

Agreement No. \_\_\_\_\_

Board Resolution No. \_\_\_\_\_

**MEASURE K GRANT AGREEMENT  
BETWEEN THE COUNTY OF SAN MATEO AND CATALINO TAPIA SCHOLARSHIP  
FOUNDATION**

This Agreement is entered into this 11th day of June, 2024 by and between the County of San Mateo, a political subdivision of the state of California, hereinafter called "County," and Catalino Tapia Scholarship Foundation, hereinafter called "Grantee."

\* \* \*

WHEREAS, the Grantee has applied to the County seeking a grant for the purpose of funding the matters set forth in its Project described in Exhibit A (the "Grant");

WHEREAS, the County has approved the grant of certain funds to Grantee pursuant to the terms set forth in this Agreement;

NOW, THEREFORE, it is agreed by the parties to this Agreement as follows:

**1. Exhibits and Attachments**

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

- Exhibit A—Project Description
- Exhibit B—Reporting and Invoicing

**2. Grant**

County hereby grants to Grantee a sum not to exceed One Hundred Thousand Dollars and Zero Cents (\$100,000) in consideration of and on the condition that the sum be expended for the sole purpose of carrying out the objectives of Grantee's Project as identified in Exhibit A, and in no event shall the County's total fiscal obligation under this Agreement exceed this amount. Grantee agrees to assume any obligation to secure and furnish any additional funds that may be necessary to carry out its Project.

Funds granted under this Agreement shall not be disbursed until execution of this Agreement by County and Grantee. County shall disburse grant funds to Grantee 30 calendar days after receipt of a satisfactory invoice. Invoices should be accompanied by back up documentation (e.g., receipts for professional services rendered, salary and benefits back up, etc.) and submittal of any required summary reports outlined in Exhibits A or B. The County reserves the right to change the disbursement method during the term of this Agreement.

The disbursement schedule is as follows:

- **Payment 1-** Invoice for up to 50% of the grant (\$50,000), upon execution of this Agreement, which shall be contingent on the County Board of Supervisors passing a resolution approving this **Measure K** grant and providing for an exception to the criteria for district-discretionary **Measure K** funding to allow for up-front funding of half of this grant.
- **Payment 2-** Invoice for remainder of the grant (\$50,000), upon submission of receipts/invoices showing expenditures and proof of performance measures, timesheets, and activity logs on items funded by the grant and listed in Exhibit A and/or B, including photographs and use of **Measure K** logo as approved by the County.

Note: Grantee must submit receipts/back up documentation documenting expenditure of Payment 1 (up front funding) and expenses incurred in support of the request for Payment 2, to County's satisfaction, prior to the County processing Payment 2. Payment 2 shall be made on a reimbursement basis only.

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Any disbursed funds associated with unsubstantiated expenses, or disbursed funds not spent for the purposes of this grant, must be returned to the County within fifteen (15) days of the County providing notice to Grantee.

**INVOICES:** Requests for grant disbursement should be (1) on the organization's official letterhead, (2) include date of invoice, amount requested, and Agreement number, and (3) submitted to the attention of:

County Executive's Office  
400 County Center, 1<sup>st</sup> Floor  
Redwood City, CA 94063  
[CEO\\_AP\\_Inbox@smcgov.org](mailto:CEO_AP_Inbox@smcgov.org)

**3. Term & Termination**

Subject to compliance with all terms and conditions, the term of this Agreement shall begin June 11, 2024 and continue through June 30, 2025. This Agreement will not automatically renew, nor shall it create any reliance on the possibility of future grants.

County may terminate this Agreement based upon the unavailability of Federal, State, or County funds by providing written notice to Grantee within a reasonable time after County learns of said unavailability of funding. Grantee acknowledges that this Agreement may be subject to approval of the Board of Supervisors, and assumes all risk of possible non-appropriation and non-approval of funds.

County may suspend and/or terminate this Agreement if Grantee fails to comply with the terms of this Agreement and may, in its sole discretion, withhold or cancel pending and future disbursements of grant funds and/or require Grantee to return some or all funds disbursed under this Agreement.

**4. Relationship of Parties**

Notwithstanding any publicity or other references to the County required to be made in connection with the Project as set forth in Exhibit A, Grantee understands and agrees that the Project performed under this Agreement is not performed by Grantee as an independent contractor of the County or as an employee of County and that neither Grantee nor its employees acquire any of the rights, privileges, powers, or advantages of County contractors or County employees. Grantee acknowledges and agrees that it is not, and will not hold itself out as, an agent, partner, or co-venturer of the County, and that this Agreement is not intended to and does not create an agency, partnership, or joint venture between the Parties.

**5. Project Administration**

The Parties agree that the Project as described in Exhibit A shall not be altered without a written amendment to this Agreement, signed by both the County and the Grantee. Grantee shall provide written reports to the County's authorized representative in accordance with Exhibit B.

