Renewal Application for FY 2023-24
Redwood City, City of San Mateo, San Mateo County, and South San Francisco

GENERAL INFORMATION

1. Project Title: Creating Economic Opportunity for Low-Income Women and Men
2. Project Address: 1848 Bay Road City: East Palo Alto Zip: 94303

3. Provide a one sentence project summary:
With support from the City of Redwood City, City of San Mateo, City of South San Francisco and County of San Mateo, Renaissance Peninsula will support 200 low-income English- and Spanish-speaking women and men: 60 in Redwood City; 30 in the City of San Mateo; 30 in the City of South San Francisco; and 80 in the County of San Mateo, with customized small business training, one-on-one consulting, and access to capital, resources and networks to assist them in starting and growing their own sustainable small businesses.

4. Organization Name: Renaissance Entrepreneurship Center
Organization Address: 275 5th Street City: San Francisco Zip: 94103
Organization Phone: 415-541-8580 Website: www.rencenter.org

Type of Applicant: Non-Profit **Our agency serves:** Persons

5. Contact Person / Project Administrator: Name: Timothy Russell Title: Program Director Telephone: 650-321-2193 x1102
Contact Email: trussell@rencenter.org Fax:

6. Name of Agency Director: Sharon Miller

7. Fiscal Officer: Name: Doug House Email: dhouse@rencenter.org Telephone: 415-348-6259
Fiscal Officer Address: 275 5th Street City: San Francisco Zip: 94103-4117

8. Authorized Signatory: Name: Sharon Miller Email: sharon@rencenter.org Telephone: 415-348-6243
Fiscal Officer Address: 275 5th Street City: San Francisco Zip: 94103-4117

9. Please provide days and hours of regularly scheduled operation:

10. SAM/UEI Number: 054629282 **Federal EIN/TIN Number:** 94-2793122

Funding recevied from:
- [x] Redwood City
- [x] City of San Mateo
- [x] County of San Mateo
- [x] South San Francisco

10. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out in FY 2023. This should also include program objectives and key priorities for each specific jurisdiction.
Note: This narrative has been copied from your previous application. Please update if appropriate.
Deliver English- and Spanish-language small business training and support services to empower low-income women and men with the skills, resources and networks needed to launch and grow their own businesses including:
Training Classes: Practical, intensive, hands-on training classes on the introductory and business planning levels that provide clients with technical and soft skills, a written plan, confidence and a network of like-minded entrepreneurs
Start Smart: 4-session,12-hour class helps clients determine feasibility of business ideas and build foundational skills
Business Prep: 10-week, 30-hour class provides clients with fundamentals of finance, marketing, management, operations and planning
Business of Child Care: 4-week,12-hour class addresses industry-specific requirements of child care businesses
Pop-Up Accelerator: 4-week, 12-hour class teaches clients how to conduct temporary sales and grassroots marketing
Women's Empowerment Training: 4-session, 8-hour class brings together women to focus on soft skills for entrepreneurship
Workshops: Stand-alone trainings in technology, marketing and finance One-on-One Consulting: Individual customized support and guidance to assist in business launch and growth Technical Assistance and Capital Access - Helps clients improve their financial management skills and secure capital through small business grants and loans.
Food Truck Program: Zero to FoodTrucker is a 4-week course that provides a roadmap which walks individuals, step-by-step, from start to launch, on how to build a profitable food truck business starting at ground zero.
Comida & Comunidad: Specialty monthly networking-plus-training program for Spanish-speaking entrepreneurs
Orientation: One-hour sessions with overview of Renaissance's trainings and services.

11. Program Changes: Please detail any changes to your program for FY2023.
We are honored that the selection committee of San Mateo County selected Renaissance to provide services to entrepreneurs in North Fair Oaks at the soon to be established North Fair Oaks Economic Advancement Center. We look forward to updating you as that program develops.

12. Project Beneficiaries/Quantifiable Measurement: Indicate the expected number of beneficiaries to be served by the program. For each response below please indicate both the number of households **and** number of individuals.

Jurisdiction	Actual Beneficiaries, FY2021		Projected Beneficiaries FY2022		YTD Beneficiaries FY2022 (thru)		Projected Beneficiaries FY2023	
	Ind	HH	Ind	HH	Ind	HH	Ind	HH
Redwood City	61	61	60	60	15	15	60	60
City of San Mateo	31	31	30	30	9	9	30	30
County of San Mateo	182	182	80	80	39	39	80	80
South San Francisco	0	0	30	30	34	34	30	30
Totals	274	274	200	200	97	97	200	200

PROPOSED PROGRAM BUDGET FOR FY 2023-24

It is recommended that use your current allocation amount for your FY 15-16 funding request. However, please take into consideration that this amount is most likely to stay the same or decrease

