

**AMENDMENT # 1**  
**TO AGREEMENT FOR PROFESSIONAL SERVICES**  
**BETWEEN THE TRANSPORTATION AGENCY FOR MONTEREY COUNTY**  
**AND ECOLOGY ACTION FOR THE SALINAS VALLEY SAFE ROUTES TO SCHOOL**  
**PLAN**  
**APPROVED ON: MARCH 22, 2023**

THIS AMENDMENT NO. 1 to the Agreement dated January 26, 2022, between the Transportation Agency for Monterey County, hereinafter referred to as “TAMC,” and Ecology Action, a 501(c) 3 non-profit organization, with its principal place of business located at 877 Cedar Street, Suite 240, Santa Cruz, CA 95060, hereinafter referred to as “Consultant,” is hereby entered into between TAMC and the Consultant.

**RECITALS :**

- A. **WHEREAS**, TAMC and Consultant entered into an agreement for professional services on January 26, 2022, hereinafter referred to as “Agreement;” and
- B. **WHEREAS**, TAMC and Consultant desire to amend the Agreement to:
- (a) increase the “not to exceed amount” of the Agreement from \$562,156 to \$612,156;
  - (b) amend the scope of work to include steering committee facilitation and define that the Plan shall be Americans with Disabilities Act Accessible; and
  - (c) extend the term of the Agreement to allow more time to complete the participatory budgeting processes in Salinas Valley cities;

**NOW, THEREFORE**, the parties agree to amend the Agreement as follows:

1. **TERM OF AGREEMENT**

Paragraph 1 of the Agreement (Term of Agreement) shall be amended to read:

This Agreement became effective on January 1, 2022. Unless earlier terminated as provided herein, this Agreement shall remain in force until December 31, 2024, unless extended by further amendment of the Agreement.

2. **SCOPE OF WORK**

The scope of work shall reflect that Ecology Action will facilitate the Safe Routes to School Steering Committees and Participatory Budgeting process and create a Plan that is Americans with Disabilities Act accessible as shown in Exhibit A to this Amendment. Exhibit A to this Amendment shall wholly replace Exhibit A to the original Agreement.

3. **TOTAL COMPENSATION**

The total compensation to be paid pursuant to this Agreement as amended shall not exceed Six-Hundred Twelve Thousand One-Hundred Fifty-Six dollars (\$612,156) as shown in Exhibit B to this Amendment. Exhibit B to this Amendment shall wholly

replace Exhibit B to the original Agreement.

4. **REMAINDER OF TERMS UNCHANGED**

All other terms of the Agreement, remain in full effect.

An executed copy of this Amendment No. 1 shall be attached to the Agreement and shall be incorporated as if fully set forth therein.

**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment to the Agreement with Ecology Action.

TAMC:

CONSULTANT:

\_\_\_\_\_  
Todd A. Muck  
Executive Director

\_\_\_\_\_  
Jim Murphy  
Executive Director & CEO

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(date)

Approved as to form:

\_\_\_\_\_  
TAMC Counsel

\_\_\_\_\_  
(date)

# EXHIBIT A: SCOPE OF WORK

Project Information	
Grant Category	Sustainable Communities Grant
Grant Fiscal Year	2021-22
Project Title	Salinas Valley Safe Routes to School Plan
Organization (legal name)	Transportation Agency for Monterey County

## Introduction

This project aims to provide a regional safe routes to school plan for four historically underserved rural cities in the Salinas Valley in Monterey County. The Salinas Valley Safe Routes to School Plan will include all the K-12 public schools in five school districts in the cities of Gonzales, Soledad, Greenfield and King City (22 schools total) serving a total of 15,927 students. None of the cities have a safe routes to school plan and they all lack the resources to develop them individually.

In addition to leading a robust public engagement process that will result in a plan with infrastructure and non-infrastructure recommendations, this request includes piloting a Participatory Budgeting Process. The Participatory Budgeting process will more deeply engage community members by empowering them to define and prioritize quick-build projects to be implemented in their city immediately following the adoption of the Plan. Four on-street ‘pop-up’ demonstrations (one in each city) will allow community members to physically walk, bike and drive through a proposed street design and let the planning team know if they want the improvements to be made permanent. This proposal will test a new kind of immersive planning process that will enable more immediate project implementation and create the robust and engaged community networks necessary to support future safe routes to school programs and projects.

