



**Board Finance/Audit Subcommittee**

**Meeting Agenda**

**Tuesday, November 1, 2022**

**1:00 p.m. – 2:00 pm**

Please Note: Meeting will be held via videoconference call:

Link: <https://us02web.zoom.us/j/89470683691?pwd=cFFod2lTd2toUFhUalJFWGJGd2tFdz09>

Meeting ID: 894 7068 3691; Passcode: 999164; Phone #: +1 (669) 900-6833

***Subcommittee Charter:***

With the ongoing volatility of federal WIOA funding, the Finance/Audit Subcommittee of the Executive Committee was formed to review the organization's financial statements to ensure fiscal accountability and make recommendations, as appropriate, to ensure the sound fiscal health and sustainability of the organization.

- I. Welcome and Review Agenda** (Chair, Elaine Hamilton) (5 minutes)
- II. Review November 8, 2021 Meeting Minutes** (Chair, Elaine Hamilton) (5 minutes)
- III. Expenditures** (Committee) (20 minutes)
  - a. Review PY21 Year-End Financial Statement**
  - b. Review Q1 PY22 Financial Statement**
- IV. Updates NOVAworks Foundation** (Committee) (15 minutes)
- V. Compliance**
  - a. Review of Monitoring Reports for NOVAworks** (Committee) (10 minutes)
- VI. Wrap-up & Next Steps: Report-out at November 30 Board Meeting** (Elaine) (5 minutes)



Finance/Audit Subcommittee  
November 8, 2021 Meeting  
Draft Meeting Minutes

Finance/Audit Subcommittee members present: L. Dalla Betta, E. Hamilton, S. Levy, and A. Manwani

NOVA Staff: K. Stadelman, D. Gamble

**I. Review Agenda and November 4, 2020 Meeting Minutes**

The Finance/Audit Subcommittee reviewed the agenda and meeting minutes from 11/4/20.

**II. Expenditures**

The committee met and reviewed the financial and performance data and monitoring reports for the past year.

- For Program Year (PY) 2020 Year-End Financial Statement, available funding for NOVAworks was \$11.010 million, with spending to date at \$8.564 million, leaving a balance of funds of \$2.446 million.

**III. WIOA Performance**

For PY2020, NOVAworks met or exceeded most of its WIOA performance goals that included: 126.5% and 219.7% success rate on median earnings for adults and dislocated workers, respectively; and 111.1% and 120.1% success rate on credential attainment rate for adults and dislocated workers, respectively. There was just one indicator, employment quarter four for adults, that was scarcely .1% below the expected goal. However, we met the success rate for employment quarter four for dislocated workers at 86.2%. For youth, NOVAworks achieved 124.9% success rate on median earnings and 143.8% success rate on credential attainment rate.

**IV. Compliance**

Every year, staff has managed multiple funding sources and achieved WIOA performance goals and goals for each of the individual grants that NOVAworks receives.

- Audit and monitoring reports were reviewed with no significant findings. An upcoming monitoring report is expected to include a recommendation for the Board bylaws to incorporate the Board nominating process, a statement about proxy voting, and the use of videoconferencing for meetings. This will be agendized for Board approval in 2022.

**V. Wrap-up & Next Steps**

The Subcommittee chairperson will be reporting out on the Finance/Audit Subcommittee meeting at the December 1, 2021 Board meeting. The Subcommittee will recommend that the Board accepts PY2020 Year-End Financial Statement.

