

COVER PAGE
AMENDMENT NO. 1
MEMORANDUM OF UNDERSTANDING
No. M-003-18

35428

SCAG Overall Work Program (OWP) No: 150-4590B.01/E.01

Federal/State Awarding Agency: Federal Transit Administration
CFDA Number and Name: 20.505 Metropolitan Planning Program Section 5303
Federal Award Identification Number (FAIN) No: N/A
Federal Award Date: N/A
Total Amount of the Federal Award: N/A
Federal Award Project Description: N/A

Pass-Through Awarding Agency: California Department of Transportation (Caltrans)
Pass-Through Award No: 74A0822
Pass-Through Award Date: January 1, 2015
Pass-Through Award End Date: December 31, 2024
Pass-Through Agency Contact: Linda Taira, Branch Chief, Caltrans District 7

Sub-Recipient Name: City of Long Beach Department of Health and Human Services
Sub-Recipient's DUNS No: 130009269

Total Amount of the Subaward Project Budget: \$250,000 (inclusive of \$50,000 in-kind match)
Total Amount of Federal Funds Obligated to the Sub-Recipient: \$170,863
Total Amount of Non-Federal Funds Obligated to the Sub-Recipient: \$22,137
Total Amount of Consultant Contracts (Procured by SCAG): \$7,000
Total Match Funds: \$50,000 (LBDHHS In-Kind Match)

Subaward Period of Performance Start Date: Effective Date of the Agreement
Subaward Period of Performance End Date: 12/31/2019

Project R&D: N/A
Indirect Cost Rate for the Federal Award: 10% de Minimis rate

Subaward Project Title: **THE LONG BEACH SAFE ROUTES TO SCHOOL PROGRAM**

Subaward Project Description:

City of Long Beach Department of Health and Human Services is implementing a Safe Routes to School (SRTS) Program that will target Long Beach Unified schools (K-8) where at least 80% of the population is eligible for free or reduce price meals, with priority for available grant resources given to the schools with the greatest identified need and/or highest bike and/or pedestrian collision rates. The goal is to decrease collisions and increase walking and biking to school by: implementing SRTS activities at up to 25 elementary and middle schools; training staff to facilitate bike and pedestrian safety workshops at schools; and utilizing advertising and education strategies to encourage safe driving near schools.

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MOU No. :M-003-18
SCAG Project/OWP No. :150-4590.01

**AMENDMENT NO. 1
MEMORANDUM OF UNDERSTANDING
No. M-003-18**

**BETWEEN THE
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
AND THE CITY OF LONG BEACH DEPARTMENT OF HEALTH AND HUMAN SERVICES
FOR THE LONG BEACH SAFE ROUTES TO SCHOOL PROGRAM**

(SCAG Project/OWP No. 150-4590B.01/E.01)

This Amendment No. 01 (“Amendment”) to the Memorandum of Understanding No. M-003-18 (“MOU” or “Agreement”) is by and between the **Southern California Association of Governments** (“SCAG”) and **City of Long Beach Department of Health and Human Services** (“CITY”), for the Long Beach Safe Routes to School Program, subsequently herein referred to as “Project.” SCAG and CITY are individually referred to herein as “Party” and may be collectively referred to herein as “Parties.”

RECITALS

WHEREAS, SCAG and CITY are parties to that certain Agreement dated December 21, 2017;

WHEREAS, Section 9 of the Agreement permits the parties to amend the Agreement through written amendment;

WHEREAS, the Parties desire to amend the Agreement;

WHEREAS, the purpose of this Amendment is to extend the end date of the Agreement from June 30, 2019 to December 31, 2019, and to replace Exhibit A, C, and E with the following: “Exhibit A-1 – CITY Scope of Work,” “Exhibit C-1 – CITY In-Kind Match Scope of Work and Budget,” and “Exhibit E-1 – Project Budget”; and

WHEREAS, the total in-kind service value under the Agreement shall remain at \$52,199.68 and the total value under this Agreement shall remain at \$192,999.99.

NOW THEREFORE, IT IS MUTUALLY AGREED THAT:

1. The Recitals, fourth paragraph is amended to read:

WHEREAS, the CITY is implementing a Safe Routes to School (SRTS) Program that will target Long Beach Unified schools (K-8) where at least 80% of the population is eligible for free or reduce price meals. The goal is to decrease collisions and increase walking and biking to school by: implementing SRTS activities at up to 25 elementary and middle schools; training staff to facilitate bike and pedestrian safety workshops at schools; and utilizing advertising and education strategies to encourage safe driving near schools (“Project”);

2. The Recitals, twelfth paragraph is amended to read:

WHEREAS, performance by the CITY and selected Consultants will begin on the dates indicated herein and shall be completed by December 31, 2019;

3. Section 3 (Term) is amended to read:

The Term of this Agreement shall begin on the Effective Date of the Agreement and continue until December 31, 2019, hereinafter referred to as the "Completion Date," unless terminated earlier as provided herein.

