

**AMENDMENT NO. 1
TO THE
FUNDING AGREEMENT
BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS
FOR
SAFE ROUTES TO SCHOOL PROGRAM**

This Amendment No. 1 to the Agreement between the City/County Association of Governments of San Mateo County, a Joint Powers Agency, and San Mateo County Superintendent of Schools (“Agreement”) is entered into by and between the City/County Association of Governments of San Mateo County (“LOCAL AGENCY” or “C/CAG”), and Superintendent of Schools (“CONSULTANT” or “Superintendent”).

WITNESSETH

WHEREAS, C/CAG and Superintendent are parties to an Agreement to administer and manage the San Mateo County Safe Routes to School Program for FY 2019-2020 and for C/CAG to reimburse Superintendent up to \$591,400, with a contract term from July 1, 2019 to June 30, 2020; and

WHEREAS, C/CAG has determined that an unspent federal fund balance of \$15,000 has accumulated from the previous fiscal cycles, FY 2017-2018 and FY 2018-2019, during which period C/CAG and Superintendent had entered into a similar agreement for the Safe Routes to School Program, with a contract term from January 1, 2018 to June 30, 2019; and

WHEREAS, Superintendent has provided a narrative and detailed spending plan for the unspent funds as shown on the attached Exhibit “B” Scope of Work; and

NOW, THEREFORE, IT IS HEREBY AGREED by the C/CAG and Superintendent that:

1. Clause “B” of ARTICLE I INTRODUCTION of the Agreement will be amended to the following:
 - B. The work to be performed under this contract as described in Article II entitled Statement of Work and the approved CONSULTANT’s Scope of Work dated March 2, 2020. The approved CONSULTANT’s Cost Proposal is included in Exhibit A as Attachment 1 (March 2020) and is incorporated by reference. Additional Caltrans forms are attached as Exhibit A and are incorporated by reference. If there is any conflict between the approved Scope of Work and this contract, this contract shall take precedence.
2. Clause “P” of ARTICLE V ALLOWABLE COSTS AND PAYMENTS of the Agreement will be amended to the following:

- P. The total amount payable by LOCAL AGENCY for all Task Orders resulting from this contract shall not exceed \$606,400 (six hundred and six thousand and four hundred dollars). It is understood that there is no guarantee, either expressed or implied that this dollar amount will be authorized under this contract through Task Orders.
3. Clause "C" of ARTICLE VI TERMINATION of the Agreement will be amended to the following:
- C. The maximum amount for which the LOCAL AGENCY shall be liable if this contract is terminated to 606,400 dollars.
4. The attached Exhibit "B" will replace Exhibit "B" of the Agreement.
5. The attached Exhibit "A" will include "Attachment 1" dated March 2020.
6. Except as expressly amended herein, all other provisions of the Agreement shall remain in full force and effect.
6. This amendment shall take effect upon execution by both parties.

IN WITNESS WHEREOF, C/CAG and Superintendent, by their duly authorized representatives, have affixed their hands.

San Mateo County Superintendent of Schools (Superintendent)

Nancy Magee,
County Superintendent of Schools

Date:

City/County Association of Governments of San Mateo County (C/CAG)

MaryAnn Moise Derwin, C/CAG Chair

Date:

C/CAG Legal Counsel

Date:

Exhibit “B”

SCOPE OF WORK

Purpose of the Partnership

The San Mateo County Office of Education (SMCOE), also referred to as the San Mateo County Superintendent of Schools, will serve as the Lead Educational Agency (LEA) for the implementation of a Safe Routes to Schools (SRTS) Program in San Mateo County.

The City/County Association of Governments (C/CAG) of San Mateo will provide the funding for the project and will hold the San Mateo County Office of Education accountable for carrying out the activities described in this Scope of Work.

C/CAG and SMCOE have a joint interest in ensuring that schools and community agencies effectively implement projects that enable them to use the Federal Surface Transportation Program and Congestion Mitigation & Air Quality Improvement (STP/CMAQ) Program funds productively on behalf of students and the community.

Goal

The overall goal of the project will be to make San Mateo County a healthier, safer, more sustainable, environmentally sound community with better air quality, less traffic congestion, more physically fit students and adults who are well-served by schools and other agencies working collaboratively.

Guiding Principles

In carrying out its responsibilities, SMCOE will adhere to the following guiding principles:

- SMCOE will work collaboratively with C/CAG, districts, schools, cities and all partner agencies.
- The project will recognize the important role of volunteers (such as PTA members and others) in SRTS and will support and promote their involvement.
- The project will build upon existing successful models and programs and provide districts and schools with a range of alternatives they can implement, based on their needs and interests.
- Districts and schools will be provided with sufficient resources and support to implement site-based programs successfully.
- Participating districts and schools will be provided with clear directions and parameters so that they can operate their programs according to the funding regulations.
- SMCOE will use data to guide program planning and evaluation.
- SMCOE will maintain on-going communication and outreach to districts, schools and partner agencies and cities, to ensure that interested parties and stakeholders have the opportunity to be involved and to have their voices heard during program

implementation.

Outcomes

The specific measurable outcomes of the project will include but are not limited to:

- More favorable attitudes toward walking, biking, carpooling and the use of transit to school, on the part of students, parents, faculty/staff and volunteers.
- Increased numbers of students walking, biking, carpooling and utilizing transit as means of travelling to and from school.
- Increased levels of student, parent, faculty/staff and volunteer participation in education and encouragement activities related to healthy and environmentally sound lifestyles.
- Decreased traffic and congestion around schools, one byproduct of which will be improved air quality.

Project Management Approach

SMCOE's approach to project management is to combine three elements: centralized leadership and technical assistance; networks of collaboration and support; and services delivered to school sites in support of program activities that meet local needs and priorities.

