MODIFICATION NUMBER THREE
OF AGREEMENT FOR SERVICES BETWEEN
COUNTY OF SONOMA AND
SONOMA COUNTY BICYCLE COALITION

On February 25, 2012, the County of Sonoma, a political subdivision of the State of California, (hereinafter referred to as "County") and Sonoma County Bicycle Coalition, a non-profit corporation, (hereinafter referred to as "Contractor") entered into a service agreement (hereinafter referred to as "Agreement"), modified by the parties effective November 2, 2012 as Modification No. 1, and modified by the parties effective September 9, 2014 as Modification No. 2.

Pursuant to Section 13.7 (Merger) of the Agreement, the parties hereby evidence their intent and desire to modify the Agreement as follows:

1. Exhibit A1 (Scope of Work) is hereby added to the Agreement, is attached hereto, and is incorporated herein by this reference (hereinafter "Exhibit A1").

2. Exhibit B1 (Budget) is hereby added to the Agreement, is attached hereto, and is incorporated herein by this reference (hereinafter "Exhibit B1").

3. Exhibit C (County of Sonoma Contract Insurance Requirements) is hereby deleted and replaced in its entirety with the attached Exhibit C (County of Sonoma Contract Insurance Requirements).

4. Section 2.1 (Payment for Services), Section 2.2 (Maximum Payment Obligation), and Section 2.5.1 (Required Information) are hereby revised to read as follows:

2.1. Payment for Services

Contractor shall be paid on a time-and-material/expense basis in accordance with the budget set forth in Exhibit B (Budget), attached hereto and incorporated herein by this reference (hereinafter "Exhibit B"). Any balance remaining at the end of Federal fiscal years 2012, 2013, or 2014 shall automatically be carried forward to the subsequent Federal fiscal year. Contractor shall submit its bills in arrears on a monthly basis in a form approved by County's Auditor and the Head of County department receiving the services. The bills shall show or include: (i) the task(s) performed, (ii) the time in quarter hours devoted to the task(s), (iii) the hourly rate(s) of the person(s) performing the task(s), (iv) copies of receipts for reimbursable materials/expenses, if any, and (v) documents showing progress on scope of work activities. Expenses not expressly authorized by the Agreement shall not be reimbursed.

Unless otherwise noted in this agreement, payments shall be made within the normal course of County business after presentation of an invoice in a form approved by County for services performed. Payments shall be made only upon the satisfactory completion of the services as determined by County.

2.2. Maximum Payment Obligation

In no event shall County be obligated to pay Contractor more than the total sum of $670,200 under the terms and conditions of this Agreement.
2.5.1. Required Information

As a pass-through entity, County is required to provide certain information regarding Federal award(s) to Contractor as a subrecipient. In signing this Agreement, Contractor acknowledges receipt of the following information regarding Federal award(s) that will be used to pay this Agreement:

a. CFDA Number: 20.205
b. CFDA Title: Highway Planning and Construction
c. Federal Agency: Department of Transportation Federal Highway Administration (FHWA)
d. Award Name: Safe Routes to School-Business, Transportation & Housing Agency
e. Federal Award(s) Amount: $670,200

5. Article 3 (Term of Agreement) is hereby revised to read as follows:

3. Term of Agreement

The term of this Agreement shall be from February 8, 2012 to June 30, 2015, unless terminated earlier in accordance with the provisions of Article 4 (Termination).

6. Section 9.15 (No Suspension of Disbarment) is hereby added to the Agreement as follows:

9.15 No Suspension or Debarment

Contractor warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any Federal department or agency. Contractor also warrants that it is not suspended or debarred from receiving Federal funds as listed in the "List of Parties Excluded from Federal Procurement or Nonprocurement Programs" issued by the General Services Administration. If Contractor becomes debarred, Contractor has the obligation to inform County.

7. Section 9.16 (Lobbying) is hereby added to the Agreement as follows:

9.16 Lobbying

If any Federal funds are to be used to pay for any services under this Agreement, Contractor shall fully comply with all certifications and disclosure requirements prescribed by Section 319 of the Public Law 101-121 (31 United States Code Section 1352) and any implementing regulations, and shall ensure that each of its subcontractors receiving funds under this Agreement also fully complies with all such certification and disclosure requirements.

