUALITY - CCQ	23CCQ 2023CCQ001	\$ 5,820,249.00	\$ 3,273,215.35	\$ 2,547,033.65	\$ 2,547,033.65	\$ 1,725,944.21	\$ 4,999,159.56	\$ 821,089.44
CC QUALITY - CCQ	24CCQ 2024CCQ001	\$ 6,246,767.00	0	\$ -	\$ 6,246,767.00	\$ 357,391.02	\$ 357,391.02	\$ 5,889,375.98
CCQ QUALITY Total		\$ 12,067,016.00	\$ 3,273,215.35	\$ 2,547,033.65	\$ 8,793,800.65	\$ 2,083,335.23	\$ 5,356,550.58	\$ 6,710,465.42
CHILD CARE - TRS CONTRACTED SLOTS	22CSL 2022SCSL001	\$ 746,230.00	\$ 233,440.54	\$ 512,789.46	\$ 512,789.46	\$ 61,655.14	\$ 295,095.68	\$ 451,134.32
CHILD CARE - TRS CONTRACTED SLOTS - Total		\$ 746,230.00	\$ 233,440.54	\$ 512,789.46	\$ 512,789.46	\$ 61,655.14	\$ 295,095.68	\$ 451,134.32
WORKFORCE COMMISSION INITIATIVES	24WCI 2024WCI001	\$ 94,250.00	0	\$ -	\$ 94,250.00	\$ 41,721.11	\$ 41,721.11	\$ 52,528.89
WORKFORCE COMMISSION INITIATIVES Total		\$ 94,250.00	\$ -	\$ -	\$ 94,250.00	\$ 41,721.11	\$ 41,721.11	\$ 52,528.89
REEMPLOYMENT SERVICES - REA	23REA 2023REA001	\$ 935,000.00	\$ 819,070.82	\$ 115,929.18	\$ 115,929.18	\$ (10,872.59)	\$ 808,198.23	\$ 126,801.77
REEMPLOYMENT SERVICES - REA	24REA 2024REA001	\$ 920,073.00	0	\$ -	\$ 920,073.00	\$ 133,223.78	\$ 133,223.78	\$ 786,849.22
REEMPLOYMENT Total		\$ 1,855,073.00	\$ 819,070.82	\$ 115,929.18	\$ 1,036,002.18	\$ 122,351.19	\$ 941,422.01	\$ 913,650.99
MILITARY FAMILY SUPPORT PROGRAM	23WOS 2023WOS001	\$ 221,896.00	\$ 128,650.35	\$ 93,245.65	\$ 93,384.56	\$ 67,186.21	\$ 195,836.56	\$ 26,059.44
MILITARY FAMILY SUPPORT PROGRAM	24WOS 2024WOS001	\$ 221,896.00	0	\$ -	\$ 221,896.00	0	\$ 221,896.00	\$ 221,896.00
MILITARY FAMILY SUPPORT Total		\$ 443,792.00	\$ 128,650.35	\$ 93,245.65	\$ 315,280.56	\$ 67,186.21	\$ 195,836.56	\$ 247,955.44
STUDENT HIREABILITY NAVIIGATOR	18HN5 3024VRS056	\$ 210,000.00	\$ 19,572.47	\$ 190,427.53	\$ 190,427.53	\$ 46,553.52	\$ 66,125.99	\$ 143,874.01
STUDENT HIREABILITY NAVIGATOR Total		\$ 210,000.00	\$ 19,572.47	\$ 190,427.53	\$ 190,427.53	\$ 46,553.52	\$ 66,125.99	\$ 143,874.01
VOCATIONAL REHABILITATION-VR INFRA SPVRT	24COL 2024COL001	\$ 535,919.54	\$ 42,490.45	\$ 493,429.09	\$ 493,429.09	\$ 135,293.51	\$ 177,783.96	\$ 358,135.58
VR-INFRA SUPPORT Total		\$ 535,919.54	\$ 42,490.45	\$ 493,429.09	\$ 493,429.09	\$ 135,293.51	\$ 177,783.96	\$ 358,135.58
PAID WORK EXPERIENCE (PWE)	24PWE 3024VRS107	\$ 187,500.00	0	\$ -	\$ 187,500.00	\$ 468.18	\$ 468.18	\$ 187,031.82
PAID WORK EXPERIENCE (PWE) Total		\$ 187,500.00	\$ -	\$ -	\$ 187,500.00	\$ 468.18	\$ 468.18	\$ 187,031.82
WIOA - UPSKILLING AND TRAINING	24WOZ 2024WOZ001	\$ 170,471.00	0	\$ -	\$ 170,471.00	0	\$ 170,471.00	\$ 170,471.00
WIOA - UPSKILLS AND TRAINING Total		\$ 170,471.00	\$ -	\$ -	\$ 170,471.00	\$ -	\$ -	\$ 170,471.00
TRAINING & EMPLOYMENT NAVIGATOR PILOT	22WPB 2022WPB002	\$ 192,946.00	\$ 139,720.06	\$ 53,225.94	\$ 53,225.94	\$ 19,893.29	\$ 159,613.35	\$ 33,332.65
TRAINING & EMPLOYMENT NAVIGATOR PILOT Total		\$ 192,946.00	\$ 139,720.06	\$ 53,225.94	\$ 53,225.94	\$ 19,893.29	\$ 159,613.35	\$ 33,332.65
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJECT	23WS2 2023WOS002	\$ 116,439.00	\$ 523.44	\$ 115,915.56	\$ 115,915.56	\$ 19,493.93	\$ 20,017.37	\$ 96,421.63
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJECT Total		\$ 116,439.00	\$ 523.44	\$ 115,915.56	\$ 115,915.56	\$ 19,493.93	\$ 20,017.37	\$ 96,421.63
TEACHER EXTERNSHIP	23EXT 2023EXT001	\$ 200,000.00	\$ 192,252.87	\$ 7,747.13	\$ 7,747.13	\$ 7,130.50	\$ 199,383.37	\$ 616.63
TEACHER EXTERNSHIP	23EX2 2023EXT002	\$ 106,726.00	\$ 41,116.75	\$ 65,609.25	\$ 65,609.25	\$ 37,874.64	\$ 78,991.39	\$ 27,734.61
TEACHER EXTERNSHIP Total		\$ 306,726.00	\$ 233,369.62	\$ 73,356.38	\$ 73,356.38	\$ 45,005.14	\$ 278,374.76	\$ 28,351.24
SUMMER EARN & LEARN (SEAL)	22VR1 3022VRS045	\$ 900,000.00	\$ 637,439.82	\$ 262,560.18	\$ 262,560.18	\$ (11,657.38)	\$ 625,782.44	\$ 274,217.56
SUMMER EARN & LEARN (SEAL)	23VR1 3022VRS045	\$ 900,000.00	0	\$ -	\$ 900,000.00	\$ 55,613.03	\$ 55,613.03	\$ 844,386.97
SEAL Total		\$ 1,800,000.00	\$ 637,439.82	\$ 262,560.18	\$ 1,162,560.18	\$ 43,955.65	\$ 681,395.47	\$ 1,118,604.53
SAN ANTONIO AREA FOUNDATION-WORKFORCE ACADEMY	SAF22	\$ 100,000.00	\$ 35,266.63	\$ 64,733.37	\$ 64,733.37	\$ 25.00	\$ 35,291.63	\$ 64,708.37
SAN ANTONIO AREA FOUNDATION-CAPACITY BUILDING	CAP22	\$ 37,500.00	\$ 799.00	\$ 36,701.00	\$ 36,701.00	\$ 1,620.00	\$ 2,419.00	\$ 35,081.00
SAN ANTONIO AREA FOUNDATION TOTAL		\$ 137,500.00	\$ 36,065.63	\$ 101,434.37	\$ 101,434.37	\$ 1,645.00	\$ 37,710.63	\$ 99,789.37
ASPEN INSTITUTE	ASP23	\$ 100,000.00	\$ 45,763.56	\$ 54,236.44	\$ 54,236.44	\$ 32,406.51	\$ 78,170.07	\$ 21,829.93
ASPEN INSTITUTE TOTAL		\$ 100,000.00	\$ 45,763.56	\$ 54,236.44	\$ 54,236.44	\$ 32,406.51	\$ 78,170.07	\$ 21,829.93
TOYOTETSU PILOT PROGRAM (RTW)	TOY24	\$ 46,525.00	0	\$ -	\$ 46,525.00	0	\$ 46,525.00	\$ 46,525.00
TOYOTETSU PILOT PROGRAM TOTAL		\$ 46,525.00	\$ -	\$ -	\$ 46,525.00	\$ -	\$ -	\$ 46,525.00
READY TO WORK-COSA	22RTW	\$ 27,776,304.00	\$ 12,662,259.33	\$ 15,114,044.67	\$ 15,114,044.67	\$ 4,167,565.60	\$ 16,829,824.93	\$ 10,946,479.07
READY TO WORK-COSA TOTAL		\$ 27,776,304.00	\$ 12,662,259.33	\$ 15,114,044.67	\$ 15,114,044.67	\$ 4,167,565.60	\$ 16,829,824.93	\$ 10,946,479.07
GRAND TOTAL		\$ 305,630,273.54	\$ 129,679,334.93	\$ 48,215,459.61	\$ 175,951,077.52	\$ 38,445,038.13	\$ 168,124,373.06	\$ 137,505,900.48

Workforce Solutions Alamo
October 1, 2023 to September 30, 2024
Grant Summary Report