The cities in the Salinas Valley have serious traffic safety problems that disproportionately affect children. In the Salinas Valley cities, over half of all victims from bicycle and pedestrian crashes are children under the age of 14. Over the past 10 years, almost 80 children have been hit and injured while walking and biking – accounting for 51% of all bicycle and pedestrian collision victims in the four Salinas Valley cities, yet children age 14 and under only represent about a quarter of the population. The Salinas Valley Safe Routes to School Plan is proposed in response to the requests from the community to address the serious and growing traffic safety problems region wide. The Plan will examine conditions at and around the 22 schools and provide the Cities of Gonzales, Soledad, Greenfield and King City and agency partners with a comprehensive approach and tools to improve unsafe conditions around schools and reduce barriers to walking, biking, taking the bus and carpooling to school.

The Salinas Valley region is largely Spanish speaking, with an average of 86.5% of residents identifying as Latino, and a quarter of the population experiencing Linguistic Isolation, according to Cal Enviro Screen. Linguistic isolation is amplified in the public schools, where an average of 40% of all students are English Language Learners. At the Greenfield and King City School Districts, that percentage grows to over half of the student body. To adequately engage this population, the Salinas Valley Safe Routes to School Plan process will largely be conducted in Spanish or Trique and use visuals to accommodate all literacy levels.

Affordable transportation is of the utmost importance to residents in the Salinas Valley who have a median household income at or below the 80% statewide median income. Additionally, an average of 87.5% of students across all five School Districts qualify for Free and Reduced Priced Meals, meaning safe access to schools is also food security for thousands of students.

Many of the Salinas Valley students will be the first in their family to receive a high school education. Ensuring they can safely walk or bike to school will further reduce chronic absenteeism, which at the South County High School is almost 16%, higher than the statewide average. The Safe Routes to Schools National Partnership identifies that transportation challenges have been noted as one of the key barriers to attendances.

Furthermore, enhancing the health and wellbeing of the Salinas Valley youth is of great importance. On average, 30% of 5th graders in the Salinas Valley schools are overweight or obese. This project will identify opportunities to encourage healthier travel and daily exercise through walking, biking, skateboarding and scootering to school. This Plan will be an important step towards creating healthy and safe pathways for youth by evaluating how the streets in the Salinas Valley cities can better accommodate the needs of all users.

The project is modeled after the Marina and Seaside Safe Routes to School- and Salinas Safe Routes to School Plans, which in Seaside and Marina have led to a citywide roundabout feasibility study and immediate implementation of safe routes to school infrastructure projects. The California Transportation Commission staff has recently recommended the City of Seaside receive \$12 Million in Active Transportation Program funding for the Broadway Avenue Complete Streets Corridor, a project recommended and demonstrated as a “pop-up” in the Seaside and Marina safe routes to school plan. The Salinas Safe Routes to School planning effort currently underway and is expected to yield similar results as Seaside and Marina.

The Salinas Valley cities have small budgets and will need to leverage their local funds as much as possible to make their streets safer and healthier for their youth. Having an adopted safe routes to school plan and documented community input on “pop-up” demonstration projects will provide each of the four cities included in the proposal a much-needed advantage when applying for competitive grants to improve their streets.

The little funding Salinas Valley cities have available for transportation projects is mostly dedicated to street repair and maintenance. Many safe routes to school improvements such as high visibility crosswalks and buffered bike lanes can be incorporated into routine roadway maintenance projects for faster and more cost-effective implementation. The Plan will identify these types of improvements for each city, but time is of the essence as many of these maintenance projects have already been scheduled, and once re-paved will be more difficult and costly to redesign.

It is critical that the Salinas Valley Safe Routes to School Plan happen now to ensure scheduled and future maintenance projects in Salinas Valley cities include safe routes to school improvements to make the most of the meager city budgets, and to give these small rural cities a chance at competing for statewide active transportation program funding.

## **PROJECT DETAILS & PUBLIC PARTICIPATION:**

The Salinas Valley Safe Routes to School plan will provide a systematic and comprehensive assessment and analysis of the greatest barriers to increased school-based active transportation and access to public transit and carpooling based on community input. The Plan will employ a proactive community engagement process to inform identification of both infrastructure and non-infrastructure recommendations to foster safe routes to schools. These recommendations will provide the basis for future investments through the countywide Safe Routes to School Program (funded through Measure X) as well as state and federal grant applications.

The public will be invited to participate in community meetings, focus groups, walking/biking audits, submit comments at public meetings, at the school-site display boards, through an online portal, as well as participate in parent surveys. Accommodations will be made for indigenous language speakers, especially in Greenfield which has the largest Oaxacan Triqui community in Monterey County.

Depending on shelter-in-place orders and health guidelines, community engagement may be done remotely/virtually. The project team will work closely with city and school staff to access existing virtual parent and community meeting platforms. Health Department team members will provide the most current health guidelines and best practices throughout the planning process.

All communication materials will be graphic-heavy and minimize text to reach parents of all reading levels. All text will be provided in English and Spanish.