8. Section 9.17 (Subcontractors) is hereby added to the Agreement as follows:

9.17 Subcontractors

Contractor agrees that any employees or agents of Contractor that assist Contractor in the provision of services shall also satisfy the requirements of this Agreement. In this regard, Contractor understands and agrees that all obligations and prohibitions imposed on Contractor pursuant to this Agreement are equally applicable to each and every individual providing services through Contractor under this Agreement, and Contractor shall assure that such individuals agree to comply with such obligations and prohibitions.
9. Section 9.18 (Licensure) is hereby added to the Agreement as follows:

9.18. **Licensure**

Contractor shall obtain and maintain in effect during the term of this Agreement all licenses, permits, registrations, accreditations, and certificates as required by all Federal, State, and local laws, ordinances, rules, regulations, manuals, guidelines, and directives, which are applicable to Contractor’s services under this Agreement. Contractor shall further ensure that all of its officers, employees, and agents, who perform services hereunder, shall obtain and maintain in effect during the term of this Agreement all licenses, permits, registrations, accreditations, and certificates which are applicable to their performance hereunder. A copy of each such license, permit, registration, accreditation, and certificate shall be retained, and current updates of such documents shall be maintained, and made available upon request, not to exceed 3 business days after the initial request, for inspection, review, and/or audit by authorized representatives and designees of County, State, and/or Federal governments during the term of this Agreement and for the applicable records retention period.

10. Article 12 (Method and Place of Giving Notice, Submitting Bills, and Making Payments) is hereby revised to read as follows:

12. **Method and Place of Giving Notice, Submitting Bills, and Making Payments**

All notices, bills, and payments shall be made in writing and shall be given by personal delivery or by U.S. mail or courier service. Notices, bills, and payments shall be addressed as follows:

**TO COUNTY:**

Anthony Taylor  
County of Sonoma  
Department of Health Services, HPPE Division  
County of Sonoma  
490 Mendocino Avenue, Suite 101  
Santa Rosa, CA 95401  
707-565-6624  
anthony.taylor@sonoma-county.org

**TO CONTRACTOR:**

Gary Helfrich  
Executive Director  
Sonoma County Bicycle Coalition  
716 C College Avenue  
Santa Rosa, CA 95404  
707-545-0153  
gary@bikesonoma.org  
Mail to: P.O. Box 3088, Santa Rosa, CA 95402

When a notice, bill, or payment is given by a generally recognized overnight courier service, the notice, bill, or payment shall be deemed received on the next business day. When a copy of a notice, bill, or payment is sent by facsimile or email, the notice, bill, or payment shall be
deemed received upon transmission as long as: (1) the original copy of the notice, bill, or payment is promptly deposited in the U.S. mail and postmarked on the date of the facsimile or email (for a payment, on or before the due date); (2) the sender has a written confirmation of the facsimile transmission or email; and (3) the facsimile or email is transmitted before 5 p.m. (recipient’s time). In all other instances, notices, bills, and payments shall be effective upon receipt by the recipient. Changes may be made in the names and addresses of the person to whom notices are to be given by giving notice pursuant to this Article 12.

11. Section 13.11 (Survival of Terms) is hereby added to the Agreement as follows:

13.11 Survival of Terms

All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

Except as expressly modified herein, all terms and conditions of Agreement shall remain in full force and effect.

§ The remainder of this page has intentionally been left blank. §
IN WITNESS WHEREOF, the parties have caused this modification to be duly executed by their authorized representatives this _________ day of ______________________, 20______.

**CONTRACTOR:**

Gary Helfrich, Executive Director
Sonoma County Bicycle Coalition

**COUNTY OF SONOMA:**
Certificate of Insurance on File with County:

Rita Scardaci, MPH, Director
Department of Health Services

Approved as to Substance:

Division Director or Designee

Approved as to Form:

Sonoma County Counsel
**Exhibit A1. Scope of Work**

**Period:** February 1, 2015 – June 30, 2015

**Organization:** Sonoma County Bicycle Coalition

**Project Title:** Sonoma County Safe Routes to School Program

**Project Summary:** Provide education activities and encouragement, technical assistance, and support to 24 elementary and middle schools and in the communities within 2 miles of participating schools. Communities and participating schools are as follows: **Cloverdale:** Jefferson Elementary, Washington Middle School; **Guerneville:** Guerneville Elementary; **Healdsburg:** Healdsburg Elementary – Fitch Mountain Campus; **Petaluma:** Corona Creek Elementary, Meadow Elementary, Miwok Elementary; **Rohnert Park:** Evergreen Elementary, Monte Vista Elementary; **Santa Rosa:** Helen Lehman Elementary, JX Wilson Elementary, Mark West Elementary, Proctor Terrace Elementary, Roseland Elementary, Roseland Accelerated Middle School, RL Stevens Elementary, Sheppard Elementary, Spring Creek Elementary – Spring Creek Campus, Spring Creek Elementary – Matanzas Campus, Strawberry Elementary, Yulupa Elementary; **Sebastopol:** Brookhaven Elementary/Middle, Park Side Elementary; **Sonoma:** Sonoma Charter School. Support Custom Schools as requested by DHS: El Verano and Kenwood.

