

File No. 130890

Committee Item No. 5
Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS
AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date: 10/09/2013

Board of Supervisors Meeting

Date: _____

Cmte Board

- | | | |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Victor Young Date October 4, 2013

Completed by: Victor Young Date _____

1 [Accept and Expend Grant - Safe Routes to School Program - \$1,439,000]

2
3 **Resolution authorizing the Department of Public Health to accept and expend a grant in**
4 **the amount of \$1,439,000 in Federal Surface Transportation Program and/or**
5 **Congestion Mitigation and Air Quality Improvements Funds through the Metropolitan**
6 **Transportation Commission's Safe Routes to School Grant Program for the period of**
7 **September 1, 2014, through August 31, 2017; and waiving indirect costs; committing**
8 **the necessary matching funds; stating assurance to complete the project, and**
9 **delegating authorization to execute these agreements, and any amendments thereto, to**
10 **the Director of Public Health.**

11
12 WHEREAS, the San Francisco Department of Public Health (herein referred to as
13 APPLICANT) is submitting an application to the Metropolitan Transportation Commission
14 (MTC) for \$1,439,000 in funding assigned to MTC for programming discretion, including but
15 not limited to federal funding administered by the Federal Highway Administration (FHWA)
16 such as Surface Transportation Program (STP) funding, Congestion Mitigation and Air Quality
17 Improvement (CMAQ) funding and/or Transportation Alternatives (TA) funding (herein
18 collectively referred to as REGIONAL DISCRETIONARY FUNDING) for the San Francisco
19 Safe Routes to School Program (herein referred to as PROJECT) for the MTC Regional Cycle
20 2 Safe Routes to School Program (herein referred to as PROGRAM); and

21 WHEREAS, San Francisco County Transportation Authority is the local Congestion
22 Management Agency (CMA) authorized to program county-share funds allocated by MTC
23 including the county share portion of the PROGRAM; and

1 WHEREAS, San Francisco County Transportation Authority has programmed San
2 Francisco's county share portion of the PROGRAM funds to the APPLICANT in the amount of
3 \$1,439,000 for the period of September 1, 2014, through August 31, 2017; and

4 WHEREAS, MTC requires local agencies that will receive grant funds to adopt a local
5 resolution of support by the Fall 2014 in order for the APPLICANT to accept funding; and

6 WHEREAS, the Moving Ahead for Progress in the 21st Century Act (Public Law 112-
7 141, July 6, 2012) and any extensions or successor legislation for continued funding
8 (collectively, MAP 21) authorize various federal funding programs including, but not limited to
9 the Surface Transportation Program (STP) (23 U.S.C. § 133), the Congestion Mitigation and
10 Air Quality Improvement Program (CMAQ) (23 U.S.C. § 149) and the Transportation
11 Alternatives Program (TA) (23 U.S.C. § 213); and

12 WHEREAS, state statutes, including California Streets and Highways Code 182.6 and
13 182.7 provide various funding programs for the programming discretion of the Metropolitan
14 Planning Organization (MPO) and the Regional Transportation Planning Agency (RTPA); and

15 WHEREAS, pursuant to MAP-21, and any regulations promulgated thereunder, eligible
16 project sponsors wishing to receive federal funds for a project shall submit an application first
17 with the appropriate MPO for review and inclusion in the MPO's Transportation Improvement
18 Program (TIP); and

19 WHEREAS, MTC is the MPO and RTPA for the nine counties of the San Francisco Bay
20 region; and

21 WHEREAS, MTC has adopted a Regional Project Funding Delivery Policy (MTC
22 Resolution No. 3606, revised) that sets out procedures governing the application and use of
23 federal funds; and

24 WHEREAS, APPLICANT is an eligible sponsor for REGIONAL DISCRETIONARY
25 FUNDING; and

1 WHEREAS, as part of the application for REGIONAL DISCRETIONARY FUNDING,
2 MTC requires a resolution adopted by the responsible implementing agency stating the
3 following: 1) the commitment of any required matching funds; and 2) that the sponsor
4 understands that the REGIONAL DISCRETIONARY FUNDING is fixed at the programmed
5 amount, and therefore any cost increase cannot be expected to be funded with additional
6 REGIONAL DISCRETIONARY FUNDING; and 3) that the project will comply with the
7 procedures, delivery milestones and funding deadlines specified in the Regional Project
8 Funding Delivery Policy (MTC Resolution No. 3606, revised); and 4) the assurance of the
9 sponsor to complete the project as described in the application, subject to environmental
10 clearance, and if approved, as included in MTC's federal Transportation Improvement
11 Program (TIP); and 5) that the project will comply with all project-specific requirements as set
12 forth in the PROGRAM; and 6) that the project (transit only) will comply with MTC Resolution
13 No. 3866, revised, which sets forth the requirements of MTC's Transit Coordination
14 Implementation Plan to more efficiently deliver transit projects in the region.

15 WHEREAS, The full project period of the grant starts on September 1, 2014 and ends
16 on August 31, 2017; and

17 WHEREAS, The purpose of this project is to promote walking and biking to and from
18 school in San Francisco; and

19 WHEREAS, The grant requires matching funds in the amount of \$186,438 from San
20 Francisco Department of Health General Fund, San Francisco Unified School District,
21 Presidio YMCA, and San Francisco Bicycle Coalition; and

22 WHEREAS, APPLICANT will subcontract with San Francisco Study Center in the total
23 amount of \$1,099,047; for the period of September 1, 2014, through August 31, 2017; and
24
25

1 WHEREAS, PROJECT does not contain indirect costs because APPLICANT does not
2 have an approved indirect cost agreement with the California Department of Transportation
3 (CalTrans) allowing for indirect costs in the budget; and

4 WHEREAS, An Annual Salary Ordinance amendment is not required as the grant
5 partially reimburses APPLICANT for two existing positions, one Health Educator (Job Class
6 No. 2822) at .50 FTE and one Public Service Aide (Job Class No. 9924) at 1040 hours
7 annually for the period of September 1, 2014, through August 31, 2017; and

8 RESOLVED, That APPLICANT is hereby authorized to accept and expend a grant in
9 the amount of \$1,439,000 from MTC as programmed by San Francisco County Transportation
10 Authority; and

11 FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of
12 indirect costs in the grant budget; and, be it

13 FURTHER RESOLVED, That APPLICANT is hereby authorized to enter into a
14 subcontract agreement in the amount of \$1,099,047 with San Francisco Study Center for
15 services under the PROJECT; for the project period of September 1, 2014 through, August
16 31, 2017; and, be it

17 FURTHER RESOLVED, That the APPLICANT is authorized to execute and file an
18 application for funding for the PROJECT for REGIONAL DISCRETIONARY FUNDING under
19 MAP-21 for continued funding; and be it

20 FURTHER RESOLVED, That the APPLICANT by adopting this resolution does hereby
21 state that: 1) APPLICANT will provide any required matching funds; and 2) APPLICANT
22 understands that the REGIONAL DISCRETIONARY FUNDING for the project is fixed at the
23 MTC approved programmed amount, and that any cost increases must be funded by the
24 APPLICANT from other funds, and that APPLICANT does not expect any cost increases to be
25 funded with additional REGIONAL DISCRETIONARY FUNDING; and 3) APPLICANT

1 understands the funding deadlines associated with these funds and will comply with the
2 provisions and requirements of the Regional Project Funding Delivery Policy (MTC Resolution
3 No. 3606, revised) and APPLICANT has, and will retain the expertise, knowledge and
4 resources necessary to deliver federally-funded transportation projects, and has assigned,
5 and will maintain a single point of contact for all FHWA-funded transportation projects to
6 coordinate within the agency and with the respective Congestion Management Agency
7 (CMA), MTC, Caltrans and FHWA on all communications, inquires or issues that may arise
8 during the federal programming and delivery process for all FHWA-funded transportation
9 projects implemented by APPLICANT; and 4) PROJECT will be implemented as described in
10 the complete application and in this resolution, subject to environmental clearance, and, if
11 approved, for the amount approved by MTC and programmed in the federal TIP; and 5)
12 APPLICANT and the PROJECT will comply with the requirements as set forth in MTC
13 programming guidelines and project selection procedures for the PROGRAM; and 6)
14 APPLICANT (for a transit project only) agrees to comply with the requirements of MTC's
15 Transit Coordination Implementation Plan as set forth in MTC Resolution 3866, revised; and
16 be it