The planning process will amplify community voices through the establishment of a Safe Routes to Schools Steering Committee that will distill the different communities' priorities. Through Participatory Budgeting, a process developed in Brazil and now used throughout the world to more democratically allocate public spending, the Steering Committee will directly identify and prioritize quick-build projects to be implemented upon adoption of the Salinas Valley Safe Routes to School Plan.

Project partners include the Transportation Management Agency of Monterey County, Monterey County Public Health, Ecology Action, a transportation consultancy, a local Community Based Organization that will lead the Participatory Budgeting, school districts, and the cities of Gonzales, Soledad, Greenfield and King City.

## **Project Stakeholders**

The Transportation Agency for Monterey County will be responsible for overseeing the plan's delivery, coordinating partnership involvement, participating in public outreach (including involvement of the Bicycle & Pedestrian Facilities Committee and the Measure X Oversight Committee, and TAMC Board), hiring and managing a community-based organization to establish the Salinas Valley Safe Routes to School Committee and participatory budgeting process, providing project information via an online Safe Routes to School resource hub, developing partnerships and collecting information needed to start safe routes to school program pilots, identifying potential funding sources for implementation, and administering the grant. In addition TAMC will provide a local source of funding outside of the grant to pay for childcare and dinner at meetings as well as quick-build projects recommended by the Salinas Valley Safe Routes to School Committee.

Ecology Action (Sub-Applicant) will lead the development of the plan, assist with organizing the public outreach and data collection process, and hire and manage a sub-consultant for the project using a competitive Request for Proposal process.

The Monterey County Health Department (Sub-Applicant) will lead the public engagement process with a special focus on disadvantaged communities in the project area. They will reach out to key stakeholders including but not limited to parents, schools, school districts, elected officials, advocacy groups and health providers to help identify specific health and safety needs within the community as well as opportunities for safe routes to school partnerships. Due to the high percentage of Spanish speakers in the community, meetings will be held in Spanish with English translation or accommodations will be made for non-English speakers. The Health Department will provide bilingual staff at all community engagement meetings and events and translation services and equipment as needed.

Jurisdiction staff will participate in public engagement activities and walking audits whenever possible, evaluate project recommendations to ensure consistency with existing policy and

planning documents, review and approve the list of recommendations and draft plan and adopt the final planning document.

## Overall Project Objectives

- Identify greatest barriers for active trips to school (walk, bike, skateboard & scooter).
- Identify improvements that would increase pedestrian and bicyclist safety.
- Identify low-cost community-led solutions to increase school-based active trips.
- Identify barriers to public transit and carpooling to schools.
- Identify low cost and community led non-infrastructure solutions to traffic congestion at schools.
- Initiate a Participatory Budgeting process
- Produce a plan to guide future infrastructure improvements that reduce school-based traffic congestion and increase safe, active and sustainable transportation to and from school.
- This project will directly support the Sustainability, Mobility, Safety, Health and Social Equity goals of this grant program.

## Summary of Project Tasks

Project Management activities must be identified within the task they are occur.

### Task 01: Project Administration

TAMC will schedule and facilitate a kick-off meeting with Caltrans staff to review the project scope of work, schedule and expectations for ongoing coordination with Caltrans staff. Caltrans staff will review with TAMC staff the funding source of the grant (State or Federal funds), as well as requirements for using the funds.

Throughout the life of the grant, TAMC will prepare and submit quarterly invoices and reports with all Caltrans-required back-up documentation.

Responsible Party: TAMC

Task Deliverables
Kick-off meeting with Caltrans - Meeting Notes
Quarterly Invoices and Reports – invoices and back-up documentation, quarterly progress reports, and DBE reporting (if federal Grant).

### Task 02: Consultant Procurement

Ecology Action (with input from TAMC and Monterey County Health Department) will procure a technical consultant familiar with transportation planning at schools and with innovative ideas for multimodal improvements around schools. Procurement will be consistent with state and federal requirements, Local Assistance Procedures Manual for procuring non-Architectural and Engineering consultants, the Grant Application Guide, Regional Planning Handbook, and the executed grant contract between Caltrans and the grantee.

Responsible Parties: Ecology Action (EA), TAMC and Monterey County Health Department (MCHD)

TAMC will contract with a community-based organization to assemble and run the Salinas Valley Safe Routes to School Committee and lead the participatory budget process.