**SRTS Goals:** 1) Increase the number of children safely walking and bicycling to school; 2) Increase health and safety of children and community; 3) Reduce traffic congestion around schools and pollution; 4) Create safer, calmer streets and neighborhoods in Sonoma County; and 5) Develop a sustainable Sonoma County Safe Routes to School program.

§ The remainder of this page has intentionally been left blank. §
**Objective 1:** By June 2015, knowledge of safe behavior, practices, and the benefits related to all forms of active (walking, bicycling, skateboarding, etc.) & alternative transportation (carpool, bus) to/from school will be increased among parents and students attending participating elementary and middle schools.

**Strategy 1:** Coordinate safe routes to school education activities at 24 schools and in the neighborhoods within 2 miles of participating schools.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Timeline</th>
<th>Person(s) Responsible</th>
<th>Measurable Deliverables (i.e., Process Outputs)</th>
<th>Measurable Program Outcomes</th>
</tr>
</thead>
</table>
| 1. Conduct community bike and/or pedestrian safety seminars for guardians and/or teen siblings of students attending the 24 participating schools. | Feb-June 2015 | Michelle, Sarah, Tina, Angie | • At least 5 community bike and/or pedestrian safety seminars with a minimum of 3 guardians and/or teen siblings of students attending the 24 participating schools.  
• # guardians/teen siblings from participating schools attending each community seminar.  
• Dates and locations of seminars, class outline, sign-in sheets, evaluation forms. | Increased knowledge of participants (guardians/teens) of bicycle street skills and comfort with bicycling for transportation. |
| 2. Coordinate (with teachers) or conduct classroom lessons for one or more of the following grade levels at a minimum of 8 participating schools: grades 2 or 3 (Pedestrian Safety), grade 4 (Bicycling Basics), and/or grades 5 or 6 (Street Skills for Cyclists). | Feb-June 2015 | Michelle, Sarah, Tina, Angie | • At least 75 classroom lessons at a minimum of 8 participating schools.  
• # of students (and grade) attending each classroom lesson.  
• Dates and locations of lessons, list of lessons taught at each school.  
• Summary report of teacher evaluations of classroom lessons. | N/A |
**Objective 1:** By June 2015, knowledge of safe behavior, practices, and the benefits related to all forms of active (walking, bicycling, skateboarding, etc.) & alternative transportation (carpool, bus) to/from school will be increased among parents and students attending participating elementary and middle schools.

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</table>
| 3. Conduct pedestrian or bicycle safety assemblies at two participating schools. | Feb-June 2015 | Michelle, Sarah, Tina, Angie | • At least one assembly at each of two participating school.  
• # students per grade at each school attending bicycle and/or pedestrian safety assemblies.  
• Dates and locations of assemblies, assembly agenda, or content. | N/A |
| 4. Conduct at least one bicycle rodeo at 9 participating schools for students attending each school and their parents. | Feb-June 2015 | Michelle, Sarah, Tina, Angie, Gary, Education Contractors, Bicycle Maintenance Contractors | • At least 1 bicycle rodeo at each of 9 participating schools (12 bicycle rodeos max).  
• At least 30 students at each bicycle rodeo.  
• At least 5 parents of students from each participating school.  
• At least 1 law enforcement office participating in each bicycle rodeo.  
• Dates and locations of bike rodeos.  
• # students (and grade) at each bicycle rodeo.  
• # parents of students attending & other attendees.  
• #, name, and jurisdiction of law | N/A |
**Objective 1:** By June 2015, knowledge of safe behavior, practices, and the benefits related to all forms of active (walking, bicycling, skateboarding, etc.) & alternative transportation (carpool, bus) to/from school will be increased among parents and students attending participating elementary and middle schools.

**Strategy 1:** Coordinate safe routes to school education activities at 24 schools and in the neighborhoods within 2 miles of participating schools.

