



## **AUDIT & FINANCE COMMITTEE MEETING**

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

**August 4, 2023**

**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 Linda Martinez at (210) 272-3250.

***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.***

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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.**

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- 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 JUNE 16, 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. Contract Update M&O Adult Program Services
  - c. Contract Renewal Child Care Management Services
  - d. Contract Renewal Child Care Quality Services
  - e. Contract Renewal Financial Audit Services
  - f. Contract Renewal Legal Services
  - g. Contract Renewal M&O Youth Program Services
  - h. Contract Award Job Placement and Worksite Monitoring Services (SEAL FY24)
  - i. Update on Procurement Process Completion
- VII. FISCAL UPDATES (DISCUSSION AND POSSIBLE ACTION)  
Presenter: Giovanna Escalante-Vela, CFO
  - a. FY24 Budget
  - b. Financial Reports
  - c. Policy for Board-Provided Meals
  - d. Policy for Internal Monitoring and Oversight of Cash Substitutes
- 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

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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, 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

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## **AUDIT & FINANCE COMMITTEE MEETING - MINUTES**

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

**June 16, 2023**

**1:30 PM**

**BOARD MEMBERS:** Mary Batch (Committee Chair), Leslie Cantu, Yousef Kassim

**WSA STAFF:** Adrian Lopez, Adrian Perez, Katherine Pipoly, Giovanna Escalante-Vela, Penny Benavidez, Linda Martinez, Manuel Ugues, Gabriella Horbach, Roberto Corral, Brenda Garcia, Sylvia Perez, Angela Bush, Ramsey Olivarez, Randy Davidson, Belinda Gomez, Aaron Bieniek

**LEGAL COUNSEL:** None.

**GUEST:** None.

### **AGENDA**

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I. CALL TO ORDER

Presenter: Mary Batch, Committee Chair

**At 1:30pm, 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 MAY 26, 2023

Presenter: Mary Batch, Committee Chair

**Upon motion by Leslie Cantu and seconded by Yousef Kassim, the Committee unanimously approved the meeting minutes for May 26, 2023.**

VI. FISCAL UPDATES (DISCUSSION AND POSSIBLE ACTION)

Presenter: Giovanna Escalante-Vela, CFO

a. Budget Amendment #2

Presented by: Angela Bush, Collective Strategies

— Personnel decrease of \$550,000 due to vacant positions that have not been filled.

— Facility increase of \$25,000 to account for common area maintenance resulting from increased shared facility costs at the corporate office.

— Equipment related increase of \$27,500 to replace 10 staff computers over 5 years old. A line-item adjustment of \$35,000 between software licenses and software maintenance and support with a net effect of zero.

— General office decrease of \$45,000 due to decrease in advertising related to employee recruitment of \$25,000 and decrease in office supplies due to hybrid working environment of \$20,000.

— Realign \$8,000 from Board member meetings to Board member training and

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development for expenses related to the Board retreat.

- Facilities decrease of \$375,000 due to the Mobile Workforce Unit delayed delivery. As of September 30, 2023, the Mobile Workforce Unit is expected to be approximately 20% complete. Also, other line-item facility related shifts as costs at the Workforce Centers are expected to increase.
- Child Care Reserve decrease of \$3,263,055 as a result in a direct and childcare match reserve of \$10,245,869.02. Childcare match is typically utilized in the first/last quarter of the fiscal year due to overlapping grant periods during the Board fiscal year.
- Service delivery significant items: Dislocated Worker designation for adults of \$500,000 does not impact the overall budget, childcare increase of \$4,164,041 and childcare match utilization of \$5,085,470, childcare service industry recovery decrease of funds not utilized of \$1,575,443, and Ready to Work funding realigned from operations to service delivery of \$405,572.
- The total budget amendment for service delivery is \$6,720,428.16.
- CEO Adrian Lopez wanted to alert the Committee about ongoing discussions with the Committee of Six Partner Staff. They are requesting a breakdown of the budget based on allocation by county by program. They are asking to track the expenditures and the metrics associated with that. WSA is looking into the consequences associated with the direction that one party of the partners has requested to track this. There are some regulations that might possibly prevent doing this given what is outlined in the regulatory compliance for funding such as WIOA which outlines that you cannot prioritize one community over another and have to serve where the need presents itself. WSA is committed to being responsive on what the root issue is, which is service delivery. Services that WSA provides include a resume writing workshop, computer labs, and referrals for utility assistance and clothing assistance, and these services will not show up on budget expenditures. Other assistance that will not show up in the budget include the partners that are located in the centers such as vocational rehab, Texas veterans commission, and adult education and literacy services. These services are required by the Department of Labor in a One Stop Center.
- Angela Bush added that there are TWC staff located in the center that provide additional resources such as computers in the resource room and special computers for those with disabilities. The money for these items is sent to WSA and is not allocated by county. Additionally, there are discussions about the allocation report, but this is outdated data that is about a year old. The data from the allocation report is not the end all be all and there are several different factors that should be taken into consideration.

**Upon motion by Leslie Cantu and seconded by Yousef Kassim, the Committee unanimously approved Budget Amendment #2.**

**b. April Financial Reports**

- The straight-line target for the budget to actual variance is 58.33%.
- Personnel is 13.37% under budget and the Board is working to fill all vacant positions timely. The FY23 budget includes a 5% performance-based incentive which is yet to be paid. Staff training is yet to be paid for and is a function of

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- timing because staff attended training in April and May.
- Facilities are over budget by 4.13% due to the reconciliation of common area maintenance for the Board office location.
  - Equipment is 7.39% under budget due to a timing difference in the software maintenance and licenses.
  - General office is 15.88% under budget due to a function of timing. Insurance includes a resolution of previous employee matters. Non-federal COSA disallowed costs of \$31,264 for Train for Jobs due to participants outside the city limits that were served. A decrease in office supplies due to a paperless environment and a hybrid working schedule. Staff is currently processing incoming marketing invoices and the costs are expected to be fully expended.
  - Professional services is 15.73% under budget. There was an increase in legal services for unexpected consultations on employee matters. Processing approximately \$90,000 in invoices from the external monitor for monitoring services. There is a timing difference in audit and other professional services, which includes temporary staffing services.
  - Board of Directors is 21.21% over budget due to the Board retreat that occurred in February.
  - Special projects are a function of timing. Workforce Commission Initiatives – WSA has 4 Career Pathway Youth Events scheduled during the summer, the first of which occurred on May 26, 2023, Teacher Externship – Activities occur during the summer months, Summer Earn & Learn – Workforce Readiness Training in progress with activities occurring during the summer months.
  - The number of children in care is 79.63% in the urban area and 20.37% in the rural areas.
  - TANF – Expenditures are currently at 38%. This year’s allocation is \$2M more than the average. The recently approved TWC special initiative is geared towards a STEM summer youth program. The contractor is in the process of procuring the STEM provider.
  - WIOA Adult – Currently overspent. Board staff is working with the contractor to co-enroll and diversify funding.
  - WIOA Dislocated Worker – Expenditures are currently at 42%. As the National Dislocated Worker – COVID and Winter Storm programs ended on March 31, 2023, customers will be enrolled in Dislocated Worker or other applicable programs they may qualify for.
  - SNAP – Expenditures are currently at 69%. The contractor conducted a 100% caseload review in the first quarter. Board staff are working with the contractor to monitor expenditures.
  - Child Care CCDF – The Board focused on FY22 funding that ended on December 31, 2022. The Board is currently exceeding the target number, which will increase expenditures.
  - Child Care Quality – The Board is currently working on quality initiatives that will continue to increase expenditures by issuing program supplies, incentives, and bonuses to childcare providers. This grant will help childcare providers obtain the Texas Rising Star certification.

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- Child Care CSL – The end date was extended to December 31, 2023. The Board has \$488,774 obligated.
- Workforce Commission Initiatives – This grant included funding of \$109,820 for a short-term training for parents in the Child Care Services program that was not utilized. The Board is working with TWC for alternative strategies.
- RESEA – Expenditures are currently at 69%. The contractor’s activity was higher in the first quarter. Board staff is working with the contractor to monitor expenditures.
- Middle Skills Employment Supplies Pilot Program – In March 2023, TWC awarded the Board this program designed to support Texans preparing to join the workforce by helping clients to purchase specific items required by the employer as a condition of employment.
- SEAL – Enrollment is currently in process. As of June 12, 2023, 135 participants recently completed Workforce Readiness Training. 129 participants started this week.
- Teacher Externship – As of June 12, 2023, 190 teachers have applied, of which 114 have completed enrollment.
- San Antonio Area Foundation-Workforce Academy – This grant is used exclusively for the Workforce Ambassador Program to advance equity and economic mobility through workforce development services.
- San Antonio Area Foundation-Capacity Building – This grant focuses on learning, managing, and planning.
- Work-Based Learning Pilot Program – This is a program where Toyotetsu offers specialized training in manufacturing to help local residents gain access and knowledge, leading to high-paying job opportunities. There is a list of applicants that are being processed.
- Ready to Work – Enrollment and activities increased at a higher rate in April and May. As of June 1, 2023, 2,482 applicants have been interviewed, 1,325 are enrolled in approved training, 236 have successfully completed training, 55 have been placed in jobs, and \$2,399,973 has been paid in training.

VII. CEO REPORT

Presenter: Adrian Lopez, CEO

**None.**

VIII. CHAIR REPORT

Presenter: Mary Batch, Committee Chair

**None.**

IX. 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, or Value of Real Property if Deliberation in an Open Meeting Would Have a

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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.

**None.**

X. ADJOURNMENT

Presenter: Mary Batch, Committee Chair

**Upon motion by Yousef Kassim and seconded by Leslie Cantu, Chair Mary Batch adjourned the meeting at 2:14pm.**

**MEMORANDUM**

**To:** Audit & Finance Committee

**From:** Adrian Lopez, CEO

**Presented by:** Jeremy Taub, Director of Procurement and Contracts

**Date:** August 4, 2023

**Subject:** Procurement: Contract Summary and RFP Updates

**Summary:** This report is intended to summarize active contracts the Board has approved or intends to renew or execute through June 30, 2023. 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.

**Update:** The table below is a summary of Procurement projects in process: *(dates subject to change)*

<u>Solicitation</u>	<u>Procurement</u>	<u>Date of Release</u>	<u>Status</u>	<u>Anticipated Award Date</u>
RFP 2023-019	Job Placement and Worksite Monitoring	June 16, 2023	Pending Award	August 2023
RFQ 2023-020	Postage Meter Machines	June 19, 2023	Evaluation	August 2023
RFQ 2023-021	Document Shredding Services	June 30, 2023	Evaluation	August 2023
RFI 2023-012	Lease Property Search (Walzem)	March 24, 2023	Pending Award	August 2023
RFI 2023-015	Lease Property Search (Kerrville)	April 17, 2023	Evaluation	September 2023

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.

The procurement department takes necessary and affirmative steps to contract with small and minority business firms and other Historically Underutilized Businesses (HUBs) when possible. In addition to pending procurement projects, a list of active contracts and their status is periodically presented to the Board for review. The attached list provides an update on the status of active agreements and upcoming renewals.

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**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, and 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 will continue proactively monitoring contracts 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:** Contract Listing

Status	Contract Name/Description	Vendor	Yearly Estimated Amount	Start Date	Lead Date	End Date	Renewals Remaining
Active	1YR VMWARE LICENSE- Virtualization Server	COMPUTER SOLUTIONS	\$31,546	19-May-23	18-Feb-24	18-May-24	Annual Renewal
Active	3YR WEBEX LICENSES - Web conferencing	Barcom	\$10,440	30-Nov-21	1-Oct-24	1-Jan-25	1-3 year renewal
Active	Virtual Recruitment Suite	Premier Virtual	\$15,000	30-Jun-22	30-Apr-23	30-Jun-23	Annual Renewal
Active	12 MOS SERVER DIRECTORY AUDITOR	FreeIT Data Solutions, Inc	\$5,787	1-Jul-22	30-Mar-23	14-Jun-24	Annual Renewal
Active	3YR VMWARE LICENSE- Virtualization Server	COMPUTER SOLUTIONS	\$10,573	26-Mar-21	17-Feb-24	17-May-24	1-3 year renewal
Active	Academic Testing Services	Comprehensive Adult Student Assessment Systems (CASAS)	\$4,000	25-Jul-22	25-Apr-23	24-Jul-23	No renewals remaining
Active	ACCESIBE SOFTWARE LICENSE	WEBHEAD	\$2,287	1-Jun-22	2/31/2023	31-May-23	Annual Renewal
Active	Adobe Creative Cloud Subscription	CCB (Consistent Computer Bargain)	\$1,452	6-Jan-23	1-Dec-23	6-Jan-24	Annual Renewal
Active	Adult Services	C2 Global Professional Services, LLC	\$19,505,317	1-Oct-21	3-Apr-22	30-Sep-22	No renewals remaining
Active	Advertised Opportunities (job board)	Breezy HR, Inc.	\$6,375	24-Nov-22	27-Jul-23	23-Nov-23	Annual Renewal
Active	APPSPACE 24MOS DIGITAL SIGNS	PRESIDIO	\$32,400	1-Jul-22	30-Apr-24	30-Jun-24	Annual Renewal
Active	ArcGIS-Mapping Software	ESRI	\$200	6-Apr-23	5-Jan-23	6-Apr-24	Annual Renewal
Active	Architect and Space Planning Services	LK Design Group Inc.	\$150,000	30-Sep-22	30-May-23	30-Sep-23	2-1 year renewals
Active	BIOMED MEMBERSHIP - SURVEY WORKFORCE DATA SERVICES	BIOMED SAN ANTONIO	\$1,000	1-Jan-23	1-Oct-23	1-Jan-24	Annual Renewal
Active	Board Book Subscription	Board Book	\$4,000	1-Sep-22	2-Jun-23	31-Aug-23	Annual Renewal
Active	Case Management Solutions	CaseWorthy, Inc	\$25,419	1-Aug-21	2-May-23	31-Jul-23	Annual Renewal
Active	CFO Staff Augmentation Services	Collective Strategies	\$270,000	7-May-23	7-Feb-23	7-Aug-23	No renewals remaining
Active	Child Care Management Services	of San Antonio, Department of Human Ser	\$88,475,343	1-Oct-22	2-Jul-23	30-Sep-23	3- 1 year renewals
Active	Child Care Quality Improvement Activity	The City of San Antonio (COSA)	\$1,529,733	1-Oct-22	2-Jul-23	30-Sep-23	2-1 year renewals
Active	Cisco Wireless Access Point Support- Pearsall	BARCOM	\$72	1-Jun-23	30-Mar-24	31-May-24	Annual Renewal
Active	Cognito Forms Enterprise License	Cognito	\$1,334	1-Sep-22	30-May-23	31-Aug-23	Annual Renewal
Active	Cognito Forms Enterprise License	Cognito	1,622.40	1-Oct-22	30-Jun-23	30-Sep-23	Annual Renewal
Active	Commercial Insurance Broker	SWBC Insurance	Commission Based	1-May-23	30-Jan-24	30-Apr-24	4 - 1 Year Renewals
Active	Commercial Janitorial Services	M & Rs Elite Janitorial Solutions	\$213,520	1-Oct-21	3-Jul-23	30-Sep-23	4- 1 year renewals



Status	Contract Name/Description	Vendor	Yearly Estimated Amount	Start Date	Lead Date	End Date	Renewals Remaining
Active	Commerical Real Estate Broker	PCR Brokerage San Antonio LLC	Commission Based	18-Mar-23	1-Dec-23	12-Mar-24	4-1 year renewals
Pending	Compliance Hotline Provider	Lighthouse Services	\$260	15-May-23	15-Apr-23	15-May-24	Annual Renewal
Active	DATA ANALYTIC SOFTWARE	EMSI	\$19,500	9-Jan-23	8-Oct-23	8-Jan-24	Annual Renewal
Active	Document Destruction	Shred-It (Stericycle)	\$15,000	2-Jul-21	2-Apr-22	1-Jul-23	No renewals remaining
Active	Domain-WSAlamo.org	Go Daddy	\$62	13-Jun-23	13-May-24	12-Jun-24	Annual Renewal
Active	E FAX FOR SAFB LOCATION	Nextivia	\$23	4-Apr-23		3-Apr-24	Auto-Renewal
Active	E Signature Software	DOCUSIGN	\$19,872	15-Feb-23	14-Nov-23	14-Feb-24	Annual Renewal
Active	Electrical Services	All Star Electric	\$24,400	1-Mar-23	23-Oct-23	29-Feb-24	No renewals remaining
Active	Email outreach software	Constant Contact	\$8,644	16-Mar-23	16-Dec-23	16-Mar-24	Annual Renewal
Active	Executive and Professional Recruitment Service	Tranquil Multi Dynamic Advisory LLC	\$40,264	1-Apr-23	1-Jan-23	1-Apr-24	3- 1 year renewals
Active	Financial Audit Services	ABIP, PC	\$67,050	1-Oct-22	2-Jul-23	30-Sep-23	2-1 year renewals
Active	Fiscal Monitoring Services	Christine H Nguyen, CPA	\$136,605	1-Feb-22	3-Oct-22	31-Jan-24	3- 1 year renewals
Active	GAZELLE SOFTWARE SUBSCRIPTION	ABILA - GAZELLE	\$12,075	1-Oct-22	30-May-23	30-Sep-23	Annual Renewal
Active	Grant Writer Services	TJD Consulting	\$7,000	23-May-2023	1-Aug-2023	30-Sep-2023	1-1 year renewal
Active	GRAPHIC DESIGN SOFTWARE	Canva	\$119	8-Apr-23	8-Jan-23	8-Apr-24	Annual Renewal
Active	Guard Services	Vets Securing America	\$369,000	1-Jan-23	30-Apr-23	30-Sep-23	4- 1 year renewals
Active	HVAC PM Services	Fixya Air, LLC	\$30,000	18-Jun-21	30-Apr-23	30-Sep-23	No renewals remaining
Active	ISR MODULAR ROUTER - ASA FIREWALL MAINTENCE	PRESIDIO	\$121,697	19-Sep-18	18-Jun-23	18-Sep-23	Annual Renewal
Active	IT Cloud Services	Freeit Data Solutions, Inc.	\$101,201	20-Jul-22	2-Jul-23	30-Sep-23	3- 1 year renewals
Active	IX-3 Postage Meter	Quadient	\$4,017	12-Feb-22	13-Nov-24	12-May-25	No renewals remaining
Active	Job Placement and Worksite Monitoring Services	Professional Contract Services Inc.	\$138,240	1-Oct-22	2-Jul-23	30-Sep-23	No renewals remaining
Active	Language Interpreter Services	Universal Technical Translation	\$4,050	1-Jan-23	22-Sep-23	31-Dec-23	No renewals remaining
Active	Lawn Care Maintenance-Pearsall	Arriazola Lawn Care Services	\$480	1-Apr-23	31-Dec-23	31-Mar-24	2-1 year renewals
Active	Leased Copier and Supplies-S Flores	Xerox Financial Services	\$23,582	1-Nov-19	2-Aug-24	31-Oct-24	No renewals remaining

Status	Contract Name/Description	Vendor	Yearly Estimated Amount	Start Date	Lead Date	End Date	Renewals Remaining
Active	Leased Copier and Supplies-various locations	Xerox Financial Services	\$186,035	1-Mar-20	30-Nov-24	28-Feb-25	No renewals remaining
Active	Leased Copier and Supplies-various locations	Xerox Financial Services	\$62,220	1-Nov-20	3-Aug-25	1-Nov-25	No renewals remaining
Active	Leased Copier and Supplies-Xerox C9070	Xerox Financial Services	\$30,420	1-Oct-20	3-Jul-25	1-Oct-25	No renewals remaining
Active	Legal Services	Martin & Drought, P.C.	\$90,000	1-Oct-22	2-Jul-23	30-Sep-23	3- 1 year renewals
Active	Locksmith Services	Crites Downtown Lock & Key	\$1,595	1-Jan-23	31-Oct-23	31-Dec-23	No renewals remaining
Active	Maintenance Handyman Services	360TXC LLC.	\$13,860	19-Jun-23	19-Jan-24	19-Jun-24	3-1 Year Renewal
Active	Marketing & Outreach Services	Texas Creative	\$100,000	21-Feb-23	22-Nov-23	20-Feb-24	2-1 year renewals
Active	Mat Rentals	Service Uniform	\$37,281	1-Jun-21	31-Jan-24	31-May-24	No renewals remaining
Active	MICROIX SUPPORT & MAINTENCE SOFTWARE	MICROIX	\$3,674	21-Aug-22	20-May-23	20-Aug-24	Annual Renewal
Active	MICROSOFT OFFICE 365 SOFTWARE LICENSE	CONSISTENT COMPUTER BARGAIN	\$36,958	21-Apr-23	20-Jan-24	20-Apr-24	Annual Renewal
Active	MIP MAINTENCE & SUPPORT	ABILA	\$16,186	1-Jun-23	31-Jan-23	31-May-24	Annual Renewal
Active	Monitoring, Targeting and Reporting	Agility PR Solutions	\$24,778	18-Apr-22	17-Jan-24	17-Apr-24	Annual Renewal
Active	Moving Services	Scobey Moving & Storage, LTD.	\$25,000	1-May-23	25-Dec-22	30-Apr-24	2-1 year renewals
Active	NATIONAL ASSOCIATION WORKFORCE BOARD MEMBERSHIP	NAWB	\$3,000	1-Jul-23	20-Mar-24	30-Jun-24	Annual Renewal
Active	Network & UC Managed Services	Barcom Enterprises	\$119,520	1-Mar-23	30-Dec-23	29-Feb-24	Annual Renewal
Active	Netwrix Auditor for Active Directory/File Servers	FreeIT Data Solutions, Inc	\$6,104	15-Jun-23	15-Mar-23	14-Jun-24	Annual Renewal
Active	New CFO Candidate - Hire Solutions - Irlanda Cassidy	Hire Solutions	\$17,000	20-Jun-22	30-Aug-23	30-Sep-23	1-1 year renewal
Active	NEWSLETTER SUBSCRIPTION	THE BOERNE STAR	\$59	15-Sep-22	15-Jun-23	15-Sep-23	Annual Renewal
Active	NIMBLE SUPPORT SERVICES	FreeIT Data Solutions, Inc	\$7,172	20-Jul-22	30-Jun-23	30-Sep-23	Annual Renewal
Active	NORTH SAN ANTONIO CHAMBER OF COMMERCE MEMBERSHIP	NORTH SA COC	\$1,500	26-Oct-22	26-Jul-23	26-Oct-23	Annual Renewal
Active	On Call Plumbing Services	1st Aid Plumbing Inc	\$30,000	1-Mar-23	1-Aug-23	29-Feb-24	2-1 year renewals
Active	Pest Control Services	Orkin LLC - Deborah Toth	\$9,333	1-Jan-23	22-Sep-23	31-Dec-23	1-1 year renewal
Active	Post Machine Rental-E Houston	FP Mailing Solutions	\$627	11-Jul-22	14-May-23	31-Jul-23	No renewals remaining
Active	Postage for VR Staff-Datapoint	FP Mailing Solutions	\$1,555	1-Oct-20	3-Jul-23	1-Oct-23	Auto-Renewal

Status	Contract Name/Description	Vendor	Yearly Estimated Amount	Start Date	Lead Date	End Date	Renewals Remaining
Active	Postage Machine-Data Point	FP Mailing Solutions	\$551	2-Jan-19	2-Jan-23	1-Apr-23	Month to Month
Active	Postage Machine-E. Houston	FP Mailing Solutions	\$299	2-Jan-19	2-Jan-23	1-Apr-23	Month to Month
Active	Postage Machine-Kerrville	FP Mailing Solutions	\$1,102	1-Jul-21	1-Apr-23	30-Jun-23	Month to Month
Active	Postage Machine-Marbach	FP Mailing Solutions	\$551	2-Jan-19	2-Jan-23	1-Apr-23	Month to Month
Active	Postage Machine-New Braunfels	FP Mailing Solutions	\$1,102	1-Jul-21	1-Apr-23	30-Jun-23	Month to Month
Active	Postage Machine-S. Flores	FP Mailing Solutions	\$551	2-Jan-19	2-Jan-23	1-Apr-23	Month to Month
Active	Postage Machine-Seguin	FP Mailing Solutions	\$1,102	1-Jul-21	1-Apr-23	30-Jun-23	Month to Month
Active	Postage Machine-Urban	FP Mailing Solutions	\$6,755	31-Dec-22	4-Jul-23	31-Dec-23	Auto-Renewal
Active	Postage Machine-Walzem	FP Mailing Solutions	\$299	2-Jan-19	3-Oct-23	1-Jan-24	Auto-Renewal
Active	Printer Leases	DOCUMation	\$32,697	1-Aug-21	3-Jun-24	30-Nov-24	No renewals remaining
Active	Procurement Consulting Services	The Syndicate Wave	\$76,212	31-Aug-22	2-May-23	31-Jul-23	No renewals remaining
Active	Procurement Management Software	Bonfire Interactive Ltd	\$24,950	1-Dec-22	1-Sep-23	30-Nov-23	Annual Renewal
Active	Professional Employer Services Agreement	SWBC Professional Employer Services III, LLC	\$30,000	8-May-21	7-Sep-23	31-Dec-23	3- 1 year renewals
Active	Program Monitoring Services	Christine H Nguyen, CPA	\$142,840	12-Dec-22	3-Aug-23	31-Dec-23	4 - 1 year renewals
Active	RTW- Intake, Assesment and Case Management	Chrysalis Ministries	\$5,376,545	21-Jun-22	22-Jul-24	22-Jan-25	3-1 Year Renewal
Active	RTW- Intake, Assesment and Case Management	The City of San Antonio (COSA)	\$102,390,463	13-May-22	14-Nov-24	13-May-25	3-1 Year Renewal
Active	RTW- Intake, Assesment and Case Management	YWCA Olga Madri Center	\$5,280,206	1-Jun-22	23-Dec-24	21-Jun-25	3-1 Year Renewal
Active	RTW- Intake, Assesment and Case Management	ECE at Texas A&M University	\$6,740,909	22-Jun-22	24-Dec-24	22-Jun-25	3-1 Year Renewal
Active	RTW- Intake, Assesment and Case Management	Family Services Assocation of SA	\$9,432,421	22-Jun-22	23-Jan-25	22-Jun-25	3-1 Year Renewal
Active	RTW- Intake, Assesment and Case Management	San Antonio Food Bank	\$6,740,910	27-Jun-22	28-Dec-24	26-Jun-25	3-1 Year Renewal
Active	RTW- Intake, Assesment and Case Management	Avance PCEP School based	\$269,757,600	12-Jun-22	12-Feb-25	12-Jul-25	3-1 Year Renewal
Active	S. Flores Fire and Burglar Alarm Services	ADT LLC	\$2,224	10-Nov-22	9-Aug-23	9-Nov-23	Annual Renewal
Active	SA CHAMBER MEMBERSHIP	SA CHAMBER OF COMMERCE	\$568	1-Jan-23	31-Aug-23	31-Dec-23	Annual Renewal
Active	Safe Cabinet Filing System	Gallion Consulting	\$28,532	1-Oct-22	3-Jul-23	1-Oct-23	Annual Renewal

Status	Contract Name/Description	Vendor	Yearly Estimated Amount	Start Date	Lead Date	End Date	Renewals Remaining
Active	SAGE ASSEST LICENSE & SUPPORT	SAGE	\$6,857	31-Aug-22	3-Mar-22	30-Aug-23	Annual Renewal
Active	Sales and Service Cloud Enterprise	Salesforce Inc	\$614	13-Apr-23	12-Jan-24	12-Apr-24	Annual Renewal
Active	SAS ANALYTICAL SOFTWARE MAINT/LIC AGREEMENT	EXECUTIVE INFORMATION SYSTEMS LLC	\$1,704	30-Jun-22	29-Mar-23	29-Jun-24	Annual Renewal
Active	Security Alarm Monitoring Svcs-Datapoint	ADT/Protection One	\$679	29-Sep-21	30-Jun-23	28-Sep-23	Annual Renewal
Active	Security Operations Center (SOC) Services	FreeIT Data Solutions, Inc	\$102,664	18-Jul-22	2-Jul-23	30-Sep-23	3- 1 year renewals
Active	Skills Development Assessment Services	LearningMate Solutions, Inc / Job Ready	\$60,000	25-Jul-22	25-Apr-23	24-Jul-23	No renewals remaining
Active	Social Media Scheduling Tool Subscription	HOOTSUITE	\$627	26-Sep-22	25-May-23	25-Sep-23	Annual Renewal
Active	Storage Facility	Safesite, Inc	\$8,328	1-Feb-23	4-Aug-23	31-Jan-24	No renewals remaining
Active	Subrecipient: Contracted Slots	Ascension DePaul Services, DePaul Children's Center	\$167,051	27-Jul-22	31-Jul-23	31-Dec-23	2-1 year renewals
Active	Subrecipient: Contracted Slots	Converse Christian School & Early Learning Center	\$182,457	27-Aug-22	31 Jun 23	31-Dec-23	2-1 year renewals
Active	Subrecipient: Contracted Slots	La Mission Childcare and Kid Kamp	\$137,642	27-Jul-22	2-Oct-23	31-Dec-23	2-1 year renewals
Active	SWBCU Online Training Services for Staff	Southwest Business Corporation (SWBC)	\$3,000	23-Mar-23	23-Jan-24	23-Mar-24	Annual Renewal
Active	Teacher Externships	Alliance for Technology Education In Applied Science and Math	\$162,500	1-Mar-23	28-Sep-23	28-Feb-24	No renewals remaining
Active	Temporary Staffing Services	Human Capital International, LLC dba Integrated Human Capital	\$75,000	1-Nov-22	2-Aug-23	31-Oct-23	2-1 year renewals
Active	Temporary Staffing Services	LK Jordan	\$250,000	1-Nov-22	2-Aug-23	31-Oct-23	2-1 year renewals
Active	The Work Number-SSN and Employment Verification (Equifax Verification Services for Social	Equifax/Carasoft	\$70,000	1-Sep-22	4-Mar-23	31-Aug-23	Annual Renewal
Active	Vistana Front Doorbell Service Agreement	ADT LLC	\$1,019	13-Jul-23	13-Apr-23	12-Jul-24	Auto Renewal
Active	Walzem Burglar Alarm System Services	True Protection LLC	\$1,878	1-Nov-23	14-Jul-24	1-Nov-24	Annual Renewal
Active	Web Based IT staff Training	SOLID BORDER	\$8,642	14-Jun-23	13-Mar-24	13-Jun-24	Annual Renewal
Active	Web Development & Site Content Support Services	Web-Head Technologies	\$81,047	1-Nov-22	2-Aug-23	31-Oct-23	No renewals remaining
Active	WEBSITE HOST/PRODUCTION DEVELOPMENT	Web-Head Technologies	\$1,838	1-Jul-22	30-Apr-23	31-Oct-23	Annual Renewal
Active	WORK NUMBER SERVICES EMPLOYMENT AND SSN VERIFICATION SERVICES	CARASOFT TECHNOLOGY CORPORATION	\$70,000	1-Sep-22	6/31/2023	31-Oct-23	Annual Renewal
Active	Work Readiness Training for SEAL	SA Trainers, LLC dba Partners in Progress	\$80,000	16-May-23	15-Feb-23	15-May-24	1-1 year renewal
Active	Youth Services	Serco of Texas Inc.	\$2,500,000	1-Oct-22	2-Jul-23	30-Sep-23	3- 1 year renewals

**Property Leases**

Location	Property Address	Original Lease	Tested the Market	Renewal	Expiration	Amendments	Square footage	Base Monthly Rent
Seguin	1411 E COURT ST	1/16/2020-12/31/2027	2019	16-Jan-20	31-Dec-27	No renewals remaining	6,442	\$7,086.00
E. Houston	4535 E. Houston	6/5/2002-6/15/2007	2019	31-Jan-20	31-Jan-30	No renewals remaining	11,700	\$19,422.00
Floresville	1106 10th St	1/1/2017-12/31/2020	2017	1-Aug-21	31-Jan-26	No renewals remaining	2,340	\$5,269.00
Marbach	7008 Marbach Rd	6/1/2016-5/31/2021	2016	Month to Month		None	15,000	\$22,608.00
Pearsall	107 E Hackberry	11/1/2018 - 10/31/2021	2018	31-Oct-21	31-Oct-24	Month to Month up to One year	3,200	\$2,500.00
Hondo	402 Carter	1/1/2016-12/31/2018	2018	1-Jan-21	31-Dec-24	No renewals remaining	1,799	\$1,978.90
Pleasanton	1411 Bensdale	1/28/2016-1/31/2019	2018	1-Jan-23	1-Jan-25	No renewals remaining	2,344	\$2,503.66
Kenedy	491N. Sunset Strip	2/1/2019 - 1/31/2022	2018	31-Jan-22	31-Jan-25	One (1) renewal term of three (3) years	1,750	\$1,683.00
New Braunfels	183 IH-35 South	7/11/2000-7/10/2005	2017	1-Feb-22	31-Jan-32	No renewals remaining	6,720	\$9,223.20
Walzem	4615 Walzem Rd	7/15/2008-12/31/2023	2016			Full Procurement	14,339	\$25,122.27
Boerne	124 E Bandera Suite 401 Boerne, TX	11/1/2021-11/30/2026	2021	1-Nov-21	30-Nov-26	No renewals remaining	1,278	\$1,970.25
Kerrville	1700 Sidney Baker	8/1/1999-7/31/2009	2019	1-Apr-19	30-Apr-24	No renewals remaining	5,000	\$9,000.00
Headquarters	100 N. Santa Rosa	3/17/2017-3/16/2027	2017	1-Jan-17	1-Jan-27	No renewals remaining	16,352	\$30,455.60
South Flores	6723 S Flores St	8/1/1999-7/31/2009	2018	1-Aug-18	31-Jul-28	No renewals remaining	25,000	\$25,322.46
Datapoint	9725 Datapoint	12/1/2019-11/30/2029	2019	1-Apr-19	31-Mar-29	No renewals remaining	52,811	\$64,197.82
Port of SA	638 Davy Crockett Rd.	2/9/2022-2/9/2032	2021	09-Feb-22	09-Feb-32	Two (2) renewal term of five (5) years	17,500	\$24,791.67
S.A. Food Bank	5200 Enrique M Barrera Pkwy	1/1/2022-12/31/2022		1-Jan-22	31-Dec-25	No renewals remaining	1,807	\$2,877.00
Fredericksburg	221 Friendship Lane	MOUs					1desk	no charge
Bandera	702 Buck Creek	MOUs					1room	no charge

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## MEMORANDUM

**To:** Audit & Finance  
**From:** Adrian Lopez, CEO  
**Presented by:** Jeremy Taub, Director of Procurement and Contracts  
**Date:** August 4, 2023  
**Subject:** Contract Update: Management and Operations of Adult and American Job Center Services

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**Summary:** Workforce Solutions Alamo (WSA) – Board of Directors previously approved a contract to C2 Global Professional Services, Inc. for the purchase of Management and Operation Services of WSA - Adult and American Job Centers in the estimated annual amount of \$19,538,000, with a contract term effective 10/01/2023 – 09/30/2024, and has four (4) one-year renewal options.

**Update:** On June 23, 2023, the Workforce Solutions Alamo – Board of Directors approved to award the contract to C2 Global Professional Services, Inc. for the purchase of Management and Operation Services of WSA - Adult and American Job Centers. Currently, the Board is coordinating with internal and external stakeholders to finalize negotiations and prepare the contract for execution in accordance with the timelines below. A draft copy of the agreement is provided with this memo for reference.

A notice soliciting a Request for Proposals (RFP) was posted online and in the Texas Electronic State Business Daily (ESBD) on February 8, 2023, for a sixty (60) day period as per the RFP schedule. Procurement and Contracts issued an email to invite potential respondents to the RFP and was posted on its eBid portal, Bonfire. The two proposals received by the RFP deadline were evaluated in accordance with the RFP specifications and requirements by independent evaluators.

**Analysis:** The contractor will provide the Statement of Work for the management and operations of the American Job Centers in the greater San Antonio Area. The selected contractor will be required to work collaboratively with partner agencies to provide seamless delivery of employment and training services throughout the 13-county area, as directed and approved by the Board. The selected contractor will coordinate services with the City of San Antonio, the youth contractor, partners, vendors, and service providers as contracted by WSA.

The contractor will be required to meet compliance with deliverables outlined in the RFP, specifically having adequate operating and management systems to provide services in the 13-county region effectively, maintaining adequate staffing to provide services, and actively participating in collaborating and developing local partnerships. Additionally, the awarded contractor will be required to meet or exceed the following criteria:

- Meet or exceed all TWC-contracted and local performance measures.
- Maintain fiscal integrity with a history of a clean audit, including monitoring reports with no or minimal disallowed costs.

- Meet expenditure benchmarks tied to the provision of direct services.
- Adhere to quality assurance and compliance requirements.
- Abide by all local, state, and federal regulations.
- Provide innovation and efficiency, expanding the delivery of services that aligns with the Board’s local plan, including subsequent plan modifications.
- The contractor is expected to consistently maintain a professional attitude toward customers, contractors, and Board staff.

The contract term will be effective October 1, 2023, through September 30, 2024, with the option to renew for up to four (4) one-year periods upon written mutual consent of Workforce Solutions Alamo and the selected contractor.