17 FURTHER RESOLVED that APPLICANT is an eligible sponsor of REGIONAL
18 DISCRETIONARY FUNDING funded projects; and be it

19 FURTHER RESOLVED that APPLICANT is authorized to submit an application for
20 REGIONAL DISCRETIONARY FUNDING for the PROJECT; and be it

21 FURTHER RESOLVED that there is no legal impediment to APPLICANT making
22 applications for the funds; and be it

23 FURTHER RESOLVED that there is no pending or threatened litigation that might in
24 any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such
25 PROJECT; and be it

1 FURTHER RESOLVED that APPLICANT authorizes its Executive Director, General
2 Manager, or designee to execute and file an application with MTC for REGIONAL
3 DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and be it

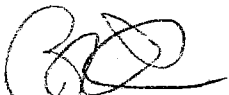
4 FURTHER RESOLVED that a copy of this resolution will be transmitted to the MTC in
5 conjunction with the filing of the application; and be it

6 FURTHER RESOLVED that the MTC is requested to support the application for the
7 PROJECT described in the resolution and to include the PROJECT, if approved, in MTC's
8 federal TIP; and be it

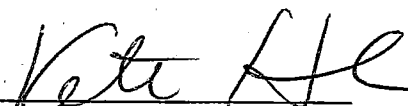
9 FURTHER RESOLVED, That APPLICANT is hereby authorized to accept and expend
10 the grant funds pursuant to San Francisco Administrative Code section 10.170-1; and, be it

11 FURTHER RESOLVED, That the Director of Health is authorized to enter into the
12 agreement on behalf of the City.

13
14 RECOMMENDED:

15 
16 _____
17 Barbara A. Garcia, MPA
18 Director of Health

APPROVED:

19 
20 _____
21 Office of the Mayor

22 
23 _____
24 Office of the Controller



Edwin M. Lee
Mayor

Barbara A. Garcia, MPA
Director of Health

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Barbara A. Garcia, MPA
Director of Health

DATE: September 3, 2013

SUBJECT: Grant Accept and Expend

GRANT TITLE: San Francisco Safe Routes to School Program - \$1,439,000

Attached please find the original and 4 copies of each of the following:

- Proposed grant resolution, original signed by Department
- Grant information form, including disability checklist -
- Budget and Budget Justification
- Grant application
- Agreement / Award Letter
- Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Richelle-Lynn Mojica

Phone: 255-3555

Interoffice Mail Address: Dept. of Public Health, Grants Administration for
Community Programs, 1380 Howard St.

Certified copy required Yes

No

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **San Francisco Safe Routes to School Program**
2. Department: **SF Dept. of Public Health, Population Health Division, Community Health Promotion Branch**
3. Contact Person: **Ana Validzic** Telephone: **(415) 581-2478**
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: **\$1,439,000 (Year 1=\$532,830; Year 2=\$453,085; and Year 3=\$453,085)**
- 6a. Matching Funds Required: **\$186,438 (Year 1=\$62,146; Year 2=\$62,146; and Year 3=\$62,146)**
b. Source(s) of matching funds (if applicable): **DPH General Fund, SFUSD, Presidio YMCA, SF Bicycle Coalition**
- 7a. Grant Source Agency: **Metropolitan Transportation Commission**
b. Grant Pass-Through Agency (if applicable): **San Francisco County Transportation Authority**
8. Proposed Grant Project Summary:

The overall purpose of the San Francisco Safe Routes to School (SF SRTS) program is to promote walking and biking to and from San Francisco schools. Specifically, SF SRTS will deliver an integrated set of services based on three of the five Es – Education, Encouragement, and Evaluation - to 35 elementary schools, 3 middle schools and 2 high schools from September 2014 to August 2017. The other two Es – Enforcement and Engineering – are disqualified from the MTC Regional Cycle 2 funding source.

SF SRTS began offering services at elementary schools in San Francisco in fiscal year 09-10, while also building capacity—at the school-site and district level—to provide ongoing services that promote safe walking and biking to school. SF SRTS utilizes the internationally accepted five Es of the SRTS model – Education, Encouragement, Engineering, Enforcement and Evaluation. In addition, the SF SRTS team has put into place an interagency system for prioritizing schools for future SRTS services and infrastructure projects, thus building the long-term capacity of San Francisco schools to promote walking and biking to school. The SF SRTS coalition includes a multi-disciplinary group of city agencies, non-profit organizations, and public schools working together to make San Francisco safer for all school-aged children to walk and bike safely to school.

Beginning in the 2014 school year, specific program deliverables will include:

- Project and grant management;
- Creating a team of bilingual outreach workers who will deliver targeted and culturally-specific approaches and messages to parents at 35 elementary schools;
- Recruiting parent/guardian champions from each elementary school;
- Expanding the focus on underserved communities, specifically in the southeastern sector of SF;
- Holding in-school assemblies promoting and educating kids about pedestrian and bicycle safety;
- Providing learn-to-ride and on-bike safety lessons through a bike rodeo format at events scheduled at participating schools to maximize family participation;
- Organizing after-school bike clubs for the 3 middle schools and bike shop programs at 2 high schools;
- Providing classroom teachers with curriculum to encourage and educate kids to walk and bike safely to school;

- Training, supporting, and encouraging parents/guardians to lead groups of kids to walk or bike to school on a regular basis;
- Organizing an annual Walk and Roll to School Day in the fall and a spring celebration to encourage parents and kids to try walking and biking to school;
- Creating transportation demand management kits, which outline walking, biking, transit, and carpool options at each participating school; and
- Evaluating program activities through student travel tallies and parent surveys.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: September 1, 2014

End-Date: August 31, 2017

10a. Amount budgeted for contractual services: \$1,099,047

b. Will contractual services be put out to bid?

No, this will be a sole source contract. Agencies receiving contracts and subcontracts are active members of the SRTS-SF Partnership and helped write the grant application. They are the only agencies that can carry out the work required by the grant. Sole source contract will be established with the following agency and subcontractors for the following amounts:

Prime Contract

SF Study Center = \$1,099,047

(Year 1=\$367,685; Year 2=\$365,681; and Year 3=\$365,681)

Subcontractors

Presidio Community YMCA = \$313,957

(Year 1=\$104,653; Year 2=\$104,652; and Year 3=\$104,652)

San Francisco Bicycle Coalition = \$367,630

(Year 1=\$122,544; Year 2=\$122,543; and Year 3=\$122,543)

San Francisco Unified School District = \$63,976

(Year 1=\$21,326; Year 2=\$21,325 and Year 3=\$21,325)

Standing Ovations = \$42,000

(Year 1=\$14,000; Year 2=\$14,000 and Year 3=\$14,000)

Walk San Francisco = \$209,572

(Year 1=\$69,858; Year 2=\$69,857 and Year 3=\$69,857)

Workorder

San Francisco Department of Environment Workorder = \$77,742

(Year 1=\$77,742; Year 2=\$0; and Year 3=\$0)

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **No, because this grant is derived from federal transportation dollars and must meet DBE requirements as mandated by the funder.**

d. Is this likely to be a one-time or ongoing request for contracting out? **It is likely this is a one-time request for contracting out.**

11a. Does the budget include indirect costs?

Yes

No

b1. If yes, how much? \$

b2. How was the amount calculated?

c1. If no, why are indirect costs not included?