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| 5. Conduct Family Bicycling Workshops (may include Learn to Ride component) for family members of students and/or students attending 24 schools. | Feb-June 2015 | Tina, Michelle, Sarah, Angie, Gary, Education contractors | enforcement officer attending each school.  
- # of bicycles serviced.  
- # of helmets distributed.  
- Copies of promotional flyers, rodeo outline, participation tracking form. | Increased knowledge of participants (guardians/teens) of on-bicycle street skills and comfort with bicycling for transportation.  
- At least 3 Family Bicycle Workshops targeting family members of students and/or students attending 24 schools.  
- At least 10 family members of students and/or students attending 24 schools.  
- Dates and locations family bicycle workshops.  
- # family members attending & other attendees.  
- Copies of promotional flyers, workshop outline, waiver form, evaluation forms |
**Objective 1:** By June 2015, knowledge of safe behavior, practices, and the benefits related to all forms of active (walking, bicycling, skateboarding, etc.) & alternative transportation (carpool, bus) to/from school will be increased among parents and students attending participating elementary and middle schools.

**Strategy 1:** Coordinate safe routes to school education activities at 24 schools and in the neighborhoods within 2 miles of participating schools.

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</table>
| 6. Conduct at least 1 Community Bicycle Rodeo in Rohnert Park. | Feb-June 2015    | Tina, Michelle, Sarah, Angie, Gary, Education contractors, Bicycle Maintenance contractors | • At least 10 family members of students and/or students attending Monte Visa and Evergreen Elementary Schools attend bicycle rodeo.  
• At least 1 law enforcement office participates in the bicycle rodeo.  
• # family members of students and/or students attending Monte Visa and Evergreen Elementary & other attendees.  
• #, name, and jurisdiction of law enforcement officer attending # of bicycles serviced.  
• # of helmets distributed.  
• Copies of promotional flyers, workshop outline, waiver, sign-in sheets, evaluation forms. | N/A              |


**Objective 1:** By June 2015, knowledge of safe behavior, practices, and the benefits related to all forms of active (walking, bicycling, skateboarding, etc.) & alternative transportation (carpool, bus) to/from school will be increased among parents and students attending participating elementary and middle schools.

**Strategy 1:** Coordinate safe routes to school education activities at 24 schools and in the neighborhoods within 2 miles of participating schools.

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| 7. Coordinate Bikemobile visits to 10 participating schools. | Feb-June 2015 | Tina, Michelle, Sarah, Angie | • At least 10 Bikemobile visits for at least 10 participating schools.  
• At least 10 family members of students and/or students attending 24 schools will receive bicycle service.  
• Dates and locations of Bikemobile.  
• # of bicycles serviced for at least 10 family members of students and/or students attending participating schools & other attendees.  
• Copies of promotional flyer, sign-in sheet. | N/A |
| 8. Conduct at least 1 KIDical Mass Ride for family members of students attending the 24 schools. | Feb-June 2015 | Tina, Michelle, Sarah, Angie | • At least 10 family members of students and/or students attending the 24 schools will participate.  
• Date and location of ride.  
• # of family members of students and/or students attending the 24 schools & other attendees.  
• Promotional flyer, waiver/sign in sheet. | N/A |
**Objective 2:** Elementary, middle schools, and communities participating in the SRTS program will adopt encouragement practices that support safe routes to school.

**Strategy 1:** Provide technical assistant on encouragement activities at 21 of 24 participating schools* (*RAMS, Yulupa & Washington do not have school teams separate from their co-campuses Sheppard, Strawberry, and Jefferson.

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| 1. Coordinate & conduct encouragement & program outreach activities for participating schools (e.g., tabling at school or community events, presentations at parent clubs, school boards, teacher meetings, outreach & support for applications to fund additional education activities) | Feb-June 2015 | Tina, Sarah, Angie, Michelle, Gary | • At least 21 encouragement and program outreach activities for at least 10 participating schools.  
• # and type of encouragement and program outreach activities conducted at schools.  
• # of students and parents engaged during each encouragement and program outreach activity. | Increased knowledge of Safe Routes to School encouragement and other program initiatives by teachers, students, parents, school administration, and/or other members of the school community. |
| 2. Provide at least 71 technical support, resources, & consulting interventions (e.g., meetings and/or trainings with school administrators, teachers, parents, students, community members, support for applications to fund additional encouragement activities) with at least 20 school teams to implement ongoing active & alternative transportation encouragement strategies (e.g. weekly walk-n-roll days, walking school bus, poster contest) | Feb-June 2015 | Tina, Sarah, Angie, Michelle, Gary | • At least 71 technical support interventions provided to at least 20 participating school teams.  
• Date, location, and summary of technical support provided at each visit for each school.  
• Copies of resources provided to schools, if applicable.  
• # and list of encouragement activities conducted by each school (include type and date or date range).  
• # students participating in each encouragement activity at each school. | Each participating school will conduct at least 1 encouragement strategy (e.g., weekly walk-n-roll, walking school bus, poster contest). |
Objective 2: Elementary, middle schools, and communities participating in the SRTS program will adopt encouragement practices that support safe routes to school.