**NOVA Grant Status Report**

For the Period from July 1, 2021 through June 30, 2022

Source	Title	Period of Performance		Carry In Funds	PY21 Funds	Total Available	Year End	
		From	To				PTD Spend Actual	Remaining Balance
WIOA	Adult	07/21	06/23	442,719	1,124,131	1,566,850	1,366,046	200,804
WIOA	Dislocated Worker	07/21	06/23	551,733	1,641,147	2,192,880	1,222,757	970,123
WIOA	Youth	04/21	06/23	560,349	1,101,312	1,661,661	1,255,749	405,912
WIOA	Rapid Response	07/21	06/22	-	946,616	946,616	933,952	12,664
WIOA	RR Layoff Aversion	07/21	06/22	-	282,996	282,996	267,078	15,918
	<i>Allocation Subtotal</i>			1,554,801	5,096,202	6,651,003	5,045,582	1,605,421
WIOA	Library Workforce Partnership LWPI AAG	04/21	08/23	20,000	-	20,000	20,000	-
WIOA	25% Additional Assistance - SV Dislocated Worker	03/20	09/21	178,893	-	178,893	178,893	-
WIOA	25% Additional Assistance - Reemployment & Equity	07/21	09/22	-	900,000	900,000	743,321	156,679
WIOA	High Performing Board - Incentive	07/20	09/21	581	-	581	581	-
WIOA	DW Trade & Economic Transition	10/18	09/21	1,027	-	1,027	1,027	-
State NDWG	Employment Recovery NDWG	04/20	03/23	20,881	388,654	409,535	209,535	200,000
DOL NDWG	CAREER DWG	08/21	08/23	-	3,000,000	3,000,000	315,585	2,684,415
SMC Gen Fund	San Mateo County WEX Strategic Planning - COVID19	02/21	09/21	34,641	-	34,641	34,641	-
SMC ARPA	San Mateo County ARPA Workforce Pilot Program	03/22	10/22	-	400,000	400,000	90,916	309,084
Milpitas Gen Fund	City of Milpitas Workforce Recovery	04/21	05/22	29,242	-	29,242	29,242	-
CEC	Prospect Silicon Valley - Berkely Unified School Dist	03/22	07/23	-	15,000	15,000	3,684	11,316
CEC	Prospect Silicon Valley - Twin Rivers Unified School	03/22	07/23	-	15,000	15,000	3,592	11,408
	<i>NOVA Subtotal (includes Allocation subtotal)</i>			1,840,066	9,814,856	11,654,922	6,676,599	4,978,322
RPU / CDCR	RPU Funding - NOVA Allotment only							
RPU / CDCR	P2E Direct Services (IDS)	12/19	03/22	49,150	-	49,150	47,852	1,298
RPU / WIOA	P2E Supp Service / Earn & Learn (SSEL)	12/19	03/22	105,941	-	105,941	104,139	1,802
RPU / WIOA	RPI 3.0 SlingShot	04/20	03/22	313,644	-	313,644	313,644	-
RPU / WIOA	RPI 4.0 Advanced Equity thru Skills Based Hiring	04/21	09/22	292,500	-	292,500	196,840	95,660
	<i>RPU Subtotal</i>					761,235	662,475	98,760
	<b>TOTAL</b>					12,416,157	7,339,074	5,077,083
	<b>NOVA Foundation</b>			257,276	886,999	1,144,275	22,620	1,121,655

## NOVA Grant Status Report

For the Period from July 1, 2022 through September 30, 2022

Source	Title	Period of Performance From	To	Total Available	PTD Spend Actual	Remaining Balance
WIOA	Adult - PY21	07/21	06/23	1,124,131	1,119,045	5,086
WIOA	Adult - PY22	07/22	06/24	1,503,060	-	1,503,060
WIOA	Dislocated Worker - PY21	07/21	06/23	1,641,147	1,451,761	189,386
WIOA	Dislocated Worker - PY22	07/22	06/24	2,138,887	-	2,138,887
WIOA	Youth - PY21	04/21	06/23	1,101,312	915,020	186,292
WIOA	Youth - PY22	04/22	06/24	1,496,149	-	1,496,149
WIOA	Rapid Response - PY21	07/21	06/22	946,616	946,616	-
WIOA	Rapid Response - PY22	07/22	06/23	1,749,315	1,529,582	219,733
WIOA	RR Layoff Aversion - PY21	07/21	06/22	282,996	282,996	-
WIOA	RR Layoff Aversion - PY22	07/22	06/23	514,634	493,270	21,364
	<i>Allocation Subtotal</i>			12,498,247	6,738,290	5,759,957
WIOA	25% Additional Assistance - Reemployment & Equity	07/21	09/22	900,000	898,888	1,112
State NDWG	Employment Recovery NDWG	04/20	03/23	200,000	4,558	195,442
DOL NDWG	CAREER DWG	08/21	08/23	3,000,000	565,856	2,434,144
SMC ARPA	San Mateo County ARPA Workforce Pilot Program	03/22	10/22	400,000	227,839	172,161
CEC	Prospect Silicon Valley - Berkely Unified School Dist	03/22	07/23	15,000	10,020	4,980
CEC	Prospect Silicon Valley - Twin Rivers Unified School	03/22	07/23	15,000	10,339	4,661
SCC ARPA	*Santa Clara County ARPA Workforce Pilot Program	07/22	06/23	250,000	-	250,000
	<i>NOVA Subtotal (includes Allocation subtotal)</i>			17,278,247	8,455,790	8,822,457
	RPU Funding - NOVA Allotment only					
RPU / WIOA	**RPI 4.0 Advanced Equity thru Skills Based Hiring	04/21	09/22	95,660	13,174	82,486
RPU	*Regional Equity and Recovery Partnerships	12/22	09/25	800,000	-	800,000
	<i>RPU Subtotal</i>			895,660	13,174	882,486
	<b>TOTAL</b>			18,173,907	8,468,964	9,704,944
	<b>NOVA Foundation</b>			1,121,655	794	1,120,861