Responsible Parties: TAMC

<b>Task Deliverables</b>
Procure Consultant – TAMC's current procurement procedures, copy of the Request for Proposal/Qualifications, copy of the contract between consultant and Ecology Action, copies of all amendments to the consultant contract, meeting notes from project kick-off with consultant
Contract with Community-Based Organization – TAMC's current procurement procedures, copy of the contract between consultant and TAMC, copies of all amendments to the consultant contract, meeting notes from project kick-off with consultant

### **Task 1: Existing Conditions**

#### *Collect & Review Background Information*

Collect and review policy, planning and engineering documents relevant to safe routes to school to provide understanding of planned infrastructure improvement projects, policy barriers and opportunities and upcoming infrastructure projects. The background review will help ensure consistency with existing planning documents.

Responsible Party: TAMC and EA

#### *Conduct Parent Surveys*

Conduct digital English/Spanish National Safe Routes to School parent surveys at each school site before audit is scheduled. Surveys collect parent attitudes regarding student transportation and perceived barriers to walking/biking.

Responsible Party: EA

#### *Conduct Student Travel Mode Surveys*

Conduct National Safe Routes to School student travel mode surveys at each school for 2-day period.

Responsible Party: EA

#### *Crash Data Collection and Analysis for Schools*

Gather and analyze crash data for each site from the UC Berkeley TMS maps as well as SWITRS. Additionally, solicit non-reported incidents at each site that would not appear in SWITRS data sets from public meetings, comments and other sources.

Responsible Party: TAMC and EA

<b>Task Deliverables</b>
Survey results, mode results, crash data and data analysis

## Task 2: Coordination

The Project Team (TAMC, Monterey County Health Department, Ecology Action and community-based organization) will hold monthly coordination meetings throughout the planning process to ensure good communication on upcoming tasks, project progress, schedule and budget. Caltrans staff will be invited to participate in project team meetings.

Responsible Parties: EA, TAMC, MCHD, CBO

All school sites will be contacted at the start of the project with the projected timeline for their individual involvement and participation levels.

Responsible Parties: EA, MCHD

Task Deliverables
Log of Meetings and contacts

## Task 3: Community Engagement

### *Devise Engagement Strategy*

Community engagement is the heart of the planning process and the foundation for future implementation of the Salinas Valley Safe Routes to School Plan. The first step will be to develop an engagement strategy describing the process and opportunities for public input from the various school communities as well as surrounding neighborhoods. Insights from the Health Department and community-based organization staff who have worked in the planning area previously will help the team focus on the most effective strategies. The formation of the first ever Salinas Valley Safe Routes to School Committee and participatory budgeting process will provide a deeper engagement as community members will be empowered to prioritize funding for a number of projects to be built immediately after adoption of the Plan.

Responsible Parties: TAMC, EA, MCHD and Community-Based Organization (CBO)

### *Create Collateral*

Community Engagement Collateral will be developed including but not limited to:

- Posters & fliers to promote meetings
- Outreach toolkit which could include social media graphics, text messages and email template
- A well-maintained website to promote planning process
- Sign-in sheets for meetings and school site audits

Responsible Parties: EA

### *Conduct Outreach*

The project team will then conduct intentional multilingual outreach to engage the community and stakeholders throughout the planning process. The team will attend school parent group meetings (virtually or in-person), work through community-based organizations and existing groups to invite participants to share input, work with City jurisdictions to coordinate engagement opportunities with other City planning efforts and contact key stakeholders such as the School District, Student Leadership, Migrant Education Services and Leadership and Civic Engagement Academy (enLACE) and develop a communications infrastructure to promote the process and solicit input on barriers to walking and biking

The major focus is to generate parent and student input on the barriers to biking and walking to school at each school site and to amplify parent voices throughout the public process.

Possible outreach methods will be dependent upon COVID-19 restrictions but may include:

- ✓ Presentations at parent meetings to solicit input (can be done virtually)
- ✓ Hosting in-person public meetings in jurisdictions where parent meetings are not possible (can be done virtually)
- ✓ Create banners or posters to allow parents to give in-person input or directing them to the project website
- ✓ social media, including Facebook posts
- ✓ Youth feedback through art/creative projects
- ✓ school newsletters
- ✓ PTA announcements
- ✓ press releases
- ✓ distribution of flier
- ✓ promotion through grassroots channels
- ✓ Back to School nights
- ✓ Community-Based Organization partnerships
- ✓ In-person or virtual stakeholder meetings
- ✓ Quarterly emails to stakeholders with project updates

All project materials will be posted in Spanish and English, plus visuals to accommodate low literacy and indigenous language-speaking individuals.

Responsible Party: TAMC, EA, MCHD, and CBO

#### *Online Community Engagement*

Create bilingual website with project information, updates, and opportunities for the public to post comments regarding active transportation conditions around school sites. All meetings and audits will be posted on the site. Site to be promoted at all schools. The project team will target parents and community members who are unable to attend in-person presentations by providing an interactive online forum.

