

**FUNDING AGREEMENT  
BETWEEN  
COUNTY OF SAN MATEO AND  
STUDENT CONSERVATION ASSOCIATION**

This agreement ("Agreement") is made as of the date upon which it is signed by both parties, between County of San Mateo, Parks Department with its principal place of business at 455 County Center, 4th Floor, Redwood City, CA 94063, ("County" or "County Parks") and the Student Conservation Association at 689 River Road, Charleston, NH 03630 (SCA).

**Exhibits and Attachments**

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

Exhibit A – GIS Program Budget

**Scope of Work**

**I. Geographic Information Systems (GIS) Interns**

Two GIS Interns will help San Mateo County Parks collect and document data about the natural resources of County Parks.

**A. Senior GIS Intern (July 2015 to June 2016) SCA PO671938**

The Senior GIS Intern works in the Natural Resources Division of San Mateo County Parks, and is the primary GIS representative for the entire Parks Department. This position reports directly to the Natural Resources Manager, but assists other Park staff with GIS-based mapping requests.

The Senior GIS Intern is responsible for collecting, cleaning and organizing all GIS files for San Mateo County Parks and adding the files to the San Mateo County Parks Geodatabase. The Senior GIS Intern is also responsible for maintaining and updating the Geodatabase, keeping it organized and ensuring the appropriate files are added to it. The Intern works closely with the County's GIS team and GIS contractors, who maintain a larger, county-wide GIS program and Geodatabase.

The Intern should be adept at a variety of GIS applications including "traditional" applications using vector and raster files, and remote sensing applications (NDVI, NRG, etc.). Applicants should be able to interpret color and black & white (with and without near infrared) aerial photography (orthophotos), satellite imagery, LiDAR imagery and false color infrared images.

In addition to internal GIS work, the GIS Intern will coordinate with SCA Program Staff in the area to engage local SCA Summer and School Year Community Crews in various GIS-based projects for San Mateo County Parks including, but not limited to trail and trail condition mapping, invasive species monitoring, and facilities monitoring and mapping. In some cases the GIS Intern will lead these activities, which may require working on Saturday or Sunday.

**Additional Tasks / Duties:**

- Work with representatives from all departments within Parks to create maps using ArcGIS for a variety

of projects.

- Create ESRI Collector forms to facilitate collection of a variety of data for San Mateo County Parks.
- Field-based data collection using a variety of equipment including ESRI Collector on a tablet device, handheld GPS units, and Trimble GeoXM with backpack unit.
- Convert GPS, AutoCAD and other file-types to ArcGIS-compatible Shape files.

**B. Summer GIS Intern (July to August 2015) SCA PO669734**

The Summer GIS Intern will be the primary point of contact between the Senior GIS Intern and the SCA Summer GIS Crews working in the San Mateo County Parks. The Summer GIS Intern will report to the Senior GIS Intern, and work under the direction of the Natural Resources Manager.

The Summer GIS Intern is primarily responsible for assisting and directing the two SCA Summer GIS Crews who will be collecting GIS data for San Mateo County Parks. Projects identified for the crews include, but are not limited to, trail and trail condition mapping, invasive species monitoring and mapping, and facilities monitoring and mapping. One of the crews, the Leadership Crew will also be responsible for creating a presentation about the work completed over the course of the summer at the August 6 Parks and Recreation Commission meeting.

The Summer GIS Intern will coordinate with SCA Staff and Leaders to confirm the crews are completing identified GIS projects properly and in a timely manner, and will also manage the crews' schedules to ensure that new projects are identified and ready to begin upon completion of current projects. This person will also be responsible for ensuring collected data is downloaded by crews on a regular basis, and interpreting that data / placing it into a usable format (i.e. creating Shapefiles & .mpk files). Applicants should be able to use GIS software and applications including ESRI's ArcGIS suite of products, and ESRI's Collector application. The position is a full time, temporary position based out in the County Park Administration office in Redwood City.

**II. Two Summer GIS Crews (July to August 2015)**

Twelve youth in two four-week GIS Crews will be engaged in immersive, meaningful environmental service and educational programming in partnership with SCA and San Mateo County Parks. One six-member crew with two adult leaders will be focused on the north county and the other with six-crew members and two adult leaders will focus on the south county. One of the crews, the Leadership Crew will also be responsible for creating a presentation about the work completed over the course of the summer at the August 6, 2015 Parks and Recreation Commission meeting.

Projects identified for the crews include, but are not limited to, trail and trail condition mapping, invasive species monitoring and mapping, and facilities monitoring and mapping.

**Crew Member Goals**

- Career Exploration: Youth are prepared and motivated to search for, obtain and retain employment pursuant to their interests and skills. They build awareness of career options and related pathways, especially in the conservation field, in the green economy, and within SCA.
- Youth Development: Young people are transformed into healthy, productive adults through meaningful conservation service which provides a solid sense that they can contribute to the fabric and productivity of a more sustainable society.