\* Denotes New Funding



**CITY OF SUNNYVALE, CALIFORNIA**

Single Audit Reports

For the Year Ended June 30, 2021



Certified  
Public  
Accountants

**CITY OF SUNNYVALE, CALIFORNIA**

For the Year Ended June 30, 2021

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**Independent Auditor's Report on Internal Control Over Financial Reporting and  
on Compliance and Other Matters Based on an Audit of Financial Statements  
Performed in Accordance With *Government Auditing Standards***

Honorable Mayor and Members  
of the City Council  
City of Sunnyvale, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Sunnyvale, California (City), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated December 29, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.



**Purpose of this Report**

The purpose of this report is solely to describe the scope of our 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. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Macias Gini & O'Connell LLP

Walnut Creek, California  
December 29, 2021





**Independent Auditor's Report on Compliance for Each Major Federal Program;  
Report on Internal Control Over Compliance; and Report on Schedule of  
Expenditures of Federal Awards Required by the Uniform Guidance**

Honorable Mayor and Members  
of the City Council  
City of Sunnyvale, California

**Report on Compliance for Each Major Federal Program**

We have audited the City of Sunnyvale, California's (City) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2021. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City's compliance.

***Opinion on Each Major Federal Program***

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal program for the year ended June 30, 2021.

**Report on Internal Control Over Compliance**

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of

requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

#### **Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated December 29, 2021, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the 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 basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