GRANT	FUND	Grant End Date	GRANT NO.	Grant Budget	YTD Exp 12/31/23	Balance	Grant Expended 12/31/23	Months Remaining
WIOA ADULT SERVICES	22WA1	6/30/2024	2022WOA001	\$ 947,323.00	\$ 944,670.21	\$ 2,652.79	99.72%	6
WIOA ADULT SERVICES	22WA2	6/30/2024	2022WOA001	\$ 3,456,318.00	\$ 3,453,346.04	\$ 2,971.96	99.91%	6
WIOA ADULT SERVICES	23WA1	6/30/2025	2023WOA001	\$ 1,277,860.00	\$ 967,802.96	\$ 310,057.04	75.74%	18
WIOA ADULT SERVICES	23WA2	6/30/2025	2023WOA001	\$ 4,244,871.00	\$ 776,696.43	\$ 3,468,174.57	18.30%	18
WIOA ADULT Total				\$ 9,926,372.00	\$ 6,142,515.64	\$ 3,783,856.36		
WIOA DISLOCATED WORKER	22WD1	6/30/2024	2022WOD001	\$ 1,184,451.00	\$ 840,962.20	\$ 343,488.80	71.00%	6
WIOA DISLOCATED WORKER	22WD2	6/30/2024	2022WOD001	\$ 3,996,897.00	\$ 3,876,055.99	\$ 120,841.01	96.98%	6
WIOA DISLOCATED WORKER	23WD1	6/30/2025	2023WOD001	\$ 1,175,801.00	\$ 91,731.40	\$ 1,084,069.60	7.80%	18
WIOA DISLOCATED WORKER	23WD2	6/30/2025	2023WOD001	\$ 3,599,032.00	\$ 1,167,214.80	\$ 2,431,817.20	32.43%	18
WIOA DISLOCATED Total				\$ 9,956,181.00	\$ 5,975,964.39	\$ 3,980,216.61		
WIOA YOUTH SERVICES	22WOY	6/30/2024	2022WOY001	\$ 4,732,035.00	\$ 4,007,217.32	\$ 724,817.68	84.68%	6
WIOA YOUTH SERVICES	23WOY	6/30/2025	2023WOY001	\$ 5,861,245.00	\$ 1,422,370.53	\$ 4,438,874.47	24.27%	18
WIOA YOUTH Total				\$ 10,593,280.00	\$ 5,429,587.85	\$ 724,817.68		
WIOA RAPID RESPONSE	23WOR	6/30/2024	2023WOR001	\$ 59,607.00	\$ 27,670.80	\$ 31,936.20	46.42%	6
WIOA RAPID RESPONSE Total				\$ 59,607.00	\$ 27,670.80	\$ 31,936.20		
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	24TAF	10/31/2024	2024TAF001	\$ 6,851,831.00	\$ 1,427,910.16	\$ 5,423,920.84	20.84%	10
TANF Total				\$ 6,851,831.00	\$ 1,427,910.16	\$ 5,423,920.84		
SUPPLEMENTAL NUTRITION ASST PRGRM - SNAP	24SNE	9/30/2024	2024SNE001	\$ 1,283,189.00	\$ 300,164.79	\$ 983,024.21	23.39%	9
SNAP E&T Total				\$ 1,283,189.00	\$ 300,164.79	\$ 983,024.21		
NON CUSTODIAL PARENT	24NCP	9/30/2024	2024NCP001	\$ 437,578.00	\$ 136,055.31	\$ 301,522.69	31.09%	9
NON CUSTODIAL PARENT Total				\$ 437,578.00	\$ 136,055.31	\$ 301,522.69		
CC SRVCS FORMULA ALLOCATION-CCF	23CCF	12/31/2023	2023CCF001	\$ 87,130,697.00	\$ 87,131,201.63	\$ (504.63)	100.00%	
CC SRVCS FORMULA ALLOCATION-CCF	24CCF	12/31/2024	2024CCF001	\$ 101,978,236.00	\$ 12,641,693.99	\$ 89,336,542.01	12.40%	12
CHILD CARE CCF Total				\$ 189,108,933.00	\$ 99,772,895.62	\$ 89,336,037.38		
CC DVLPMNT FUND LOCAL MATCH - CCM	23CCM	12/31/2023	2023CCM001	\$ 7,539,884.00	\$ -	\$ 7,539,884.00	0.00%	
CHILD CARE CCM Total				\$ 7,539,884.00	\$ -	\$ 7,539,884.00		
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	23CCP	12/31/2023	2023CCP001	\$ 8,115,000.00	\$ 6,120,339.20	\$ 1,994,660.80	75.42%	
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	24CCP	12/31/2024	2024CCP001	\$ 4,898,565.00	\$ 2,330,890.51	\$ 2,567,674.49	47.58%	12
CHILD CARE CCP Total				\$ 13,013,565.00	\$ 8,451,229.71	\$ 4,562,335.29		
TRADE ACT SERVICES	23TRA	12/31/2023	2023TRA001	\$ 50,400.00	\$ 36,333.39	\$ 14,066.61	72.09%	
TRADE ACT SERVICES	24TRA	9/30/2024	2024TRA001	\$ 27,000.00	\$ -	\$ 27,000.00	0.00%	9
TRADE ACT SERVICES Total				\$ 77,400.00	\$ 36,333.39	\$ 41,066.61		
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	23WPA	12/31/2023	2023WPA001	\$ 1,020,888.00	\$ 980,401.42	\$ 40,486.58	96.03%	
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	24WPA	12/31/2024	2024WPA001	\$ 667,896.00	\$ -	\$ 667,896.00	0.00%	12
EMPLOYMENT SERVICES Total				\$ 1,020,888.00	\$ 980,401.42	\$ 708,382.58		
RESOURCE ADMIN GRANT	24RAG	9/30/2024	2024RAG001	\$ 11,857.00	\$ 2,681.45	\$ 9,175.55	22.61%	9
RESOURCE ADMIN GRANT Total				\$ 11,857.00	\$ 2,681.45	\$ 9,175.55		
TEXAS VETERANS COMMISSION	24TVC	9/30/2024	2024TVC001	\$ 284,084.00	\$ 73,691.57	\$ 210,392.43	25.94%	9
TEXAS VETERANS COMMISSION Total				\$ 284,084.00	\$ 73,691.57	\$ 210,392.43		
CC QUALITY - CCQ	24CCQ	10/31/2024	2024CCQ001	\$ 6,246,767.00	\$ 357,391.02	\$ 5,889,375.98	5.72%	10

Workforce Solutions Alamo
October 1, 2023 to September 30, 2024
Grant Summary Report

GRANT	FUND	Grant End Date	GRANT NO.	Grant Budget	YTD Exp 12/31/23	Balance	Grant Expended 12/31/23	Months Remaining
CCQ QUALITY Total				\$ 6,246,767.00	\$ 357,391.02	\$ 5,889,375.98		
CHILD CARE - TRS CONTRACTED SLOTS	22CSL	12/31/2023	2022CSL001	\$ 746,230.00	\$ 295,095.68	\$ 451,134.32	39.54%	
CHILD CARE - TRS CONTRACTED SLOTS Total				\$ 746,230.00	\$ 295,095.68	\$ 451,134.32		
WORKFORCE COMMISSION INITIATIVES	24WCI	9/30/2024	2024WCI001	\$ 94,250.00	\$ 41,721.11	\$ 52,528.89	44.27%	9
WORKFORCE COMMISSION INITIATIVES Total				\$ 94,250.00	\$ 41,721.11	\$ 52,528.89		
REEMPLOYMENT SERVICES - REA	23REA	3/31/2024	2023REA001	\$ 935,000.00	\$ 808,198.23	\$ 126,801.77	86.44%	3
REEMPLOYMENT SERVICES - REA	24REA	9/30/2024	2024REA001	\$ 920,073.00	\$ 133,223.78	\$ 786,849.22	14.48%	9
REEMPLOYMENT Total				\$ 1,855,073.00	\$ 941,422.01	\$ 913,650.99		
MILITARY FAMILY SUPPORT PROGRAM	23WOS	12/31/2023	2023WOS001	\$ 221,896.00	\$ 195,836.56	\$ 26,059.44	88.26%	
MILITARY FAMILY SUPPORT PROGRAM	24WOS	1/31/2025	2024WOS001	\$ 221,896.00	0	\$ 221,896.00	0.00%	13
MILITARY FAMILY SUPPORT Total				\$ 443,792.00	\$ 195,836.56	\$ 247,955.44		
STUDENT HIREABILITY NAVIGATOR	18HN5	8/31/2024	3024VRS056	\$ 210,000.00	\$ 66,125.99	\$ 143,874.01	31.49%	8
STUDENT HIREABILITY NAVIGATOR Total				\$ 210,000.00	\$ 66,125.99	\$ 143,874.01		
VOCATIONAL REHABILITATION-VR INFRA SPRT	24COL	8/31/2024	2024COL001	\$ 535,919.54	\$ 177,783.96	\$ 358,135.58	33.17%	8
VR-INFRA SUPPORT Total				\$ 535,919.54	\$ 177,783.96	\$ 358,135.58		
PAID WORK EXPERIENCE (PWE)	24PWE	9/30/2025	3024VRS107	\$ 187,500.00	\$ 468.18	\$ 187,031.82	0.25%	21
PAID WORK EXPERIENCE (PWE) Total				\$ 187,500.00	\$ 468.18	\$ 187,031.82		
WIOA - UPSKILLING AND TRAINING	24WOZ	7/31/2024	2024WOZ001	\$ 170,471.00	0	\$ 170,471.00	0.00%	7
WIOA - UPSKILLS AND TRAINING Total				\$ 170,471.00	\$ -	\$ 170,471.00		
TRAINING & EMPLOYMENT NAVIGATOR	22WPB	1/31/2024	2022WPB002	\$ 192,946.00	\$ 159,613.35	\$ 33,332.65	82.72%	1
TRAINING & EMPLOYMENT NAVIGATOR Total				\$ 192,946.00	\$ 159,613.35	\$ 33,332.65		
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJ	23WS2	3/31/2024	2023WOS002	\$ 116,439.00	\$ 20,017.37	\$ 96,421.63	17.19%	3
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJECT				\$ 116,439.00	\$ 20,017.37	\$ 96,421.63		
TEACHER EXTERNSHIP	23EXT	2/28/2024	2023EXT001	\$ 200,000.00	\$ 199,383.37	\$ 616.63	99.69%	2
TEACHER EXTERNSHIP	23EX2	2/29/2024	2023EXT002	\$ 106,726.00	\$ 78,991.39	\$ 27,734.61	74.01%	2
TEACHER EXTERNSHIP Total				\$ 306,726.00	\$ 278,374.76	\$ 28,351.24		
SUMMER EARN & LEARN (SEAL)	22VR1	9/30/2023	3021VRS073	\$ 900,000.00	\$ 625,782.44	\$ 274,217.56	69.53%	
SUMMER EARN & LEARN (SEAL)	23VR1	9/30/2024	3021VRS073	\$ 900,000.00	\$ 55,613.03	\$ 844,386.97	6.18%	9
SEAL Total				\$ 1,800,000.00	\$ 681,395.47	\$ 1,118,604.53		
SAN ANTONIO AREA FOUNDATION-WORKFORCE AC/ SAF22		11/30/2023		\$ 100,000.00	\$ 35,291.63	\$ 64,708.37	35.29%	
SAN ANTONIO AREA FOUNDATION-CAPACITY BUILDII CAP22		11/30/2023		\$ 37,500.00	\$ 2,419.00	\$ 35,081.00	6.45%	
SAN ANTONIO AREA FOUNDATION Total				\$ 137,500.00	\$ 37,710.63	\$ 99,789.37		
ASPEN INSTITUTE	ASP23	3/31/2024		\$ 100,000.00	\$ 78,170.07	\$ 21,829.93	78.17%	3
ASPEN INSTITUTE TOTAL				\$ 100,000.00	\$ 78,170.07	\$ 21,829.93		
TOYOTETSU PILOT PROGRAM (RTW)	TOY24	4/30/2024		\$ 46,525.00	0	\$ 46,525.00	0.00%	4
TOYOTETSU PILOT PROGRAM TOTAL				\$ 46,525.00	\$ -	\$ 46,525.00		
READY TO WORK-COSA	22RTW	3/31/2025		\$ 27,776,304.00	\$ 16,829,824.93	\$ 10,946,479.07	60.59%	15
READY TO WORK-COSA TOTAL				\$ 27,776,304.00	\$ 16,829,824.93	\$ 10,946,479.07		
GRAND TOTAL				\$ 291,131,091.54	\$ 148,918,053.19	\$ 138,442,059.88		



