



Western Regional Office
409 13th St.
Suite 600
Oakland, CA 94612
510-992-4662

**Letter of Agreement between
Rails to Trails Conservancy, CivicWell, and Contra Costa County**

Date: September 10, 2025

To: Contra Costa County

From: Iman Sylvain, Rails to Trails Conservancy

Copy: Josh Meyer, CivicWell

Re: Active Transportation Technical Assistance for Garretson Ave. School Access Study

Background

This Letter of Agreement (“LOA”) is entered into by and among Rails to Trails Conservancy, a District of Columbia non-profit corporation, CivicWell, a California non-profit public benefit corporation, (collectively, the “TA Team”) and Contra Costa County, a political subdivision of the State of California (“County”) as of the date written above.

The TA Team will provide the County technical assistance to support the delivery of projects, policies, or programs that increase physical activity in disadvantaged communities via investments in active transportation, specifically the project more particularly described herein. This assistance is made possible through funding from the California Department of Public Health’s CalSPAN (California State Physical Activity and Nutrition) program, which is part of a federal grant from the Centers for Disease Control (CDC). The goal of this program is to fund strategies that support safe and accessible physical activity by providing training and technical assistance to local jurisdictions implementing active transportation activities. These activities may include demonstration projects or implementing policies that connect pedestrians, bicyclists, or transit riders to routine destinations like homes, schools, parks, worksites, healthcare, food, or retail.

Overview of Services

The TA Team’s assistance will focus on increasing pedestrian safety, easing pick-up and drop-off congestion, and/or other safe routes improvements along Garretson Avenue to Rodeo Hills Elementary School, in the unincorporated community of Rodeo (the “Project”). The scope and timeline of the TA Team’s assistance are summarized below and described in greater detail in the attached Scope of Work (Appendix I). The TA Team shall complete all activities and deliverables described in this LOA by May 31, 2026, according to the following anticipated timeline:



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- Site evaluation and project refinement (September 2025 - October 2025)
- Education (October 2025 - November 2025)
- Project delivery (November 2025 - April 2026)
- Evaluation and wrap-up (April 2026 - May 2026)

Roles and Responsibilities

The TA Team and the County will cooperate on the Project, as follows:

- The County will serve as the lead agency for project management and coordination.
- The County and TA Team each will designate a lead point of contact for ongoing Project-related coordination and communication under this LOA.
- The County will facilitate TA Team's access to relevant data, maps, and planning documents.
- The County will work with the TA Team lead to identify relevant agency staff, local leaders and community representatives who will be necessary to engage and support the assistance and will ensure their regular participation as needed in meetings, trainings, and regular communications with the TA Team.
- The County will ensure County and other public agency staff, local leaders, and any community-based organizations that are involved with the Project are briefed and that their contact information is provided to the TA Team to ensure TA Team's timely completion of tasks and deliverables described in this LOA.
- The County will be solely responsible for deciding on the ultimate design and implementation of the Project.
- The County's designated representatives will respond promptly to email or telephone inquiries from the TA Team to ensure timely delivery of the Project.
- The County will provide the TA Team regular updates on Project milestones and any feedback received from stakeholders.
- If in-person events and/or meetings are held, the County shall be the party responsible for sending notifications to relevant stakeholders and residents to publicize the events and/or meetings.
- The County will endeavor to acknowledge the contributions of the TA Team in public meetings and in any written reports.
- The TA Team shall not provide any engineering services, including drawings or technical specs.

Unanticipated Funding Impacts

The parties acknowledge that there is a high level of uncertainty about the continuity of some federal funding programs, including funding for this technical assistance program which originates from the CDC. If the grant funding is reduced or discontinued, the TA Team may not be able to



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complete the work outlined in this LOA. The parties agree to monitor this and share information to minimize the inconvenience as a result of any disruption or cancellation of this work.

The foregoing reflects our mutual understanding of the nature of technical assistance to be provided by the TA Team in connection with the County's Project. Both parties agree to collaborate in good faith and maintain open lines of communication. This LOA expires upon completion of the Project. Either the County or TA Team may terminate this LOA immediately, at any time, by giving the other Party or Parties written notice of termination.

SIGNED,

Contra Costa County

Print Name and Title:

Signature:

Date:

Rails to Trails Conservancy

Print Name and Title: Iman Sylvain, Western Regional Director (Rails to Trails Conservancy)

Signature: 

Date: 9/10/25