**Alternatives:** None.

**Fiscal Impact:** The estimated annual budget for this contract is \$19,538,000.

**Staff Recommendation:** To continue with finalizing contract negotiations and execute in accordance with proposed timelines:

<b>Contract Action Item</b>	<b>Due By - Tentative</b>
Contract edits by WSA Programs Office	July 21, 2023
Contract edits by C2 GPS Inc.	July 28, 2023
Finalize Contract Draft by WSA Procurement	July 31, 2023
Submit for review by Committee(s)	August 4 - 11, 2023
Submit for review by Board of Directors	August 18, 2023
Prepare Contract for Signature	August 25, 2023
Contract Effective	October 1, 2023

**Next Steps:** Pending review by the Workforce Solutions Alamo – Board of Directors, procurement will work to finalize and execute the contract with C2 Global Professional Services, Inc.

**Attachments:** Draft Contract

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## MEMORANDUM

**To:** Audit & Finance Committee

**From:** Adrian Lopez, CEO

**Presented by:** Jeremy Taub, Director of Contracts and Procurement

**Date:** August 4, 2023

**Subject:** Contract Renewal with the City of San Antonio for Purchase of Child Care Management Services

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**Summary:** *Discussion and Possible Action:* The Workforce Solutions Alamo – Board of Directors approves a contract renewal with the City of San Antonio for the purchase of Child Care Management Services in the estimated annual amount of \$121,653,545, as requested by the Board Office for Child Care Management.

In October 2021, a contract was executed for the purchase of Child Care Management Services for an initial twelve-month period with three (3) one-year renewal options to renew and is scheduled to be re-procured in 2025. This contract action exercises the second of three one-year renewal options in the procurement cycle.

**Analysis:** The scope of services for the Child Care Management Services contract enables the delivery of services and activities to implement and support the childcare funding that provides direct childcare services to eligible families with funds provided by the Texas Workforce Commission (TWC).

TWC administers the State's scholarship childcare program through federal funding from the U.S. Department of Health and Human Services (HHS), Child Care Development Block Grant (CCDBG).

TWC determines the allocation for Child Care Services (CCS) based on federal appropriations, local needs, and in coordination with Workforce Solutions Alamo (WSA), the local workforce development board, to implement the program. The Contractor's goals align with WSA's Strategic Plan by removing barriers to employment for skilled and educated workers who desire to reenter the workforce.



**Fiscal Integrity:** Passed Fiscal Integrity Review.

**Fiscal Impact:** Issues the second of three contract renewals with an initial budget of \$121,653,545, as shown below.

<b>Fund</b>	<b>Amount</b>
CCDF- Child Care Operations	\$4,877,649
CCDF- Direct Care-Discretionary	\$96,319,115
CCDF- Direct Care-Mandatory	\$6,250,691
CCDF- Federal Match-Direct Care	\$7,584,186
DFPS- In-Home	\$3,400,106
DFPS- Foster Care	\$1,060,337
DFPS- Other Foster Care	\$1,008,490
DFPS- Relative Care	\$1,152,971
<b>Total</b>	<b>121,653,545</b>

**Staff Recommendation:** Approve the renewal of the contract with the City of San Antonio for Child Care Services from 10/1/2023 – 09/30/2024.

**Alternatives:** Issue a new solicitation for Child Care Management Services.

**Next Steps:** Coordinate the contract renewal with the City of San Antonio upon approval, effective 10/01/2023.

**Attachments:** Statement of Work, Fiscal Integrity Review

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## MEMORANDUM

**To:** Audit & Finance Committee

**From:** Adrian Lopez, CEO

**Presented by:** Jeremy Taub, Director of Contracts and Procurement

**Date:** August 4, 2023

**Subject:** Contract Renewal for Purchase of Child Care Quality Services

---

**Summary:** *Discussion and Possible Action:* The Workforce Solutions Alamo – Board of Directors approves a contract renewal with the City of San Antonio to purchase Child Care Quality (CCQ) Services in the estimated annual amount of \$3,996,909, as the Board Office for Child Care Management requested.

In April 2021, a contract was executed for the purchase of Child Care Quality Services for six months, with three (3) one-year options to renew. This contract action exercises the third and final renewal option in the procurement cycle and is scheduled to be re-procured in 2024.

**Analysis:** The scope of services for the Child Care Quality (CCQ) services contract enables the delivery of services and activities to implement & support the Texas Rising Star (TRS) program. Texas Rising Star Mentors provide mentoring and technical assistance to providers working towards TRS certification and ongoing mentoring to ensure quality is maintained and/or elevated.

Texas Rising Star Assessors conduct initial certification assessments, annual monitoring assessments, recertification assessments, facility move assessments, reconsideration assessments and category reconsideration assessments until the transition to the Centralized Assessor Entity, tentatively scheduled for September 1, 2023. In addition, the CCQ contract provides funding for the implementation of childcare quality improvement activities and special projects structured to increase the number of TRS providers and increase the star levels of existing childcare centers.

**Fiscal Integrity:** Passed Fiscal Integrity Review.

**Fiscal Impact:** Issues the third and final contract renewal with an initial budget of \$2,942,078 in Child Care Quality Funds and an additional \$1,054,831 in Texas Rising Star Incentives for a total budget of \$3,996,909.

**Staff Recommendation:** Approve the renewal of the contract with the City of San Antonio for the Child Care Quality Services contract from 10/1/2023 – 09/30/2024.

**Alternatives:** Issue a new solicitation for Child Care Quality Services.

**Next Steps:** Coordinate and prepare the contract renewal with the City of San Antonio upon approval, effective 10/01/2023.

**Attachments:** Statement of Work, Fiscal Integrity Review

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## MEMORANDUM

**To:** Audit & Finance Committee

**From:** Adrian Lopez, CEO

**Presented by:** Jeremy Taub, Director of Procurement and Contracts

**Date:** August 4, 2023

**Subject:** Contract Renewal for Purchase of Financial Audit Services

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**Summary:** *Discussion and Possible Action:* Workforce Solutions Alamo (WSA) – Board of Directors approves a contract renewal to ABIP, PC, for the purchase of Financial Audit Services in the estimated annual amount of \$75,000, as requested by the Board Finance Office.

In March 2021, the contract with ABIP, PC was executed for six months with four (4) one-year options to renew. This contract action exercises the third (3) of four one-year renewal options in the procurement cycle. The contract is scheduled to be reprocured in 2025.

**Analysis:** The scope of services specifies that the contractor will prepare WSA's annual Federal Tax Return and provide the required annual independent audit of WSA's financial statements, report on internal controls (single audit), and report on Compliance for Each Major Federal and State Program. The contractor's performance goals met expectations, and they know WSA financial/procurement practices. The scope of services covers the fiscal year from Oct 1, 2022 – September 20, 2023. There are no other changes requested at this time.

**Fiscal Impact:** This contract has been budgeted for an estimated annual amount of \$75,000.

**Staff Recommendation:** Approve ABIP, PC's renewal for the Financial Statement Audit Services contract from 10/1/2023 – 09/30/2024.

**Alternatives:** Issue a new solicitation for Financial Audit Services.

**Next Steps:** Upon approval, negotiate contract renewal with ABIP, PC, LLC, effective 10/01/2023.

**Attachments:** Statement of Work

September 30, 2023

Workforce Solutions - Alamo Board of Directors  
Mr. Adrian Lopez, Chief Executive Officer  
100 N. Santa Rosa Street, Suite 120  
San Antonio, Texas 78207

We are pleased to confirm our understanding of the services we are to provide for Workforce Solutions - Alamo for the year ending September 30, 2023.

### **Audit Scope and Objectives**

We will audit the financial statements of Workforce Solutions - Alamo which comprise the statements of financial position as of September 30, 2023, the related statements of activities, functional expenses, and cash flows for the year then ended, and the disclosures (collectively, the “financial statements”). Also, the following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS), and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor’s report on the financial statements:

#### 1. Schedule of Expenditures of Federal and State Awards

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor’s report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America, and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the *State of Texas Single Audit Circular*.

### **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

As of the date of this letter, a review of risks for the fiscal year ended September 30, 2023 has not been performed. If we identify any during our audit we will notify you as we become aware of any.

Our audit of the financial statements does not relieve you of your responsibilities.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the Organization and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal and state award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Workforce Solutions - Alamo's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Organization's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Workforce Solutions - Alamo's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will assist in preparing the financial statements, schedule of expenditures of federal and state awards, and related notes of Workforce Solutions - Alamo in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards issued by the American Institute of Certified Public Accountants. These other services are limited to the financial statements, schedule of expenditures of federal and state awards, and related notes previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal and state awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal and state awards, and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, the schedule of expenditures of federal and state awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal and state awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and state awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal and state statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal and state awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the Organization from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal and state awards; federal and state award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to



evaluate and monitor noncompliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and state awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal and state awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal and state awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and state awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal and state awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and state awards.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal and state awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Organization; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of ABIP, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the U.S. Department of Health and Human Services or its designee, a federal and state agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of ABIP, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the U.S. Department of Health and Human Services or a pass-through entity. If we are aware that a federal and state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Janet Pitman is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to them. We expect to begin our audit in March 2024 and issue our reports no later than June 30, 2024.

We estimate our fees for these services to be \$64,050 for the financial audit and single audit and the preparation of the property tax exemptions forms. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

## **Reporting**

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Directors of Workforce Solutions - Alamo. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Sincerely,  
ABIP, PC

ABIP, PC

San Antonio, Texas

Response:

This letter correctly sets forth the understanding of Workforce Solutions - Alamo

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Signature

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Title

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## MEMORANDUM

**To:** Audit & Finance Committee

**From:** Adrian Lopez, CEO

**Presented by:** Jeremy Taub, Director of Contracts and Procurement

**Date:** August 4, 2023

**Subject:** Contract Renewal for Purchase of Legal Services

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**Summary:** *Discussion and Possible Action:* The Workforce Solutions Alamo (WSA) – Board of Directors approves a contract renewal to Martin & Drought, P.C., for the purchase of Legal Services in the estimated annual amount of \$90,000, as requested by the Board Executive Offices.

In October 2020, a contract was executed for an initial twelve-month term with (4) four one-year renewal options. This contract action exercises the third (3) of four one-year renewal options in the procurement cycle. The contract is scheduled to be reprocured in 2025.

**Analysis:** The scope of services specifies that the contractor will serve as legal counsel to Workforce Solutions Alamo (WSA) and its Board of Directors. The services include but are not limited to:

- Appropriate legal counsel to WSA and its Board of Directors in its capacity as an administrative entity and grant recipient/fiscal agent for federal and state workforce funds and any future funding sources.
- Provide review, analysis, interpretation, and opinions regarding federal, state, and local laws, regulations, rules, policies, contracts, and other legal documents applying to WSA. Represent WSA and its Board of Directors in related litigation and legal affairs.
- Advocacy and representation in grievance and/or complaint proceedings/hearings.
- Review and comment on procurement and contract documents, including facility leases.
- Provide advice on matters related to the Open Records Act and Public Information Act and all matters related to statutes and regulations about Texas non-profit corporations.

**Fiscal Impact:** This contract is budgeted for an estimated annual amount of \$90,000.

The contract specifies that a \$70,000 retainer for Martin & Drought will be invoiced monthly at a rate of \$5,833.33 for routine services. Additional services will be billed separately based on contracted rates specified in the contract. The estimated annual amount includes \$20,000 for legal services related to employee matters currently subcontracted to Caldwell East & Finlayson.

**Staff Recommendation:** Approve the renewal of Martin & Drought, P.C. contract for Legal Services from 10/1/2023 – 09/30/2024.

**Alternatives:** Issue a new solicitation for Legal Services.

**Next Steps:** Upon approval, negotiate the renewal of the contract with Martin & Drought, P.C., and prepare the contract renewal to be effective 10/01/2023.

**Attachments:** Statement of Work

## Statement of Work

### Legal Services

A. Identification of designated lead or primary contact that will serve as legal counsel to Workforce Solutions Alamo (WSA) and its Board of Directors:

1. Frank B. Burney will serve as lead attorney and principal contact for services to WSA and the Board of Directors.

B. Legal services to be provided include, but are not limited to the following:

The Respondent shall be readily available to perform the following services as requested:

1. Appropriate legal counsel to WSA and its Board of Directors in its capacity as administrative entity and grant recipient/fiscal agent for federal and state workforce funds, and any future sources of funding.
2. Review, analysis, interpretation, and opinions regarding federal, state, and local laws, regulations, rules, policies, contracts, and other related legal documents applying to WSA.
3. Represent WSA and its Board of Directors in related litigation and legal affairs.
4. Advocacy and representation in grievance and/or complaint proceedings/hearings.
5. Review and comment on procurement and contract documents, including facility leases.
6. Advice on matters related to the Open Records Act and Public Information Act.
7. Advice on matters related to the Open Meetings Act.
8. Advice on all matters related to statutes and regulations pertaining to Texas non-profit corporations.
9. Attendance at Board and/or committee meetings as requested or required.
10. Other related legal matters as may be determined by the WSA Board of Directors and/or its Chief Executive Officer.

C. Legal Services shall be available as follows:

1. Regularly by and through personal contact, telephone, e-mail, or fax Monday through Friday, during normal business hours, and on an emergency basis after normal business hours/days.
2. By appointment to meet with WSA staff and/or Board of Directors, and to attend regular and/or call meetings as requested or required.
3. In emergencies within 24 hours of notice by telephone, and on-site within 48 hours of notice, at a minimum.

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## MEMORANDUM

To: Audit & Finance Committee

From: Adrian Lopez, CEO

Presented By: Jeremy Taub, Director of Procurement and Contracts

Date: August 4, 2023

Subject: Contract Renewal for Purchase of Management and Operation Services of Youth Programs

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**Summary:** *Discussion and Possible Action:* The Workforce Solutions Alamo – Board of Directors approves a contract renewal to SERCO of Texas, Inc. for the Purchase of Management and Operation Services for Youth Programs in the Alamo Region for both the Rural and Urban areas in the estimated annual amount of \$2,750,000, as requested by the Board Workforce Programs Office.

In October 2022, a contract was executed for the purchase of Management and Operation Services for Youth Programs in the Alamo Region for both the Rural and Urban areas. The initial term was for twelve months with three (3) one-year renewal options. This contract action exercises the first of three (3) one-year renewal options in the procurement cycle.

**Analysis:** WSA requires outsourcing the Management and Operation Services for the Youth Programs in the Alamo Region; the scope of services requested by Workforce Solutions Alamo Board is for the management and operation of the WIOA Youth Program. Furthermore, the contractor will develop and employ innovative strategies to support the Board's priorities and consistently meet or exceed the Texas Workforce Commission contracted performance measures and other local Board measures. It is anticipated that WSA will continue to benefit from using a single contractor by allowing for a single point of contact for our clients, cost-effectiveness, and overall efficiency.

**Alternatives:** Issue a new solicitation for the purchase of Management and Operation Services for Youth Programs in the Alamo Region for both the Rural and Urban areas.

**Financial Impact:** Estimated Annual Budget \$2,750,000.

**Recommendation:** Approve the contract renewal with SERCO of Texas, Inc. for Management and Operations for Youth Programs from 10/1/2023 – 09/30/2024. SERCO of Texas, Inc. has demonstrated successful performance in managing youth programs and the overall ability to meet/exceed contracted performance targets. Overall, the services have offered a high level of detail and will continue to ensure a seamless service delivery.

**Next Steps:** Upon approval, coordinate contract renewal with SERCO of Texas, Inc., effective 10/01/2023.

**Attachments:** Statement of Work, Fiscal Integrity Review



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## MEMORANDUM

To: Audit & Finance Committee

From: Adrian Lopez, CEO

Presented By: Jeremy Taub, Director of Procurement and Contracts

Date: August 4, 2023

Subject: Contract Award for Job Placement and Worksite Monitoring Services (SEAL FY24)

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**Summary:** *Discussion and Possible Action:* The Workforce Solutions Alamo – Board of Directors approves a contract award to Professional Contract Services, Inc. (PCSI) for the Purchase of Job Placement and Worksite Monitoring Services for the Summer Earn and Learn (SEAL) Program in the Alamo Region for both the Rural and Urban areas, in the estimated annual amount of \$180,000, as requested by the WSA - Office of Workforce Programs.

**Analysis:** WSA requires qualified Job Placement and Workplace Monitoring for Summer Earn and Learn Program to provide Job Placement and Monitoring for individuals sourced by WSA and placed at WSA Client Sites (End Clients). The scope of work includes placing the participant at the worksite and providing a point of contact for the participant in case of any concerns about the placement.

The work experience placement will consider the participant’s interests, abilities, capabilities, informed choice, and proximity to home. Work experience placements will also consider feedback and information provided by Vocational Rehabilitation (VR) staff. The SEAL participants are expected to be placed within public or private employers outside of the proposers’ organization, WSA, and any Workplace Solutions Alamo’s subcontractor organizations.

**Alternatives:** The current contract is scheduled to expire on September 30, 2023, and has no further options to renew it. A notice soliciting a Request for Proposals (RFP) 2023-019 was advertised online and in the Texas Electronic State Business Daily (ESBD). Procurement issued notice to more than 100 Potential respondents. Board staff from the Workforce Programs Management Office evaluated the proposal received by the RFP deadline. As a result of this effort, Professional Contract Services Inc. is recommended for an award on a best-value basis. The contract term will be effective October 1, 2023, through September 30, 2024, and has four (4) one-year options to renew upon mutual written consent of both parties.

**Financial Impact:** The estimated annual budget is \$180,000. The contract term will be effective October 1, 2023, through September 30, 2024, and has four (4) one-year options to renew upon mutual consent of both parties.

**Recommendation:** Upon approval of this award action by the Workforce Solutions Alamo – Board of Directors, Board staff is authorized to proceed with the next steps.

**Next Steps:** Finalize negotiations and execute a contract with Professional Contract Services, Inc. for Job Placement and Worksite Monitoring Services for the continuation of services.

**Attachments:** Statement of Work

## Statement of Work

### Job Placement and Worksite Monitoring Services for

#### Summer Earn and Learn 2023

1. Services Provided. To provide WSA with Job Placement and Worksite Monitoring services (the "Services") in accordance with the terms and conditions of this contract. Provide Job Placement and Worksite Monitoring for individuals who are sourced by WSA and who will be placed at WSA Client sites (End Clients).
2. Participants. For clients and participants that are taking part in work experience opportunities through programs offered by WSA in partnership with Vocational Rehabilitation Services (VR).

The student must be 16—22 years of age, and must be less than 22 years of age as of September 1 of the previous year (in other words, participants aged 22 during the summer SEAL program must have turned 22 on or after September 1 of the prior year).

The student is eligible for and receiving special education or related services under the federal Individuals with Disabilities Education Act or is an individual with a disability for purposes of 5504 of the Rehabilitation Act.

3. Job Categories. Work experiences and on the job, placements include the following, but are not limited to those general job categories:
  - Manufacturing
  - Office/Clerical
  - Information Technology
  - Childcare
  - Customer Service
  - Warehouse
  - Hospitality
  - Animal Caretaker

Place the participant at the worksite and provide a point of contact for the participant to utilize in the event of any concerns about the placement.

The work experience placement must consider the participant's interests, abilities, capabilities, informed choice, and proximity to home. Work experience placements should also consider feedback and information provided by Vocational Rehabilitation staff.

SEAL participants are expected to be placed within public or private employers outside of the proposers' organization, WSA, and any Workforce Solutions Alamo's subcontractor organizations.

Will orient employers and make available an orientation to employer supervisors and managers to their role and responsibilities, which are as follows:

- modeling expectations.
- giving clear, detailed, and repeated directions.

- communicating expectations for job performance, behavior, and social interactions; explaining consequences for inappropriate behavior;
- discussing progress and improvements in performance with both the participant and contractor.
- teaching skills needed for successful job performance; and
- communicating regularly with both the participant and The River City Group.

Worksite Placement includes:

- Match identified WSA employers with student's interests, geographical area, abilities and capabilities and Vocational Rehabilitation placement input.
- Coordinate employer interviews preferences if required or desired by employer
- Coordinate background check or drug test if requested by employer.
- Coordinate employer's hiring decision and schedule for placement
- Coordinate employer's special instructions for placement or onboarding (i.e., additional forms, specific process for placement)
- Document placement and justification for the placement decision in shared database
- Inform Vocational Rehabilitation within 7 business days of work start date, so they can coordinate accommodations with outside contractors if needed.
- Inform Employer of Record within 7 business days start date.
- Inform student and/or parent of placement within 7 business days of work start date utilizing SEAL Placement Form or another approved document.
- Make recommendations for support and training needs, accommodations, adaptive equipment, and job aids to ensure safe and efficient performance by the customer.
- Informing participants of individual end dates for their work experience.

Will meet with Vocational Rehabilitation Staff to review the placement prior to confirming the placement.

If suitable match cannot be located or identified using the available WSA employers, subgrantee must notify the Business Team so that additional employer recruitment and development can take place.

If a suitable match does not result in a positive employer or student decision, a secondary match must be made with student's interests, geographical area, abilities and capabilities and Vocational Rehabilitation placement input.

If a student is dismissed from a work assignment, a reassignment may be considered based on the nature of the dismissal, number of weeks left in SEAL and number of employers available at the time of the dismissal. If reassignment is appropriate, subgrantee must make every effort to find another suitable match with another identified WSA employer with student's interests, geographical area, abilities and capabilities and Vocational Rehabilitation placement input.

subgrantee must provide documented evidence of their reassignment decision and the factors that contributed to that decision.

#### 4. Documentation and Recordkeeping

Subgrantee must maintain certain records of SEAL participants and deliverables for the purposes of documenting, invoicing, program planning, and service delivery. These records do not constitute a separate VR case file but are considered supplemental information needed by the Board and its subcontractors for operational, documentation, and invoicing purposes.

All records must be maintained on paper or secure electronic format and in a safe and confidential manner. Records are to be retained following the Board's records retention schedule.

Subgrantee will adhere to the Board's use and process of chosen information system to track customer referrals and data.

#### 5. Worksite Monitoring

Subgrantee will provide ongoing worksite monitoring to ensure the participant is successful at the job and address any issues within 24 hours of notification or discovery. The proposed contractor will be responsible for keeping the Vocational Rehabilitation staff informed about participant progress and/or issues on a consistent basis, while collaborating with the Vocational Rehabilitation staff to resolve worksite issues or make needed changes.

If the participant needs additional individualized support, the Vocational Rehabilitation staff will provide case management services to arrange, provide, and/or purchase those supports. As subgrantee becomes aware of the need for these supports, they must timely consult with the Vocational Rehabilitation counselor. The Vocational Rehabilitation counselor will determine if the supports are appropriate for purchase with Vocational Rehabilitation funds. Worksite monitoring will include:

- Conduct a minimum of one in-person visit that includes an assessment of the student's progress based on contact with the student and employer and document all communication (electronic and otherwise) that validates the monitoring.
- Will consist of documentation from TWC guidelines to be completed and turned in.
- Document a description of any issues identified and how they were resolved. Notify the Board if issues identified are egregious in nature. Subgrantee shall follow any policies that the employer of record deems necessary for egregious incidents.
- Provide evidence that Vocational Rehabilitation staff were made aware of any issues identified within 24 hours of the notification or discovery of incidents.
- Coordinate with employer if intervention between employer, Vocational Rehabilitation and student is required or necessary.
- If a student is terminated, document the situation and employer feedback. Student termination must be reported with feedback from employer and reason for termination and if possible, the student's feedback.

## 6. Required Reporting

During the SEAL program, subgrantee must track the information listed below and, upon request, provide status reports on the number of students placed into work experience positions, employer site feedback, and any issues identified and how they were handled.

The subgrantee will meet with Workforce Solutions Alamo for weekly reporting conference calls and/or meetings. Requested data must be entered into Cognito Forms one day prior to regularly scheduled conference calls.

The following information must be reported weekly:

- Number of Students Placed
- Participant Anticipated Start Date
- Total of Placements at the time of reporting
- Number of Worksite Monitoring visits
- Any issues at the worksite that were reported to VR.
- Any issues and/or feedback regarding placement or replacement.

No later than September 10, 2023, subgrantee must submit a Program Summary report that includes:

- A list and count of VR participants who were placed in paid work experience.
- A narrative section identifying and discussing specific successes, challenges, lessons learned and recommendations for future revisions or improvements to the SEAL program.

The Program Summary report must be submitted on the Board approved SEAL Program Summary template, which includes a section that summarizes worksites and worksite monitoring activities. This section of the Program Summary report should include a list and total number of worksites, number of VR participants placed per worksite, host site feedback, and any issues identified and how they were handled.

7. Payment — Invoicing. Each invoice will reflect the applicable charges for the services performed based on the rate designated and agreed to by WSA.

To receive payment from WSA, subgrantee will submit a bi-weekly invoice for payment, along with supporting documentation as described below, to WSA. Invoices must include, at a minimum:

- subgrantee complete name and remittance address including city, state, and ZIP code and 14-digit Texas vendor identification number.
- a contact name and telephone number, or email address, or fax number;
- the service authorization number for each participant.
- the VR participant case identification number (Case ID — 7-Digit); the Job Placement information, including the dates of service (Service Period Begin Date-Service Period End Date, and employer;

Participant Name	Participant 7-Digit VR. ID Number	Service Period Begin Date	Service Period End Date

The service end date for Paid Work Experience Services is either.

- the date on which the Employer payroll cycle ended; or
- the date on which the VR participant will complete the Work Experience Services assignment.

WSA will pay within 80 days of receipt of complete, timely submitted invoices.

8. Administrative Overhead. Admin support includes receipt of records, creation of paper and electronic files, VRC and employer notifications/communications, contacting and scheduling customers, contacting employers, and scheduling interviews, orientations, and/or onboarding sessions, verifying appointments (customer and/or family/guardians.), scheduling and coordinating Job Placement staff, and recordkeeping.

9. Job Placement Staff (JPS). Meeting with referrals and their parents/guardians, customer interest interviews, matching processes, employer conversations, communications, and meetings; job site visit(s), interview preparation (attire, responses to employer questions, etc.), onsite onboarding (new-hire paperwork, etc.), VR updates and consultations, and follow-up activities.

**MEMORANDUM**

**To:** Audit & Finance Committee

**From:** Adrian Lopez, CEO

**Presented by:** Jeremy Taub, Director of Procurement and Contracts

**Date:** August 4, 2023

**Subject:** Procurement Update: Procurement Process Improvements Status Completion

**Summary:** This report is intended to summarize and update on procurement processes and improvements the Board implemented to increase controls related to contracts and leases. Workforce Solutions Alamo Board procurement staff contracted with a Procurement Consultant, The Syndicate Wave, LLC. in 2022 to help to improve processes and efficiencies.

**Update:** The table below is intended to summarize the completion status of the corrective actions taken:

Item	Status	Complete By
Re-Procure Real Estate Broker	Contract Executed	Completed
Provide requested documentation to TWC for Audit Resolution	Resolved	Completed
Review all Leases for compliance	Secondary review In-Process	August 31, 2023
Implement Lease Procedures	Completed	Completed
Manage Contract Log	On-going	On-going
Implement Procurement Consultant Recommendations*	Completed	Completed

**TWC Recommendations:** In October 2022, the annual TWC monitoring review of procurement was performed to ensure historical procurements were completed in accordance with related policies and procedures. The Board should strengthen controls over expiring contracts. The Board should adhere to the requirements of the FMGC and work with TWC Audit Resolution on re-procuring the workforce center leases for Kenedy, New Braunfels, and Hondo in compliance with federal and state requirements. To accomplish this, TWC has recommended putting in additional measures including:

- The Board should reprocure the contract for a broker before requesting additional services.
- The Board should provide documentation of cost reasonableness to demonstrate that a fair market rate is currently being paid for Pearsall, Floresville, and Boerne workforce center leases.



**TWC Lease Recommendation Progress:** The Board has implemented the recommendations by TWC and coordinated with TWC’s Audit Resolution unit for additional technical assistance on how to cure the non-compliant leases before any future lease renewals. After meeting with TWC, the Board took the following steps to cure the findings:

- WSA performed a lease-by-lease summary of each property with required documentation to address findings with implementation of lease procedures and tools not previously in place.
- TWC did not request WSA to break any lease but expects WSA to perform a complete and transparent procurement before exercising any renewal options on a current lease.
- WSA is reviewing all existing leases to ensure proper procurement.
- WSA performed Lease Market Assessment for the leases to determine cost reasonableness.
- TWC provided that original lease procurements must indicate renewal option periods. Therefore, additional option periods not included in the original lease cannot be exercised without new procurement.

As an outcome of the technical assistance, the Board has taken the following steps:

- The RFP for Real Estate Broker Services has been completed, and the contract with Partners Realty has been executed. The contract term is effective March 13, 2023, for 12 months, and has four (4) one-year options to renew.
- The Board staff is conducting an internal review of all property leases. This process analyzes the existing lease procedures to ensure they align with the TWC’s Financial Manual for Grants Contracts, including the procurement supplement. In addition, this process will ensure that documentation is on file for each item listed in the Lease Procurement Checklist.

**Additional Controls Over Expiring Contracts:** TWC recommended that the Board review and strengthen controls to ensure contracts are renewed or reprocured promptly and appropriately. Procurement has developed a contract management database that is updated regularly by reviewing contract expiration dates in addition to any other contract related action.

Furthermore, Procurement and Contracts Management utilizes e-procurement software to issue automated reminders to contract end users for necessary action requirements on renewing and expiring contracts. Additionally, procurement staff performs follow up with end users individually for status updates. This follow-up process creates an opportunity for collaboration, training, and development throughout the agency.

**Agency-Wide Procurement Improvements:** In March 2022, the Board contracted with The Syndicate Wave, LLC. to address the prior years` TWC recommendation, listing procurement as an area of concern. The independent consultant assessed the procurement area, identifying several required vital control needs. The Board had contracted with The Syndicate Wave, LLC to assess, recommend, and assist to implement agency-wide

improvements to the procurement and contract management process. This included strengthening controls by updating policies and implementing standard operating procedures.

The outcome of the assessment resulted in identifying key risk control areas of capacity, governance, and process effectiveness. The Syndicate Wave, LLC scope of service and contracted course of action was to recommend, enhance, and implement the following agency-wide:

- Improve Procurement Governing Practices and Enhancing Best Practices
- Capacity Building and Strengthening Policy & Procurement System(s) Performance
- Procurement checklists and other tool kits to improve efficiency and effectiveness
- Contract Compliance and Monitoring Improvements
- Standardization of Procurement Planning, Timeline, Requirements, and Operating Procedures
- Records Management Policies (including the utilization of electronic storage)
- Vendor Diversity Outreach Policy Improvements (SMWVBE/HUB)
- Procurement Professional Development Recommendations and Training
- Support Audit reconciliation activities and any “Cure” actions

WSA and The Syndicate Wave, LLC collectively finalized all enhancements and implemented these new policy and procedures recommendations. WSA is committed to conducting procurement acquisitions to the maximum extent practical, in a manner providing full and open competition consistent with the standards detailed in the Financial Manual for Grants and Contracts (FMGC), Texas Workforce Commission Procurement Supplement, Grant Management Common Rule, and Uniform Grant Management Standards (2 CFR 200).

**Next Steps:** Procurement and Contracts Management will continue proactively monitoring compliance, embracing a continuous process improvement culture, as well as integrating an internal quality assurance process.

**Timeline:** The procurement process improvements have been completed and will be reviewed and updated annually to maintain a quality and efficiently run Procurement Department.

**Fiscal Impact:** Strengthening controls will ensure full compliance and guard against future question costs, and potential cost savings. Additionally, these controls will yield more significant contract negotiation positions.

**Attachments:** None.

# Procurement and Contracts

August 4, 2023

Jeremy Taub, Director Procurement and Contracts

Giovanna Escalante-Vela, CFO





# Summary

- Procurement Update: Contract Summary & RFP Updates
- Contract Update: Management and Operations of Adult and American Job Center Service
- Contract Renewal for Purchase of Child Care Management Services
- Contract Renewal for Purchase of Child Care Quality Services
- Contract Renewal for Purchase of Financial Audit Services
- Contract Renewal for Purchase of Legal Services
- Contract Renewal for Purchase of Management and Operation Services of Youth Programs
- Contract Award for Job Placement and Worksite Monitoring Services
- Update on Procurement Process



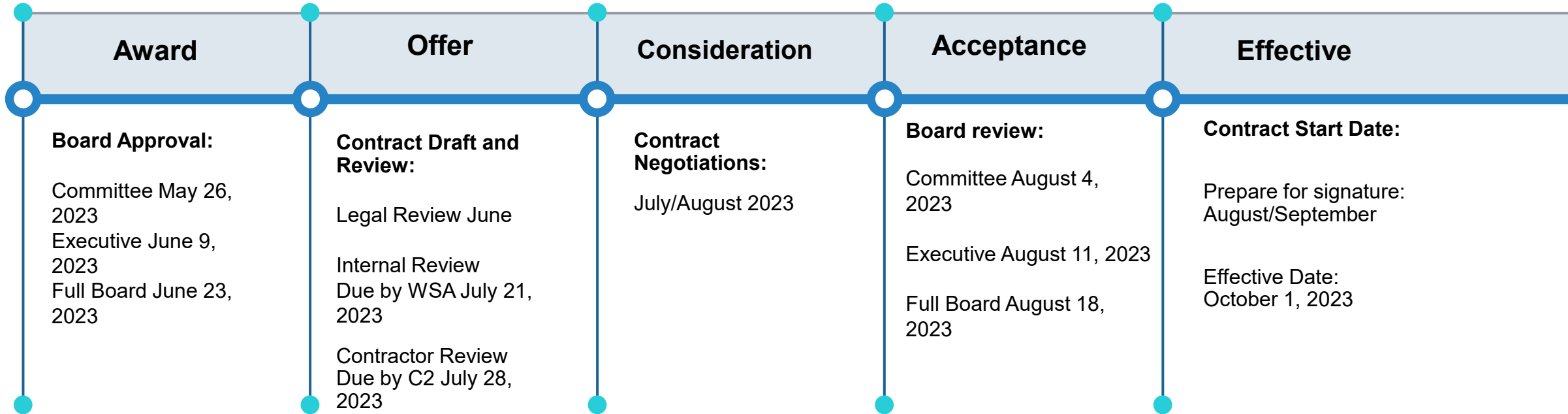
# Procurement Update: Contract Summary & RFP

The table below is a summary of procurement bid projects in progress:

<u>Solicitation</u>	<u>Procurement</u>	<u>Date of Release</u>	<u>Status</u>	<u>Anticipated Award Date</u>
RFP 2023-019	Job Placement and Worksite Monitoring	June 16, 2023	Pending Award	August 2023
RFQ 2023-020	Postage Meter Machines	June 19, 2023	Evaluation	August 2023
RFQ 2023-021	Document Shredding Services	June 30, 2023	Pending Award	August 2023
RFI 2023-012	Lease Property Search (Walzem)	March 24, 2023	Pending Award	August 2023
RFI 2023-015	Lease Property Search (Kerrville)	April 17, 2023	Evaluation	September 2023
RFA 2023-025	Teacher Externships	September 28, 2023	In Progress	January 2024
RFI 2023-026	Leased Property Search (Hondo)	October 1, 2023	In Progress	December 2024



# Contract Update: Management and Operations of Adult and American Job Center Service





# Contract Renewal with COSA for Purchase of Child Care Management Services

## Child Care Management Services

- The scope of work enables the delivery of services and activities to implement and support the Child Care funding that provides childcare to eligible families with funds provided by the Texas Workforce Commission (TWC).
- **Impact:** The service goals align with WSA's Strategic Plan by removing barriers to employment for skilled and educated workers who desire to reenter the workforce.
- **Contractor:** City of San Antonio
- **Contract Term:** October 1, 2022 - September 30, 2023. This action exercises the second of three (3) one-year renewals.

## Annual Contract Budget:

Fund	Amount
CCDF- Child Care Operations	\$4,877,649
CCDF- Direct Care-Discretionary	\$96,319,115
CCDF- Direct Care-Mandatory	\$6,250,691
CCDF- Federal Match-Direct Care	\$7,584,186
DFPS- In-Home	\$3,400,106
DFPS- Foster Care	\$1,060,337
DFPS- Other Foster Care	\$1,008,490
DFPS- Relative Care	\$1,152,971
Total Estimated Budget	<b>\$121,653,545</b>



# Contract Renewal for Purchase of Child Care Quality Services

## Child Care Quality Services Contract

- The scope of work for the Child Care Quality (CCQ) services facilitates programs and activities to implement and support the Texas Rising Star program.
- **Impact:** Texas Rising Star Mentors provide mentoring and technical assistance to providers working towards TRS certification as well as ongoing mentoring to ensure quality is maintained and/or elevated.
- **Contractor:** City of San Antonio
- **Contract Term:** October 1, 2023 - September 30, 2024. Scheduled for re-procurement in 2024.

## Annual Contract Budget:

Child Care Quality Funds	\$2,942,078
Texas Rising Star Incentives	\$1,054,831
Total Estimated Budget	\$3,996,909





# Contract Renewal for Purchase of Financial Audit Services

## Financial Audit Services

- The scope of services specifies the contractor will prepare WSA's annual Federal Tax Return and provide the required annual independent audit of WSA's financial statements, report on internal controls (single audit), and report on Compliance for each major federal and state program.
- **Impact:** Maintain internal control over WSA's financial reporting and compliance with applicable law, regulations, contracts, and award agreements in accordance with Government Auditing Standards.
- **Contractor:** ABIP, P.C.
- **Contract Term:** October 1, 2023 - September 30, 2024. This action exercises the third of four (4) one-year renewals.

## Annual Contract Budget:

- Estimated Annual Budget \$75,000



# Contract Renewal for Purchase of Legal Services

## Legal Services

- The scope of service specifies the contractor serve as legal counsel to Workforce Solutions Alamo; services include but are not limited to: providing review, analysis, interpretation, and opinions regarding federal, state, and local laws, regulations, rules, policies, contracts, and other legal documents applicable to WSA.
- **Impact:** Represent WSA and its Board of Directors in its capacity as administrative entity and grant recipient/fiscal agent for federal and state funds, and any future sources of funding.
- **Contractor:** Martin & Drought, P.C.
- **Contract Term:** October 1, 2023 - September 30, 2024. This action exercises the third of four (4) one-year renewals.