Centralized Leadership and Technical Assistance

SMCOE will provide overall direction, timelines and implementation regulations; be responsible for fiscal management and monitoring; and conduct the project evaluation. It will use its existing relationships with school district personnel and its established administrative systems to establish and implement the SRTS project and provide technical assistance. In addition, it will use its regional and statewide contacts with agencies in other counties to share resources and best practices related to county SRTS projects, transportation initiatives, and health.

Networks of Collaboration and Support

Networks of collaboration will be developed at county and local levels. At the County level, a collaborative network will be fostered among agencies such as city governments, the County Health System, and community organizations through the Safe Routes to School Community Advisory Committee.

At the local level, collaboration will be facilitated through two networks, which include the SRTS Operations Committee and district level task forces. The Operations Committee will include district and site level SRTS Coordinators who shall share best practices, engage in collaborative problem solving and planning conversations. District task forces shall operate at the school district level and may include, but are not limited to parents and representatives from local schools, the city, the district, and public health.

Networks of collaboration will be further developed at the school level. Each school participating in the project will have a Site Team that plans and carries out the implementation activities. These Site Teams would include representatives from the school community and other agencies.

Volunteers from organizations such as Site Councils and PTAs may have large roles in site activities.

Local Services

Local school sites, through engagement with staff, Site Councils, PTAs and similar groups, will design, schedule and implement the specific activities that meet the needs of their students and families and help to achieve the overall goals of the project. Site support services will be delivered either by SRTS project staff or by school staff or consultants, funded by the project.

Governance

SMCOE will be accountable to C/CAG for achieving the goals and outcomes of the project, developing detailed annual action plans and line item budgets, meeting timelines and operating within the budget.

SMCOE will hire staff to manage the project and its budget, be responsible for implementation and submit timely reports. SMCOE will also enter into binding agreements with grant participants (districts or schools) to provide them the resources to carry out their action plans.

SMCOE will convene two Advisory Committees (Community Advisory and Operations) to help ensure that the SMCOE receives guidance, input and feedback from a cross-section of the entire community on whose behalf the initiative is being implemented.

The Community Advisory Committee will advise C/CAG and SMCOE on the direction of the project and on related infrastructure grants and strategic issues, thus helping to create a community-wide, holistic approach to a healthier, safer, more sustainable San Mateo County. Members of the Community Advisory Committee will include elected officials; community stakeholders, people who have leadership positions with various partner agencies, who may include, but are not limited to: C/CAG; the San Mateo Health System; the Metropolitan Transportation Commission; municipal government; law enforcement; other community leaders; etc.

The SRTS Operations Committee will provide a means of internal communication among service providers and the clients served at school sites. It will also offer input and feedback on program activities as well as provide resources and technical assistance to grantees. Members of the Operations Committee will be the designated SRTS Coordinator for the district or school site.

Staffing

SMCOE will staff the project with a County SRTS Project Coordinator and a part-time administrative assistant whose responsibilities will be to deliver services to the Networks and school sites. The budget will also include funds for program consultants who work on specialized tasks and an evaluator, as needed.

Project Management Strategies

Outlined below are the project management strategies that SMCOE will use to support project development pursuant to this Agreement.

- Foster relationships with schools and agencies that have existing Safe Routes to School or similar programs to gather ongoing input regarding best practices.
- Foster relationships with schools and agencies that do not have existing Safe Routes to School programs and provide technical assistance to start addressing Safe Routes to School issues at their sites.
- Foster relationships between districts/schools and their municipalities
- Conduct public information activities that involve media releases and updating the Safe Routes web page on the County Office's Web site.
- Foster collaborative networks.
- Complete and submit quarterly activity reports to C/CAG.
- Implement network and site plans and bring additional schools into the project.
- Approve and fund action plans for implementation.
- Conduct annual evaluation and submit report to C/CAG.
- Plan and deliver project training, based upon the needs and interests of participants and key stakeholders.
- Make project modifications, as needed.
- Pursue additional sources of funding to expand the project scope and reach.

Budget

Estimated Income

The funding model is based on an estimated budget of \$606,400 that includes \$536,543 of STP/CMAQ funds and an additional \$69,857 of local funds provided by C/CAG.

Timeframe

The development and implementation of the San Mateo County SRTS Program FY 19-20 is planned for a 12-month period (July 1, 2019 through June 30, 2020).

Annual Expenditures

The annual expenditure estimate over the 12-month life of the project (July 1, 2019 – June 30, 2020) are summarized below. These expenditures are organized to coordinate budget cycles of both County agencies and school districts (including SMCOE). Once the formal contract is signed, the County Office of Education will develop an itemized line item budget for approval by C/CAG.

Attachment 1
March 2020

Safe Routes to School
Proposed Budget for FY19/20

FY19/20

Funding Breakdown	19/20
MTC-CMAQ (Non-Infrastructure)	<i>C/CAG will insert this funding breakdown.</i>
Local Match (Measure M, 11.47%)	
Local (Measure M)	
Grand Total Budget	\$606,400

Task/Activities		
Admin (staff, contractual services, operating expenses, indirect cost)	24%	\$149,458
Program Support	24%	\$148,894
Grant Program	40%	\$240,000
Indirect Cost	12%	\$68,048
		\$606,400

Administration- Personnel	24%	2019-2020
.5 Project Coordinator		\$93,682
.5 Admin Assistant		\$55,776

Administration - Program Support	24%	2019-2020
.3 Project Coordinator		\$56,210
Contractual Services		\$35,000
Materials		\$44,367
Teacher Stipends		\$13,317

Grant Program	40%	2019-2020
Site Grants, Walk Audits, etc.		\$240,000

Indirect Costs	12%	\$68,048
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Total		\$ 606,400
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