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|---|--|---|----------------|-----------|------------------|-----------|----------------------|------|--------------|------|--------|-----------|
| <p><b>1. Award No.</b><br/>693JJ32340117</p>  | <p><b>2. Effective Date</b><br/>See No. 17 Below</p>   | <p><b>3. Assistance Listings No.</b><br/>20.939</p> |                |           |                  |           |                      |      |              |      |        |           |
| <p><b>4. Award To</b><br/>City of Palo Alto Office of Transportation<br/>250 Hamilton Ave, 5<sup>th</sup> floor<br/>Palo Alto, CA 94301</p> <p>Unique Entity Id.: W1ZRG61RG5V7<br/>TIN No.: 946000389</p>   | <p><b>5. Sponsoring Office</b><br/>U.S. Department of Transportation<br/>Federal Highway Administration<br/>Office of Safety<br/>1200 New Jersey Avenue, SE<br/>HSSA-1, Mail Drop E71-117<br/>Washington, DC 20590</p>   |   |                |           |                  |           |                      |      |              |      |        |           |
| <p><b>6. Period of Performance</b><br/>Effective Date of Award through<br/>24 months</p>  | <p><b>7. Total Amount</b></p> <table border="0"> <tr> <td>Federal Share:</td> <td style="text-align: right;">\$160,000</td> </tr> <tr> <td>Recipient Share:</td> <td style="text-align: right;">\$ 40,000</td> </tr> <tr> <td>Other Federal Funds:</td> <td style="text-align: right;">\$ 0</td> </tr> <tr> <td>Other Funds:</td> <td style="text-align: right;">\$ 0</td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">\$200,000</td> </tr> </table> |   | Federal Share: | \$160,000 | Recipient Share: | \$ 40,000 | Other Federal Funds: | \$ 0 | Other Funds: | \$ 0 | Total: | \$200,000 |
| Federal Share:  | \$160,000  |   |                |           |                  |           |                      |      |              |      |        |           |
| Recipient Share:  | \$ 40,000  |   |                |           |                  |           |                      |      |              |      |        |           |
| Other Federal Funds:  | \$ 0   |   |                |           |                  |           |                      |      |              |      |        |           |
| Other Funds:  | \$ 0   |   |                |           |                  |           |                      |      |              |      |        |           |
| Total:  | \$200,000  |   |                |           |                  |           |                      |      |              |      |        |           |
| <p><b>8. Type of Agreement</b><br/>Grant</p>  | <p><b>9. Authority</b><br/>Section 24112 of the Infrastructure Investment and Jobs Act (Pub. L. 117–58, November 15, 2021; also referred to as the “Bipartisan Infrastructure Law” or “BIL”)</p>   |   |                |           |                  |           |                      |      |              |      |        |           |
| <p><b>10. Procurement Request No.</b><br/>HSSP230290PR</p>  | <p><b>11. Federal Funds Obligated</b><br/>\$160,000</p>  |   |                |           |                  |           |                      |      |              |      |        |           |
| <p><b>12. Submit Payment Requests To</b><br/>See article 20.</p>  | <p><b>13. Payment Office</b><br/>See article 20.</p>   |   |                |           |                  |           |                      |      |              |      |        |           |
| <p><b>14. Accounting and Appropriations Data</b><br/>15X0173E50.0000.055SR10500.5592000000.41010.61006600</p>   |  |   |                |           |                  |           |                      |      |              |      |        |           |
| <p><b>15. Description of Project</b><br/>Through collaboration with diverse stakeholders, equity analysis, and consideration of low-cost, high-impact strategies citywide, the Palo Alto Safe Streets for All Action Plan will chart a path forward to enhance safety and mobility in Palo Alto. Palo Alto has a high proportion of vulnerable road users, with over 9% of commuters traveling by bike and over 40% of public school students biking to school.</p> |  |   |                |           |                  |           |                      |      |              |      |        |           |

**RECIPIENT**

**16. Signature of Person Authorized to Sign**

Signature	Date
Name: Ed Shikada	
Title: City Manager	

**FEDERAL HIGHWAY ADMINISTRATION**

**17. Signature of Agreement Officer**

Signature	Date
Name: Megan Mavis	
Title: Agreement Officer	

## U.S. DEPARTMENT OF TRANSPORTATION

### GRANT AGREEMENT UNDER THE FISCAL YEAR 2022 SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM

This agreement is between the Federal Highway Administration (the “FHWA”) and the City of Palo Alto (the “**Recipient**”).