## Annual Contract Budget:

- \$70,000 Annual Retainer, \$20,000 for HR services
- Additional services outside of the retainer will be billed separately based on contracted rates specified in the contract.



# Contract Renewal for Purchase of Management and Operation Services of Youth Programs

## Youth Program Services

- The scope of services enables the contractor to develop and employ innovative strategies to support the Board's priorities and TWC's performance measures for the WIOA Youth Program.
- **Impact:** To promote youth development and citizenship, such as leadership development through voluntary community service opportunities, adult mentoring, work experience, and enrollment in post-secondary education and employment
- **Contractor:** Serco of Texas, Inc.
- **Contract Term:** October 1, 2023 - September 30, 2024. This action exercises the first of three (3) one-year renewals

## Annual Contract Budget:

Workforce Innovations Opportunity (WIOA) Funds: \$2,750,000 estimated annually.



# Contract Award for Job Placement and Worksite Monitoring Services

## Job Placement and Worksite Monitoring Services for Summer Earn and Learn

- The scope of services specifies that the contractor will provide Job Placement and Monitoring for individuals sourced by WSA and placed at WSA Client Worksites.
- **Impact:** To serve as liaison for the participant and provide administrative and coaching services in support of the SEAL program.
- **Contractor:** Professional Contract Services, Inc. (PCSI)
- **Contract Term:** October 1, 2023 - September 30, 2024, and has four (4) one-year options to renew upon mutual written consent of both parties.

## Annual Contract Budget:

- Estimated Annual Budget \$180,000



**Summer Earn & Learn**  
Creating Pathways to Employment for Students with Disabilities

**Explore a Career Path & Earn a Paycheck**

Summer Earn & Learn offers eligible students with disabilities paid work experience with a local employer who, together with VR, can provide the support and accommodations you need to succeed.

- Receive workplace training and accommodations
- Learn job skills and build confidence
- Earn a paycheck

**Apply Today!**

For more information contact your local Texas Workforce Solutions Vocational Rehabilitation Services office:  
[www.twc.texas.gov/VRNearMe](http://www.twc.texas.gov/VRNearMe)

An optional self-referral form is available for students to start the application process.  
<https://bit.ly/3hMIEVH>

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# UPDATE: PROCUREMENT IMPROVEMENT STATUS

**FY21 Concern:** TWC monitoring results identified potential administrative concerns around the Board needing to follow federal and state guidelines for procurement consistently.

**FY22 Contract-Related Findings:** The Board should strengthen controls around expiring leases and contracts.

**Board Response:** As a proactive measure, the Board contracted with The Syndicate Wave to evaluate current policies and procedures, implement best practices, and strengthen controls around procurement.



# UPDATE: PROCUREMENT IMPROVEMENT STATUS

## Controls Implementation Update:


Item	Status	Complete By
Re-Procure Real Estate Broker	Contract Executed	Completed
Provide requested documentation to TWC for Audit Resolution	Resolved	Completed
Review all leases for compliance	Secondary review In-Process	August 31, 2023
Implement Lease Procedures	Completed	Completed
Manage Contract Log	Implemented	Ongoing
Implement Procurement Consultant Recommendations*	Completed	Completed

## Contract Automation


TO MAXIMIZE CONTRACT LIFECYCLE MANAGEMENT



Automate approvals and signing



Standardize contract authoring



Improve business relationships



Leverage electronic signature integrations



Boost compliance and decrease risk



# UPDATE: PROCUREMENT IMPROVEMENT STATUS

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## Continuous Monitoring and Path Forward:

The templates developed and implemented allows for continuous monitoring moving forward:

- ✓ **Annual Review of all policies and procedures.** *Mid-year* changes in operational process and procedures to be addressed accordingly with any updates to the templates established.
- ✓ **Emphasize for all procurements no matter size and complexity to always perform the following:**
  - ❖ **Needs Assessment** to always include document scope/requirements needed for stakeholders.
  - ❖ **Market Research/Cost & Price Analysis** to ensure there's full and open competition documented for every procurement transaction.
  - ❖ **Ongoing Training and Assessment of Procurement Staff** – update professional skills as needed to maintain proficiency with FMGC and State/Federal Regulations.
  - ❖ **Documentation...Documentation...Documentation:** Document all procurement transactions.
  - ❖ **Review and investigate any processes that can be automated** such as the Needs Assessment/Market Research and Cost/Price Analysis Template are good examples of applicable items.





# Questions



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## MEMORANDUM

To: Audit & Finance Committee  
From: Adrian Lopez, CEO  
Presented by: Angela Bush, Collective Strategies, CFO Services  
Date: August 4, 2023  
Subject: FY24 Annual Budget Approval

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**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. This budget is analyzed throughout the year and amended as additional funds are received or changes occur, which would warrant budget amendments.

**Strategic Objective:** Adopting the budget provides direction and authority to implement a plan for the delivery of services. This core process provides structure and guidance to the entity for expenditure controls and strategic allocation of resources, including but not limited to:

- Planning
- Coordination
- Resource Allocation
- Performance Review

**Resource Allocation:** Chief Elected officials and partners have requested that the board revisit the interlocal agreement and prepare a budget-based utilizing the agreed-upon methodology in the agreement, *“all resource allocation within the AWD shall, to the extent possible and practical considering need, be based upon the federal and state formulas used to allocate funds”*. Historically, the Board has maintained a target of 80% urban areas and a 20% aggregate for rural communities. WSA’s executive leadership team reviewed Texas Administrative Code 800, Chapter B, Allocations (TAC 800). From the guidance of TAC 800 and allocations received from the Texas Workforce Commission, the Board has prepared detailed service delivery allocations that will reflect an average allocation, excluding the City of San Antonio's Ready to Work Program of 81.66% to urban communities, and an aggregate of 18.34% to rural communities which is being implemented and tracked by each county. The Board has previously not implemented or tracked the budget down to the county level but has allocated resources based on need; therefore, the Board is expecting the make several necessary by-county adjustments in FY24.

The Budget by Fund and Category additionally shows the methodology for allocating each fund. Formula funds were allocated based on the formulas in TAC 800 and allocation factors from TWC. When a clear formula was unavailable, the funding source and participants served were considered to determine a reasonable formula to allocate the funds to each county fairly. The Board’s methodology was additionally sent to Texas Workforce Commission for feedback; feedback will

be incorporated in the annual budget reconciliation brought to the Noard in Budget Amendment #1, which will occur in January or February 2024.

Budget Allocations are presented in the following sections:

- Board Administration or Corporate Budget
- Facilities Budget - Rent and support of the facilities and other items to support the contractor staff, software, supplies, and equipment.
- Special Projects- Workforce Commission Initiatives (Red, White, and YOU and Careers in Texas Industries).
- Contractor Budget for Adult, Youth, and Childcare Services.
- Reserve for Child Care and Fee of Services Surpluses

**Budget Summary:**

In summary, the budget is expected to increase approximately 10.26% from \$174,234,415 to \$192,112,907. In FY24, the Board is expected to have a projected surplus of approximately \$215,000.

FY24 BUDGET COMPARISON- FY24 PROPOSED BUDGET TO FY23 PROJECTED ACTUALS						
Budget Category	FY23 Budget Amendment #2	FY23 Projected Expenditures	Projected Exp. (%)	FY24 Proposed Budget	Increase/ Decrease (\$)	Increase/ Decrease (%)
Salaries and Wages	\$ 3,981,451	\$ 3,637,558	91.36%	\$ 4,359,985	\$ 378,534	9.51%
Fringe Benefits	1,116,021	973,354.00	87.22%	1,153,947	37,926	3.40%
Staff Travel	62,000	62,000.00	100.00%	160,045	98,045	158.14%
Staff Development	162,000	162,000.00	100.00%	193,250	31,250	19.29%
<b>Total Personnel</b>	<b>\$ 5,321,472</b>	<b>\$ 4,834,912</b>	<b>90.86%</b>	<b>\$ 5,867,227</b>	<b>\$ 545,755</b>	<b>10.26%</b>
Facilities	467,817	465,679	99.54%	526,665	58,848	12.58%
Equipment Related	254,319	221,770	87.20%	277,994	23,675	9.31%
General Office	645,000	474,469	73.56%	641,700	(3,300)	-0.51%
Professional Services	1,860,000	1,647,582	88.58%	1,987,110	127,110	6.83%
Board of Directors	45,000	45,000	100.00%	45,000	-	0.00%
<b>Corporate Total</b>	<b>\$ 8,593,608</b>	<b>\$ 7,689,413</b>	<b>89.48%</b>	<b>\$ 9,345,696</b>	<b>\$ 752,088</b>	<b>8.75%</b>
Facilities	6,751,232	5,894,816	87.31%	7,777,328	1,026,096	15.20%
Reserve	10,245,869	4,677,307	45.65%	10,891,296	645,427	6.30%
Projects	424,380	422,228	99.49%	94,250	(330,130)	-77.79%
Service Delivery	148,219,325	141,532,714	95.49%	164,004,337	15,785,012	10.65%
<b>Facilities &amp; Service Delivery</b>	<b>\$ 165,640,807</b>	<b>\$ 152,527,065</b>	<b>92.08%</b>	<b>\$ 182,767,211</b>	<b>\$ 17,126,404</b>	<b>10.34%</b>
<b>Total Budget</b>	<b>\$ 174,234,415</b>	<b>\$ 160,216,478</b>	<b>91.95%</b>	<b>\$ 192,112,907</b>	<b>\$ 17,878,492</b>	<b>10.26%</b>

Personnel Cost: Personnel Costs are expected to increase by 10.26% as the Board moves to fill vacant positions; replacing individuals typically is more costly than a tenured person in the position, which also results in increased staff training and development costs. The Board additionally included staff cost of living and merit increases, which will be at most 5% of current salaries (3% for COLA and 2% merit.). An additional 3% of incentive pay is budgeted for staff that shows exemplary performance and contribution to the agency over and above normal expectations as allowable by the Board’s incentive policy. Local travel costs are budgeted to increase the presence and outreach in rural communities.

Other Corporate Costs: Overall corporate costs are expected to increase by \$206,333, with most

of the cost being in temporary services, which are utilized to assist in temporary vacancies and assist where additional support is needed over oversight and compliance of program design and implementation.

Facilities: Facility cost is expected to increase by 15.2% or \$1,026,096, which includes the delivery of the mobile unit and the relocation of two Workforce Centers, Marbach and Walzem. Additional infrastructure improvement includes the continuing implementation of cloud-based systems throughout the workforce system in the 13-county area.

Projects: Projects related to service delivery were realigned to the Service Delivery budget, job fairs such as Red White and YOU, and Careers in Texas Industries job fairs remain in the project line item. This line item will be increased as needed as other projects are added.

Service Delivery: The Service Delivery budget has increased by approximately 10.65% by \$15,782,012. A detailed listing of program changes is provided on the Line-Item Budget; several COVID-19 initiatives have expired, which are also highlighted. Key variances that contribute to the increase include:

- Ready to Work Carry Over \$13,696,050, we expect most ready-to-work funds to be expended in FY24.
- Child Care (CCDF) increase of \$9,763,343; this is additionally subject to FY24 Child Care targets received in the early fall.
- Child Care Quality Texas Rising Star Provider funds increase of \$850,000.

**Staff Recommendation:** Discussion and possible action to approve the Annual Budget from October 1, 2023, to September 30, 2024. The budget will be amended after the final allocations are received and the close-out of the current fiscal year.

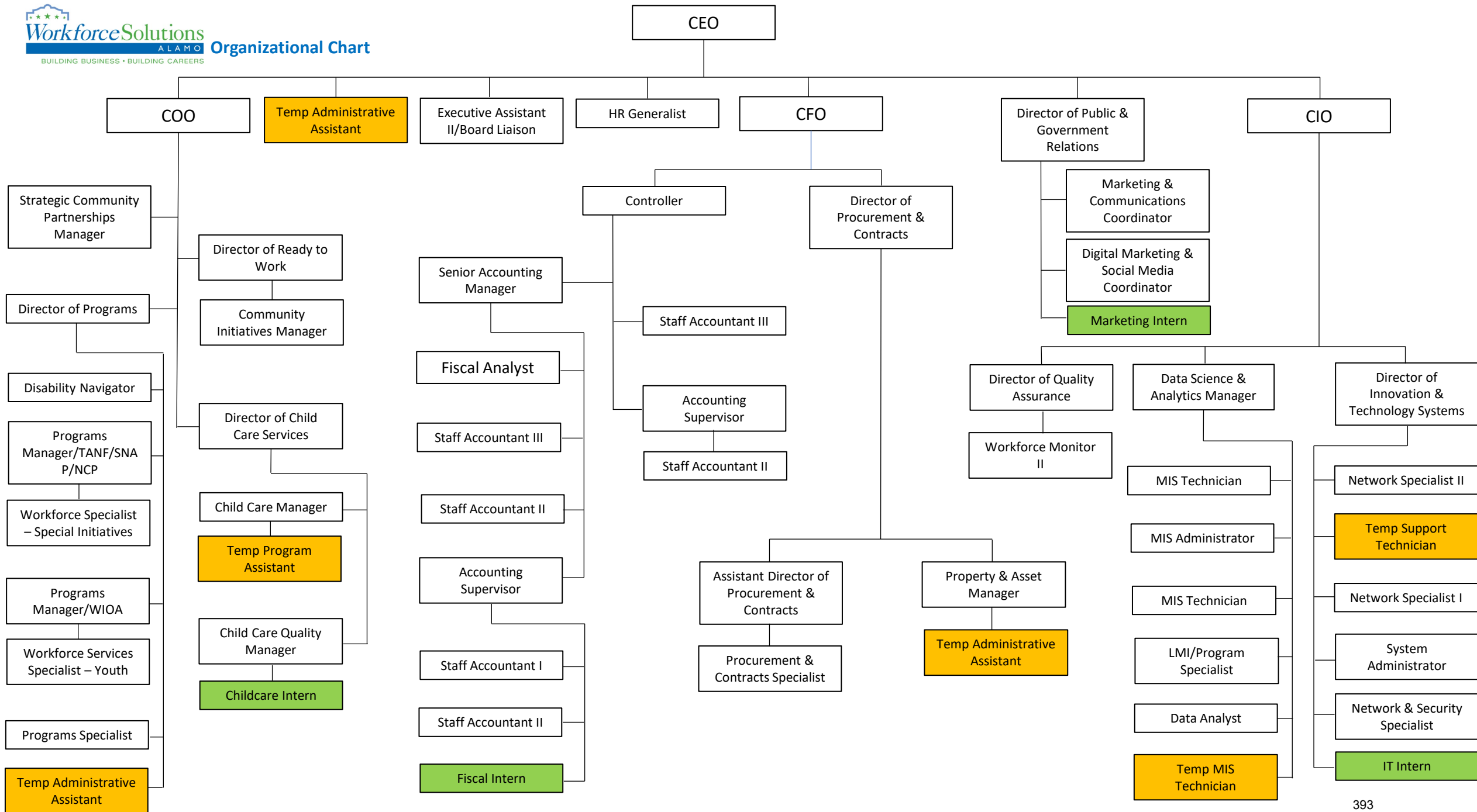
**Attachment:**

Budget Summary

Budget by Fund and Category and Line-Item Budget

Budget Allocation by County for Service Delivery, Reserve, and Projected Surplus

Texas Administrative Code 800 Sub Chapter B, Allocation Methodology



Workforce Solutions Alamo  
October 1, 2023-September 30, 2024  
Budget Summary

<b>FY24 BUDGET COMPARISON- FY24 PROPOSED BUDGET TO FY23 PROJECTED ACTUALS</b>						
<b>Budget Category</b>	<b>FY23 Budget Amendment #2</b>	<b>FY23 Projected Expenditures</b>	<b>Projected Exp. (%)</b>	<b>FY24 Proposed Budget</b>	<b>Increase/ Decrease (\$)</b>	<b>Increase/ Decrease (%)</b>
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Workforce Solutions Alamo FY24 Budget  
October 1, 2023-September 30, 2024  
FY24 Budget by Fund and Cost Category

FUNDING SOURCE	ALLOCATION METHODOLOGY	CFDA	FY23 CARRY OVER
MIDDLE SKILLS GRANT	Special Initiative use CFDA Source for by county allocation	ADULT-17.258	\$ 58,220
MILITARY FAMILY SUPPORT - BEXAR ONLY	Bexar County Only	ADULT-17.258	101,248
WIOA ADULT	Adult Formula	ADULT-17.258	-
WIOA DISLOCATED	Requested Weight on Formula factors - See DW Tab for proposed allocation methodology	DW-17.278	740,706
WIOA RAPID RESPONSE	Participants remaining in the program that the board may outreach for services.	DW-17.278	44,705
NON CUSTODIAL PARENT-BEXAR ONLY	Bexar County Only	TANF-93.558	
TANF	Formula	TANF-93.558	1,521,418
SNAP E&T	SNAP Formula	SNAP-10.561	
RE-EMPLOYMENT SERVICES	WIOA Dislocated Worker Long Term Unemployed	UI-17.225	
STUDENT HIREABILITY NAVIAGATOR	VR Youth Program- Could Co- enroll with Youth, therefore used Youth Formula	VR-YOUTH	
VRS PAID WORK EXPERIENCE	VR Youth Program- Could Co- enroll with Youth, therefore used Youth Formula	VR-YOUTH	
READY TO WORK	Bexar County Only	COSA-General	27,776,304
WIOA YOUTH	Formula	YOUTH-17.259	371,074
CHILD CARE CCDF-DISCRETIONARY	CCDF Discretionary Formula	CCDF-93.575	2,560,790
CHILD CARE QUALITY	CCDF Discretionary Formula	CCDF-93.575	200,000
CHILD CARE QUALITY PROVIDER ONLY	CCDF Discretionary Formula	CCDF-93.575	
CHILD CARE CCDF-MANDATORY	CCDF Mandatory Formula	CCDF-93.575	
CHILD CARE CCP-DFPS PROTECTIVE SERVICES	CCDF Mandatory Formula	CCDF-93.575	
CHILD CARE CCM-MATCH	Formula	CCDF-93.596	7,539,884
CHILD CARE CONTRACT SLOTS	4 and 5 Star Child Care Center in each county to total eligible providers	CCDF-93.575	512,064
TRADE ACT SERVICES	Dislocated Worker Formula	TAA-17.245	9,280
TRAINING & EMPLOYMENT NAVIGATOR (PILOT PROGRAM)	Employment Services Formula Source of Funding	ES-17.207	42,617
SUMMER EARN & LEARN	VR Youth Program- Could Co- enroll with Youth, therefore used Youth Formula	VR-YOUTH	300,000
TEACHERS EXTERNSHIP	Equal Distribution to Each County	DW-17.278	20,000
WORK COMMISION INITIATIVES	Special Initiative use CFDA Source for by county allocation	ADULT-17.258	
RESOURCE ADMIN GRANT	No Service Delivery Admin Only	ES-17.207	
NON-FEDERAL	N/A	N/A	
EMPLOYMENT SERVICES	No Service Delivery Facility Support	ES-17.207	146,106
EMPLOYMENT SERVICES	No Service Delivery Facility Support	ES-17.207	182,632
VETERANS EMPLOYMENT SERVICE	No Service Delivery Facility Support	ES-17.801	
VR INFRASTRUCTURE	No Service Delivery Facility Support	Z-FACILITIES	494,355
<b>Total</b>			<b>\$ 42,621,403</b>

Workforce Solutions Alamo FY24 Budget  
October 1, 2023-September 30, 2024  
FY24 Budget by Fund and Cost Category

FUNDING SOURCE	FY24 ALLOCATIONS	FY25 ESTIMATES	OCTOBER 1, 2023-SEPTEMBER 30, 2024
MIDDLE SKILLS GRANT			\$ 58,220
MILITARY FAMILY SUPPORT - BEXAR ONLY	166,422	55,474	323,144
WIOA ADULT	3,968,814	1,700,920	5,669,734
WIOA DISLOCATED	3,581,125	1,193,721	5,515,552
WIOA RAPID RESPONSE	14,902		59,607
NON CUSTODIAL PARENT-BEXAR ONLY	437,578		437,578
TANF	6,851,831		8,373,249
SNAP E&T	1,326,152		1,326,152
RE-EMPLOYMENT SERVICES	850,280		850,280
STUDENT HIREABILITY NAVIAGATOR	192,500	16,800	209,300
VRS PAID WORK EXPERIENCE	25,000	200,000	225,000
READY TO WORK			27,776,304
WIOA YOUTH	4,813,898	1,203,474	6,388,446
CHILD CARE CCDF-DISCRETIONARY	92,474,242	2,585,310	97,620,342
CHILD CARE QUALITY	2,758,898		2,958,898
CHILD CARE QUALITY PROVIDER ONLY	2,000,000		2,000,000
CHILD CARE CCDF-MANDATORY	6,250,691		6,250,691
CHILD CARE CCP-DFPS PROTECTIVE SERVICES	6,621,905	529,752	7,151,657
CHILD CARE CCM-MATCH	3,792,093	3,792,093	15,124,070
CHILD CARE CONTRACT SLOTS			512,064
TRADE ACT SERVICES	37,500		46,780
TRAINING & EMPLOYMENT NAVIGATOR (PILOT PROGRAM)	177,510		220,127
SUMMER EARN & LEARN	600,000		900,000
TEACHERS EXTERNSHIP	180,000	20,000	220,000
WORK COMMISION INITIATIVES	94,250		94,250
RESOURCE ADMIN GRANT	11,857		11,857
NON-FEDERAL	50,000		50,000
EMPLOYMENT SERVICES			146,106
EMPLOYMENT SERVICES	589,441		772,073
VETERANS EMPLOYMENT SERVICE	284,084		284,084
VR INFRASTRUCTURE	42,987		537,342
<b>Total</b>	<b>\$ 138,193,960</b>	<b>\$ 11,297,544</b>	<b>\$ 192,112,907</b>

Workforce Solutions Alamo FY24 Budget  
October 1, 2023-September 30, 2024  
FY24 Budget by Fund and Cost Category

FUNDING SOURCE	CORPORATE	FACILITES	PROJECTS
MIDDLE SKILLS GRANT	\$ -	\$ -	\$ -
MILITARY FAMILY SUPPORT - BEXAR ONLY	-	-	-
WIOA ADULT	1,178,237	1,381,018	
WIOA DISLOCATED	1,277,937	1,381,018	
WIOA RAPID RESPONSE	25,205	-	
NON CUSTODIAL PARENT-BEXAR ONLY	84,969	44,505	
TANF	1,264,078	911,742	
SNAP E&T	196,659	292,372	
RE-EMPLOYMENT SERVICES	80,809	-	
STUDENT HIREABILITY NAVIAGATOR	115,034	-	
VRS PAID WORK EXPERIENCE	-	-	
READY TO WORK	887,789	239,499	
WIOA YOUTH	1,318,405	1,051,790	
CHILD CARE CCDF-DISCRETIONARY	2,459,680	771,070	
CHILD CARE QUALITY	186,902	81,248	
CHILD CARE QUALITY PROVIDER ONLY	-	-	
CHILD CARE CCDF-MANDATORY	-	-	
CHILD CARE CCP-DFPS PROTECTIVE SERVICES	-	-	
CHILD CARE CCM-MATCH	-	-	
CHILD CARE CONTRACT SLOTS	-	-	
TRADE ACT SERVICES	2,339	-	
TRAINING & EMPLOYMENT NAVIGATOR (PILOT PROGRAM)	-	-	
SUMMER EARN & LEARN	44,385	15,313	-
TEACHERS EXTERNSHIP	23,999	5,563	-
WORK COMMISION INITIATIVES	-	-	94,250
RESOURCE ADMIN GRANT	11,857	-	
NON-FEDERAL	50,000	-	
EMPLOYMENT SERVICES	14,611	131,495	
EMPLOYMENT SERVICES	77,207	694,865	
VETERANS EMPLOYMENT SERVICE	17,187	266,897	
VR INFRASTRUCTURE	28,408	508,934	
<b>Total</b>	<b>\$ 9,345,696</b>	<b>\$ 7,777,328</b>	<b>\$ 94,250</b>



Workforce Solutions Alamo FY24 Budget  
October 1, 2023-September 30, 2024  
FY24 Budget by Fund and Cost Category

FUNDING SOURCE	URBAN SERVICE DELIVERY OPERATIONS	RURAL SERVICE DELIVERY OPERATIONS
MIDDLE SKILLS GRANT	\$ -	\$ -
MILITARY FAMILY SUPPORT - BEXAR ONLY	290,830	-
WIOA ADULT	1,669,269	508,066
WIOA DISLOCATED	1,034,737	964,881
WIOA RAPID RESPONSE	29,211	5,191
NON CUSTODIAL PARENT-BEXAR ONLY	246,483	-
TANF	4,144,345	813,598
SNAP E&T	553,300	116,397
RE-EMPLOYMENT SERVICES	600,641	168,830
STUDENT HIREABILITY NAVIAGATOR	73,110	21,156
VRS PAID WORK EXPERIENCE	-	-
READY TO WORK	8,910,819	-
WIOA YOUTH	2,194,800	635,119
CHILD CARE CCDF-DISCRETIONARY	4,046,086	835,438
CHILD CARE QUALITY	985,407	203,467
CHILD CARE QUALITY PROVIDER ONLY	-	-
CHILD CARE CCDF-MANDATORY	-	-
CHILD CARE CCP-DFPS PROTECTIVE SERVICES	-	-
CHILD CARE CCM-MATCH	-	-
CHILD CARE CONTRACT SLOTS	-	-
TRADE ACT SERVICES	-	-
TRAINING & EMPLOYMENT NAVIGATOR (PILOT PROGRAM)	166,358	53,769
SUMMER EARN & LEARN	372,274	107,726
TEACHERS EXTERNSHIP	10,803	129,635
WORK COMMISION INITIATIVES	-	-
RESOURCE ADMIN GRANT	-	-
NON-FEDERAL	-	-
EMPLOYMENT SERVICES	-	-
EMPLOYMENT SERVICES	-	-
VETERANS EMPLOYMENT SERVICE	-	-
VR INFRASTRUCTURE	-	-
<b>Total</b>	<b>\$ 25,328,474</b>	<b>\$ 4,563,275</b>

Workforce Solutions Alamo FY24 Budget  
October 1, 2023-September 30, 2024  
FY24 Budget by Fund and Cost Category

FUNDING SOURCE	CLIENTS-URBAN	CLIENT-RURAL	RESERVE-URBAN	RESERVE-RURAL
MIDDLE SKILLS GRANT	\$ 44,635	\$ 13,585	\$ -	\$ -
MILITARY FAMILY SUPPORT - BEXAR ONLY	32,314			-
WIOA ADULT	715,401	217,743		-
WIOA DISLOCATED	443,459	413,521		-
WIOA RAPID RESPONSE				-
NON CUSTODIAL PARENT-BEXAR ONLY	61,621		-	-
TANF	1,036,086	203,400		-
SNAP E&T	138,325	29,099		-
RE-EMPLOYMENT SERVICES				-
STUDENT HIREABILITY NAVIAGATOR				-
VRS PAID WORK EXPERIENCE	174,503	50,497		-
READY TO WORK	17,584,300		153,896	-
WIOA YOUTH	921,634	266,697		-
CHILD CARE CCDF-DISCRETIONARY	72,046,547	14,876,210	2,142,853	442,457
CHILD CARE QUALITY	1,244,839	257,035		-
CHILD CARE QUALITY PROVIDER ONLY	1,657,714	342,286		-
CHILD CARE CCDF-MANDATORY	5,180,930	1,069,761		-
CHILD CARE CCP-DFPS PROTECTIVE SERVICES	5,312,754	1,309,151	425,020	104,732
CHILD CARE CCM-MATCH	5,835,297	1,726,738	5,835,297	1,726,738
CHILD CARE CONTRACT SLOTS	434,609	77,455		-
TRADE ACT SERVICES	37,152	7,289		-
TRAINING & EMPLOYMENT NAVIGATOR (PILOT PROGRAM)				-
SUMMER EARN & LEARN	232,671	67,329	46,768	13,534
TEACHERS EXTERNSHIP	3,846	46,154	-	-
WORK COMMISION INITIATIVES				-
RESOURCE ADMIN GRANT			-	-
NON-FEDERAL				-
EMPLOYMENT SERVICES				-
EMPLOYMENT SERVICES			-	-
VETERANS EMPLOYMENT SERVICE				-
VR INFRASTRUCTURE				-
<b>Total</b>	<b>\$ 113,138,639</b>	<b>\$ 20,973,949</b>	<b>\$ 8,603,835</b>	<b>\$ 2,287,461</b>

Workforce Solutions Alamo FY24 Budget  
October 1, 2023-September 30, 2024  
Line Item Budget

	Annual	Annual	Projected		Proposed		
	Approved	Amended	Expensed	%	Budget	Percentage	Dollar
	Budget	Budget		Projected		Change	Change
	2022-2023	2022-2023	2022-2023	Expensed	2023-2024		
<b>PERSONNEL</b>							
Salaries/Wages	\$ 3,798,277	\$ 3,448,277	\$ 3,415,920	99%	\$ 3,951,656	15%	\$ 503,379
Internships	180,096.00	180,096	30,576	17%	117,062	-35%	(63,034)
Cost of Living Increase (3%)	97,898.31	97,898	72,361	74%	103,630	6%	5,732
Performance Based Increase (2%)	65,265.54	65,266	42,735	65%	69,087	6%	3,821
Staff Incentives (3%) - One Time	189,913.85	189,914	75,966	40%	118,550	-38%	(71,364)
Fringe Benefits	1,316,020.60	1,116,021	973,354	87%	1,153,947	3%	37,926
Staff Travel	62,000.00	62,000	62,000	100%	160,045	158%	98,045
Staff Training/Development	162,000.00	162,000	162,000	100%	193,250	19%	31,250
<b>PERSONNEL SUBTOTAL:</b>	<b>5,871,471.32</b>	<b>\$ 5,321,471</b>	<b>\$ 4,834,912</b>	<b>91%</b>	<b>\$ 5,867,227</b>	<b>10%</b>	<b>\$ 545,756</b>
<b>FACILITY</b>							
Rent	417,817.00	\$ 447,817	\$ 449,521	100%	\$ 461,665	3%	\$ 13,848
Storage	15,000.00	20,000	16,158	81%	30,000	50%	10,000
Maintenance and Repair					35,000	100%	
Building Out/Moving Expenses					-		
<b>FACILITY SUBTOTAL:</b>	<b>432,817.00</b>	<b>\$ 467,817</b>	<b>\$ 465,679</b>	<b>100%</b>	<b>\$ 526,665</b>	<b>13%</b>	<b>\$ 58,848</b>
<b>EQUIPMENT/RELATED COSTS</b>							
Equipment Purchases	50,000.00	\$ 77,500	\$ 72,430	93%	\$ 87,800	13%	\$ 10,300
Equipment Rental	15,000.00	15,000	15,226	102%	15,000	0%	-
Repair & Maintenance-Equipment	-	-	-	0%	-	0%	-
Software Licenses & Maintenance	161,819.00	161,819	134,114	83%	175,194	8%	13,375
Software Maintenance & Support				0%			
<b>EQUIPMENT/RELATED COSTS SUBTOTAL:</b>	<b>226,819.00</b>	<b>\$ 254,319</b>	<b>\$ 221,770</b>	<b>87%</b>	<b>\$ 277,994</b>	<b>9%</b>	<b>\$ 23,675</b>
<b>GENERAL OFFICE EXPENSES</b>							
Communications	50,000.00	\$ 50,000	\$ 46,580	93%	\$ 47,300	-5%	\$ (2,700)
Advertising	35,000.00	10,000	2,662	27%	10,000	0%	-
Insurance	300,000.00	300,000	175,000	58%	300,000	0%	-
Office Supplies	50,000.00	30,000	21,036	70%	23,700	-21%	(6,300)
Postage/Shipping/Other	7,500.00	7,500	5,250	70%	7,500	0%	-
Printing, Binding & Reproduction	20,000.00	20,000	18,538	93%	20,000	0%	-
Publications & Subscriptions	7,500.00	7,500	6,550	87%	13,200	76%	5,700
Dues	25,000.00	25,000	22,113	88%	25,000	0%	-
Marketing (External)	120,000.00	120,000	120,000	100%	120,000	0%	-
Miscellaneous Costs	25,000.00	25,000	6,742	27%	25,000	0%	-
Non Federal	50,000.00	50,000	50,000	100%	50,000	0%	-
<b>GENERAL OFFICE EXP SUBTOTAL:</b>	<b>690,000.00</b>	<b>\$ 645,000</b>	<b>\$ 474,469</b>	<b>74%</b>	<b>\$ 641,700</b>	<b>-1%</b>	<b>\$ (3,300)</b>
<b>PROFESSIONAL SERVICES</b>							
Legal-General Corporate Matters	100,000.00	\$ 100,000	\$ 97,782	98%	\$ 125,000	25%	\$ 25,000
Legal-Other Corporate Matters	75,000.00	125,000	68,562	55%	75,000	-40%	(50,000)
Audit	75,000.00	75,000	70,000	93%	75,000	0%	-
Monitoring (Contractor)	500,000.00	500,000	447,162	89%	500,000	0%	-
Professional Services	600,000.00	1,025,000	931,526	91%	1,172,110	14%	147,110
Payroll Fees	35,000.00	35,000	32,552	93%	40,000	14%	5,000
<b>PROFESSIONAL SERVICES SUBTOTAL</b>	<b>1,385,000.00</b>	<b>\$ 1,860,000</b>	<b>\$ 1,647,582</b>	<b>89%</b>	<b>\$ 1,987,110</b>	<b>7%</b>	<b>\$ 127,110</b>
<b>BOARD EXPENSES</b>							
Board Member Travel	5,000.00	\$ 5,000	\$ 5,000	100%	\$ 5,000	0%	\$ -
Board Member Training/Development	25,000.00	33,000	25,000	76%	25,000	-24%	(8,000)
Board Meetings/Misc.	15,000.00	7,000	15,000	214%	15,000	114%	8,000
<b>BOARD EXPENSES SUBTOTAL</b>	<b>45,000.00</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>	<b>100%</b>	<b>\$ 45,000</b>	<b>0%</b>	<b>\$ -</b>
<b>TOTAL WSA CORPORATE BUDGET</b>	<b>8,651,107.32</b>	<b>\$ 8,593,607</b>	<b>\$ 7,689,413</b>	<b>89%</b>	<b>\$ 9,345,696</b>	<b>9%</b>	<b>\$ 752,089</b>
<b>SUMMARY:</b>							
Personnel	5,871,471.32	\$ 5,321,471	\$ 4,834,912	91%	\$ 5,867,227	10%	\$ 545,756
Facility	432,817.00	467,817	465,679	100%	526,665	13%	58,848
Equipment/Related Costs	226,819.00	254,319	221,770	87%	277,994	9%	23,675
General Office Expenses	690,000.00	645,000	474,469	74%	641,700	-1%	(3,300)
Professional Services	1,385,000.00	1,860,000	1,647,582	89%	1,987,110	7%	127,110
Board Expenses	45,000.00	45,000	45,000	100%	45,000	0%	-
<b>TOTAL WSA CORPORATE BUDGET</b>	<b>8,651,107.32</b>	<b>\$ 8,593,607</b>	<b>\$ 7,689,413</b>	<b>89%</b>	<b>\$ 9,345,696</b>	<b>9%</b>	<b>\$ 752,089</b>

Workforce Solutions Alamo FY24 Budget  
 October 1, 2023-September 30, 2024  
 Line Item Budget

