

**AMENDMENT TO AGREEMENT  
BETWEEN THE COUNTY OF SAN MATEO AND  
Cecily Harris**

THIS AMENDMENT TO THE AGREEMENT, entered into this 12th day of April, 2016, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Cecily Harris, hereinafter called "Contractor";

**W I T N E S S E T H:**

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, the parties entered into an Agreement for consulting services on May 1, 2015; and

WHEREAS, the parties wish to amend the Agreement to increase the amount of the contract by an additional \$100,000 to \$199,000 and amend the Scope of Services.

**NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO  
AS FOLLOWS:**

1. Section three of the agreement is amended to read as follows:

Payments. In consideration of the services rendered in accordance with all terms, conditions, and specifications set forth herein and any Exhibit(s) or attachment(s) attached hereto, County shall make payment to Contractor in the manner specified herein and in Exhibit A. In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed One Hundred Ninety Nine Thousand Dollars (\$199,000).

2. Original Exhibit A is replaced with Revised Exhibit A, (rev. March 17, 2016).

**SCOPE OF SERVICES**

The following Scope of Services is proposed to define tasks that Cecily Harris, Development Consultant can undertake to prepare, secure and manage local, regional, state and federal grants, loans, donations and mitigation funds for programs or projects needed by the San Mateo County Parks Department. Other philanthropy writing, marketing communications, community relations, park program development and implementation and natural resource or planning project management can also be requested to support the Parks Department.

### Task 1. Preparation of Grant Applications

For an approved list of projects or programs provided by the Parks Department, draft pre-proposals and proposals will be fully developed. These grant pre-proposals or full proposal packages may include cover letters, application forms, narratives, budgets, timelines, maps, photos, and letters of support from partners and elected officials and other agency or legislation-specific documentation. Programs or projects are usually conceptually developed with goals, objectives and milestones presented in the grant application.

Non-mandatory grant technical workshops will be attended to seek additional guidance, updated application forms and requirements. These non-mandatory workshops are essential to staying abreast of various ongoing grant programs, as well as building and maintaining relationships with the agency project officers. Coordination with other County Departments, land trusts or other nonprofit organizations is done to increase collaboration, clarify roles and ensure completeness of an application. Contact will be made with the agency project officers to confirm deadlines and clarify any questions by San Mateo County.

Coordination with Park Department staff will be done to secure Board of Supervisor Resolutions, planning or environmental review documents, and project or program background information specific to the purpose for which funds are needed.

Once Departmental review and approval has occurred, grant applications will be compiled and submitted by mail or online depending on the requirements of the funding agency.

### Task 2. Tracking of Grant Applications

Once grant proposals have been submitted, regular phone or email contact with agency project officers will be made. This follow up will be used to maintain relationships, encourage trust and credibility. Tracking will also verify completeness of grant proposals, timing of funding decisions as well as showing San Mateo County's commitment to using the funding responsibly.

Additional grant material submittals will be prepared as requested by funders and site visits for funders, project partners and elected officials will be scheduled and attended.

Once the funder has made award notification, Park staff and any partners will be notified so coordination of the project can begin.

### Task 3. Management of Grant Contracts

Once funding decisions have been made by an agency, additional materials will be prepared and submitted based on requirements of the contract and requests by agency project officers. These documents may include updates of timelines and budgets prior to the start of implementation of the program or project. Deliverables throughout the grant period may include review of plans, bid documents, or contractor selection. In addition, federal compliance is always required for grants with federal funding origin. Some federal compliance may require that San Mateo County hire consultants to perform additional environmental, cultural or historic studies.

Later when San Mateo County expends grant funds, depending on the grant source, quarterly,

biannual or annual reports will be prepared as needed in addition to reimbursement requests.

For federal grants, information must be submitted annually to comply with single audit requirements. Grant or contract audits may be required or requested for regional or state grants.