Strategy 1: Provide technical assistant on encouragement activities at 21 of 24 participating schools* (*RAMS, Yulupa & Washington do not have school teams separate from their co-campus Sheppard, Strawberry, and Jefferson.

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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Photos, if possible, with photo releases</td>
<td></td>
</tr>
</tbody>
</table>

Objective 2: Elementary, middle schools, and communities participating in the SRTS program will adopt encouragement practices that support safe routes to school.

Strategy 2: Maintain expertise and provide communications that will enhance and strengthen the Safe Routes to School program and provide participating schools and other stakeholders with additional resources and inspiration to more effectively carry out SRTS activities.

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</table>
| 1. Attend the following meetings:  
  - SRTS Countywide Workgroup  
    (monthly, if/when resumed)  
  - Safe Kids of Sonoma County  
    (quarterly)  
  - MTC Regional Family Bicycle Workshop Committee Meeting  
    (quarterly) | Feb-June 2015 | Tina, Sarah, Michelle, Angie, Gary | Log of meetings attended | NA |
| 2. Update the SRTS website at least once  
  (www.sonomasaferoutes.org) | Feb-June 2015 | Tina, Michelle, Sarah, Angie | Copy of updated website content | N/A |
**Objective 2:** Elementary, middle schools, and communities participating in the SRTS program will adopt encouragement practices that support safe routes to school.

**Strategy 2:** Maintain expertise and provide communications that will enhance and strengthen the Safe Routes to School program and provide participating schools and other stakeholders with additional resources and inspiration to more effectively carry out SRTS activities.

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</thead>
</table>
| 3. Create and distribute SRTS E-News to all schools at least monthly (Feb-May). | Feb-June 2015 | Tina, Michelle, Sarah, Angie, Gary | ● 5 E-News emails sent (one per month).  
● Copies of E-News distributed.                                                                                       | N/A                        |
| 4. Acknowledge the funding and support received from grant funds in all communications with the public about the project or program as directed by DHS. | Feb-June 2015 | Tina, Gary                | Copies of printed materials with funding acknowledgement included.                                                | N/A                        |
Objective 3: Conduct timely and relevant evaluation and reporting of Safe Routes to School program activities.

<table>
<thead>
<tr>
<th>Activities</th>
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<th>Measurable Deliverables (i.e., Process Outputs)</th>
<th>Measurable Program Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop an evaluation plan for the work outlined in this scope of work in consultation with DHS staff.</td>
<td>Feb-Mar 2015</td>
<td>Tina, Sarah, Gary</td>
<td>Approved evaluation plan in place.</td>
<td>N/A</td>
</tr>
</tbody>
</table>
| 2. Prepare and submit timely progress reports in a format approved by DHS. Cooperate in site visits. | Due the 10th of each month | Tina, Gary             | Monthly progress reports. Reports will include the following:  
  - progress on meeting measurable deliverables  
  - reason(s) for not meeting measurable deliverables and plan to resolve  
  - Success stories/anecdotes  
  - copies of tangible deliverables (e.g., meeting notes, flyers, photos) | N/A                         |
## Exhibit B1. Budget