Responsible Party: EA

#### *Map Student Residence Data and Create Individual School Site Maps*

TAMC and Ecology Action will collect student residence information from the five named school districts and plot residence information on map/overlay of each school site showing attendance boundaries, school locations and walking and biking distance radii to better inform walking audits.

TAMC will then create two discreet maps for each of the 24 school sites and Ecology Action will print out sufficient copies for all audits and public meetings.

Responsible Parties: EA and TAMC

<b>Task Deliverables</b>
Community Engagement Strategy, outreach kit, project website, school site maps and data, flyers, sign-in sheets, log of contacts, presentation materials, flyers, communications materials and attendance sheets.

#### **Task 4: Steering Committee and Participatory Budgeting**

##### *Assemble Salinas Valley Safe Routes to School Committee*

Invite community advocates and representatives to serve on the Safe Routes to School Committee, with representatives from each of the four cities and hold a kick-off meeting to establish Committee purpose, guidelines and expectations.

Responsible Party: TAMC and EA

##### *Support Community Engagement*

Safe routes to School Steering Committee will support the community engagement throughout the planning process including helping to spread the word about opportunities to provide input, sharing survey/project information links and encouraging participation in pop-up events.

The Committee will meet quarterly to align with the planning process and community engagement milestones. Provide translation services as needed.

Responsible Party: TAMC,

##### *Participatory Budgeting*

The Committee will develop and adopt a standard participatory budgeting process for all cities in the Salinas Valley. Ecology Action (with support from TAMC) will then facilitate a series of sub-committee meetings for each city to review draft quick-build projects that were developed through the planning process, revise the quick-build projects and prioritize and recommend projects to City Councils.

Responsible Party: TAMC, EA

##### *Present Participatory Budgeting Priorities*

Present Participatory Budgeting priorities to City Commissions and City Council for adoption and commitment to construct quick-build projects shortly after adoption of the Salinas Valley Safe Routes to School Plan.

Responsible Party: TAMC and

##### *Safe Routes to School Implementation*

Develop a safe routes to school implementation strategy for quick-build projects and the Salinas Valley Safe Routes to School Plan and identify and secure funding to continue Salinas Valley Safe Routes to School Committee

Responsible Party: TAMC

<b>Task Deliverables</b>
Contact list, Committee Guidelines, meeting agendas, presentations, project handouts, meeting notes, participatory budget guidelines, recommended list of quick-build projects and implementation strategy.

## **Task 5: School Site Audits & Recommendations**

### *Solicit Audit Participants*

Reach out through advocacy groups, school community, neighborhood outreach, online portal, and parent meetings to solicit variety of stakeholders to participate in an audit at the 24 school sites. Participants will vary depending on site but may include school administrators, parents, students, community members, and other stakeholders.

Responsible Parties: EA

### *Conduct School Audits*

Conduct walking audit of areas surrounding schools. Survey popular routes to school and drop-off/pick-up areas when students are arriving on campus. Survey bike parking and other existing support facilities. Assess non-infrastructure programming. Photograph problem areas.

Responsible Parties: TAMC, MCHD, EA, CBO and Consultant (on some audits but not all)

### *Consolidate Audit Findings*

Consolidate findings from the audits, parent meetings and online sources.

Responsible Party: EA

### *Make Non-Infrastructure Recommendations*

Consider non-infrastructure education and encouragement programming for school site based on stakeholder feedback and develop a draft program list.

Responsible Parties: EA, MCHD, School Reps and TAMC

### *Make Infrastructure Recommendations*

Compile a list of Infrastructure and Non-Infrastructure recommendations for each school site. Develop a draft project list.

Responsible Party: Consultant

### *Internal Review Recommendations List*

Have all partner agencies review and revise recommendations before including in presentations.

Responsible Party: EA, Consultant, TAMC and MCHD

### *Create Presentations*

Create Powerpoint presentations to share findings with decision-making bodies and parents, including 24 presentations highlighting recommendations at each school site.

Responsible Party: EA

### *Present findings to Stakeholders*

Present draft recommendations to decision-making bodies (could include school boards, City Councils, etc.) and solicit input. Present recommendations at parent meetings at each school site, as well as at pop-up events and via the project website.

Responsible Party: EA and MCHD

#### *Revise Draft Recommendation List*

Revise Draft Recommendation List based on stakeholder input.

Responsible Party: EA

<b>Task Deliverables</b>
Participant list, summary map and comments from parent meetings, notes and photos from audits, barrier list for each school, draft non-infrastructure recommendations list, draft infrastructure recommendations list, compiled recommendations list, presentations, meeting minutes and agendas, revised draft recommendations list

### **Task 6: Pop-Up Infrastructure Demonstrations**

#### *Select Demonstration Sites*

Identify 4 locations for pop-up demonstration events (one in each city). Demonstration locations will be chosen based on geographic/school district distribution, potential public participation, opportunities to demonstrate infrastructure that may be unfamiliar to public, and sites that could be converted to permanent installations.

