

# Memorandum



CITY OF DALLAS

DATE February 10, 2023  
Honorable Members of the Workforce, Education, and Equity Committee: Jaynie Schultz (Chair), Casey Thomas (Vice-Chair), Jaime Resendez, Paula Blackmon, Jesse Moreno, Adam McGough, Omar Narvaez  
TO  
SUBJECT **Small Business Center Workforce Development Upskilling Dallas Grant**

The purpose of this memorandum is to provide an update on the Upskilling Dallas grant administered by the Small Business Center.

This grant, supported by ARPA funds, provides workforce training to re-skill or up-skill City of Dallas residents that have been financially impacted by COVID-19 and who are members of low to moderate income households (defined as households at 80% or below Area Median Family Income). The workforce training addresses the skill gaps in the Dallas labor market for advanced Information Technology (IT) and social and human services for working aged adults. The focus is on training for registered behavior technicians (RBT) and industry recognized IT certified technicians in high demand areas. In addition, job readiness and employment placement services are included for all participating individuals.

The grant solicitation opened in May 2022 and closed July 2022 with six active vendor submissions who scored as follows:

Supplier	Total pts (out of 100)
Dallas College	86.67
Dallas County Mental Health and Mental Retardation Center	82
United Way of Metropolitan Dallas	78.33
Zan Wesley Holmes, Jr. Community Outreach Center	74.67
Green Careers Dallas	64
CitySquare	63

Based upon the scores and service needs, the Small Business Center will be recommending the following applicants for funding for City Council action on February 22, 2023:

Vendor	Amount	Services
<b>Dallas College</b>	\$250,000	IT training and certification
<b>Dallas County Mental Health and Mental Retardation Center dba Metrocare Services</b>	\$250,000	RBT training and certification

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Metrics for success will be reflected in the following categories:

- Completion Rate: 80% - 85%
- Industry recognized certification/credential earned: 70% - 85%
- Employed: 75% overall
- Wage range: \$16/hr - \$18/hr

Staff will be available during the Workforce, Education, and Equity Committee meeting on February 13, 2023, to respond to questions or provide additional information. In the meantime, please feel free to contact me or Joyce Williams, Director, Small Business Center at [joyce.williams@dallas.gov](mailto:joyce.williams@dallas.gov).



Kimberly Bizer Tolbert  
Deputy City Manager

c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Jon Fortune, Deputy City Manager

Majed A. Al-Ghafry, Assistant City Manager  
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager  
Dr. Robert Perez, Assistant City Manager  
Carl Simpson, Assistant City Manager  
Jack Ireland, Chief Financial Officer  
Genesis D. Gavino, Chief of Staff to the City Manager  
Directors and Assistant Directors