- Leadership: Youth develop confidence and skills that will serve them in personal and professional interactions, community action and the natural world
- Community Stewardship: Youth understand that the health of the land is interconnected with the health of the community. They are empowered and inspired to improve their communities through the direct action of hands-on work projects that build their job skills.

Among other progress indicators, SCA teen member survey outcomes in San Mateo County will show that:

- At least 90% of members will be more aware of conservation issues within their community
- At least 90% of members will feel more confident continuing to complete a task even if it is hard
- At least 80% of members will be more knowledgeable about or interested in jobs related to the environment
- At least 80% of members will report that they have gained valuable teamwork experience
- At least 80% of members will report that they have a better sense of what it takes to be a successful employee

### **Evaluation**

SCA carefully evaluates its programs using member surveys, compilations of work outputs, and evaluations by program partners. Members fill out pre- and post-program evaluations. SCA has partnered with the Search Institute of Minneapolis—a leader in youth development—on a tool and a study to measure the impact of SCA’s GIS Programs. SCA’s Program Quality department uses the results to reinforce success in the program model and to respond to challenges identified by the results. SCA also follows up with long-term outcome surveys at six and 24 months post-program. In 2014, the Search Institute study found that SCA experiences develop conservation values, as well interpersonal skills, leadership qualities, social responsibility, and a deeper connection to the natural world. These skills and qualities will empower young people to be more effective conservation and community leaders.

### **County agrees:**

- a. To provide \$130,000 of Measure A upon receipt and approval of bi-annual submittals. Administrative fees shall not exceed 10%. County agrees to make full payment to SCA within thirty (30) days of receipt of SCA's properly prepared invoice(s).

### **The Parties agree:**

- a. The cost to County under this Agreement is not to exceed \$130,000 (One Hundred Thirty Thousand Dollars).
- b. Subject to compliance with all terms and conditions, the term of this Agreement shall be from July 1, 2015, through June 30, 2016.
- c. SCA shall maintain a current general liability insurance of not less than \$1,000,000 per occurrence for bodily injury and property damage, subject to the usual and customary policy conditions (including standard exclusion on vehicles licensed for highway use and on property in the care, custody and control of the policyholder). County may be named as an additional insured to the extent its interest may appear.
- d. SCA shall indemnify and save harmless the other party from all claims, suits and actions for or on account of any injuries or damages occasioned by the other party's act of negligence or by the act of negligence of any its employees or volunteers and at its own cost and expense shall defend any and all such claims, suits or actions. For the right of indemnification in favor of any party to remain in effect, that party (the notice party) shall give the other party (the recipient party) prompt written notice of any claim or threat of a claim

which may give rise to such right of indemnification. The notice party shall give the recipient party the opportunity to defend any such claim or proceeding being defended. Without the recipient party's written consent, the notice party shall not settle, compromise, or adversely affect in any manner the defense of such claim.

- e. This Agreement may be terminated at any time by mutual agreement of the Parties or by unilateral decision of either party provided at least thirty (30) days written notice is given to the other party. Upon such written notification, SCA will invoice County for expenses and obligations incurred to date. Amendments to the Agreement may be proposed by either party and shall become effective upon written approval by both Parties.
- e. The Parties shall cooperatively review and mutually approve all press releases and public relations and outreach material related to the Project prior to publication.
- f. Randy Rupp, Operations Director is hereby designated to serve as Student Conservation Association's representative in implementation of this Agreement. Cecily Harris, Development Consultant is designated to serve as County's representative in the implementation of this Agreement.
- g. The terms of this Agreement shall be construed in accordance with the laws of the State of California. The venue for any court proceedings on the Agreement will be San Mateo County Superior Court.

STUDENT CONSERVATION  
ASSOCIATION

SAN MATEO COUNTY

By:



Title: Vice President  
Date:

By:

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Marlene Finley  
Title: Parks Director  
Date:

Student Conservation  
 Association  
 GIS Program Budget  
 FY 2015/2016

EXHIBIT A

	SMC Parks GIS Intern (12 weeks)	SMC Parks Senior GIS Intern (52 weeks)	SCA Seasonal Program Support	SMC Parks GIS1 Youth Crew (4 weeks)	SMC Parks GIS2 Youth Crew (4 weeks)	School Year Crews - GIS component	Facilities - Office & Venue Rental & Storage	Misc. (Staff & Travel/ Training, Tools, etc.)	Totals
<b>EXPENSES</b>									
<b>Member Expense</b>									
Compensation	\$ 2,691	\$ 17,795	\$ 14,540	\$ 9,353	\$ 9,093	\$ -	\$ -	\$ -	\$ 53,473
Orientation and Training	\$ -	\$ -	\$ -	\$ 120	\$ 120	\$ 200	\$ -	\$ -	\$ 440
<b>Field Operations</b>									
Supplies, Tools, Equipment, and Educational	\$ -	\$ 4,000	\$ -	\$ 200	\$ 200	\$ 1,100	\$ -	\$ 2,683	\$ 8,183
Esri GIS Software & licensing (in kind)	\$ 6,000	\$ 25,305	\$ -	\$ 1,879	\$ 1,878	\$ -	\$ -	\$ -	\$ 35,062
Field Based Meals	\$ -	\$ -	\$ -	\$ 724	\$ 724	\$ 576	\$ -	\$ -	\$ 2,024
Background Checks	\$ -	\$ 85	\$ -	\$ 400	\$ 400	\$ -	\$ -	\$ -	\$ 885
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation	\$ 1,100	\$ 1,300	\$ -	\$ 2,850	\$ 2,875	\$ 1,000	\$ -	\$ 4,500	\$ 13,625
Service Clothing	\$ 75	\$ 120	\$ -	\$ 594	\$ 594	\$ -	\$ -	\$ 2,000	\$ 3,383
Financial Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Housing	\$ 1,615	\$ 11,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,015
<b>Field Leader Expenses</b>									
Salary and Fringe Benefits	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 2,100	\$ -	\$ -	\$ 22,100
Training and Education	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 300	\$ -	\$ -	\$ 4,300
Leader Travel	\$ -	\$ -	\$ -	\$ 471	\$ 471	\$ -	\$ -	\$ -	\$ 942

<b>Program Management (Staffing, Admin)</b>									
Recruiting, Enrollment, Evaluation, Assessment	\$ 701	\$ 775	\$ -	\$ 816	\$ 816	\$ -	\$ -	\$ -	\$ 3,108
Risk Management	\$ 60	\$ 260	\$ -	\$ 432	\$ 432	\$ -	\$ -	\$ -	\$ 1,184
Program Support (IT, Agreements, Insurance, Regional/National infrastructure)	\$ 1,380	\$ 4,680	\$ -	\$ 5,767	\$ 5,743	\$ 800	\$ 11,900	\$ -	\$ 30,270
Local Staff Management	\$ -	\$ 2,677	\$ 4,000	\$ 4,260	\$ 4,260	\$ 2,947		\$ 2,000	\$ 20,144
<b>Subtotal</b>	\$ 13,622	\$ 68,397	\$ 18,540	\$ 39,866	\$ 39,606	\$ 9,023	\$ 11,900	\$ 11,183	\$ 212,137
Indirect Costs	\$ 1,950	\$ 11,023	\$ 2,781	\$ 5,980	\$ 5,941	\$ 1,353	\$ -	\$ -	\$ 29,028
<b>TOTAL EXPENSES</b>	<b>\$ 15,572</b>	<b>\$ 79,420</b>	<b>\$ 21,321</b>	<b>\$ 45,846</b>	<b>\$ 45,547</b>	<b>\$ 10,376</b>	<b>\$ 11,900</b>	<b>\$ 11,183</b>	<b>\$ 241,165</b>
<b>REVENUES</b>									
<b>Measure A funds</b>									
for Direct Expenses	\$ 7,622	\$ 18,463	\$ 18,540	\$ 4,979	\$ 38,571	\$ 9,023	\$ 11,900	\$ 11,182	\$ 120,280
for Indirect Expenses	\$ 762	\$ 1,846	\$ 1,854	\$ 498	\$ 3,857	\$ 902	\$ -	\$ -	\$ 9,720
							<b>Measure A Funds</b>		<b>\$ 130,000</b>
<b>Agency Partners (fee for service &amp; In-Kind)</b>									
San Mateo County Parks (SMC Parks Foundation)	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Golden Gate Natl. Rec. Area/NPS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SFPUC or POST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
JobTrain	\$ -	\$ -	\$ -	\$ 11,520	\$ -	\$ -	\$ -	\$ -	\$ 11,520
Esri Software (in kind)	\$ 6,000	\$ 25,305	\$ -	\$ 1,879	\$ 1,878	\$ -	\$ -	\$ -	\$ 35,062
<b>SCA In-Kind Contributions (discount to SCA Program Management costs + use of SCA vehicles)</b>	\$ -	\$ -	\$ -	\$ 1,970	\$ 1,241	\$ 451	\$ -	\$ -	\$ 3,662

<b>SCA Philanthropy</b>	\$ 1,188	\$ 33,806	\$ 927	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,921
<b>TOTAL REVENUES</b>	\$ 15,572	\$ 79,420	\$ 21,321	\$ 45,846	\$ 45,547	\$ 10,376	\$ 11,900	\$ 11,182	\$ 241,165