4. Section 6.i. (Invoices, Progress Reports and Match Reports) is amended to read:

i. On all documents submitted to SCAG for the Project, including Invoices, In-Kind Match Reports and Progress Reports, the Project Number (OWP No. 150-4590.01) shall be referenced from the Effective Date through December 31, 2019.

5. The following Exhibits are attached hereto, and incorporated herein by this reference, and shall replace in its entirety the Exhibit A, C, and E:

"CITY Scope of Work," Exhibit A-1;
"CITY In-Kind Match Scope of Work and Budget," Exhibit C-1; and
"Project Budget," Exhibit E-1.

In all other respects, the terms and conditions of the MOU shall remain in full force and effect.


[Signatures on Following Page]

SIGNATURE PAGE


**AMENDMENT NO. 1
MEMORANDUM OF UNDERSTANDING
No. M-003-18**

IN WITNESS WHEREOF, the Parties have caused this Amendment to be executed by their duly authorized representatives as of the dates indicated below:

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS ("SCAG")


By:  7/23/18
Basil Panas
Chief Financial Officer
Date

APPROVED AS TO FORM:

By:  7/23/18
Joann Africa
Chief Counsel/Director of Legal Services
Date

Tom Modica
Assistant City Manager
EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER

CITY OF LONG BEACH ("CITY")

By:  7/12/18
Patrick West
City Manager
Date


APPROVED AS TO FORM
7/13, 20 18
CHARLES PARKIN, City Attorney
By: 
LINDA T. VU
DEPUTY CITY ATTORNEY

Exhibit A-1 CITY Scope of Work

Scope of Work			
	Task	Description	Deliverables
Task 1: Project Management			
1.1	Grant management	Provide fiscal and programmatic oversight to ensure that grant objectives are achieved and funds are spent appropriately.	Signed contract, reports and invoices
1.2	Coordination and collaboration	Coordinate and host quarterly meetings with funded and unfunded partners to ensure coordination and provide technical assistance/training to program staff and partners.	Agendas, meeting minutes, sign-in sheets
1.3	Staff training	Provide necessary training, which includes: webinars; tutorials and the review of existing walk and bike to school toolkits, resources, and curricula; training on curriculum and supplemental materials that will be used to conduct SOW activities; ongoing training and support as needed to ensure curriculum fidelity and completion of activities described in SOW.	Agendas and training material
1.4	Staff supervision	Directly supervise grant funded staff who will be implementing programmatic activities as part of this project, including weekly staff meetings.	Meeting agendas
1.5	Sub-consultant management	Work with SCAG to ensure sub-consultant agreements and scopes of work are in place and provide fiscal and programmatic oversight to subcontractors to ensure objectives are achieved and funds are appropriately spent. Programmatic oversight coordinated at quarterly meetings (see 1.2).	Subcontract agreements and reports
Task 2: Planning			
2.1	School outreach and coordination	<p>Outreach to Long Beach Unified Schools (k-8) where at least 80% of the population is eligible for free/reduced lunch, with priority for available grant resources given to the schools with the greatest identified need and/or highest bike and/or pedestrian collision rates. Staff will outreach via invitation letters and phone calls to school administrators and school staff at all eligible schools.</p> <p>Once participating schools have been identified, staff will promote student, parent, and classroom participation via posters/banners and the "school loop" email sent out to parents and posted on the school webpages.</p>	List of contacted schools and participating schools, promotion materials
2.2	Plan walk/bike to school activities	<p>Working together with partners, plan and schedule walk/bike to school activities at participating schools.</p> <p>Develop a menu of walk/bike to school activities and compile all materials necessary to implement such activities. The participating schools will choose from the menu of walk/bike to school activities, which may include: bike/pedestrian safety workshops, Go Human media displays, safe driving promotion, and implementing walk/bike to school encouragement programs such as Walk/Bike to School Day events, poster contests, walking school busses, and classroom competitions.</p>	Menu of walk/bike to school activities, list of scheduled activities
2.3	Plan and develop material for the train-the-trainer workshop	Working with Bike/Ped Safety Consultant, identify and tailor a curriculum to teach a one-day training on how to conduct a bike/ped safety workshop (train-the-trainer). The Bike/Ped Safety Consultant will develop the train-the-trainer lesson plan, instructional presentation, and all educational materials that will be	Lesson plan, instructional presentation, resource kit

