

**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 (C/CAG) and the San Mateo County Superintendent of Schools (“Consultant” or “San Mateo County Office of Education or “SMCOE”) are parties to an Agreement effective July 1, 2022 of the administration and management of the San Mateo County Safe Routes to School (SRTS) Program.

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 2022-2023, and for C/CAG to reimburse the Superintendent up to \$704,889 for activities conducted from July 1, 2022 to June 30, 2023.

WHEREAS C/CAG has determined that an unspent federal fund balance of 279,503 has accumulated from previous fiscal cycles, FY 2017-2018 through FY 2021-2022; and

WHEREAS, the 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 July 1, 2022. Incorporated by reference, the approved CONSULTANT’s Cost Proposal is included in Exhibit A as Attachment 1, “Cost Breakdown.” 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. The attached “Revised Exhibit A – Attachment 1” will replace “Exhibit A – Attachment 1” dated August 26, 2022.
3. The attached “Revised Exhibit B” will replace “Exhibit B” of the Agreement.

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)

Davina Hurt, C/CAG Chair

Date:

Melissa Andrikopoulos
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 program 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 programs 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 program 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 program will recognize the important role of volunteers (such as PTA members and others) in SRTS and will support and promote their involvement.
- The program 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.
- 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 program 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.
- Follow-up with priority schools and their respective municipalities in regard to the high injury network analysis, including continuation of the school travel fellowship
- Support of and encouragement for county-wide walk and bike to school days

Program Management Approach

SMCOE's approach to program 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; use the strategic plan, developed by a consultant, for program implementation. It will use its existing relationships with school district personnel and its established administrative systems to establish and implement the SRTS program 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 programs, 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 direct outreach to schools for walk and roll to school day participation, bike and pedestrian education, parent/caregiver survey dissemination and student travel tallies.

Networks of collaboration will be developed at the school level through presentations to school administrators and staff, school site councils and PTAs.

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 program. Site support services will be delivered either by SRTS program staff or by school staff or consultants, funded by the program.

Governance

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

SMCOE will hire staff to manage the program 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 a Community Advisory Committee 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 program 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.

Staffing

SMCOE will staff the program with a .25 County SRTS Program Coordinator, a .80 Program Specialist, a 1.0 administrative assistant and consultants whose responsibilities will be to deliver services to the Networks and school sites. The budget also includes funds for program consultants, who work on specialized tasks.

Program Management Strategies

Outlined below are the program management strategies that SMCOE will use to support program 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
- Coordinate county-wide walk and roll to school days
- Coordinate bike and pedestrian education in San Mateo County schools
- Vett all Safe Routes to School vendors
- Work with consultant to implement recommendations from 21-22 youth-based high injury network analysis
- Pilot all volunteer bike rodeo
- Provide a League Certified Instructor Training to increase the number of practitioners who are certified to teach bike skills to San Mateo County students
- Provide bike and pedestrian educational materials
- Conduct student travel tallies at a representative sample of schools in the county
- Coordinate Safe Routes to School professional development opportunities
- Plan and deliver program training, based upon the needs and interests of participants and key stakeholders
- Facilitate quarterly Safe Routes to School Community Advisory Committee meetings
- 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 across the county to strengthen program awareness and implementation
- Complete and submit quarterly activity reports to C/CAG
- Conduct annual evaluation and submit report to C/CAG
- Make program modifications, as needed
- Pursue additional sources of funding to expand the program scope and reach

Budget

Estimated Income

The funding model is based on an estimated budget of **\$704,889** that includes **\$623,686** of STP/CMAQ funds and an additional **\$81,203** of local Measure M funds provided by C/CAG.

Timeframe

The development and implementation of the San Mateo County SRTS Program FY 22-23 is planned for a 12-month period (July 1, 2022 through June 30, 2023).

Annual Expenditures

The annual expenditure estimate over the 12-month life of the program (July 1, 2022 – June 30, 2023) are 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 and SRTS grants have been awarded, the County Office of Education will develop an itemized line-item budget for approval by C/CAG.

**Amendment 1
Budget Breakdown
August 26, 2022**

Safe Routes to School
Proposed Budget for FY 22/23

FY22/23

Funding Breakdown	22/23
MTC-CMAQ (NI 88.48%)	\$623,686
Local Match (Measure M, 11.52%)	\$81,203
Local (Measure M)	
Grand Total Budget	\$704,889

Administration – Program Support		2022-2023
.25 Project Coordinator	7.9%	\$55,750
.703 Project Specialist	22.2%	\$156, 671
1.0 Admin Assistant	14.7%	\$103,820
Contractual Services <ul style="list-style-type: none"> • County-Wide TA - \$76,200 • Transportation Firm - \$55,000 • League Certified Instructor Training - \$30,000 • Safe Routes Education Vendors - \$110,000 	38.5%	\$271,200
Materials and Supplies	2.19%	\$15,000
Teacher Stipends/SRTS Learning Collab/Professional Development	1%	\$7,146
Mileage	.21%	\$1500
Indirect Costs	13.3%	\$93,802
(ICR is 15.35% - rate is set by California Department of Education)		

Total	\$ 704,889
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*NI= Non-Infrastructure