Not allowed by granting agency
 Other (please explain):

To maximize use of grant funds on direct services

c2. If no indirect costs are included, what would have been the indirect costs? \$46,115 for all 3 years

12. Any other significant grant requirements or comments:

GRANT CODE (Please include Grant Code and Detail in FAMIS): HCCH07/1400

****Disability Access Checklist** (Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Existing Site(s) | <input checked="" type="checkbox"/> Existing Structure(s) | <input checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Jason Hashimoto

(Name)

Director, EEO, and Cultural Competency Programs

(Title)

Date Reviewed: 9/8/13


(Signature Required)

Department Head or Designee Approval of Grant Information Form:

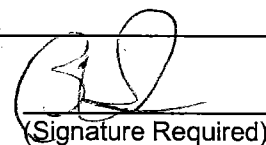
Barbara A. Garcia, MPA

(Name)

Director of Health

(Title)

Date Reviewed: 9/5/12


(Signature Required)

Safe Routes to School-San Francisco (SRTS-SF) Non-Infrastructure Project

Budget Period: September 1, 2014 - August 31, 2015

A. Positions and Salaries - DPH (lead agency)		SRTS - grant	Local Match	Total
1	Health Educator: A. Validzic, MPH - grant management .40 FTE	\$35,225		\$35,225
1	Health Educator: A. Validzic, MPH - evaluation .10 FTE	\$8,806		\$8,806
2	Public Service Aide: To be determined \$17.2125/hr	\$17,901		\$17,901
TOTAL SALARY COSTS		\$61,932		\$61,932

B. Fringe Benefits = 10% for Public Service Aides, 50% for all others		SRTS - grant	Local Match	Total
1	Health Educator: A. Validzic, MPH - grant management .40 FTE	\$17,612		\$17,612
1	Health Educator: A. Validzic, MPH - evaluation .10 FTE	\$4,403		\$4,403
2	Public Service Aide: To be determined \$17.2125/hr	\$1,790		\$1,790
TOTAL FRINGE BENEFIT COSTS		\$23,805		\$23,805

- 1 The Health Educator position will serve as the Project Director. She will be responsible for overall project coordination and evaluation.
 2 The Public Service Aide will provide data entry and evaluation support to the project and project staff.

TOTAL PERSONNEL COSTS	\$85,737		\$85,737
------------------------------	-----------------	--	-----------------

C. Consultants/Contractual Services (see attached separate budgets for each SRTS-SF partner)			
Item	SRTS - grant	Local Match	Total
SF Study Center fiscal sponsorship fee for SFUSD, Presidio YMCA, SF Bike Coalition, and Walk SF	\$33,304		\$33,304
SUB- SF Unified School District school outreach and coordination	\$21,326	\$10,000	\$31,326
SUB- Presidio YMCA skills-based education and encouragement activities	\$104,653	\$10,000	\$114,653
SUB- SF Bike Coalition educational and encouragement activities	\$122,544	\$10,000	\$132,544
SUB- Walk SF work for education and encouragement activities	\$69,858		\$69,858
SUB- Assemblies by Standing Ovarions	\$14,000		\$14,000
SUB- SRTS Curricula	\$2,000		\$2,000
SUB- SRTS Staff Specialist		\$32,146	\$32,146
TOTAL STUDY CENTER CONTRACT	\$367,685		
SF Dept of Environment workorder to create TDM toolkits	\$77,742		\$77,742
TOTAL CONSULTANT AND CONTRACTUAL SERVICES	\$445,427	\$62,146	\$507,573

D. Other Direct Costs			
Item	SRTS - grant	Local Match	Total
Photocopying Services - Repro	\$1,667		\$1,667
TOTAL EQUIPMENT AND SUPPLIES EXPENSES	\$1,667		\$1,667

TOTAL BUDGET FOR 2014-15	\$532,830	\$62,146	\$594,976
---------------------------------	------------------	-----------------	------------------

Safe Routes to School-San Francisco (SRTS-SF) Non-Infrastructure Project

Budget Period: September 1, 2015 - August 31, 2016

A. Positions and Salaries - DPH (lead agency)		SRTS - grant	Local Match	Total
1	Health Educator: A. Validzic, MPH - grant management .40 FTE	\$35,225		\$35,225
1	Health Educator: A. Validzic, MPH - evaluation .10 FTE	\$8,806		\$8,806
2	Public Service Aide: To be determined \$17.2125/hr	\$17,901		\$17,901
TOTAL SALARY COSTS		\$61,932		\$61,932

B. Fringe Benefits = 10% for Public Service Aides, 50% for all others		SRTS - grant	Local Match	Total
1	Health Educator: A. Validzic, MPH - grant management .40 FTE	\$17,612		\$17,612
1	Health Educator: A. Validzic, MPH - evaluation .10 FTE	\$4,403		\$4,403
2	Public Service Aide: To be determined \$17.2125/hr	\$1,790		\$1,790
TOTAL FRINGE BENEFIT COSTS		\$23,806		\$23,806

- 1 The Health Educator position will serve as the Project Director. She will be responsible for overall project coordination and evaluation.
- 2 The Public Service Aide will provide data entry and evaluation support to the project and project staff.

TOTAL PERSONNEL COSTS	\$85,738		\$85,738
------------------------------	-----------------	--	-----------------

C. Consultants/Contractual Services (see attached separate budgets for each SRTS-SF partner)			
Item	SRTS - grant	Local Match	Total
SF Study Center fiscal sponsorship for SFUSD, Presidio YMCA, SF Bike Coalition, and Walk SF	\$33,304		\$33,304
SUB- SF Unified School District school outreach and coordination	\$21,325	\$10,000	\$31,325
SUB- Presidio YMCA skills-based education and encouragement activities	\$104,652	\$10,000	\$114,652
SUB- SF Bike Coalition educational and encouragement activities	\$122,543	\$10,000	\$132,543
SUB- Walk SF work for education and encouragement activities	\$69,857		\$69,857
SUB- Assemblies by Standing Ovation	\$14,000		\$14,000
SUB- SRTS Curricula			\$0
SUB- SRTS Staff Specialist		\$32,146	\$32,146
TOTAL STUDY CENTER CONTRACT	\$365,681		
SF Dept of Environment workorder to create TDM toolkits			\$0
TOTAL CONSULTANT AND CONTRACTUAL SERVICES	\$365,681	\$62,146	\$427,827

D. Other Direct Costs			
Item	SRTS - grant	Local Match	Total
Photocopying Services - Repro	\$1,667		\$1,667
TOTAL EQUIPMENT AND SUPPLIES EXPENSES	\$1,667		\$1,667

TOTAL BUDGET FOR 2015-16	\$453,085	\$62,146	\$515,231
---------------------------------	------------------	-----------------	------------------

Safe Routes to School-San Francisco (SRTS-SF) Non-Infrastructure Project

Budget Period: September 1, 2016 - August 31, 2017

A. Positions and Salaries - DPH (lead agency)		SRTS - grant	Local Match	Total
1	Health Educator: A. Validzic, MPH - grant management .40 FTE	\$35,225		\$35,225
1	Health Educator: A. Validzic, MPH - evaluation .10 FTE	\$8,806		\$8,806
2	Public Service Aide: To be determined \$17.2125/hr	\$17,901		\$17,901
TOTAL SALARY COSTS		\$61,932		\$61,932

B. Fringe Benefits = 10% for Public Service Aides, 50% for all others		SRTS - grant		Total
1	Health Educator: A. Validzic, MPH - grant management .40 FTE	\$17,612		\$17,612
1	Health Educator: A. Validzic, MPH - evaluation .10 FTE	\$4,403		\$4,403
2	Public Service Aide: To be determined \$17.2125/hr	\$1,790		\$1,790
TOTAL FRINGE BENEFIT COSTS		\$23,806		\$23,806

- 1 The Health Educator position will serve as the Project Director She will be responsible for overall project coordination and evaluation.
 2 The Public Service Aide will provide data entry and evaluation support to the project and project staff.