	Annual	Annual	Projected		Proposed		
	Approved	Amended	Expensed	%	Budget	Percentage	Dollar
	Budget	Budget		Projected		Change	Change
	2022-2023	2022-2023	2022-2023	Expensed	2023-2024		
<b>FACILITY &amp; INFRASTRUCTURE BUDGET</b>							
Facility Related Occupancy	3,673,539.00	\$ 3,673,539	\$ 3,670,038	100%	4,258,093.00	16%	\$ 584,554
Equipment Related	1,121,562.63	771,563	566,009	73%	1,163,000.00	51%	391,437
Rental of Equipment	124,916.00	99,916	65,675	66%	79,440.00	-20%	(20,476)
Software Related	506,139.60	531,140	483,966	91%	580,795.00	9%	49,655
Communications	294,235.20	394,235	359,422	91%	437,400.00	11%	43,165
General Office	105,840.00	130,840	158,411	121%	156,600.00	20%	25,760
Other Professional Services	500,000.00	400,000	279,741	70%	402,000.00	1%	2,000
Reserve Facility (Port San Antonio/Walzem)	500,000.00	750,000	311,554	42%	700,000.00	-7%	(50,000)
<b>TOTAL FACILITY &amp; INFRASTRUCTURE BUDGET</b>	<b>6,826,232.43</b>	<b>\$ 6,751,232</b>	<b>\$ 5,894,816</b>	<b>87%</b>	<b>\$ 7,777,328</b>	<b>15%</b>	<b>\$ 1,026,096</b>
<b>RESERVE UNOBLIGATED</b>	<b>14,923,178.38</b>	<b>\$ 10,245,869</b>	<b>\$ 4,677,309</b>	<b>31%</b>	<b>\$ 10,891,296</b>	<b>6%</b>	<b>\$ 645,427</b>
<b>PROJECTS</b>	<b>364,820.00</b>	<b>\$ 424,380</b>	<b>\$ 422,228</b>	<b>99%</b>	<b>\$ 94,250</b>	<b>-78%</b>	<b>\$ (330,130)</b>
<b>SERVICE DELIVERY BUDGET</b>							
MIDDLE SKILLS GRANT		116,439	58,219	50%	58,220	-50%	\$ (58,219)
MILITARY FAMILY SUPPORT	766,362	334,140	232,892	70%	323,144	-3%	(10,995)
NDW COVID 19	2,902,092	1,648,951	1,648,951	100%	-	-100%	(1,648,951)
NDW WINTER STORM	34,836	47,012	47,012	100%	-	-100%	(47,012)
WIOA ADULT	2,662,647	2,778,033	2,778,033	100%	3,110,479	12%	332,446
WIOA DISLOCATED	4,334,259	4,055,902	3,650,312	90%	2,856,597	-30%	(1,199,305)
WIOA-DESIGNATION (DW FOR ADULTS)		500,000	500,000	100%	-	-100%	(500,000)
WIOA RAPID RESPONSE	59,377	39,742	39,742	100%	34,402	-13%	(5,340)
NON CUSTODIAL PARENT	361,548	362,112	352,832	97%	308,104	-15%	(54,008)
TANF	5,516,454	6,449,098	5,927,680	92%	6,197,429	-4%	(251,669)
SNAP E&T	658,889	872,769	872,769	100%	837,122	-4%	(35,647)
REEMPLOYMENT SERVICES	637,195	595,726	595,726	100%	769,471	29%	173,745
SKILLS DEVELOPMENT FUND	250,000	241,555	241,555	100%	-	-100%	(241,555)
STUDENT HIREABILITY NAVIAGATOR	81,577	75,497	32,880	44%	94,266	25%	18,770
VR PAID WORK EXPERIENCE	-	25,000	2,500	10%	225,000	800%	200,000
CITY OF SAN ANTONIO-NON-FEDERAL TJSJA	-	31,265	31,265	100%	-	-100%	(31,265)
CITY OF SAN ANTONIO- READY TO WORK	18,901,285	12,799,069	11,732,085	92%	26,495,119	107%	13,696,050
WIOA YOUTH	3,044,869	3,390,280	3,034,878.00	90%	4,018,251	19%	627,971
CHILD CARE CCDF	67,787,950	82,040,938	81,424,025	99%	91,804,282	12%	9,763,343
CHILD CARE CCDF-MANDATORY					6,250,691		
CHILD CARE-SERVICE INDUSTRY RECOVERY	5,468,899	3,368,760	3,368,760	100%	-	-100%	(3,368,760)
CHILD CARE CCDF-SUPPLEMENTAL	5,929,133	5,929,133	2,929,133	49%	-	-100%	(5,929,133)
CHILD CARE-CCQ QUALITY	1,792,079	6,519,332	6,319,332	97%	2,690,748	-59%	(3,828,584)
CHILD CARE-CCQ TEXAS RISING STAR INCENTIVES	1,150,000	1,150,000	1,150,000	100%	2,000,000	74%	850,000
CHILD CARE CCP	6,621,905	6,151,265	6,036,587	98%	6,621,905	8%	470,640
CHILD CARE CCM	2,177,272	7,273,742	7,273,742	100%	7,562,035	4%	288,293
CHILD CARE CONTRACTED SLOTS	596,800	238,883	172,815	72%	512,064	114%	273,181
TRADE ACT SERVICES	500,000	53,254	47,280	89%	44,441	-17%	(8,813)
TRAINING AND EMPLOYMENT NAVIGATOR	-	111,488	68,871	62%	220,127	97%	108,639
VR SUMMER EARN AND LEARN	650,000	650,000	592,897.00	91%	780,000	20%	130,000
INFRA SUPPORT VR	81,096	82,227	82,227	100%	-	-100%	(82,227)
EXTERNSHIP FOR TEACHERS	184,000	287,714	287,714.00	100%	190,438	-34%	(97,276)
<b>SERVICE DELIVERY BUDGET</b>	<b>133,150,525</b>	<b>148,219,325</b>	<b>\$ 141,532,714</b>	<b>95%</b>	<b>\$ 164,004,337</b>	<b>11%</b>	<b>\$ 15,785,012</b>
<b>TOTAL</b>	<b>\$ 163,915,863</b>	<b>\$ 174,234,415</b>	<b>\$ 160,216,480</b>	<b>92%</b>	<b>\$ 192,112,907</b>	<b>0%</b>	<b>\$ 17,878,493</b>

Workforce Solutions Alamo FY24 Budget  
 October 1, 2023-September 30, 2024  
 Service Delivery Allocations

County	City	Adult Allocation CFDA/ALN 17.258	Middle Skills Grant - Direct Client Only	Military Family Support Bexar County Only	WIOA Adult	Total Adult Allocation
<b>Budget</b>			\$ 58,220.00	\$ 323,144.45	\$ 3,110,479.34	\$ 3,491,843.79
Bexar (RTW)	San Antonio					
Bexar	San Antonio	76.67%	\$ 44,634.76	\$ 323,144.45	\$ 2,384,670.20	\$ 2,752,449.41
Atascosa	Pleasanton	2.04%	1,188.71		63,508.33	64,697.04
Bandera	Bandera	0.99%	576.44		30,797.19	31,373.63
Comal	New Braunfels	4.73%	2,755.64		147,223.51	149,979.15
Frio	Pearsall	1.31%	762.92		40,760.14	41,523.06
Gillespie	Fredericksburg	0.52%	300.79		16,070.21	16,371.00
Guadalupe	Seguin	4.27%	2,487.85		132,916.80	135,404.65
Karnes	Kenedy	0.88%	512.88		27,401.16	27,914.04
Kendall	Boerne	1.09%	635.75		33,965.59	34,601.33
Kerr	Kerrville	1.45%	841.50		44,958.39	45,799.89
McMullen	Tilden	3.37%	1,963.37		104,895.42	106,858.79
Medina	Hondo	1.67%	973.82		52,027.57	53,001.39
Wilson	Floresville	1.01%	585.57		31,284.84	31,870.41
<b>Total</b>		<b>100.00%</b>	<b>\$ 58,220.00</b>	<b>\$ 323,144.45</b>	<b>\$ 3,110,479.34</b>	<b>\$ 3,491,843.79</b>

Workforce Solutions Alamo FY24 Budget  
 October 1, 2023-September 30, 2024  
 Service Delivery Allocations

County	City	Youth Allocation CFDA/ALN 17.259	WIOA Youth	Summer Earn and Learn (Serves Youth)	VRS Paid Work Experience (Serves Youth)	Student Hireability Navigator (Youth Support)	Total Youth Allocation
<b>Budget</b>			<b>\$ 4,018,250.75</b>	<b>\$ 780,000.00</b>	<b>\$ 225,000.00</b>	<b>\$ 94,266.42</b>	<b>\$ 5,117,517.18</b>
Bexar (RTW)	San Antonio						
Bexar	San Antonio	77.56%	\$ 3,116,434.58	\$ 604,944.57	\$ 174,503.24	\$ 73,110.21	\$ 3,968,992.60
Atascosa	Pleasanton	2.18%	87,694.93	17,022.84	4,910.44	2,057.29	111,685.50
Bandera	Bandera	0.77%	30,941.83	6,006.25	1,732.57	725.88	39,406.54
Comal	New Braunfels	4.47%	179,792.11	34,900.22	10,067.37	4,217.85	228,977.55
Frio	Pearsall	1.19%	47,893.17	9,296.75	2,681.75	1,123.55	60,995.22
Gillespie	Fredericksburg	0.49%	19,563.78	3,797.61	1,095.46	458.96	24,915.81
Guadalupe	Seguin	4.22%	169,737.68	32,948.51	9,504.38	3,981.97	216,172.55
Karnes	Kenedy	0.64%	25,581.22	4,965.68	1,432.41	600.12	32,579.44
Kendall	Boerne	0.98%	39,359.67	7,640.28	2,203.93	923.36	50,127.24
Kerr	Kerrville	1.47%	59,205.53	11,492.64	3,315.18	1,388.94	75,402.29
McMullen	Tilden	3.37%	135,352.90	26,273.93	7,579.02	3,175.32	172,381.17
Medina	Hondo	1.33%	53,510.69	10,387.19	2,996.31	1,255.34	68,149.52
Wilson	Floresville	1.32%	53,182.65	10,323.51	2,977.94	1,247.64	67,731.74
<b>Total</b>		<b>100.00%</b>	<b>\$ 4,018,250.75</b>	<b>\$ 780,000.00</b>	<b>\$ 225,000.00</b>	<b>\$ 94,266.42</b>	<b>\$ 5,117,517.18</b>

Workforce Solutions Alamo FY24 Budget  
 October 1, 2023-September 30, 2024  
 Service Delivery Allocations

County	City	WIOA Dislocated Worker	WIOA RAPID Response	Total Dislocated Worker	Relative Percent RESEA Special CFDA/ALN 17.225	RESEA
<b>Budget</b>		<b>\$ 2,856,597.42</b>	<b>\$ 34,402.21</b>	<b>\$ 2,890,999.63</b>		<b>\$ 769,470.74</b>
Bexar (RTW)	San Antonio					
Bexar	San Antonio	1,602,681.14	29,211.34	1,631,892.49	78.06%	643,267.73
Atascosa	Pleasanton	112,963.43	305.35	113,268.77	1.94%	22,054.89
Bandera	Bandera	72,212.04	-	72,212.04	0.80%	-
Comal	New Braunfels	220,825.00	4,885.52	225,710.52	6.56%	25,730.71
Frio	Pearsall	66,069.98	-	66,069.98	0.68%	13,477.99
Gillespie	Fredericksburg	91,008.38	-	91,008.38	0.34%	2,450.54
Guadalupe	Seguin	173,040.93	-	173,040.93	5.69%	34,307.61
Karnes	Kenedy	74,935.10	-	74,935.10	0.43%	8,576.90
Kendall	Boerne	89,545.83	-	89,545.83	1.25%	7,351.63
Kerr	Kerrville	80,764.80	-	80,764.80	0.99%	2,450.54
McMullen	Tilden	43,173.47	-	43,173.47	0.00%	-
Medina	Hondo	107,651.59	-	107,651.59	1.71%	3,675.82
Wilson	Floresville	121,725.73	-	121,725.73	1.56%	6,126.36
<b>Total</b>		<b>\$ 2,856,597.42</b>	<b>\$ 34,402.21</b>	<b>\$ 2,890,999.63</b>	<b>100.00%</b>	<b>\$ 769,470.74</b>

Workforce Solutions Alamo FY24 Budget  
 October 1, 2023-September 30, 2024  
 Service Delivery Allocations

County	City	Relative Percent TAA	TAA CFDA/ALN 17.245	Relative Percent TANF CFDA/ALN 93.558	TANF	Non Custodial Parent	Total TANF
<b>Budget</b>			<b>\$ 44,441.00</b>		<b>\$ 6,197,428.89</b>	<b>\$ 308,104.28</b>	<b>\$ 6,505,533.17</b>
Bexar (RTW)	San Antonio						
Bexar	San Antonio	90.68%	40,300.53	83.60%	5,180,971.61	\$ 308,104.28	5,489,075.88
Atascosa	Pleasanton	6.21%	2,760.31	2.87%	177,633.31		177,633.31
Bandera	Bandera	0.00%	-	0.00%	-		-
Comal	New Braunfels	3.11%	1,380.16	3.34%	207,238.86		207,238.86
Frio	Pearsall	0.00%	-	1.75%	108,553.69		108,553.69
Gillespie	Fredericksburg	0.00%	-	0.32%	19,737.03		19,737.03
Guadalupe	Seguin	0.00%	-	4.46%	276,318.49		276,318.49
Karnes	Kenedy	0.00%	-	1.11%	69,079.62		69,079.62
Kendall	Boerne	0.00%	-	0.96%	59,211.10		59,211.10
Kerr	Kerrville	0.00%	-	0.32%	19,737.03		19,737.03
McMullen	Tilden	0.00%	-	0.00%	-		-
Medina	Hondo	0.00%	-	0.48%	29,605.55		29,605.55
Wilson	Floresville	0.00%	-	0.80%	49,342.59		49,342.59
<b>Total</b>		<b>100.00%</b>	<b>\$ 44,441.00</b>	<b>100.00%</b>	<b>\$ 6,197,428.89</b>	<b>\$ 308,104.28</b>	<b>\$ 6,505,533.17</b>



Workforce Solutions Alamo FY24 Budget  
 October 1, 2023-September 30, 2024  
 Service Delivery Allocations

County	City	Relative Percent SNAP CFDA/ALN 10.561	SNAP	Training and Employment Navigator	Teacher's Externship	Ready to Work
<b>Budget</b>			<b>\$ 837,121.74</b>	<b>\$ 220,127.32</b>	<b>\$ 190,437.91</b>	<b>\$ 26,495,119.48</b>
Bexar (RTW)	San Antonio					\$ 26,495,119.48
Bexar	San Antonio	82.62%	699,823.11	166,382.89	14,649.07	
Atascosa	Pleasanton	2.78%	23,993.94	4,013.87	14,649.07	
Bandera	Bandera	0.60%	-	1,775.47	14,649.07	
Comal	New Braunfels	2.86%	27,992.92	13,486.43	14,649.07	
Frio	Pearsall	1.07%	14,662.96	1,561.58	14,649.07	
Gillespie	Fredericksburg	0.22%	2,665.99	2,230.07	14,649.07	
Guadalupe	Seguin	4.14%	37,323.90	13,935.76	14,649.07	
Karnes	Kenedy	0.66%	9,330.97	1,141.24	14,649.07	
Kendall	Boerne	0.47%	7,997.98	3,751.16	14,649.07	
Kerr	Kerrville	1.27%	2,665.99	3,695.78	14,649.07	
McMullen	Tilden	0.02%	-	112.59	14,649.07	
Medina	Hondo	2.02%	3,998.99	3,851.53	14,649.07	
Wilson	Floresville	1.27%	6,664.98	4,188.95	14,649.07	
<b>Total</b>		<b>100.00%</b>	<b>\$ 837,121.74</b>	<b>\$ 220,127.32</b>	<b>\$ 190,437.91</b>	<b>\$ 26,495,119.48</b>

Workforce Solutions Alamo FY24 Budget  
 October 1, 2023-September 30, 2024  
 Service Delivery Allocations

County	City	Relative Percent CCDF Discretionary CFDA/ALN 93.575	CCDF Discretionary	Child Care Quality	Total Child Care Discretionary	CCDF Mandatory CFDA/ALN 93.575	Child Care Mandatory (CCDF)
<b>Budget</b>			<b>\$ 91,804,281.75</b>	<b>\$ 4,690,748.33</b>	<b>\$ 96,495,030.08</b>		<b>\$ 6,250,691.00</b>
Bexar (RTW)	San Antonio						
Bexar	San Antonio	82.89%	76,092,633.36	3,887,960.19	79,980,593.55	80.23%	5,180,929.79
Atascosa	Pleasanton	1.63%	1,500,505.51	76,668.47	1,577,173.97	1.81%	102,165.13
Bandera	Bandera	0.34%	308,488.31	15,762.24	324,250.55	0.59%	21,004.09
Comal	New Braunfels	2.97%	2,725,841.74	139,277.14	2,865,118.88	4.21%	185,594.77
Frio	Pearsall	1.09%	1,003,592.31	51,278.64	1,054,870.95	0.93%	68,331.73
Gillespie	Fredericksburg	0.73%	668,104.10	34,136.84	702,240.94	0.79%	45,489.30
Guadalupe	Seguin	4.53%	4,162,581.51	212,687.49	4,375,269.00	5.15%	283,418.27
Karnes	Kenedy	0.59%	537,125.82	27,444.49	564,570.32	0.60%	36,571.36
Kendall	Boerne	0.74%	675,572.16	34,518.42	710,090.58	0.90%	45,997.78
Kerr	Kerrville	1.55%	1,420,080.25	72,559.13	1,492,639.38	1.61%	96,689.20
McMullen	Tilden	0.03%	29,297.77	1,496.97	30,794.74	0.02%	1,994.80
Medina	Hondo	1.68%	1,546,462.80	79,016.66	1,625,479.46	1.68%	105,294.23
Wilson	Floresville	1.24%	1,133,996.12	57,941.64	1,191,937.76	1.48%	77,210.55
<b>Total</b>		<b>100.00%</b>	<b>\$ 91,804,281.75</b>	<b>\$ 4,690,748.33</b>	<b>\$ 96,495,030.08</b>	<b>100.00%</b>	<b>\$ 6,250,691.00</b>

Workforce Solutions Alamo FY24 Budget  
 October 1, 2023-September 30, 2024  
 Service Delivery Allocations

County	City	Child Care CCP (DFPS)	Total Child Care Mandatory	Relative Percent Child Care Match CFDA/ALN 93.596	Child Care Match
<b>Budget</b>		<b>\$ 6,621,905.00</b>	<b>\$ 12,872,596.00</b>		<b>\$ 7,562,035.00</b>
Bexar (RTW)	San Antonio				
Bexar	San Antonio	5,488,613.16	10,669,542.96	77.17%	5,835,297.25
Atascosa	Pleasanton	108,232.48	210,397.61	1.99%	150,727.99
Bandera	Bandera	22,251.47	43,255.56	0.52%	39,362.29
Comal	New Braunfels	196,616.81	382,211.58	5.65%	427,260.33
Frio	Pearsall	72,389.79	140,721.52	0.63%	47,933.75
Gillespie	Fredericksburg	48,190.80	93,680.10	0.80%	60,790.94
Guadalupe	Seguin	300,249.82	583,668.09	6.32%	477,961.62
Karnes	Kenedy	38,743.25	75,314.61	0.47%	35,851.47
Kendall	Boerne	48,729.48	94,727.25	1.45%	109,705.18
Kerr	Kerrville	102,431.35	199,120.55	1.52%	114,860.71
McMullen	Tilden	2,113.27	4,108.07	0.02%	1,360.05
Medina	Hondo	111,547.41	216,841.64	1.72%	129,805.41
Wilson	Floresville	81,795.91	159,006.46	1.73%	131,118.01
<b>Total</b>		<b>\$ 6,621,905.00</b>	<b>\$ 12,872,596.00</b>	<b>100.00%</b>	<b>\$ 7,562,035.00</b>

Workforce Solutions Alamo FY24 Budget  
 October 1, 2023-September 30, 2024  
 Service Delivery Allocations

County	City	Relative Percent Child Care Contracted Slots	Child Care Contracted Slots	Total Service Delivery Budget (Including Ready to Work)	Average %	Total Service Delivery Budget (Excluding Ready to Work)	Average %
<b>Budget</b>			<b>\$ 512,064.00</b>				<b>\$ -</b>
Bexar (RTW)	San Antonio			\$ 26,495,119.48	16.16%	\$ -	0.00%
Bexar	San Antonio	84.87%	395,137.77	112,287,405.24	68.47%	112,287,405.24	81.66%
Atascosa	Pleasanton	1.68%	10,206.56	2,483,262.83	1.51%	2,483,262.83	1.81%
Bandera	Bandera	0.00%	2,665.42	568,950.56	0.35%	568,950.56	0.41%
Comal	New Braunfels	3.36%	28,931.98	4,598,668.14	2.80%	4,598,668.14	3.34%
Frio	Pearsall	0.84%	3,245.84	1,568,265.63	0.96%	1,568,265.63	1.14%
Gillespie	Fredericksburg	1.68%	4,116.46	1,034,856.34	0.63%	1,034,856.34	0.75%
Guadalupe	Seguin	3.36%	32,365.22	6,370,416.89	3.88%	6,370,416.89	4.63%
Karnes	Kenedy	0.00%	2,427.69	916,370.46	0.56%	916,370.46	0.67%
Kendall	Boerne	0.84%	7,428.70	1,189,187.06	0.73%	1,189,187.06	0.86%
Kerr	Kerrville	1.68%	7,777.81	2,059,563.85	1.26%	2,059,563.85	1.50%
McMullen	Tilden	0.00%	92.10	373,530.05	0.23%	373,530.05	0.27%
Medina	Hondo	0.84%	8,789.79	2,265,499.75	1.38%	2,265,499.75	1.65%
Wilson	Floresville	0.84%	8,878.67	1,793,240.73	1.09%	1,793,240.73	1.30%
<b>Total</b>		<b>100.00%</b>	<b>\$ 512,064.00</b>	<b>\$ 164,004,337.03</b>	<b>100.00%</b>	<b>\$ 137,509,217.55</b>	<b>100.00%</b>

Workforce Solutions Alamo FY24 Budget

October 1, 2023-September 30, 2024

Reserve Allocations

County	City	Youth Allocation CFDA/ALN 17.259	VRS Paid Work Experience (Serves Youth)	Ready to Work	Relative Percent CCDF Discretionary CFDA/ALN 93.575	CCDF Discretionary	CCDF Mandatory CFDA/ALN 93.575	Child Care CCP (DFPS)	Relative Percent Child Care Match CFDA/ALN 93.596
<b>Budget</b>			<b>\$ 60,301.84</b>	<b>\$ 153,896.29</b>		<b>\$ 2,585,310.00</b>		<b>\$ 529,752.40</b>	
Bexar (RTW)	San Antonio			\$ 153,896.29					
Bexar	San Antonio	77.56%	\$ 46,768.30		82.89%	2,142,852.62	80.23%	439,089.05	77.17%
Atascosa	Pleasanton	2.18%	1,316.04		1.63%	42,255.89	1.81%	8,658.60	1.99%
Bandera	Bandera	0.77%	464.34		0.34%	8,687.37	0.59%	1,780.12	0.52%
Comal	New Braunfels	4.47%	2,698.14		2.97%	76,762.71	4.21%	15,729.34	5.65%
Frio	Pearsall	1.19%	718.73		1.09%	28,262.27	0.93%	5,791.18	0.63%
Gillespie	Fredericksburg	0.49%	293.59		0.73%	18,814.55	0.79%	3,855.26	0.80%
Guadalupe	Seguin	4.22%	2,547.25		4.53%	117,222.89	5.15%	24,019.99	6.32%
Karnes	Kenedy	0.64%	383.90		0.59%	15,126.06	0.60%	3,099.46	0.47%
Kendall	Boerne	0.98%	590.67		0.74%	19,024.86	0.90%	3,898.36	1.45%
Kerr	Kerrville	1.47%	888.50		1.55%	39,991.03	1.61%	8,194.51	1.52%
McMullen	Tilden	3.37%	2,031.24		0.03%	825.06	0.02%	169.06	0.02%
Medina	Hondo	1.33%	803.03		1.68%	43,550.10	1.68%	8,923.79	1.72%
Wilson	Floresville	1.32%	798.11		1.24%	31,934.58	1.48%	6,543.67	1.73%
<b>Total</b>		<b>100.00%</b>	<b>\$ 60,301.84</b>	<b>\$ 153,896.29</b>	<b>100.00%</b>	<b>\$ 2,585,310.00</b>	<b>100.00%</b>	<b>\$ 529,752.40</b>	<b>100.00%</b>

Workforce Solutions Alamo FY24 Budget

October 1, 2023-September 30, 2024

Reserve Allocations

County	City	Child Care Match	Fee for Service Surplus	Average %	Child Care Reserve	Average %
<b>Budget</b>		<b>\$ 7,562,035.00</b>				<b>\$ -</b>
Bexar (RTW)	San Antonio		\$ 153,896.29	71.85%	\$ -	0.00%
Bexar	San Antonio	5,835,297.25	46,768.30	21.83%	8,417,238.93	78.83%
Atascosa	Pleasanton	150,727.99	1,316.04	0.61%	201,642.48	1.89%
Bandera	Bandera	39,362.29	464.34	0.22%	49,829.78	0.47%
Comal	New Braunfels	427,260.33	2,698.14	1.26%	519,752.39	4.87%
Frio	Pearsall	47,933.75	718.73	0.34%	81,987.20	0.77%
Gillespie	Fredericksburg	60,790.94	293.59	0.14%	83,460.75	0.78%
Guadalupe	Seguin	477,961.62	2,547.25	1.19%	619,204.50	5.80%
Karnes	Kenedy	35,851.47	383.90	0.18%	54,076.99	0.51%
Kendall	Boerne	109,705.18	590.67	0.28%	132,628.40	1.24%
Kerr	Kerrville	114,860.71	888.50	0.41%	163,046.25	1.53%
McMullen	Tilden	1,360.05	2,031.24	0.95%	2,354.17	0.02%
Medina	Hondo	129,805.41	803.03	0.37%	182,279.30	1.71%
Wilson	Floresville	131,118.01	798.11	0.37%	169,596.27	1.59%
<b>Total</b>		<b>\$ 7,562,035.00</b>	<b>\$ 214,198.13</b>	<b>100.00%</b>	<b>\$ 10,677,097.40</b>	<b>100.00%</b>

Workforce Solutions Alamo FY24 Budget  
October 1, 2023-September 30, 2024  
Allocation Methodology Texas Administrative Code 800

FUND	TAC 800 ALLOCATIONS
CHOICES-TANF	(a) Funds available to the Commission to provide Choices services will be allocated to the workforce areas using a need-based formula, in order to meet state and federal requirements, as set forth in subsection (b) of this section.
CHOICES-TANF	(b) At least 80 percent of the Choices funds will be allocated to the workforce areas on the basis of:
CHOICES-TANF	<b>(1) the relative proportion of the total unduplicated number of all families with Choices work requirements residing within the workforce area during the most recent calendar year to the statewide total unduplicated number of all families with Choices work requirements;</b>
CHOICES-TANF	(2) an equal base amount; and
CHOICES-TANF	(3) the application of a hold harmless/stop gain procedure.
CHOICES-TANF	(c) No more than 10 percent of Choices funds expended as part of a workforce area's allocation shall be used for administrative costs, as defined by the appropriate federal regulations and Commission policy. The relative proportion of the total unduplicated number of all families with Choices work requirements residing within the workforce area during the most recent calendar year to the statewide total unduplicated number of all families with Choices work requirements;
SNAP	(a) Funds available to the Commission to provide SNAP E&T services under 7 U.S.C.A. §2015(d) will be allocated to the workforce areas using a need-based formula, as set forth in subsection (b) of this section.
SNAP	(b) At least 80% of the SNAP E&T funds will be allocated to the workforce areas on the basis of:
SNAP	<b>(1) of the relative proportion of the total unduplicated number of mandatory work registrants receiving SNAP benefits residing within the workforce area during the most recent calendar year to the statewide total unduplicated number of mandatory work registrants receiving SNAP benefits;</b>
SNAP	(2) an equal base amount; and
SNAP	(3) the application of a hold harmless/stop gain procedure.
SNAP	(c) No more than 10% of the funds expended as part of a workforce area's allocation shall be used for administrative costs, as defined by federal regulations and Commission policy.
EMPLOYMENT SERVICES	(a) Employment Services funds available to the Commission to provide Employment Services under §7(a) of the Wagner-Peyser Act (29 U.S.C.A. Chapter 4B) will be utilized by the Commission as set forth in subsection (b) of this section.
EMPLOYMENT SERVICES	(b) At least 80% of the Employment Services funds under §7(a) of the Wagner-Peyser Act (29 U.S.C.A. Chapter 4B, including §49(c)) will be utilized by the Commission within the workforce areas according to the established federal formula, as follows:
EMPLOYMENT SERVICES	<b>(1) Two-thirds will be based on the relative proportion of the total civilian labor force residing within the workforce area to the statewide total civilian labor force.;</b>
EMPLOYMENT SERVICES	<b>(2) One-third will be based on the relative proportion of the total number of unemployed individuals residing within the workforce area to the statewide total number of unemployed individuals; and</b>
EMPLOYMENT SERVICES	(3) the application of a hold harmless/stop gain procedure.
EMPLOYMENT SERVICES	(c) No more than 10% of the funds expended as part of a workforce area's allocation shall be used for administrative costs, as defined by appropriate federal regulations and Commission policy.
CHILD CARE	(a) Funds available to the Commission for child care services will be allocated to the workforce areas using need-based formulas, as set forth in this section.
CHILD CARE	(b) Child Care and Development Fund (CCDF) Mandatory Funds authorized under the Social Security Act §418(a)(1), as amended, together with state general revenue Maintenance of Effort (MOE) Funds, Social Services Block Grant funds, TANF funds, and other funds designated by the Commission for child care (excluding any amounts withheld for state-level responsibilities) will be allocated on the following basis:
CHILD CARE-MANDATORY	<b>(1) 50 percent will be based on the relative proportion of the total number of children under the age of five years old residing within the workforce area to the statewide total number of children under the age of five years old, and</b>
CHILD CARE-MANDATORY	<b>(2) 50 percent will be based on the relative proportion of the total number of people residing within the workforce area whose income does not exceed 100 percent of the poverty level to the statewide total number of people whose income does not exceed 100 percent of the poverty level.</b>

Workforce Solutions Alamo FY24 Budget  
 October 1, 2023-September 30, 2024  
 Allocation Methodology Texas Administrative Code 800

FUND	TAC 800 ALLOCATIONS
CHILD CARE MATCH	(c) CCDF Matching Funds authorized under the Social Security Act §418(a)(2), as amended, together with state general revenue matching funds and estimated appropriated receipts of donated funds, will be allocated <u>according to the relative proportion of children under the age of 13 years old residing within the workforce area to the statewide total number of children under the age of 13 years old.</u>
CHILD CARE DISCRETIONARY	(d) CCDF Discretionary Funds authorized under the Child Care and Development Block Grant Act of 1990 §658B, as amended, will be allocated according to <u>the relative proportion of the total number of children under the age of 13 years old in families whose income does not exceed 150 percent of the poverty level residing within the workforce area to the statewide total number of children under the age of 13 years old in families whose income does not exceed 150 percent of the poverty level.</u>
CHILD CARE	(e) The following provisions apply to the funds allocated in subsections (b) - (d) of this section:
CHILD CARE	(1) Sufficient funds must be used for direct child care services to ensure Commission-approved performance targets are met.
CHILD CARE	(2) Children eligible for Transitional and Choices child care shall be served on a priority basis to enable parents to participate in work, education, or training activities.
CHILD CARE	(3) No more than 5 percent of the total expenditure of funds may be used for administrative expenditures as defined in federal regulations contained in 45 C.F.R. §98.52, as may be amended unless the total expenditures for a workforce area are less than \$5,000,000. If a workforce area has total expenditures of less than \$5,000,000, then no more than \$250,000 may be used for administrative expenditures.
CHILD CARE	(4) Each Board shall set the amount of the total expenditure of funds to be used for quality activities consistent with federal and state statutes and regulations.
CHILD CARE	(5) The Board shall comply with any additional requirements adopted by the Commission or contained in the Board contract.
CHILD CARE	(6) Allocations of child care funds will include applications of hold harmless/stop gain procedures.
TRADE ADJUSTMENT ACT	(a) Funds available to the Commission to provide Trade Act services shall be provided to workforce areas as set forth in this section.
TRADE ADJUSTMENT ACT	(b) Amounts for training and services for trade-affected workers, consistent with statute and regulations, will be made available to workforce areas as follows. The Commission shall approve:
TRADE ADJUSTMENT ACT	(1) an initial Trade Adjustment Assistance (TAA) funding amount for each workforce area, on an annual basis; and
TRADE ADJUSTMENT ACT	(2) the factors to be considered for distribution of additional funds, which may include:
TRADE ADJUSTMENT ACT	(A) number of individuals in TAA-approved training;
TRADE ADJUSTMENT ACT	(B) number of Trade-certified layoffs in the workforce area;
TRADE ADJUSTMENT ACT	(C) number of employees from Trade-certified companies;
TRADE ADJUSTMENT ACT	(D) layoffs identified through the Worker Adjustment and Retraining Notification Act process in the workforce area;
TRADE ADJUSTMENT ACT	(E) demonstrated need;
TRADE ADJUSTMENT ACT	(F) the cost of training; and
TRADE ADJUSTMENT ACT	(G) other factors as determined by the Commission.
TRADE ADJUSTMENT ACT	(c) Evaluations will be made periodically as to the sufficiency and reasonableness of amounts made available to each workforce area, expenditures for training, and amounts reported for administration. The Agency shall make additional distributions, based on the evaluations and upon requests by Boards, using the factors approved by the Commission.
TRADE ADJUSTMENT ACT	(d) In the event that a determination is made that Trade Act funding available to the Commission may be insufficient to meet all qualified needs for the remainder of the year at any time during the program year, the Agency will:
TRADE ADJUSTMENT ACT	(1) rely on the evaluations referenced in subsection (c) of this section to estimate short-term needs;
TRADE ADJUSTMENT ACT	(2) make recommendations for deobligation and redistribution between workforce areas; and



Workforce Solutions Alamo FY24 Budget  
October 1, 2023-September 30, 2024  
Allocation Methodology Texas Administrative Code 800

FUND	TAC 800 ALLOCATIONS
TRADE ADJUSTMENT ACT	(3) make requests for additional TAA funding from the U.S. Department of Labor as appropriate.
TRADE ADJUSTMENT ACT	(e) No more than 15 percent of the funds expended for Trade Act training, services, and other allowable program activities shall be used for administrative costs, as defined by federal regulations. The Commission shall establish policy limitations for the expenditure of administrative funds at the state and Board levels.
Employment Services	(a) Employment Services funds available to the Commission to provide Employment Services under §7(a) of the Wagner-Peyser Act (29 U.S.C.A. Chapter 4B) will be utilized by the Commission as set forth in subsection (b) of this section.
Employment Services	(b) At least 80% of the Employment Services funds under §7(a) of the Wagner-Peyser Act (29 U.S.C.A. Chapter 4B, including §49(c)) will be utilized by the Commission within the workforce areas according to the established federal formula, as follows:
Employment Services	<b>(1) Two-thirds will be based on the relative proportion of the total civilian labor force residing within the workforce area to the statewide total civilian labor force.;</b>
Employment Services	<b>(2) One-third will be based on the relative proportion of the total number of unemployed individuals residing within the workforce area to the statewide total number of unemployed individuals; and</b>
Employment Services	(3) the application of a hold harmless/stop gain procedure.
Employment Services	(c) No more than 10% of the funds expended as part of a workforce area's allocation shall be used for administrative costs, as defined by appropriate federal regulations and Commission policy.
WIOA GENERAL	(a) Definitions. The following words and terms when used in this section, shall have the following meanings, unless the context clearly indicates otherwise.
WIOA GENERAL	(1) Area of substantial unemployment--As defined in WIA §127(b)(2)(B) (29 U.S.C.A. §2852(b)(2)(B)) and WIA §132(b)(1)(B)(v)(III) (29 U.S.C.A. §2862(b)(1)(B)(v)(III)).
WIOA GENERAL	(2) Disadvantaged adult--As defined in WIA §132(b)(1)(B)(v)(IV) (29 U.S.C.A. §2862(b)(1)(B)(v)(IV)).
WIOA GENERAL	(3) Disadvantaged youth--As defined in WIA §127(b)(2)(C) (29 U.S.C.A. §2852(b)(2)(C)).
WIOA GENERAL	(b) Scope and Authority. Funds available to the Commission under Title I of WIA for youth activities, adult employment and training activities, and dislocated worker employment and training activities shall be allocated to workforce areas or reserved for statewide activities in accordance with:
WIOA GENERAL	(1) the provisions of prior consistent state law as authorized by WIA §194(a)(1)(A) (29 U.S.C.A. §2944(a)(1)(A)), including but not limited to Texas Labor Code §302.062, as amended, and Subchapter B of this title (relating to Allocations and Funding);
WIOA GENERAL	(2) the WIA and related federal regulations as amended; and
WIOA GENERAL	(3) the WIA State Plan.
WIOA GENERAL	(c) Reserves and Allocations for Youth and Adult Employment and Training Activities. The Commission shall reserve no more than 15% and shall allocate to workforce areas at least 85% of the youth activities and adult employment and training activities allotments from the United States Department of Labor.
WIOA GENERAL	(d) Reserves and Allocations for Dislocated Worker Employment and Training Activities. The Commission shall allocate the dislocated worker employment and training allotment in the following manner:
WIOA GENERAL	(1) reserve no more than 15% for statewide workforce investment activities;
WIOA GENERAL	(2) reserve no more than 25% for state level rapid response and additional local assistance activities and determine the proportion allocated to each activity; and
WIOA GENERAL	(3) allocate at least 60% to workforce areas.
WIOA GENERAL	(e) State Adopted Elements, Formulas, and Weights. The Commission shall implement the following elements, formulas, and weights adopted for Texas in the WIA State Plan in allocating WIA funds to workforce areas.
WIOA ADULT	(1) WIA adult employment and training activities funds not reserved by the Commission under §800.63(c) of this section shall be allocated to the workforce areas as provided in WIA §132(b)(1)(B) and §133(b)(2) (29 U.S.C.A. §2863(b)(2)) based on the following:

Workforce Solutions Alamo FY24 Budget  
 October 1, 2023-September 30, 2024  
 Allocation Methodology Texas Administrative Code 800

FUND	TAC 800 ALLOCATIONS
WIOA ADULT	<b>(A) 33 1/3 percent on the basis of the relative number of unemployed individuals in areas of substantial unemployment in each workforce area, compared to the total number of unemployed individuals in areas of substantial unemployment in the State;</b>
WIOA ADULT	<b>(B) 33 1/3 percent on the basis of the relative excess number of unemployed individuals in each workforce area, compared to the total excess number of unemployed individuals in the State; and</b>
WIOA ADULT	<b>(C) 33 1/3 percent on the basis of the relative number of disadvantaged adults in each workforce area, compared to the total number of disadvantaged adults in the State.</b>
WIOA DISLCOATED WORKER	(2) WIA dislocated worker employment and training activities funds not reserved by the State under §800.63(d) of this section shall be allocated to the workforce areas as provided in WIA §133(b)(2) (29 U.S.C.A. §2863(b)(2)) based on the following factors:
WIOA DISLCOATED WORKER	<b>(A) insured unemployment;</b>
WIOA DISLCOATED WORKER	<b>(B) average unemployment;</b>
WIOA DISLCOATED WORKER	<b>(C) Worker Adjustment and Retaining Notification Act (29 U.S.C.A. §2101 et seq.) data;</b>
WIOA DISLCOATED WORKER	<b>(D) declining industries;</b>
WIOA DISLCOATED WORKER	<b>(E) farmer-rancher economic hardship; and</b>
WIOA DISLCOATED WORKER	<b>(F) long-term unemployment.</b>
WIOA YOUTH	(3) WIA youth activities funds not reserved by the Commission under §800.63(c) of this section shall be allocated to the workforce areas as provided in WIA §128(b)(2) (29 U.S.C.A. §2853(b)(2)) based on the following:
WIOA YOUTH	<b>(A) 33 1/3 percent on the basis of the relative number of unemployed individuals in areas of substantial unemployment in each workforce area, compared to the total number of unemployed individuals in all areas of substantial unemployment in the State;</b>
WIOA YOUTH	<b>(B) 33 1/3 percent on the basis of the relative excess number of unemployed individuals in each workforce area, compared to the total excess number of unemployed individuals in the State; and</b>
WIOA YOUTH	<b>(C) 33 1/3 percent on the basis of the relative number of disadvantaged youth in each workforce area, compared to the total number of disadvantaged youth in the State.</b>
WIOA GENERAL	(f) In making allocations of WIA formula funds, the Commission will apply hold harmless procedures, as set forth in federal regulations (20 CFR 667.135).
WIOA GENERAL	(g) No more than 10% of the funds expended as part of a workforce area's allocation shall be used for administrative costs, as defined by federal regulations and Commission policy.
WIOA GENERAL	(h) Reserved Funds. The Commission shall make available the funds reserved under §§800.63(c) and 800.63(d)(1) of this section to provide required and, if funds are available, allowable statewide activities as outlined in WIA §§129 and 134 (29 U.S.C.A. §§2854 and 2864).
WIOA GENERAL	(i) The Commission may allocate such proportion of available WIA Alternative Funding for Statewide Activities as it determines appropriate, utilizing a distribution methodology that is based on the proportionality of all amounts of WIA formula funds allocated during the same program year, as well as an equal base amount.
WIOA GENERAL	(j) The Commission may allocate such amounts of available WIA Alternative Funding for Statewide Activities as funding for One-Stop Enhancements, as it determines appropriate.

