



County of San Mateo

Inter-Departmental Correspondence

Department: BOARD OF SUPERVISORS
DISTRICT 4
File #: 23-47

Board Meeting Date: 1/31/2023

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Supervisor Warren Slocum, District 4
Subject: Agreement with Job Train to Assist Job Seekers Impacted by COVID-19 at North Fair Oaks Economic Advancement Center

RECOMMENDATION:

Adopt a resolution authorizing and directing the President of the Board to enter into an agreement with Job Train for an amount not to exceed \$688,883 and a term of 20 months, from January 31, 2023, through September 30, 2024, to provide services to job seekers through the North Fair Oaks Economic Advancement Center.

BACKGROUND:

Over the past two plus years, the Board has taken extensive steps to assist households and small businesses that have been impacted by the COVID-19 public health emergency and its negative economic consequences.

One of those steps was contributing \$200,000 in American Rescue Plan Act (ARPA) funds toward development of the South San Francisco Economic Advancement Center (SSF EAC). The SSF EAC is a one-stop shop that provides a range of technical assistance to job seekers, small business owners, and local entrepreneurs adversely impacted by the pandemic. After conducting a competitive procurement, South San Francisco selected Job Train to provide services to impacted job seekers at the SSF EAC.

Job Train began offering virtual and in-person coaching, training, and classes in July 2021. During the past fiscal year, Job Train served 120 clients and helped place 55 clients in jobs. Job Train most frequently provided services to job seekers in the areas of career advising and exploration, job search support, referrals for job training, and mock interviewing.

Due to the success of the SSF EAC, on September 13, 2022, the Board authorized an allocation of \$5,000,000 in ARPA funds for the development and operation of new Economic Advancement Centers in Half Moon Bay (\$2,500,000) and North Fair Oaks (\$2,500,000). Additional funding for the

North Fair Oaks Economic Advancement Center (NFO EAC) was also approved on September 13, 2022, when the Board accepted a \$500,000 grant from the Chan Zuckerberg Initiative (CZI) made through the Silicon Valley Community Foundation. With that grant, a total of \$3,000,000 in start-up and initial operating funds are available for the NFO EAC.

DISCUSSION:

To identify qualified service providers for the NFO EAC, staff conducted a competitive procurement process in October of last year and received three proposals: two for job seeker services and one for small business and entrepreneur support. A group that included representatives from Supervisor Slocum's staff, the County Office of Community Affairs, the County Executive's Office, and the City of South San Francisco (the "Review Committee") reviewed the proposals. The Review Committee met in early December and selected Job Train to provide support to job seekers at the NFO EAC. A copy of the RFP matrix is included as an exhibit to this memorandum.

The proposed agreement between the County and Job Train would provide services for local job seekers at the NFO EAC for an amount not to exceed \$688,883 over a 20 month term, which includes an 18 month pilot period during which Job Train would test the concept of the NFO EAC, plus one month at the start of the term for initial project planning and one month at the end of the term for preparation of the final report, consisting of detailed performance data, client demographics, client stories, and lessons learned, and a final expenditure statement ("Agreement").

The NFO EAC project can begin as soon as the proposed Agreement is signed. Until space for the NFO EAC can be leased and furnished, the Job Train team will share space with the Office of Community Affairs at Casa Circulo. Under the proposed Agreement, Job Train may, at the County's direction, expand its services to also include impacted individuals, households and small businesses located in other South County communities (i.e., Redwood City, Menlo Park, and East Palo Alto), but only after Job Train completes at least six months of marketing and outreach in and directed to North Fair Oaks individuals, households, and/or small businesses.

The County Attorney's Office has reviewed and approved the proposed Agreement with Job Train as to form.

FISCAL IMPACT:

The agreement with Job Train in an amount not to exceed \$688,883 will be funded with ARPA funds, to the extent available and eligible, and the \$500,000 grant from CZI. However, to the extent appropriate, the agreement may ultimately be covered by reimbursement from funds provided through other state and/or federal funds that may be made available in connection with the County's response to the COVID-19 pandemic.