



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY EXECUTIVE

File #: 23-844

Board Meeting Date: 10/17/2023

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Michael P. Callagy, County Executive

Subject: Use of District-Discretionary **Measure K** Funds - Supervisorial District 2

RECOMMENDATION:

Measure K: Adopt a resolution authorizing an amendment to the grant agreement with St. James Community Development Corporation, providing an exception to the criteria for district-discretionary **Measure K** funds to allow for advance payment, with no change to the not-to-exceed amount or term of the agreement, and authorizing the County Executive, or designee, to execute the amendment.

BACKGROUND:

On July 11, 2023, this Board approved a one-time grant of district-discretionary **Measure K** funds in an amount not to exceed \$60,000 to the St. James Community Development Corporation (“St. James”) to provide predevelopment costs to develop four affordable housing units for young people transitioning out of the foster care system.

DISCUSSION:

St. James has requested a change to the grant disbursement schedule, requesting 50 percent (\$30,000) of the grant as an upfront, rather than reimbursement payment. After the initial upfront payment, St. James will provide backup documentation demonstrating that the payment was expended on items funded by the grant, and the remainder of the grant will be provided on a reimbursement basis. This amendment requires Board approval because the criteria for district discretionary **Measure K** funds approved by the Board in December 2018 provides for reimbursement payments. The partially upfront payment schedule is necessary because St. James does not have sufficient advance funds to implement the Project authorized under the grant. The Board may approve this exception to the criteria by adopting the attached resolution.

The County Attorney’s Office has reviewed and approved the amendment to the agreement and resolution as to form.

FISCAL IMPACT:

There is no fiscal impact as a result of this amendment to the agreement. There are sufficient **Measure K** funds for this specific FY 2023-24 **Measure K** request. These funds are budgeted in the Non-Departmental Services FY 2023-24 Adopted Budget.