**Budget Period:** February 1, 2015 - June 30, 2015

<table>
<thead>
<tr>
<th>PERSONNEL (Staff Name, Title)</th>
<th>Hourly Rate ($)</th>
<th>Hrs</th>
<th>Total ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tina Panza, Director, Safe Routes to School, Education Director Sonoma County Bicycle Coalition</td>
<td>26.44</td>
<td>300.0</td>
<td>7,932</td>
</tr>
<tr>
<td>Sarah Hadler, SRTS Encouragement and Education Coordinator</td>
<td>20.00</td>
<td>682.0</td>
<td>13,640</td>
</tr>
<tr>
<td>Michelle Nikolayew, Safe Routes to School Education Coordinator</td>
<td>20.00</td>
<td>643.0</td>
<td>12,860</td>
</tr>
<tr>
<td>Angie Perez, Bilingual Safe Routes to School Coordinator/Outreach Director</td>
<td>22.85</td>
<td>60.0</td>
<td>1,371</td>
</tr>
<tr>
<td>Gary Helfrich, Executive Director</td>
<td>24.52</td>
<td>50.0</td>
<td>1,226</td>
</tr>
<tr>
<td>Tim Bacon, Office Manager/Administrator</td>
<td>21.00</td>
<td>25.0</td>
<td>525</td>
</tr>
<tr>
<td><strong>Total Salaries</strong></td>
<td></td>
<td></td>
<td><strong>37,554</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fringe Benefits (Staff Name, Title)</th>
<th>Fringe Rate (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tina Panza, Director, Safe Routes to School, Education Director Sonoma County Bicycle Coalition</td>
<td>29.13</td>
</tr>
<tr>
<td>Sarah Hadler, SRTS Encouragement and Education Coordinator</td>
<td>28.05</td>
</tr>
<tr>
<td>Michelle Nikolayew, Safe Routes to School Education Coordinator</td>
<td>28.05</td>
</tr>
<tr>
<td>Angie Perez, Bilingual Safe Routes to School Coordinator/Outreach Director</td>
<td>27.14</td>
</tr>
<tr>
<td>Gary Helfrich, Executive Director</td>
<td>26.70</td>
</tr>
<tr>
<td>Tim Bacon, Office Manager/Administrator</td>
<td>27.70</td>
</tr>
<tr>
<td><strong>Total Fringe Benefits</strong></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL PERSONNEL</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPERATING EXPENSES</th>
<th>Mileage Rate ($/mile)</th>
<th>Total Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel (Mileage)</td>
<td>0.575</td>
<td>1500</td>
</tr>
<tr>
<td>Printing</td>
<td></td>
<td>500</td>
</tr>
<tr>
<td>Educational Materials</td>
<td></td>
<td>200</td>
</tr>
<tr>
<td>Office Supplies</td>
<td></td>
<td>213</td>
</tr>
<tr>
<td>Storage Fees</td>
<td></td>
<td>500</td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td>1,500</td>
</tr>
<tr>
<td>Communications (Telephone, Internet, etc.)</td>
<td></td>
<td>625</td>
</tr>
<tr>
<td><strong>TOTAL NON-PERSONNEL</strong></td>
<td></td>
<td><strong>4,401</strong></td>
</tr>
</tbody>
</table>

| TOTAL DIRECT COSTS (Personnel + Non-Personnel)                                             |                       | **52,543**  |
| Indirect Costs (Max Allowable 15% of Total Personnel Costs)                               |                       | 15.00%      |
| **TOTAL DIRECT & INDIRECT**                                                                |                       | **59,764**  |

| OTHER COSTS                                                                                 |                       |             |
|---------------------------------------------------------------------------------------------|                       |             |
| School Bike Rodeo Contractors                                                               | 6,528                 |
| Bike Maintenance Contractor(s)                                                              | 3,250                 |
| Loading and Unloading Contractor(s)                                                          | 272                   |
| Equipment Maintenance Contractor(s)                                                         | 186                   |
| **TOTAL OTHER COSTS**                                                                       |                       | **10,236**  |

| TOTAL BUDGET                                                                               |                       | **70,000**  |
This is a performance-based contract. There is a 5% holdback ($3,500) linked to contract deliverables. The holdback will be distributed across four key deliverables:

1. $1,500: Conduct 75 classroom lessons at 8 schools (Obj 1-Str 1-Act 2);
2. $500: Conduct at least 9 school bicycle rodeos at 9 schools (Obj 1-Str 1-Act 4);
3. $500: Conduct 21 encouragement and program outreach activities targeting parents at 10 schools (Obj 1-Str 1-Act 1); and
4. $1,000: 20 schools implement at least one encouragement activity (Obj 1-Str 1-Act 2).

Upon submitting all deliverables for each corresponding activity, holdback payment will be released.
**Budget Justification Period:** February 1, 2015 to June 30, 2015

### PERSONNEL

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Title</th>
<th>Position Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tina Panza</td>
<td>Director, Safe Routes to School, Education Director Sonoma County Bicycle Coalition</td>
<td>Oversees the Safe Routes to School program, including management of scope of work, program budget, invoices, contract, reporting, and program implementation, including recruiting, hiring, and supervising program staff and contractors for education/encouragement program. Director also provides education/encouragement, technical support, and assistance to school sites as needed, provides program oversight and support for education activities as needed, and is the key liaison between SCBC and DHS.</td>
</tr>
<tr>
<td>Sarah Hadler</td>
<td>Safe Routes to School Education/Encouragement Coordinator</td>
<td>Provides education/encouragement, technical support, and services to school sites and surrounding communities, and assists Director and SRTS Education Coordinator with all aspects of the scope that relate to schools and communities to which she is assigned.</td>
</tr>
<tr>
<td>Michelle Nikolayew</td>
<td>Safe Routes to School Education Coordinator</td>
<td>Coordinates and manages SRTS education program, including scheduling all in-class and on-bicycle education, communicating with education &amp; other contractors, and implementing education services. Assists Director and Safe Routes to School Education/Encouragement Coordinators with duties relating to education with all aspects of the scope.</td>
</tr>
<tr>
<td>Angie Perez</td>
<td>Bilingual Safe Routes to School Coordinator/Outreach Director</td>
<td>Provides bilingual education/encouragement, technical support, and services to school sites in the field, and assists director and SRTS Education Coordinator with all aspects of the scope that relate to schools she is assigned to. Provides additional bilingual outreach &amp; translation as needed for program as a whole and at sites, as needed.</td>
</tr>
<tr>
<td>Gary Helfrich</td>
<td>Executive Director, Sonoma County Bicycle Coalition</td>
<td>Provides program oversight and overall staff administration. Supports education and encouragement activities outlined in the scope, as required per his expertise and staffing needs.</td>
</tr>
<tr>
<td>Tim Bacon</td>
<td>Office Manager/Administrator</td>
<td>Performs program administrative duties: invoicing, filing, insurance requests, ordering office supplies &amp; equipment, payroll, and other office-related duties.</td>
</tr>
</tbody>
</table>