**6. Hold Harmless**

Grantee shall indemnify and save harmless County and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services performed of Grantee in furtherance of the Project under this Agreement, or payments made pursuant to this Agreement brought for, or on account of, any of the following:

(A) injuries to or death of any person, including Grantee or its employees/officers/agents/volunteers;

(B) damage to any property of any kind whatsoever and to whomsoever belonging;

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(C) any sanctions, penalties, or claims of damages resulting from Grantee’s failure to comply with any applicable federal, state, or local laws or regulations; or

(D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County and/or its officers, agents, employees, or servants. However, Grantee’s duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Grantee to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

**7. Insurance**

**a. General Requirements**

Prior to its receipt of any funds pursuant to this Grant Agreement, Grantee shall obtain all insurance required under this Section and such insurance shall be subject to the approval by County’s Risk Management, and Grantee shall use diligence to obtain such insurance and to obtain such approval. Grantee shall furnish County with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending Grantee’s coverage to include the contractual liability assumed by Grantee pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days’ notice must be given, in writing, to County of any pending change in the limits of liability or of any cancellation or modification of the policy.

**b. Workers’ Compensation and Employer’s Liability Insurance**

Grantee shall have in effect during the entire term of this Agreement workers’ compensation and employer’s liability insurance providing full statutory coverage. In signing this Agreement, Grantee certifies, as required by Section 1861 of the California Labor Code, that (a) it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) it will comply with such provisions before commencing or continuing the performance of Project work for which it would receive grant funds.

**c. Liability Insurance**

Grantee shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect Grantee and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Grantee’s operations under this Agreement, whether such operations be by Grantee, any subcontractor, anyone directly or indirectly employed by either of them, or an agent of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amounts specified below:

- X Comprehensive General Liability... \$1,000,000  
(Applies to all agreements)
- Motor Vehicle Liability Insurance... \$1,000,000  
(To be checked if motor vehicle used in performing services)
- Professional Liability..... \$1,000,000  
(To be checked if Grantee is a licensed professional)

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County and its officers, agents, employees, and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that (a) the insurance afforded thereby to County and its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy and (b) if the County or its officers, agents, employees, and servants have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, County, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend any further payment pursuant to this Agreement.

**8. Assignability and Subcontracting**

Grantee shall not assign this Agreement or any portion of it to a third party. Except as set forth in Exhibit A, Grantee shall not subcontract with a third party to perform the Project. Any such assignment or subcontract without County’s prior written consent shall give County the right to automatically and immediately terminate this Agreement without penalty or advance notice and the County shall have the right to a refund of all funds disbursed under this Agreement.

**9. Compliance With Laws**

All services to be performed by Grantee in connection with the Project shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances, and regulations, including, but not limited to, any laws related to payment of prevailing wages pursuant to the California Labor Code. In connection with the Project, Grantee bears responsibility to obtain, at Grantee’s expense, any license, permit, or approval required from any agency.

**10. Merger Clause; Amendments**

This Agreement, including Exhibits, constitutes the sole Agreement of the parties regarding the Grant, and correctly states the rights, duties, and obligations of each party as of this document’s date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or Attachment to this Agreement, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties concerning the Grant that are not expressly stated in this document are not binding. All subsequent modifications or amendments shall be in writing and signed by the parties.

**11. Controlling Law; Venue**

The validity of this Agreement and of its terms, the rights and duties of the parties under this Agreement, the interpretation of this Agreement, the performance of this Agreement, and any other dispute of any nature arising out of this Agreement shall be governed by the laws of the State of California without regard to its choice of law or conflict of law rules. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

**12. Notices**

Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (1) transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of County, to:	In the case of Grantee, to:

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<p>County Executive's Office Molly Ortiz, Administrative Assistant II 400 County Center, 1st Floor Redwood City, CA 94063 Email: <a href="mailto:mortiz@smcgov.org">mortiz@smcgov.org</a> Phone: (650) 363-1810</p>	<p>Catalino Tapia Scholarship Foundation Perla Rodriguez, Board President 727 Industrial Road, Suite 117 San Carlos, CA 94070 Email: <a href="mailto:info-ctsf@ctsf.org">info-ctsf@ctsf.org</a> Phone: (650) 631-1200</p>
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**13. Electronic Signature**

Both County and Contractor wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law and County's Electronic Signature Administrative Memo. Any party to this Agreement may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.