Responsible Party: TAMC and EA

#### *Designs and Permits for Demonstration*

Develop drawings for pop-up demonstration infrastructure including proposed locations of temporary striping, hardscape items such as planter boxes, and signage. Develop detailed materials list/budget. Team will work with local agency staff on any necessary permitting (e.g. encroachment permit) including expected traffic control needs.

Develop a detailed sign plan, illustrating set-up of demonstration infrastructure, and educational signage indicating changed traffic or parking conditions as part of the demonstration.

Develop concept drawings and visual displays to help explain the project to the community during the pop-up event.

Responsible Party: EA, and Consultant

#### *Community Notification & Engagement*

Coordinate with school community to establish pop-up dates and invite participation.

Recruit volunteers to help install the pop-up demonstrations. Engage the Salinas Valley Safe Routes to School Steering Committee.

Develop and distribute flyers and social media blasts (in English and Spanish) to notify and inform businesses, schools, and the greater community of upcoming pop-up demonstrations.

Responsible Parties: EA, TAMC and MCHD

#### *Install and Implement Demonstrations*

Event implementation will include event preparation, set-up and demonstration treatment installation prior to the event going live. Outreach to businesses or residents adjacent to the demonstration site; setup may need to occur the day prior to the event depending on scope.

Once the demonstration is active, provide staff and volunteer management, education of public participants, documentation and evaluation activities (see next task), and fielding inquiries from media and public.

Educate the public and get feedback about the infrastructure pop-up via a project information center with project information and maps, and opportunities for feedback.

Responsible Parties: EA, TAMC, CBO and MCHD

### *Demonstration Evaluation*

Documentation and evaluation plan will include a survey form and survey implementation actions, overall master plan feedback opportunities (Maps and other information at the pop-up tent), photography and a list of metrics to be evaluated before and after the demonstration.

Responsible Party: EA & TAMC

<b>Task Deliverables</b>
Maps of demonstration site locations, drawings, materials list, permits and sign plan, informational flyers, social media posts, volunteer recruitment lists, pictures, notes, community surveys, bike and pedestrian counts, summary of pop-up demonstration events

## **Task 7: Draft and Final Plan**

### *Develop Profile for each School*

Create a succinct profile for each school site detailing current conditions (portrait of student body, student residence maps and relevant school policies and programs). Describe current challenges and opportunities at individual sites and recommend infrastructure and non-infrastructure solutions. Review identified infrastructure needs and develop list of potential infrastructure solutions will be developed for each school. Include all data collected for each site (site audit, parent surveys, mode surveys, public comments, crash data and community input). School Profiles will be written in Spanish and English.

Responsible Parties: EA

### *Develop Project Rating System*

Develop rating mechanism using criteria consistent with the California Active Transportation Program, Regional Transportation Plan and City General Plan to identify high priority projects that will help meet local, regional and state health and safety goals.

Responsible Parties: EA

### *Develop Plan Implementation Strategy*

Create a phased implementation strategy that includes a timeline, planning-level cost estimates and potential funding sources.

Responsible Party: EA, TAMC and MCHD

### *Create Infrastructure Recommendation Maps*

Create maps for each school showing recommended sites for infrastructure improvements, and proposed phasing.

Responsible Party: EA

### *Develop & Review Administrative Draft Plan*

Compile all the data and recommendations prepared for the plan (including school profiles, background data, community engagement strategy and outcomes, maps, concept drawings, infrastructure and non-infrastructure recommendations, ratings matrix and implementation strategy) into a single plan, including a short Executive Summary. Circulate the administrative draft to partners for review and comment.

Responsible Party: EA, Consultant, TAMC and MCHD

### *Draft Plan*

Revise Administrative Draft Plan incorporating comments from partners and prepare an online version of the draft plan. Draft Plan will be Americans with Disabilities Act accessible.

Responsible Party: EA

### *Draft Plan Review*

Post the Draft Plan online and distribute copies to community centers, public libraries, schools, for public review and input.

Solicit comments on Draft Plan from agencies that could include:

- o 4 City Councils
- o the five affected school boards
- o TAMC Board
- o Members of the public, including parents

Responsible Party: EA, MCHD, CBO and TAMC

*Revise Draft Plan*

Revise Draft Plan incorporating comments from the community and advisory bodies.

Responsible Party: EA

<b>Task Deliverables</b>
Examples: Draft Plan, Public Review – list of comments, Final Plan that includes a summary of next steps towards implementation, credits FHWA, FTA, and/or Caltrans on the cover or title page, submitted to Caltrans in an ADA accessible electronic copy.