MEMORANDUM

To: Audit & Finance Committee

From: Adrian Lopez, CEO

Presented By: Gabriela Navarro Garcia, Controller, and Angela Bush, CFO Consultant

Date: February 9, 2024

Subject: FY24 Budget Amendment #1

Summary: The board staff prepares a budget based on the assumption of planned allocations from the Texas Workforce Commission and anticipated carryover funds from existing contracts. The budget is prepared by utilizing Texas Workforce Commission planning estimates and forecasting contractor expenditures before actual budgets and allocations are received. Budget Amendment #1 provides a reconciliation of actual to those estimates.

Analysis: The board requests approval to increase the budget from \$192,112,907 to \$197,870,857, an increase of \$5,757,950, or approximately 3%. The increase is primarily in service delivery, with \$5,381,483 in Childcare Quality and Ready-to-Work; additional adjustments are summarized below.

Corporate: Corporate expenditures were initially budgeted at \$9,345,696. The board is requesting \$110,000, or approximately 1%, increase to \$9,455,697, which reflects the following increases in Marketing (\$50,000), Non-Federal (\$50,000), and Payroll Service Fees (\$10,000). Payroll Service Fees are currently out for bid; if a new vendor is selected, additional costs may be related to the transition.

Reserve: The reserve was initially budgeted at \$10,91,296. The board is projecting a \$110,802 increase, or approximately 1%. This represents adjusting Ready to Work (RTW) and Summer Earn and Learn (SEAL) project surpluses. We are projecting a \$250,000 surplus in RTW, *which should be reserved for questioned costs until the final program closeout*, and \$75,000 in SEAL.

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Projects: Projects were initially budgeted at \$94,250, which represented TWC Workforce Initiatives that include jobs fairs such as Red White and YOU!, and youth job fairs. Currently, \$41,721 of these funds have been expended. The board is requesting to increase the project by \$155,666.

- San Antonio Area Foundation and the Aspen Institute support initiatives that have been extended into FY24. These initiatives focus on Capacity Building, the Workforce Academy, and the completion of the Aspen Initiative. These programs represent an additional \$101,429.

Service Delivery: The reconciliation of actual carryover funds, closeouts, and awards increased Service Delivery by approximately \$5,381,843. The primary program adjustments are as follows:

Adult	RESEA	\$	195,993
Adult	TANF		(1,164,611)
Adult	Middle Skills		57,695
Adult	Upskill & Training		170,471
Adult	Misc. Adjustments		(316,977)
Adult	Ready to Work		3,697,343
Adult	Toyota Foundation		46,525
Child Care	Discretionary		1,518,051
Child Care	Mandatory		(1,551,657)
Child Care	Contracted Slots		(216,968)
Child Care	Quality		568,479
Child Care	Quality-Providers		2,450,000
Special	Teacher Externship		(75,446)
Special	Summer Earn & Learn		(14,214)
Youth			<u>16,799</u>
Total		\$	5,381,482

Alternatives: None

Fiscal Impact: Increase the budget from \$192,112,907 to \$197,870,857, an increase of \$5,757,950, or approximately 3%.

Recommendation: Increase the budget from \$192,112,907 to \$197,870,857, an increase of \$5,757,950, or approximately 3%.

Next Steps: Board staff will continue to monitor expenditures and report any significant variance through a subsequent budget amendment.

Workforce Solutions Alamo FY24
Budget Amendment #1
October 1, 2023-September 30, 2024

Budget Comparison- FY24 Initial Budget to FY24 Budget Amendment #1									
Budget Category	FY24 Approved Budget	FY24 Actuals (Dec'23)	Exp. %	FY24 Forecast	FY24 Projected Expenditures	FY24 Proposed Budget Amendment #1	Increase/Decrease (\$)	Increase/Decrease (%)	Budget Justification
Salaries	\$ 4,359,985	\$ 982,421	23%	\$ 3,377,564	77.47%	\$ 4,359,985	\$ -	0.00%	
Fringe Benefits	1,153,947.00	234,021	20%	919,926.00	79.72%	1,153,947	-	0.00%	
Staff Travel	160,045.00	28,852	18%	131,193.00	81.97%	160,045	-	0.00%	
Staff Development	193,250.00	2,356	1%	190,894.00	98.78%	193,250	-	0.00%	
Total Personnel	\$ 5,867,227	\$ 1,247,650	21%	\$ 4,619,577	78.74%	\$ 5,867,227	\$ -	0.00%	
Corporate -Facilities	526,665	107,911	20%	418,754	79.51%	526,665	-	0.00%	
Corporate -Equipment Related	277,994	36,282	13%	241,712	86.95%	277,994	-	0.00%	
Corporate -General Office	641,700	69,445	11%	597,255	93.07%	741,700	100,000	15.58%	Non-Federal & Marketing
Corporate - Professional Services	1,987,110	242,839	12%	1,744,271	87.78%	1,997,110	10,000	0.50%	Payroll Fees
Corporate - Board of Directors	45,000	2,250	5%	42,750	95.00%	45,000	-	0.00%	
Corporate Total	\$ 9,345,696	\$ 1,706,377	18%	\$ 7,664,319	82.01%	\$ 9,455,696	\$ 110,000	1.18%	
Facilities	7,777,328	1,484,795	19%	6,292,533	80.91%	7,777,328	-	0.00%	
Reserve	10,891,296	-	0%	10,605,494	97.38%	11,002,098	110,802	1.02%	Increase Surplus
Projects	94,250	58,529	62%	249,616	264.84%	249,916	155,666	165.16%	SAFD-ASPEN
Service Delivery	164,004,337	35,195,337	21%	66,612,917	40.62%	169,385,819	5,381,482	3.28%	
Facilities & Service Delivery	\$ 182,767,211	\$ 36,738,661	20%	\$ 83,760,560	45.83%	\$ 188,415,161	\$ 5,647,950	3.09%	
Total Budget	\$ 192,112,907	\$ 38,445,038	20%	\$ 91,424,879	47.59%	\$ 197,870,857	\$ 5,757,950	3.00%	

Workforce Solutions Alamo FY24 Budget Amendment #1
October 1, 2023-September 30, 2024

					REVENUE BUDGET
FUNDING SOURCE	CFDA	End Date	ANNUAL BUDGET	BUDGET AMENDMENT #1	BUDGET AMENDMENT #1
ADULT-MIDDLE SKILLS GRANT	ADULT-17.258	3/31/2024	58,220.00	57,695.00	115,915.00
ADULT-MILITARY FAMILY SUPPORT - BEXAR ONLY	ADULT-17.258	12/31/2024	323,144.45	(15,571.12)	307,573.33
ADULT-NON CUSTODIAL PARENT-BEXAR ONLY	TANF-93.558	9/30/2024	437,578.00	24,259.83	461,837.83
ADULT-RE-EMPLOYMENT SERVICES	UI-17.225	9/30/2024	850,280.00	196,594.77	1,046,874.77
ADULT-SNAP E&T	SNAP-10.561	9/30/2023	1,326,152.00	(42,963.00)	1,283,189.00
ADULT-STUDENT HIREABILITY NAVIAGATOR	VR	8/31/2024	209,300.00	700.00	210,000.00
ADULT-TANF	TANF-93.558	10/31/2023	8,373,248.65	(1,185,463.50)	7,187,785.15
ADULT-TRADE ACT SERVICES	TAA-17.245	12/31/2023	46,780.00	(9,366.78)	37,413.22
ADULT-TRAINING & EMPLOYMENT NAVIGATOR (PILOT PROGRAM)	WPA-17.207	10/31/2023	220,127.32	(84,418.85)	135,708.47
ADULT-VRS PAID WORK EXPERIENCE	VR	9/30/2023	225,000.00	(37,500.00)	187,500.00
ADULT-WIOA ADULT	ADULT-17.258	6/30/2025	5,669,734.00	(157,114.90)	5,512,619.10
ADULT-WIOA UPSKILL AND TRAINING	ADULT-17.258	7/31/2024	-	170,471.00	170,471.00
ADULT-WIOA DISLOCATED	DW-17.278	6/30/2025	5,515,552.00	(69,315.25)	5,446,236.75
ADULT-WIOA RAPID RESPONSE	DW-17.278	6/30/2024	59,607.00	-	59,607.00
CHILD CARE CCDF-DISCRETIONARY	CCDF-93.575	12/31/2025	97,620,342.00	1,518,265.92	99,138,607.92
CHILD CARE CCDF-MANDATORY	CCDF-93.575	12/31/2025	6,250,691.00	-	6,250,691.00
CHILD CARE CCM-MATCH	CCDF-93.596	12/31/2025	15,124,070.00	-	15,124,070.00
CHILD CARE CCP-DFPS PROTECTIVE SERVICES	CCDF-93.575	8/31/2024	7,151,657.40	(1,551,657.40)	5,600,000.00
CHILD CARE CONTRACT SLOTS	CCDF-93.575	12/31/2023	512,064.00	(216,968.00)	295,096.00
CHILD CARE QUALITY	CCDF-93.575	10/31/2024	2,958,898.00	563,813.00	3,522,711.00
CHILD CARE QUALITY PROVIDER ONLY	CCDF-93.575	10/31/2024	2,000,000.00	2,450,000.00	4,450,000.00
CITY OF SAN ANTONIO-READY TO WORK -BEXAR ONLY	CITY GENERAL	3/31/2025	27,776,304.00	3,784,087.00	31,560,391.00
FACILITIES-EMPLOYMENT SERVICES	ES-17.207	12/31/2023	146,105.58	279,534.13	425,639.71
FACILITIES-EMPLOYMENT SERVICES	ES-17.207	12/31/2024	772,072.60	(104,176.60)	667,896.00
FACILITIES-INFRA SUPPORT VR	VR-REIMB	8/31/2024	537,342.00	865.59	538,207.59
FACILITIES-VETERANS EMPLOYMENT SERVICE	ES-17.801	9/30/2024	284,084.00	-	284,084.00
SPECIAL-RESOURCE ADMIN GRANT	ES-17.207	9/30/2024	11,857.00	-	11,857.00
SPECIAL-SUMMER EARN & LEARN	VR	8/31/2024	900,000.00	-	900,000.00
SPECIAL-TEACHERS EXTERNSHIP	DW-17.278	1/31/2024	220,000.00	(75,400.00)	144,600.00
SPECIAL-WORK COMMISSION INITIATIVES	ADULT-17.258	9/30/2024	94,250.00	-	94,250.00
SPECIAL-SAF WORKFORCE ACADEMY	PRIVATE	12/31/2024	-	64,728.37	64,728.37
SPECIAL-SAF CAPACITY BUILDING	PRIVATE	12/31/2024	-	36,701.00	36,701.00
SPECIAL- ASPEN INSTITUTE	PRIVATE	3/31/2024	-	54,236.44	54,236.44
SPECIAL-TOYOTETSU	PRIVATE	4/30/2024	-	46,525.00	46,525.00
UNRESTRICTED-NON-FEDERAL	Z-UNRESTRICTED	9/30/2024	50,000.00	50,000.00	100,000.00
YOUTH-WIOA YOUTH	YOUTH-17.259	6/30/2025	6,388,446.00	9,388.24	6,397,834.24
Total			\$ 192,112,907.00	\$ 5,757,949.89	\$ 197,870,856.90