TOTAL PERSONNEL COSTS	\$85,738		\$85,738
------------------------------	-----------------	--	-----------------

C. Consultants/Contractual Services (see attached separate budgets for each SRTS-SF partner)

Item	SRTS - grant	Local Match	Total
SF Study Center fiscal sponsorship for SFUSD, Presidio YMCA, SF Bike Coalition, and Walk SF	\$33,304		\$33,304
SUB- SF Unified School District school outreach and coordination	\$21,325	\$10,000	\$31,325
SUB- Presidio YMCA skills-based education and encouragement activities	\$104,652	\$10,000	\$114,652
SUB- SF Bike Coalition educational and encouragement activities	\$122,543	\$10,000	\$132,543
SUB- Walk SF work for education and encouragement activities	\$69,857		\$69,857
SUB- Assemblies by Standing Ovations	\$14,000		\$14,000
SUB- SRTS Curricula			\$0
SUB- SRTS Staff Specialist		\$32,146	\$32,146
TOTAL STUDY CENTER CONTRACT	\$365,681		
SF Dept of Environment workorder to create TDM toolkits			\$0
TOTAL CONSULTANT AND CONTRACTUAL SERVICES	\$365,681	\$62,146	\$427,827

D. Other Direct Costs

Item	SRTS - grant		Total
Photocopying Services - Repro	\$1,667		\$1,667
TOTAL EQUIPMENT AND SUPPLIES EXPENSES	\$1,667		\$1,667

TOTAL BUDGET FOR 2016-17	\$453,085	\$62,146	\$515,231
---------------------------------	------------------	-----------------	------------------

Safe Routes to School-San Francisco (SRTS-SF) Non-Infrastructure Project

TOTAL Budget Period: September 1, 2014 - August 31, 2017

A. Positions and Salaries - DPH (lead agency)		SRTS - grant	Local Match	Total
1	Health Educator: A. Validzic, MPH - grant management .40 FTE	\$105,674		\$105,674
1	Health Educator: A. Validzic, MPH - evaluation .10 FTE	\$26,419		\$26,419
2	Public Service Aide: To be determined \$17.2125/hr	\$53,703		\$53,703
TOTAL SALARY COSTS		\$185,796		\$185,796

B. Fringe Benefits = 10% for Public Service Aides, 50% for all others		SRTS - grant	Local Match	Total
1	Health Educator: A. Validzic, MPH - grant management .40 FTE	\$52,837		\$52,837
1	Health Educator: A. Validzic, MPH - evaluation .10 FTE	\$13,209		\$13,209
2	Public Service Aide: To be determined \$17.2125/hr	\$5,370		\$5,370
TOTAL FRINGE BENEFIT COSTS		\$71,417		\$71,417

- 1 The Health Educator position will serve as the Project Director. She will be responsible for overall project coordination and evaluation.
 2 The Public Service Aide will provide data entry and evaluation support to the project and project staff.

TOTAL PERSONNEL COSTS	\$257,213		\$257,213
------------------------------	------------------	--	------------------

C. Consultants/Contractual Services (see attached separate budgets for each SRTS-SF partner)			
Item	SRTS - grant	Local Match	Total
SF Study Center fiscal sponsorship for SFUSD, Presidio YMCA, SF Bike Coalition, and Walk SF	\$99,912	\$0	\$99,912
SF Unified School District school outreach and coordination	\$63,976	\$30,000	\$93,976
Presidio YMCA skills-based education and encouragement activities	\$313,957	\$30,000	\$343,957
SF Bike Coalition educational and encouragement activities	\$367,630	\$30,000	\$397,630
Walk SF work for education and encouragement activities	\$209,572	\$0	\$209,572
Assemblies by Standing Ovations	\$42,000	\$0	\$42,000
SRTS Curricula	\$2,000	\$0	\$2,000
SRTS Staff Specialist	\$0	\$96,438	\$96,438
TOTAL STUDY CENTER CONTRACT	\$1,099,047		
SF Dept of Environment workorder to create TDM toolkits	\$77,742	\$0	\$77,742
TOTAL CONSULTANT AND CONTRACTUAL SERVICES	\$1,176,789	\$186,438	\$1,363,227

D. Other Direct Costs			
Item	SRTS - grant	Local Match	Total
Photocopying Services - Repro	\$5,000		\$5,000
TOTAL EQUIPMENT AND SUPPLIES EXPENSES	\$5,000		\$5,000

TOTAL BUDGET FOR 2014-17	\$1,439,001	\$186,438	\$1,625,439
---------------------------------	--------------------	------------------	--------------------



**Attachment 1. Cycle 2 San Francisco Safe Routes to School Program
Task Summary - Budget and Schedule**

Task Summary:	Start Date	End Date	Costs of Participating Items	Costs of Non-Participating Items	Total Cost
Task 1 SF SRTS grant management per federal transportation aid requirements	August 1, 2014	August 31, 2017	\$ 206,730	\$ -	\$ 206,730
Task 2 SFUSD school coordination and outreach	September 1, 2014	August 31, 2017	\$ 93,975	\$ -	\$ 93,975
Task 3 Outreach Team to provide targeted outreach, education, and encouragement	August 1, 2014	August 31, 2017	\$ 77,002	\$ -	\$ 77,002
Task 4 Parent/guardian champions at participating schools	August 1, 2014	May 31, 2017	\$ 283,115	\$ -	\$ 283,115
Task 5 In-school assemblies for elementary school	September 1, 2014	May 31, 2017	\$ 42,000	\$ -	\$ 42,000
Task 6 After-school pedestrian and bicycle safety education for elementary schools	September 1, 2014	May 31, 2017	\$ 61,889	\$ -	\$ 61,889
Task 7 Bike clubs for 3 middle schools	September 1, 2014	May 31, 2017	\$ 134,914	\$ -	\$ 134,914
Task 8 Bike shop programs for 2 high schools	September 1, 2014	May 31, 2017	\$ 147,154	\$ -	\$ 147,154
Task 9 Curriculum for classroom teachers	September 1, 2014	May 31, 2017	\$ 101,912	\$ -	\$ 101,912
Task 10 Regular walk and roll events	August 1, 2014	May 31, 2017	\$ 169,277	\$ -	\$ 169,277
Task 11 Annual Walk and Roll to School Day in October	September 1, 2014	November 31, 2016	\$ 41,751	\$ -	\$ 41,751
Task 12 Annual spring SF SRTS celebration	March 1, 2015	May 31, 2017	\$ 36,057	\$ -	\$ 36,057
Task 13 Transportation demand management (TDM) toolkits	September 1, 2014	May 31, 2017	\$ 77,742	\$ -	\$ 77,742
Task 14 Program Evaluation	September 1, 2014	August 31, 2017	\$ 151,920	\$ -	\$ 151,920
GRAND TOTAL			\$1,625,438	\$0	\$ 1,625,438



RESOLUTION PROGRAMMING \$1,439,000 IN CYCLE 2 REGIONAL SAFE ROUTES TO SCHOOL FUNDS TO THE SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH FOR THE SAN FRANCISCO SAFE ROUTES TO SCHOOL PROGRAM

WHEREAS, In May 2012, the Metropolitan Transportation Commission (MTC) adopted the OneBayArea Grant Program (OBAG) framework, which includes \$20 million in federal funds for the Cycle 2 Regional Safe Routes to School Program (SR2S) over four years (Fiscal Years 2012/13 through 2015/16); and

WHEREAS, The intent of this program is to significantly reduce vehicle emissions stemming from school-related travel; and

WHEREAS, MTC is urging Congestion Management Agencies (CMA), including the Authority for San Francisco, to take advantage of the significant level of flexibility afforded by the regional program by supporting further expansion of SR2S non-infrastructure programs; and

WHEREAS, San Francisco's share of the region's SR2S funds is \$1,439,000 based on its proportion of K-12 school enrollment in the nine Bay Area counties; and

WHEREAS, The Authority collaborated with the San Francisco SR2S Coalition (Coalition) to develop a proposal for how to enhance existing SR2S efforts and best achieve the objectives for MTC's SR2S program; and

