

**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**

WHEREAS, the City/County Association of Governments of San Mateo County, a Joint Powers Agency (“LOCAL AGENCY” or “C/CAG”) and San Mateo County Superintendent of Schools (“CONSULTANT” or “Superintendent”) are parties to an Agreement effective July 1, 2020 for the administration and management of the San Mateo County Safe Routes to School (SRTS) Program (the “Agreement”); and

WHEREAS, the Agreement provides that C/CAG will reimburse Superintendent up to \$669,287 for activities conducted from July 1, 2020 to June 30, 2021 (FY 2020-21); and

WHEREAS, Superintendent has developed a more detailed spending plan for the budgeted funds, including the development of a Five-Year Strategic Plan and High Injury Network for the SRTS Program, and the Parties wish to amend the Agreement to incorporate the revised scope of work and more detailed budget; and

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

1. The date of the CONSULTANT’s Scope of Work referenced in Clause B of ARTICLE I INTRODUCTION of the Agreement is revised from March 23, 2020 to February 1, 2021.
2. “Exhibit A – Attachment 1” of the Agreement is replaced with “Revised Exhibit A – Attachment 1, February 2021,” attached to this Amendment No. 1.
3. “Exhibit B” of the Agreement is replaced with “Revised Exhibit B – Scope of Work, February 1, 2021,” attached to this Amendment No. 1.
4. Except as expressly amended herein, all other provisions of the Agreement shall remain in full force and effect.
5. 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)

Marie Chuang, C/CAG Chair

Date:

Melissa Andrikopoulos
C/CAG Legal Counsel

Date:

DRAFT

February 2021

Safe Routes to School
Proposed Budget for FY20/21

FY20/21

Funding Breakdown	20/21
MTC-CMAQ (Non-Infrastructure)	\$592,185 (88.48%)
Local Match (Measure M, 11.47%)	\$77,102 (11.52%)
Grand Total Budget	\$669,287

Task/Activities		
Admin (salaries and benefits)	20%	\$134,947
Program Support (salaries and benefits, contractual services, and operating expenses)	31%	\$213,018
Grant Program	38%	\$253,479
Indirect Cost	11%	\$67,843
		\$669,287

Administration- Personnel	20%	2020-2021
.15 Project Coordinator		\$31,054
.25 Project Specialist		\$47,693
.5 Admin Assistant		\$56,200

Administration - Program Support	31%	2020-2021
.15 Project Coordinator		\$31,054
.25 Project Specialist		\$47,693
Contractual Services		\$86,771
Materials		\$35,000
Teacher Stipends		\$12,500

Grant Program	38%	2020-2021
Site Grants, Walk Audits, etc.		\$253,479

Indirect Costs	11%	\$67,843
<small>(ICR is 11.28% - rate is set by California Department of Education)</small>		

Total		\$669,287
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REVISED EXHIBIT B

SCOPE OF WORK

February 1, 2021

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 with 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.

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.
- Evaluation of the Safe Routes to School program for 2015-2020
- Develop a strategic plan for 2021-2026
 - Including a High Injury Network analysis near school sites and recommended actions

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; conduct the project evaluation and develop a strategic plan in conjunction with a consultant. It will use its existing relationships with school district personnel and its established administrative systems to establish and implement the SRTS project, provide technical assistance and engage in the evaluation and strategic plan process. 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 Coordinators Committee and district level task forces. The SRTS Coordinators Committee will include district and site level SRTS Coordinators, who shall share best practices, engage in collaborative problem solving and planning conversations, and give input on the 5 year evaluation and strategic plan process. 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 will include representatives from the school community and other agencies. Volunteers from organizations such as Site Councils and PTAs may have a role 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 SRTS Coordinators) 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 Coordinators Committee will provide a means of internal communication among service providers and students 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 SRTS Coordinators Committee will be the designated SRTS Coordinator for the district or school site.

Staffing

SMCOE will staff the project with a County SRTS Program 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, including an evaluator and a consultant to lead the strategic plan process.

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.
- Contract with a consultant to lead the five year evaluation and strategic plan process.
- Contract with a consultant to develop a High Injury Network analysis and program recommendations.

Budget

Estimated Income

The funding is based on an estimated budget of \$669,287, which includes \$592,185 of STP/CMAQ funds and an additional \$77,102 of local funds provided by C/CAG.

Timeframe

The development and implementation of the San Mateo County SRTS Program FY 20-21 is planned for a 12-month period (July 1, 2020 through June 30, 2021).

Annual Expenditures

The estimated annual expenditure over the 12-month life of the project (July 1, 2020 – June 30, 2021) is summarized (see attached budget). 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.