Workforce Solutions Alamo FY24 Budget Amendment #1
October 1, 2023-September 30, 2024

FUNDING SOURCE	EXPENDITURES					
	CORPORATE BUDGET	FACILITIES TOTAL	PROJECTS	SERVICE DELIVERY		
				CONTRACTOR	CLIENT TOTAL	RESERVE
ADULT-MIDDLE SKILLS GRANT	-	-		-	115,915.00	-
ADULT-MILITARY FAMILY SUPPORT - BEXAR ONLY	-	-		275,258.93	32,314.40	-
ADULT-NON CUSTODIAL PARENT-BEXAR ONLY	85,153.43	44,504.70		265,743.77	66,435.94	-
ADULT-RE-EMPLOYMENT SERVICES	81,410.93	-		965,463.84	-	-
ADULT-SNAP E&T	199,483.10	279,306.81		643,519.27	160,879.82	-
ADULT-STUDENT HIREABILITY NAVIAGATOR	115,123.82	-		94,876.18	-	-
ADULT-TANF	1,280,553.18	874,414.00		4,026,254.37	1,006,563.59	-
ADULT-TRADE ACT SERVICES	2,339.00	-		-	35,074.22	-
ADULT-TRAINING & EMPLOYMENT NAVIGATOR (PILOT PROGRAM)	-	-		135,708.47	-	-
ADULT-VRS PAID WORK EXPERIENCE	-	-		-	187,500.00	-
ADULT-WIOA ADULT	1,192,498.14	1,334,357.61		2,090,034.35	895,729.01	-
ADULT-WIOA UPSKILL AND TRAINING	-	-		85,235.50	85,235.50	-
ADULT-WIOA DISLOCATED	1,292,649.31	1,334,357.61		1,973,460.88	845,768.95	-
ADULT-WIOA RAPID RESPONSE	25,204.79	-		34,402.21	-	-
CHILD CARE CCDF-DISCRETIONARY	2,464,560.28	766,404.38		6,399,575.50	86,922,757.75	2,585,310.00
CHILD CARE CCDF-MANDATORY	-	-		-	6,250,691.00	-
CHILD CARE CCM-MATCH	-	-		-	7,562,035.00	7,562,035.00
CHILD CARE CCP-DFPS PROTECTIVE SERVICES	-	-		0.00	5,070,247.60	529,752.40
CHILD CARE CONTRACT SLOTS	-	-		-	295,096.00	-
CHILD CARE QUALITY	186,902.12	76,581.53		1,757,353.40	1,501,873.95	-
CHILD CARE QUALITY PROVIDER ONLY	-	-		-	4,450,000.00	-
CITY OF SAN ANTONIO-READY TO WORK -BEXAR ONLY	889,628.40	228,300.38		12,858,161.88	17,334,300.35	250,000.00
FACILITIES-EMPLOYMENT SERVICES	14,610.56	411,029.15		0.00	-	-
FACILITIES-EMPLOYMENT SERVICES	66,789.60	601,106.40		0.00	-	-
FACILITIES-INFRA SUPPORT VR	28,408.40	509,799.19		0.00	-	-
FACILITIES-VETERANS EMPLOYMENT SERVICE	17,187.00	266,897.00		-	-	-
SPECIAL-RESOURCE ADMIN GRANT	11,857.00	-		(0.00)	-	-
SPECIAL-SUMMER EARN & LEARN	44,461.07	14,752.87	-	465,786.06	300,000.00	75,000.00
SPECIAL-TEACHERS EXTERNSHIP	24,044.62	5,563.09	-	64,992.29	50,000.00	-
SPECIAL-WORK COMMISION INITIATIVES	-	-	94,250.00	-	-	-
SPECIAL-SAF WORKFORCE ACADEMY			64,728.37			-
SPECIAL-SAF CAPACITY BUILDING			36,701.00			-
SPECIAL- ASPEN INSTITUTE			54,236.44			-
SPECIAL-TOYOTETSU					46,525.00	-
UNRESTRICTED-NON-FEDERAL	100,000.00	-		-	-	-
YOUTH-WIOA YOUTH	1,332,831.76	1,029,953.27		2,846,717.77	1,188,331.44	-
Total	9,455,696.50	7,777,328.00	249,915.81	34,982,544.66	134,403,274.52	11,002,097.40

Workforce Solutions Alamo
 FY24 Budget Amendment #1
 October 1, 2023-September 30, 2024

	Annual Approved Budget		Annual Budget Amended #1		Annual Amended Budget
	2023-2024		2023-2024		2023-2024
PERSONNEL					
Salaries	\$ 4,359,985			\$	4,359,985
Fringe Benefits	1,153,947		-		1,153,947
Staff Travel	160,045		-		160,045
Staff Training/Development	193,250		-		193,250
PERSONNEL SUBTOTAL:	\$ 5,867,227.00	\$	-	\$	5,867,227.00
FACILITY					
Rent	461,665	\$	-	\$	461,665
Storage	30,000		-		30,000
Maintenace and Repair	35,000				35,000
FACILITY SUBTOTAL:	526,665	\$	-	\$	526,665
EQUIPMENT/RELATED COSTS					
Equipment Purchases	87,800	\$	-	\$	87,800
Equipment Rental	15,000		-		15,000
Software Licenses & Maintenance	175,194		-		175,194
EQUIPMENT/RELATED COSTS SUBTOTAL:	277,994	\$	-	\$	277,994
GENERAL OFFICE EXPENSES					
Communications	47,300	\$	-	\$	47,300
Advertising	10,000		-		10,000
Insurance	300,000		-		300,000
Office Supplies	23,700		-		23,700
Postage/Shipping/Other	7,500		-		7,500
Printing, Binding & Reproduction	20,000		-		20,000
Publications & Subscriptions	13,200		-		13,200
Dues	25,000		-		25,000
Marketing (External)	120,000		50,000		170,000
Miscellaneous Costs	25,000		-		25,000
Non Federal	50,000		50,000		100,000
GENERAL OFFICE EXP SUBTOTAL:	641,700	\$	100,000	\$	741,700
PROFESSIONAL SERVICES					
Legal-General Corporate Matters	125,000	\$	-	\$	125,000
Legal-Other Corporate Matters	75,000		-		75,000
Audit	75,000		-		75,000
Monitoring (Contractor)	500,000		-		500,000
Professional Services	1,172,110		-		1,172,110
Payroll Fees	40,000		10,000		50,000
PROFESSIONAL SERVICES SUBTOTAL	1,987,110	\$	10,000	\$	1,997,110
BOARD EXPENSES					
Board Member Travel	5,000	\$	-	\$	5,000
Board Member Training/Development	25,000				25,000
Board Meetings/Misc.	15,000				15,000
BOARD EXPENSES SUBTOTAL	45,000	\$	-	\$	45,000
TOTAL WSA CORPORATE BUDGET	\$ 9,345,696	\$	110,000	\$	9,455,696
SUMMARY:					
Personnel	\$ 5,867,227	\$	-	\$	5,867,227
Facility	526,665		-		526,665
Equipment/Related Costs	277,994		-		277,994
General Office Expenses	641,700		100,000		741,700
Professional Services	1,987,110		10,000		1,997,110
Board Expenses	45,000		-		45,000
TOTAL WSA CORPORATE BUDGET	\$ 9,345,696	\$	110,000	\$	9,455,696

Workforce Solutions Alamo
 FY24 Budget Amendment #1
 October 1, 2023-September 30, 2024

