

## RESOLUTION NO. .

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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**RESOLUTION: A) AUTHORIZING AND DIRECTING THE COUNTY MANAGER, OR DESIGNEE(S), TO CONTRIBUTE A TOTAL AMOUNT NOT TO EXCEED \$350,000 IN SEED FUNDS TO A TECHNOLOGY TOOLS AND TRAINING GRANT PROGRAM FOR TARGETED SMALL BUSINESSES IN THE COUNTY; AND B) AUTHORIZING AND DIRECTING THE COUNTY MANAGER, OR DESIGNEE(S), TO NEGOTIATE AND ENTER INTO AN AGREEMENT WITH RENAISSANCE ENTREPRENEURSHIP CENTER TO ADMINISTER AND DISBURSE THE TECHNOLOGY TOOLS AND TRAINING GRANT PROGRAM, WITH TOTAL ADMINISTRATIVE FEES NOT TO EXCEED \$50,000, AND GRANTING A WAIVER OF THE REQUIREMENT FOR COMPETITIVE BIDDING PROCESSES FOR ACQUISITION OF SERVICES NECESSARY TO ADMINISTER AND DISTRIBUTE THE TECHNOLOGY TOOLS AND TRAINING GRANT PROGRAM PURSUANT TO SECTION 2.83.050(e) OF THE SAN MATEO COUNTY ORDINANCE CODE**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that:

**WHEREAS**, on March 3, 2020, and pursuant to Section 101080 of the California Health and Safety Code, the San Mateo County Health Officer (the "Health Officer") declared a local health emergency throughout San Mateo County related to the novel coronavirus ("COVID-19") and the Board of Supervisors has ratified and extended this local health emergency, which remains in effect throughout San Mateo County; and

**WHEREAS**, on March 3, 2020, and pursuant to Section 8630 of the California Government Code and Chapter 2.46 of the San Mateo County Ordinance Code, the San Mateo County Director of Emergency Services proclaimed a local emergency throughout San Mateo County related to COVID-19 and the Board has ratified and extended the proclamation of a local emergency ("Local Emergency"), which remains in effect; and

**WHEREAS**, on March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency related to COVID-19 ("State of Emergency"), effective throughout the State of California, which remains in place; and

**WHEREAS**, on March 19, 2020, Governor Newsom issued Executive Order N-33-20, which, imposed a Statewide Shelter-In-Place Order requiring individuals to remain in their places of residence except as needed to maintain continuity of operations of critical infrastructure, access necessities such as food, prescriptions and healthcare, or engage in other authorized activities; and

**WHEREAS**, on May 8, 2020, Governor Newsom announced a plan to allow the limited reopening of some businesses beyond those in the category of essential critical infrastructure, which is part of the "Resilience Roadmap" for California, the multiphase plan to modify the Statewide Shelter-In-Place Order; and

**WHEREAS**, on June 16, 2020, the State approved the County's request for a variance allowing the County to align with the Resilience Roadmap for California; and

**WHEREAS**, on June 17, 2020, County aligned with the Statewide Shelter-in-Place Order/Resilience Roadmap, emphasizing individual behavior and the practices that businesses must follow as they resume operations, including limiting gatherings to no more than 50 people, outlining social distancing and face covering requirements, allowing for social bubbles, and requiring businesses to implement a social distancing protocol and written health and safety plans, based on evidence of continued significant community transmission of COVID-19 within the County and throughout the Bay Area and the Health Officer will continue to update San Mateo County orders to align with State guidelines; and

**WHEREAS**, due to an unprecedented surge in COVID-19 cases, effective December 17, 2020, the State issued a Regional Stay at Home Order for the entire Bay Area region, which included the County; and

**WHEREAS**, while the Regional Stay at Home Order has now been lifted and vaccination efforts are underway across the State and in the County, the COVID-19 pandemic is not yet over and its effects continue to impact the County and its residents; and

**WHEREAS**, over the course of the past year, there have now been over 3,630,000 confirmed COVID-19 cases across the State, with nearly 57,000 deaths, and over 39,000 confirmed cases in the County, with 536 deaths; and

**WHEREAS**, the San Mateo County COVID Recovery Initiative Economic Committee (the “Committee”) developed 35 recommendations to support local businesses and prepare the County’s workforce for the post-pandemic economy, and while many of the Committee’s recommendations, such as webinars and on-site support with health guidance compliance and expansion of the small business assistance program, were implemented, many were not; and

**WHEREAS**, in November 2020, the County contracted with NOVAworks, the County’s Workforce Development Board, to undertake two projects: pilot a work experience program for unemployed residents and assess the current attitudes and concerns of workers and small businesses impacted by COVID-19; and

**WHEREAS**, NOVAworks then developed an action-oriented Strategic Plan for Workforce Recovery (the “Strategic Recovery Plan”), which consists of three phases and

includes a total of seven recommendations that, when implemented, will help the County emerge from the COVID-19 pandemic with workers and businesses ready for the post-pandemic economy and beyond; and