This agreement reflects the selection of the Recipient to receive a Safe Streets and Roads for All (“SS4A”) Grant for the Palo Alto Safe Streets for All Action Plan.

The parties therefore agree to the following:

#### ARTICLE 1 GENERAL TERMS AND CONDITIONS

##### 1.1 General Terms and Conditions.

- (a) In this agreement, “**General Terms and Conditions**” means the content of the document titled “General Terms and Conditions Under the Fiscal Year 2022 Safe Streets and Roads for All Grant Program,” dated February 8, 2023, which is available at <https://www.transportation.gov/grants/ss4a/grant-agreements>. Articles 7–30 are in the General Terms and Conditions. The General Terms and Conditions are part of this agreement.
- (b) The Recipient states that it has knowledge of the General Terms and Conditions. Recipient also states that it is required to comply with all applicable Federal laws and regulations including, but not limited to, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200); National Environmental Policy Act (NEPA) (42 U.S.C. § 4321 et seq.); and Build America, Buy America Act (BIL, div. G §§ 70901-27).
- (c) The Recipient acknowledges that the General Terms and Conditions impose obligations on the Recipient and that the Recipient’s non-compliance with the General Terms and Conditions may result in remedial action, termination of the SS4A Grant, disallowing costs incurred for the Project, requiring the Recipient to refund to the FHWA the SS4A Grant, and reporting the non-compliance in the Federal-government-wide integrity and performance system.

**ARTICLE 2  
APPLICATION, PROJECT, AND AWARD**

**2.1 Application.**

Application Title: Palo Alto Safe Streets for All Action Plan

Application Date: 9/14/2022

**2.2 Award Amount.**

SS4A Grant Amount: \$160, 000

**2.3 Award Dates.**

Period of Performance End Date: See Section 6 on page 1

**2.4 Budget Period**

Budget Period End Date: See Section 6 on page 1

**2.5 Action Plan Grant or Implementation Grant Designation.**

Designation: Action Plan

**2.6 Federal Award Identification Number.** The Federal Award Identification Number is listed on page 1, line 1.

**ARTICLE 3  
SUMMARY PROJECT INFORMATION**

**3.1 Summary of Project's Statement of Work.**

The award will be used by the City of Palo Alto to develop a comprehensive safety action plan.

**3.2 Project's Estimated Schedule.**

**ACTION PLAN SCHEDULE**

<b>Milestone</b>	<b>Schedule Date</b>
Planned Draft Action Plan Completion Date:	11/01/2024
Planned Action Plan Completion Date:	02/21/25

Planned Action Plan Adoption Date:	04/07/2025
Planned SS4A Final Report Date:	05/30/2025

### IMPLEMENTATION SCHEDULE NON-CONSTRUCTION

Milestone	Schedule Date
Planned NEPA Completion Date:	N/A for Action Plan
Planned Activity Completion Date:	05/30/2025

### 3.3 Project's Estimated Costs.

#### (a) Eligible Project Costs

Eligible Project Costs	
SS4A Grant Amount:	\$160,000
Other Federal Funds:	\$0
State Funds:	\$0
Local Funds:	\$40,000
In-Kind Match:	\$0
Other Funds:	\$0
Total Eligible Project Cost:	\$200,000

