



# County of San Mateo

## Inter-Departmental Correspondence

**Department:** BOARD OF SUPERVISORS  
**DISTRICT 5**  
**File #:** 24-411

Board Meeting Date: 6/11/2024

**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 5

### **RECOMMENDATION:**

**Measure K:** Adopt a resolution authorizing a one-time grant of district-discretionary **Measure K** funds not to exceed \$100,000, to Catalino Tapia Scholarship Foundation to support and expand the scholarship program, providing an exception to the criteria for district-discretionary **Measure K** funds to allow for advance payment, and authorizing the County Executive, or designee, to execute the grant agreement.

### **BACKGROUND:**

**Measure K** is the half-cent general sales tax initially approved by San Mateo County voters in November 2012 and extended in November 2016 for a total of thirty years.

The Board of Supervisors held study sessions on **Measure K** expenditures and approved funds for the fiscal year (FY) 2023-24 budget cycle, divided equally among the five supervisorial districts, for one-time district-discretionary needs and projects. District 5 has submitted a request to use a portion of its district-discretionary **Measure K** funds as shown below and described in the Project Summary section of this memorandum:

<b>District/Project</b>	<b>Amount</b>
District 5 (Supervisor David J. Canepa) - Catalino Tapia Scholarship Foundation - support and expand scholarship program	\$100,000

This item is consistent with the criteria for district-discretionary **Measure K** funds approved by the Board in December 2018 with the following exception: the Catalino Tapia Scholarship Foundation (CTSF) has requested 50% (\$50,000) of the grant amount as upfront, rather than reimbursement payment, with the remaining 50% (\$50,000) paid on a reimbursement basis. This payment structure requires Board approval because the criteria for district-discretionary **Measure K** funds approved by the Board in December 2018 provide for reimbursement payments. The partial upfront payment

schedule is necessary to support payment of the scholarships. The Board may approve this exception to the criteria by adopting the resolution.

District 5 indicates that this organization is either a public agency operating within the County or a nonprofit organization registered and in good standing with the California Attorney General. District 5 indicates that the sponsoring Board member, member's family, and member's supervisory staff do not serve as an officer, director, or play a policy role for the grantee organization.

### **PROJECT SUMMARY:**

This is a request to authorize a grant to the Catalino Tapia Scholarship Foundation (CTSF) and resulting grant agreement, in an amount not to exceed \$100,000, to support low-income and underrepresented students in San Mateo County. The grant will provide \$3,000 scholarship awards, funding for mentorship programs, and a \$250 technology stipend to aid students pursuing undergraduate or graduate degrees. Bilingual workshops will address social isolation, loneliness, mental wellness, and resilience for scholars and their parents. "Seedling Care Calls" will offer one-on-one support sessions for scholars to share their experiences.

The County Executive, or designee, will administer and manage the proposed agreement.

District-discretionary **Measure K** funding for this organization has previously been provided as listed below:

On July 26, 2022, the Board of Supervisors approved a grant of \$50,000, to Catalino Tapia Scholarship Foundation to support low-income students in pursuing a college education through scholarships and a tech card program.

This district-discretionary grant will be used to fund the following projects or services:

- \$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).

This district-discretionary grant will enable the organization to uplift economically disadvantaged, first-generation, low-income, scholars, fostering pride and community engagement while pursuing post-secondary education. CTSF's objectives include advancing equity and inclusion, building future leaders, promoting economic mobility, reducing financial barriers, closing educational gaps, and fostering a supportive network for BIPOC students.

District 5 has informed the grantee organization that this grant is one-time only, and that the grantee organization will need to find other sources of funding going forward.

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.

**Total Measure K Request: Not to Exceed \$100,000**

The release of funds will be contingent on the execution of an agreement providing for the County’s confirmation of the expenditure of funds for the purposes stated herein. The County will disburse the funds to the following organization for the purposes described above:

Catalino Tapia Scholarship Foundation  
Perla Rodriguez, Board President  
727 Industrial Road, Suite 117, San Carlos, CA 94070  
[info-ctsf@ctsf.org](mailto:info-ctsf@ctsf.org)  
(650) 631-1200

**PERFORMANCE MEASURES:**

Description	Target
• Provide 20 qualifying scholars with \$3,000 scholarships in two installments • Provide 20 scholars with \$250 technology stipends • Provide 2 scholar support workshops from October 2024 to June 2025 • Provide an all-day event social gathering for scholars scheduled between October 2024 to May 2024	Complete

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

**FISCAL IMPACT:**

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.