



# County of San Mateo

## Inter-Departmental Correspondence

**Department:** BOARD OF SUPERVISORS  
**DISTRICT 2**  
**File #:** 25-134

Board Meeting Date: 2/25/2025

**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 a one-time grant of district-discretionary **Measure K** funds, not to exceed \$34,362.50 to El Concilio of San Mateo County for Building Community Ambassadors: Climate Ready Training for Promotores, 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 (Board) held study sessions on **Measure K** expenditures and approved funds for the fiscal year (FY) 2024-25 budget cycle, divided equally among the five supervisorial districts, for one-time district-discretionary needs and projects. District 2 has submitted a request to use their 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 2 (Supervisor Noelia Corzo) - El Concilio of San Mateo County: Building Community Ambassadors: Climate Ready Training for Promotores	\$34,362.50

This item is consistent with the criteria for district-discretionary **Measure K** funds approved by the Board in December 2018. District 2 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 2 indicates that the sponsoring Board member, member's family, and member's supervisorial 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 El Concilio of San Mateo County, and resulting grant agreement, in an amount not to exceed \$34,362.50, to provide for Building Community Ambassadors: Climate Ready Training for Promotores. The County Executive's Office will administer and manage the proposed agreement.

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

- On April 18, 2023, the Board of Supervisors approved district-discretionary Measure K funding, in the amount of \$30,000, to El Concilio of San Mateo County for expansion of its Health and Wellness program

The mission of El Concilio of San Mateo County (ECSMC) is to increase education, employment and access to quality-of-life services to San Mateo County's most vulnerable residents. ECSMC's purpose is to improve the lack of culturally and linguistically competent services for the growing low-income, non/limited English speaking and immigrant communities.

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

The Climate Ready Course, a 10-hour course training aiming to increase climate-ready community leadership in frontline communities in District 2. The course will cover local climate change issues through monthly sessions such as Climate Change 101, Emergency Preparedness, Healthy Homes/Electrification, and Advocacy/Local Public Policy. The program will empower community ambassadors to lead on environmental issues, increase underrepresented community participation in advocacy, and develop workforce pathways for leaders within El Concilio of San Mateo County and its partner organizations. The course sessions are adaptable and will be modified to fit the unique needs and resiliency of the North Central San Mateo neighborhood.

ECSMC staff-including the Policy Manager, Coordinator, Program Assistant, and Executive Director-will manage the program. \$100 stipends will be paid to program participants for their participation in the program to recognize and respect their time commitment and defray the cost of their participation. ECSMC will also provide compensation to two trained or Certified Climate Ready Ambassadors who will serve as co-facilitators for the class and do other work related to this project, in addition to subject matter experts, and evaluation and reporting consultants. Food will be provided for participants, some equipment (emergency response bags for each participant, emergency radios per participant, 1-2 induction stoves as incentives for participants), binders and other program materials such as notebooks, pens, name tags etc. Additional costs include travel and mileage for staff and Certified Climate Ready Ambassadors. Rental fees for the course location, a marketing budget for printing and outreach to increase participation and awareness of the program, and external training to build staff leadership capacity for staff leading the program will also be provided. Training and development will include meeting facilitation, project management, curriculum development, and subject matter training and professional development specific to the program topics and themes.

This district-discretionary grant will enable the organization to meet the following currently unmet need or service gap within the County: community-driven climate leadership in frontline Spanish-speaking communities in District 2.

District 2 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 grantee organization will use the **Measure K** grant as follows:

Item	Amount
<b>Personnel</b>	
1 Policy Manager at 10% FTE	\$8,000
1 Coordinator at 10% FTE	\$2,600.00
1 Program Assistant at 15% FTE	\$7,500
1 Executive Director at 2.5% FTE	\$3,550.00
Fringe Benefits @ 25%	\$5,412.50
<b>Subtotal Personnel</b>	<b>\$27,062.50</b>
<b>Direct Costs</b>	
Stipends (\$100x12 participants)	\$1,200
Consultants: two Climate Ambassador Alumni, subject matter experts, and evaluation and reporting consultants	\$900
Supplies (food etc.)	\$1,600
Materials (equipment)	\$1,500
Marketing (printing and outreach)	\$500
Rental fees for course location	\$100
Travel and Mileage for staff and consultants	\$500
Staff Training and Development	\$1,000
<b>Total Non-Personnel</b>	<b>\$7,300</b>
<b>TOTAL</b>	<b>\$34,362.50</b>

The project or services funded by this district-discretionary grant will be implemented or provided during 2025 and is estimated to be completed December 31, 2025.

**Total Measure K Request: Not to Exceed \$34,362.50**

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:

Adriana Arriaga, Public Policy Manager  
 3180 Middlefield Rd.  
 Redwood City, CA 94063  
 Email: [Adriana@el-concilio.org](mailto:Adriana@el-concilio.org) <mailto:Adriana@el-concilio.org>  
 Phone: (650) 281-8540

**PERFORMANCE MEASURES:**

Description	Target
Provide 10 Hour Course-training for 10-12 community leaders residing in the City of San Mateo.	100% Complete
80% of participants will report increased confidence in speaking on climate justice issues with their community.	100% Complete
80% of participants will report increased knowledge of civic engagement opportunities.	100% Complete
At least 1-2 trained community ambassadors will pursue workforce pathways as a community promotora.	100% Complete

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

**EQUITY IMPACT:**

This program empowers Spanish-speaking frontline communities who are disproportionately impacted by climate change due to historical and present injustices. Recognizing the lack of accessible, culturally relevant educational resources for these communities, the program provides tailored materials in Spanish that address local needs and offer practical solutions. By filling information gaps and fostering community leadership, the program aims to empower frontline communities to address environmental challenges and promote equitable access to resources like electrification incentives.

**FISCAL IMPACT:**

There are sufficient **Measure K** funds for this specific FY 2024-25 **Measure K** request. These funds are budgeted in the Non-Departmental Services FY 2024-25 Adopted Budget.