**Task 8: Board Review/Approval & Project Implementation**

*Plan Adoption*

Revise Draft Plan incorporating input from the community and advisory bodies. Present final plan to 4 City Councils, 5 School District Boards and TAMC Board and resolve any critical issues. The TAMC Board, School District Boards and the city councils may adopt final Salinas Valley Safe Routes to School Plan. Provide ten hard-copies and one electronic copy of the final report to TAMC, for distribution to City Agencies. Credit to Caltrans and other financial contributors must be listed on the cover of the report.

Responsible Party: TAMC, MCHD and EA

*Project Implementation*

Create press release for plan release. Distribute copies of plan to the Public Library, the School Districts, 4 Public Works jurisdictions, TAMC, MCHD, Consultant and Ecology Action. Project recommendations and all research will be available for use in upcoming funding proposals, most notably the Active Transportation Program Cycle 7 submission and future state/federal applications.

Responsible Party: TAMC, MCHD and EA

<b>Task Deliverables</b>
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Board Agenda, presentation materials, meeting minutes with board acceptance/approval, press release.

# EXHIBIT B: BUDGET

	Salinas Valley SRTS Planning Draft Budget	EA Staff/Materials Sub Total by Task	Contractor	Monterey Health	CBO	TAMC	Total Cost
<b>01</b>	<b>Project Administration</b>	<b>\$11,742</b>	<b>\$0</b>	<b>\$2,400</b>	<b>\$0</b>	<b>\$3,249</b>	<b>\$17,391</b>
0.1	Project Kick-Off Meeting w/Caltrans	\$0	\$0	\$0	\$0	\$269	\$269
0.2	Invoicing	\$3,712	\$0	\$1,200	\$0	\$1,490	\$6,402
0.3	Quarterly Reports	\$8,030	\$0	\$1,200	\$0	\$1,490	\$10,720
<b>02</b>	<b>Consultant Procurement</b>	<b>\$5,485</b>	<b>\$0</b>	<b>\$960</b>	<b>\$0</b>	<b>\$2,682</b>	<b>\$9,127</b>
0.21	RFP for Consultant Services	\$5,485	\$0	\$960	\$0	\$1,192	\$7,637
0.22	Contract with Community Based Organization	\$0	\$0	\$0	\$0	\$1,490	\$1,490
<b>1</b>	<b>Existing Conditions</b>	<b>\$48,510</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,440</b>	<b>\$49,950</b>
1.1	Collect & Review Background Information	\$11,311	\$0	\$0	\$0	\$480	\$11,791
1.2	Conduct Parent Surveys	\$16,394	\$0	\$0	\$0	\$0	\$16,394
1.3	Conduct Student Travel Mode Surveys	\$16,394	\$0	\$0	\$0	\$0	\$16,394
1.4	Crash Data Collection and Analysis for Schools	\$4,410	\$0	\$0	\$0	\$960	\$5,370
<b>2</b>	<b>Coordination</b>	<b>\$31,314</b>	<b>\$5,000</b>	<b>\$18,680</b>	<b>\$0</b>	<b>\$13,181</b>	<b>\$68,175</b>
2.1	Staff Kick-Off Meeting	\$2,026	\$0	\$1,280	\$0	\$1,076	\$4,382
2.2	Staff Coordination	\$12,735	\$5,000	\$14,400	\$0	\$12,105	\$44,240
2.3	Contact School Sites	\$16,552	\$0	\$3,000	\$0	\$0	\$19,552
<b>3</b>	<b>Community Engagement</b>	<b>\$53,365</b>	<b>\$0</b>	<b>\$22,120</b>	<b>\$0</b>	<b>\$6,845</b>	<b>\$82,330</b>
3.1	Devise Engagement Strategy	\$11,474	\$0	\$1,920	\$0	\$1,614	\$15,008
3.2	Create Collateral	\$9,847	\$0	\$0	\$0	\$0	\$9,847
3.3	Conduct Outreach	\$19,545	\$0	\$20,200	\$0	\$0	\$39,745
3.4	Online Community Engagement	\$8,890	\$0	\$0	\$0	\$2,235	\$11,125
3.5	Map Student Residence Data and Create Individual School Site Maps	\$3,609	\$0	\$0	\$0	\$2,996	\$6,605
<b>4</b>	<b>Advisory Committee &amp; Participatory Budgeting</b>	<b>\$35,170</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,344</b>	<b>\$55,514</b>
4.1	Assemble Salinas Valley SRTS Committee	\$0	\$0	\$0	\$0	\$1,614	\$1,614
4.2	Support Community Engagement	\$0	\$0	\$0	\$0	\$2,690	\$2,690
4.3	Participatory Budgeting	\$35,170	\$0	\$0	\$0	\$9,104	\$44,274
4.4	Present Participatory Budgeting Priorities	\$0	\$0	\$0	\$0	\$4,842	\$4,842
4.5	Safe Routes to School Implementation	\$0	\$0	\$0	\$0	\$2,094	\$2,094
<b>5</b>	<b>School Site Audits &amp; Recommendations</b>	<b>\$173,263</b>	<b>\$20,000</b>	<b>\$20,880</b>	<b>\$0</b>	<b>\$12,862</b>	<b>\$227,005</b>
5.1	Solicit Audit Participants	\$18,000	\$0	\$0	\$0	\$0	\$18,000
5.2	Conduct School Audits	\$58,896	\$10,000	\$8,400	\$0	\$9,096	\$86,392