				Redwood City		City of San Mateo		County of San Mateo		South San Francisco		Total Jurisdictions	
Budget Line Item	Agency Total	Pgm%	Program Total	%	Requested	%	Requested	%	Requested	%	Requested	Pgm%	Requested
Labor													
Program Director	$112,000.00	35%	$39,500.00	38%	$15,000.00	15%	$6,000.00	32%	$12,500.00	15%	$6,000.00	100%	$39,500
Finance Director	$112,000.00	2%	$2,000.00	25%	$500.00	25%	$500.00	25%	$500.00	25%	$500.00	100%	$2,000
Program Manager	$88,000.00	31%	$27,600.00	29%	$8,000.00	21%	$5,800.00	29%	$8,000.00	21%	$5,800.00	100%	$27,600
Program Coordinator	$68,000.00	19%	$13,000.00	38%	$5,000.00	15%	$2,000.00	31%	$4,000.00	15%	$2,000.00	100%	$13,000
Data & Evaluation Coordinator	$80,000.00	8%	$6,200.00	32%	$2,000.00	19%	$1,200.00	29%	$1,800.00	19%	$1,200.00	100%	$6,200
Taxes/Benefits	$110,400.00	18%	$19,500.00	34%	$6,710.00	17%	$3,410.00	30%	$5,896.00	17%	$3,410.00	100%	$19,426
Operations/Maintenance													
Consultants/Instructors	$678,000	4%	$29,500.00	34%	$10,000	16%	$4,750	34%	$10,000	16%	$4,750	100%	$29,500
Travel	$25,200	2%	$524.00	55%	$290	17%	$90	10%	$54	17%	$90	100%	$524
Other Direct Expenses/Overhead	$2,126,540	0%	$7,250.00	34%	$2,500	17%	$1,250	31%	$2,250	17%	$1,250	0%	$0
Administration	$40,000	0%	$0.00		$0				$0		$0	0%	0
TOTAL	$3,440,140	4%	$145,074	34%	$50,000	17%	$25,000	31%	$45,000	17%	$25,000	100%	$145,000
Number of Individual Beneficiaries					60		30		80		30		200
Cost per Individual					$833.33		$833.33		$562.50		$833.33		$725.00
Number of Household Beneficiaries					60		30		80		30		200
Cost per Household					$833.33		$833.33		$562.50		$833.33		$725.00

Attachments

(Upload Instructions)

ALL attachments below are **REQUIRED** in order to submit your application, and your application WILL NOT be able to be submitted with missing attachments! Please take this into consideration when timing your submission of this application. The documents you need to upload are checked below. If you have other attachments you would like to include, please check one of the "Other" boxes below and identify the Attachment in the box. If you are unable to upload any of the attachments, contact the CDBG Manager of the appropriate jurisdiction at least one day prior to submitting your application.

- [x] 1. Resolution authorizing application and designation of signatory, by the — CDBG_Resolution_of_the_Board_of_Directors_-_San_Mateo_County.pdf
- [x] 2. Proof of 501(c)3 / tax-exempt status — 2._IRS_Determination_Letter.pdf
- [x] 3. By-laws — 3._By-Laws.pdf
- [x] 4. Articles of Incorporation — 4._Articles_of_Incorporation.pdf
- [x] 5. Board roster, including: — Board_2023_Roster_Terms__2022_Mtg._Calendar.docx.pdf
  - Name, Company, Years on Board
  - Meeting dates for previous 12 months
  - Number of years allowed for each board term
- [x] 6. Organizational chart for entire organization — Renaissance_Organization_Chart_July_2022_1.pdf
- [x] 7. Certified financial audit no more that 1 fiscal year old, prepared by a CPA, and: — Renaissance_2020_Financial_Statements_Final.pdf
  - Management letters (if applicable)
  - A-122 and A-133 Single Audit (for entities that receive more than $750,000 in federal funding) **OR**

- A letter from your Executive Director certifying that agency does not receive more than $750,000 in federal funds and is not subject to the Single Audit.

☑ 8. The following are required: • Current (FY22-23) **Agency** Operating Budget • Proposed (FY23-24) **Agency** Operating Budget	Renaissance_2022_Budget_Summary_1.pdf Renaissance_2023_Budget_Summar.1.12.23y_1.pdf
☑ 9. Mission Statement	RenCenter_Mission_Jan_2022.pdf
☑ 10. Non-discrimination policy	10._Non-Discrimination_Policy.pdf
☑ 11. Reasonable Accommodations Policy	11._Reasonable_Accommodations_Policy.pdf
☐ 12. Other -	12._Conflict_of_Interest_Policy.pdf
☑ 13. The following are required: (Redwood City Only) • Current (FY22-23) **Program** Operating Budget • Proposed (FY23-24) **Program** Operating Budget	Peninsula_Budget-_SHF-2022.xlsx_-_Google_Sheets.pdf Peninsula_Budget.xlsx_-_Copy_of_2023_Projected_Budget.pdf

☑ Reviewed and updated Contact Information
☑ Reviewed and updated Projected Beneficiares
☑ Reviewed and updated Budget

Program Manager Signature	Suzanne Alberga
Date Signed	01/12/2023

Initially submitted: Jan 12, 2023 - 15:11:06