		distributed to participants. The Bike/Ped Safety Consultant will also develop a resource kit that train-the-trainer participants will use to facilitate at least one walk/bike safety workshop.	
2.4	Develop marketing/communication materials	Working with Design Consultant, tailor Go Human campaign materials to a Long Beach audience. Materials will be used to promote walk/bike/driver safety near 5 participating schools. Media may include school banners, flyers, bus shelter ads, and other outdoor marketing methods.	Tailored materials
2.5	Plan motorist outreach	Working together with partners such as the Long Beach Police Department, plan and schedule outreach to educate drivers on safe driving practices at three schools. Outreach may include distributing and/or posting safety messages to drivers via parent newsletter, school website, or while drivers are traveling near participating schools.	List of scheduled activities, educational materials
2.6	Community events and outreach	Identify potential sites, events, and partners for community outreach opportunities to promote SRTS, trainings, and Bike/Ped Safety that supports the City's larger mobility efforts.	Calendar of scheduled events
Task 3: Training			
3.1	Identify train-the-trainer participants	Identify staff and partners interested in being trained on how to conduct walk/bike safety workshops.	List of registered participants
3.2	Schedule and host train-the-trainer workshop	Working with Bike/Ped Safety Consultant, schedule and host a one-day "train the trainer" workshop on how to conduct a walk/bike safety workshop.	Training agenda, presentation materials and sign-in sheet
Task 4: Implementation			
4.1	Bike and pedestrian safety workshops	Train the trainer participants will conduct a total of four bike/ped safety workshops near participating schools by the end of the grant term.	Workshop agendas and sign-in sheets
4.2	Walk/Bike to school promotion	Working together with the Long Beach Unified School District, implement walk/bike to school activities (e.g. bike/pedestrian safety workshops, Go Human media displays, safe driving promotion, Walk/Bike to School Day events, classroom competitions, poster contests, walking school bus) at up to 25 schools by the end of the grant term. We will also provide resources (e.g. posters, fliers) so schools can encourage students to walk/bike to school throughout the year.	Event flyers and photos
4.3	Community events and outreach	Promote and provide guidance on community programs that support the City's larger mobility efforts such as open-street events, bike and pedestrian encouragement programs, and active transportation planning. Activities may include: providing input on bike/pedestrian plans, assist with the planning and promotion of other bike and pedestrian programs occurring near target schools, hosting a booth at bike/pedestrian events near target schools.	Event flyers and photos
4.4	Motorist outreach	Working together with partners such as the Long Beach Police Department, outreach to motorists about safe driving at 3 schools by the end of the grant term. Outreach may include: distributing and/or posting safety messages to drivers via parent newsletter, school website, or while drivers are traveling near participating schools.	Photos, dates of motorist outreach at which schools
4.5	Marketing and communication	Post/Circulate/Display tailored Go Human media and other material designed to encourage walking/biking to school and bike/ped/driver safety near 5 participating schools by the end of the grant term. Marketing materials may include bus shelter posters, school banners, flyers, and similar items.	Invoices, photos of material posted and report of impressions.

Task 5: Evaluation			
5.1	Evaluation design	Select and/or design appropriate pre/post test to measure changes among bike/ped safety workshop participants, and identify sources for baseline collision data.	Evaluation tools
5.2	Data collection	Administer pre/post tests to participants of bike/ped safety workshops, and obtain collision data.	Data collected
5.3	Analyze data and prepare evaluation report	Analyze and interpret data to make program adjustments and report on impact/outcome of intervention.	Evaluation report(s)
Task 6: Fiscal and Program Reports			
6.1	Program reports	Collect, compile, and summarize implementation and evaluation efforts to report on program impact. Presentations will be made to City of Long Beach Board of Health, and LBUSD Health Advisory Committee.	Program reports
6.2	Fiscal reports	Prepare fiscal reports and invoices. Collect and maintain appropriate documentation. ,	Fiscal reports/invoices

Exhibit C-1 CITY In-Kind Match Scope of Work and Budget

Task	Activity	Title	Hourly Rate*	Hours	Estimated Cost
Task 1: Program Management					
1.1	Provide support and oversight to staff to ensure that all deliverables are met.	Chronic Disease and Injury Prevention Division Officer	\$53.00	416	\$22,048.00
		Community Health Bureau Manager	\$62.00	208	\$12,896.00
Task 2: Planning					
2.2	Planning and development of Walk/Bike to School and Community Outreach Activities	Assistant Health Promotions Coordinator	\$36.05	156	\$5,623.80
Task 6: Fiscal and Program Reporting					
6.1	Provide support and oversight to ensure all fiscal requirements are met.	Bureau Analyst	\$37.01	416	\$15,396.16
Total in-kind match amount					\$55,963.96

*The rate provided is hourly rate, not the fully burdened rate.

Exhibit E-1 Project Budget

Cost Categories	Maximum Fully-Burdened Rate	Total
<i>Labor Classification(s):</i>		
Program Director (PHP II)	\$ 74.73	Total not to exceed \$129,350.14
Program Assistant (CPT II)	\$ 48.17	
Health Educator (HE II)	\$ 56.21	
Outreach Worker (OW I)	\$ 37.82	
Outreach Worker (OW I)	\$ 37.82	
Program Analyst (PHA III)	\$ 68.48	
<i>Other Costs:</i>		
Travel and Mileage		Total not to exceed \$63,649.85
Printing		
Outdoor Marketing		
Programming Activities		
Office Supplies and Other Program Related Costs.		
Technology Services (4)		
GRAND TOTAL		\$192,999.99