	Annual Approved Budget		Annual Budget Amended #1		Annual Amended Budget
	2023-2024		2023-2024		2023-2024
FACILITY & INFRASTRUCTURE BUDGET					
Facility Related Occupancy	\$ 4,258,093	\$	-	\$	4,258,093
Equipment Related	1,163,000		-		1,163,000
Rental of Equipment	79,440				79,440
Software Related	580,795				580,795
Communications	437,400				437,400
General Office	156,600				156,600
Other Professional Services	402,000				402,000
Reserve Facility (Port San Antonio/Walzem)	700,000		-		700,000
TOTAL FACILITY & INFRASTRUCTURE BUDGET	\$ 7,777,328	\$	-	\$	7,777,328
RESERVE UNOBLIGATED	\$ 10,891,296	\$	110,802	\$	11,002,098
PROJECTS	\$ 94,250	\$	155,666	\$	249,916
SERVICE DELIVERY BUDGET					
ADULT-MIDDLE SKILLS GRANT	\$ 58,220	\$	57,695	\$	115,915
ADULT-MILITARY FAMILY SUPPORT	323,144		(15,571)		307,573
ADULT-NON CUSTODIAL PARENT	308,104		24,076		332,180
ADULT-REEMPLOYMENT SERVICES	769,471		195,993		965,464
ADULT-SNAP E&T	837,122		(32,723)		804,399
ADULT-STUDENT HIREABILITY NAVIAGATOR	94,266		610		94,876
ADULT-TANF	6,197,429		(1,164,611)		5,032,818
ADULT-TRADE ACT SERVICES	44,441		(9,367)		35,074
ADULT-TRAINING AND EMPLOYMENT NAVIGATOR	220,127		(84,419)		135,708
ADULT-VR PAID WORK EXPERIENCE	225,000		(37,500)		187,500
ADULT-WIOA ADULT	3,110,479		(124,716)		2,985,763
ADULT-WIOA UPSKILL AND TRAINING	-		170,471		170,471
ADULT-WIOA DISLOCATED	2,856,597		(37,368)		2,819,230
ADULT-WIOA RAPID RESPONSE	34,402		0		34,402
CHILD CARE CCDF	91,804,282		1,518,051		93,322,333
CHILD CARE CCDF-MANDATORY	6,250,691		-		6,250,691
CHILD CARE CCM	7,562,035		-		7,562,035
CHILD CARE CCP	6,621,905		(1,551,657)		5,070,248
CHILD CARE CONTRACTED SLOTS	512,064		(216,968)		295,096
CHILD CARE-CCQ QUALITY	2,690,748		568,479		3,259,227
CHILD CARE-CCQ TEXAS RISING STAR INCENTIVES	2,000,000		2,450,000		4,450,000
CITY OF SAN ANTONIO- READY TO WORK	26,495,119		3,697,343		30,192,462
SPECIAL-TOYOTETSU	-		46,525		46,525
SPECIAL-EXTERNSHIP FOR TEACHERS	190,438		(75,446)		114,992
SPECIAL-VR SUMMER EARN AND LEARN	780,000		(14,214)		765,786
YOUTH-WIOA YOUTH	4,018,251		16,798		4,035,049
SERVICE DELIVERY BUDGET	\$ 164,004,337	\$	5,381,483	\$	169,385,819
TOTAL	\$ 192,112,907	\$	5,757,950	\$	197,870,857



MEMORANDUM

To: Audit & Finance Committee
 From: Adrian Lopez, CEO
 Presented by: Gabriela Navarro Garcia, Controller
 Date: February 9, 2024
 Regarding: Ready to Work Analysis and Update

SUMMARY: Update and Possible Discussion on SA: Ready to Work. On November 3, 2020, City of San Antonio voters approved the SA: Ready to Work ballot initiative, authorizing a 1/8th cent sales and use tax for a period of four years to provide workforce development training and higher education to unemployed, underemployed, or underserved residents to obtain high-demand, well-paid careers in accordance with Chapter 379A of the Texas Local Government Code ("the Better Jobs Act"). There is no further action requested at this time.

ANALYSIS: Pursuant to this initiative Workforce Solutions Alamo (WSA) executed an agreement with the city of San Antonio to provide the services necessary to the SA Ready to Work program (the "program") which includes the following objectives: increase access to industry-recognized certification training and college, provide wraparound services and emergency funding to ensure successful completion of training and career placement, increase collaboration within the workforce ecosystem, and promote accountability and adaptability throughout the process.

FISCAL IMPACT: The award amount for this contract is one hundred five million, seven hundred eighty-one thousand, nine hundred fifty-three dollars (\$105,781,953), and funded through a grant by the City of San Antonio. The term of this agreement began on May 13, 2022, and will be for a three (3) year period, unless sooner terminated in accordance with the provisions of the agreement.

FISCAL UPDATE: The WSA fiscal department has served as a fiscal agent for the Ready to Work partners. This memo is intended to provide an update on current program financial performance and on challenges that exist in the program.

Expenditure Update:

WSA has budgeted \$27,776,304 through September 30, 2024. WSA has expended \$15,397,169.31 to date.

READY TO WORK EXPENDITURES		WSA SERVICE FEES	
Category	Amount	Category	Amount
Intake & Assessment	\$ 1,687,023.94	Interest Revenue	\$ 366.70
Case Management	5,905,550.58	Service Revenue	956,939.64
Tuition & Training	7,555,057.60	WSA Service Revenue	\$ 957,306.34
Emergency Services	249,537.19	WSA Expense	713,804.07
Total	\$ 15,397,169.31	Gain/Loss	\$ 243,502.27

The board currently has a surplus of \$243,507 that is reserved for monitoring questioned cost.

Program Challenges and Opportunities:

Ready to work is an evolving program and the board continues to work through any program challenges by presenting common sense solutions focusing on opportunities to strengthen the program and achieve success for program recipients, providers, partners, and the City of San Antonio.

Some of the challenges that we have worked through include addressing staff turnover in fiscal staff ensuring the program remains fully staffed to provide the following:

- Cash Flow Management
- Partner and Training Provider Invoicing
- Current financial reporting and analysis
- Implementation of SYNC software (a salesforce platform)
- Frequent training and outreach to our partners

One of the most significant challenges WSA faced in FY23 was management of cashflow. Tuition reimbursements from the City of San Antonio were completed up to 60 days after training providers are paid by WSA. To alleviate this challenge fiscal staff worked with the Ready to Work team to increase the cash advance from \$1,158,264.25 to \$3,505,434.53.

A second challenge was Ready to Work has moved to a Salesforce based platform in December 2023, which will minimize the aging of the tuition reimbursements. Transition and implementation of the invoicing and reporting of the new software was delayed through January 2024. At the end of January 2024, the City of San Antonio has given full instructions of new billing process and requirements.

The board staff looks forward to continually working with the city to proactively identify and work through any challenges that may occur and will work to strength the financial and programmatic program performance.

ATTACHMENTS:

None.



MEMORANDUM

To: Audit & Finance Committee
From: Adrian Lopez, CEO
Presented by: Gabriela Navarro Garcia, Controller
Date: February 9, 2024
Regarding: TWC FY22 Audit Acceptance

SUMMARY: The audit for Alamo Workforce Development, Inc. DBA Workforce Solutions Alamo (WSA) for the fiscal year ended September 30, 2022, has been performed and completed by ABIP, PC. ABIP has performed its audit in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the Uniform Guidance. In performing the audit, they interviewed staff and observed processes to develop a risk assessment over the internal controls and develop audit procedures they felt necessary to provide evidence for their audit opinions.

ABIP reports provided:

- Financial Audit – Opinion – Unmodified (clean opinion)
- Compliance Audits – Childcare Development Funds Cluster and Temporary Assistance to Needy Families (TANF) – Unmodified (clean opinion)
- Report of Conduct of Audit

AUDIT ACCEPTANCE: The presented audit for Alamo Workforce Development, Inc. was accepted by TWC on November 21, 2023.

STRATEGIC OBJECTIVE: ABIP performed the following activity during their audit:

Financial Audit:

- Established an audit approach based on risk assessment and tailored programs to guide the audit process for efficiency and completeness.
- Performed overall analytical reviews on account balances to aid in the extent of audit procedures needed to provide reasonable assurance over activity and account balances.
- Reviewed and mailed AWS-prepared confirmations to related parties, legal counsel, and financial institutions.
- Reviewed approval processes over individual transactions and tested allowability for particular grant contracts.
- Performed substantive procedures for the various financial statement account balances as of year-end, including cash, accounts receivable, prepaid expenses, fixed assets, accounts payable, accrued liabilities, and deferred revenues.
- Worked with management to assist in the preparation of the financial statement and ensured up-to-date disclosures were included.
- Prepared a Report on the Conduct of the Audit for the fiscal year ended September 30, 2022.

Compliance Audit – Child Care Development Cluster and Temporary Assistance to Needy Families (TANF):

- Established an audit approach based on risk assessment and tailored programs to guide the audit process for efficiency and completeness.
- Interviewed staff pertinent to the Childcare Development Cluster and TANF Funds to gain an understanding of processes over disbursements, payroll, and cash reimbursement processes.
- Performed a risk assessment of the compliance requirements over the CCDF, CCPS, and TANF Grants and planned tests of controls and compliance for each.
- Sampled individual transactions for allowability with CCDF, CCPS, and TANF Grants award and approvals by staff prior to payments to vendors.
- Sampled reimbursement draws (cash receipts) over allowable costs charged to the grants for proper approvals from staff and recording into the general ledger.
- Reviewed completeness and accuracy of Texas Workforce Commission reporting compliance requirements over CCDF, CCPS, and TANF Grants.

ATTACHMENTS:

TWC Acceptance Letter

Texas Workforce Commission

A Member of Texas Workforce Solutions

Bryan Daniel, Chairman
Commissioner Representing
the Public

Alberto Treviño, III
Commissioner Representing
Labor

Vacant
Commissioner Representing
Employers

Edward Serna
Executive Director

November 21, 2023

Mr. Adrian Lopez
Executive Director
Alamo Workforce Development, Inc., DBA
Workforce Solutions-Alamo
100 N. Santa Rosa Street, Suite 120
San Antonio, Texas 78207

Dear Mr. Lopez:

We have completed our desk review of Alamo Workforce Development, Inc., DBA Workforce Solutions-Alamo's audit report for fiscal year ending September 30, 2022. The Supplemental Nutrition Assistance Program (SNAP), Employment Service/Wagner-Peyser (ES), Workforce Innovation and Opportunity Act (WIOA), Trade Adjustment Assistance, Child Care (CC), Veterans' Services, Temporary Assistance for Needy Families (TANF), Unemployment Insurance, Social Services Block Grant, and Skills Development programs that you administered for the Texas Workforce Commission (TWC) were included in this report. We have determined that the audit report complies with the *U.S. Code of Federal Regulations*, Uniform Guidance, and the *State of Texas Grant Management Standards*. The audit report is accepted, and the audit file is closed.