### FRINGE BENEFITS

The average fringe benefit percentage is 28% of all salaries. Fringe benefits include the following: health insurance benefit, Medicare, FICA, UI, ETT, and WC.
### OPERATING COSTS

**Travel (Mileage):** Travel is calculated by determining an estimated number of staff site/community visits by all staff between Feb-June 2015 (estimated at 191) multiplied by an estimated average mileage per visit (estimated at 13.66). As of 1/1/15, the reimbursement rate is 57.5 cents a mile.

**Printing:** In-office and outside-vendor printing of documents that schools are unable to print themselves. Printing will be limited to contest-related cards, posters, teacher evaluation forms, bicycle license forms, and other essential printing expenses related to encouragement and education activities, like essential curriculum hand-outs or a limited supply of posters, newsletters, or banners.

**Educational Materials:** Limited purchase of educational materials, brochures and/or coloring books for distribution to students, parents, and/or teachers. Educational materials for classroom lessons and curriculum binders, such as Jeopardy board, egg-drop kit, demonstration helmets, overhead sheets, videos, binders, binder tabs, laminating sheets, etc., may also be purchased.

**Office Supplies:** Office supplies include any supplies purchased by staff to provide support for the program, such as paper/pens/binder clips, etc. for documents brought to meetings & other meeting supplies, as well as postage. No office equipment, hardware or software, may be purchased.

**Storage Fees:** Storage includes the cost of storing materials used exclusively for the SRTS program, such as bicycles, promotional and educational materials, helmets, and other required program supplies.

**Equipment:** Purchase of any equipment necessary for SRTS implementation at school sites. Includes the cost of transport for bicycle rodeos (i.e., truck rental and fuel), essential bicycle education equipment (e.g., parts, helmets, tools, chalk, tape, bins), walking school bus equipment (ropes, vests, first aid kits, signs), and other SRTS safety equipment (signs, safety banners, etc.). No large equipment purchases (such as bicycles, bins, bicycle blender or parts, projectors, etc.) may be purchased unless first authorized by the SRTS Program Manager at the Department of Health Services.

**Communications (Telephone, Internet, etc.):** Prorated cost of internet & phone service to support SRTS program.

### OTHER COSTS

**School Bike Rodeo Contractors:** Individual contractors with education & active transportation expertise utilized for implementation of on-bicycle education programs (in-school bicycle rodeos only). Additional contractors are recruited & hired when/if turnover occurs. Per-site education contractor costs for each bicycle rodeo is up to $544.00 per bicycle rodeo for 12 rodeos (school rodeos only). Current contractors available for hire as of 1/15/15: Danielle McElwee, Adam Carlson, Adrian Palanchar, Josh Adams, Mark Strozyck, Forrest Smith, Nancy Cummings, Richard Robinson, David Levinger, and Kurt West.
<table>
<thead>
<tr>
<th><strong>Bicycle Maintenance Contractor(s):</strong></th>
<th>Local bicycle shops and/or individual certified bicycle mechanics to provide bicycle maintenance for those attending school and community bicycle workshops. Contractor will be paid up to $250 per bicycle rodeo for 13 rodeos (school and community rodeos combined).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Equipment Loading Contractor(s):</strong></td>
<td>Individuals with expertise in the appropriate area will be hired to assist with heavy loading of fleet &amp; equipment during bicycle rodeo season. Up to 16 hours will be required for loading/unloading services during the months of April-June for a cost of up to $272.00.</td>
</tr>
<tr>
<td><strong>Equipment Maintenance Contractor(s):</strong></td>
<td>Up to 11 hours will be required for equipment &amp; bicycle fleet maintenance between February-June for a cost of up to $186.00.</td>
</tr>
</tbody>
</table>
Exhibit C. County of Sonoma Contract Insurance Requirements
(Template 3 – Rev 2014 Aug 5)