WHEREAS, As CMA for San Francisco, the Authority is required to submit a final programming strategy for Fiscal Years 2012/13 through 2015/16 SR2S funds to MTC by June 30, 2013; and

WHEREAS, There is \$1,439,000 in SR2S funds available to enhance the Coalition's existing San Francisco SR2S Program for the 2014/15 through 2016/17 school years as detailed in Attachments 1 through 4; and



WHEREAS, The \$1,439,000 for the San Francisco SR2S Program will be matched by \$186,438 from the City's general fund and in-kind contributions from Coalition members; and

WHEREAS, Authority staff reviewed the San Francisco SR2S Program proposal from the Coalition and found it eligible for the SR2S program; and

WHEREAS, On May 22, 2013, the Citizens Advisory Committee reviewed and unanimously approved a motion of support for the staff recommendation; and

WHEREAS, On June 18, 2013, the Plans and Programs Committee reviewed and unanimously recommended approval of the staff recommendation; now, therefore be it

RESOLVED, That the Authority hereby approves the San Francisco SR2S Program for the 2014/15 through 2016/17 school years as detailed in Attachments 1 through 4; and be it further

RESOLVED, The Executive Director is authorized to submit the San Francisco SR2S Program to MTC; and be it further

RESOLVED, That the Capital Improvement Program of the Congestion Management Program is hereby amended, as appropriate.

Attachments

1. San Francisco Safe Routes to School Program 2014/15 – 2016/17 Work Plan
2. San Francisco Safe Routes to School Program Task Summary – Budget and Schedule
3. San Francisco Safe Routes to School Program Task Summary – Budget by Agency
4. San Francisco Safe Routes to School Prioritization Methodology – Non-Infrastructure for Public Elementary Schools
5. Comparison of Current and Proposed San Francisco Safe Routes to School Program



The foregoing Resolution was approved and adopted by the San Francisco County Transportation Authority at a regularly scheduled meeting thereof, this 25th day of June, 2013, by the following votes:

Ayes: Commissioners Avalos, Breed, Campos, Chiu, Cohen, Farrell, Kim, Mar, Tang, Wiener and Yee (11)

Nays: (0)

Absent: (0)

[Handwritten Signature] 6-27-13
Jean Avalos Date
Chair

ATTEST: *[Handwritten Signature]* 6-27-13
Maria Lombardo Date
Interim Executive Director



Cycle 2 San Francisco Safe Routes to School Application

Due: Thursday, May 9, 2013

A. PROJECT INFORMATION

Program/Project Name: San Francisco Safe Routes to School Program (SF SRTS)

Project Sponsor (Agency): San Francisco Department of Public Health

Brief Description of Project:

The overall purpose of the San Francisco Safe Routes to School (SF SRTS) program is to promote walking and biking to and from San Francisco schools. Specifically, SF SRTS will deliver an integrated set of services based on three of the five Es – Education, Encouragement, and Evaluation – to 35 elementary schools, 3 middle schools and 2 high schools from September 2014 to August 2017. The other two Es – Enforcement and Engineering – are disqualified from the MTC Regional Cycle 2 funding source.

SF SRTS began offering services at elementary schools in San Francisco in fiscal year 09-10, while also building capacity—at the school-site and district level—to provide ongoing services that promote safe walking and biking to school. SF SRTS utilizes the internationally accepted five Es of the SRTS model – Education, Encouragement, Engineering, Enforcement and Evaluation. In addition, the SF SRTS team has put into place an interagency system for prioritizing schools for future SRTS services and infrastructure projects, thus building the long-term capacity of San Francisco schools to promote walking and biking to school. The SF SRTS coalition includes a multi-disciplinary group of city agencies, non-profit organizations, and public schools working together to make San Francisco safer for all school-aged children to walk and bike safely to school.

Beginning in the 2014 school year, specific program deliverables will include:

- Project and grant management;
- Creating a team of bilingual outreach workers who will deliver targeted and culturally-specific approaches and messages to parents at 35 elementary schools;
- Recruiting parent/guardian champions from each elementary school;
- Expanding the focus on underserved communities, specifically in the southeastern sector of SF;
- Holding in-school assemblies promoting and educating kids about pedestrian and bicycle safety;
- Providing learn-to-ride and on-bike safety lessons through a bike rodeo format at events scheduled at participating schools to maximize family participation;;
- Organizing after-school bike clubs for the 3 middle schools and bike shop programs at 2 high schools;
- Providing classroom teachers with curriculum to encourage and educate kids to walk and bike safely to school;
- Training, supporting, and encouraging parents/guardians to lead groups of kids to walk or bike to school on a regular basis;
- Organizing an annual Walk and Roll to School Day in the fall and a spring celebration to encourage parents and kids to try walking and biking to school;
- Creating transportation demand management kits, which outline walking, biking, transit, and carpool options at each participating school; and
- Evaluating program activities through student travel tallies and parent surveys.

B. PROJECT ELIGIBILITY

Please describe your project's eligibility for San Francisco's Safe Routes to School (SR2S) program.

- 1. Is this a fully funded program (pending this request and 11.47% local match)? Please use the budget summary on the next page.**

Yes, this is a fully funded program, including funding request and local match.

Budget Summary Fiscal Years 2014/15 - 2016/17

	Amount (\$)	% of Total Project Budget	Source(s)
SR2S CMAQ funding requested:	\$1,439,000	88.53%	MTC Regional SRTS Cycle 2
Local match proposed (must be at least 11.47% of total project cost):	\$186,438	11.47%	SF DPH General Fund SFUSD Presidio YBike Program SF Bicycle Coalition
Other funding:			
Total:	\$1,625,438	100%	

- 2. Is the applicant project sponsor eligible to directly receive the federal CMAQ funds (i.e. is the sponsor able to enter into a Master Agreement with Caltrans)?**

Yes, the San Francisco Department of Public Health will be the primary administrator of these funds. DPH is a federal-aid eligible agency for non-infrastructure projects. DPH signed a Non-Infrastructure Master Agreement and established a Disadvantaged Business Enterprise (DBE) program with Caltrans in January 2009.

- 3. Will the project sponsor be able to obligate funds for the non-infrastructure program (i.e. receive E-76 from Caltrans) by March 31, 2015?**

Yes, DPH will submit the Request for Authorization to Proceed package to Caltrans by March 2014 after this has been programmed into the FTIP.

C. PROGRAM NARRATIVE/WORK PLAN

Please provide a brief narrative to describe the program, as indicated below.

1. Please describe the specific goals and objectives of the program.

GOAL: To increase walking and bicycling to and from school for schoolchildren and their families.

Objective 1: To administer SF SRTS grant funded by MTC Regional SRTS Cycle 2.

Task 1: Manage SF SRTS grant per federal transportation aid requirements

Issue and manage contracts and work orders with all SF SRTS partners; submit invoices, progress reports and final reports; staff grant meetings; and other duties as required for grant administration.

Task 2: SFUSD School Coordination and Outreach

Link the SF SRTS team members with school sites to facilitate communication and cooperation for all planned SF SRTS programming at schools, promote Fall Walk and Roll to School Day, and facilitate distribution and collection of all evaluation surveys.

Objective 2: To provide culturally competent outreach to parents, caregivers, and students participating in the SF SRTS program.

Task 3: Utilize an Outreach Team to provide targeted outreach, education, and encouragement

Create and support a team of bilingual (Spanish/Chinese), culturally-competent outreach workers who will implement targeted, culturally-specific approaches and messages to parents at a total of 35 elementary schools. Prioritize schools in underserved communities especially in the southeastern sector of SF.

Task 4: Recruit parent/guardian champions at participating schools

Recruit and support at least 1 parent/guardian champion(s) at each school that understands the particular commute challenges of the school community. The champions will work closely with the outreach workers, meet with them on a regular basis, help to provide connections with other families, and promote SRTS activities at the school.