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\* \* \*

**THIS AGREEMENT IS NOT VALID UNTIL SIGNED BY ALL PARTIES. NO FUNDS WILL BE DISTRIBUTED UNTIL THIS DOCUMENT HAS BEEN SIGNED BY THE COUNTY'S AUTHORIZED DESIGNEE.**

**For Grantee:**

<p>DocuSigned by:    <small>01349ECDAE6B452...</small></p> <hr/> <p>(signature)          Authorized Representative          Grantee</p>	<p>6/7/2024</p> <hr/> <p>Date</p>	<p>Catalino Tapia Scholarship Foundation</p> <hr/> <p>Name of Grantee</p>
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Perla Rodriguez

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(please print name)  
 Authorized Representative  
 Grantee

**For County:**

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(Signature)  
 Authorized Designee  
 County of San Mateo

**ROBERTO MANCHIA**

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(please print name)  
 Authorized Designee  
 County of San Mateo

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Date

**CHIEF FINANCIAL OFFICER**

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Job Title (please print)

**80125-6265**

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Budget Unit

**BOSD5**

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**Measure K** JL Code

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**Exhibit A**

The County and Grantee agree that the grant funds shall only be used to further the goals of the following Project, described below and in the June 11, 2024 Board transmittal and resolution, incorporated herein by reference:

Grantee will use the funds to support low-income and underrepresented students in San Mateo County by operating a program that provides \$3,000 scholarship awards, funding for mentorship programs, and a \$250 student stipend to aid students pursuing undergraduate or graduate degrees. In addition, Grantee will provide bilingual workshops to address social isolation, loneliness, mental wellness, and resilience for scholars and their parents, and "Seedling Care Calls" to offer one-on-one support sessions for scholars to share their experiences. The program will commence on June 22, 2024, with the disbursement of a \$250 stipend card and an initial \$1,500 scholarship award per scholar. The second \$1,500 disbursement will occur in January 2025.

Grantee will provide a full-day event on June 22, 2024 to launch the program, featuring bilingual workshops and an award recognition ceremony.

From September 2024 to May 2025, professionals on Grantee's staff will conduct workshops addressing social isolation, loneliness, mental health, and wellness, and facilitate discussions to foster peer support and resilience-building.

The Grantee will use the grant funds as follows:

- \$60,000 for 20 scholarships (of \$3,000 each) targeting low-income, first-generation scholars in San Mateo County.
- \$5,000 for 20 technology stipends (of \$250 each) covering various technology needs.
- \$5,320 to facilitate the attendance of 20 scholars and their parents (totaling 60 individuals) at an all-day event, covering expenses such as workshops, venue, meals, and entertainment.
- \$7,630 for two in-person workshops focusing on promoting participants' confidence, resilience, and anxiety coping strategies, accommodating approximately 70 attendees each.
- \$7,050 for social-emotional support, integrating professional therapy sessions into the Strong Root Mentorship Program.
- \$15,000 for overhead expenses associated with program delivery, staffing, venue rentals, equipment, marketing, and administrative costs. Such equipment, marketing and administrative costs include Wi-Fi hotspot devices, handouts, printed materials, name tags, paper, notebooks, pens and pencils, sticky notes, laptops, USB drives, an e-mail and marketing campaign, and utilities (phone and internet).

In no event shall the County's fiscal obligation under this Agreement exceed \$100,000.

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**Exhibit B**

In accordance with the terms of this Grant Agreement, Grantee will provide, or cause to be provided the services for the Project detailed in Exhibit A and will report back to the County regarding various performance measures including, but not limited to, those noted below. Such reporting data shall be delivered to the County no later than June 30, 2025. In addition, Grantee agrees to provide descriptive information about the Project funded by the Measure K grant upon reasonable request of the County, including, but not limited to, the County Executive’s Office, the County Communications Officer, or the Supervisorial District Office.

<b><u>Performance Measure</u></b>	<b><u>Target</u></b>
<ul style="list-style-type: none"> <li>• Provide 20 qualifying scholars with \$3,000 scholarships in two installments</li> <li>• Provide 20 scholars with \$250 technology stipends</li> <li>• Provide 2 scholar support workshops from October 2024 to June 2025</li> <li>• Provide an all-day event social gathering for scholars scheduled between October 2024 to May 2025</li> </ul>	Complete

Payment will be made within 30 days of receipt of an adequate invoice by the County Executive’s Office, Accounting Unit. County shall have the right to withhold payment if County determines the quantity and/or quality of the work performed is unacceptable.

Grantee shall provide County with a written itemized invoice that allows the County to reconcile the work performed. Grantee shall provide a description of monthly expenses, evidence of work performed, or of costs incurred, including, but not limited to, performance measures, timesheets, activity logs, copies of bills, and/or packing slips.

Grantee shall include a written certification that the costs were actually incurred for the Project and that the supporting documentation is true, correct and complete.

All invoices shall include the agreement number, project location, dates of service and specified work completed.

Pursuant to Section 2 of the Grant Agreement, County’s fiscal obligation shall not exceed \$100,000.

Remit invoices to:

County Executive’s Office  
 Molly Ortiz, Administrative Assistant II  
 400 County Center, 1<sup>st</sup> Floor  
 Redwood City, CA 94063  
 Email: [CEO\\_AP\\_Inbox@smcgov.org](mailto:CEO_AP_Inbox@smcgov.org)  
 Phone: (650) 363-1810