#### Task 4. Management of Grant Portfolio

Tracking spreadsheets will be prepared and maintained for all grants but also for projects or programs that have multiples sources of funding. The spreadsheets will contain deadlines, timing of reports and reimbursement requests.

Park staff will be reminded of deadlines for reports, extensions, or grant closure.

Relationships are maintained with local, regional, state and federal granting agency staff. Check-in phone calls and annual tours of potential projects can be provided. Participation in technical grant review workshops and focus groups is included.

#### Task 5. Management of Commemorative Programs and other Alternative Funding

The Commemorative Bench Program Master List is managed with other park benches being added through coordination with Park Rangers and annual reports to the Park and Recreation Commission. Commemorative Bench donors are served from initial phone call through site visit, payment and installation. A Commemorative Table Program was launched in 2014 with an identical process. Other donation program development and coordination can be provided. Acknowledgment letters are prepared for all donors to the Department who've made in-kind or financial gifts for specific parks, programs or for the park with the greatest need.

Development of other Alternative Funding Programs can include the addition of online donations through the San Mateo County Parks website, electronic newsletters and social media sites such as Facebook.

#### Task 6. Other Duties Related to Alternative Funding

If grants or donations require media advisories, marketing communications, website or social media copy, acknowledgement signage, grand opening or kickoff events, these communications and activities will be prepared and coordinated.

In addition, services are provided to assist The Parks Department with County Park land acquisitions and transfers. This includes coordination with funders, land trusts, other partners, County Managers Office (Real Property) and County Counsel. Site visits, requests for surveys, biological reports and other document research that supports due diligence is provided.

Development and management of Parks Department Measure A Grants to other agencies. This includes grant award, report and invoice coordination, logo and branding support, media advisories and overall program coordination.

#### Task 7. Project Management and Program Development

Other consulting services include project management and/or program development for the Parks

Department.

Project management can include developing a scope of work for administrative, habitat restoration, planning and/or capital projects, developing requests for proposal to advertise for consultants, convening project team for consultant selection, preparing reports for public workshops and commission meetings, and overall project coordination. Solicitation of funds to construct or otherwise implement the project is provided.

Program development can include developing or enhancing existing interpretive, educational, and stewardship programs. Consulting services can also include community research, preparation of white papers, preparing timelines, budgets, partner and resource recruitment, sponsorship solicitation, training, and workshops.

Task 8. Policy Drafting Services

Preparation of draft Department policies developed by committees, such as Mini Parks or Dog Strategy is included. This can include research, writing, and support of Parks Director and Parks and Recreation Commission ad hoc committees.

Task 9. Management Team, One:One or other Department Meetings

Regular one: one meetings will be attended with the Parks Director and Management Team to discuss grant preparation, tracking of grant applications, and status of pending grants. Reports and deliverables will be brought to these meetings as well as provided by email. In addition, status reports about programs, projects and policies is also reported.

## **DELIVERABLES**

All documents will be prepared in electronic and hardcopy formats. Monthly reports will be prepared as part of each monthly statement. Hardcopy and electronic documents will be filed appropriately in the Park Department central files.

## **FEE PROPOSAL**

The total cost for all consulting services is billed at an hourly rate of \$82.00.

San Mateo County Department of Parks will be billed monthly on a time and materials basis.

The following expenses will be billed at cost:

Automobile travel at the current allowable IRS rate per mile.

Airfare, car rental, lodging, meals, parking, and expenses associated with out of town travel.

Reproductions, courier, postage and shipping charges.

Monthly statements will contain itemized report of activity by task as described in the Scope of Services, project/program or grant. Job Org's will be listed when available.

3. All other terms and conditions of the agreement dated May 1, 2015, between the County and Contractor shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives,  
have affixed their hands.

COUNTY OF SAN MATEO

By: \_\_\_\_\_  
President, Board of Supervisors, San Mateo County

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Clerk of Said Board

Cecily Harris

Cecily Harris  
Contractor's Signature

Date: March 23, 2016