Thank you for your assistance during the single audit resolution process. If you have any questions or concerns, please contact Adam Padilla at: adam.padilla@twc.texas.gov

Sincerely,

Kathleen Runnels

Kathleen Runnels, CPA, Single Audit Manager
Division of Fraud Deterrence and Compliance Monitoring
Texas Workforce Commission – 512-936-3016 (messages forwarded to email)
kathleen.runnels@twc.texas.gov

cc: Giovanna Escalante-Vela, Chief Financial Director, Alamo WDB
Lisa Guzman, Manager, Workforce Board Grants, TWC

In the event discrepancies exist on any questioned costs, your organization may initiate an administrative appeal by sending a written request for a hearing to the Office of General Counsel of the Texas Workforce Commission at 101 East 15th Street, Room #614, Austin, Texas 78778-0001. The request must be sent within 10 working days from the date of the Closing Acceptance Letter requesting reimbursement and must be sent certified mail. The appeal should be accompanied by a copy of the Closing Acceptance Letter and should state specifically those sections of the Closing Acceptance Letter upon which a hearing is requested.



MEMORANDUM

To: Audit & Finance Committee
From: Adrian Lopez, CEO
Presented by: Gabriela Navarro Garcia, Controller
Date: February 9, 2024
Regarding: FY23 Audit Engagement & Timeline

SUMMARY: The audit for Alamo Workforce Development, Inc. DBA Workforce Solutions Alamo (WSA) for the fiscal year ended September 30, 2023, is scheduled to be performed by ABIP, PC. ABIP will perform its audit in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the Uniform Guidance. While performing the audit, ABIP will interview staff and observe processes to develop a risk assessment over the internal controls and develop audit procedures they feel necessary to provide evidence for their audit opinions.

ANALYSIS: ABIP, PC has been contracted through a competitive RFP process to complete the annual audit. They have currently begun this engagement by completing the planning process with key staff and contractors. ABIP, PC sent key staff a Provided by Client (PBC) list that requests information and supporting documents that are needed to complete the audit.

FINANCIAL IMPACT: The board has budgeted \$75,000 for the annual audit; the initial engagement is quoted at \$67,050.00.

STAFF RECOMMENDATION: WSA is exercising the third one-year renewal option for the Independent Annual Financial Audit with ABIP, PC for the fiscal period of October 1, 2022, to September 30, 2023.

NEXT STEPS: WSA Board staff will work with ABIP, PC to meet the following timeline.



Audit Planning

- Engagement Letter (12/2023)
- Audit and 990 Budget \$75,000
- Planning Meeting (12/2023) Fiscal Reconciling and Preparing Schedules (January and February 2024)
- Final Reports due for review by Controller and CFO (March 2024)



Audit Field Work

- April 19, 2024: Field Work Complete
- April 29, 2024: Draft Report Due to Board
- May 3, 2024: Final Report Due
- May 27, 2024: Audit Committee Packet Provided



Audit Report

- May 31, 2024: Audit Committee Presentation
- June 21, 2024: Full Board Approval
- June 30, 2024: Audit Submitted to Federal Clearing House
- July 2023: Audit provided to Area Judges and other interested parties



FISCAL UPDATES

Audit & Finance Committee



Financial Reports and Analysis December 2023

February 9, 2024

Gabriela Navarro Garcia, Controller





Budget to Actual Expenditures

December 2023 BUDGET TO ACTUAL VARIANCE ANALYSIS					
Budget Category	FY24 Budget	FY24 Actuals (December 2023)	% Expensed	Straight-Line Target (25%)	YTD Variance %
Corporate -Personnel	\$ 5,867,227.00	\$ 1,247,649.00	21.26%	\$ 1,466,806.75	3.74%
Corporate -Facilities	\$ 526,665.00	\$ 107,911.00	20.49%	\$ 131,666.25	4.51%
Corporate -Equipment Related	\$ 277,994.00	\$ 36,282.00	13.05%	\$ 69,498.50	11.95%
Corporate -General Office	\$ 641,700.00	\$ 69,445.00	10.82%	\$ 160,425.00	14.18%
Corporate - Professional Services	\$ 1,987,110.00	\$ 242,839.00	12.22%	\$ 496,777.50	12.78%
Corporate - Board of Directors	\$ 45,000.00	\$ 2,250.00	5.00%	\$ 11,250.00	20.00%
Corporate Total	\$ 9,345,696.00	\$ 1,706,376.00	18.26%	\$ 2,336,424.00	6.74%
Facilities	7,777,328.00	1,484,795.43	19.09%	\$ 1,944,332.00	5.91%
Reserve	10,891,296.00	-	0.00%	\$ 2,722,824.00	25.00%
Projects	94,250.00	138,228.90	146.66%	\$ 23,562.50	-121.66%
Service Delivery - TWC	20,067,492.00	4,233,626.02	21.10%	\$ 5,016,873.00	3.90%
Service Delivery - TWC Child Care	117,441,725.00	25,749,080.78	21.92%	\$ 29,360,431.25	3.08%
Service Delivery Ready to Work	26,495,119.00	4,029,469.10	15.21%	\$ 6,623,779.75	9.79%
Total Budget	\$ 192,112,906.00	\$ 37,341,576.23	19.44%	\$ 48,028,226.50	5.56%



Corporate Expenditures

Personnel:

- Staff training and development will be happening within the following months.

Equipment:

- Most significant budget surplus is the cloud-based infrastructure and replacement of computers exceeding useful life.

General Office:

- The primary budget surplus is due to timing differences, marketing, and the insurance contingency.



Corporate Expenditures

Professional Services:

- Variance is primarily a timing difference in legal, audit, and monitoring. Legal and professional services related to temporary staffing services are utilized as needed to support the agency.

Board Training & Development:

- Board retreat scheduled in March.



Facilities and Projects

Facilities:

- Facility expenditures represent 19.09% of the approved budget, reflecting a 5.91% straight-line budget surplus.
- Significant items contributing to this are:
 - Mobile Workforce Center Unit
 - Port of San Antonio

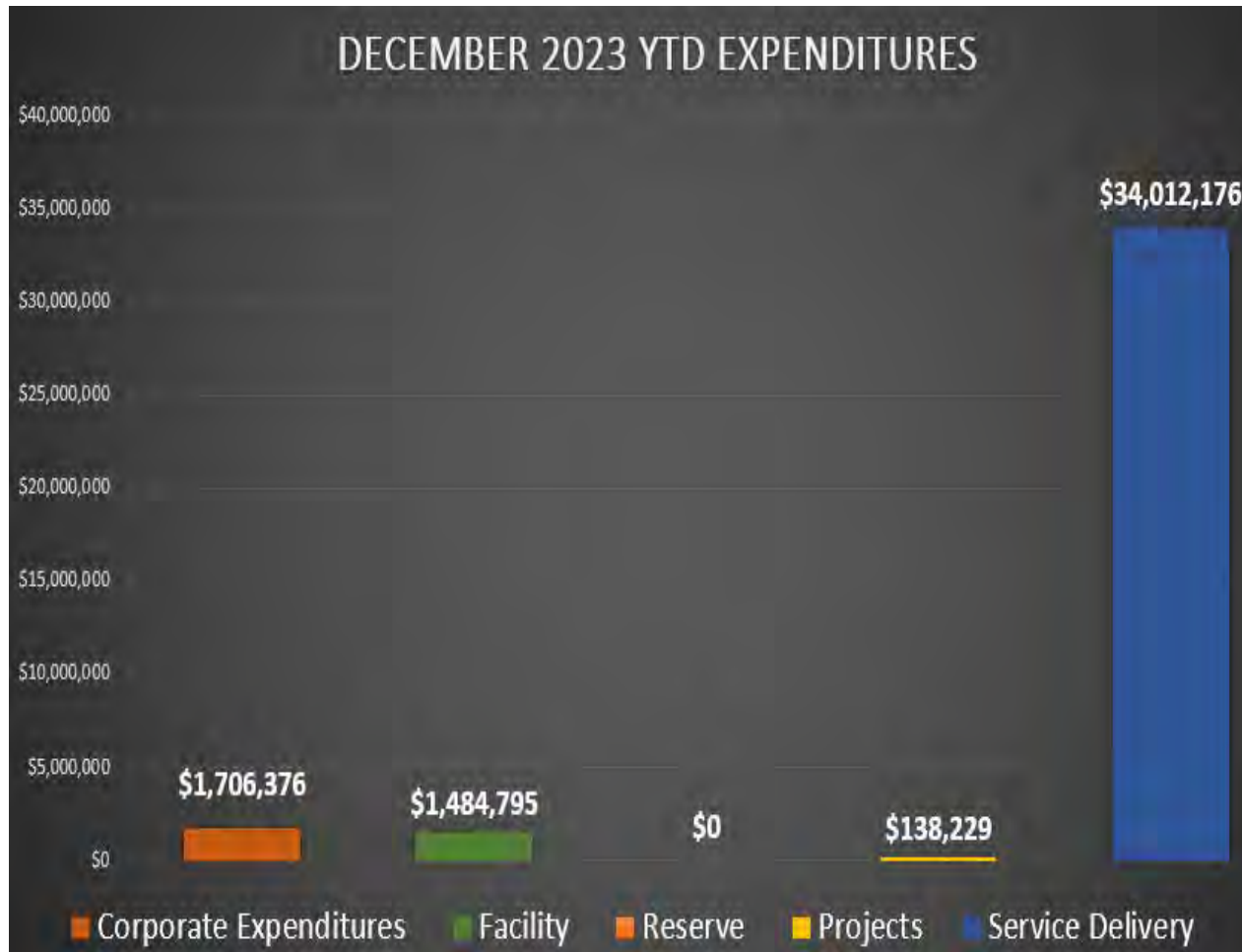
Special projects include:

- Workforce Commission Initiatives – WSA will continue to provide Career Pathway Youth Events.