With respect to performance of work under this Agreement, Contractor shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain insurance as described below unless such insurance has been expressly waived by the attachment of a Waiver of Insurance Requirements. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

County reserves the right to review any and all of the required insurance policies and/or endorsements, but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve Contractor from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

1. Workers Compensation and Employers Liability Insurance
   a. Required if Contractor has employees as defined by the Labor Code of the State of California.
   b. Workers Compensation insurance with statutory limits as required by the Labor Code of the State of California.
   c. Employers Liability with minimum limits of $1,000,000 per Accident; $1,000,000 Disease per employee; $1,000,000 Disease per policy.
   d. Required Evidence of Insurance: Certificate of Insurance.
   e. If Contractor currently has no employees as defined by the Labor Code of the State of California, Contractor agrees to obtain the above-specified Workers Compensation and Employers Liability insurance should employees be engaged during the term of this Agreement or any extensions of the term.

2. General Liability Insurance
   a. Commercial General Liability Insurance on a standard occurrence form, no less broad than Insurance Services Office (ISO) form CG 00 01.
   b. Minimum Limits: $1,000,000 per Occurrence; $2,000,000 General Aggregate; $2,000,000 Products/Completed Operations Aggregate. The required limits may be provided by a combination of General Liability Insurance and Commercial Excess or Umbrella Liability Insurance. If Contractor maintains higher limits than the specified minimum limits, County requires and shall be entitled to coverage for the higher limits maintained by Contractor.
   c. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds $25,000, it must be approved in advance by County. Contractor is responsible for any deductible or self-insured retention and shall fund it upon County’s written request, regardless of whether Contractor has a claim against the insurance or is named as a party in any action involving the County.
d. "County of Sonoma, its Officers, Agents, and Employees" shall be additional insureds for liability arising out of operations by or on behalf of the Contractor in the performance of this Agreement.

e. The insurance provided to the additional insureds shall be primary to, and non-contributory with, any insurance or self-insurance program maintained by them.

f. The policy definition of “insured contract” shall include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard (broad form contractual liability coverage including the “f” definition of insured contract in ISO form CG 00 01, or equivalent).

g. The policy shall cover inter-insured suits between the additional insureds and Contractor and include a “separation of insureds” or “severability” clause which treats each insured separately.

h. Required Evidence of Insurance:
   i. Copy of the additional insured endorsement or policy language granting additional insured status; and
   ii. Certificate of Insurance.

3. Automobile Liability Insurance

   a. Minimum Limit: $1,000,000 combined single limit per accident. The required limit may be provided by a combination of Automobile Liability Insurance and Commercial Excess or Umbrella Liability Insurance.

   b. Insurance shall cover all owned autos. If Contractor currently owns no autos, Contractor agrees to obtain such insurance should any autos be acquired during the term of this Agreement or any extensions of the term.

   c. Insurance shall cover hired and non-owned autos.

   d. Required Evidence of Insurance: Certificate of Insurance.

4. Standards for Insurance Companies

   Insurers, other than the California State Compensation Insurance Fund, shall have an A.M. Best's rating of at least A:VII.

5. Documentation

   a. All required Evidence of Insurance shall be submitted prior to the execution of this Agreement. Contractor agrees to maintain current Evidence of Insurance on file with County for the entire term of this Agreement and any additional periods if specified in Sections 1, 2 or 3 above.

   b. The name and address for Additional Insured endorsements and Certificates of Insurance is:

      County of Sonoma (DHS)
      Contract & Board Item Development Unit
      3313 Chanate Road
      Santa Rosa CA 95404
c. Required Evidence of Insurance shall be submitted for any renewal or replacement of a policy that already exists, at least ten (10) days before expiration or other termination of the existing policy.

d. Contractor shall provide immediate written notice if: (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.

e. Upon written request, certified copies of required insurance policies must be provided within thirty (30) days.

6. Policy Obligations

Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

7. Material Breach

If Contractor fails to maintain insurance which is required pursuant to this Agreement, it shall be deemed a material breach of this Agreement. County, at its sole option, may terminate this Agreement and obtain damages from Contractor resulting from said breach. Alternatively, County may purchase the required insurance, and without further notice to Contractor, County may deduct from sums due to Contractor any premium costs advanced by County for such insurance. These remedies shall be in addition to any other remedies available to County.