#### (b) Supplemental Estimated Budget

Cost Element	Federal Share	Non-Federal Share	Total Budget Amount
Direct Labor	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual/Consultant	\$160,000.00	\$40,000.00	\$200,000.00
Other	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
<b>Total Budget</b>	<b>\$160,000.00</b>	<b>\$40,000.00</b>	<b>\$200,000.00</b>

## ARTICLE 4

### RECIPIENT INFORMATION

#### 4.1 Recipient's Unique Entity Identifier.

W1ZRG61RG5V7

#### 4.2 Recipient Contact(s).

Philip Kamhi, Chief Transportation Official  
City of Palo Alto Office of Transportation  
250 Hamilton Avenue, 5<sup>th</sup> Floor  
Palo Alto, CA 94301  
650-329-2136  
Philip.Kamhi@cityofpaloalto.org

#### 4.3 Recipient Key Personnel.

Name	Title or Position
Sylvia Star-Lack	Transportation Planning Manager

#### 4.4 USDOT Project Contact(s).

Darren Thacker  
Safe Streets and Roads for All Program Manager  
Federal Highway Administration  
Office of Safety  
HSSA-1, Mail Stop: E71-117  
1200 New Jersey Avenue, S.E.  
Washington, DC 20590  
(202) 366-6409  
darren.thacker@dot.gov

and

Ashley Cucchiarelli  
Agreement Officer (AO)  
Federal Highway Administration  
Office of Acquisition and Grants Management  
HCFA-33  
12300 W Dakota Ave  
Lakewood, CO 80228  
(720) 963-3589

[ashley.cucchiarelli@dot.gov](mailto:ashley.cucchiarelli@dot.gov)

and

Vince Mammano  
Agreement Officer's Representative (AOR)  
Division Administrator  
FHWA California Division Office  
650 Capitol Mall, Ste. 4-100  
Sacramento, CA 95814  
916-498-5015  
[Hdaca@dot.gov](mailto:Hdaca@dot.gov)

and

Ivy Attah  
California Division Office Point of Contact  
Operations Engineer  
650 Capitol Mall, Suite 4-100  
Sacramento CA 95814  
916-498-5860  
[ivy.attah@dot.gov](mailto:ivy.attah@dot.gov)

Backup Calif. Div. Office POC: [Maria.Bhatti@dot.gov](mailto:Maria.Bhatti@dot.gov)

## **ARTICLE 5**

### **USDOT ADMINISTRATIVE INFORMATION**

#### **5.1 Office for Subaward and Contract Authorization.**

USDOT Office for Subaward and Contract Authorization: FHWA Office of Acquisition and Grants Management

#### **SUBAWARDS AND CONTRACTS APPROVAL**

Note: See 2 CFR § 200.331, Subrecipient and contractor determinations, for definitions of subrecipient (who is awarded a subaward) versus contractor (who is awarded a contract).

Note: Recipients with a procurement system deemed approved and accepted by the Government or by the AO are exempt from the requirements of this clause. See 2 CFR 200.317 through 200.327.

Note: This clause is only applicable to Action Plan Grants.

Unless described in the application and funded in the approved award, the Recipient must obtain prior written approval from the AO for the subaward, transfer, or contracting out of any work under this award above the Simplified Acquisition Threshold. This provision does not apply to the acquisition of supplies, material, equipment, or general support services. Approval of each subaward or contract is contingent upon the Recipient's submittal of a written fair and reasonable price determination, and approval by the AO for each proposed contractor/sub-recipient. Consent to enter into subawards or contracts will be issued through written notification from the AO or a formal amendment to the Agreement.

The following subawards and contracts are currently approved under the Agreement by the AO. This list does not include supplies, material, equipment, or general support services which are exempt from the pre-approval requirements of this clause.