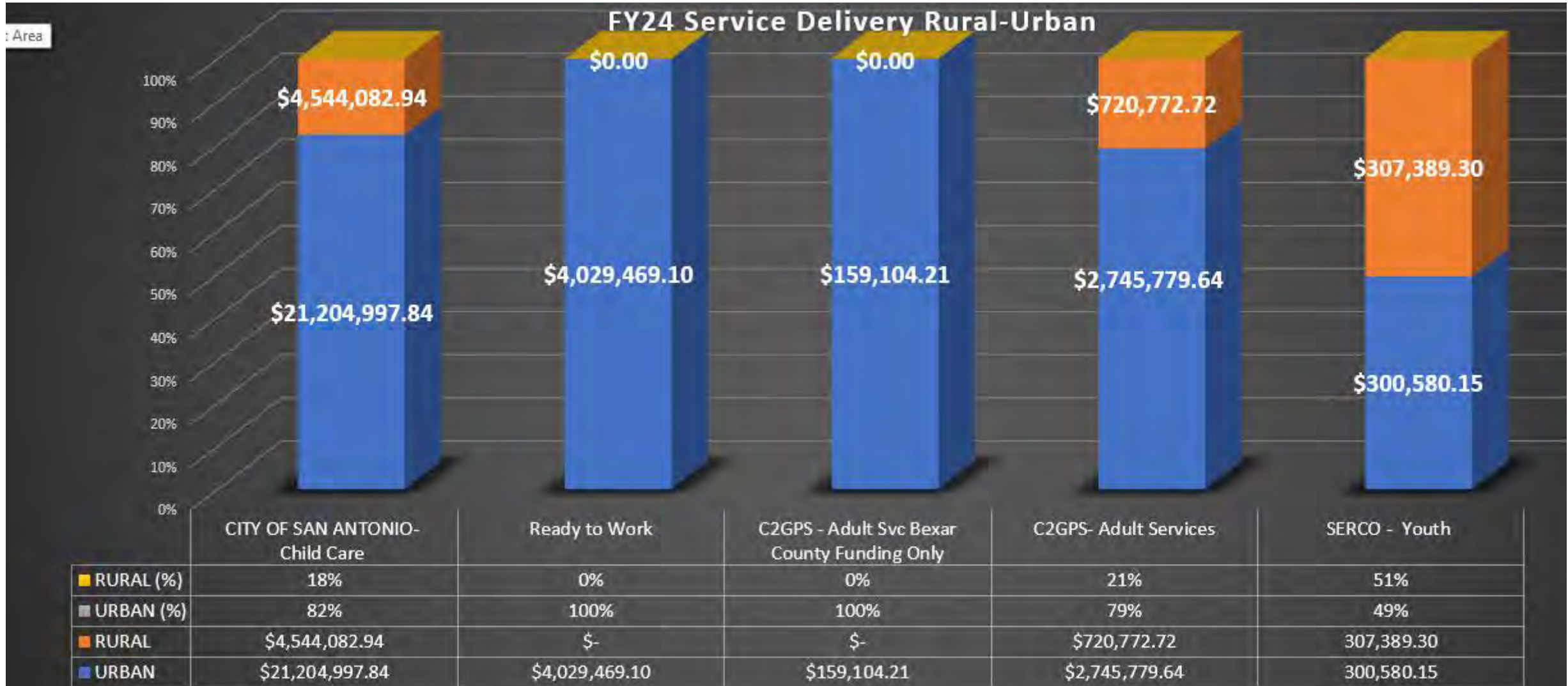
YTD Expenditures by Budget Category

YTD Expenditures by Budget Category Comparison





December 2023 Year -to -Date Service Delivery Rural -Urban





Key Variances

- 24TANF: Grant is currently on track and expecting to fully expend by the end of the contract 10/31/2024.
- CSL – Contracted Slots: Program ended 12/31/2023. This was a program providers had to apply for.
- 23WPA – Employment Services: Contract ended 12/31/2023 and expensed 96.03%. Returning \$40,487.



Questions



Budget Amendment #1

February 9, 2024

Angela Bush, CFO Consultant





Budget Amendment #1

- Reconciliation of projections to actual awards and FY23 grant closeouts.
- Budget is increasing by \$5,755,950 representing a 3% increase from \$192,112,907 to \$197,870,857.



Budget Amendment #1

Summary of Increases by Budget Category:

Corporate	\$110,000
Reserve	110,802
Projects	155,666
Service Delivery	<u>5,381,842</u>
Total	\$5,757,950

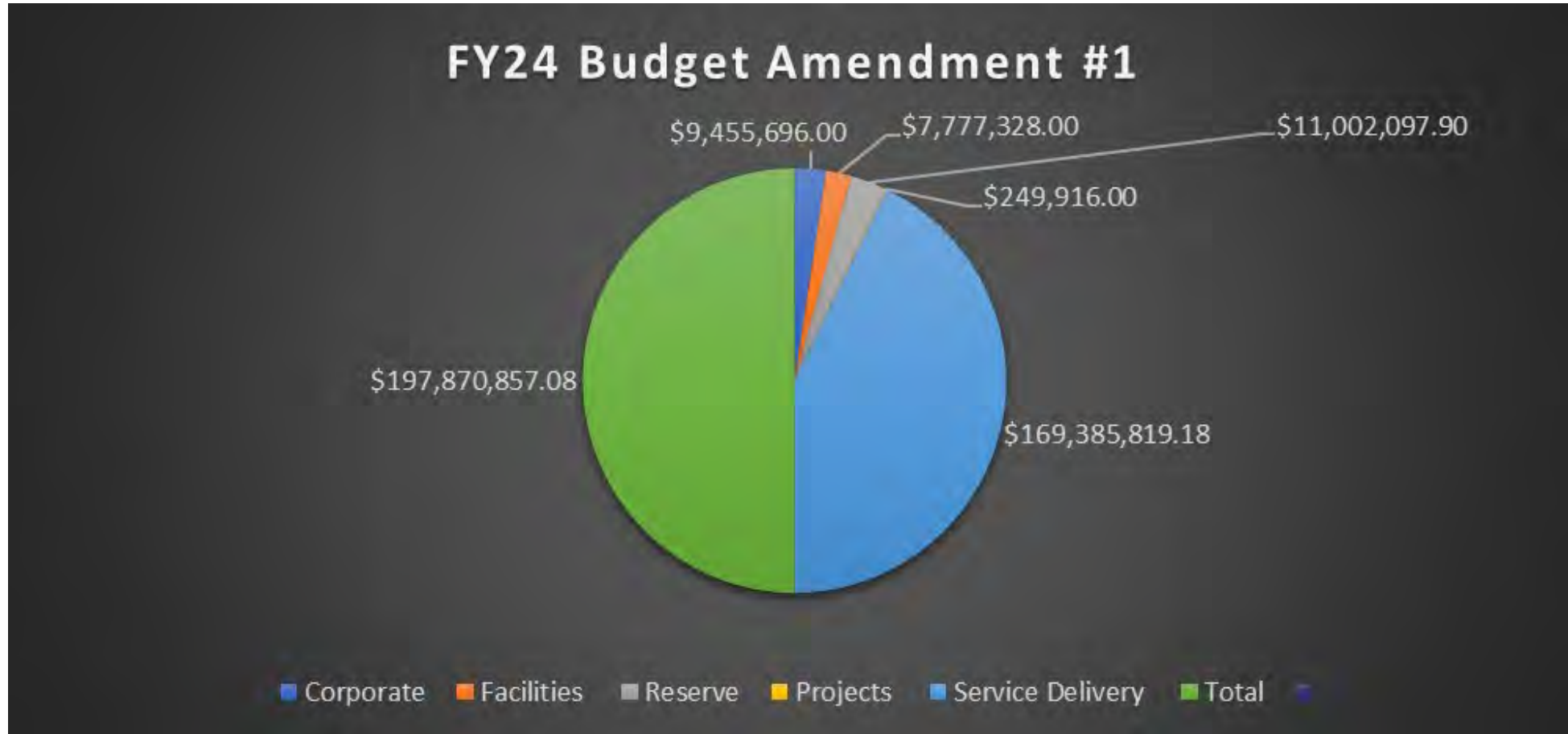


Budget Amendment #1

Budget Comparison- FY24 Initial Budget to FY24 Budget Amendment #1						
Budget Category	FY24 Approved Budget	FY24 Actuals (Dec'23)	Exp. %	FY24 Proposed Budget Amendment #1	Increase/ Decrease (\$)	Increase/ Decrease (%)
Personnel	\$ 5,867,227	\$ 1,247,650	21%	\$ 5,867,227	\$ -	0.00%
Corporate	\$ 9,345,696	\$ 1,706,377	18%	\$ 9,455,696	\$ 110,000	1.18%
Facilities	7,777,328	1,484,795	19%	7,777,328	-	0.00%
Reserve	10,891,296	-	0%	11,002,098	110,802	1.02%
Projects	94,250	58,529	62%	249,916	155,666	165.16%
Service Delivery	164,004,337	35,195,337	21%	169,385,819	5,381,482	3.28%
Facilities & Service Delivery	\$ 182,767,211	\$ 36,738,661	20%	\$ 188,415,161	\$ 5,647,950	3.09%
Total Budget	\$ 192,112,907	\$ 38,445,038	20%	\$ 197,870,857	\$ 5,757,950	3.00%