Objective 3: To provide educational services to students teaching them how to walk and bike safely to school.

Task 5: Hold in-school assemblies

Deliver two in-school assemblies teaching kids about pedestrian and bicycle safety and encouraging them to walk and bike to school. Assemblies will be delivered to lower (K-2) and upper (3-5) grade students at each of the 35 elementary schools during the project period.

Task 6: Provide a bicycle rodeo to each of the participating schools.

Provide learn to ride and on-bike safety lessons through a bicycle rodeo format to each of the participating schools. Rodeos will occur on weekends and in conjunction with other school events to maximize parent and student participation.

Task 7: Create bike clubs for 3 middle schools

Introduce students to cycling as a zero-emissions means of transportation and recreation, and build confidence and independence through comprehensive lessons on bicycle maintenance and on-street riding skills. Students also learn about connecting biking and walking to transit, emphasizing Free MUNI.

Task 8: Create bike shop programs at 2 high schools

High school bike shop programs include more in-depth mechanical instruction; including repairing and building students' own bicycles. If the school agrees, we will create one of the bike shop programs at Thurgood Marshall High School in collaboration with the school and other organizations in Bayview Hunters Point working towards common goals.

Task 9: Provide curriculum for classroom teachers

Provide classroom teachers with curriculum to encourage and educate kids about walking and biking safely to school.

Objective 4: Encourage parents/guardians and children in San Francisco to walk and bike to school.

Task 10: Support regular walk and roll events

Train, support, and encourage parents/guardians to lead groups of kids to walk or bike to school on a regular basis. At a minimum, outreach workers will support at least one "walking school bus" or "bike train" at each elementary school.

Task 11: Organize an annual Walk and Roll to School Day

Hold an annual event in the fall to encourage walking, biking and rolling to school for all kids attending school in San Francisco. This year's Walk to School Day reached 8,500 kids; in the 2014 school year and beyond we expect to reach 10,000 kids.

Task 12: Create an annual spring SF SRTS celebration

Hold a celebratory event at each of the 35 elementary schools each spring to mark SF SRTS achievements toward walking and biking to and from school.

Task 13: Create transportation demand management (TDM) toolkits

Create transportation demand management kits in English, Spanish, and Chinese to inform families about walking, biking, transit, and carpool options at each school (including free Muni). TDM toolkits will be translated and distributed targeting the dominant languages of the families at each school (e.g. some will be English/Spanish, others will be English/Chinese, some will be in all three languages). Toolkits will be available online and in hard copy.

Objective 5: Evaluate progress towards meeting our goals.

Task 14: Conduct Program Evaluation

Conduct travel tallies--in-class assessments of how students get to school at the beginning and end of each school year. Distribute, collect, and analyze parent surveys measuring knowledge and attitudes of school commute at the beginning and end of the program.

2. Please provide a task-based work plan using Attachments 1-3. The work plan should describe the role that each partner will play in the program.

See attachments 1-3.

3. Please identify the number of schools, the locations (including supervisorial district), grades, and how many students will be involved with the program in each school year that the program operates using these funds. Please indicate which schools, if any, are currently participating in the current SR2S grant.

We plan on including a total of 40 schools starting in the 2014 school year: 35 elementary schools, 3 middle schools, and 2 high schools. The current fifteen elementary schools will be invited to continue to participate, and we will reach out to the remaining schools in the district to fill the additional spots. We will utilize the prioritization process our team has created (see answer to question 4) and every effort will be made to ensure geographic equity.

We are currently reaching almost 7,000 students a year, and we intend to reach at least 16,000 students a year with the proposed set of services commencing in the 2014-2015 school year. See Attachment 5 – SF SRTS map of participating schools in 2012-2013.

Schools Currently Participating in the SF SRTS Project

	School Name	Grade	Number of Students Total: 6,818	Address	Supervisorial District
1	Alamo	K-5	530	250 - 23rd Ave, 94121	1
2	Bessie Carmichael	K-8	690	375 - 7th St, 94103	6
3	Buena Vista Horace Mann	K-8	610	3351 - 23rd St, 94110	9
4	George Washington Carver	K-5	255	1360 Oakdale Ave, 94124	10
5	El Dorado	K-5	305	70 Delta St, 94134	10
6	ER Taylor	K-5	650	423 Burrows St, 94134	9
7	Fairmount	K-5	420	65 Chenery St, 94131	8
8	Garfield	K-5	245	420 Filbert St, 94133	3
9	Grattan	K-5	400	165 Grattan St, 94117	5
10	Longfellow	K-5	600	755 Morse St, 94112	11
11	Monroe	K-5	520	260 Madrid St, 94112	11
12	Peabody	K-5	280	251 - 6th Ave, 94118	1
13	Sunnyside	K-5	355	250 Foerster St, 94112	7
14	Sunset	K-5	415	1920 - 41st Ave, 94116	4

15	Ulloa	K-5	510	2650 - 42nd Ave, 94116	4
----	-------	-----	-----	------------------------	---

4. Please describe the school selection process including the schedule for identifying and selecting newly participating schools.

For the 2014-2017 SF SRTS program, we will develop an application process inviting all elementary schools to apply. Schools will be selected based on ranking in the non-infrastructure prioritization system (including % of students living within 1 mile; % free and reduced lunch; and % walk mode share). Two or three elementary schools in each supervisorial district will be selected to participate in order to ensure geographic distribution of SRTS resources. See Attachment 6 – SF SRTS prioritization for non-infrastructure programs. For middle and high schools, we will make every effort to replicate the selection process used for elementary schools. We will also utilize the Presidio YBike Program’s waitlist to determine interest.

5. Please describe any differences between the current and proposed program and curriculum (e.g. site specific TDM school kits).

The table below describes the current services delivered by the SF SRTS program during this school year, planned services for next school year, and the final column describes the proposed set of services for the 2014-2017 school years. In addition, the header includes the funding source for each.

The primary differences between the services offered during 2012-2014 and the proposed services beginning in the fall of 2014 are:

- Increase to 40 schools (from 15);
- Expansion to include 3 middle and 2 high schools;
- Bilingual outreach workers educating and organizing parents;
- Pedestrian and bicycle safety education delivered to children during assemblies and school events; and
- TDM Toolkits for each site.

See the table below for more details.

2012-2013 School Year Funding: MTC Regional SRTS Cycle 1	2013-2014 School Year Funding: Federal SRTS Cycle 3	2014-2017 School Year Funding: MTC Regional SRTS Cycle 2
<p><u>Education</u></p> <ul style="list-style-type: none"> • In-class education for K-1 classes • In-class education for 2nd graders • In-class education for 4th graders • Distribute walking and biking maps • Education campaign to reduce idling for parents/caregivers • Trainings for parents/caregivers to start walking school buses and bike trains 	<p><u>Education</u></p> <ul style="list-style-type: none"> • In-class education for 2nd graders • In-class education for 4th graders • Distribute walking and biking maps • Trainings for parents/caregivers to start walking school buses • Organize other activities such as: adult bike education, learn to ride for all ages, Freedom from Training Wheels, and bicycle skills training--Bike Rodeo 	<p><u>Education</u></p> <ul style="list-style-type: none"> • Bilingual outreach workers organizing and educating parents/guardians and kids • Lower (K-2) and upper (3-5) grade assemblies in elementary schools • Bike rodeos at each participating school teaching students to ride a bike safely • Distribute Transportation Demand Management Toolkits • Bike clubs at 3 middle schools and • Bike shop programs at 2 high schools
<p><u>Encouragement</u></p> <ul style="list-style-type: none"> • Walk to School Day (Fall) • Bike to School Day (Spring) • Parent/Caregiver outreach • Contests 	<p><u>Encouragement</u></p> <ul style="list-style-type: none"> • Walk and Roll to School Day (Fall) • Bike to School Day (Spring) • Parent/Caregiver outreach • Organize additional activities selected by school communities such as: school storytelling, contests, and Shape Up San Francisco Walking Challenge team • Organize weekend activities during school events such as: helmet fitting and give-away, bike swap, on road family bike ride, or bike repair 	<p><u>Encouragement</u></p> <ul style="list-style-type: none"> • Walk and Roll to School Day (Fall) • Spring Celebration • Targeted, in-depth parent/caregiver outreach including recruiting parent champions, monthly support meetings, more time at school events, etc.. • Support for regular, walk and roll events (walking school buses and bike trains)