	<b>Salinas Valley SRTS Planning Draft Budget</b>	<b>EA Staff/Materials Sub Total by Task</b>	<b>Contractor</b>	<b>Monterey Health</b>	<b>CBO</b>	<b>TAMC</b>	<b>Total Cost</b>
5.3	Consolidate Audit Findings	\$27,766	\$0	\$0	\$0	\$0	\$27,766
5.4	Make Non-Infrastructure Recommendations	\$8,121	\$0	\$1,920	\$0	\$1,614	\$11,655
5.5	Make Infrastructure Recommendations	\$6,424	\$10,000	\$0	\$0	\$0	\$16,424
5.6	Internal Review Recommendations List	\$7,758	\$0	\$2,560	\$0	\$2,152	\$12,470
5.7	Create Presentation	\$11,760	\$0	\$0	\$0	\$0	\$11,760
5.8	Present Findings to Stakeholders	\$30,522	\$0	\$8,000	\$0	\$0	\$38,522
5.9	Revise Draft Recommendation List	\$4,015	\$0	\$0	\$0	\$0	\$4,015
<b>6</b>	<b>Pop-Up Infrastructure Demonstration</b>	<b>\$110,477</b>	<b>\$15,000</b>	<b>\$17,360</b>	<b>\$0</b>	<b>\$18,648</b>	<b>\$161,485</b>
6.1	Select Demonstration Site(s)	\$2,106	\$0	\$0	\$0	\$2,152	\$4,258
6.2	Design and Permit Demonstration	\$4,015	\$15,000	\$0	\$0	\$0	\$19,015
6.3	Community Notification & Engagement	\$38,587	\$0	\$13,200	\$0	\$2,152	\$53,939
6.4	Install and Implement Demonstration	\$56,167	\$0	\$4,160	\$0	\$10,760	\$71,087
6.5	Demonstration Evaluation	\$9,601	\$0	\$0	\$0	\$3,584	\$13,185
<b>7</b>	<b>Draft &amp; Final Plan</b>	<b>\$90,664</b>	<b>\$10,000</b>	<b>\$6,400</b>	<b>\$0</b>	<b>\$5,380</b>	<b>\$112,444</b>
7.1	Develop Profile for each School	\$21,770	\$0	\$0	\$0	\$0	\$21,770
7.2	Develop Project Rating System	\$1,606	\$0	\$0	\$0	\$0	\$1,606
7.3	Develop Plan Implementation Strategy	\$1,606	\$0	\$2,560	\$0	\$2,152	\$6,318
7.4	Create Infrastructure Recommendation Maps	\$9,637	\$0	\$0	\$0	\$0	\$9,637
7.5	Develop & Review Administrative Draft Plan	\$21,630	\$10,000	\$2,560	\$0	\$2,152	\$36,342
7.6	Draft Plan	\$26,005	\$0	\$0	\$0	\$0	\$26,005
7.7	Draft Plan Review	\$3,861	\$0	\$1,280	\$0	\$1,076	\$6,217
7.8	Revise Draft Plan	\$4,549	\$0	\$0	\$0	\$0	\$4,549
<b>8</b>	<b>Board Review/Approval &amp; Project Implementation</b>	<b>\$2,166</b>	<b>\$0</b>	<b>\$1,280</b>	<b>\$0</b>	<b>\$3,761</b>	<b>\$7,207</b>
8.1	Plan Adoption	\$803	\$0	\$0	\$0	\$2,682	\$3,485
8.2	Project Implementation	\$1,363	\$0	\$1,280	\$0	\$1,079	\$3,722
	<b>Subtotals</b>	<b>\$ 562,156</b>	<b>\$ 50,000</b>	<b>\$ 90,080</b>	<b>\$ -</b>	<b>\$ 88,392</b>	<b>\$ 790,628</b>