

1 Dr. Carlton B. Goodlett Place, Room 448, San Francisco, CA 94102 (415) 554-6969 oewd@sfgov.org

MEMORANDUM

TO: Members of the Workforce Investment San Francisco Board (WISF)
FROM: Ken Nim, Interim Director of Workforce Development, OEWD
DATE: 02/16/2024
SUBJECT: Action Requested: Approval of Transfer Request to EDD

ACTION REQUESTED

The OEWD Workforce Division recommends to the Workforce Investment San Francisco Board to approve the proposed request to transfer Workforce Innovation and Opportunity Act (WIOA) Title I Dislocated Worker (DW) Formula funds in the amount of \$625,000 to WIOA Title I Adult Formula funds.

BACKGROUND

For Program Year 2022-2023, the San Francisco Workforce Development Board (SFWDB, "WISF") was awarded WIOA Title I Adult (\$1,312,335) and Dislocated Worker (\$1,612,315) funds. The current split between the two funding streams is 45% Adult and 55% Dislocated Worker (DW). SFWDB is mandated to provide services that reflect the actual need for services in the local area. The request adjusts the allocation without adjusting total enrollments.

Per California's 2024-2027 Unified Strategic Workforce Development Plan analysis, the San Francisco-Redwood City-South San Francisco Metropolitan Division (SFMD) has an over 100% recovery in jobs since the pandemic-induced job loss. Recent labor market data from California Economic Development Division (EDD) indicates the SFMD had a 3.4% unemployment rate in December 2023. Consequently, the need for DW funding—which serves individuals who have been recently laid off—has significantly decreased. Additionally, SFWDB providers have found it challenging to outreach, identify, and enroll displaced workers into workforce programming due to full employment. Where recently displaced workers may be eligible for DW enrollment, they are often enrolled in Adult programs which have a lower threshold for enrollment documentation and which cover similar services.

Per WIOA Section 133(b)(4) and [EDD Directive No. WSD22-09](#), OEWD may transfer up to and including 100 percent of their Adult and DW funds between the two funding streams with approval from SFWDB and final approval from EDD. The amount of the transfer request is for \$625,000 DW to Adult funds. If approved, the allocation will be as follows:

	Original Allocation	Allocation after Transfer
Title I Adult	\$1,312,335	\$1,937,335
Title I Dislocated Worker	\$1,612,315	\$987,315

See attached application for EDD-required forms: Transfer of Funds Request, Transfer of Funds Request Budget Plan, Transfer of Funds Participant Plan, and Change Form.



Transfer of Funds Request

1. Local Area SFO

2. Subgrant Number AA311035 3. Request Date 02/16/2024

4. Program Year 2022 5. Transfer Request No 1

6. Direction of Transfer (Check One):

Adult program to Dislocated Worker program Dislocated Worker program to Adult program

201 → 299 501 → 499

202 → 200 502 → 500

7. Amount of Transfer \$625,000

8. Contact Person Ken Nim

9. Contact Person’s Telephone Number (415) 701-4848

10. All transfer requests must be approved and signed off by the Local Board.

Date of Local Board meeting to discuss transfer 02/16/2024

Date of Local Board meeting to approve transfer 03/06/2024

11. By signing below, the Local Area Administrator/Designee requests a transfer of funds and certifies that this transfer request was approved at the Local Board meeting on the date indicated above.

Signature _____

Name Sarah Dennis Phillips

Title Executive Director

Date _____

12. Taking into account the factors described under the Transfer of Funds Procedures section on page 4 of the Directive, describe the Local Board’s reasoning to request a transfer of funds.

San Francisco has a full employment rate, and the need for WIOA DW funding has decreased since 2021. Total projected enrollments will remain the same, but some DW-eligible participants will be enrolled in DW or Adult services depending on need.

Transfer of Funds Request Participant Plan

Local Area: SFO

Prepared Date 2/16/2024

Enter the number of individuals in each category.

TOTALS FOR PY 2022	ADULT	DW
1. Registered Participants Carried in from PY 2021	103	47
2. New Registered Participants for PY 2022	338	133
3. Total Registered Participants for PY 2022 (Line 1 plus 2)	441	180
4. Exiters for PY 2022	304	122
5. Registered Participants Carried Out to PY 2023 (Line 3 minus 4)	137	58

PROGRAM SERVICES		
6. Career Services	215	105
a. Basic Career Services	120	97
b. Individualized Career Services	95	8
7. Training Services	123	28

Ken Nim, Interim Director of Workforce Development

(415) 701-4848

Contact Person, Title

Telephone Number

Comments:

Transfer of Funds Request Budget Plan

Local Area <u>SFO</u>	Date Prepared <u>2/16/2024</u>
------------------------------	---------------------------------------

Subgrant Number <u>AA311035</u>	Grant	Adult to DW	DW to Adult
Year of Appropriation <u>2022</u>	Code	<input type="checkbox"/> 201 → 299	<input type="checkbox"/> 501 → 499
		<input checked="" type="checkbox"/> 202 → 200	<input checked="" type="checkbox"/> 502 → 500

FUNDING IDENTIFICATION	ADULT	DW
1. Formula Allocation	1,312,335	1,612,315
2. Prior Adjustments - Plus or Minus		
3. Previous Amounts Transferred		
4. Current Amount to be Transferred	625,000	(625,000)
5. TOTAL FUNDS AVAILABLE (Lines 1 through 4)	1,937,335	987,315

TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (Lines 6a through 6c)	1,743,602	888,584
a. Career Services	404,093	205,936
b. Training Services	541,680	276,054
c. Other	797,829	406,594
7. Administration	193,733	98,731
8. TOTAL (Lines 6 plus 7)	1,937,335	987,315

QUARTERLY TOTAL EXPENDITURE PLAN (cumulative)		
9. September 20__		
10. December 20__		
11. March 20__		
12. June 2023	279,843	
13. September 2023	341,237	
14. December 2023	516,325	64,712
15. March 2023	1,226,830	526,014
16. June 2023	1,937,335	987,315

COST COMPLIANCE PLAN (maximum 10%)		
17. % for Administration Expenditures (Line 7/Line 5)	10.00%	10.00%

<u>Ken Nim, Interim Director of Workforce Development</u>	<u>(415) 701-4848</u>
Contact Person, Title	Telephone Number

Comments