(Fill in at award or by amendment)

## 5.2 Reimbursement Requests

- (a) The Recipient may request reimbursement of costs incurred in the performance of this agreement if those costs do not exceed the funds available under section 2.2 and are allowable under the applicable cost provisions of 2 C.F.R. Part 200, Subpart E. The Recipient shall not request reimbursement more frequently than monthly.
- (b) The Recipient shall use the DELPHI eInvoicing System to submit requests for reimbursement to the payment office. When requesting reimbursement of costs incurred or credit for cost share incurred, the Recipient shall electronically submit supporting cost detail with the SF 271 (Outlay Report and Request for Reimbursement for Construction Programs) to clearly document all costs incurred.
- (c) The Recipient's supporting cost detail shall include a detailed breakout of all costs incurred, including direct labor, indirect costs, other direct costs, travel, etc., and the Recipient shall identify the Federal share and the Recipient's share of costs. If the Recipient does not provide sufficient detail in a request for reimbursement, the AO may withhold processing that request until the Recipient provides sufficient detail.
- (d) The USDOT shall not reimburse costs unless the Agreement Officer's Representative (the "AOR") reviews and approves the costs to ensure that progress on this agreement is sufficient to substantiate payment.
- (e) The USDOT may waive the requirement that the Recipient use the DELPHI eInvoicing System. The Recipient may obtain waiver request forms on the DELPHI eInvoicing website (<http://www.dot.gov/cfo/delphi-einvoicing-system.html>) or by contacting the AO. A Recipient who seeks a waiver shall explain why they are unable to use or access the Internet to register and enter payment requests and send a waiver request to

Director of the Office of Financial Management  
US Department of Transportation,  
Office of Financial Management B-30, Room W93-431  
1200 New Jersey Avenue SE

Washington DC 20590-0001

or

[DOTElectronicInvoicing@dot.gov](mailto:DOTElectronicInvoicing@dot.gov).

If the USDOT grants the Recipient a waiver, the Recipient shall submit SF 271s directly to:

DOT/FAA  
P.O. Box 268865  
Oklahoma City, OK 73125-8865  
Attn: Agreement Specialist

- (f) The requirements set forth in these terms and conditions supersede previous financial invoicing requirements for Recipients.

## **ARTICLE 6 SPECIAL GRANT TERMS**

- 6.1** SS4A funds must be expended within five years after the grant agreement is executed and DOT obligates the funds, which is the budget period end date in section 10.3 of the Terms and Conditions and section [wherever the date it is in this agreement].
- 6.2** The Recipient acknowledges that the Action Plan will be made publicly available, and the Recipient agrees that it will publish the final Action Plan on a publicly available website.
- 6.3** The Recipient demonstrates compliance with civil rights obligations and nondiscrimination laws, including Titles VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, and accompanying regulations. Recipients of Federal transportation funding will also be required to comply fully with regulations and guidance for the ADA, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all other civil rights requirements.
- 6.4** There are no other special grant requirements for this award.



**ATTACHMENT A**  
**PERFORMANCE MEASUREMENT INFORMATION**

**Study Area: City of Palo Alto**

**Baseline Measurement Date: 04/07/2025**

**Baseline Report Date: 05/30/2025**

**Table 1: Performance Measure Table**

<b>Measure</b>	<b>Category and Description</b>	<b>Measurement Frequency</b>
Equity	Percent of Funds to Underserved Communities: Funding amount (of total project amount) benefitting underserved communities, as defined by USDOT	End of period of performance
Costs	Project Costs: Quantification of the cost of each eligible project carried out using the grant	End of period of performance
Lessons Learned and Recommendations	Lessons Learned and Recommendations: Description of lessons learned and any recommendations relating to future projects of strategies to prevent death and serious injury on roads and streets.	End of period of performance

**ATTACHMENT B  
CHANGES FROM APPLICATION**

**INSTRUCTIONS FOR COMPLETING ATTACHMENT B:** Describe all material differences between the scope, schedule, and budget described in the application and the scope, schedule, and budget described in Article 3. The purpose of this attachment B is to document the differences clearly and accurately in scope, schedule, and budget to establish the parties' knowledge and acceptance of those differences. See section 10.1.