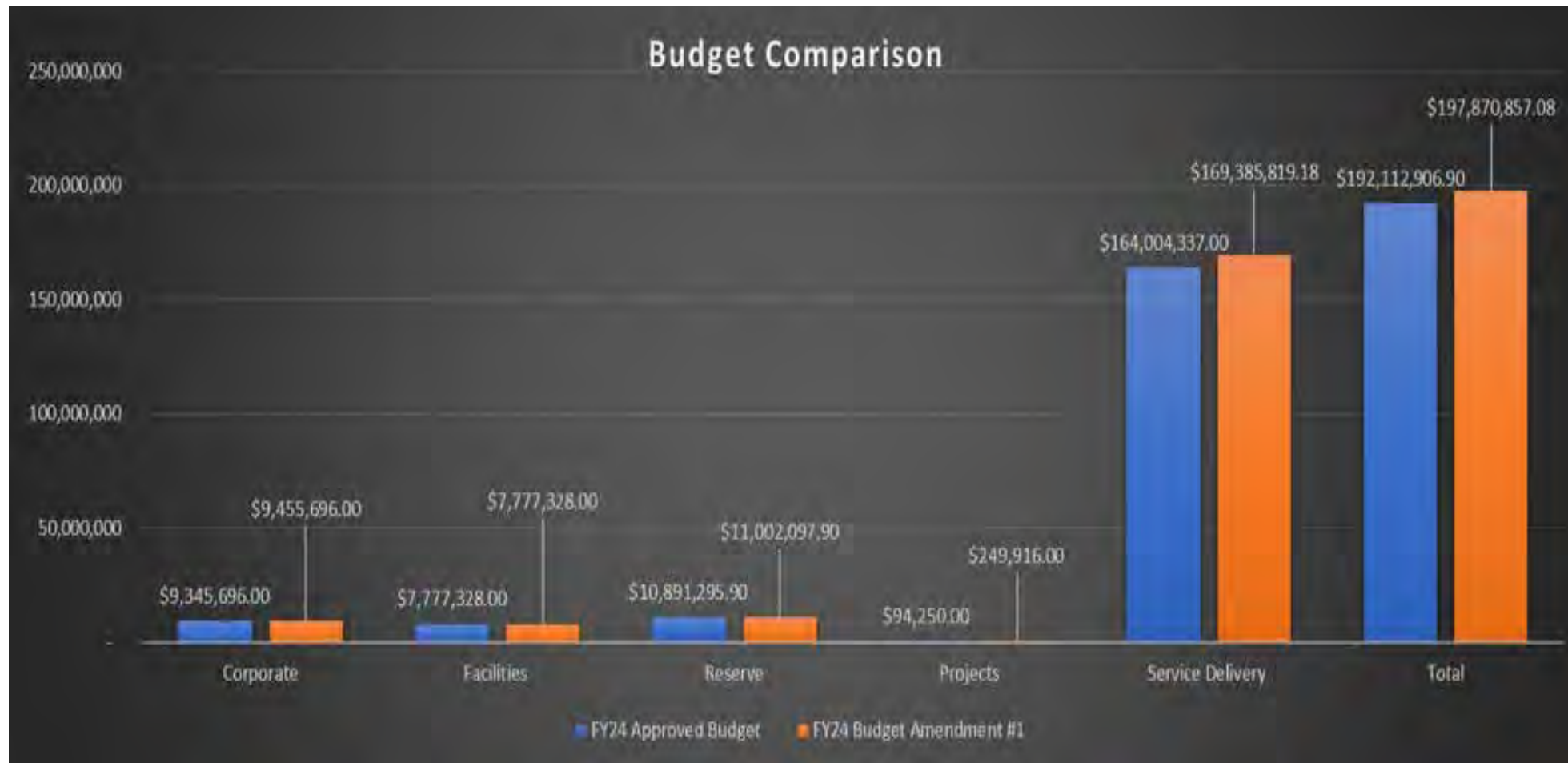


Budget Amendment #1





Budget Amendment #1





Budget Amendment #1

- Corporate Expenditure Increases:
 - Marketing \$50,000 - General marketing promoting initiatives that are not program-specific.
 - Payroll Service Fees \$10,000 - Payroll services are currently being procured; additional costs may be incurred if there is a change in vendor.
 - Non-Federal - An additional \$50,000 is reserved for unforeseen general expenditures that can not be charged to TWC.



Budget Amendment #1

- Reserve and Special Project Increases:
 - Reserve \$110,802 - Additional surplus projected from SEAL and Ready to Work. The total expected FY24 surplus is \$325,000, of which \$250,000 is from Ready to Work, reserved for any questioned cost until program completion and final audit.
 - Projects \$155,666 - San Antonio Area Foundation and Aspen Institute were extended into FY24. These programs support capacity building, the Workforce Academy, and Aspen Institute.



Budget Amendment #1

- Service Delivery – Significant Changes
 - TANF (\$1,164,611) - This decrease aligns TANF back to historical spending rates.
 - WIOA Upskill and Training \$170,471 - New TWC Initiative focusing on training for high-demand occupations.
 - Ready to Work - Increase of \$3,697,343. This is a three-year award for approximately \$65 Million. The projection through FY24 is \$44 Million.



Budget Amendment #1

- Service Delivery – Significant Changes
 - Child Care Discretionary - Increase of \$1,518,051.
 - Child Care Mandatory – Decrease of \$(1,551,657); additional funding can be requested as needed for protected populations.
 - Child Care Quality – Increase of \$568,479 in operations.
 - Child Care Quality Providers - Increase of \$2,450,000 to \$4,450,000.



Questions



Ready to Work Analysis and Update

February 9, 2024

Gabriela Navarro Garcia, Controller



Ready to Work Budget and Expenditures



- The WSA fiscal department has served as a fiscal agent for the Ready to Work partners.
- WSA has budgeted \$27,776,304 through September 30, 2024.

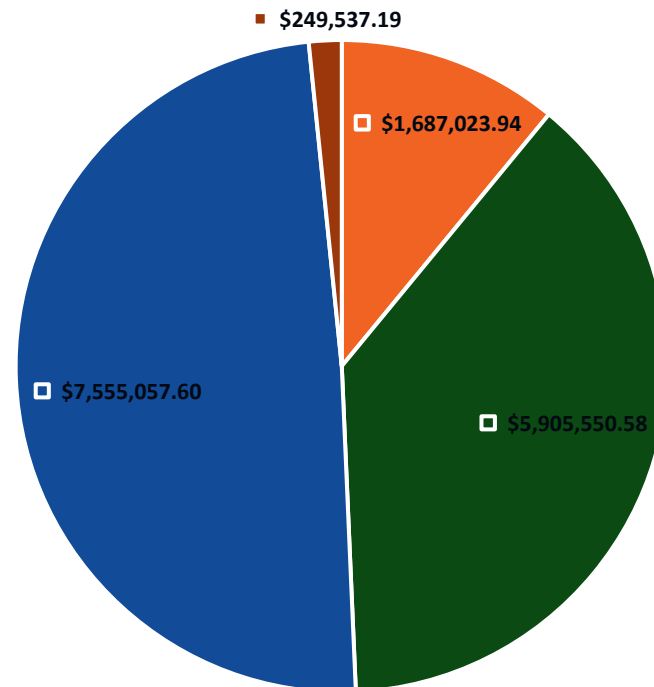
READY TO WORK EXPENDITURES		WSA SERVICE FEES	
Category	Amount	Category	Amount
Intake & Assessment	\$ 1,687,023.94	Interest Revenue	\$ 366.70
Case Management	5,905,550.58	Service Revenue	956,939.64
Tuition & Training	7,555,057.60	WSA Service Revenue	\$ 957,306.34
Emergency Services	249,537.19	WSA Expense	713,804.07
Total	\$ 15,397,169.31	Gain/Loss	\$ 243,502.27

The board currently has a surplus of \$243,507 that is reserved for monitoring questioned cost.



Expenditures as of 12/31/2024

Ready to Work Program Expenditures as of December 31, 2024



■ Intake & Assessment ■ Case Management ■ Tuition & Training ■ Emergency Services



Challenges and Opportunities

- Addressing fiscal staff turnover ensuring the program remains fully staffed to provide:
 - Cash Flow Management
 - Partner and Training Provider Invoicing
 - Current financial reporting and analysis
 - Implementation of SYNC software (a salesforce platform)
 - Frequent training and outreach to our partners



Challenges: Management of Cashflow

- Tuition reimbursements from the City of San Antonio were completed up to 60 days after training providers are paid by WSA.
- To alleviate this challenge fiscal staff worked with the Ready to Work team to increase the cash advance from \$1,158,264.25 to \$3,505,434.53.

Challenges: New Software Implementation



- Ready to Work has moved to a Salesforce based platform in December 2023.
- Salesforce will minimize the aging of the tuition reimbursements.
- Transition and implementation of the invoicing and reporting of the new software was delayed through January 2024.
- At the end of January 2024, the City of San Antonio has given full instructions of new billing process and requirements.



Ready to Work

- As of December 12, 2023:
 - Applicants interviewed: 4,363
 - Enrolled in approved training: 5,482
 - Successfully completed training: 808
 - Placed in jobs: 398





Questions



TWC Audit and Acceptance Letter

February 9, 2024

Gabriela Navarro Garcia, Controller





TWC Audit Acceptance

TWC has reviewed Workforce Solution Alamo's annual audit and determined that it complies with the following:

- U.S Code of Federal Regulations
- Uniform Guidance
- State of Texas Grant Management Standards

TWC has officially accepted Workforce Solution Alamo's audit for the period ending on September 30, 2022, submitted to the Federal Clearing House before June 30, 2023, and officially accepted by the Texas Workforce Commission on November 21, 2023.



Questions



Annual Audit Planning – FY23

February 9, 2024

Gabriela Navarro Garcia, Controller





Annual Audit Planning – FY23

- The audit for Workforce Solutions Alamo for the fiscal year ended September 30, 2023, is scheduled to be performed by ABIP, PC.
- The board has budgeted \$75,000 for the annual audit; the initial engagement is quoted at \$67,050.00.



Audit Timeline



Audit Planning

- Engagement Letter (12/2023)
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Questions



Thank you!



Letters of Support

- **Catholic Charities:** Applied for \$325,000 for the Refugee Resettlement Career Pathway Program Grant to expand their ability to create a talent pipeline through education, on-the-job training, and employment. This grant would serve 150 clients in the Healthcare, Manufacturing, and Accommodations & Food Service Industries. WSA would connect clients to employers and training providers if funds are awarded.
- **The Children's Shelter:** Applied for \$500,000 from the HHSC Thriving Texas Families program pilot project to increase the enrollment of vulnerable young parents and help them deliver healthy babies, build supportive families, and thrive. Family University will target 300 families building participants' awareness and knowledge of child growth and development and will provide critical connections known to reinforce family stability, including education and employment services (Workforce Solutions), mental health care (Hope Center), and housing services.

MHM Implementation Phase for Thriving Communities



10 Community Coalitions Selected for 3rd Cohort of Methodist Healthcare Ministries' Prosperemos Juntos Thriving Together Implementation Phase

- **Pathways to Prosperity**

- Culturingua, House of Prayer Lutheran Church COSA Immigration Liaison, Afghan Village and Restaurant, West Avenue Compassion, Workforce Solutions Alamo, Salvere Public Health Consultants

- **Mission of Motherhood**

- American Indians in Texas at the Spanish Colonial Missions, P.E.A.C.E. Initiative, Opportunity Home, Workforce Solutions Alamo