Workforce Solutions Alamo FY24 Budget  
 October 1, 2023-September 30, 2024  
 Allocation Methodology Texas Administrative Code 800

FUND	TAC 800 ALLOCATIONS
WIOA GENERAL	(k) Expenditure Level for Statewide Activity Funding. A Board shall demonstrate an 80 percent expenditure level of prior year WIA allocated funds in order to be eligible to receive WIA Alternative Funding for Statewide Activities and WIA Alternative Funding for One-Stop Enhancements. The Commission may reduce the amount of WIA Alternative Funding for Statewide Activities and WIA Alternative Funding for One-Stop Enhancements if a Board fails to achieve an 80 percent expenditure level of prior year WIA formula allocated funds.
Source	<a href="https://texreg.sos.state.tx.us/public/readtac\$ext.ViewTAC?tac_view=5&amp;ti=40&amp;pt=20&amp;ch=800&amp;sch=B&amp;rl=Y">https://texreg.sos.state.tx.us/public/readtac\$ext.ViewTAC?tac_view=5&amp;ti=40&amp;pt=20&amp;ch=800&amp;sch=B&amp;rl=Y</a>

Texas Workforce Commission  
**Summary of Formula Allocation by Data Factors**

Allocation Type	Summary Program	Program	Factor	Data Factor % (with Equal Base included)	Source	
01 Workforce Services	01 Workforce Innovation and Opportunity Act (WIOA)	01 WIOA Adult Employment and Training Activities	Excess number of unemployed individuals	33.33%	LMCI	
			Number of disadvantaged adults	33.33%	DOL	
			Unemployed individuals in areas of substantial unemployment	33.33%	LMCI	
		<b>01 WIOA Adult Employment and Training Activities Total</b>				
		02 WIOA Youth Activities	Excess number of unemployed individuals	33.33%	LMCI	
			Number of disadvantaged youth	33.33%	DOL	
			Unemployed individuals in areas of substantial unemployment	33.33%	LMCI	
		<b>02 WIOA Youth Activities Total</b>				
		03 WIOA Dislocated Worker	Average unemployment	19.67%	UI Internal	
			Declining industries	20.00%	LMCI	
	Farmer-rancher economic hardship		19.67%	UTSA		
	Insured Unemployment		20.00%	UI Internal		
	Long-term unemployment		10.33%	UI Internal		
	Worker Adjustment and Retaining Notification (WARN) data	10.33%	Workforce Internal			
	<b>03 WIOA Dislocated Worker Total</b>					
	<b>01 Workforce Innovation and Opportunity Act (WIOA) Total</b>					
	02 TANF Choices	TANF Choices	Equal Base Amount (0.1% × 28 = 2.8%)	2.80%		
			Unduplicated number of all families with Choices work requirements	97.20%	HHSC	
	<b>TANF Choices Total</b>					
	<b>02 TANF Choices Total</b>					
	03 Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T)	SNAP E&T	Equal Base Amount (0.1% × 28 = 2.8%)	2.80%		
			Unduplicated number of mandatory work registrants receiving SNAP benefits	97.20%	HHSC	
	<b>SNAP E&amp;T Total</b>					
<b>03 Supplemental Nutrition Assistance Program Employment and Training (SNAP E&amp;T) Total</b>						
04 Employment Services	Employment Services	Civilian labor force	66.67%			
		Number of unemployed individuals	33.33%	UI Internal		
<b>Employment Services Total</b>						
<b>04 Employment Services Total</b>						
<b>01 Workforce Services Total</b>						

Texas Workforce Commission  
**Summary of Formula Allocation by Data Factors**

Allocation Type	Summary Program	Program	Factor	Data Factor % (with Equal Base included)	Source		
02 Adult Education and Literacy	01 Adult Education and Literacy	01 Adult Education and Literacy (State/Federal)	Equal Base Amount (0.1% × 28 = 2.8%)	2.80%	UTSA		
			Individuals at least 18 years of age who do not have a secondary school diploma or recognized equivalent and are not enrolled in secondary school	97.20%			
		<b>01 Adult Education and Literacy (State/Federal) Total</b>					
		02 Adult Education and Literacy (TANF)	Equal Base Amount (0.1% × 28 = 2.8%)	2.80%		HHSC	
			TANF adult recipients with educational attainment of less than a secondary diploma	97.20%			
	<b>02 Adult Education and Literacy (TANF) Total</b>						
	<b>01 Adult Education and Literacy Total</b>						
	02 AEL EL Civics	Adult Education and Literacy (EL/Civics)	35 percent of average number of legal permanent residents during the most recent three-year period (35% × 72% = 25.2%)	25.20%	UTSA		
				65 percent of average number of legal permanent residents during the most recent 10-year period (65% × 72% = 46.8%)	46.80%	UTSA	
					Equal Base Amount (1.0% × 28 = 28%)	28.00%	
			<b>Adult Education and Literacy (EL/Civics) Total</b>				
	<b>02 AEL EL Civics Total</b>						
	<b>02 Adult Education and Literacy Total</b>						
03 Child Care	Child Care	01 Child Care (State Maintenance of Effort, Federal Mandatory, and	Children under the age of five years	50.00%	UTSA		
			Individuals whose income does not exceed 100 percent of the poverty level	50.00%	UTSA		
		<b>01 Child Care (State Maintenance of Effort, Federal Mandatory, and TANF) Total</b>					
		02 Child Care Matching Funds (State and Federal)	Children under the age of 13 years old		100.00%	UTSA	
			<b>02 Child Care Matching Funds (State and Federal) Total</b>				
		03 CCDF Discretionary Funds (Federal)	Children under the age of 13 years old in families whose income does not exceed 150 percent of the poverty level		100.00%	UTSA	
			<b>03 CCDF Discretionary Funds (Federal) Total</b>				
<b>Child Care Total</b>							
<b>03 Child Care Total</b>							
<b>Grand Total</b>							

## MEMORANDUM

To: Audit & Finance Committee  
 From: Adrian Lopez, CEO  
 Presented by: Giovanna Escalante-Vela, CFO  
 Date: August 4, 2023  
 Regarding: Financial Report – May 31, 2023

**SUMMARY:** Financial reports through May 31, 2023, have been prepared for the fiscal year October 1, 2022, through September 30, 2023; the straight-line expenditure benchmark is 66.67% of the budget. The Board regularly analyzes Corporate and Facility Budgets in addition to the Grant Summary Report to monitor budgets against actual expenditures. When significant variances occur, the Board submits a budget amendment.

### CORPORATE BUDGET:

Department	% Expensed	Comments
Personnel	57.39%	The Board is currently working to fill all vacant positions timely. The FY23 budget includes a 5% performance-based incentive, which has yet to be paid out. Low training expenditures are a function of timing and will be fully utilized.
Board Facility	66.92%	Board facilities are on a budget.
Equipment	57.87%	Software Maintenance & Support is under budget; these are expensed as needed.
General Office Expense	44.45%	The insurance budget includes a contingency for high deductible plans related to employee matters and Cyber Security. We are expecting a \$100,000 surplus if no unforeseen events occur. Marketing has several pending projects and will fully utilize this budget.
Professional Services	48.19%	This variance is primarily a timing difference as these expenditures occur throughout the year as services are rendered: <ul style="list-style-type: none"> <li>• The Legal Budget is utilized for employee matters expensed as incurred and pending an update to the employee handbook.</li> <li>• Monitoring Expenditures occur as services are performed.</li> <li>• Professional Services for temporary staffing are under budget by approximately 12%.</li> </ul>
Board Training & Development	81.21%	The Board retreat, which included travel and training, occurred in February.
<b>Total Expense</b>	<b>55.03%</b>	

Corporate expenditures represent 55.03% of the annual budget, demonstrating a budget surplus of approximately 11.64% of the approved budget. The most significant budget surplus is in staffing and professional services, related to monitoring and other legal costs related to human resources.

**FACILITIES AND INFRASTRUCTURE BUDGET:**

Department	% Expensed	Comments
Overall	56.47%	The facility expenditures represent 56.47% of the approved budget, reflecting a 10.20% straight-line budget surplus. Pending equipment approval from TWC for the Port of San Antonio of approximately \$250,000 and operational cost being slightly under budget, a function of timing.

**ACTIVE GRANTS ONLY (TWC):**

Grant	End date	Budget	% Expense	Comments
23TAF	10/31/2023	\$8,011,037	46.43%	Expenditures reflect a 20.24% straight-line budget surplus due to the low participation and reduced HHSC referrals. The Board’s FY23 allocation is \$2 million higher than average.
22WA2	6/30/2024	\$3,456,318	96.21%	Overspent by 29.54%. Board staff are working with the contractor to co-enroll and diversify funding. The Dislocated Worker designation to adult will realign expenditures.
22WD2	6/30/2024	\$3,996,897	50.64%	Board staff are working with the contractor to increase enrollment. The Board continues to monitor expenditures. The Board has received a designation of \$500,000 that will realign expenditures.
23CCF	12/31/2023	\$87,130,697	55.71%	CCF expenditures increase in the summer due to how long children are in care. The Board is currently exceeding the TWC target number. The Board expects to expend 100%.
23TRA	12/31/2023	\$50,400	31.98%	This program is currently in the sunset phase, and new petitions will not be accepted. Funding will be available through 12/31/24 for client completion. As of 5/31/23, the contractor has \$30,000 of training invoices pending.
23CCQ	10/31/2023	\$5,820,249	26.98%	Current quality initiatives will continue to increase expenditures by issuing program supplies, incentives, and bonuses to childcare providers.

22CSL	12/31/2023	\$746,230	15.44%	This grant was extended from 3/31/23 to 12/31/23. The Board has \$488,774 obligated.
23WOS	12/31/2023	\$221,896	29.60%	This grant supports Military Spouses. Staff continue to increase outreach efforts in and around the military bases. This will increase participation and training-related expenditures.
22WPB	10/31/2023	\$192,946	62.36%	WSA is one of four workforce boards operating this new TWC initiative that supports sex trafficking victims.
23WS2	11/30/2023	\$116,439.00	0.00%	In March 2023, TWC awarded the Board the Middle Skills Employment Supplies Pilot Program; a program designed to support Texans preparing to join the workforce by helping clients purchase specific items required by the employer as a condition of employment.
23EXT	2/29/2024	\$200,000	1.81%	Teacher Externship activities occur during the summer months. The 100 teachers that completed enrollment are expected to complete the program.
23EX2	2/29/2024	\$106,726	0.00%	Early in May 2023, TWC awarded the Board additional funding for Teacher Externship. An additional 60 teachers will be able to participate.
22VR1	9/30/2023	\$900,000	5.81%	124 Summer Earn and Learn participants have been placed and are working.

**ACTIVE GRANTS ONLY (NON-TWC):**

Grant	End date	Budget	% Expense	Comments
SAF22 Workforce Academy	11/30/2023	\$100,000	33.18%	This grant is used exclusively for the Workforce Ambassador Program. The Board expects to spend 100% of the award.
CAP22 Capacity Building	11/30/2023	\$37,500	0.00%	This grant is used for Capacity Building, focusing on Staff Performance, managing technology, and strategic planning. The Board expects to spend 100% of the award.
TOY23 Toyotetsu	09/30/2023	\$100,000	1.56%	This is a work-based learning pilot program where Toyotetsu offers specialized training in manufacturing to help residents gain access and knowledge, leading to high-paying job opportunities. Currently, Toyotesu is



				processing a list of applicants.
22RTW	3/31/2025	\$10,041,073	39.06%	This variance is primarily a timing difference. Expenditures will continue to be realized in the following months as invoices are received, and enrollments and activities continue to increase.

**ATTACHMENTS:**

Financial Statement – May 31, 2023

**Workforce Solutions Alamo**  
**Corporate Expenditure Report**  
**Board Fiscal Year October 01, 2022-September 30, 2023**  
**Report Period: 10/01/22 - 5/31/2023**

Straight-Line Target: 66.67%

	Annual Budget	Amendment # 1	Amendment # 2	Amended Budget #1&2	YTD Expenses	% Expensed	Balance
<b>PERSONNEL</b>							
Salaries/Wages	\$ 4,331,451	\$ -	\$ (350,000)	\$ 3,981,451	\$ 2,352,200	59.08%	\$ 1,629,251
Fringe Benefits	1,316,021	-	(200,000)	1,116,021	602,385	53.98%	513,636
Staff Travel	62,000	-	-	62,000	42,982	69.33%	19,018
Staff Training & Development	162,000	-	-	162,000	56,435	34.84%	105,565
<i>PERSONNEL SUBTOTAL:</i>	<b>\$ 5,871,472</b>	<b>\$ -</b>	<b>\$ (550,000)</b>	<b>\$ 5,321,472</b>	<b>\$ 3,054,003</b>	<b>57.39%</b>	<b>\$ 2,267,469</b>
<b>BOARD FACILITY</b>							
Rent	\$ 417,817	5,000	25,000	\$ 447,817	\$ 299,681	66.92%	\$ 148,136
Building Out/Moving Expenses	0	-	-	0	0	0.00%	0
<i>FACILITY SUBTOTAL:</i>	<b>\$ 417,817</b>	<b>\$ 5,000</b>	<b>\$ 25,000</b>	<b>\$ 447,817</b>	<b>\$ 299,681</b>	<b>66.92%</b>	<b>\$ 148,136</b>
<b>EQUIPMENT/RELATED COSTS</b>							
Equipment Purchases	\$ 50,000	-	27,500	\$ 77,500	\$ 48,287	62.31%	\$ 29,213
Equipment Rental	15,000	-	-	15,000	10,151	67.67%	4,849
Repair & Maintenance	-	-	-	-	-	0.00%	-
Software Licenses	61,819	-	35,000	96,819	63,998	66.10%	32,821
Software Maintenance & Support	100,000	-	(35,000)	65,000	24,735	38.05%	40,265
<i>EQUIPMENT/RELATED COSTS SUBTOTAL:</i>	<b>\$ 226,819</b>	<b>\$ -</b>	<b>\$ 27,500</b>	<b>\$ 254,319</b>	<b>\$ 147,171</b>	<b>57.87%</b>	<b>\$ 107,148</b>
<b>GENERAL OFFICE EXPENSES</b>							
Communications	\$ 50,000	-	-	\$ 50,000	\$ 31,053	62.11%	\$ 18,947
Advertising	35,000	-	(25,000)	10,000	468	4.68%	9,532
Insurances	300,000	-	-	300,000	149,193	49.73%	150,807
Office Supplies	50,000	-	(20,000)	30,000	7,357	24.52%	22,643
Postage/Shipping/Other	7,500	-	-	7,500	2,483	33.11%	5,017
Printing, Binding & Reproduction	20,000	-	-	20,000	10,692	53.46%	9,308
Publications & Subscriptions	7,500	-	-	7,500	3,700	49.34%	3,800
Dues	25,000	-	-	25,000	8,075	32.30%	16,925
Storage	15,000	5,000	-	20,000	10,772	53.86%	9,228
Marketing (External)	120,000	-	-	120,000	36,258	30.21%	83,742
Miscellaneous Costs	25,000	-	-	25,000	1,161	4.64%	23,840
Non Federal	50,000	-	-	50,000	34,373	68.75%	15,627
<i>GENERAL OFFICE EXP SUBTOTAL:</i>	<b>\$ 705,000</b>	<b>\$ 5,000</b>	<b>\$ (45,000)</b>	<b>\$ 665,000</b>	<b>\$ 295,585</b>	<b>44.45%</b>	<b>\$ 369,415</b>
<b>PROFESSIONAL SERVICES</b>							
Legal Services-Corporate	\$ 100,000	-	-	\$ 100,000	\$ 65,188	65.19%	\$ 34,812
Legal Services-Other	75,000	50,000	-	125,000	29,041	23.23%	95,959
Audit	75,000	-	-	75,000	62,453	83.27%	12,548
Monitoring (Contractor)	500,000	-	-	500,000	156,987	31.40%	343,014
Professional Services	600,000	425,000	-	1,025,000	561,017	54.73%	463,983
Payroll Fees	35,000	-	-	35,000	21,701	62.00%	13,299
<i>PROFESSIONAL SERVICES SUBTOTAL:</i>	<b>\$ 1,385,000</b>	<b>\$ 475,000</b>	<b>\$ -</b>	<b>\$ 1,860,000</b>	<b>\$ 896,386</b>	<b>48.19%</b>	<b>\$ 963,614</b>
<b>BOARD EXPENSES</b>							
Board Member Travel	\$ 5,000	-	-	\$ 5,000	\$ 4,598	91.96%	\$ 402
Board Member Training/Development	25,000	-	8,000.00	33,000	25,761	78.06%	7,239
Board Meetings & Misc. Costs	15,000	-	(8,000.00)	7,000	6,185	88.36%	815
<i>BOARD EXPENSES SUBTOTAL:</i>	<b>\$ 45,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ 36,544</b>	<b>81.21%</b>	<b>\$ 8,456</b>
<b>TOTAL EXPENSES</b>							
	<b>\$ 8,651,108</b>	<b>\$ 485,000</b>	<b>\$ (542,500)</b>	<b>\$ 8,593,608</b>	<b>\$ 4,729,371</b>	<b>55.03%</b>	<b>\$ 3,864,237</b>
<b>SUMMARY:</b>							
Personnel	\$ 5,871,472	-	(550,000)	\$ 5,321,472	\$ 3,054,003	57.39%	\$ 2,267,469
Board Facility	417,817	5,000	25,000	447,817	299,681	66.92%	148,136
Equipment/Related Costs	226,819	-	27,500	254,319	147,171	57.87%	107,148
General Office Expenses	705,000	5,000	(45,000)	665,000	295,585	44.45%	369,415
Professional Services	1,385,000	475,000	-	1,860,000	896,386	48.19%	963,614
Board Expenses	45,000	-	-	45,000	36,544	81.21%	8,456
<b>TOTAL CORPORATE EXPENSES</b>	<b>\$ 8,651,108</b>	<b>\$ 485,000</b>	<b>\$ (542,500)</b>	<b>\$ 8,593,608</b>	<b>\$ 4,729,371</b>	<b>55.03%</b>	<b>\$ 3,864,237</b>

**WORKFORCE SOLUTIONS ALAMO**  
**Board Fiscal Year October 01, 2022 - September 30, 2023**

Report Period: 10/01/22-5/31/23

Facilities & Infrastructure Report

<b>Facilities &amp; Infrastructure</b>	<b>Budgeted Amt.</b>	<b>Amendment #1</b>	<b>Amendment #2</b>	<b>Revised Budgeted Amt.</b>	<b>YTD Expenses</b>	<b>% Expensed</b>	<b>% Straightline Benchmark</b>	<b>Balance</b>
Workforce Facilities	\$ 5,816,232.00	\$ -	\$ 25,000.00	\$ 5,841,232.00	\$ 3,339,744.64	57.18%	66.67%	\$ 2,501,487
Port SA	500,000.00	250,000.00	-	750,000.00	444,271.08	59.24%	66.67%	305,729
Mobile RV Unit	510,000.00	-	(400,000.00)	110,000.00	-	0.00%	66.67%	110,000
	<b>\$ 6,826,232</b>	<b>\$ 250,000.00</b>	<b>\$ (375,000.00)</b>	<b>\$ 6,701,232.00</b>	<b>\$ 3,784,015.72</b>	<b>56.47%</b>	<b>66.67%</b>	<b>\$ 2,917,216.28</b>

<u>Facilities:</u>	<u>End of Lease</u>
Walzem	12/31/2023
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	12/31/2023
Fredericksburg	No Expiration
Bandera	No Expiration

General Expense Item\*

- Rent
- Utilities
- Janitorial
- Repair & Maintenance
- Security
- Copiers / Printers
- Phones
- Computer Equipment
- Misc.

\*Not all general expenses items are applicable to each location

**Workforce Solutions Alamo**  
**October 1, 2022 to September 30, 2023**  
**Grant Summary Report**

GRANT	FUND	GRANT NO.	Grant Budget	Estimate YTD as 9/30/22	Balance as 9/30/22	FY23 Budget (WSA)	Exp from 10/1/22 to 5/31/23	YTD Exp 5/31/23	Balance
WIOA ADULT SERVICES	21WA1	2021WOA001	\$ 849,798.00	\$ 844,108.82	\$ 5,689.18	\$ 5,689.18	\$ 5,836.89	\$ 849,945.71	\$ (147.71)
WIOA ADULT SERVICES	21WA2	2021WOA001	\$ 3,276,946.00	\$ 3,243,181.02	\$ 33,764.98	\$ 33,764.98	\$ 33,777.31	\$ 3,276,958.33	\$ (12.33)
WIOA ADULT SERVICES	22WA1	2022WOA001	\$ 947,323.00	\$ 401,623.23	\$ 545,699.77	\$ 545,699.77	\$ 533,555.42	\$ 935,178.65	\$ 12,144.35
WIOA ADULT SERVICES	22WA2	2022WOA001	\$ 3,456,318.00	0	\$ 3,456,318.00	\$ 3,456,318.00	\$ 3,325,253.12	\$ 3,325,253.12	\$ 131,064.88
<b>WIOA ADULT Total</b>			<b>\$ 8,530,385.00</b>	<b>\$ 4,488,913.07</b>	<b>\$ 4,041,471.93</b>	<b>\$ 4,041,471.93</b>	<b>\$ 3,898,422.74</b>	<b>\$ 8,387,335.81</b>	<b>\$ 143,049.19</b>
WIOA DISLOCATED WORKER	21WD1	2021WOD001	\$ 901,481.00	\$ 859,702.50	\$ 41,778.50	\$ 41,778.50	\$ 41,893.21	\$ 901,595.71	\$ (114.71)
WIOA DISLOCATED WORKER	21WD2	2021WOD001	\$ 3,597,920.00	\$ 3,315,191.96	\$ 282,728.04	\$ 282,728.04	\$ 282,740.00	\$ 3,597,931.96	\$ (11.96)
WIOA DISLOCATED WORKER	22WD1	2022WOD001	\$ 1,184,451.00	\$ 153,168.80	\$ 1,031,282.20	\$ 1,031,282.20	\$ 143,273.77	\$ 296,442.57	\$ 888,008.43
WIOA DISLOCATED WORKER	22WD2	2022WOD001	\$ 3,996,897.00	0	\$ 3,996,897.00	\$ 3,996,897.00	\$ 2,024,031.80	\$ 2,024,031.80	\$ 1,972,865.20
<b>WIOA DISLOCATED Total</b>			<b>\$ 9,680,749.00</b>	<b>\$ 4,328,063.26</b>	<b>\$ 5,352,685.74</b>	<b>\$ 5,352,685.74</b>	<b>\$ 2,491,938.78</b>	<b>\$ 6,820,002.04</b>	<b>\$ 2,860,746.96</b>
WIOA YOUTH SERVICES	21WOY	2021WOY001	\$ 4,430,155.00	\$ 4,011,756.56	\$ 418,398.44	\$ 418,398.44	\$ 199,567.13	\$ 4,211,323.69	\$ 218,831.31
WIOA YOUTH SERVICES	22WOY	2022WOY001	\$ 4,732,035.00	\$ 531,164.73	\$ 4,200,870.27	\$ 4,200,870.27	\$ 2,329,497.65	\$ 2,860,662.38	\$ 1,871,372.62
<b>WIOA YOUTH Total</b>			<b>\$ 9,162,190.00</b>	<b>\$ 4,542,921.29</b>	<b>\$ 4,619,268.71</b>	<b>\$ 4,619,268.71</b>	<b>\$ 2,529,064.78</b>	<b>\$ 7,071,986.07</b>	<b>\$ 2,090,203.93</b>
WIOA RAPID RESPONSE	22WOR	2022WOR001	\$ 64,742.00	\$ 25,571.22	\$ 39,170.78	\$ 39,170.78	\$ 21,544.75	\$ 47,115.97	\$ 17,626.03
<b>WIOA RAPID RESPONSE Total</b>			<b>\$ 64,742.00</b>	<b>\$ 25,571.22</b>	<b>\$ 39,170.78</b>	<b>\$ 39,170.78</b>	<b>\$ 21,544.75</b>	<b>\$ 47,115.97</b>	<b>\$ 17,626.03</b>
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	22TAF	2022TAF001	\$ 7,483,591.00	\$ 5,543,582.79	\$ 1,940,008.21	\$ 1,940,008.21	\$ 354,129.69	\$ 5,897,712.48	\$ 1,585,878.52
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	23TAF	2023TAF001	\$ 8,011,037.00	0	\$ 8,011,037.00	\$ 8,011,037.00	\$ 3,719,594.87	\$ 3,719,594.87	\$ 4,291,442.13
<b>TANF Total</b>			<b>\$ 15,494,628.00</b>	<b>\$ 5,543,582.79</b>	<b>\$ 9,951,045.21</b>	<b>\$ 9,951,045.21</b>	<b>\$ 4,073,724.56</b>	<b>\$ 9,617,307.35</b>	<b>\$ 5,877,320.65</b>
SUPPLEMENTAL NUTRITION ASST PRGRM - SNAP	23SNE	2023SNE001	\$ 1,499,502.00	0	\$ 1,499,502.00	\$ 1,499,502.00	\$ 1,114,250.58	\$ 1,114,250.58	\$ 385,251.42
<b>SNAP E&amp;T Total</b>			<b>\$ 1,499,502.00</b>	<b>\$ -</b>	<b>\$ 1,499,502.00</b>	<b>\$ 1,499,502.00</b>	<b>\$ 1,114,250.58</b>	<b>\$ 1,114,250.58</b>	<b>\$ 385,251.42</b>
NON CUSTODIAL PARENT	23NCP	2023NCP001	\$ 437,578.00	\$ 7,504.63	\$ 430,073.37	\$ 430,073.37	\$ 311,095.05	\$ 318,599.68	\$ 118,978.32
<b>NON CUSTODIAL PARENT Total</b>			<b>\$ 437,578.00</b>	<b>\$ 7,504.63</b>	<b>\$ 430,073.37</b>	<b>\$ 430,073.37</b>	<b>\$ 311,095.05</b>	<b>\$ 318,599.68</b>	<b>\$ 118,978.32</b>
CC SRVCS FORMULA ALLOCATION-CCF	22CCF	2022CCF001	\$ 98,063,720.00	\$ 85,538,265.49	\$ 12,525,454.51	\$ 12,525,454.51	\$ 5,779,247.15	\$ 91,317,512.64	\$ 6,746,207.36
CC SRVCS FORMULA ALLOCATION-CCF	23CCF	2023CCF001	\$ 87,130,697.00	\$ -	\$ 87,130,697.00	\$ 87,130,697.00	\$ 48,542,371.80	\$ 48,542,371.80	\$ 38,588,325.20
<b>CHILD CARE CCF Total</b>			<b>\$ 185,194,417.00</b>	<b>\$ 85,538,265.49</b>	<b>\$ 99,656,151.51</b>	<b>\$ 99,656,151.51</b>	<b>\$ 54,321,618.95</b>	<b>\$ 139,859,884.44</b>	<b>\$ 45,334,532.56</b>
CC DVLPMNT FUND LOCAL MATCH - CCM	22CCM	2022CCM001	\$ 7,372,742.00	\$ -	\$ 7,372,742.00	\$ 7,372,742.00	\$ 7,372,742.00	\$ 7,372,742.00	\$ -
CC DVLPMNT FUND LOCAL MATCH - CCM	23CCM	2023CCM001	\$ 7,539,884.00	\$ -	\$ 7,539,884.00	\$ 7,539,884.00	\$ -	\$ -	\$ 7,539,884.00
<b>CHILD CARE CCM Total</b>			<b>\$ 14,912,626.00</b>	<b>\$ -</b>	<b>\$ 14,912,626.00</b>	<b>\$ 14,912,626.00</b>	<b>\$ 7,372,742.00</b>	<b>\$ 7,372,742.00</b>	<b>\$ 7,539,884.00</b>
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	22CCP	2022CCP001	\$ 6,953,000.00	\$ 5,507,082.11	\$ 1,445,917.89	\$ 1,445,917.89	\$ (532.48)	\$ 5,506,549.63	\$ 1,446,450.37
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	23CCP	2023CCP001	\$ 8,115,000.00	\$ 443,514.58	\$ 7,671,485.42	\$ 7,671,485.42	\$ 3,946,731.38	\$ 4,390,245.96	\$ 3,724,754.04
<b>CHILD CARE CCP Total</b>			<b>\$ 15,068,000.00</b>	<b>\$ 5,950,596.69</b>	<b>\$ 9,117,403.31</b>	<b>\$ 9,117,403.31</b>	<b>\$ 3,946,198.90</b>	<b>\$ 9,896,795.59</b>	<b>\$ 5,171,204.41</b>
TRADE ACT SERVICES	22TRA	2022TRA001	\$ 533,816.00	\$ 31,528.98	\$ 502,287.02	\$ 502,287.02	\$ 5,159.64	\$ 36,688.62	\$ 497,127.38
TRADE ACT SERVICES	23TRA	2023TRA001	\$ 50,400.00	0	\$ 50,400.00	\$ 50,400.00	\$ 16,120.11	\$ 16,120.11	\$ 34,279.89
<b>TRADE ACT SERVICES Total</b>			<b>\$ 584,216.00</b>	<b>\$ 31,528.98</b>	<b>\$ 552,687.02</b>	<b>\$ 552,687.02</b>	<b>\$ 21,279.75</b>	<b>\$ 52,808.73</b>	<b>\$ 531,407.27</b>
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	22WPA	2022WPA001	\$ 948,613.00	\$ 665,913.72	\$ 282,699.28	\$ 282,699.28	\$ 154,068.65	\$ 819,982.37	\$ 128,630.63
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	23WPA	2023WPA001	\$ 701,715.00	0	\$ 701,715.00	\$ 701,715.00	\$ 285,112.70	\$ 285,112.70	\$ 416,602.30
<b>EMPLOYMENT SERVICES Total</b>			<b>\$ 1,650,328.00</b>	<b>\$ 665,913.72</b>	<b>\$ 984,414.28</b>	<b>\$ 984,414.28</b>	<b>\$ 439,181.35</b>	<b>\$ 1,105,095.07</b>	<b>\$ 545,232.93</b>
RESOURCE ADMIN GRANT	23RAG	2023RAG001	\$ 11,857.00	0	\$ 11,857.00	\$ 11,857.00	\$ 7,652.10	\$ 7,652.10	\$ 4,204.90
<b>RESOURCE ADMIN GRANT Total</b>			<b>\$ 11,857.00</b>	<b>\$ -</b>	<b>\$ 11,857.00</b>	<b>\$ 11,857.00</b>	<b>\$ 7,652.10</b>	<b>\$ 7,652.10</b>	<b>\$ 4,204.90</b>

