



Smart Growth America

Improving lives by improving communities

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Christopher Espiritu
Senior Transportation Planner
City of South San Francisco
400 Grand Ave
South San Francisco, CA 94080

RE: California Complete Streets Leadership Academy Award

Dear Christopher Espiritu:

We are delighted to work with you as part of the cohort of three cities participating in the California Complete Streets Leadership Academy (Academy). The purpose of this letter is to formalize and establish the mutual commitments between Smart Growth America (SGA) and the City of South San Francisco (the Jurisdiction).

The Academy is a technical assistance and peer learning program with virtual and in-person workshops funded by a Cooperative Agreement from the Centers for Disease Control and Prevention's (CDC) Division of Nutrition, Physical Activity, and Obesity. The program is designed to help state DOTs and local communities work together to put Complete Streets into practice, engage in peer learning, and improve cross-jurisdictional coordination. During the workshops, participants will learn about Complete Streets best practices and discuss policy and procedural barriers to Complete Streets at the state and local levels. Throughout the workshops, participants will collaborate to plan and install "quick-build" temporary Complete Streets demonstration projects on state highways

The Jurisdiction and SGA agree to work together in a collaborative spirit and negotiate in good faith on all tasks and deliverables required for the Academy.

Dedication of Resources

SGA, through its Cooperative Agreement with CDC, shall cover the following monetary costs of the work to be performed during the Academy:

1. SGA staff and consultant efforts retained for the Academy. SGA shall not cover the cost of the Jurisdiction staff efforts.
2. Travel assistance to the Jurisdiction to send a cohort of up to 15 individuals to one in-person workshop in San Leandro, California. This assistance shall cover travel expenses (including mileage, gasoline, public transit, taxi, and a per diem for dinners based on federal guidance). SGA shall issue official travel reimbursement guidance, including a detailed breakdown of maximum reimbursement by expense type. It shall be the responsibility of individuals in the Jurisdiction's cohort to make travel arrangements. In line with the travel reimbursement guidance provided by SGA, either the Jurisdiction or individuals within its cohort must provide

SGA with receipts for **all** expenses, completed W-9s, and completed ACH authorization forms for electronic payment in order to receive reimbursement.

3. Catering expenses for the in-person workshop in San Leandro, California.
4. Costs to transport the attendees of the in-person workshop to the location of the Jurisdiction's project for a walking audit if needed using a shuttle, carpool or public transportation.
5. Two subawards to support the Jurisdiction's Complete Streets demonstration project, for a total of up to **\$15,000**.
 - a. SGA shall provide up to **\$10,000** to the Jurisdiction on an expense reimbursement basis. Funds must be used for temporary materials for the Jurisdiction's Complete Streets demonstration project. SGA shall issue detailed guidance on allowable expenses and the reimbursement process. The Jurisdiction shall submit an invoice to SGA with itemized expenses and receipts by July 31, 2023.
 - b. SGA shall provide **\$5,000** to the jurisdiction to support other aspects of the demonstration project, whether additional materials, stipends for partners, supplies or refreshments for a public event, or other expenses to make the project a success. The Jurisdiction shall submit an invoice to SGA within two weeks post execution of the Letter of Agreement.

The Jurisdiction shall provide the following resources and monetary support for the workshops and demonstration project:

1. Cover the monetary costs of Jurisdiction staff time to attend 30 hours of virtual and in-person workshops, convene additional planning sessions with the local cohort as needed, engage community members to solicit input about the project, and facilitate all other demonstration project planning activities.

Roles and Responsibilities

SGA shall:

1. Manage the Academy and be responsible for timely completion of all deliverables, including delivery of 30 hours of in-person and virtual workshops;
2. Serve as the fiscal agent for the Academy and be responsible for signing all contracts and handling all billing;
3. Complete a written case study on the Jurisdiction's demonstration project;

The Jurisdiction shall:

1. Engage its 15-person cohort to attend all virtual workshops.
2. Engage its cohort to attend the in-person workshop in San Leandro, California., distribute all travel reimbursement guidance provided by SGA to other members of the cohort, and

encourage cohort members to submit receipts for reimbursement in a timely manner using forms provided by SGA. SGA cannot reimburse expenses without receipts;

3. Complete a Complete Streets demonstration project on a state-owned road through coordination with the California Department of Transportation. This project shall be installed before the end of the final virtual workshop block on July 13th, 2023. The Jurisdiction shall work with SGA to produce a case study about their demonstration project and analyze its projected benefits;
4. Comply with all federal laws, including but not limited to the Required Disclosures for Federal Awardee Performance and Integrity Information Systems (FAPIIS): *Consistent with 45 CFR 75.113, the Jurisdiction must disclose, in a timely manner in writing to SGA and the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Refer to the "California Complete Streets Leadership Academy Subaward guidance" document for further details.*

Modification and Termination

These arrangements may be modified by mutual agreement of SGA and the Jurisdiction. This agreement may be terminated only by mutual agreement of the parties, or if funding is withdrawn by CDC, in which case SGA and the Jurisdiction shall make all reasonable efforts to find alternate funding sources and, failing that, complete the Academy to the extent possible using available resources.

Signed on behalf of City of South San Francisco

Name: _____

Address: _____

Email: _____

Phone: _____

Title: _____

Signature: _____

Signed on behalf of Smart Growth America

Name: _____

Title: _____

Signature: _____