**WHEREAS**, small businesses represent 88% of the County's private enterprises, and these small businesses have historically provided the County a critical source of job growth and are essential to the vibrancy, diversity, and long-term sustainability of the County's cities and local communities; and

**WHEREAS**, many of the County's small businesses have been hit particularly hard by the COVID-19 pandemic, in particular those in vulnerable communities, as shoppers who have been sheltering in their homes are increasingly purchasing on-line, and, while some small businesses have successfully pivoted to on-line models, many are struggling due to a lack of technology, digital literacy, and/or adequate resources; and

**WHEREAS**, Phase 1 of the Strategic Recovery Plan involves saving small businesses in the County from permanent closure and encouraging emerging entrepreneurs; and

**WHEREAS**, in late 2020, the County contracted with the Renaissance Entrepreneurship Center (REC) to administer over \$3,500,000 in grants to small businesses owners residing in the lower income zip codes in San Mateo County ("Targeted Small Business Grant Program"); and

**WHEREAS**, many of the applicants for grants from the Targeted Small Business Grant Program expressed a need for technology-based assistance; and

**WHEREAS**, to address the technology-based needs of small businesses in vulnerable communities throughout the County, and position those small businesses for success in the post-pandemic economy, the Board desires to establish a pilot Technology Tools and Training Grant Program targeting small businesses owners in the lowest income zip codes of the County; and

**WHEREAS**, the Technology Tools and Training Grant Program would disburse grants of up to \$2,500 to small business owners that were eligible for, but did not receive, a grant from the Targeted Small Business Grant Program, to assist with website development, e-commerce capabilities, digital/online marketing, and social media presence at a total cost not to exceed \$350,000, including administration fees of \$50,000; and

**WHEREAS**, to be eligible for the Technology Tools and Training Grant Program, a business owner must **(1)** be lower income (i.e., must have had an annual income below \$120,000 during 2019 or an average annual income below \$120,000 over the last three years) and **(2)** live in one of the of the following zip codes which were selected based on percent of families living below the poverty level, high numbers of immigrant assistance applicants, and lower average family income:

- Daly City: 94014 and 94015
- East Palo Alto: 94303
- Menlo Park: 94025
- Unincorporated Mid-Coast: 94038
- Pescadero: 94060

- Redwood City/NFO: 94061, 94063
- San Mateo: 94401, 94403
- South San Francisco/San Bruno: 94066, 94080; and

**WHEREAS**, for businesses owned as partnerships, a person meeting the qualifications in the above paragraph must own 51% of the business in order for the business to be eligible for a grant from the Technology Tools and Training Grant Program; and

**WHEREAS**, since 1984, REC has assisted very low-to-moderate income individuals start and grow their small businesses, including through its recent administration of the Targeted Small Business Grant Program; and

**WHEREAS**, the Board desires that the County enter into an agreement with REC to administer and disburse the Technology Tools and Training Grant Program in exchange for administrative fees in an amount not to exceed \$50,000; and

**WHEREAS**, given the unique expertise and the trusted partnership REC has established with minority and other small businesses owners in the County, the Board has determined that the best interests of the County would be served without the necessity of competitive bidding for acquisition of any services necessary to administer and disburse the pilot Technology Tools and Training Grant Program and, therefore, grants a waiver of the competitive bidding process pursuant to Section 2.83.050(e) of the San Mateo County Ordinance Code.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED THAT** the Board authorizes and directs the County Manager, or designee(s), to develop a pilot Technology Tools and Training Grant Program for disbursement of grants to targeted local small businesses of up to \$2,500 to assist with website development, e-commerce capabilities, digital/online marketing, and social media presence, at a total cost not to exceed \$350,000, including administration fees of \$50,000, consistent with the above findings, terms, and intent.

**BE IT FURTHER RESOLVED THAT** the Board authorizes and directs the County Manager, or designee(s), to negotiate and enter into an agreement with REC to administer and disburse the pilot Technology Tools and Training Grant Program in exchange for total administrative fees not to exceed \$50,000 consistent with the above findings, terms, and intent, and the Board grants a waiver of the competitive bidding process for the acquisition of any services from REC necessary to administer and distribute the Technology Tools and Training Grant Program pursuant to Section 2.83.050(e) of the San Mateo County Ordinance Code.

**BE IT FURTHER RESOLVED THAT** the County Manager, or designee(s), shall report back to the Board in early April 2021 regarding the status of the pilot Technology Tools and Training Grant Program.

**BE IT FURTHER RESOLVED THAT** the County Manager, or designee(s), is hereby authorized to enter into amendments to the above agreement which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

**BE IT FURTHER RESOLVED THAT** the County Manager, or designee(s), is hereby authorized to apply state and/or federal funds that may be made available in connection with the County's response to the COVID-19 pandemic to reimburse the County's General Fund for all or a portion of monies expended on the Technology Tools and Training Grant Program.

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