**Workforce Solutions Alamo**  
**October 1, 2022 to September 30, 2023**  
**Grant Summary Report**

GRANT	FUND	GRANT NO.	Grant Budget	Estimate YTD as 9/30/22	Balance as 9/30/22	FY23 Budget (WSA)	Exp from 10/1/22 to 5/31/23	YTD Exp 5/31/23	Balance
TEXAS VETERANS COMMISSION	23TVC	2023TVC001	\$ 284,084.00	0	\$ 284,084.00	\$ 284,084.00	\$ 203,062.83	\$ 203,062.83	\$ 81,021.17
<b>VETERANS EMPLOYMENT SERVICE Total</b>			<b>\$ 284,084.00</b>	<b>\$ -</b>	<b>\$ 284,084.00</b>	<b>\$ 284,084.00</b>	<b>\$ 203,062.83</b>	<b>\$ 203,062.83</b>	<b>\$ 81,021.17</b>
CC QUALITY - CCQ	22CCQ	2022CCQ001	\$ 5,384,152.00	\$ 3,009,880.22	\$ 2,374,271.78	\$ 2,374,271.78	\$ 2,229,805.51	\$ 5,239,685.73	\$ 144,466.27
CC QUALITY - CCQ	23CCQ	2023CCQ001	\$ 5,820,249.00	0	\$ 5,820,249.00	\$ 5,820,249.00	\$ 1,570,413.28	\$ 1,570,413.28	\$ 4,249,835.72
<b>CCQ QUALITY Total</b>			<b>\$ 11,204,401.00</b>	<b>\$ 3,009,880.22</b>	<b>\$ 8,194,520.78</b>	<b>\$ 8,194,520.78</b>	<b>\$ 3,800,218.79</b>	<b>\$ 6,810,099.01</b>	<b>\$ 4,394,301.99</b>
SERVICE INDUSTRY RECOVERY CHILD CARE	22CCX	2022CCX001	\$ 19,417,468.00	\$ 14,466,724.28	\$ 4,950,743.72	\$ 4,950,743.72	\$ 3,375,446.48	\$ 17,842,170.76	\$ 1,575,297.24
<b>SERVICE INDUSTRY RECOVERY CHILD CARE Total</b>			<b>\$ 19,417,468.00</b>	<b>\$ 14,466,724.28</b>	<b>\$ 4,950,743.72</b>	<b>\$ 4,950,743.72</b>	<b>\$ 3,375,446.48</b>	<b>\$ 17,842,170.76</b>	<b>\$ 1,575,297.24</b>
CHILD CARE - TRS CONTRACTED SLOTS	22CSL	2022SCSL001	\$ 746,230.00	\$ -	\$ 746,230.00	\$ 746,230.00	\$ 115,210.14	\$ 115,210.14	\$ 631,019.86
<b>CHILD CARE - TRS CONTRACTED SLOTS - Total</b>			<b>\$ 746,230.00</b>	<b>\$ -</b>	<b>\$ 746,230.00</b>	<b>\$ 746,230.00</b>	<b>\$ 115,210.14</b>	<b>\$ 115,210.14</b>	<b>\$ 631,019.86</b>
WORKFORCE COMMISSION INITIATIVES	22WCI	2022WCI001	\$ 354,845.00	\$ 213,396.91	\$ 141,448.09	\$ 141,448.09	\$ (817.16)	\$ 212,579.75	\$ 142,265.25
WORKFORCE COMMISSION INITIATIVES	23WCI	2023WCI001	\$ 94,250.00	0	\$ 94,250.00	\$ 94,250.00	\$ 63,490.10	\$ 63,490.10	\$ 30,759.90
<b>WORKFORCE COMMISSION INITIATIVES Total</b>			<b>\$ 449,095.00</b>	<b>\$ 213,396.91</b>	<b>\$ 235,698.09</b>	<b>\$ 235,698.09</b>	<b>\$ 62,672.94</b>	<b>\$ 276,069.85</b>	<b>\$ 173,025.15</b>
REEMPLOYMENT SERVICES - REA	23REA	2023REA001	\$ 850,280.00	0	\$ 850,280.00	\$ 850,280.00	\$ 620,552.20	\$ 620,552.20	\$ 229,727.80
<b>REEMPLOYMENT Total</b>			<b>\$ 850,280.00</b>	<b>\$ -</b>	<b>\$ 850,280.00</b>	<b>\$ 850,280.00</b>	<b>\$ 620,552.20</b>	<b>\$ 620,552.20</b>	<b>\$ 229,727.80</b>
MILITARY FAMILY SUPPORT PROGRAM	22WOS	2022WOS001	\$ 221,896.00	\$ 101,620.77	\$ 120,275.23	\$ 120,275.23	\$ 43,108.12	\$ 144,728.89	\$ 77,167.11
MILITARY FAMILY SUPPORT PROGRAM	23WOS	2023WOS001	\$ 221,896.00	0	\$ -	\$ 221,896.00	\$ 65,673.51	\$ 65,673.51	\$ 156,222.49
<b>MILITARY FAMILY SUPPORT Total</b>			<b>\$ 443,792.00</b>	<b>\$ 101,620.77</b>	<b>\$ 120,275.23</b>	<b>\$ 342,171.23</b>	<b>\$ 108,781.63</b>	<b>\$ 210,402.40</b>	<b>\$ 233,389.60</b>
STUDENT HIREABILITY NAVIGATOR	18HN4	3018VRS130	\$ 210,000.00	\$ 15,358.63	\$ 194,641.37	\$ 194,641.37	\$ 111,699.42	\$ 127,058.05	\$ 82,941.95
<b>STUDENT HIREABILITY NAVIGATOR Total</b>			<b>\$ 210,000.00</b>	<b>\$ 15,358.63</b>	<b>\$ 194,641.37</b>	<b>\$ 194,641.37</b>	<b>\$ 111,699.42</b>	<b>\$ 127,058.05</b>	<b>\$ 82,941.95</b>
VOCATIONAL REHABILITATION-VR INFRA SPVRT	23COL	2023COL001	\$ 497,371.44	\$ 37,688.14	\$ 459,683.30	\$ 459,683.30	\$ 332,382.96	\$ 370,071.10	\$ 127,300.34
<b>VR-INFRA SUPPORT Total</b>			<b>\$ 497,371.44</b>	<b>\$ 37,688.14</b>	<b>\$ 459,683.30</b>	<b>\$ 459,683.30</b>	<b>\$ 332,382.96</b>	<b>\$ 370,071.10</b>	<b>\$ 127,300.34</b>
TRAINING & EMPLOYMENT NAVIGATOR PILOT	22WPB	2022WPB002	\$ 192,946.00	\$ 59,530.74	\$ 133,415.26	\$ 133,415.26	\$ 60,791.69	\$ 120,322.43	\$ 72,623.57
<b>TRAINING &amp; EMPLOYMENT NAVIGATOR PILOT Total</b>			<b>\$ 192,946.00</b>	<b>\$ 59,530.74</b>	<b>\$ 133,415.26</b>	<b>\$ 133,415.26</b>	<b>\$ 60,791.69</b>	<b>\$ 120,322.43</b>	<b>\$ 72,623.57</b>
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJECT	23WS2	2023WOS002	\$ 116,439.00	0	\$ -	\$ 116,439.00	0	0	\$ 116,439.00
<b>MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJECT Total</b>			<b>\$ 116,439.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 116,439.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 116,439.00</b>
TEACHER EXTERNSHIP	22EXT	2022EXT001	\$ 200,000.00	\$ 188,634.22	\$ 11,365.78	\$ 11,365.78	\$ 5,878.69	\$ 194,512.91	\$ 5,487.09
TEACHER EXTERNSHIP	23EXT	2023EXT001	\$ 200,000.00	0	\$ 200,000.00	\$ 200,000.00	\$ 3,626.18	\$ 3,626.18	\$ 196,373.82
TEACHER EXTERNSHIP	23EX2	2023EXT002	\$ 106,726.00	0	\$ -	\$ 106,726.00	\$ -	\$ -	\$ 106,726.00
<b>TEACHER EXTERNSHIP Total</b>			<b>\$ 506,726.00</b>	<b>\$ 188,634.22</b>	<b>\$ 211,365.78</b>	<b>\$ 318,091.78</b>	<b>\$ 9,504.87</b>	<b>\$ 198,139.09</b>	<b>\$ 308,586.91</b>
SUMMER EARN & LEARN (SEAL)	22VRS	3022VRS045	\$ 900,000.00	\$ 561,124.94	\$ 338,875.06	\$ 338,875.06	\$ 3,281.58	\$ 564,406.52	\$ 335,593.48
SUMMER EARN & LEARN (SEAL)	22VR1	3022VRS045	\$ 900,000.00	0	\$ 900,000.00	\$ 900,000.00	\$ 52,303.06	\$ 52,303.06	\$ 847,696.94
<b>SEAL Total</b>			<b>\$ 1,800,000.00</b>	<b>\$ 561,124.94</b>	<b>\$ 1,238,875.06</b>	<b>\$ 1,238,875.06</b>	<b>\$ 55,584.64</b>	<b>\$ 616,709.58</b>	<b>\$ 1,183,290.42</b>
SKILLS DEVELOPMENT FUND-LONESTAR	21SD3	2021SDF003	\$ 510,967.00	\$ 265,921.03	\$ 245,045.97	\$ 245,045.97	\$ 219,959.39	\$ 485,880.42	\$ 25,086.58
<b>SKILLS DEVELOPMENT FUND Total</b>			<b>\$ 510,967.00</b>	<b>\$ 265,921.03</b>	<b>\$ 245,045.97</b>	<b>\$ 245,045.97</b>	<b>\$ 219,959.39</b>	<b>\$ 485,880.42</b>	<b>\$ 25,086.58</b>
SAN ANTONIO AREA FOUNDATION-WORKFORCE ACADEMY	SAF22		\$ 100,000.00	\$ 3,462.50	\$ 96,537.50	\$ 96,537.50	\$ 29,716.23	\$ 33,178.73	\$ 66,821.27
SAN ANTONIO AREA FOUNDATION-CAPACITY BUILDING	CAP22		\$ 37,500.00	0	\$ 37,500.00	\$ 37,500.00	\$ 799.00	\$ 799.00	\$ 36,701.00
<b>SAN ANTONIO AREA FOUNDATION TOTAL</b>			<b>\$ 137,500.00</b>	<b>\$ 3,462.50</b>	<b>\$ 134,037.50</b>	<b>\$ 134,037.50</b>	<b>\$ 30,515.23</b>	<b>\$ 33,977.73</b>	<b>\$ 103,522.27</b>
ASPEN INSTITUTE	ASP23		\$ 50,000.00	0	\$ 50,000.00	\$ 50,000.00	\$ 26,720.38	\$ 26,720.38	\$ 23,279.62
<b>ASPEN INSTITUTE TOTAL</b>			<b>\$ 50,000.00</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 26,720.38</b>	<b>\$ 26,720.38</b>	<b>\$ 23,279.62</b>

**Workforce Solutions Alamo**  
**October 1, 2022 to September 30, 2023**  
**Grant Summary Report**

GRANT	FUND GRANT NO.	Grant Budget	Estimate YTD as 9/30/22	Balance as 9/30/22	FY23 Budget (WSA)	Exp from 10/1/22 to 5/31/23	YTD Exp 5/31/23	Balance
TOYOTETSU PILOT PROGRAM TOTAL	TOY23	\$ 100,000.00	0	\$ 100,000.00	\$ 100,000.00	\$ 1,562.38	\$ 1,562.38	\$ 98,437.62
<b>TOYOTETSU PILOT PROGRAM TOTAL</b>		<b>\$ 100,000.00</b>	<b>\$ -</b>	<b>\$ 100,000.00</b>	<b>\$ 100,000.00</b>	<b>\$ 1,562.38</b>	<b>\$ 1,562.38</b>	<b>\$ 98,437.62</b>
DISASTER RECOVERY DISLOCATED WORKER	20NDW 2020NDW001	\$ 6,452,066.00	\$ 4,516,754.86	\$ 1,935,311.14	\$ 1,935,311.14	\$ 1,876,670.82	\$ 6,393,425.68	\$ 58,640.32
WINTER STORMS NDWG	21NDW 2021NDW001	\$ 300,952.00	\$ 238,159.74	\$ 62,792.26	\$ 62,792.26	\$ 59,555.80	\$ 297,715.54	\$ 3,236.46
HELPING OFFICES MANAGE ELECTRONICALLY (HOME)	21DON 2021DON001	\$ 51,222.00	\$ 42,985.56	\$ 8,236.44	\$ 8,236.44	\$ 1,400.00	\$ 44,385.56	\$ 6,836.44
<b>COVID GRANTS Total</b>		<b>\$ 6,804,240.00</b>	<b>\$ 4,797,900.16</b>	<b>\$ 2,006,339.84</b>	<b>\$ 2,006,339.84</b>	<b>\$ 1,937,626.62</b>	<b>\$ 6,735,526.78</b>	<b>\$ 68,713.22</b>
READY TO WORK-COSA	22RTW	\$ 10,041,073.00	\$ 235,725.02	\$ 9,805,347.98	\$ 9,805,347.98	\$ 3,686,723.81	\$ 3,922,448.83	\$ 6,118,624.17
<b>READY TO WORK-COSA TOTAL</b>		<b>\$ 10,041,073.00</b>	<b>\$ 235,725.02</b>	<b>\$ 9,805,347.98</b>	<b>\$ 9,805,347.98</b>	<b>\$ 3,686,723.81</b>	<b>\$ 3,922,448.83</b>	<b>\$ 6,118,624.17</b>
<b>GRAND TOTAL</b>		<b>\$ 316,653,830.44</b>	<b>\$ 135,079,828.70</b>	<b>\$ 181,128,940.74</b>	<b>\$ 181,574,001.74</b>	<b>\$ 95,307,730.69</b>	<b>\$ 230,387,559.39</b>	<b>\$ 86,266,271.05</b>

**Workforce Solutions Alamo**  
**October 1, 2022 to September 30, 2023**  
**Grant Summary Report**

GRANT	FUND	Grant End Date	GRANT NO.	Grant Budget	YTD Exp 5/31/23	Balance	Grant Expended 5/31/23	Months Remaining
WIOA ADULT SERVICES	21WA1	6/30/2023	2021WOA001	\$ 849,798.00	\$ 849,945.71	\$ (147.71)	100.02%	1
WIOA ADULT SERVICES	21WA2	6/30/2023	2021WOA001	\$ 3,276,946.00	\$ 3,276,958.33	\$ (12.33)	100.00%	1
WIOA ADULT SERVICES	22WA1	6/30/2024	2021WOA001	\$ 947,323.00	\$ 935,178.65	\$ 12,144.35	98.72%	13
WIOA ADULT SERVICES	22WA2	6/30/2024	2021WOA001	\$ 3,456,318.00	\$ 3,325,253.12	\$ 131,064.88	96.21%	13
<b>WIOA ADULT Total</b>				<b>\$ 8,530,385.00</b>	<b>\$ 8,387,335.81</b>	<b>\$ 143,049.19</b>		
WIOA DISLOCATED WORKER	21WD1	6/30/2023	2021WOD001	\$ 901,481.00	\$ 901,595.71	\$ (114.71)	100.01%	1
WIOA DISLOCATED WORKER	21WD2	6/30/2023	2021WOD001	\$ 3,597,920.00	\$ 3,597,931.96	\$ (11.96)	100.00%	1
WIOA DISLOCATED WORKER	22WD1	6/30/2024	2021WOD001	\$ 1,184,451.00	\$ 296,442.57	\$ 888,008.43	25.03%	13
WIOA DISLOCATED WORKER	22WD2	6/30/2024	2021WOD001	\$ 3,996,897.00	\$ 2,024,031.80	\$ 1,972,865.20	50.64%	13
<b>WIOA DISLOCATED Total</b>				<b>\$ 9,680,749.00</b>	<b>\$ 6,820,002.04</b>	<b>\$ 2,860,746.96</b>		
WIOA YOUTH SERVICES	21WOY	6/30/2023	2021WOY001	\$ 4,430,155.00	\$ 4,211,323.69	\$ 218,831.31	95.06%	1
WIOA YOUTH SERVICES	22WOY	6/30/2024	2021WOY001	\$ 4,732,035.00	\$ 2,860,662.38	\$ 1,871,372.62	60.45%	13
<b>WIOA YOUTH Total</b>				<b>\$ 9,162,190.00</b>	<b>\$ 7,071,986.07</b>	<b>\$ 2,090,203.93</b>		
WIOA RAPID RESPONSE	22WOR	6/30/2024	2022WOR001	\$ 64,742.00	\$ 47,115.97	\$ 17,626.03	72.77%	13
<b>WIOA RAPID RESPONSE Total</b>				<b>\$ 64,742.00</b>	<b>\$ 47,115.97</b>	<b>\$ 17,626.03</b>		
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	23TAF	10/31/2023	2023TAF001	\$ 8,011,037.00	\$ 3,719,594.87	\$ 4,291,442.13	46.43%	5
<b>TANF Total</b>				<b>\$ 8,011,037.00</b>	<b>\$ 3,719,594.87</b>	<b>\$ 4,291,442.13</b>		
SUPPLEMENTAL NUTRITION ASST PRGRM - SNAP	23SNE	9/30/2023	2023SNE001	\$ 1,499,502.00	\$ 1,114,250.58	\$ 385,251.42	74.31%	4
<b>SNAP E&amp;T Total</b>				<b>\$ 1,499,502.00</b>	<b>\$ 1,114,250.58</b>	<b>\$ 385,251.42</b>		
NON CUSTODIAL PARENT	23NCP	9/30/2023	2023NCP001	\$ 437,578.00	\$ 318,599.68	\$ 118,978.32	72.81%	4
<b>NON CUSTODIAL PARENT Total</b>				<b>\$ 437,578.00</b>	<b>\$ 318,599.68</b>	<b>\$ 118,978.32</b>		
CC SRVCS FORMULA ALLOCATION-CCF	23CCF	12/31/2023	2023CCF001	\$ 87,130,697.00	\$ 48,542,371.80	\$ 38,588,325.20	55.71%	7
<b>CHILD CARE CCF Total</b>				<b>\$ 87,130,697.00</b>	<b>\$ 48,542,371.80</b>	<b>\$ 38,588,325.20</b>		
CC DVLPMNT FUND LOCAL MATCH - CCM	23CCM	12/31/2023	2023CCM001	\$ 7,539,884.00	\$ -	\$ 7,539,884.00	0.00%	7
<b>CHILD CARE CCM Total</b>				<b>\$ 7,539,884.00</b>	<b>\$ -</b>	<b>\$ 7,539,884.00</b>		
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	23CCP	12/31/2023	2023CCP001	\$ 8,115,000.00	\$ 4,390,245.96	\$ 3,724,754.04	54.10%	7
<b>CHILD CARE CCP Total</b>				<b>\$ 8,115,000.00</b>	<b>\$ 4,390,245.96</b>	<b>\$ 3,724,754.04</b>		
TRADE ACT SERVICES	23TRA	12/31/2023	2023TRA001	\$ 50,400.00	\$ 16,120.11	\$ 34,279.89	31.98%	7
<b>TRADE ACT SERVICES Total</b>				<b>\$ 50,400.00</b>	<b>\$ 16,120.11</b>	<b>\$ 34,279.89</b>		
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	23WPA	12/31/2023	2023WPA001	\$ 701,715.00	\$ 285,112.70	\$ 416,602.30	40.63%	7
<b>EMPLOYMENT SERVICES Total</b>				<b>\$ 701,715.00</b>	<b>\$ 285,112.70</b>	<b>\$ 416,602.30</b>		
RESOURCE ADMIN GRANT	23RAG	9/30/2023	2023RAG001	\$ 11,857.00	\$ 7,652.10	\$ 4,204.90	64.54%	4
<b>RESOURCE ADMIN GRANT Total</b>				<b>\$ 11,857.00</b>	<b>\$ 7,652.10</b>	<b>\$ 4,204.90</b>		
TEXAS VETERANS COMMISSION	23TVC	9/30/2023	2023TVC001	\$ 284,084.00	\$ 203,062.83	\$ 81,021.17	71.48%	4
<b>TEXAS VETERANS COMMISSION Total</b>				<b>\$ 284,084.00</b>	<b>\$ 203,062.83</b>	<b>\$ 81,021.17</b>		
CC QUALITY - CCQ	23CCQ	10/31/2023	2023CCQ001	\$ 5,820,249.00	\$ 1,570,413.28	\$ 4,249,835.72	26.98%	5
<b>CCQ QUALITY Total</b>				<b>\$ 5,820,249.00</b>	<b>\$ 1,570,413.28</b>	<b>\$ 4,249,835.72</b>		
CHILD CARE - TRS CONTRACTED SLOTS	22CSL	12/31/2023	2022CSL001	\$ 746,230.00	\$ 115,210.14	\$ 631,019.86	15.44%	7
<b>CHILD CARE - TRS CONTRACTED SLOTS Total</b>				<b>\$ 746,230.00</b>	<b>\$ 115,210.14</b>	<b>\$ 631,019.86</b>		

**Workforce Solutions Alamo**  
**October 1, 2022 to September 30, 2023**  
**Grant Summary Report**

GRANT	FUND	Grant End Date	GRANT NO.	Grant Budget	YTD Exp 5/31/23	Balance	Grant Expended 5/31/23	Months Remaining
WORKFORCE COMMISSION INITIATIVES	22WCI	5/31/2023	2022WCI001	\$ 354,845.00	\$ 212,579.75	\$ 142,265.25	59.91%	
WORKFORCE COMMISSION INITIATIVES	23WCI	9/30/2023	2023WCI001	\$ 94,250.00	\$ 63,490.10	\$ 30,759.90	67.36%	4
<b>WORKFORCE COMMISSION INITIATIVES Total</b>				<b>\$ 354,845.00</b>	<b>\$ 212,579.75</b>	<b>\$ 142,265.25</b>		
REEMPLOYMENT SERVICES - REA	23REA	9/30/2023	2023REA001	\$ 850,280.00	\$ 620,552.20	\$ 229,727.80	72.98%	4
<b>REEMPLOYMENT Total</b>				<b>\$ 850,280.00</b>	<b>\$ 620,552.20</b>	<b>\$ 229,727.80</b>		
MILITARY FAMILY SUPPORT PROGRAM	23WOS	12/31/2023	2023WOS1	\$ 221,896.00	\$ 65,673.51	\$ 156,222.49	29.60%	7
<b>MILITARY FAMILY SUPPORT Total</b>				<b>\$ 221,896.00</b>	<b>\$ 65,673.51</b>	<b>\$ 156,222.49</b>		
STUDENT HIREABILITY NAVIGATOR	18HN4	8/31/2023	3018VRS130	\$ 210,000.00	\$ 127,058.05	\$ 82,941.95	60.50%	3
<b>STUDENT HIREABILITY NAVIGATOR Total</b>				<b>\$ 210,000.00</b>	<b>\$ 127,058.05</b>	<b>\$ 82,941.95</b>		
VOCATIONAL REHABILITATION-VR INFRA SPRT	23COL	8/31/2023	2023COL001	\$ 497,371.44	\$ 370,071.10	\$ 127,300.34	74.41%	3
<b>VR-INFRA SUPPORT Total</b>				<b>\$ 497,371.44</b>	<b>\$ 370,071.10</b>	<b>\$ 127,300.34</b>		
TRAINING & EMPLOYMENT NAVIGATOR	22WPB	10/31/2023	2022WPB002	\$ 192,946.00	\$ 120,322.43	\$ 72,623.57	62.36%	5
<b>TRAINING &amp; EMPLOYMENT NAVIGATOR Total</b>				<b>\$ 192,946.00</b>	<b>\$ 120,322.43</b>	<b>\$ 72,623.57</b>		
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJECT		11/30/2023	2023WOS002	\$ 116,439.00	0	\$ 116,439.00	0.00%	6
<b>MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJECT</b>				<b>\$ 116,439.00</b>	<b>\$ -</b>	<b>\$ 116,439.00</b>		
TEACHER EXTERNSHIP	23EXT	2/28/2024	2023EXT001	\$ 200,000.00	\$ 3,626.18	\$ 196,373.82	1.81%	9
TEACHER EXTERNSHIP	23EX2	2/29/2024	2023EXT002	\$ 106,726.00	\$ -	\$ 106,726.00	0.00%	9
<b>TEACHER EXTERNSHIP Total</b>				<b>\$ 306,726.00</b>	<b>\$ 3,626.18</b>	<b>\$ 303,099.82</b>		
SUMMER EARN & LEARN (SEAL)	22VR1	9/30/2023	3021VRS073	\$ 900,000.00	\$ 52,303.06	\$ 847,696.94	5.81%	4
<b>SEAL Total</b>				<b>\$ 900,000.00</b>	<b>\$ 52,303.06</b>	<b>\$ 847,696.94</b>		
SAN ANTONIO AREA FOUNDATION-WORKFORCE AC/SAF22		11/30/2023		\$ 100,000.00	\$ 33,178.73	\$ 66,821.27	33.18%	6
SAN ANTONIO AREA FOUNDATION-CAPACITY BUILDII CAP22		11/30/2023		\$ 37,500.00	\$ -	\$ 37,500.00	0.00%	6
<b>SAN ANTONIO AREA FOUNDATION Total</b>				<b>\$ 137,500.00</b>	<b>\$ 33,178.73</b>	<b>\$ 104,321.27</b>		
ASPEN INSTITUTE	ASP23	12/31/2023		\$ 50,000.00	\$ 26,720.38	\$ 23,279.62	53.44%	7
<b>ASPEN INSTITUTE TOTAL</b>				<b>\$ 50,000.00</b>	<b>\$ 26,720.38</b>	<b>\$ 23,279.62</b>		
TOYOTETSU PILOT PROGRAM TOTAL	TOY23	9/30/2023		\$ 100,000.00	\$ 1,562.38	\$ 98,437.62	1.56%	4
<b>TOYOTETSU PILOT PROGRAM TOTAL</b>				<b>\$ 100,000.00</b>	<b>\$ 1,562.38</b>	<b>\$ 98,437.62</b>		
READY TO WORK-COSA	22RTW	3/31/2025		\$ 10,041,073.00	\$ 3,922,448.83	\$ 6,118,624.17	39.06%	22
<b>READY TO WORK-COSA TOTAL</b>				<b>\$ 10,041,073.00</b>	<b>\$ 3,922,448.83</b>	<b>\$ 6,118,624.17</b>		
<b>GRAND TOTAL</b>				<b>\$ 161,765,375.44</b>	<b>\$ 88,165,170.54</b>	<b>\$ 73,600,204.90</b>		



## MEMORANDUM

To: Audit & Finance Committee  
From: Adrian Lopez, CEO  
Presented by: Giovanna Escalante-Vela, CFO  
Date: August 4, 2023  
Regarding: Policy for Board-Provided Meals

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**SUMMARY:** To establish a policy to provide information on purchasing meals and refreshments for external customers during meetings, conferences, job fairs, and other events.

This policy establishes Technical Assistance Bulletin (TAB) 259 and subsequent updates as the WSA’s formal guidance to WSA staff and contractors regarding the provision of meals and refreshments. WSA Board and contractor staff will follow this guidance in purchasing meals and refreshments. While the allowability of such costs is determined on a case-by-case basis, it is important to consider the reasonableness of the costs, the necessity of incurring such costs, and that these costs be adequately documented to be allowable.

**ANALYSIS:** WSA Board and contractor staff will follow this guidance and provide clear justification for the purchase of meals and refreshments. Costs must be adequately documented. In all cases, allowability will depend heavily on whether the supporting documentation successfully demonstrates the cost of being “necessary and reasonable” to perform the grant activity under specific circumstances. In accordance with the TA Bulletin 259, this documentation will include but not be limited to the following:

- The necessity of incurring such costs
- The allowability of such costs in accordance with applicable cost principles
- The number of attendees (e.g., employers, job seekers, colleagues, and other external customers)
- Whether the meals and refreshments were also available to Board or workforce service provider staff, or volunteers (e.g., sign-in sheets, hours worked, roles)
- Other documentation that verifies the expenditure amount and appropriateness to the grant

**ALTERNATIVES:** N/A

**FISCAL IMPACT:** N/A

**RECOMMENDATION:** Discussion and possible action to approve the Provision of Meals and Refreshments policy.

**ATTACHMENTS:** ADM 73, TAB 259

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## POLICY LETTER

**ID NO: ADM 73**

**DATE ISSUED: June 30, 2023**

**TO: Workforce Solutions Alamo Staff / Contractors**

**FROM: Giovanna Escalante-Vela, Chief Financial Officer**

**SUBJECT: Provision of Meals and Refreshments**

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### **PURPOSE:**

This policy aims to provide information on purchasing meals and refreshments for external customers during meetings, conferences, job fairs, and other events.

### **POLICY:**

This policy establishes TA Bulletin 259 and subsequent updates as the WSA’s formal guidance to WSA staff and contractors regarding the provision of meals and refreshments. WSA Board and Contractor staff will follow this guidance in purchasing meals and refreshments. While the allowability of such costs is determined on a case-by-case basis, it is important to consider the reasonableness of the costs, the necessity of incurring such costs, and that these costs be adequately documented to be allowable.

### **REQUIRED ACTIONS:**

WSA Board and Contractor staff will follow this guidance and provide clear justification for the purchase of meals and refreshments. Costs must be adequately documented. In all cases, allowability will depend heavily on whether the supporting documentation successfully demonstrates the cost of being “necessary and reasonable” to perform the grant activity under specific circumstances. In accordance with the TA Bulletin 259, this documentation will include but not be limited to the following:

- The necessity of incurring such costs
- The allowability of such costs in accordance with applicable cost principles
- The number of attendees (e.g. employers, job seekers, colleagues, other external customers)
- Whether the meals and refreshments were also available to Board or workforce service provider staff, or volunteers (e.g., sign-in sheets, hours worked, roles)
- Other documentation that verifies the expenditure amount and appropriateness to the grant

**ATTACHMENT:** Technical Assistance Bulletin 259 dated April 22, 2013

Note: TAB 259 contains references to Office of Management and Budget (OMB) Circulars A-21, A-87, and A-122, as well as the state’s Uniform Grant Management Standards (UGMS). The OMB Circulars have been superseded by the OMB’s “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Uniform Guidance (UG)), as codified at Title 2 Part 200 of the Code of Federal Regulations (2 C.F.R. Part 200) and adopted by respective federal agencies in Title 2, Subtitle B of the C.F.R. Additionally, in most cases, the [Texas Grant Management Standards \(TxGMS\)](#) has replaced UGMS.

**WORKFORCE DEVELOPMENT DIVISION**  
**Workforce Policy and Service Delivery Branch**  
**Technical Assistance Bulletin 259**

**Keyword:** All Programs; Fiscal Admin

**Subject:** Provision of Meals and Refreshments

**Date:** April 22, 2013

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This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with information on providing meals and refreshments to external customers during meetings, conferences, and job fairs.<sup>1</sup>

**Reasonable, Necessary, and Allowable**

Boards are required, under Chapter 802, the Texas Workforce Commission’s Integrity of the Texas Workforce System rules, to adhere to the requirements of Office of Management and Budget (OMB) Circulars A-21, A-87, and A-122, which require all costs to be reasonable, necessary, allocable, and adequately documented in order to be allowable. Additionally, these cost principles specifically allow for the costs of meals incidental to the cost of meetings and conferences where the primary purpose is the dissemination of technical information. The allowability of meals and refreshments—e.g., bottled water, coffee, other nonalcoholic beverages, fruit, cookies, pastries—provided during other events (such as job fairs, awards ceremonies, etc.) is subject to the same cost principles.

While the allowability of such costs is determined on a case-by-case basis, it is important to consider:

- the reasonableness of the aggregate costs to demonstrate that Boards have “acted with [due] prudence in circumstances, considering their responsibilities to the governmental unit, its employees, the public at large, and the *state or* Federal Government” [Uniform Grant Management Standards (UGMS)]; and
- aggregate costs periodically—e.g., over a 12-month period—to identify needed changes to policies in order to avoid incurring individual and aggregate costs that appear excessive or lavish.

**Justification**

The costs of meals and refreshments are not inherently allowable or unallowable. However, in accordance with the authorities cited above, costs can be incurred only when necessary and reasonable for the proper and efficient performance and administration of a grant award.

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<sup>1</sup> This guidance does not apply to meal costs that are subject to state travel.

Examples of when a bona fide need arises to incur such costs include, but are not limited to, the following:

- an all-day meeting will not cover all necessary technical information unless technical information is also provided during a time when a meal would normally be consumed;
- technical information needs to be provided on a date when the only time that attendees are available to attend the meeting is during a mealtime;
- it is necessary to hold the event or provide the technical information during a time when a meal would normally be consumed, and attendance would be diminished because attendees would forego the event or technical assistance for their meal; or
- disruption of scheduled events (e.g., whether attendees would be likely to return—or their absence would cause significant delays—if required to leave the event to obtain a meal or refreshments).

Other key factors affecting the allowability of such costs include:

- the reasonableness of the cost (i.e., the per-participant cost is not excessive when compared to what a prudent person might incur under the circumstances);
- the event duration or timing (e.g., all day or when it is necessary to hold or continue an activity during a normal mealtime);
- location (e.g., limited access to or limited number of establishments); and
- quantity of meals or refreshments provided compared to projected attendance.

Examples of *allowable* costs can include, but are not limited to, providing:

- refreshments to attendees during a job fair; or
- meals (such as boxed lunches) to:
  - employers, when staffing booths during or participating in a job fair;
  - Board members, when it is necessary to have a Board meeting during a mealtime (i.e., outside of normal business hours);
  - youth participants, such as an all-day youth fair or when provided in conjunction with summer youth employment activities; or
  - child care provider staff and trainer, during an all-day child care quality improvement training.

Examples of *unallowable* costs can include but are not limited to:

- costs of meals while engaging in day-to-day business or staff training of employees of the organization or entity;
- working lunches with customers and colleagues when it cannot be demonstrated that it was necessary to have the meeting during a mealtime instead of normal business hours; and
- meetings, planning retreats, or seminars in which the primary purpose is to plan future meetings, conferences, or seminars (i.e., not to disseminate technical information).

**Documentation**

In accordance with UGMS, Part II, Attachment A, (C) §\_1(j), costs must be adequately documented; such documentation may include:

- the necessity of incurring such costs;
- the allowability of such costs in accordance with applicable cost principles;
- the number of attendees (e.g., employers, job seekers, colleagues, other external customers);
- whether the meals or refreshments were also made available to Board or workforce service provider staff, or volunteers (e.g., sign-in sheets, hours worked, roles); and
- other documentation that verifies the expenditure amount and appropriateness to the grant.

Direct inquiries regarding this TA Bulletin to [Fiscal.TA@twc.state.tx.us](mailto:Fiscal.TA@twc.state.tx.us).

## MEMORANDUM

To: Audit & Finance Committee  
From: Adrian Lopez, CEO  
Presented by: Giovanna Escalante-Vela, CFO  
Date: August 4, 2023  
Regarding: Policy for Internal Monitoring and Oversight of Cash Substitutes

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**SUMMARY:** To establish a Cash/Cash Equivalents policy to implement adequate controls and safeguard against the misuse of funds over the issuance of cash/cash equivalents (nonmonetary incentives).

*Cash Equivalents are any items or experiential rewards that can be assigned a monetary value but have no actual redeemable monetary value other than the acquisition of the good or service. These include but are not limited to bus passes, gas cards, work-related incentive cards, or any other type of card/voucher that has a cash value.*

**ANALYSIS:** Boards must develop guidelines and strategies to ensure the proper administration and control of cash and cash equivalents.

The Contracted Service Provider(s) must ensure a distinct separation of duties regarding the acquisition, safekeeping, and accounting of cash/cash equivalents to be issued to participants in the form of incentives or a support service.

The Contracted Service Provider(s) must have documented procedures in place to ensure that:

- Cash/Cash equivalents are signed for and verified by denomination when received.
- Cash/Cash equivalents are issued only to participants who meet eligibility requirements.
- Issuance to a participant occurs in the presence of two staff members or, if this is not possible, that a clear separation of duties exists, for example, the case manager issuing a voucher for the incentive card and a separate staff member issuing the cash/cash equivalent.
- A receipt log is maintained on file that:
  - Documents the number of cash/cash equivalents identifying card number and value of the cash/cash equivalents; and
  - Is signed by both the case manager and the participant when a cash/cash equivalent is issued.
- Staff assigned with cash/cash equivalents perform a physical inventory at the beginning and end of each day.
- The receipt log is reconciled each month to the accounting system and includes a reconciliation of the inventory on hand to include the number of cash/cash equivalents and their monetary value.
- Cash/Cash equivalents are always maintained in a secured and locked area.
- Access to cash/cash equivalents is limited to designated staff.

The intent of these controls is to prevent collusion. Staff responsible for the inventory should change periodically with a controlled turnover process as an additional internal control measure.

The Board will ensure that:

- The Board's external monitors review and test the Contracted Service Provider's controls and participant's eligibility to receive services as part of the annual monitoring plan.
- Contracted service provider(s) policies are followed to ensure effective internal control and accountability for all cash/cash equivalents.
- Cash/Cash equivalents are adequately safeguarded; and
- WSA Fiscal staff will conduct verification at random workforce centers at least twice a fiscal year.
- If it is determined that cash/cash equivalents are missing or disallowed due to a participant's eligibility, the procedures detailed in WD Letter 59-06, Change 1, and entitled "Requirements for Reporting, Fact-Finding, and Prosecution of Fraud, Waste, Theft, and Program Abuse Cases, and Collection of Overpayments: Update" are followed.

**ALTERNATIVES:** N/A

**FISCAL IMPACT:** N/A

**RECOMMENDATION:** Discussion and possible action to approve Cash/Cash Equivalents policy.

**ATTACHMENTS:** ADM 74, WD Letter 15-19, and WD Letter 53-09





## POLICY LETTER

**ID NO: ADM 74**

**DATE ISSUED: June 30, 2023**

**TO: Workforce Solutions Alamo Staff / Contracted Service Provider(s)**

**FROM: Giovanna Escalante-Vela, Chief Financial Officer**

DocuSigned by:  
  
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**SUBJECT: Cash/Cash Equivalents Policy**

**PURPOSE:** To establish adequate controls and safeguard against the misuse of funds over the issuance of cash/cash equivalents (nonmonetary incentives).

*Cash Equivalents are any items or experiential rewards that can be assigned a monetary value but have no actual redeemable monetary value other than the acquisition of the good or service. They include but are not limited to: bus passes, gas cards, work-related incentive cards or any other type of card/voucher that has a cash value.*

### **POLICY:**

Workforce Solutions Alamo (WSA) will implement this policy to support procedures that ensure the proper administration and control of cash/cash equivalents. The Contracted Service Provider(s) must ensure there is a distinct separation of duties regarding the acquisition, safekeeping, and accounting of cash/cash equivalents to be issued to participants in the form of incentives or a support service.

### **REQUIRED ACTIONS:**

The Contracted Service Provider(s) must have documented procedures in place to ensure that:

- Cash/Cash equivalents are signed for and verified by denomination when received.
- Cash/Cash equivalents are issued only to participants who meet eligibility requirements.
- Issuance to a participant occurs in the presence of two staff members or, if this is not possible, that a clear separation of duties exists, for example, the case manager issuing a voucher for the incentive card and a separate staff member issuing the cash/cash equivalent.
- A receipt log is maintained on file that:
  - Documents the number of cash/cash equivalents identifying card number and value of the cash/cash equivalents; and
  - Is signed by both the case manager and the participant when a cash/cash equivalent is issued.



- Staff assigned with cash/cash equivalents perform a physical inventory at the beginning and end of each day.
- The receipt log is reconciled each month to the accounting system and includes a reconciliation of the inventory on hand to include the number of cash/cash equivalents and their monetary value.
- Cash/Cash equivalents are always maintained in a secured and locked area.
- Access to cash/cash equivalents is limited to designated staff.

The intent of these controls is to prevent collusion. Staff responsible for the inventory should change periodically with a controlled turnover process as an additional internal control measure.

WSA will ensure that:

- WSA's external monitors review and test the Contracted Service Provider's controls and participant's eligibility to receive services as part of the annual monitoring plan.
- Contracted service provider(s) policies are followed to ensure effective internal control and accountability for all cash/cash equivalents.
- Cash/Cash Equivalents are adequately safeguarded; and
- WSA Fiscal staff will conduct verification at random workforce centers, at least twice a fiscal year.
- If it is determined that cash/cash equivalents are missing or disallowed due to a participant's eligibility, the procedures detailed in WD Letter 59-06, Change 1, and entitled "Requirements for Reporting, Fact-Finding, and Prosecution of Fraud, Waste, Theft, and Program Abuse Cases, and Collection of Overpayments: Update" are followed.

### **ATTACHMENTS:**

- WD Letter 15-19, issued May 21, 2019, and entitled "Guidelines for the Provision of Incentives for Workforce Innovation and Opportunity Act Youth and Choices, including NCP Choices Participants".
- WD Letter 53-09, issued December 23, 2009, and entitled "Guidelines for Safeguarding the Issuance of Nonmonetary Incentives for Workforce Investment Act and Choices Participants".

**TEXAS WORKFORCE COMMISSION**  
**Workforce Development Letter**

<b>ID/No:</b>	WD 15-19
<b>Date:</b>	May 21, 2019
<b>Keywords:</b>	NCP Choices; TANF; TWIST; WIOA
<b>Effective:</b>	June 20, 2019

**To:** Local Workforce Development Board Executive Directors  
Commission Executive Offices  
Integrated Service Area Managers



**From:** Courtney Arbour, Director, Workforce Development Division

**Subject:** **Guidelines for the Provision of Incentives for Workforce Innovation and Opportunity Act Youth and Choices, including NCP Choices Participants**

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**PURPOSE:**

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with current guidance on developing guidelines for the provision of incentives for Workforce Innovation and Opportunity Act (WIOA) Title I Youth, NCP Choices, and Choices participants, specifically on:

- identifying participants eligible to receive nonmonetary incentives;
- establishing time frames for attaining achievements;
- developing strategies for issuance of nonmonetary incentives;
- developing a menu of nonmonetary incentives;
- funding availability; and
- entering and tracking information in The Workforce Information System of Texas (TWIST).

**RESCISSIONS:**

WD Letter 27-08, Change 1

**BACKGROUND:**

Incentives help promote positive employment, training, and education outcomes. Incentives are items or rewards such as gift cards, gift certificates, vouchers, or other nonmonetary gifts provided to a customer as a reward for meeting specified goals defined by the Board. Incentives do not include support services such as child care, transportation, or reimbursement of work-related expenses.

