



Funding Award Memo and Contract Negotiation

Department: Office of Economic & Workforce Development

Effective Date: July 1, 2022

Purpose

This procedure lays out the awarded program area(s) and funding amount a provider will receive upon successful contract negotiation. The funding amount is usually a combination of various funding stream OEWD administers. The program area is solicited through the OEWD procurement process.

Below is a template of the funding award memo.



Mayor London N. Breed
Executive Director Kate Sofis

Date

Sent via e-mail to: Agency Contacts

To: Agency Contact Person
Title of Agency Contact Person

From: Director of Workforce Development
Office of Economic and Workforce Development

Re: Funding Award: Program Year 2022-2023

Last year, our office provided two-year funding memos to our workforce development grantees. In your organization's Program Year 2021-2022 funding memo, we indicated funding for the upcoming Program Year 2022-2023 in the amount of: \$XXX,XXX.

As we prepare for services in the upcoming program year, the Office of Economic and Workforce Development (OEWD) is offering the following funding to support Agency Name for Service Area(s).

Program Name

Funding Source and Amount

WIOA Adult: \$XXX,XXX
WIOA Dislocated Worker: \$XX,XXX
CDBG Formula Funding: \$XXX,XXX
General Fund: \$XX,XXX
TOTAL 2022-23 AWARD: \$XXX,XXX

Your total funding allocation for the above Program Year 2022-2023 is: \$XXX,XXX.

Your total funding allocation for the 2-year grant term is: \$XXX,XXX.

Your Program Specialist will be in touch shortly on any programmatic next steps related to the development, amendment or revisions to your Scope of Work. In addition, your Grant Coordinator will be in touch regarding budget and compliance-related instructions and adjustments. The final agreed-upon Scope of Work will be due on XXX.

Please be advised that this is a notice of a tentative award, pending conclusion of the City's budget process and successful negotiations between OEWD and your agency, in addition to approval by the San Francisco City Attorney's and Controller's Offices.

INQUIRIES

Inquiries should be addressed to the OEWD at 415-701-4848 or workforce.development@sfgov.org. OEWD and its service providers shall follow this procedure. This procedure will remain in effect from the date of issue until such time that a revision is required.