



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY MANAGER

**File #:** 21-575

Board Meeting Date: 7/13/2021

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Michael P. Callagy, County Manager  
Peggy Jensen, Deputy County Manager

**Subject:** Report Updating the Board on the North County Small Business Assistance Center

**RECOMMENDATION:**

Accept this informational report updating the Board of Supervisors on the status of the North County Small Business Assistance Center ("Center") and authorize the President of the Board to submit letters of support for grant applications for the establishment and ongoing operation of the Center that do not require a County financial contribution.

**BACKGROUND:**

On March 3, 2021, the Board approved a countywide pandemic economic recovery plan that included a contribution of \$200,000 toward the establishment of the Center to assist small businesses in the northern part of the County. The Center will serve as a business resource center for residents of Colma, Brisbane, Daly City, Millbrae, Pacifica, San Bruno, South San Francisco, and the unincorporated areas of the County located adjacent to these cities. The Board instructed County staff to collaborate with the City of South San Francisco (the "City") on establishment of the Center.

Since March, City and County staff have worked together to get the Center up and running. After the City issued a request for proposal for a business service provider, the City and County jointly selected the Renaissance Entrepreneurship Center ("REC") to provide these services. REC then hired Amanda Anthony to serve as Director of the REC program at the Center, and Ms. Anthony started her new position on June 26th.

In addition to business support services, the City is funding job placement and training programs at the Center. These services will be exclusively for South San Francisco residents. After reviewing multiple proposals, the City selected Job Train to provide the employment-based programs at the Center.

The City has also leased a building (located at 366 Grand Street) in the City and an architect is

working on a remodeling plans to convert the space into a welcoming resource center for both business owners and job seekers. The projected construction timeline is approximately six months, with an expected opening date for the Center site in the late fall or early winter 2021. Prior to the facility opening, REC will be offering on-line classes for northern County business owners and entrepreneurs.

**DISCUSSION:**

To assist with both the establishment and future ongoing operation of the Center, the City is applying for grant funding, including a grant from the United States Economic Development Administration (“EDA”), and has asked the Board to submit a letter of support for the EDA grant request. A draft letter of support is included as an attachment to this report.

Since the City is applying for other grants, staff recommends that, in addition to authorizing the President of the Board to sign the letter for the EDA grant proposal, the Board also grant the President authority to sign letters of support for any future grants requesting funding for the establishment and ongoing operation of the Center that do not include a County financial contribution.

**FISCAL IMPACT:**

There is no fiscal impact associated with accepting this informational report or authorizing the President of the Board to submit letters of support for grant applications requesting funding for the establishment and ongoing operation of the Center that do not require a County financial contribution.