The aim of incentives is to move a participant toward self-sufficiency. Incentives are a way to encourage the participation of workforce customers and to reward participants for achieving goals in a family employment plan, individual employment plan, or individual development plan.

The Texas Workforce Commission (TWC) limits Boards' use of incentives to nonmonetary incentives only, because a participant's receipt of monetary assistance (cash or checks) can adversely affect the participant's eligibility for other services, such as Temporary Assistance for Needy Families and Supplemental Nutrition Assistance Program (SNAP) benefits.

Under WIOA, Title I, adults and dislocated workers are not eligible to receive incentives. TWC has also determined that the nonmonetary participant incentives described in this WD Letter are not an allowable use of allocated SNAP Employment and Training (E&T), Employment Services, or Child Care funds.

**PROCEDURES:**

**No Local Flexibility (NLF):** This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by "must" or "shall."

**Local Flexibility (LF):** This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by "may" or "recommend."

**LF:** Boards may offer nonmonetary incentives to WIOA Youth, Choices, and NCP Choices participants.

**NLF:** Boards that offer nonmonetary incentives must develop guidelines and strategies that award nonmonetary incentives only to WIOA Youth, Choices, and NCP Choices participants who exceed the minimum requirements of a program, employer, educational institution, or training provider. The participants must achieve or exceed goals that are not included as a basic requirement of participation in WIOA Youth, Choices, and NCP Choices programs. Boards must also ensure that the incentive provided is allowable based on the funding stream.

**NLF:** To ensure the protection of participants' due process rights, Boards must adhere to TWC's Chapter 823 Integrated Complaints, Hearings, and Appeals rules.

**Cash or Check Incentives**

**NLF:** Boards must not offer cash or check incentives to WIOA Youth, Choices, or NCP Choices participants.

### **Nonmonetary Incentives**

**NLF:** Boards must be aware that nonmonetary incentives are any items or experiential rewards that can be assigned a monetary value but that have no actual redeemable monetary value other than through acquisition of the good or service.

Examples of nonmonetary incentives include merchant gift cards, gift certificates, vouchers that cannot be redeemed for cash, and prepaid mobile phones or devices.

**NLF:** Boards must not use entertainment as a nonmonetary incentive. Entertainment includes amusement, diversion, and social activities and their associated costs. Examples of entertainment include movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment. Entertainment costs are unallowable under the federal Cost Principles at 2 CFR Part 200.

### **Identifying WIOA Youth, Choices, and NCP Choices Participants Who Are Eligible for Nonmonetary Incentives**

**NLF:** Boards that offer nonmonetary incentives must develop guidelines and strategies that:

- require incentives to be connected to the recognition of achievement of milestones in the program in which the participant is involved;
- require that a participant be informed about the opportunity to receive an incentive before the participant completes the activity or milestone that the incentive is intended to encourage;
- ensure that incentives are outlined for the participant in writing prior to the commencement of the program or service;
- describe conditions for the receipt and use of incentives (for example, conditions that a participant must meet to receive an incentive, time frames during which specified activities must be accomplished—if applicable—and limitations on participants' use of such items as merchant gift cards, gift certificates, and vouchers);
- ensure that the incentives are accurately documented in TWIST in a timely manner consistent with WD Letter 17-18, issued October 1, 2018, and entitled "Workforce Automated Systems Data Entry Deadlines for Board Contract Year 2019";
- develop a menu of available nonmonetary incentives;
- require internal control measures to track and control inventories of items used as nonmonetary incentives;
- align with the local program's organizational policies; and
- ensure that incentives are provided in conformance with the Cost Principles contained in 2 CFR Part 200, as supplemented by the Texas Uniform Grant Management Standards.

**NLF:** Boards must ensure that WIOA Youth incentives are connected to the recognition of achievement of milestones in a program tied directly to education, training, or

the successful completion of a work experience. Such incentives for achievement could include improvements marked by testing or other successful outcomes.

**NLF**: Although incentives for WIOA Youth may be provided for successful completion of a work experience, Boards must ensure that incentives are not tied to the “academic or occupational education component” of a work experience.

**NLF**: Boards must ensure that WIOA Youth funding is not used to fund incentives for completing job readiness training or classes.

**NLF**: Boards must be aware that Choices and NCP Choices incentives may be connected to recognition of achievement of milestones or to successful program participation.

Examples of activities or milestones completed that could result in the provision of an incentive for WIOA Youth, Choices, and NCP Choices participants are:

- attainment of a high school diploma or certificate of high school equivalency;
- completion of an industry-recognized certificate or credential or completed occupational skills training;
- successful completion of training services, vocational educational training, or other educational services;
- attainment of unsubsidized employment directly related to the training program; and
- successful completion of a work experience program.

Additional examples of activities completed that could result in the provision of an incentive for Choices and NCP Choices participants are:

- attainment of full-time unsubsidized employment;
- working and participating in educational services full time;
- successful completion of a subsidized or unsubsidized internship or work experience program; and
- voluntary participation in Choices or NCP Choices services when the participant is exempt.

#### **Establishing Time Frames for Attaining Achievements**

**NLF**: Boards must establish guidelines that set forth realistic minimum and maximum time frames for WIOA Youth, Choices, and NCP Choices participants working toward a nonmonetary incentive.

**NLF**: Additionally, Boards’ guidelines must include deadlines for claiming nonmonetary incentives. This provision will ensure that participants are responsible for notifying Workforce Solutions Office staff and providing verification when they attain a goal within a designated time frame.

Example: An exempt Choices teen head of household successfully completes two weeks of job readiness activities and enters part-time employment. The

participant is notified that he or she has up to 15 days to provide appropriate verification to claim a nonmonetary incentive.

### **Strategies for Issuing Nonmonetary Incentives**

**NLF**: Consistent with Cost Principles, 2 CFR Part 200, which requires all costs under an award to be reasonable, Boards must ensure that the value of a nonmonetary incentive is:

- tied to the size and nature of the achievement for which the incentive exists to encourage; and
- scaled to inspire participants to work toward the associated achievements.

### **Developing a Menu of Nonmonetary Incentives**

**NLF**: Boards' guidelines must include a menu of nonmonetary incentives available to the WIOA Youth, Choices, and NCP Choices participants and provide the menu of nonmonetary incentives to the participant before starting the activity for which the incentive exists.

**LF**: Additionally, it is recommended that Boards provide a menu with at least three incentives of comparable value—for example, a \$30 prepaid credit card, a \$30 prepaid gas card, and a \$30 gift certificate—from which the participant may select. Some examples of nonmonetary incentives include the following:

- Prepaid credit cards such as a VISA Incentive Card—for example, in the amounts of \$10, \$20, \$25, or \$30—with no cash-back option;
- Prepaid merchant gift cards with no cash-back option;
- Prepaid gas cards—for example, in the amounts of \$10, \$20, \$25, or \$30;
- Prepaid mobile phone or Go Cards;
- Specialty gift certificates or vouchers for discounted or free goods or services—for example, car washes, car rentals, carpet cleaning, grocery stores, beauty salons;<sup>1</sup>
- Surplus supply and equipment inventory eligible for disposition (for example, surplus computers that have been wiped clean of data, licensed software, and other nontransferable files).<sup>2</sup>

**NLF**: Boards must ensure that:

- effective internal control and accountability exists for all grant and subgrant cash, real and personal property, and other assets, in accordance with 2 CFR Part 200, Uniform Grant Management Standards (UGMS), and TWC's Financial Manual for Grants and Contracts;

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<sup>1</sup> Items such as merchant and specialty gift cards or vouchers are allowable if they are reasonable and support enhanced program performance and self-sufficiency.

<sup>2</sup> As used in this WD Letter, surplus supply and equipment inventory refers to supplies and equipment that are eligible for disposition in accordance with 2 CFR Part 200, UGMS, and Chapter 13 of TWC's Financial Manual for Grants and Contracts, which includes thresholds for determining when prior TWC approval is required to dispose of such property.

- all such property is adequately safeguarded and used solely for authorized purposes; and
- the actions outlined in WD Letter 53-09, issued December 23, 2009, and entitled “Guidelines for Safeguarding the Issuance of Nonmonetary Incentives for Workforce Investment Act and Choices Participants,” and any subsequent issuances are followed.

### **Funding Availability**

**NLF**: Boards that offer nonmonetary incentives must ensure that sufficient funds are budgeted from available resources to support the Boards’ nonmonetary incentive policy, particularly as it applies to participants who choose to target long-term achievements.

Example: A participant starts training in Fiscal Year 2018 (FY’18) and is informed that he or she may be eligible to receive a nonmonetary incentive. The training will not be completed until FY’19. The Board must plan accordingly for the incentive.

**LF**: Boards may leverage private funds for incentives that WIOA, Choices, and NCP Choices may not fund.

### **TWIST**

**NLF**: To evaluate the effectiveness of strategies for the provision of nonmonetary incentives, Boards must ensure that, once WIOA Youth, Choices, or NCP Choices participants have been determined to be eligible to receive a nonmonetary incentive, accurate documentation is entered into TWIST under support service code *219-incentives*.

Additionally, Boards must ensure that when information is entered into TWIST under support service code *219-Incentives*, the:

- *Start Date* is the date the participant received the nonmonetary incentive;
- *Planned End Date* is the same as the start date;
- *End Date* is the same as the start date;
- *Actual Amount* is the value of the incentive; and
- *Comments* section contains:
  - the date the nonmonetary incentive payment (or voucher) was issued;
  - the type of payment (TOP); and
  - what the customer achieved—for example, “Issued 6/1/08: TOP—prepaid gas card for attaining GED before target date.”

### **INQUIRIES:**

Send inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.state.tx.us](mailto:wfpolicy.clarifications@twc.state.tx.us).

### **REFERENCES:**

Office of Management and Budget “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200



WIOA Regulations at 20 CFR §681.640  
Audit Report on The Texas Workforce Commission’s Temporary Assistance for  
Needy Families Choices Program, October 2007, State Auditor’s Office  
Report No. 08-002  
Texas Workforce Commission Chapter 823 Integrated Complaints, Hearings, and  
Appeals Rules  
Texas Workforce Commission Financial Manual for Grants and Contracts,  
Chapter 2: Internal Controls, and Chapter 13: Property  
Choices Guide, <https://twc.texas.gov/choices-guide>  
WIOA Guidelines for Adults, Dislocated Workers, and Youth,  
[https://twc.texas.gov/workforce-policy-guidance-workforce-innovation-and-  
opportunity-act](https://twc.texas.gov/workforce-policy-guidance-workforce-innovation-and-opportunity-act)  
NCP Choices Guide, [https://twc.texas.gov/programs/noncustodial-parent-choices-  
program-guide](https://twc.texas.gov/programs/noncustodial-parent-choices-program-guide)  
WD Letter 53-09, issued December 23, 2009, and entitled “Guidelines for  
Safeguarding the Issuance of Nonmonetary Incentives and Workforce  
Investment Act and Choices Participants”  
WD Letter 17-18, issued October 1, 2018, and entitled “Workforce Automated  
Systems Data Entry Deadlines for Board Contract Year 2019”

## TEXAS WORKFORCE COMMISSION LETTER

<b>ID/No:</b>	WD 53-09
<b>Date:</b>	December 23, 2009
<b>Keyword:</b>	TANF/Choices; WIA
<b>Effective:</b>	Immediately

**To:** Local Workforce Development Board Executive Directors  
Commission Executive Offices  
Integrated Service Area Managers



**From:** Laurence M. Jones, Director, Workforce Development Division

**Subject:** **Guidelines for Safeguarding the Issuance of Nonmonetary Incentives for Workforce Investment Act and Choices Participants**

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### **PURPOSE:**

To provide Local Workforce Development Boards (Boards) with guidance on safeguarding nonmonetary incentives for Workforce Investment Act (WIA) and Choices participants, specifically:

- developing internal controls for the safekeeping of incentive cards;
- developing strategies for issuing incentive cards; and
- ensuring policies and strategies are reviewed and tested.

### **BACKGROUND:**

In October 2007, the State Auditor's Office (SAO) released a report on the Texas Workforce Commission's (Commission) administration of Choices. The SAO report expresses concern about the Boards' use of nonmonetary incentives. Under federal and state law, nonmonetary incentives are allowable for Choices participants; however, the SAO report cites specific concerns with the issuance of incentive cards, including a lack of procedures, review, and guidance from the Commission to the Boards on their use.

### **PROCEDURES:**

Boards must develop guidelines and strategies to ensure the proper administration and control of incentive cards.

NLF

It is recommended that Boards implement a system by which Texas Workforce Center staff issues vouchers to WIA and Choices participants who are eligible for

LF

incentives. The vouchers would be redeemable for incentive cards through another designated Texas Workforce Center staff member, who would serve as the point of contact for:

- issuing incentive cards;
- reconciling amounts of incentive cards on hand with amounts received and distributed; and
- maintaining a receipt log that records each incentive card issued and the signature of the participant redeeming a voucher for that incentive card.

When establishing control measures, Boards must ensure that there is a distinct separation of duties regarding the acquisition, safekeeping, and accounting of incentive cards. If this is not possible, Boards must ensure that compensating controls are implemented.

NLF

Additionally, Boards must ensure that:

NLF

- incentive card quantities are signed for and verified by denomination when received;
- incentive cards are disbursed in the presence of two staff members or, if this is not possible, that a clear separation of duties exists with, for example, the case manager issuing a voucher for the incentive card and a separate Texas Workforce Center staff member issuing the incentive card;
- a receipt log is maintained on file that:
  - documents the number of incentive cards, the card numbers, and their denominations; and
  - is signed by both the case manager and the participant when an incentive card is issued;
- staff with incentive cards performs a physical inventory of the cards at the beginning and end of each business day;
- the receipt log is reconciled each month to an accounting system (such as a general ledger or a subsidiary ledger), and includes reconciliation of the inventory as well as the number of incentive cards, the card numbers, and their denominations;
- incentive cards are maintained in a secured and locked area at all times;
- access to incentive cards is limited to designated staff; and
- Board monitors review and test Texas Workforce Center incentive card controls as part of their monitoring plan.

Boards must be aware that the intent of these controls is to prevent collusion.

NLF

It is recommended that Boards periodically change the staff responsible for the inventory of incentive cards with a controlled turnover process.

LF

Boards must ensure that:

- policies in Chapter 2 of the Financial Manual for Grants and Contracts are followed to ensure effective internal control and accountability for all grant and sub-grant cash, real and personal property, and other assets;
- all such property is adequately safeguarded and used solely for authorized purposes; and
- if it is determined that incentive cards are missing, the procedures detailed in WD Letter 59-06, Change 1, issued February 2, 2007, and entitled “Requirements for Reporting, Fact-Finding, and Prosecution of Fraud, Waste, Theft, and Program Abuse Cases, and Collection of Overpayments: Update” are followed.

**INQUIRIES:**

Direct inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.state.tx.us](mailto:wfpolicy.clarifications@twc.state.tx.us).

**RESCISSIONS:**

None

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**REFERENCE:**

Texas Workforce Commission Financial Manual for Grants and Contracts, Chapter 2  
WD Letter 27-08, issued October 23, 2008, and entitled “Guidelines for the Provision of Nonmonetary Incentives for Workforce Investment Act and Choices Participants”  
WD Letter 59-06, Change 1 issued February 2, 2007, and entitled “Requirements for Reporting, Fact-Finding, and Prosecution of Fraud, Waste, Theft, and Program Abuse Cases, and Collection of Overpayments: Update”

**FLEXIBILITY RATINGS:**

**No Local Flexibility (NLF):** This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

**Local Flexibility (LF):** This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”

**TEXAS WORKFORCE COMMISSION**  
**Workforce Development Letter**

<b>ID/No:</b>	WD 15-19
<b>Date:</b>	May 21, 2019
<b>Keywords:</b>	NCP Choices; TANF; TWIST; WIOA
<b>Effective:</b>	June 20, 2019

**To:** Local Workforce Development Board Executive Directors  
Commission Executive Offices  
Integrated Service Area Managers



**From:** Courtney Arbour, Director, Workforce Development Division

**Subject:** **Guidelines for the Provision of Incentives for Workforce Innovation and Opportunity Act Youth and Choices, including NCP Choices Participants**

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**PURPOSE:**

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with current guidance on developing guidelines for the provision of incentives for Workforce Innovation and Opportunity Act (WIOA) Title I Youth, NCP Choices, and Choices participants, specifically on:

- identifying participants eligible to receive nonmonetary incentives;
- establishing time frames for attaining achievements;
- developing strategies for issuance of nonmonetary incentives;
- developing a menu of nonmonetary incentives;
- funding availability; and
- entering and tracking information in The Workforce Information System of Texas (TWIST).

**RESCISSIONS:**

WD Letter 27-08, Change 1

**BACKGROUND:**

Incentives help promote positive employment, training, and education outcomes. Incentives are items or rewards such as gift cards, gift certificates, vouchers, or other nonmonetary gifts provided to a customer as a reward for meeting specified goals defined by the Board. Incentives do not include support services such as child care, transportation, or reimbursement of work-related expenses.

The aim of incentives is to move a participant toward self-sufficiency. Incentives are a way to encourage the participation of workforce customers and to reward participants for achieving goals in a family employment plan, individual employment plan, or individual development plan.

The Texas Workforce Commission (TWC) limits Boards' use of incentives to nonmonetary incentives only, because a participant's receipt of monetary assistance (cash or checks) can adversely affect the participant's eligibility for other services, such as Temporary Assistance for Needy Families and Supplemental Nutrition Assistance Program (SNAP) benefits.

Under WIOA, Title I, adults and dislocated workers are not eligible to receive incentives. TWC has also determined that the nonmonetary participant incentives described in this WD Letter are not an allowable use of allocated SNAP Employment and Training (E&T), Employment Services, or Child Care funds.

**PROCEDURES:**

**No Local Flexibility (NLF):** This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by "must" or "shall."

**Local Flexibility (LF):** This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by "may" or "recommend."

**LF:** Boards may offer nonmonetary incentives to WIOA Youth, Choices, and NCP Choices participants.

**NLF:** Boards that offer nonmonetary incentives must develop guidelines and strategies that award nonmonetary incentives only to WIOA Youth, Choices, and NCP Choices participants who exceed the minimum requirements of a program, employer, educational institution, or training provider. The participants must achieve or exceed goals that are not included as a basic requirement of participation in WIOA Youth, Choices, and NCP Choices programs. Boards must also ensure that the incentive provided is allowable based on the funding stream.

**NLF:** To ensure the protection of participants' due process rights, Boards must adhere to TWC's Chapter 823 Integrated Complaints, Hearings, and Appeals rules.

**Cash or Check Incentives**

**NLF:** Boards must not offer cash or check incentives to WIOA Youth, Choices, or NCP Choices participants.

### **Nonmonetary Incentives**

**NLF:** Boards must be aware that nonmonetary incentives are any items or experiential rewards that can be assigned a monetary value but that have no actual redeemable monetary value other than through acquisition of the good or service.

Examples of nonmonetary incentives include merchant gift cards, gift certificates, vouchers that cannot be redeemed for cash, and prepaid mobile phones or devices.

**NLF:** Boards must not use entertainment as a nonmonetary incentive. Entertainment includes amusement, diversion, and social activities and their associated costs. Examples of entertainment include movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment. Entertainment costs are unallowable under the federal Cost Principles at 2 CFR Part 200.

### **Identifying WIOA Youth, Choices, and NCP Choices Participants Who Are Eligible for Nonmonetary Incentives**

**NLF:** Boards that offer nonmonetary incentives must develop guidelines and strategies that:

- require incentives to be connected to the recognition of achievement of milestones in the program in which the participant is involved;
- require that a participant be informed about the opportunity to receive an incentive before the participant completes the activity or milestone that the incentive is intended to encourage;
- ensure that incentives are outlined for the participant in writing prior to the commencement of the program or service;
- describe conditions for the receipt and use of incentives (for example, conditions that a participant must meet to receive an incentive, time frames during which specified activities must be accomplished—if applicable—and limitations on participants' use of such items as merchant gift cards, gift certificates, and vouchers);
- ensure that the incentives are accurately documented in TWIST in a timely manner consistent with WD Letter 17-18, issued October 1, 2018, and entitled "Workforce Automated Systems Data Entry Deadlines for Board Contract Year 2019";
- develop a menu of available nonmonetary incentives;
- require internal control measures to track and control inventories of items used as nonmonetary incentives;
- align with the local program's organizational policies; and
- ensure that incentives are provided in conformance with the Cost Principles contained in 2 CFR Part 200, as supplemented by the Texas Uniform Grant Management Standards.

**NLF:** Boards must ensure that WIOA Youth incentives are connected to the recognition of achievement of milestones in a program tied directly to education, training, or

the successful completion of a work experience. Such incentives for achievement could include improvements marked by testing or other successful outcomes.

**NLF**: Although incentives for WIOA Youth may be provided for successful completion of a work experience, Boards must ensure that incentives are not tied to the “academic or occupational education component” of a work experience.

**NLF**: Boards must ensure that WIOA Youth funding is not used to fund incentives for completing job readiness training or classes.

**NLF**: Boards must be aware that Choices and NCP Choices incentives may be connected to recognition of achievement of milestones or to successful program participation.

Examples of activities or milestones completed that could result in the provision of an incentive for WIOA Youth, Choices, and NCP Choices participants are:

- attainment of a high school diploma or certificate of high school equivalency;
- completion of an industry-recognized certificate or credential or completed occupational skills training;
- successful completion of training services, vocational educational training, or other educational services;
- attainment of unsubsidized employment directly related to the training program; and
- successful completion of a work experience program.

Additional examples of activities completed that could result in the provision of an incentive for Choices and NCP Choices participants are:

- attainment of full-time unsubsidized employment;
- working and participating in educational services full time;
- successful completion of a subsidized or unsubsidized internship or work experience program; and
- voluntary participation in Choices or NCP Choices services when the participant is exempt.

#### **Establishing Time Frames for Attaining Achievements**

**NLF**: Boards must establish guidelines that set forth realistic minimum and maximum time frames for WIOA Youth, Choices, and NCP Choices participants working toward a nonmonetary incentive.

**NLF**: Additionally, Boards’ guidelines must include deadlines for claiming nonmonetary incentives. This provision will ensure that participants are responsible for notifying Workforce Solutions Office staff and providing verification when they attain a goal within a designated time frame.

Example: An exempt Choices teen head of household successfully completes two weeks of job readiness activities and enters part-time employment. The



participant is notified that he or she has up to 15 days to provide appropriate verification to claim a nonmonetary incentive.

### **Strategies for Issuing Nonmonetary Incentives**

**NLF**: Consistent with Cost Principles, 2 CFR Part 200, which requires all costs under an award to be reasonable, Boards must ensure that the value of a nonmonetary incentive is:

- tied to the size and nature of the achievement for which the incentive exists to encourage; and
- scaled to inspire participants to work toward the associated achievements.

### **Developing a Menu of Nonmonetary Incentives**

**NLF**: Boards' guidelines must include a menu of nonmonetary incentives available to the WIOA Youth, Choices, and NCP Choices participants and provide the menu of nonmonetary incentives to the participant before starting the activity for which the incentive exists.

**LF**: Additionally, it is recommended that Boards provide a menu with at least three incentives of comparable value—for example, a \$30 prepaid credit card, a \$30 prepaid gas card, and a \$30 gift certificate—from which the participant may select. Some examples of nonmonetary incentives include the following:

- Prepaid credit cards such as a VISA Incentive Card—for example, in the amounts of \$10, \$20, \$25, or \$30—with no cash-back option;
- Prepaid merchant gift cards with no cash-back option;
- Prepaid gas cards—for example, in the amounts of \$10, \$20, \$25, or \$30;
- Prepaid mobile phone or Go Cards;
- Specialty gift certificates or vouchers for discounted or free goods or services—for example, car washes, car rentals, carpet cleaning, grocery stores, beauty salons;<sup>1</sup>
- Surplus supply and equipment inventory eligible for disposition (for example, surplus computers that have been wiped clean of data, licensed software, and other nontransferable files).<sup>2</sup>

**NLF**: Boards must ensure that:

- effective internal control and accountability exists for all grant and subgrant cash, real and personal property, and other assets, in accordance with 2 CFR Part 200, Uniform Grant Management Standards (UGMS), and TWC's Financial Manual for Grants and Contracts;

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<sup>1</sup> Items such as merchant and specialty gift cards or vouchers are allowable if they are reasonable and support enhanced program performance and self-sufficiency.

<sup>2</sup> As used in this WD Letter, surplus supply and equipment inventory refers to supplies and equipment that are eligible for disposition in accordance with 2 CFR Part 200, UGMS, and Chapter 13 of TWC's Financial Manual for Grants and Contracts, which includes thresholds for determining when prior TWC approval is required to dispose of such property.

- all such property is adequately safeguarded and used solely for authorized purposes; and
- the actions outlined in WD Letter 53-09, issued December 23, 2009, and entitled “Guidelines for Safeguarding the Issuance of Nonmonetary Incentives for Workforce Investment Act and Choices Participants,” and any subsequent issuances are followed.

### **Funding Availability**

**NLF**: Boards that offer nonmonetary incentives must ensure that sufficient funds are budgeted from available resources to support the Boards’ nonmonetary incentive policy, particularly as it applies to participants who choose to target long-term achievements.

Example: A participant starts training in Fiscal Year 2018 (FY’18) and is informed that he or she may be eligible to receive a nonmonetary incentive. The training will not be completed until FY’19. The Board must plan accordingly for the incentive.

**LF**: Boards may leverage private funds for incentives that WIOA, Choices, and NCP Choices may not fund.

### **TWIST**

**NLF**: To evaluate the effectiveness of strategies for the provision of nonmonetary incentives, Boards must ensure that, once WIOA Youth, Choices, or NCP Choices participants have been determined to be eligible to receive a nonmonetary incentive, accurate documentation is entered into TWIST under support service code *219-incentives*.

Additionally, Boards must ensure that when information is entered into TWIST under support service code *219-Incentives*, the:

- *Start Date* is the date the participant received the nonmonetary incentive;
- *Planned End Date* is the same as the start date;
- *End Date* is the same as the start date;
- *Actual Amount* is the value of the incentive; and
- *Comments* section contains:
  - the date the nonmonetary incentive payment (or voucher) was issued;
  - the type of payment (TOP); and
  - what the customer achieved—for example, “Issued 6/1/08: TOP—prepaid gas card for attaining GED before target date.”

### **INQUIRIES:**

Send inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.state.tx.us](mailto:wfpolicy.clarifications@twc.state.tx.us).

### **REFERENCES:**

Office of Management and Budget “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200

WIOA Regulations at 20 CFR §681.640  
Audit Report on The Texas Workforce Commission’s Temporary Assistance for  
Needy Families Choices Program, October 2007, State Auditor’s Office  
Report No. 08-002  
Texas Workforce Commission Chapter 823 Integrated Complaints, Hearings, and  
Appeals Rules  
Texas Workforce Commission Financial Manual for Grants and Contracts,  
Chapter 2: Internal Controls, and Chapter 13: Property  
Choices Guide, <https://twc.texas.gov/choices-guide>  
WIOA Guidelines for Adults, Dislocated Workers, and Youth,  
[https://twc.texas.gov/workforce-policy-guidance-workforce-innovation-and-  
opportunity-act](https://twc.texas.gov/workforce-policy-guidance-workforce-innovation-and-opportunity-act)  
NCP Choices Guide, [https://twc.texas.gov/programs/noncustodial-parent-choices-  
program-guide](https://twc.texas.gov/programs/noncustodial-parent-choices-program-guide)  
WD Letter 53-09, issued December 23, 2009, and entitled “Guidelines for  
Safeguarding the Issuance of Nonmonetary Incentives and Workforce  
Investment Act and Choices Participants”  
WD Letter 17-18, issued October 1, 2018, and entitled “Workforce Automated  
Systems Data Entry Deadlines for Board Contract Year 2019”

**TEXAS WORKFORCE COMMISSION LETTER**

<b>ID/No:</b>	WD 53-09
<b>Date:</b>	December 23, 2009
<b>Keyword:</b>	TANF/Choices; WIA
<b>Effective:</b>	Immediately

**To:** Local Workforce Development Board Executive Directors  
Commission Executive Offices  
Integrated Service Area Managers



**From:** Laurence M. Jones, Director, Workforce Development Division

**Subject: Guidelines for Safeguarding the Issuance of Nonmonetary Incentives  
for Workforce Investment Act and Choices Participants**

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**PURPOSE:**

To provide Local Workforce Development Boards (Boards) with guidance on safeguarding nonmonetary incentives for Workforce Investment Act (WIA) and Choices participants, specifically:

- developing internal controls for the safekeeping of incentive cards;
- developing strategies for issuing incentive cards; and
- ensuring policies and strategies are reviewed and tested.

**BACKGROUND:**

In October 2007, the State Auditor’s Office (SAO) released a report on the Texas Workforce Commission’s (Commission) administration of Choices. The SAO report expresses concern about the Boards’ use of nonmonetary incentives. Under federal and state law, nonmonetary incentives are allowable for Choices participants; however, the SAO report cites specific concerns with the issuance of incentive cards, including a lack of procedures, review, and guidance from the Commission to the Boards on their use.

**PROCEDURES:**

Boards must develop guidelines and strategies to ensure the proper administration and control of incentive cards.

NLF

It is recommended that Boards implement a system by which Texas Workforce Center staff issues vouchers to WIA and Choices participants who are eligible for

LF

incentives. The vouchers would be redeemable for incentive cards through another designated Texas Workforce Center staff member, who would serve as the point of contact for:

- issuing incentive cards;
- reconciling amounts of incentive cards on hand with amounts received and distributed; and
- maintaining a receipt log that records each incentive card issued and the signature of the participant redeeming a voucher for that incentive card.

When establishing control measures, Boards must ensure that there is a distinct separation of duties regarding the acquisition, safekeeping, and accounting of incentive cards. If this is not possible, Boards must ensure that compensating controls are implemented.

NLF

Additionally, Boards must ensure that:

NLF

- incentive card quantities are signed for and verified by denomination when received;
- incentive cards are disbursed in the presence of two staff members or, if this is not possible, that a clear separation of duties exists with, for example, the case manager issuing a voucher for the incentive card and a separate Texas Workforce Center staff member issuing the incentive card;
- a receipt log is maintained on file that:
  - documents the number of incentive cards, the card numbers, and their denominations; and
  - is signed by both the case manager and the participant when an incentive card is issued;
- staff with incentive cards performs a physical inventory of the cards at the beginning and end of each business day;
- the receipt log is reconciled each month to an accounting system (such as a general ledger or a subsidiary ledger), and includes reconciliation of the inventory as well as the number of incentive cards, the card numbers, and their denominations;
- incentive cards are maintained in a secured and locked area at all times;
- access to incentive cards is limited to designated staff; and
- Board monitors review and test Texas Workforce Center incentive card controls as part of their monitoring plan.

Boards must be aware that the intent of these controls is to prevent collusion.

NLF

It is recommended that Boards periodically change the staff responsible for the inventory of incentive cards with a controlled turnover process.

LF

Boards must ensure that:

- policies in Chapter 2 of the Financial Manual for Grants and Contracts are followed to ensure effective internal control and accountability for all grant and sub-grant cash, real and personal property, and other assets;
- all such property is adequately safeguarded and used solely for authorized purposes; and
- if it is determined that incentive cards are missing, the procedures detailed in WD Letter 59-06, Change 1, issued February 2, 2007, and entitled “Requirements for Reporting, Fact-Finding, and Prosecution of Fraud, Waste, Theft, and Program Abuse Cases, and Collection of Overpayments: Update” are followed.

**INQUIRIES:**

Direct inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.state.tx.us](mailto:wfpolicy.clarifications@twc.state.tx.us).

**RESCISSIONS:**

None

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**REFERENCE:**

Texas Workforce Commission Financial Manual for Grants and Contracts, Chapter 2  
WD Letter 27-08, issued October 23, 2008, and entitled “Guidelines for the Provision of Nonmonetary Incentives for Workforce Investment Act and Choices Participants”  
WD Letter 59-06, Change 1 issued February 2, 2007, and entitled “Requirements for Reporting, Fact-Finding, and Prosecution of Fraud, Waste, Theft, and Program Abuse Cases, and Collection of Overpayments: Update”

**FLEXIBILITY RATINGS:**

**No Local Flexibility (NLF):** This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

**Local Flexibility (LF):** This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”

# **WORKFORCE SOLUTIONS ALAMO**

## **FY24 Budget Presentation**

**Geo Escalante-Vela, Chief Financial Officer**

**Angela Bush, Chief Financial Officer Consultant**



# FY24 Budget Summary

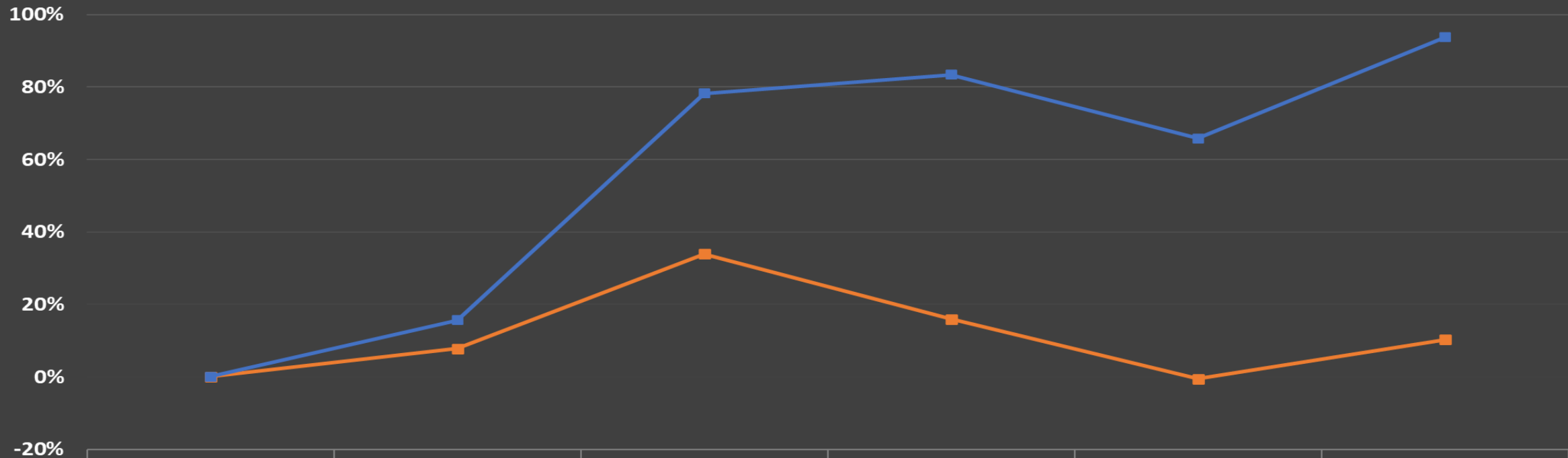
## FY24 BUDGET COMPARISON- FY24 PROPOSED BUDGET TO FY23 PROJECTED ACTUALS

Budget Category	FY23 Budget Amendment #2	FY23 Actuals (May'23)	FY23 Forecast (June'23-Sept. '23)	FY23 Projected Expenditures	Projected Exp. (%)	FY24 Proposed Budget	Increase/ Decrease (\$)	Increase/ Decrease (%)	% of Budget
Salaries and Wages	\$ 3,981,451	\$ 2,352,201	\$ 1,285,357	\$ 3,637,558	91.36%	\$ 4,359,985	\$ 378,534	9.51%	2.27%
Fringe Benefits	1,116,021	602,385	370,969	973,354.00	87.22%	1,153,947	37,926	3.40%	0.60%
Staff Travel	62,000	42,982	19,018	62,000.00	100.00%	160,045	98,045	158.14%	0.08%
Staff Development	162,000	56,435	105,565	162,000.00	100.00%	193,250	31,250	19.29%	0.10%
<b>Total Personnel</b>	<b>\$ 5,321,472</b>	<b>\$ 3,054,003</b>	<b>\$ 1,780,909</b>	<b>\$ 4,834,912</b>	<b>90.86%</b>	<b>\$ 5,867,227</b>	<b>\$ 545,755</b>	<b>10.26%</b>	<b>3.05%</b>
Facilities	467,817	299,681	165,998	465,679	99.54%	526,665	58,848	12.58%	0.27%
Equipment Related	254,319	147,171	74,599	221,770	87.20%	277,994	23,675	9.31%	0.14%
General Office	645,000	295,585	178,884	474,469	73.56%	641,700	(3,300)	-0.51%	0.33%
Professional Services	1,860,000	896,386	751,196	1,647,582	88.58%	1,987,110	127,110	6.83%	1.03%
Board of Directors	45,000	36,544	8,456	45,000	100.00%	45,000	-	0.00%	0.02%
<b>Corporate Total</b>	<b>\$ 8,593,608</b>	<b>\$ 4,729,371</b>	<b>\$ 2,960,042</b>	<b>\$ 7,689,413</b>	<b>89.48%</b>	<b>\$ 9,345,696</b>	<b>\$ 752,088</b>	<b>8.75%</b>	<b>4.86%</b>
Facilities	6,751,232	3,784,015	2,110,801	5,894,816	87.31%	7,777,328	1,026,096	15.20%	4.86%
Reserve	10,245,869	-	4,677,307	4,677,307	45.65%	10,891,296	645,427	6.30%	5.67%
Projects	424,380	120,723	301,505	422,228	99.49%	94,250	(330,130)	-77.79%	0.05%
Service Delivery	148,219,325	86,673,622	54,859,092	141,532,714	95.49%	164,004,337	15,785,012	10.65%	84.55%
<b>Facilities &amp; Service Delivery</b>	<b>\$ 165,640,807</b>	<b>\$ 90,578,360</b>	<b>\$ 61,948,705</b>	<b>\$ 152,527,065</b>	<b>92.08%</b>	<b>\$ 182,767,211</b>	<b>\$ 17,126,404</b>	<b>10.34%</b>	<sup>461</sup> <b>95.14%</b>
<b>Total Budget</b>	<b>\$ 174,234,415</b>	<b>\$ 95,307,731</b>	<b>\$ 64,908,747</b>	<b>\$ 160,216,478</b>	<b>91.95%</b>	<b>\$ 192,112,907</b>	<b>\$ 17,878,492</b>	<b>10.26%</b>	<b>100.00%</b>



# Budget % Changes FY2019 – FY2024

Budget % Changes  
FY2019 - FY2024



	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
<b>Budget</b>	<b>\$104,694,229</b>	<b>\$112,865,663</b>	<b>\$151,131,622</b>	<b>\$175,273,068</b>	<b>\$174,234,415</b>	<b>\$192,112,907</b>
<b>% Cumulative</b>	<b>0.00%</b>	<b>7.81%</b>	<b>44.36%</b>	<b>67.41%</b>	<b>66.42%</b>	<b>83.50%</b>
<b>% Change</b>	<b>0.00%</b>	<b>7.81%</b>	<b>33.90%</b>	<b>15.97%</b>	<b>-0.59%</b>	<b>10.26%</b>

— Budget — % Change — % Cumulative

# FY24 Budget Personnel

## Staffing Changes

The budget includes 50 FTE (*No change from the previous year*)

*Budget Includes Part-Time Interns*

Budget in the following options for staff increase:

- 3% COLA – *Consistent with Bureau of Labor Statistic estimates.*
- 2% Maximum Merit – *Consistent with historical increases.*
- *SHRM is estimated employers to increase salaries in FY24 by 4.6%. The budgeted increases are consistent with market rates.*
- 3% Performance Incentive for exemplary performance as outlined in the board's incentive policy.