<p><u>Enforcement</u></p> <ul style="list-style-type: none"> • Disqualified by funding source. 	<p><u>Enforcement</u></p> <ul style="list-style-type: none"> • Progressive enforcement of motor vehicle laws around schools • Portable speed radar signs 	<p><u>Enforcement</u></p> <ul style="list-style-type: none"> • Disqualified by funding source.
<p><u>Engineering</u></p> <ul style="list-style-type: none"> • Disqualified by funding source 	<p><u>Engineering</u></p> <ul style="list-style-type: none"> • Disqualified by funding source 	<p><u>Engineering</u></p> <ul style="list-style-type: none"> • Disqualified by funding source
<p><u>Evaluation</u></p> <ul style="list-style-type: none"> • Travel tallies • Parent surveys • Track program progress 	<p><u>Evaluation</u></p> <ul style="list-style-type: none"> • Travel tallies • Parent surveys • Track program progress • Analyze pre and post collision history within 1/4 mile of selected schools • Conduct walking audits of new schools (considered evaluation in this grant cycle) 	<p><u>Evaluation</u></p> <ul style="list-style-type: none"> • Travel tallies • Parent surveys • Track program progress

6. **Please propose performance measures for this program (e.g. % increase in walk/bike mode share) and describe the tools that will be used for evaluation. *MTC advises that there be a contingency item in your budget to fund program evaluation.***

Overall, our goal is to increase walking and biking by 5% and decrease single-family trips by 5%. These changes will help to improve air quality around schools, reduce greenhouse gas emissions, decrease traffic congestion, reduce injuries, and decrease crime and violence around schools.

DPH utilizes the Student Travel Tally form, a nationally validated tool developed by the National Center for Safe Routes to School. This format also allows SF SRTS to receive immediate analysis through their Data Center website once data are uploaded. DPH will also use parent surveys as required by MTC as part of its Climate Initiatives. These are different from the parent survey tool mandated by the federal SRTS program.

D. PROJECT SCHEDULE

7. Please provide a project schedule using Attachment 4. Please include the dates for major milestones and activities that this funding would cover.

E. BUDGET AND FUNDING PLAN

8. Please provide a project budget by task using Attachments 1-3.

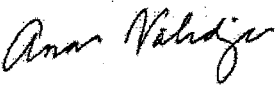
F. GRAPHICS

9. Please attach any maps, charts, drawings or other materials that are necessary to show the detail and context of the program.

- See Attachment 5 for a map with current SF SRTS schools.
- See Attachment 6 for SF SRTS spreadsheet to prioritize non-infrastructure programs.
- See Attachment 7 for full contact information of all SRTS partner agencies

G. CONTACT AND SIGNATURE

Sponsor Agency – Project Manager

Agency	<u>San Francisco Department of Public Health</u>		
Name, title	<u>Ana Validzic, MPH; SF Safe Routes to School Program Manager</u>		
E-mail	<u>ana.validzic@sfdph.org</u>		
Telephone	<u>(415) 581-2478</u>	Fax	<u>(415) 581-2490</u>
Signature	<u></u>	Date	<u>May 9, 2013</u>

Other Partner Agencies

Agency	Contact Person (name, title)	Telephone	Email
--------	------------------------------	-----------	-------

See attachment 7 for full contact information of all SRTS partner agencies

Attachments:

1. Task Summary – Budget and Schedule
2. Task Summary – Budget by Agency
3. Task Details
4. Project Milestones
5. Map of current SRTS schools
6. SF SRTS spreadsheet to prioritize non-infrastructure programs
7. Contact information for all SF SRTS Partners

FORM SFEC-126:
NOTIFICATION OF CONTRACT APPROVAL
(S.F. Campaign and Governmental Conduct Code § 1.126)

City Elective Officer Information <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, Board of Supervisors	City elective office(s) held: Members, Board of Supervisors
Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: YMCA of San Francisco – Presidio Community Branch	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i>	
CEO: Chuck Collins, CFO: Kathy Cheng, COO: Currently Hiring, Board of Directors: See attached.	
Contractor address: 50 California Street, Suite 650, San Francisco, CA 94111	
Date that contract was approved: <i>(By the SF Board of Supervisors)</i>	Amount of contracts: \$313,957
Describe the nature of the contract that was approved: Sole source contract for Safe Routes to School Grant.	
Comments:	

This contract was approved by (check applicable):

the City elective officer(s) identified on this form

a board on which the City elective officer(s) serves: San Francisco Board of Supervisors
Print Name of Board

the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

Filer Information <i>(Please print clearly.)</i>	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102	E-mail: Board.of.Supervisors@sfgov.org

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

YMCA of San Francisco
Board of Directors Roster

<u>Last Name</u>	<u>First Name</u>	<u>Salutation</u>	<u>Company/Mailing Address</u>
Anderson	John K.	Kent	Macys.com
ASSISTANT:	Karen Sakai - ksakai@macys.com		President 685 Market Street, 10th Floor San Francisco, CA 94103
Austin	Karen	Karen	Pacific Gas and Electric
ASSISTANT:	Shari Brudnick (1475) s1bf@pge.com		SVP, Chief Operating Officer 77 Beale Street, Suite 3200 San Francisco, CA 94105
Axton	Tama	Tama Jo	
ASSISTANT:			2768 Green Street San Francisco, CA 94123
Berg	John G.	John	Swirl
ASSISTANT:	Muriel Schneider 415-276-8318 muriel.schneider@swirl.net		Managing Partner 1620 Montgomery Street, Suite 140 San Francisco, CA 94111
Brown, Jr.	Curtis C.	Curtis	Eqis Capital Management
ASSISTANT:			President & COO 120 Stephanie Court Alamo, CA 94507
Bunim	Lynn	Lynn	
ASSISTANT:			2017 Lyon Street San Francisco, CA 94115
Chisholm	Richard	Rick	Wells Fargo Securities
ASSISTANT:	Emille C. Porter 415-947-4996 emille.porter@wellsfargo.com		Managing Director 550 California Street, MAC A01 12-108 San Francisco, CA 94104
Cumpston	Gary R.	Gary	
ASSISTANT:			2778 Middlefield Road Palo Alto, CA 94306

<u>Last Name</u>	<u>First Name</u>	<u>Salutation</u>	<u>Company/Mailing Address</u>
Patz	Christopher	Chris	Patz Management Company, Inc.
ASSISTANT:			President 2985 Pacific Avenue, #9 San Francisco, CA 94115
Prosnitz	Eric	Eric	Sports Basement
ASSISTANT:			President & CEO/Chief Merchant 610 Mason Street San Francisco, CA 94129
Richards	Roxanne	Roxanne	
ASSISTANT:			266 Beach Road Belvedere, CA 94920
Rose	Nancy	Nancy	KPMG LLP
ASSISTANT:			Managing Partner 55 Second Street, Suite 1400 San Francisco, CA 94105
Susko	Peter M.	Peter	
ASSISTANT:			21 Parkside Way Greenbrae, CA. 94904
Teague	Gary	Gary	Bank of America Merrill Lynch
ASSISTANT:	Ariel Sacote ariel.f.sacote@bamf.com		Regional Executive 555 California Street, 6th Floor San Francisco, CA 94104
Theophilos	Patricia A.	Pat	
ASSISTANT:			47 Lakeview Avenue Piedmont, CA 94611
Thornton	Charles V.	Charlie	Paul, Hastings, Janofsky & Walker LLP
ASSISTANT:	Mauricette Kaman (7454) mauricettekaman@paulhastings.com		Partner 55 Second Street, 24th Floor San Francisco, CA 94105-3441
Tomlin	Debora	Debora	AAA Northern CA, NV & UT Ins. Exch.
ASSISTANT:	Lisa Peicich (4895) lisa.peicich@goaaa.com		Chief Marketing Officer 3055 Oak Road, MS W460 Walnut Creek, CA 94597

FORM SFEC-126:
NOTIFICATION OF CONTRACT APPROVAL
(S.F. Campaign and Governmental Conduct Code § 1.126)

City Elective Officer Information <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, Board of Supervisors	City elective office(s) held: Members, Board of Supervisors
Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: Walk San Francisco	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i>	
See attached.	
Contractor address: 995 Market Street, Suite 1450, San Francisco, CA 94103	
Date that contract was approved: <i>(By the SF Board of Supervisors)</i>	Amount of contracts: \$209,572
Describe the nature of the contract that was approved: Subcontract under SF Study Center for Safe Routes to School Grant	
Comments: This contract was included in approved grant application and contractor and subcontractors were involved in the process.	