*Macias Gini & O'Connell LLP*

Walnut Creek, California  
August 15, 2021

**CITY OF SUNNYVALE, CALIFORNIA**  
**Schedule of Expenditures of Federal Awards**  
For the Year Ended June 30, 2021

Federal Grantor/Pass-Through Grantor/Federal Program Title/Local Program Title	Assistance Listing Number	Pass-Through Entity Number	Federal Expenditures	Passed Through to Subrecipients
<b>U.S. Department of Housing and Urban Development</b>				
Direct Programs:				
Community Development Block Grants/Entitlement Grants	14.218	Not Applicable	\$ 1,882,595	\$ 947,098
Home Investment Partnerships Program	14.239	Not Applicable	630,764	562,691
Total U.S. Department of Housing and Urban Development			2,513,359	1,509,789
<b>U.S. Department of Labor</b>				
Direct Program:				
WIOA National Dislocated Worker Grants / WIA National Emergency Grants	17.277	EM-28115-16-60-A-6	52,433	-
Pass-Through State of California Employment Development Department:				
WIOA Cluster:				
WIOA Adult Program	17.258	AA111021	816,224	310,672
WIOA Adult Program	17.258	AA011021	531,309	-
WIOA Adult Program - Regional Plan Implementation 3.0	17.258	AA011021	84,982	51,097
WIOA Adult Program - High Performing Boards	17.258	AA011021	3,265	-
WIOA Adult Program - Slingshot 2.0 Regional Plan Implementation	17.258	K9110032	78,594	64,560
WIOA Adult Program - Regional Organizers/Training Coordinator	17.258	K9110032	68,476	56,772
Subtotal WIOA Adult Program			1,582,850	483,101
WIOA Youth Activities	17.259	AA111021	680,939	204,475
WIOA Youth Activities	17.259	K9110032	518,659	150,719
Subtotal WIOA Youth Activities			1,199,598	355,194
WIOA Dislocated Worker Formula Grants	17.278	AA011021	435,784	-
WIOA Dislocated Worker Formula Grants	17.278	AA111021	1,053,088	418,117
WIOA Dislocated Worker Formula Grants - Rapid Response	17.278	AA011021	3,594	-
WIOA Dislocated Worker Formula Grants - Rapid Response	17.278	AA111021	869,033	-
WIOA Dislocated Worker Formula Grants - Rapid Response Layoff Aversion	17.278	AA011021	976	-
WIOA Dislocated Worker Formula Grants - Rapid Response Layoff Aversion	17.278	AA111021	206,281	-
WIOA Dislocated Worker Formula Grants - Rapid Response Additional Assistance	17.278	AA011021	721,106	-
WIOA Dislocated Worker Formula Grants - Rapid Response Additional Assistance	17.278	K9110032	1,352,790	-
COVID-19 - WIOA Dislocated Worker Formula Grants - Rapid Response Underserved	17.278	AA011021	167,835	167,323
Subtotal WIOA Dislocated Worker Formula Grants			4,810,487	585,440
Subtotal WIOA Cluster			7,592,935	1,423,735
WIOA National Dislocated Worker Grants / WIA National Emergency Grants	17.277	AA011021	389,119	-
WIOA National Dislocated Worker Grants / WIA National Emergency Grants	17.277	K9110032	278,685	-
Total U.S. Department of Labor			8,313,172	1,423,735
<b>U.S. Department of Transportation</b>				
Pass-Through State of California Department of Transportation:				
Highway Planning and Construction:				
Sunnyvale Safe Routes to School Improvements	20.205	ATPL-5213(067)	3,987	-
Snail Neighbourhood Improvements	20.205	ATPL-5213(068)	2,666	-
Fair Oaks Avenue Over Caltrain	20.205	BHLS-5213(039)	9,379,228	-
Fair Oaks Avenue Bike Lanes and Streetscape	20.205	CML-5213(051)	38,584	-
Maude Ave Bike Lanes and Streetscape	20.205	CML-5213(057)	52,554	-
East Sunnyvale Area Transportation Improvements	20.205	CML-5213(060)	122,294	-
Peery Park Area Transportation Improvements	20.205	CML-5213(061)	2,020	-
Fair Oaks Avenue Bike Lanes and Streetscape - Phase 2	20.205	CML-5213(062)	157,633	-
Java Drive Road Diet and Bike Lanes	20.205	CML-5213(064)	55,740	-
Lawrence Station Area Sidewalks and Bicycle Facilities	20.205	CML-5213(065)	66,896	-
Intersection of Mathilda Ave & Indio Way	20.205	HSIPL-5213 (056)	42,773	-
Advanced Dilemma Zone Detection Intersect	20.205	HSIPL-5213 (058)	111,943	-
Advance Dilemma Zone Detection	20.205	HSIPL-5213(071)	100,255	-
Systemic Safety Analysis Report Program - (SSARP)	20.205	SSARPL-5213(059)	7,042	-
Sunnyvale Traffic Signal Upgrades	20.205	STPL-5213(063)	31,645	-
Mary Ave Caltrain Tracks Cross Safety	20.205	STPLR-7500(256)	49,807	-
Subtotal Highway Planning and Construction			10,225,067	-
Pass-Through State of California Office of Traffic Safety:				
State and Community Highway Safety:				
Selective Traffic Enforcement Program (STEP)	20.600	PS21019	1,071	-
Total U.S. Department of Transportation			10,226,138	-
<b>U.S. Department of Treasury</b>				
Pass-Through State of California Department of Finance:				
COVID-19 - Coronavirus Relief Fund	21.019	Not Available	1,932,363	-
Total U.S. Department of Treasury			1,932,363	-
<b>U.S. Environmental Protection Agency</b>				
Direct Program:				
Water Infrastructure Finance Innovation Act (WIFIA)	66.958	Not Applicable	127,353	-
Total U.S. Environmental Protection Agency			127,353	-
<b>U.S. Department of Health and Human Services</b>				
Pass-Through Sourcewise:				
Special Programs for the Aging Title III, Part B Grants for Supportive Services and Senior Centers	93.044	20171601	39,149	-
Total U.S. Department of Health and Human Services			39,149	-
<b>Total Expenditures of Federal Awards</b>			<b>\$ 23,151,534</b>	<b>\$ 2,933,524</b>

\* The subtotal of direct and pass-through grants for CFDA No. 17.277 was \$720,237.

See accompanying notes to the schedule of expenditures of federal awards.

# CITY OF SUNNYVALE, CALIFORNIA

## Notes to the Schedule of Expenditures of Federal Awards

For the Year Ended June 30, 2021

**(1) GENERAL**

The accompanying schedule of expenditures of federal awards (SEFA) presents the activities of the federal award programs of the City of Sunnyvale, California (City). The City's reporting entity is defined in Note 1 to its basic financial statements. The SEFA includes all federal awards received directly from federal agencies and federal awards passed-through other governmental agencies. The information in the SEFA is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

**(2) BASIS OF PRESENTATION**

The accompanying SEFA is presented using the modified accrual basis of accounting for grants accounted for in the governmental fund types and the accrual basis of accounting for grants accounted for in the proprietary fund types, as described in Note 1 to the City's basic financial statements. Expenditures of federal awards reported in the SEFA are recognized when incurred and all eligibility requirements have been met. Such expenditures are recognized following the cost principles contained in 2 CFR 200, Subpart E (Cost Principles), wherein certain types of expenditures are not allowable or are limited as to reimbursement. The City did not elect to use the 10% de minimis cost rate allowed under the Uniform Guidance.