# FY24 Budget Other Corporate

## Other Corporate

Board facilities 12.58%:

- CAM increases
- Off-Site Storage
- Security System and HVAC Repairs

Equipment Related increase by 9.31%- Replacement of computers that exceed useful and cloud-based infrastructure

Professional Services 6.83% Increase:

- Monitoring
- Legal
- Other Consulting
- Temporary Staffing Services

# FY24 Facilities



## Workforce Center

Increase of 15.2% or \$1,026,096 for the following:

- Delivery of Mobile Unit in Spring of 2024.
- Dedicated CDL Driver
- Port San Antonio relocation from Marbach
- Walzem Relocation
- Cloud Based Technology upgrades to telephones and Resource Rooms throughout Workforce Centers

# FY24 Reserve and Projects

**Hiring & You!**  
Red, White



**careers**

In Texas Industries

#TXCareers

## Reserve and Projects

Child Care Direct Care Reserve \$10,677,098

Project Surpluses \$214,170:

- SEAL \$60,301
- Ready to Work \$153,869

Workforce Commission Initiatives Projects:

- Red, White & YOU!
- Careers in Texas Industries



# FY24 Service Delivery



## Service Delivery

An increase by 10.65% or \$15,785,012 is reflected by significant program increases:

- Ready to Work Carry Over \$13,696,050
- WIOA Youth Services \$627,971
- WIOA Adult Services \$332,446

Covid-19 expired for several grants in FY23, which are highlighted in Line-Item Budget.

# FY24 Service Delivery



## Service Delivery Components

WFC Operations and Management

Direct Client Expenditures:

- Tuition
- Training
- Work Experience
- Support Services

# FY24 Service Delivery-Including Ready to Work

County	City	Total Service Delivery Budget (Including Ready to Work)	Average %	Total Service Delivery Budget (Excluding Ready to Work)	Average %
<b>Budget</b>					\$ -
Bexar (RTW)	San Antonio	\$ 26,495,119.48	16.16%	\$ -	0.00%
Bexar	San Antonio	112,287,405.24	68.47%	112,287,405.24	81.66%
Atascosa	Pleasanton	2,483,262.83	1.51%	2,483,262.83	1.81%
Bandera	Bandera	568,950.56	0.35%	568,950.56	0.41%
Comal	New Braunfels	4,598,668.14	2.80%	4,598,668.14	3.34%
Frio	Pearsall	1,568,265.63	0.96%	1,568,265.63	1.14%
Gillespie	Fredericksburg	1,034,856.34	0.63%	1,034,856.34	0.75%
Guadalupe	Seguin	6,370,416.89	3.88%	6,370,416.89	4.63%
Karnes	Kenedy	916,370.46	0.56%	916,370.46	0.67%
Kendall	Boerne	1,189,187.06	0.73%	1,189,187.06	0.86%
Kerr	Kerrville	2,059,563.85	1.26%	2,059,563.85	1.50%
McMullen	Tilden	373,530.05	0.23%	373,530.05	0.27%
Medina	Hondo	2,265,499.75	1.38%	2,265,499.75	1.65%
Wilson	Floresville	1,793,240.73	1.09%	1,793,240.73	1.30%
<b>Total</b>		<b>\$ 164,004,337.03</b>	<b>100.00%</b>	<b>\$ 137,509,217.55</b>	469 <b>100.00%</b>



# FY24 Service Delivery-Break Out By Category

County	City	Services Delivery Operations	Average %	Service Delivery Clients	Average %	Total Service Delivery	Average %
<b>Budget</b>							
Bexar (RTW)	San Antonio	\$ -	0%	-	0.00%	-	0.00%
Bexar	San Antonio	16,692,572.52	79.56%	95,594,832.72	82.04%	112,287,405.24	81.66%
Atascosa	Pleasanton	485,931.07	2.32%	1,997,331.76	1.71%	2,483,262.83	1.81%
Bandera	Bandera	115,801.20	0.55%	453,149.36	0.39%	568,950.56	0.41%
Comal	New Braunfels	763,702.35	3.64%	3,834,965.80	3.29%	4,598,668.14	3.34%
Frio	Pearsall	317,038.97	1.51%	1,251,226.66	1.07%	1,568,265.63	1.14%
Gillespie	Fredericksburg	160,641.70	0.77%	874,214.64	0.75%	1,034,856.34	0.75%
Guadalupe	Seguin	918,058.25	4.38%	5,452,358.63	4.68%	6,370,416.88	4.63%
Karnes	Kenedy	214,328.42	1.02%	702,042.05	0.60%	916,370.47	0.67%
Kendall	Boerne	233,159.97	1.11%	956,027.09	0.82%	1,189,187.06	0.86%
Kerr	Kerrville	259,989.50	1.24%	1,799,574.35	1.54%	2,059,563.85	1.50%
McMullen	Tilden	232,019.09	1.11%	141,510.96	0.12%	373,530.05	0.27%
Medina	Hondo	306,757.65	1.46%	1,958,742.11	1.68%	2,265,499.76	1.65%
Wilson	Floresville	280,929.30	1.34%	1,512,311.42	1.30%	1,793,240.73	1.30%
<b>Total</b>		<b>\$ 20,980,930.00</b>	<b>100.00%</b>	<b>\$ 116,528,287.56</b>	<b>100.00%</b>	<b>\$ 137,509,217.55</b>	<b>470 100%</b>

# FY24 Strategic Alignment Summarized Child Care Reserve County Allocation

County	City	Child Care Reserve	Average %
<b>Budget</b>			<b>\$ -</b>
Bexar (RTW)	San Antonio	\$ -	0.00%
Bexar	San Antonio	8,417,238.93	78.83%
Atascosa	Pleasanton	201,642.48	1.89%
Bandera	Bandera	49,829.78	0.47%
Comal	New Braunfels	519,752.39	4.87%
Frio	Pearsall	81,987.20	0.77%
Gillespie	Fredericksburg	83,460.75	0.78%
Guadalupe	Seguin	619,204.50	5.80%
Karnes	Kenedy	54,076.99	0.51%
Kendall	Boerne	132,628.40	1.24%
Kerr	Kerrville	163,046.25	1.53%
McMullen	Tilden	2,354.17	0.02%
Medina	Hondo	182,279.30	1.71%
Wilson	Floresville	169,596.27	1.59%
<b>Total</b>		<b>\$ 10,677,097.40</b>	<b>100.00%</b>

# FY24 Service Delivery Resource Allocation-Historical Perspective

- Before FY2021, we did not find a budget broken out by county by fund.
- In FY2021, the budget presentation packet showed the Formula Funds were broken out by county and fund.
- In FY2022 and FY2023, the average percentage from the Formula funds was applied to all other Workforce Programs.
- Historically, the board has utilized a benchmark of 80% Urban and 20% Rural Service Delivery.

# FY24 Budget – Service Delivery Resource Allocation

Based on initial estimates, an analysis was completed for each fund resulting in an FY24 Service Delivery average of 82% for Urban and 18% for Rural.

Previously the board would analyze urban and rural expenditures in the aggregate; the partners requested that we now monitor expenditures at the individual county level. A budget amendment should be complete if any county or fund exceeds a 10% straight-line variance. This will require additional resources in staffing and systems. This process would take some time to implement correctly.

For FY2024, the budget was developed using a fair and equitable resource allocation methodology in accordance with Texas Administrative Code (TAC) Chapter 800, Subchapter B, resource allocation guidance, and in accordance with the interlocal agreement, supporting the strategic objectives of the local plan.

# FY24 Budget-Service Delivery Resource Allocation

## Approach to Fair and Equitable Resource Allocation:

- Utilized TAC 800 formulas and TWC Allocation Factors to allocate funds to each county
- When a formula does not directly apply, we used the following process to establish a fair and equitable distribution of funds by county:
  - Follow the Source of Funding to the Code of Federal Domestic Assistance (CFDA) to determine if a formula can be utilized
  - Determine the target population is being served and if participants could be co-enrolled in a Formula Fund utilizing the formula fund and TWC Allocation Factors
  - Seek guidance from TWC on Allocation Methodology

# FY24 Strategic Alignment Budget Adoption

Ensure the budget is developed **and implemented** utilizing a fair and equitable resource allocation methodology that is in accordance with Texas Administrative Code 800 Sub Chapter B, resource allocation guidance from the interlocal agreement, and supporting the strategic objectives of the local plan.

Chief Elected Officials and partners have requested that the board revisit the interlocal agreement and prepare a budget utilizing the agreed-upon methodology in the agreement, “all resource allocation within the AWD shall, to the extent possible and practical considering need, be based upon the federal and state formulas used to allocate funds”.

# FY24 Strategic Alignment

## Budget Implementation and Monitoring

- Partners have requested that the board provide a report by Fund and County, and if there is a 10% variance by Fund and County, a budget amendment is prepared.
- The board is managing millions of dollars, which sometimes could be impractical for smaller counties and amounts. A budget amendment takes a significant effort to prepare and obtain all necessary approvals.
- This process can not impact service delivery, where funding is available in other areas.
- A reasonable budget policy should be developed and adopted with an appropriate minimum floor amount for a budget amendment and percentage.



# FY24 Budget Resource Allocation

**Ensure Services that conform to the allocations budgeted are delivered in each county.**

**Action:** Development of the County Allocation and Service Delivery Report (CASD). Staff is working through specific formulas on allocation fund by fund according to TAC 800, using CFDA numbers as a last resort, and seeking clarity from TWC on any assumptions.

Develop County Workforce Councils to implement and seek guidance on developing the Local Plan for the following 4-year renewal.

**Purpose:** Enhance transparency regarding how dollars are coming in and out in relation to service delivery and co-planning outreach and partnerships.

**Result:** Fund and County allocations are driven by State and Federal formulas, the Local Plan, annual outreach plans, special initiatives and *clear communication of the full spectrum of service being provided in each county and associated cost.*



# FY24 Budget

## TAC 800 FORMULAS

### TAC 800 Formula Funds

#### WIOA Adult and WIOA Youth:

(A) 33 1/3 percent on the basis of the relative number of unemployed individuals in areas of substantial unemployment in each workforce area, compared to the total number of unemployed individuals in areas of substantial unemployment in the State;

(B) 33 1/3 percent on the basis of the relative excess number of unemployed individuals in each workforce area, compared to the total excess number of unemployed individuals in the State; and

(C) 33 1/3 percent on the basis of the relative number of disadvantaged adults in each workforce area, compared to the total number of disadvantaged adults in the State.

# FY24 Budget

## TAC 800 FORMULAS

### TAC 800 Formula Funds

#### WIOA Dislocated Worker:

- (A) insured unemployment;
- (B) average unemployment;
- (C) Worker Adjustment and Retaining Notification Act (29 U.S.C.A. §2101 et seq.) data;
- (D) declining industries;
- (E) farmer-rancher economic hardship; and
- (F) long-term unemployment.

*Limitation: A weight for each factor was not given; therefore, the board assigned equal weight.*

# FY24 Budget

## TAC 800 FORMULAS

### TAC 800 Formula Funds

#### CHOICES-TANF:

(1) the relative proportion of the total unduplicated number of all families with Choices work requirements residing within the workforce area during the most recent calendar year to the statewide total unduplicated number of all families with Choices work requirements;

(2) an equal base amount; and

(3) the application of a hold harmless/stop gain procedure.

*Limitation: An equal base amount was not given; therefore, the board only utilized factor (1).*

# FY24 Budget

## TAC 800 FORMULAS

### TAC 800 Formula Funds

#### SNAP:

(1) the relative proportion of the total unduplicated number of mandatory work registrants receiving SNAP benefits residing within the workforce area during the most recent calendar year to the statewide total unduplicated number of mandatory work registrants receiving SNAP benefits;

(2) an equal base amount; and

(3) the application of a hold harmless/stop gain procedure.

*Limitation: An equal base amount was not given; therefore, the board only utilized factor (1).*

# FY24 Budget

## TAC 800 FORMULAS

### TAC 800 Formula Funds

#### Employment Services:

- (1) Two-thirds will be based on the relative proportion of the total civilian labor force residing within the workforce area to the statewide total civilian labor force;
- (2) One-third will be based on the relative proportion of the total number of unemployed individuals residing within the workforce area to the statewide total number of unemployed individuals; and
- (3) the application of a hold harmless/stop gain procedure.

*Methodology: Utilized Factors (1) and (2).*

# FY24 Budget

## TAC 800 FORMULAS

### TAC 800 Formula Funds

#### Child Care Mandatory (CCDF) and CCP (DFPS):

Mandatory Child Care Primary Population: Former DFPS (CCP Funds), Choices, TANF Applicant, and SNAP. CCP-DFPS are for in home, foster care, and relative care placed by DFPS.

#### Formula

(1) 50 percent will be based on the relative proportion of the total number of children under the age of five years old residing within the workforce area to the statewide total number of children under the age of five years old, and

(2) 50 percent will be based on the relative proportion of the total number of people residing within the workforce area whose income does not exceed 100 percent of the poverty level to the statewide total number of people whose income does not exceed 100 percent of the poverty level.

# FY24 Budget

## TAC 800 FORMULAS

### TAC 800 Formula Funds

#### Child Care Discretionary and Quality:

Child Care Primary Population: Low Income and Homeless.

#### Formula

(1) CCDF Discretionary Funds authorized under the Child Care and Development Block Grant Act of 1990 §658B, as amended, will be allocated according to the relative proportion of the *total number of children under the age of 13 years old in families whose income does not exceed 150 percent of the poverty level* residing within the workforce area to the statewide total number of children under the age of 13 years old in families whose income does not exceed 150 percent of the poverty level.

# FY24 Budget

## TAC 800 FORMULAS

### TAC 800 Formula Funds

#### Child Care Match:

FY23 required an established match (2%), which is subject to change on an annual basis.

(1) CCDF Matching Funds authorized under the Social Security Act §418(a)(2), as amended, together with state general revenue matching funds and estimated appropriated receipts of donated funds, will be allocated according to the relative proportion of children under the age of 13 years old residing within the workforce area to the statewide total number of children under the age of 13 years old.



# FY24 Budget

## TAC 800 FORMULAS

### TAC 800 Formula Funds

#### Trade Adjustment Act:

This program currently stopped accepting new petitions. Still, TWC is encouraging boards to reach out to clients that previously received a petition who are unemployed or whose current income is below the prior rate. TWC did not provide allocation factors for this funding.

#### Board's Alternate Methodology:

Allocation of residents by county with an active petition whom service delivery contractor may outreach and provide services through FY25.

# FY24 Budget Special Program

<u>Program</u>	<u>Methodology</u>	<u>Justification</u>
Middle Skills Grant	Adult Formula	CFDA Number
Military Family Support	Bexar County Only	Military Base
Non-Custodial Parent	Bexar County Only	Special Initiative
RESEA	DW Long-Term Unemployed Factor	Target Population
Student Hire Ability	Youth Formula (VR)	Target Population
VR Paid Work Experience	Youth Formula (VR)	Target Population
SEAL	Youth Formula (VR)	Target Population
Ready to Work	Bexar County Only	Target Population
Child Care Contract Slots	TRS Eligible Providers	Target Population
Teacher's Externship	Equal Distribution	

# FY24 Budget Next Steps

## Approvals Process

- Audit and Finance Committee – August 4, 2023
- Executive Committee – August 11, 2023
- Board of Directors – August 18, 2023
- Committee of Six – August 23, 2023
- Bexar County Commissioners Court - TBA
- City of San Antonio City Council - TBA
- Area Judges – TBA

*\*\*Additional presentations available upon request*

# QUESTIONS

# Financial Reports and Analysis

August 4, 2023



# Budget to Actual Expenditures

MAY 2023 BUDGET TO ACTUAL VARIANCE ANALYSIS					
Budget Category	FY23 Amended Budget	FY23 Actuals (MAY 2023 )	% Expensed	Straight-Line Target (66.67%)	YTD Variance %
Corporate -Personnel	\$ 5,321,472.00	\$ 3,054,003.32	57.39%	\$ 3,547,825.38	9.28%
Corporate -Facilities	\$ 447,817.00	\$ 299,680.83	66.92%	\$ 298,559.59	-0.25%
Corporate - Equipment Related	\$ 254,319.00	\$ 147,171.30	57.87%	\$ 169,554.48	8.80%
Corporate -General Office	\$ 665,000.00	\$ 295,585.34	44.45%	\$ 443,355.50	22.22%
Corporate - Professional Services	\$ 1,860,000.00	\$ 896,386.22	48.19%	\$ 1,240,062.00	18.48%
Corporate - Board of Directors	\$ 45,000.00	\$ 36,543.89	81.21%	\$ 30,001.50	-14.54%
<b>Corporate Total</b>	<b>\$ 8,593,608.00</b>	<b>\$ 4,729,370.90</b>	<b>55.03%</b>	<b>\$ 5,729,358.45</b>	<b>11.64%</b>
Facilities	6,701,232.00	3,784,015.72	56.47%	\$ 4,467,711.37	10.20%
Reserve	10,245,869.02	-	0.00%	\$ 6,830,920.88	66.67%
Projects	424,380.30	96,058.35	22.63%	\$ 282,934.35	44.04%
Service Delivery	148,219,325.06	84,369,213.76	56.92%	\$ 98,817,824.02	9.75%
<b>Total Budget</b>	<b>\$174,184,414.38</b>	<b>\$ 92,978,658.73</b>	<b>53.38%</b>	<b>\$ 116,128,749.07</b>	<b>13.29%</b>



# Corporate Expenditures

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## Personnel:

- The board is working to fill all vacant positions timely.
  - The FY23 budget includes a 5% performance-based incentive, which has yet to be paid out.
  - The internship program has started, and we have 6 interns.

## Equipment:

- Software Maintenance & Support is under budget, these are expensed as needed.
- The board is working on replacing staff equipment older than 5 years.



# Corporate Expenditures

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## General Office:

- Insurance - Includes a contingency for high deductible plans related to employee matters and Cyber Security. We are expecting a \$100,000 surplus if no unforeseen events occur.
- Marketing – we expect to utilize this budget fully due to several pending projects.





# Corporate Expenditures

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## Professional Services:

- Legal Services – HR-related legal services budget is utilized for employee matters expensed as incurred, and we are awaiting an update to the employee handbook.
- Monitoring – Expenditures are in progress and expected to be fully expensed at the end of the fiscal year.
- Professional Services – Temporary staffing are under budget by approximately 12%.



# Corporate Expenditures

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## Board of Directors:

- Expenditures are higher than initially projected using the straight-line basis.
- The board retreat, which included travel and training expenses, occurred in February.



# Facilities and Childcare Reserve

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## Facilities:

- Facility expenditures represent 56.47% of the approved budget, reflecting a 10.20% straight-line budget surplus;
- A pending equipment approval from TWC for the Port of San Antonio of approximately \$250,000;
- Operational costs are slightly under budget, which is a function of timing.

## Childcare Reserve:

- Expenditures occur in the last quarter of the fiscal year.



# Projects

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Special projects include:

- Workforce Commission Initiatives – WSA has held 2 Career Pathway Youth Events, and 2 more are scheduled during the summer.
- Teacher Externship – Activities are in process.
- Summer Earn & Learn – This is a function of timing. Activities are in full swing, and 124 students are working.

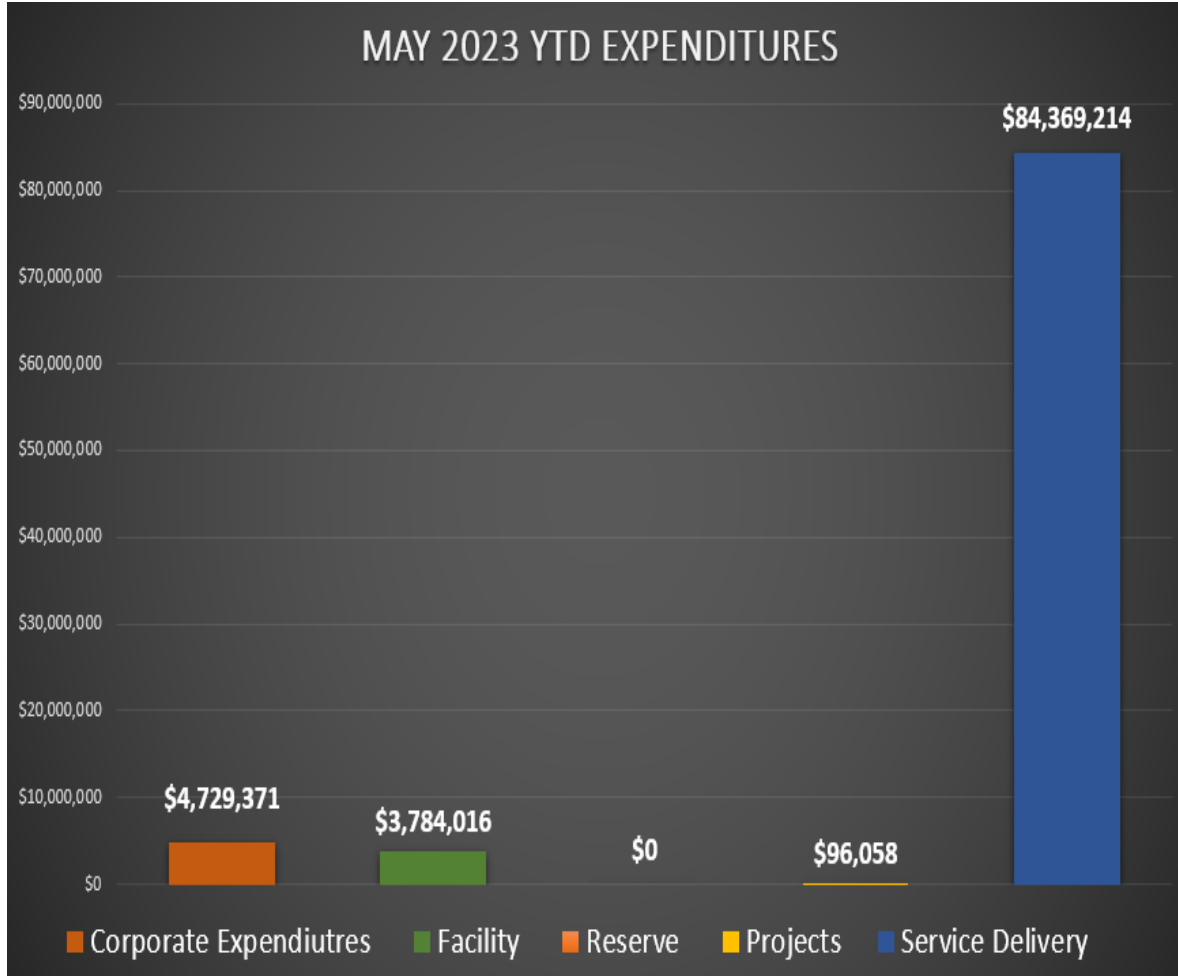


# # Of Children In Care Broken Down by County

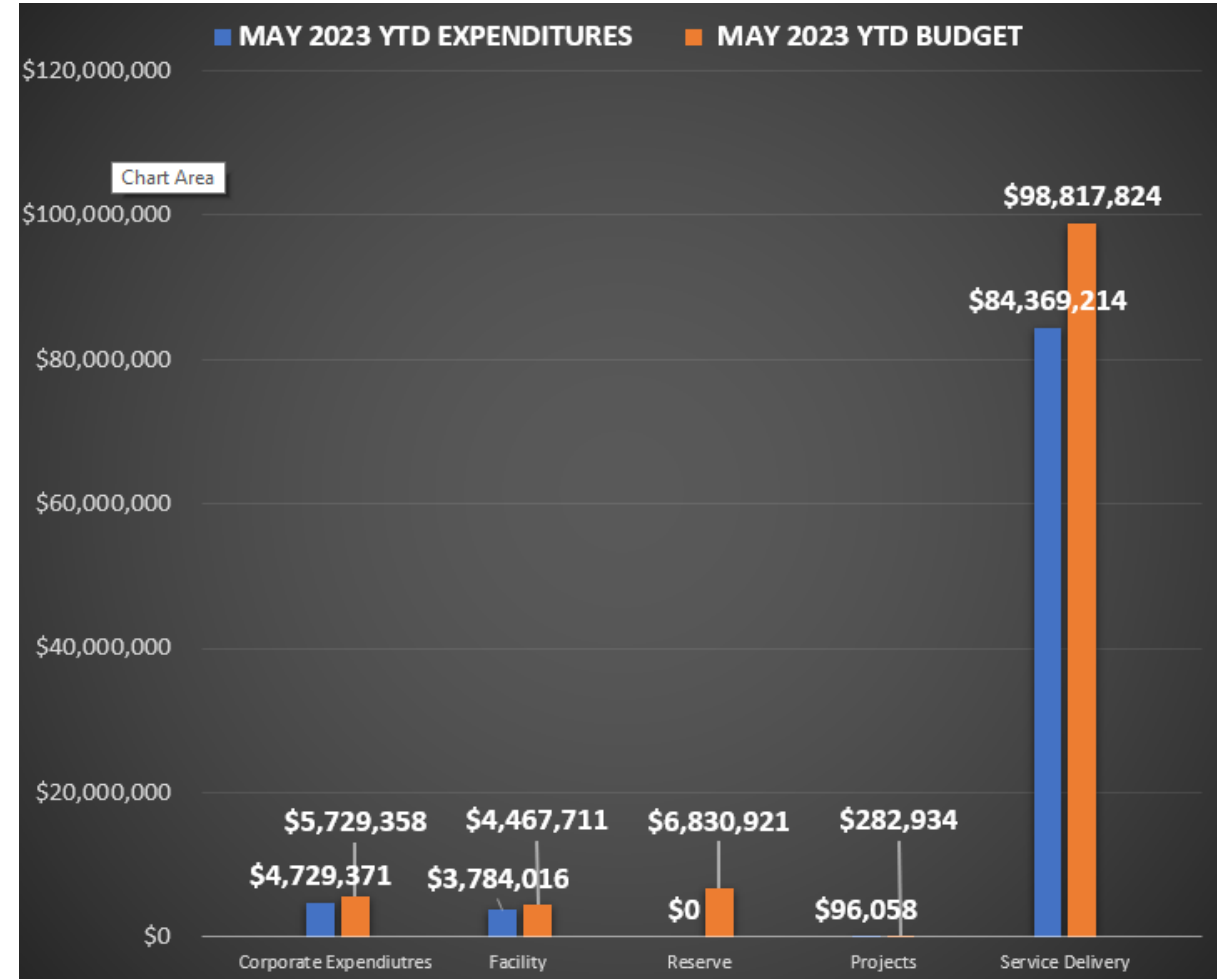
October 1, 2022-May 31, 2023 # of Children in Care Broken down by County									
County	City	Discretionary- Homeless & Low Income	%	Mandatory- Choice & Former DFPS	%	Child Protective Services	%	Total	%
Atascosa	Pleasanton	378	3.12%	18	2.63%	12	1.73%	408	3.03%
Bandera	Bandera	48	0.40%	1	0.14%	1	0.15%	50	0.37%
Bexar	San Antonio	9,687	79.99%	578	83.01%	524	78.71%	10,789	80.02%
Comal	New Braunfels	478	3.94%	26	3.79%	46	6.96%	550	4.08%
Frio	Pearsall	119	0.99%	15	2.15%	9	1.40%	144	1.07%
Gillespie	Fredericksburg	61	0.51%	5	0.72%	1	0.15%	67	0.50%
Guadalupe	Seguin	626	5.17%	25	3.57%	27	4.02%	677	5.02%
Karnes	Kenedy	22	0.18%	1	0.14%	3	0.45%	26	0.19%
Kendall	Boerne	81	0.67%	2	0.29%	16	2.37%	99	0.74%
Kerr	Kerrville	236	1.95%	7	1.01%	8	1.19%	251	1.86%
McMullen	Tilden	0	0.00%	0	0.00%	0	0.00%	11	0.08%
Medina	Hondo	236	1.95%	15	2.10%	11	1.70%	262	1.94%
Wilson	Floresville	138	1.14%	3	0.43%	8	1.16%	149	1.10%
<b>Total</b>		<b>12,110</b>	<b>100.00%</b>	<b>696</b>	<b>100.00%</b>	<b>666</b>	<b>100.00%</b>	<b>13,483</b>	<b>100.00%</b>



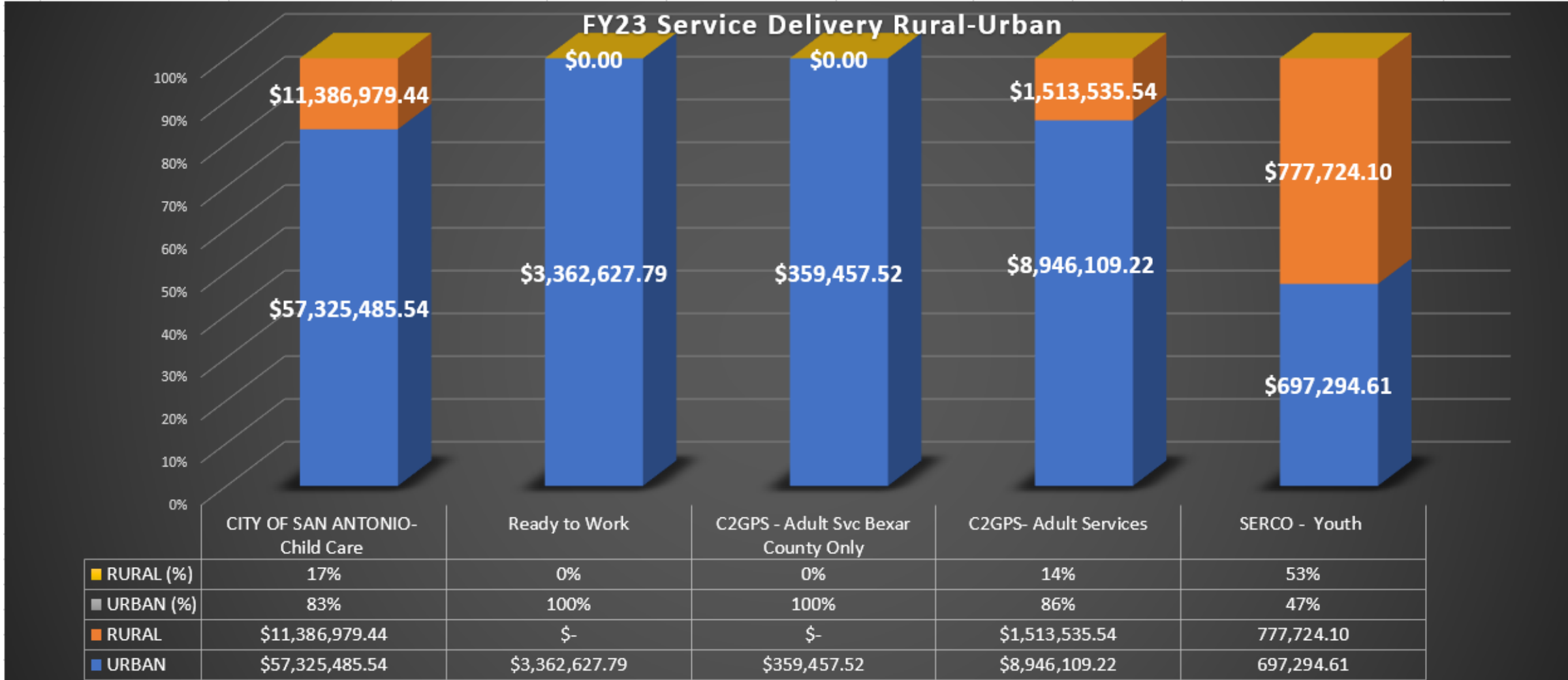
# YTD Expenditures by Budget Category



# YTD Expenditures by Budget Category Comparison



# May 2023 Year-to-Date Service Delivery Rural-Urban



# Key Variances

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TANF – Expenditures are currently at 46% due to low participation and reduced HHSC referrals. The board expects to spend \$6.5M this year. This is approximately 10% more than we have spent in prior years.

WIOA Adult – Expenditures are higher than initially projected using the straight-line basis. Board staff is working with the contractor to co-enroll and diversify funding. The Dislocated Worker designation to Adult will realign expenditures.





# Key Variances

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WIOA Dislocated Worker – Expenditures are currently at 51%. Board staff is working with the contractor to increase enrollment and continues to monitor expenditures. The board received a \$500,000 designation to Adult that will realign expenditures.

Trade Act – Expenditures are currently at 32%. As of 5/31/23, \$30,000 of training is obligated. Contractor staff is reaching out to individuals still eligible for services through FY2025.



# Key Variances

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Child Care CCDF – CCD expenditures increase in the summer due to how long children are in care. The board is currently exceeding the target number and expects to expend 100%.

Child Care Quality – The board is currently working on quality initiatives that will continue to increase expenditures by issuing program supplies, incentives, and bonuses to childcare providers. This grant will help childcare providers obtain the Texas Rising Star certification.

Child Care CSL – The board has approximately \$489,000 obligated. This funding is for Texas Rising Star 3 & 4 Centers eligible to participate in this initiative.



# Key Variances

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Military Family Support – This grant supports military spouses; the board and contractor continue to increase outreach efforts in and around the military bases.

Pilot Navigator Program – This grant serves victims of sex trafficking ages 16-25 to deter repeat victimization and support victimized foster youth in accessing employment workforce services.



# Key Variances

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Middle Skills Employment Supplies Pilot Program – In March 2023, TWC awarded the board the Middle Skills Employment Supplies Pilot Program designed to support Texans preparing to join the workforce by helping clients purchase specific items required by the employer as a condition of employment.

Teacher Externship – Activities occur during the summer months. As of the week ending July 28<sup>th</sup>, 100 teachers have completed the externship. The board received an additional \$100,000, allowing 60 more teachers to participate.



# Key Variances

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Summer Earn and Learn – 163 clients completed Work Readiness Training. 124 participants have been placed and are working.

Work-Based Learning Pilot Program – This is a program where Toyotetsu offers specialized training in manufacturing to help local residents gain access and knowledge, leading to high-paying job opportunities. There is a list of applicants that are being processed.



# Key Variances

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San Antonio Area Foundation – Workforce Academy – This grant is used exclusively for the Workforce Ambassador Program to advance equity and economic mobility through workforce development services.

San Antonio Area Foundation – Capacity Building – This grant is to be used for Capacity Building focusing on:

- Learning: Staff Performance – tools & resources, training, and coaching
- Managing: Technology – training, technical assistance, tools & resources
- Planning: Strategic Planning



# Ready to Work

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## Ready to Work:

- Enrollment and activities increased at a higher rate in April and May.
- As of July 20, 2023:
  - Applicants interviewed: 2,783
  - Enrolled in approved training: 1,505
  - Successfully completed training: 165
  - Placed in jobs: 76
  - WSA paid training: \$3,078,681



# Policy for Board-Provided Meals

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- Establishes a policy to provide information on purchasing meals and refreshments for external customers during meetings, conferences, and other events.
- References TWC's Technical Assistance Bulletin (TAB) 259 as formal guidance.
- Board and contractor will follow this guidance to provide clear justification for purchasing meals and refreshments.





# Policy for Internal Monitoring & Oversight of Cash Substitutes

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- Establishes a policy to implement adequate controls and safeguard against the misuse of funds over the issuance of cash/cash equivalents (a.k.a. gift cards).
- Contracted Service Provider(s) should have procedures in place for safekeeping and the issuance of cash/cash equivalents.
- The board will ensure that the Contracted Service Provider(s) policies are followed to ensure adequate internal controls and accountability for cash/cash equivalents by performing at least two annual verifications of randomly chosen workforce centers.





# Questions



# Letters of Support

**Bluebonnet Technologies LLC:** Bluebonnet is actively working to meet the needs of pharmaceutical and medical needs of Texas through this growing industry by maximizing job placements for local residents within the Alamo region.