This contract was approved by (check applicable):

the City elective officer(s) identified on this form

a board on which the City elective officer(s) serves: San Francisco Board of Supervisors
Print Name of Board

the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

Filer Information <i>(Please print clearly.)</i>	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102	E-mail: Board.of.Supervisors@sfgov.org

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

Walk San Francisco Board of Directors, 2013

Kimberly Conley, President

Home and Business Area Networks Senior Product Manager, PG&E
San Francisco, CA 94110

Joseph Steinberger, Treasurer

Principal Environmental Planner, Bay Area Air Quality Management District
San Francisco, CA 94110

Josh Bingham, Secretary

Consumer Operations Strategist, Google
Author, Pedestrianist blog

Susan M. George, MD

Community Clinic Physician

Brooke Kuhn, MBA, MPH

Executive Director, Girls on the Run of the Bay Area

Kate Michelle McCarthy

Multichannel Direct Marketing Project Manager, Chapman Cubine Adams + Hussey

Wayne Myers-Taylor

Training & Process Analyst, Adobe

Shaana A. Rahman

Principal, Rahman Law PC
Civil Trial Attorney

Chief Executive Officer / Executive Director: Nicole Schneider

Chief Financial Officer: none

Chief Operating Officer: none

There are no subcontractors.

There is NO person who has an ownership of 20 percent or more in the contractor or any political committee sponsored or controlled by the contractor.

FORM SFEC-126:
NOTIFICATION OF CONTRACT APPROVAL
 (S.F. Campaign and Governmental Conduct Code § 1.126)

City Elective Officer Information <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, Board of Supervisors	City elective office(s) held: Members, Board of Supervisors

Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: San Francisco Bicycle Coalition	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i> See attached.	
Contractor address: 833 Market Street, 10 th Floor, San Francisco, CA 94103	
Date that contract was approved: <i>(By the SF Board of Supervisors)</i>	Amount of contracts: \$367,360
Describe the nature of the contract that was approved: Safe Routes to School Grant subcontractor	
Comments: This contract was included in approved grant application and contractor and subcontractors were involved in the process.	

This contract was approved by (check applicable):

the City elective officer(s) identified on this form

a board on which the City elective officer(s) serves: San Francisco Board of Supervisors
Print Name of Board

the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

Filer Information <i>(Please print clearly.)</i>	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102	E-mail: Board.of.Supervisors@sfgov.org

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

(1) San Francisco Bicycle Coalition Board of Directors 2013

Rocky Beach

Carrie Byles

John Calaway

Mo Devlin

Jenn Fox

Amandeep Jawa

Nik Kaestner

Lawrence Li

Lenore McDonald

Carla McKay

Lainie Motamedi

Karren Shorofsky

Daniel Silverman

Zack Stender

Michael Yarne

(2) Chief Executive Officer is **Leah Shahum**

Chief Financial Officer is Frank Chan

There is not Chief Operating Officer.

(3) No person has an ownership of 20 percent or more in the contractor

(4) No subcontractor listed in the bid or contract

(5) No political committee sponsored or controlled by the contractor.

FORM SFEC-126:
NOTIFICATION OF CONTRACT APPROVAL
(S.F. Campaign and Governmental Conduct Code § 1.126)

City Elective Officer Information <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, Board of Supervisors	City elective office(s) held: Members, Board of Supervisors
Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: Standing Ovations	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i>	
No Board Of Directors.	
Barrett Lindsay-Steiner, President AC Griffing, Secretary	
Contractor address: 50 Haven Lane, Walnut Creek, CA 94597	
Date that contract was approved: <i>(By the SF Board of Supervisors)</i>	Amount of contracts: \$42,000
Describe the nature of the contract that was approved: Sole source contract for Safe Routes to School Grant	
Comments: This contract was included in approved grant application and contractor and subcontractors were involved in the process.	

This contract was approved by (check applicable):

the City elective officer(s) identified on this form

a board on which the City elective officer(s) serves: San Francisco Board of Supervisors
Print Name of Board

the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

Filer Information <i>(Please print clearly.)</i>	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102	E-mail: Board.of.Supervisors@sfgov.org

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

FORM SFEC-126:
NOTIFICATION OF CONTRACT APPROVAL
(S.F. Campaign and Governmental Conduct Code § 1.126)

City Elective Officer Information <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, Board of Supervisors	City elective office(s) held: Members, Board of Supervisors
Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: San Francisco Study Center	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i>	
See attached.	
Contractor address: 944 Market Street, Suite 701, San Francisco, CA 94102	
Date that contract was approved: <i>(By the SF Board of Supervisors)</i>	Amount of contracts: \$1,099,047
Describe the nature of the contract that was approved: Sole source contract for Safe Routes to School Grant	
Comments: This contract was included in approved grant application and contractor and subcontractors were involved in the process.	

This contract was approved by (check applicable):

the City elective officer(s) identified on this form

a board on which the City elective officer(s) serves: San Francisco Board of Supervisors
Print Name of Board

the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

Filer Information <i>(Please print clearly.)</i>	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102	E-mail: Board.of.Supervisors@sfgov.org

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

**San Francisco Study Center
Board of Directors
2013**

John Burks, **President**
Emeritus Faculty, Journalism Department
San Francisco State University
Pacifica, CA 94044
No other Board Affiliations

***Former Director of Cultural Competency
& Client Relations, Community Behavioral
Health Services, SFDPH***
San Francisco, CA 94121
No Other Affiliation

Richard Livingston, **Vice President**
San Francisco, CA 94102
Other Board Affiliations:
Exit Theatre, Board Member

Libby Denebeim, **Secretary-Treasurer**
Former President
San Francisco Board of Education
San Francisco, CA 94109

Reiko Homma True, Ph.D
***Consultant, Westside Community
Mental Health Center***
***Former Director S.F. Community
Mental Health Services***
El Cerrito, CA 94530
No Other Affiliations

Stas Margaronis
President, Santa Maria Steel, Author
Santa Rosa, CA 95404
No Other Affiliations

Edgar Mercado
Consumer Board Member
Shift Supervisor – Office of Self Help
San Francisco, CA 94134
No other Affiliations

James D. McWilliams, Esq.
Mental Health Advocate
Oakland, CA. 94611
No other Affiliations

Ben Fong-Torres
Print and Broadcast Journalist
812 Castro Street
San Francisco, CA 94114
Roxie Theater Advisory Board

Tina Tong Yee, Ph.D.
Clinical and Consulting Psychologist

Chief Executive Officer: Geoffrey Link
Chief Financial Officer: Kevin Walsh
Chief Operating Officer: Ken Harper

There is NO person who has an ownership of 20 percent or more in the contractor or any political committee sponsored or controlled by the contractor.

Subcontractors are:

1. Presidio YMCA
2. San Francisco Bicycle Coalition
3. San Francisco Unified School District
4. Walk San Francisco
5. Standing Ovations