**(3) RELATIONSHIP TO THE BASIC FINANCIAL STATEMENTS**

Expenditures of federal awards are reported in the City's basic financial statements as expenditures in the governmental funds or as expenses/capital assets in the proprietary funds. Federal award expenditures agree or can be reconciled with the amounts reported in the City's basic financial statements.

CITY OF SUNNYVALE, CALIFORNIA

Schedule of Findings and Questioned Costs

For the Year Ended June 30, 2021

**Section I Summary of Auditor's Results**

*Financial Statements*

Type of auditor's report issued on whether the financial statements audited were prepared in accordance with accounting principles generally accepted in the United States of America: Unmodified

Internal control over financial reporting:

- ◆ Material weakness(es) identified? No
- ◆ Significant deficiency(ies) identified? None reported

Noncompliance material to the financial statements noted? No

*Federal Awards*

Internal control over major federal programs:

- ◆ Material weakness(es) identified? No
- ◆ Significant deficiency(ies) identified? None reported

Type of auditor's report issued on compliance for the major federal programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR200.516(a)? No

Identification of major programs:

Assistance Listing Number(s)	Name of Federal Program or Cluster
20.205	Highway Planning and Construction
21.019	Coronavirus Relief Fund

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as a low-risk auditee? Yes

**Section II Financial Statement Findings**

None reported.

**Section III Federal Award Finding and Questioned Costs**

None reported.

**CITY OF SUNNYVALE, CALIFORNIA**

Summary Schedule of Prior Audit Findings

For the Year Ended June 30, 2021



**CITY OF SUNNYVALE**

505 West Olive Avenue  
Sunnyvale, California 94086

**Status of Prior Year Findings and Corrective Action Plan**

Reference Number:	2017-001 – Home Investment Partnerships Program <b>Instance of Noncompliance</b>
Condition:	During our audit of the earmarking requirements of the program, we noted that the City did not reserve 15 percent of the 2016 allocation for investment in housing to be owned, developed or sponsored by community housing development.
Recommendation:	We recommend the City continue to seek out alternative options to fulfill the CHDO reserve requirement.
Current Status:	Corrective action plan is implemented. The City continues to issue RFPs annually based on our federal award amounts. Each year, 15% of the City's HOME funds are earmarked for CHDO uses. The City did not receive any application for CHDO funding in 2021, as well as 2022 and therefore, will earmark funds for a future CHDO. Since those funds cannot be used for any other purpose, and if the City is not able to allocate the funds, those specific funds will be returned to HUD.



September 8, 2022

Marlena Sessions, Director  
NOVA  
505 West Olive, Suite 550  
Sunnyvale, CA 94086

Dear Marlena Sessions:

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SECTION 188  
NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS  
ANNUAL COMPLIANCE MONITORING REVIEW  
FINAL REPORT PROGRAM YEAR (PY) 2021-22**

This notification informs you of the results of the Employment Development Department's (EDD) Equal Employment Opportunity (EEO) Office desk compliance monitoring review of NOVA for compliance to the WIOA Section 188 for PY 2021-22. This review was conducted by Zachary Sergio, EEO Specialist.

Our review was conducted under the authority of WIOA Section 188 and its implementing regulation Title 29 Code of Federal Regulations Part 38. The purpose of this review was to determine the level of compliance by NOVA with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant regarding nondiscrimination and equal opportunity provisions for PY 2021-22.

We collected the information for this report through a desk review of documents submitted by NOVA, the completed EDD's EEO Office Compliance Monitoring Guide completed by your Equal Opportunity (EO) Officer, interviews with NOVA representatives, and a review of applicable policies and procedures.

**COMPLIANCE MONITORING REVIEW RESULTS**

We conclude that, overall, NOVA is meeting applicable WIOA Section 188 requirements concerning nondiscrimination and equal opportunity provisions.

This report contains no findings or conditions; therefore, we are issuing this report as the final report.



Marlena Sessions  
September 8, 2022  
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Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included in our review. It is NOVA's responsibility to ensure that its systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Consequently, any deficiencies identified in subsequent reviews, such as an audit, would remain the NOVA's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Zachary Sergio at [Zachary.Sergio@edd.ca.gov](mailto:Zachary.Sergio@edd.ca.gov) or Kimberly Clinton, EEO Office Manager, at [Kimberly.Clinton@edd.ca.gov](mailto:Kimberly.Clinton@edd.ca.gov).

Sincerely,

/s/ MATILDA AIDAM  
State-level EO Officer

cc: Teri Brimacomb, Workforce Services Branch, MIC 50  
Cindy Stahl, NOVA Consortium EO Officer