**Scope:** No differences

**Schedule:** Original start date: 07/05/23  
Updated start date: 10/1/2023

Original end date: 12/31/2024  
Updated end date: 05/30/2025

**Budget:** All \$200,000 will be applied to contractual costs. This does not change the funding sources.

The table below provides a summary comparison of the project budget.

Fund Source	Application		Section 3.3	
	\$	%	\$	%
<b>Previously Incurred Costs (Non-Eligible Project Costs)</b>				
Federal Funds				
Non-Federal Funds				
Total Previously Incurred Costs				
<b>Future Eligible Project Costs</b>				
SS4AFunds				
Other Federal Funds				
Non-Federal Funds				
Total Future Eligible Project Costs				
Total Project Costs				

## ATTACHMENT C RACIAL EQUITY AND BARRIERS TO OPPORTUNITY

### 1. Efforts to Improve Racial Equity and Reduce Barriers to Opportunity.

The Recipient states that rows marked with “X” in the following table are accurate:

	A racial equity impact analysis has been completed for the Project. <i>(Identify a report on that analysis or, if no report was produced, describe the analysis and its results in the supporting narrative below.)</i>
	The Recipient or a project partner has adopted an equity and inclusion program/plan or has otherwise instituted equity-focused policies related to project procurement, material sourcing, construction, inspection, hiring, or other activities designed to ensure racial equity in the overall delivery and implementation of the Project. <i>(Identify the relevant programs, plans, or policies in the supporting narrative below.)</i>
	The Project includes physical-barrier-mitigating land bridges, caps, lids, linear parks, and multimodal mobility investments that either redress past barriers to opportunity or that proactively create new connections and opportunities for underserved communities that are underserved by transportation. <i>(Identify the relevant investments in the supporting narrative below.)</i>
	The Project includes new or improved walking, biking, and rolling access for individuals with disabilities, especially access that reverses the disproportional impacts of crashes on people of color and mitigates neighborhood bifurcation. <i>(Identify the new or improved access in the supporting narrative below.)</i>
	The Project includes new or improved freight access to underserved communities to increase access to goods and job opportunities for those underserved communities. <i>(Identify the new or improved access in the supporting narrative below.)</i>
	The Recipient has taken other actions related to the Project to improve racial equity and reduce barriers to opportunity, as described in the supporting narrative below.
X	The Recipient has not yet taken actions related to the Project to improve racial equity and reduce barriers to opportunity but, before beginning construction of the project, will take relevant actions described in the supporting narrative below
	The Recipient has not taken actions related to the Project to improve racial equity and reduce barriers to opportunity and will not take those actions under this award.

### 2. Supporting Narrative.

The City of Palo Alto Transportation Element includes a goal of zero severe injury and roadway fatalities. The new Local Road Safety Plan (LRSP) for Palo Alto found that for fatal and severe injury motor vehicle collisions during 2015-2019, 25% of the collisions involved bicycles, and 24% involved pedestrians. Of the total 555 bicycle- and pedestrian-involved collisions that occurred in the study period, 416 involved a bicycle.

Ninety percent of these collisions occurred at an intersection. Community engagement was limited, and equity considerations were absent in LRSP development, highlighting the need for a robust SS4A Action Plan. The City will collaboratively enlist non-profits and diverse stakeholders to work towards more equitable safety practices. Improving roadway infrastructure will benefit the approximately 650 students from historically disadvantaged census tracts in adjacent East Palo Alto who attend school in Palo Alto.

The City will engage the public in plan development through online surveys, interactive mapping, in-person tabling at community events and activity centers, and via the City's communication channels. The City will leverage the Planning and Transportation Commission, the Pedestrian and Bicycle Advisory Committee, and the City/School Traffic Safety Committee, a historic partnership between City Departments, the Palo Alto School District, and the Palo Alto Parent Teacher Association Council.